



ATSIP Executive Board Meeting  
Via webinar/teleconference

March 21, 2018 2:00 PM Eastern, 1 PM Central, Noon Mountain, 11 AM Pacific

**ATTENDANCE:**

Kathleen Haney: President, Minnesota, State DPS  
Cory Hutchinson: 1<sup>st</sup> Vice President, Louisiana, university researcher  
Chris Osbourn, 2<sup>nd</sup> Vice President, Tennessee, Department of Safety and Homeland Security (absent)  
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 (absent)  
Pete D’Oronzio, Pd’ Programming  
Juliet Little, Connecticut, State DOT  
Joe McCarthy, Colorado, consultant  
Rhonda Stricklin, Alabama, university researcher  
Eric Tang, VHB, consultant  
Sladjana Oulad Daoud, California, DMV (absent)

**Non-voting attendees:**

Ralph Zimmer, Co-Parliamentarian  
Jim Davis, Co-Parliamentarian  
Bob Rasmussen, Treasurer, VDOT (retired)  
Luke Johnson, NHTSA  
Jill Hall, TSASS  
Jamie Whelan, TN Department of Safety and Homeland Security

1. Call to Order, Attendance/Quorum, Introductions  
Bob Scopatz announced a quorum at 2:07 PM Eastern  
Kathleen Haney called the meeting to order at 2:07 PM Eastern
2. Approval of Minutes from February 21, 2018 Executive Board Meeting  
Kathleen Haney sent the 02212018 minutes as Draft for Approval on 03/20/2018.  
Bob announced that there are two date changes (from 2017 to 2018) in item two, lines 39 and 40 of those minutes. There were three minor typos reported and fixed:  
Line 103 – add space between document and then  
Line 132 – change next week to last week  
Line 193 – add Chair to the end of the sentence  
And Luke Johnson asked for the last sentence of his update to be deleted as the details were incorrect and not worth correcting for the minutes. The removed sentence is not repeated here.

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**MOTION**  
**Shane Bates moved to approve the minutes from the February 21, 2018 Executive Board Meeting as amended at the 03/21/2018 Executive Board Meeting**  
**Cory Hutchinson seconded**  
**Motion Approved**

3. Liaison Reports:

a. FMCSA: no report

b. FHWA: no report

c. NHTSA:

Luke Johnson said that crash investigation file is now out, and the CRSS file will be out shortly. Indiana is piloting some new process aspects of the new traffic records assessment—they have posted a 60% decrease in the time it has taken them to complete round 1 of the assessment compared to their assessment five years ago. This fall, the new assessment process and new advisory will be rolled out. NHTSA expects that this should be a much less burdensome process because of the archived materials and the new process. Luke thanked the assessors and those who helped with the advisory update.

NSC’s Road-to-Zero coalition meeting was yesterday. Grants for the second year allocation of \$1,000,000 (from NHTSA) have been selected. FHWA has allocated an additional \$500,000 and that will be used to fund further grants soon. Luke said that he hopes to bring some of last year’s grant winners to the Forum to talk about successes.

Kathleen Haney said that she also attended the Road-to-Zero meeting and was quite pleased with the presentations

d. TRB: no report

e. GHSA: no report. Kathleen said that the Minnesota OTS director is serving on one of the BTSCRIP panels.

f. NSC: No report

g. ITE: Bob Scopatz presented an update on ATSIP’s involvement with the ITE effort to develop a certification exam for safety professionals. He said that we are considering giving a donation to the effort and have asked if there would be a way for us to give a discount for all ATSIP members versus getting 1-4 free exam seats. Pete D’Oronzio asked if ITE is offering training and if we know the cost of the test. Bob said that he didn’t know the answer to either question but would try to find out. Ralph Zimmer said that ITE does not offer training for the other certification exams. Kathleen Haney asked if ATSIP would be prohibited from

95 offering training and Ralph stated he didn't think so. Both Kathleen and Pete  
96 think this would be a great long term member benefit for ATSIP members if we  
97 developed such training. Pete questioned whether ATSIP has the scope of  
98 expertise required.  
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101 4. Past President's Report: Allen Parrish

