ATSIP Executive Board Meeting
Marriott D.C. TRB Coolidge Room
January 11th, 2014

ATTENDANCE:

Nils King, President
Cynthia Burch, 1st Vice President
Tim Kerns, 2nd Vice President
Marty Pollock, Past President by proxy to Nils King
Bob Scopatz, Secretary
Cory Hutchinson, Louisiana
John Carrico, Kentucky
Angie Langanke, TSASS by proxy to Nils King
Joanna Reed, NISR: by proxy to Nils King
Allen Parrish, Alabama
David Harkey, HSRC by proxy to Bob Scopatz
Barbara DeLucia, Texas by proxy to Bob Scopatz
Kathleen Haney, Minnesota
Ida Van Schwalwyk, Oregon

Non-voting attendees:
Ralph Zimmer, Co-parliamentarian
Bob Rasmussen, Treasurer
Dan Magri, Louisiana
Scott Valentine, FMCSA
Luke Johnson, NHTSA
Kellee Holcomb, TSASS
Richard Jones, TSASS
Eric Tang, Cambridge Systematics
Dick Paddock, TSASS
Dave Bozak, InfoGroup
Hadi Shirazi, Louisiana
Chris Madill, Washington State

1. Call to Order, Attendance/Quorum, Introduction
   Bob Scopatz announced a quorum at 8:49 AM Eastern Time
   Nils King called the meeting to order at 8:50 AM Eastern Time

2. Approval of Minutes from December 18th, 2013 Executive Board Meeting
   Bob Scopatz reported that there were some corrections to the previous minutes which have
   now been amended to correct names and attendance. He asked if anyone had any further
   changes.

   MOTION:
   Bob Scopatz moved to accept the minutes of the 12/18/2013 minutes as corrected.
   Cindy Burch seconded.
   MOTION Approved
3. 1st Vice President’s Report: Cindy Burch

Cindy Burch reported that she intends to put together a book on “how to put together a Traffic Records Forum”. Dave Bozak said that Clay Hatch had put together a how to manual. Dick Paddock said that Martha Florey had also put one together. Cindy said that she will reach out to Clay and Martha to see if they can send her copies.

Cindy recapped that we voted last meeting to continue the TSASS IT support Cindy is looking for volunteers to serve on the IT committee to help direct the efforts for IT support this year. Cory Hutchinson, Chris Corea, and Dave Bozak have volunteered.


a. Tabled for discussion from the December 18th meeting

Bob Scopatz reported that he and the representative from Edmonton had a discussion this week and mutually agreed that ATSIP should not sponsor a special session at the Edmonton Conference this year.

**MOTION:**
Bob Scopatz moved that the $3000 approved for the Edmonton conference be returned to the ATSIP general fund.
Tim Kerns seconded

Motion carried.

5. Treasurers Report: Bob Rasmussen

6. Liaison Reports:
FMCSA: FHWA: NHTSA: TRB: GHSA:

**Scott Valentine (FMCSA):**
Funding—Safety Data Improvement Program (SaDIP). FY2014—they will have $3M in grants to award. They typically give out between 9 and 15 grants in a year. Most of those go toward crash data improvement, some go to inspections.

The other is the MCSAP program/High Priority Grants. Basic MCSAP grants go to the designated MCSAP agency in the States. The High Priority Grants can go to any agency. Data Quality is one of 29 priority items eligible under this program. The grants are 80/20 soft match. The 2014 decisions have already been made, but the program will be continuing in 2015.

FMCSA has two sessions at TRB on Tuesday: (Session 481) FMCSA Needs and Priorities and (532) Driver and Vehicle Safety. They are working on a study of Truck Driver Health with CDC and NIOSH.

Two long-standing rules have been completed. Highway rail grade crossings and the unified registration system (new entrants). These have both been in the works for years.

Data Quality Program: This is the 10th anniversary year of their state data quality map and the Data Qs information system. Data Qs handled about 38,000 requests for changes to safety reports in the system (crashes, inspections, citations). It also helps to identify needs for training. They are looking at revising the manual for Data Qs.

FMCSA has been funding SBIR projects and is continuing that program for future years.
They aren’t funding the TRB Synthesis program any more.

