



ATSIP Executive Board Meeting
Via webinar/teleconference

February 21, 2018 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
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, P’d Programming
Juliet Little, Connecticut, State DOT
Joe McCarthy, Colorado, consultant (absent)
Rhonda Stricklin, Alabama, university researcher
Eric Tang, Virginia, Virginia, consultant
Sladjana Oulad Daoud, California, DMV (absent)

Non-voting attendees:

Ralph Zimmer, Co-Parliamentarian
Bob Rasmussen, Treasurer, VDOT (retired)
Luke Johnson, NHTSA
Bob Pollack, FHWA
Jill Hall, TSASS
John McDonough, NISR
John Siegler, NHTSA
Jamie Whelan, TN Department of Safety and Homeland Security
Dan Magri, Louisiana DOTD

1. Call to Order, Attendance/Quorum, Introductions

Bob Scopatz announced a quorum at 2:05 PM Eastern
Kathleen Haney called the meeting to order at 2:05 PM Eastern

2. Approval of Minutes from January 6, 2018 Executive Board Meeting

Bob Scopatz sent the 01062018 minutes as Draft for Review on 01/06/2018. Kathleen re-
sent them on 2/21/2018. Amendments to the minutes provided during today’s meeting
were:

Chris Osbourn asked to have it shown that he did not vote for naming Dan Crane the
agent of record. Kathleen asked for the missing date on line 43 to be included.

MOTION

**Patrick Dolan moved to approve the minutes from the January 6, 2018 Executive
Board Meeting as amended at the 02/21/2018 Executive Board Meeting
Juliet Little seconded**

49 **Motion Approved**

50

51 3. Liaison Reports:

52

53 a. FMCSA: no report

54

55 b. FHWA: Bob Pollack said that the MIRE v.2.0 has been posted to the FHWA
56 website (RSDP pages for the Office of Safety) making that document official.
57 They anticipate conducting a webinar to launch MIRE 2.0 sometime in April—
58 they will send an announcement in advance.

59

60 c. NHTSA:

61 Luke Johnson said that Indiana and Texas assessments are underway—the two in
62 the first year of the 2nd cycle. Thrilled to have ANSI D-16 out—copies are being
63 distributed. The State TRCC Strategic Planning document is still in the works and
64 will be shared at the Forum.

65

66 Juliet Little asked if the changed Assessment Advisory will take effect in October.
67 Luke said yes, that it will take effect as of the 2nd year of this new cycle.

68

69 d. TRB: no report

70

71 e. GHSA: no report

72

73 f. NSC: No report

74

75 g. ITE: Bob Scopatz spoke about the Roadway Safety Professional certification
76 through ITE and the Transportation Professional Certification Board (TPCB).
77 Copies of materials describing the two-level certification plan have been sent to
78 the same distribution list as the meeting minutes.

79

80 4. Past President’s Report: Allen Parrish

81 No report

82

83 5. 1st Vice President’s Report: Cory Hutchinson

84 Cory Hutchinson thanked the others who helped develop the ATSIP collateral to be
85 included in the ANSI D.16 mailing.

86

87 6. Treasurer’s Report: Bob Rasmussen

88 Bob Rasmussen presented the January 31, 2018 financial report. A copy of the report is
89 attached to the Members’ copy of these minutes. There is a balance of over \$50,000 on
90 the ATSIP organizational side. The Forum balance will see an increase in next month
91 with pending receipts.

92

93 **MOTION:**

94 **Pete D’Oronzio moved to accept the January 31, 2018 Financial Report.**

95 **Shane Bates Seconded**
96 **Motion Carried**
97

98 Bob also said that our tax information has been supplied to our accountant for 2017.
99

100 7. ANSI D16 (Jill Hall, Joan Vecchi)
101 Jill Hall said that it has been a busy month. ANSI edited the document then TSASS had
102 the document printed and shipped. So far, 159 copies have been mailed out. Those have
103 been mailed to the TRCCs in each State and to the members of the Consensus Body and
104 NHTSA. The document is also available on the ATSIP website (www.ATSIP.org). Jill
105 invited others who want a hard copy to contact Kellee.

106
107 Kathleen said that this has been 10 years in the making and we should try to get the word
108 out. Suggestions included sending a release notice to TRB, AASHTO, the Transportation
109 Communications Newsletter, GHSA, Lifesavers, and the USDOT SafetyCompass
110 newsletter.