102 Allen asked if Ralph could send him information on what he needs to do for the  
103 nominations.  
104

105 Ralph said that the Board needs to officially set the date of the official announcement of  
106 the election results. It is usually the date of the ATSIP General Meeting.  
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108 Bob Rasmussen said that the process and timing is listed in the ATSIP Constitution.  
109 Allen said he will download that from the website and check the details.  
110

111 **MOTION:**

112 **Allen Parish moved that the ATSIP Executive Board sets the date for the**  
113 **announcement of the Board election results as the date of the ATSIP General**  
114 **Meeting during the Traffic Records Forum, tentatively set for Tuesday August 14<sup>th</sup>,**  
115 **2018**

116 **Rhonda Stricklin seconded.**

117 **Motion Carried**  
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119 5. 1<sup>st</sup> Vice President's Report: Cory Hutchinson

120 Cory Hutchinson said he is mainly working on the new Executive Director position.  
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122 6. Treasurer's Report: Bob Rasmussen

123 Bob Rasmussen presented the February 28, 2018 financial report. A copy of the report is  
124 attached to the Members' copy of these minutes. There is a balance of \$50,592.43 on the  
125 ATSIP organizational side. The Forum account increased just over \$14,000 based on  
126 registrations and sponsor payments. March will see more of those. Expenses for February  
127 included the annual TSASS payment and printing and mailing costs for the ANSI D.16  
128 manuals.  
129

130 Bob Rasmussen said that our taxes will be filed in April.  
131

132 **MOTION:**

133 **Bob Scopatz moved to accept the February 28, 2018 Financial Report.**

134 **Pete D'Oronzio Seconded.**

135 **Motion Carried**  
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137 7. ANSI D16 (Jill Hall, Joan Vecchi)

138 Kathleen Haney thanked Jill Hall for receipt of the printed standard. Jill said that we have  
139 received no further requests for hard copies and we can supply more copies to any agency  
140 that would like one. Kathleen said that she has several colleagues who would like one and

141 will send a request to Jill.

142

143 8. 2<sup>nd</sup> Vice President's Report: Chris Osbourn  
144 no report.

145

146 9. Committees:

147 a. Membership (Bob Rasmussen)

148 There were four new member requests this period: Kirk Simpson, Christina  
149 Wilson, Staci Hoff, and Christina McDaniel-Wilson all at the member level.  
150 Kathleen said that Staci Hoff has expressed interest in being involved with ATSIP  
151 and wants to be involved in the Integration work going forward. Joe McCarthy  
152 said that he has noted her address and will get in contact with her.

153

154 **MOTION**

155 **Joe McCarthy moved to accept Kirk Simpson, Christina Wilson, Staci Hoff,**  
156 **and Christina McDaniel-Wilson at the Member level upon payment of fees.**

157 **Shane Bates seconded.**

158 **Motion Carried**

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160 b. Best Practices (Juliet Little and Patrick Dolan)

161 Juliet said there is no news yet.

162

163 c. Awards (Eric Tang)

164 Eric Tang said that the nomination forms for the Distinguished Achievement  
165 Award, the Scott Falb Award, and the Emeritus Award are out. Nominations are  
166 due for all three on May 4<sup>th</sup>. Information on nominations will be shared in our  
167 May and June Executive Board meetings.

168

169 Eric also said that we have produced a new policy to cover travel for the  
170 Distinguished Achievement Award. The purpose is to formalize the policy so we  
171 can do it consistently each year. Kathleen added that we hope to use this policy as  
172 a model to codify the support for the other two awards. Ralph Zimmer said that  
173 Emeritus Award winners are typically retired and might not be able to attend  
174 without spending their own money or getting support from ATSIP. Pete  
175 D'Oronzio asked if this policy is supposed to cover all three awards because it  
176 does refer to all three. Bob Rasmussen clarified that it is specific to the  
177 Distinguished Achievement Award and the Executive Board will have to review  
178 and approve similar documents for the other two awards. Eric said that it will be  
179 easy to produce the remaining policy statements once we have approved  
180 language.

