ATSIP Executive Board Meeting
In Person at TRB, Marriott Marquis Hotel, Liberty Salon J: Washington DC
January 6, 2018 9:00 AM Eastern, 8 AM Central, 7 AM Mountain, 6 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 (absent)
Kellee Craft, Ohio, TSASS consultant
Patrick Dolan, Tennessee Department of Safety and Homeland Security, Co-parliamentarian
Juliet Little, Connecticut, State DOT
Joe McCarthy, Colorado, consultant (via conference call)
Eric Tang, Virginia, Virginia, consultant
Sladjana Oulad Daoud, California, DMV (absent)

Non-voting attendees:
Ralph Zimmer, Co-Parliamentarian
Bob Rasmussen, Treasurer, VDOT (retired)
Tim Kerns, Maryland, university researcher
Luke Johnson, NHTSA
Bob Pollack, FHWA
Jill Hall, TSASS
Jonathan Adkins, GHSA
Dave Bozak, Infogroup
Dan Magri, Louisiana DOTD
Steve Lavrenz, ITE

1. Call to Order, Attendance/Quorum, Introductions
   Bob Scopatz announced a quorum at 9:03 AM Eastern
   Kathleen Haney called the meeting to order at 9:04 AM Eastern

2. Approval of Minutes from October 18, 2017 Executive Board Meeting
   Kathleen sent the 11152017 minutes as Draft for Review on 01/04/2017.

MOTION
Patrick Dolan moved to approve the minutes from the November 15, 2017 Executive Board Meeting as amended at the 01/06/2018 Executive Board Meeting.
   Juliet Little seconded
   Motion Approved
3. Past President’s Report: Allen Parrish
   No report

4. 1st Vice President’s Report: Cory Hutchinson
   Cory and Kathleen are going to review the duties of the 1st Vice President and report back to the Executive Board.

5. Treasurer’s Report: Bob Rasmussen
   Bob Rasmussen presented the November and December 2017 financial reports, the 2017 Forum Summary, and the ANSI D16.1 financial report through December 2017. The reports are appended to the member’s copy of these minutes. Kathleen Haney asked if there’s a cap on how much money we are allowed as a non-profit to have on hand. Bob Rasmussen said that the tax preparer has looked at that and we have been within the law showing our income without showing the Federal dollars. Those dollars are not placed in our account except as reimbursement.

   Cory Hutchinson asked what the goal is for dollars on account. Bob said that he would like to move us to $1 Million on account. Originally, we set a goal of $100,000 and we have achieved that. We will have some additional expenses as we are hiring an Executive Director. He would like to keep $100,000 as a rainy-day contingency fund in order to cover costs if a Forum ends up being more costly than anticipated. Jill Hall asked if Bob could check to be sure the Vendor contributions are not included as income. It may or may not be taxable. Bob Rasmussen will speak with our tax advisor to clarify the issues on allowed dollar amounts.

   **MOTION:**
   Cory Hutchinson moved to accept the November 30, 2017 and December 31, 2017 Financial Reports.
   Bob Scopatz Seconded
   Motion Approved

6. Liaison Reports:
   a. FMCSA: no report

   b. FHWA: Bob Pollack said that MIRE 2.0 should be posted on the FHWA RSDP website now or within a week after TRB. There aren’t many changes to contents, but the structure is improved. They are developing a presentation on the differences between MIRE 1.0 and 2.0.

   States have submitted their strategies on coming into compliance with MIRE FDE. The FHWA team has reviewed those strategies and provided comments back to the States via the FHWA Division Offices. If anyone is having difficulties with the MIRE FDE, States can ask for technical assistance from FHWA.

   The second round of Capabilities Assessments are underway. Four pilots have been completed. We are awaiting OMB approval to complete the remaining States
plus D.C. and Puerto Rico.

Illinois is going to be the first State for the new RDIP. There is funding to complete another 4-5 States—please get in touch with Bob to ask for an RDIP.

There’s technical assistance available to States to help with collecting roadway inventory data—the focus isn’t *just* on the MIRE data elements, but focused on all roadway elements.

The Safety Data and Analysis Technical Assistance Program (SDATAP) is available to States to assist with collecting and using roadway safety data.

Local Technical Assistance Program helps States integrate safety data among State, Tribal, and Local agencies.

The Data Business Planning project is also available to States and their local partners to develop a plan to manage and update their safety data.

Bob also mentioned that he has fielded questions on making sure that States are creating and using the same set of performance measures (and metrics) for their HSP and SHSP. He clarified that States can set targets different from what the 5 year average would project. Kathleen asked that FHWA provide direction.

c. NHTSA:
Luke Johnson said that fatalities are up for the second year in a row (based on preliminary 2017 data).