111
112 Kellee Craft said that it is available on the ATSIP website (as noted) and she will add it to
113 the organization’s Facebook and Twitter feeds.
114

115 8. 2nd Vice President’s Report: Chris Osbourn
116 Chris deferred to the discussion of the forum.
117

118 9. Committees:

119 a. Membership (Bob Rasmussen)
120 There were three new member requests this period: Laura Gryder, Timothy
121 Jordan, and Jamie Whelan, all at the member level.
122

123 **MOTION**

124 **Bob Scopatz moved to accept Laura Gryder, Timothy Jordan, and Jamie**
125 **Whelan at the Member level upon payment of fees.**

126 **Pete D’Oronzio seconded.**

127 **Motion Carried**
128

129 b. Best Practices (Juliet Little and Patrick Dolan)
130 Juliet said that the call for abstracts went out last week. We anticipate having a
131 report on this for the March meeting. Patrick Dolan said that he plans to forward
132 the call to other agencies in Tennessee to see if they have projects to submit.
133

134 c. Awards (Eric Tang)
135 Eric Tang said that he will send the information on awards categories out in the
136 next two weeks. We do need to approve the stipend for honorees. We can have
137 that ready for the March meeting.
138

139 d. Executive Director (Kathleen Haney)
140 Kathleen said that the position has been posted to the ATSIP website and on

141 several online venues. The response has been unexpectedly large. We are
142 discussing the first batch of over 50 this Friday. Hope to do the first round of
143 phone interviews in early March.

144
145 Juliet Little asked what the cut-off date was. Kathleen said that these were
146 originally set to the standard 30-day period for the websites we used, but we may
147 have to cut this off before then. Rhonda Stricklin asked if we could take the
148 notices down if we feel like we have enough.

149
150 Ralph Zimmer asked if the Board authorized the Executive Officers to make the
151 hiring decision. Bob Scopatz read the motion from the 01/07/2017 Executive
152 Board meeting minutes as follows:

153
154 ***Chris Osbourn moved to approve the Working Group’s proposal to define the***
155 ***duties and responsibilities of an Executive Director, post the position, and***
156 ***recommend candidate(s) to the Officers of the ATSIP Executive Board.***
157

158 Ralph Zimmer said that he believes that this gives the Officers the authority to
159 make the hiring decision. He asked if any voting member on the call disagreed.
160 Hearing none, the group concurred that the Working Group will make a hiring
161 recommendation and the Board Officers will extend the offer of employment.

- 162
- 163 e. Newsletter (Dave Bozak)
164 Kathleen read a list of items that are planned for the newsletter.
165
 - 166 f. TRCCs (Rhonda Stricklin)
167 Rhonda Stricklin said that a call is scheduled for March 6th. She is sending the
168 invitations out shortly. They will talk about the Forum and an adjudication pilot
169 project. She said that she can add a bit about ANSI D-16.
170
 - 171 g. ANSI Standards Review Committee (Tim Kerns)
172 No report
173
 - 174 h. Policy and Procedures (Cory Hutchinson)
175 Cory Hutchinson agreed to chair the Policy and Procedures subcommittee during
176 the January meeting.
177

178 10. Future Forums:

- 179 a. 2018 Forum (Chris Osbourn)
180 Chris gave the dates of the open call for papers. The sponsor invitations have also
181 gone out and we have two sponsors. Speaker invitations are going out. Chris can
182 send the letters under ATSIP letterhead. Some invitations have already been
183 accepted. A tour is schedule for Wednesday (separate registration fee and limited
184 attendance to 130 persons) and we may be able to get a sponsor to allow us to see
185 a crash test as well. We are going to see if any of our sponsors want to also
186 sponsor an evening event, such as the Harley Davidson museum (1-mile south of
187 the hotel). The attendee give-away items have been selected. We will include a

188 save-the-date luggage tag for Austin.

189

190 b. 2019 Forum in Austin, TX (TBD)

191 Kathleen is going to supply a name for the forum program Chair.

192

193 11. Old Business

194 None

195

196 12. New Business

197 None

198

199

200

201 **13: Next meeting March 21, 2018 2 PM Eastern Time (Virtual Meeting)**

202

203

204 14. Adjourn

205 **MOTION**

206 **Pete D’Oronzio moved to adjourn**

207 **Patrick Dolan seconded**

208 **Motion Approved**

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210 Kathleen Haney adjourned the meeting at 3:17 PM Eastern

211

212

213 Submitted as Draft for review on 02212018 by Robert A. Scopatz, Secretary

214 Submitted as Draft for approval on 03192018 by Robert A. Scopatz, Secretary

Approved by a vote of the ATSIP Executive Board on 3/21/2018, as amended during the
3/21/2018 ATSIP Executive Board Meeting

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