181

182 **MOTION:**

183 **Eric Tang moved to approve the policy for the Distinguished Achievement**  
184 **Award (2018-1).**

185 **Pete D'Oronzio seconded.**

186 **Motion Carried**

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- 188 d. Executive Director (Kathleen Haney)  
189 Kathleen Haney said we have not moved forward due to the number of responses.  
190 It is now 30 days since the posting and we can now consider it closed. Kathleen  
191 said that we have over 120 applicants. Cory said it was probably more like 150  
192 once he adds the most recent applications received.  
193 She said that she will call a meeting early next week to review the applicants.  
194
- 195 e. Newsletter (Dave Bozak)  
196 Kathleen said that Dave Bozak intends to produce the newsletter soon.  
197
- 198 f. TRCCs (Rhonda Stricklin)  
199 Rhonda Stricklin said that the call was held on March 6<sup>th</sup>. Invitees included TRCC  
200 chairs and the attendees from the TRCC Roundtable at the last Traffic Records  
201 Forum. Topics included the Traffic Records Forum, ANSI D.16, and electronic  
202 adjudication in Connecticut.  
203  
204 We are planning the first Data Integration webinar. The planning call is set for  
205 today for the group working on setting this up. Luke talked to the CDC at last  
206 year's Forum. We are also reaching out to the Governors' Highway Safety  
207 Association (GHSA), MITRE, the National Governors' Association (NGA), and  
208 others. The date for the group's first outreach call is tentatively set for April 27,  
209 2018.  
210
- 211 g. ANSI Standards Review Committee (Tim Kerns)  
212 No report  
213
- 214 h. Policy and Procedures (Cory Hutchinson)  
215 The new policy for travel assistance for the winner of the Distinguished  
216 Achievement Award was discussed earlier.  
217
- 218 10. Future Forums:
- 219 a. 2018 Forum (Chris Osbourn)  
220 Jamie said that she and Chris are set to travel to Milwaukee to visit the site, talk  
221 with the hotel and AV staff, and the CIREN center. They have worked with Luke  
222 to get out an invitation to the opening session speaker invitee. There are 57 people  
223 registered and 22 signed up for the CIREN tour. Would like to encourage people  
224 to submit abstracts by the deadline (April 20<sup>th</sup>).  
225
- 226 b. 2019 Forum in Austin, TX (TBD)  
227 Kathleen said that there is nothing new to report. The hotel contract is signed, and  
228 we are still waiting to fill the Forum Program Chair position for 2019 officially.  
229 Cory asked if the program chair has to be a member of the Executive Board.  
230 Kathleen said that the person is the 2<sup>nd</sup> Vice President of ATSIP. Ralph Zimmer  
231 said that the person does not need to be on the Executive Board today to become  
232 the Forum Program Chair for 2019. That person will have to be on the ballot and  
233 be elected the 2<sup>nd</sup> Vice President. Kathleen asked what it would take if we wanted

234 to move to 2-year Executive terms and move the Forum Program Chair duties to  
235 be separate from the 2<sup>nd</sup> Vice President position. Ralph Zimmer said that it would  
236 take a vote of the ATSIP membership on those specific amendments to the  
237 Constitution. That vote can take place via mail or in person (e.g., at the Forum).

238 11. Old Business

239 None

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241 12. New Business

242 None

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245 **13: Next meeting April 18, 2018 2 PM Eastern Time (Virtual Meeting)**

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248 14. Adjourn

249 **MOTION**

250 **Bob Scopatz moved to adjourn**

251 **Joe McCarthy seconded**

252 **Motion Approved**

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

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257 Submitted as Draft for review on 03212018 by Robert A. Scopatz, Secretary

258 Submitted as Draft for Approval on 04162018 by Robert A. Scopatz, Secretary

259 Approved as Final by a vote of the ATSIP Executive Board on 04182018