STRAP 2.0 has launched. User testing is completed. The user interface has been improved dramatically. All of the archival information is now available and it is hoped that this information will make it easier for States to update their information for the next round of assessments. Contacts for each question are available from last round as well as an aid to making new assignments for the next round.

Indiana and Texas are going to be the first to use the updated STRAP. They will be done under the 2012 Advisory. NHTSA is planning to implement the new Advisory immediately after those two States are done so that they can perform all of the new round of assessments using the updated Advisory. The Advisory update has been available for public comments and it is ready for executive-level approval and implementation.

The process for assessments is going to change to allow for two in-person meetings; one to kick off the assessment and a second to present the final assessment results.

Kathleen asked if Indiana and Texas are the last of the current round of assessments or the beginning of the next round. Luke said they are the beginning of the new round.
Kathleen asked if the Injury Surveillance section will be shorter. Luke said that there were some serious trade-offs.

Luke said that NHTSA has changed the cooperative agreement with ATSIP to recognize the costs of maintaining ANSI D16.1. Added $10,000 for the next 3 years to cover ANSI fees and other associated costs.

MMUCC 5th Edition is out. They are looking at putting out an IEPD and it would help if States asked for it.

The deadline is 18 months away for States to match to the serious injury reporting attribute for Serious Injury A from MMUCC 4th and 5th editions. NHTSA recommends that States adopt the entire injury scale, not just modify the A-level injury definition.

Please use DOT TRCC website as a resource.

The CDIP and GO Team programs are active. The contract year ends in March for GO Teams. The amount available depends on the year of the Assessment cycle. Get your requests in and NHTSA is ready to fund things. Juliet Little asked if GO Teams can be used for IT assistance. Luke answered that it would just depend on the request, but the GO Team assistance can be used for some IT-related tasks.

d. TRB: Bernardo Kleiner sent the following report via email:

For this year’s TRB Annual Meeting, over 13,000 registered, more than 800 sessions and workshops, and more that 550 meeting. Hopefully something in there for everyone! Note, next year we push back out to mid January 13-19, 2019. We have a number of sessions looking at safety information from different perspectives. Below are just a few I pulled out that may be of interest. See the full Online Interactive Program or download the mobile app for more.

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<thead>
<tr>
<th>Type</th>
<th>Event #</th>
<th>Title</th>
<th>Date/Time</th>
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<tbody>
<tr>
<td>Workshop</td>
<td>152</td>
<td>State and Local Safety Data Integration</td>
<td>Sunday, 1:30PM 4:30PM</td>
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<td>Rural Road Safety</td>
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<td>Lectern</td>
<td>226</td>
<td>Research: Practical Applications</td>
<td>Monday, 8:00AM 9:45AM</td>
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<td>Truck and Bus Data Subcommittee,</td>
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<tr>
<td>Meeting</td>
<td>ANB70(4)</td>
<td>Safety Data Subcommittee</td>
<td>Monday, 1:30PM 3:15PM</td>
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<tr>
<td>Meeting</td>
<td>ABJ20(1)</td>
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<td>Tuesday, 12:15PM 1:15PM</td>
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Meeting Safety Data, Analysis, and Evaluation Committee ANB20 Tuesday, 1:30PM 5:30PM
Meeting Committee ANB10 Wednesday, 8:00AM 12:00PM
Lectern 817 Analysis of International Road Safety Data Wednesday, 10:15AM 12:00PM
Lectern 848 National Highway Traffic Safety Administration's Data Systems and Vehicle Safety Research Wednesday, 2:30PM 4:00PM

We also have a few other events in 2018 that may be of interest. View the online Calendar for more on these and other events:

TRB Webinar: Data Management and Governance Practices at Transportation Agencies, February 26, 2018

12th Access Management Conference July 17-19, 2018 Madison, Wisconsin

National Household Travel Survey (NHTS) Data for Transportation Applications Workshop August 8-9, 2018 Washington, D.C.

e. GHSA: Jonathan Adkins presented on the new cooperative research program. Kathleen Haney has sent out an email with the presentation as an attachment.

f. NSC: No report

g. ITE: Steven Lavrenz said that ITE is rolling out its Road Safety Professional Certification this Summer. It will be a two-tiered level: generalist plus some topic specific focus areas. They plan to have a special topic on safety data. They are working with an external vendor to develop those questions. The questions are being vetted now.

Vision Zero Task Force has focused on the Safety Resources Tool Box. They are up to approximately 700 resources listed. For 2018, the task force is going to focus on a data driven speed management primer.

