



ATSIP Executive Board Meeting

Via teleconference

October 18, 2017 2:00 PM Eastern, 1 PM Central, Noon Mountain, 11 AM Pacific

ATTENDANCE:

Kathleen Haney: President, Minnesota, State DPS

Cory Hutchinson: 1st Vice President, Louisiana, university researcher

Chris Osbourn, 2nd Vice President, Tennessee, Department of Safety and Homeland Security

Bob Scopatz, Minnesota, Secretary, consultant

Allen Parrish, immediate past President, USN Academy, university researcher (absent)

Shane Bates, Kentucky, State Law Enforcement

Kellee Craft, Ohio, TSASS consultant

Patrick Dolan, Tennessee Department of Safety and Homeland Security, Co-parliamentarian

Pete D’Oronzio, Colorado, Pd’ Programming (absent)

Juliet Little, Connecticut, State DOT

Joe McCarthy, Colorado, consultant

Rhonda Stricklin, Alabama, university researcher

Eric Tang, Virginia, Virginia, consultant (absent)

Sladjana Oulad Daoud, California, DMV (absent)

Non-voting attendees:

Ralph Zimmer, Co-Parliamentarian

Jim Davis, Co-Parliamentarian

Bob Rasmussen, Treasurer, VDOT (retired)

Tim Kerns, Maryland, university researcher

Luke Johnson, NHTSA

Bob Pollack, FHWA

Scott Valentine, FMCSA

Ida Williams, Maryland

1. Call to Order, Attendance/Quorum, Introductions

Bob Scopatz announced a quorum at 1:04 PM Central

Kathleen Haney called the meeting to order at 1:05 PM Central

2. Approval of Minutes from August 6, 2017 Executive Board Meeting

Kathleen sent the 08062017 minutes as Draft for Approval. Several attendees said they had not received the email. Kathleen said she will go back and check the email distribution.

MOTION

Kellee Craft moved to approve the minutes from the August 6, 2017 Executive Board Meeting

Juliet Little seconded

Motion Approved

- 47 3. Past President’s Report: Allen Parrish
48 No report
49
- 50 4. 1st Vice President’s Report: Cory Hutchinson
51 Cory Hutchinson said that he has no report.
52
- 53 5. Treasurer’s Report: Bob Rasmussen
54 Bob Rasmussen presented the August 2017 and September 2017 financial reports and the
55 2017 TR Forum financial report. The 2017 Forum expenses have been paid and all
56 income is accounted for. The Forum did make money again this year (just under
57 \$25,000). The reports are appended to the member’s copy of these minutes.
58

59 **MOTION:**

60 **Cory Hutchinson moved to accept the August 31, 2017 and September 30, 2017**

61 **Treasurer’s Reports**

62 **Patrick Dolan Seconded**

63 **Motion Approved**
64

- 65 6. Liaison Reports:
- 66 a. FMCSA: Scott Valentine said that the agency has been conducting “road shows”
67 explaining programs and opportunities. They have received several
68 recommendations that FMCSA formally adopt the MMUCC data elements.
69 Rhonda Stricklin asked Scott to send her information about the road show in
70 Birmingham.
71
- 72 b. FHWA: Bob Pollack said that FHWA has completed a review of all of the MIRE
73 FDE implementation plans submitted by States as part of their Traffic Records
74 Strategic Plans this Summer. The assessment is available through the FHWA
75 Division Offices’ Safety Engineers in each State.
76
- 77 c. NHTSA: Luke Johnson said that the FARs 2016 file is available on the NHTSA
78 website. There was a 5.6% increase over 2015 and the second increase in a row.
79 NHTSA has additional money and is putting \$10,000 toward ATSIP’s
80 maintenance of the ANSI D16.1 standard. The Traffic Records Program
81 Assessment Advisory will soon be open for comment per a posting in the Federal
82 Register. Bob Rasmussen asked if the \$10,000 is in addition to the \$50,000
83 ATSIP already receives. Luke said that it is in addition. Rhonda Stricklin asked if
84 the FARS 2016 number of fatalities is final. Luke said, yes it is final and the fact
85 sheets are all posted to the NHTSA website.
86
- 87 d. TRB: Bob Scopatz will follow up with our TRB liaison. Hadi Shirazi informed
88 Kathleen that we have a room assigned for our meeting in January.
89
- 90 e. GHSA: Jonathan Adkins has said that GHSA is interested in having a liaison and
91 they will give us a name.
92

93 f. NSC: We have not heard who the liaison. Bob Scopatz will follow up with Deb
94 Trombley if she will be the liaison.
95

96 g. ITE: Steve Lavrenz is our liaison and he let us know he could not attend today.
97

98 7. ANSI D16 (Jill, Joan)

99 Kellee Craft said that Joan gave her an update. We are done with our efforts and as soon
100 as the ANSI governing board meets, they anticipate giving us the final approval. Bob
101 Rasmussen said that we expect to receive a \$9,000 invoice from ANSI for our next year's
102 dues. Ida Williams asked if the standard will keep the same format and if the name of the
103 secretariat will change to ATSIP versus National Safety Council. Also, will hardcopies be
104 available or will it be electronic only? Also, will States still receive a free printed copy?
105 Kathleen and Kelly answered that the cover has changed to show ATSIP as the
106 secretariat, and that printed copies will be available on request, but not sure if there will
107 be a printing/mailing charge.
108