They are working with FHWA on webinars on safety data. February 27th they will hold a webinar on the safety resources toolbox. They are working on a Safety Data Governance Workshop coming soon as well.

ITE Safety Council is meeting during TRB (on Sunday afternoon).
The ITE Annual Meeting August 20-23 in Minneapolis, MN. They received just under 400 abstracts for presentations and are reviewing those now. They will definitely have focus areas on Vision Zero and Safety Data.

Bob Scopatz asked if the definition of safety data for ITE’s certification efforts includes data sources beyond crash, roadway inventory, and traffic volume. Steve and Kathleen Haney talked about setting up a meeting to discuss possibilities for ATSIP membership to participate.

h. Road to Zero (Kathleen Haney)
Kathleen said that NSC has implemented the Road To Zero coalition. ATSIP has not joined and Kathleen asked how the Executive Board felt about joining. Eric Tang said that there’s no cost for joining and there is no harm in joining. Luke Johnson said that joining would increase the visibility of ATSIP and it would help the Road To Zero gaining perspective on traffic records. Rhonda Stricklin agreed.

**MOTION**
Eric Tang moved that ATSIP become a member of the Road To Zero Coalition.
Chris Osbourn seconded.
Motion Approved

7. ANSI D16 (Jill Hall, Joan Vecchi)
Jill Hall said that the D16 standard was approved on December 18th 2017 and has now been published. ANSI has offered to edit/proofread/produce for $150/hour. They have two levels of service—editing only or editing and production. If we want ANSI to handle distribution, that’s an extra fee. As a federally supported document, we cannot charge for copies of the standard. Jill said it would cost $1,050 to have ANSI get the document ready for publication. If we do limited runs of hardcopy, we can take it to Staples for $23 per copy, with volume discounts possible if we do large production runs. Jill said she will double-check to make sure that, if we hand over production to ANSI, we can still make the PDF available through ATSIP for free. Bob Rasmussen said that we had originally discussed sending hard copies to each State and the principle supporters at no cost to the recipients.

Dave Bozak asked if we can get custom logo thumb drives with ANSI D16. Luke said that he would have to check to see if federal funds can be used to create thumb drives for distribution.

Kathleen will set up a conference call with Jill Hall, Cory Hutchinson, and herself to discuss how many copies to print and the ANSI production process (cover, etc.).

**MOTION**
Rhonda Stricklin moved to pay ANSI to perform editing and proofreading to generate a production-ready document of the ANSI D16.1 standard.
Chris Osbourn seconded.
Motion Approved.
Joan Vecchi and Jill are preparing for the ANSI audit. They aren’t being paid for those efforts. Cory Hutchinson volunteered to lead a committee for the production of the ANSI D16 document. Jill Hall and Luke Johnson will serve on the committee to choose a vendor and handle storage and distribution, mailing, etc.

8. 2nd Vice President’s Report: Chris Osbourn
   See 2018 Forum agenda item

9. Committees:
   a. Membership (Bob Rasmussen)
      No new member requests this period.
   b. Best Practices (Patrick Dolan, Juliet Little)
      Patrick Dolan reported that they are waiting to get started.
   c. Awards (Eric Tang)
      Eric reported that he would like to start the nomination process earlier this year.
      In August we said we would vote on the language on the travel allowance. Bob Rasmussen will finalize the document for a vote in February.
   d. Executive Director (Kathleen Haney)
      Kathleen said that we were not able to arrange in-person interviews in time for today’s meeting. We are ready to get the application posted. It will go onto the ATSIP website and to various venues that Luke has suggested.
      Chris Osbourn asked how we will conduct the screening and interviews. Kathleen said that the subcommittee will perform initial screening and then the ATSIP Officers will conduct the interviews.
   e. Newsletter (Dave Bozak)
      Dave said he really needs input to support producing a quarterly newsletter, as planned. Kathleen suggested we might want to promote the Executive Director position if we can do a newsletter soon enough.
      Dave suggested we could reach out to the State TRCCs and ask them to tell us what’s going on/best practices. Luke Johnson said we could do it in coordination with the outreach subcommittee. Eric Tang said that we have the TRCC subcommittee and the Data Integration subcommittee and could use both of those to mine for good items for the newsletter.
   f. TRCCs (Rhonda Stricklin)
      The TRCC subcommittee has not held phone calls. She and Joe McCarthy have discussed the possibilities for the data integration subcommittee effort by having Joe sit in on the next TRCC subcommittee.
      Rhonda would like to have a planning call internally in January and shoot for a
date soon after to hold the next TRCC outreach call. Rhonda also agreed that it’d be a good idea to include the TRCC calls as a source for newsletter items.

g. ANSI Standards Review Committee (Tim Kerns)
Tim said that ANSI has a prescribed list of job/person types on the review committee. We have some volunteers but do need to fill some slots such as data collector member of the board. Cory Hutchinson said he can serve as the board data collector.

h. Policy and Procedures (Cory Hutchinson)
Cory Hutchinson agreed to chair the Policy and Procedures subcommittee.