109 8. 2nd Vice President's Report: Chris Osbourn

110 Chris Osbourn said that the floor layouts are ready. He has been working with Andi Bill
111 about possible speakers and tours. So far, things are going well. Bob Rasmussen asked
112 Chris if he wanted funding for a site visit to Milwaukee. Chris proposed that two people
113 go on the trip, with funding not to exceed \$2,500.
114

115 **MOTION**

116 **Bob Scopatz moved to approve up to \$2,500 for two people to travel to Milwaukee.**

117 **Rhonda Stricklin seconded.**

118 **Motion Approved**
119

120 9. Committees:

121 a. Membership (Bob Rasmussen)

122 There are three member applications to review. The applicants are:
123 Alabi Razaq, Jonathon Roach, and Gary Schonne, all three at the Member level.
124

125 **MOTION**

126 **Joe McCarthy moved that we accept all three applicants at the Member**
127 **level.**

128 **Chris Osbourn seconded**

129 **Motion Approved**
130

131 b. Best Practices (Patrick Dolan, Juliet Little)

132 Kathleen asked Patrick and Juliet if they accepted the assignment to lead the Best
133 Practices award process.

134 c. Awards (Eric Tang)

135 No report.
136

137 d. Executive Director (Kathleen Haney)

138 Kathleen said that we have finalized the position description and vetted it with the

139 attorneys. It is ready to be posted so we need to decide where it will be posted and
140 what process we will use to decide who will be interviewed. We may do final
141 face-to-face interviews with candidates when we are in Washington. Ida Williams
142 asked what the rate of pay is. Kathleen said that this is a part-time position with a
143 range of salaries estimated at roughly \$34,000. Ida asked if the money is coming
144 out of operating budget. Kathleen said that the Executive Board voted to fund the
145 position for two years after which time it is expected to be self-funding through
146 growth in the Forum income.

147
148 Rhonda Stricklin asked when we hope the person will start. Kathleen said we are
149 hoping for a January start date. Rhonda asked if we could send the job posting to
150 the Executive Board.

151
152 Ida Williams asked if the person will be compensated for travel. Kathleen said
153 that travel will be reimbursed, but we are asking for the person to be located in the
154 general Washington DC area so that they can attend meetings locally. Ida added
155 that having an Executive Director is a great decision.

156
157 Kathleen said that this is an important step for ATSIP. Jim Davis said that he is
158 very glad we are taking this step. Kathleen said that the position will be posted on
159 the ATSIP website, and on organizations devoted to non-profit organization
160 management.

161
162 e. Newsletter (Dave Bozak)
163 No report. Kathleen said that the latest newsletter went out two weeks ago. Please
164 supply content to Dave for the next newsletter. Rhonda Stricklin said that the
165 recap of the Forum was excellent.

166
167 f. TRCCs (Rhonda)
168 Rhonda Stricklin said that the last TRCC outreach call was just prior to the
169 Forum. She will set up the next call soon after speaking with the internal
170 committee.

171
172 Kathleen said that we also discussed setting up a Data Integration group as well
173 and Kathleen asked if Rhonda will help get that new effort started. Rhonda said
174 that Joe McCarthy has reached out to Rhonda and Eric Tang about that effort.
175 Rhonda said she can help with organization and getting things started. Perhaps the
176 new data integration group could plan to hold calls on a quarterly basis, but
177 scheduled to be a different month from the TRCC calls. Rhonda said we will need
178 help (from Luke, perhaps) to put together a list. Luke Johnson said that he asked
179 Karla Houston for a list of participants in the TRCC roundtables. He will also
180 work with CDC again to maintain their involvement. Bob Scopatz asked Rhonda
181 to include him in the effort as well.

182
183 g. ANSI Standards Review Committee (Tim Kerns)
184 Tim Kerns agreed to lead this new (required) committee. There is a list of four
185 specific types of people who must be on the committee. Kathleen asked for any
186 names for the two Board members and two non-Board members who could serve

187 on that committee. Please email Tim with ideas and to volunteer.
188

189 10. Future Forums:

190 a. 2018 Forum (Chris Osbourn)
191 No further report
192

193 b. 2019 Forum (Rhonda Stricklin)
194 Rhonda said that there is no news. Bob Rasmussen has signed the contract with
195 the Renaissance in Austin, TX. He is awaiting them to contact him and he will ask
196 them to add others to the distribution once we know who will lead. Rhonda is still
197 looking into this in consultation with her supervisor.
198

199 11. Old Business
200 None
201

202 12. New Business

203 **MOTION**
204 **Bob Scopatz moved to move Chris Osbourn to Fellow Status.**
205 **Cory Hutchinson seconded.**
206 **Motion Approved**
207
208

209 Ralph Zimmer asked if Chris meets the requirements for Fellow (must have been a
210 member for five years and actively contributed to the organization). Chris does meet
211 these requirements so the Motion was judged to be in order.
212

213 13: **Next meeting November 15, 2017, 1 PM Central Time (Virtual Meeting)**
214

215 Rhonda Stricklin asked for the date of the Board meeting at TRB. It will be the Saturday
216 of TRB (January 6, 2018).

217
218 14. Adjourn

219 **MOTION**
220 **Patrick Dolan moved to adjourn**
221 **Kelle Craft seconded**
222 **Motion Approved**
223

224 Kathleen Haney adjourned the meeting at 2:11 PM Central
225
226

227 Submitted as Draft for review on 10/18/2017 by Robert A. Scopatz, Secretary

228 Saved with comments through 10/19/2017

229 Final as approved by a vote of the ATSIP Executive Board on 11/15/2017
230