10. Future Forums:

a. 2018 Forum (Chris Osbourn)
Our sponsorship information for the vendors is ready. Karla Houston will lead that coordination at least until we hire an Executive Director. We plan to have 40 90-minute sessions and 10 60-minute sessions. We may adjust the numbers of portions for breakfasts and breaks to keep the costs down. We will open registration on February 5th and open for abstract submissions on February 12th. We have new logos and have already used them on the Facebook page, they will go out on the ATSIP and Forum websites soon. Luke asked if we should consider using more 60 minute sessions and fewer 90 minute sessions. For a premium give-away, we are looking at giving out a blanket with the ATSIP logo—it’s a bit costly but we are looking to see if we can afford it. We are working with Andi Bill as a liaison and she’s helping us make contacts with various agencies. We want to include a save-the-date luggage tag to promote the 2019 Forum in Austin. There is local swag that we can get from Milwaukee businesses to include in the bags.

We are going to work with Rhonda’s TRCC outreach group. There’s a group representing highway patrols across the country and we’ll be reaching out to them. For photographers, we can use graduate students from the University of Wisconsin.

We are thinking about using banner stands instead of the foam boards and easels outside of each room. The banner stands can be updated each year. Chris said he could store them in his offices between Forums. Rhonda asked if we have to order replacement banners too far in advance for them to be practical for re-use. Chris said that we can get them printed from multiple sources in advance of the Forum.

Do we want to have a band for the opening reception? No.

Wisconsin Highway Patrol will serve as the color guard. The DOT director will do the welcome. The Secretary of DOT will give the “things to do” speech. David Noyce will give a presentation on autonomous vehicles.
b. 2019 Forum (TBD)

Kathleen announced that we need a program chair to take on the 2019 Forum.
Traditionally that has been the job of 2\textsuperscript{nd} Vice President, but we can wave that requirement.

11. Old Business

None

12. New Business

a. Approval of TSASS base contract

\textbf{MOTION}

Cory Hutchinson moved to approve the TSASS base contract for February 1, 2018-January 31, 2019.
Eric Tang seconded.
Motion Approved

The Executive Board will take up the issues related to ANSI and other additions to the TSASS support during the February meeting.

b. Dan Briscoe—meeting support

Dan has worked with ATSIP over 5 years securing the various venues. He created his own company to do the work he’s always done for us under his previous company.
Hotels have become very aggressive adding on fees to increase their revenues. It is helpful to have an intermediary available to look at the proposals and push back against the rising fees.

Kathleen said that we are going to hire an Executive Director and anticipate that person having at least some conference planning experience. We want that person to have the chance to use their experience.

His proposal to us is no cost to ATSIP. ATSIP tells him what we want, narrowing down the list to the locales and hotels of interest. His contract would be to get us a better deal. ATSIP will make the final decisions. He negotiates the contract with the hotel on our behalf.

Ralph Zimmer asked if originally, we signed a contract for Helm’s Briscoe. Dan said that there was no contract. We have never received a bill for the service and we won’t receive a bill from Dan’s new company either. He assured the Executive Board that Helms – Briscoe is on board with him supplying services to ATSIP. Alternatives are that there is a non-compete clause to control who can call which contracts. ATSIP is Dave’s contract but we can check with. We are not obligated to use Dave’s company. There are literally hundreds, if not thousands doing the same work.

We need to change our process to visit the hotel venue \textit{before} we sign the contract. We are at a disadvantage if we visit only after the contract is signed. We could send the Executive Director on site visits, or use the forum planning committee.
Motion
Rhonda Stricklin moved that we sign the non-binding Agent-of-Record with Dan Crane.
Juliet Little second.
Motion approved.
Chris Osbourn stated that he wants to go on record as having voted against this motion.

c. Possible Constitutional Amendments:
   i. de-couple the 2nd Vice President from the Program Chairperson role.
   ii. move to 2-year terms for officers

13: Next meeting February 21, 2018, 1 PM Central Time (Virtual Meeting)

14. Adjourn
   MOTION
   Eric Tang moved to adjourn
   Kellee Craft seconded
   Motion Approved

   Kathleen Haney adjourned the meeting at 4:01 PM Eastern

Submitted as Draft for review on 01062018 by Robert A. Scopatz, Secretary
Final as approved by a vote of the ATSIP Executive Board on 2/21/2018