**Bob Pollack (FHWA):**

Bob Pollack passed out information sheets on the Roadway Safety Data Program (RSDP) listing the projects they have ongoing in the Office of Safety:

- Roadway Safety Data and Analysis Toolbox
- Case Studies in Improving Roadway Safety Data and Analysis Capabilities
- Integration of State and Local Safety Data
- Technical Assistance for Improving Safety Data and Analysis Capabilities
  - Roadway Data Improvement Program (RDIP)
  - Roadway Data Extraction Technical Assistance Program (RDETAP)
- Business Case for Investment to Improve State Safety Data and Analysis Systems
- Highway Safety Manual Implementation Pooled-Fund Study
- Safety Data Capacity Building—HSM Learning Framework

The handouts also list the various available resources (see [http://safety.fhwa.dot.gov/rsdp](http://safety.fhwa.dot.gov/rsdp)). Listed are various MIRE projects, collective information, Capabilities Assessment, Benefit/Cost of data systems, Performance Measurement, HSM, SPF calibration, IHSDM, CMF clearinghouse and CMF case studies.

The other handout explains the Safety Data Assistance program providing one-on-one data and analysis technical assistance.

**Luke Johnson (NHTSA):**

Luke Johnson reported that the NHTSA Administrator (Strickland) is leaving. A replacement has not been named yet. Big issues currently are: Distraction, Seatbelts, Interlocks, FCAM, and the “significant and meaningful” improvements. Data Modification continues—they will be looking at new FARS and NASS/GES.

The Assessments are under the bridge contract with TSASS. The IDIQ will be coming out soon and will incorporate most of the Traffic Records projects. States are encouraged to request CDIPs or GO Teams—they will be back.

The MMUCC compliance project is moving forward. They are developing a PAR and software version of the form.

**DOT TRCC:** They had a GO Team request to help with ICD 10/AIS translation issue. There is an existing translation software for ICD 9, but the government has mandated use of ICD 10 effective October 1, 2014. The DOT TRCC is very interested in helping this.

The TRCC Noteworthy Practices RFP will be going out soon as well. They hope to have a product to deliver in a workshop in October 2014, with a final product in 2015.

The DOT TRCC has just launched. They hope that the State TRCCs find it useful. It has links to all grant information (or will soon). It lists all of the State TRCC coordinators. It will also have presentations and information sharing with contact information.

David Bozak asked if the Traffic Records Inventory will be put on the website—it existed at one time. Luke said that the NHTSA TR team website is being updated and it may include that information drawn from the new TRIPRS.
Cory Hutchinson asked how many states have a full time versus part time coordinator and how many states use Traffic Records money to pay for a coordinator. He asked also if that use of the funds is acceptable and/or recommended. Luke said that it is an acceptable use of the funds, but the actual recommendation would depend on how the funds would be used and how active the State TRCC is.

Dan Magri asked about FARS—will NHTSA examine fully funding FARS? He mentioned that 405 funding can be used, but is that what NHTSA is hoping States will use? Luke said that the FARS program grants have been flat funded for several years. Under normal circumstances, they would prefer that States not use the 405 money, however, the FARS grants are not likely to go up.

Dick Paddock talked about the 7 Assessments that will be done by July 1st under the Bridge Contract. He asked if anyone here is interested in being an assessor or knows someone who is qualified, to please let Luke know. 2015 and 2016 are the heaviest years for assessments. They will need a pool of 50-60 people beginning in August of 2014. Luke added that the GO Teams need to be staffed as well.

7. Committee Reports:

a) Data Quality & Improvement (Bob Scopatz & Marty Pollock)

1. Discussion on ANSI D-16. Bob Scopatz read a report provided by Marty Pollock describing the situation and opportunities with ANSI D-16.1.

Dave Bozak asked if there would be a disbenefit to simply making this an ATSIP standard—leaving ANSI out of it.

John Carrico reported that he is on the MMUCC committee and said that there are some disagreements between MMUCC and ANSI. Can they be merged? They need to be merged, and are not.

Hadi Shirazi asked how many states are involved in ANSI. The costs appear to be high. ANSI D-16 is important, but we can’t afford it. What are the pros and cons for ATSIP?

Dick Paddock said that when NSC was managing ANSI D-16 there was money coming in from NHTSA under the cooperative agreement. NSC collected money from it by selling hard copies of the manual. It may not be possible to sell copies in today’s environment. ATSIP said that he was concerned that we could not commit ourselves to these annual costs.

Nils King asked if this fits with our Strategic Plan. We don’t have the staffing and funding to take on this effort. Perhaps there is a university that would be a better fit for it.

Dave Bozak said that prior to Ken Hackman, the ANSI D-16 effort was headed by FHWA.

Cindy Burch said that we would want to have an Executive Director before we take on this kind of effort.
Richard Jones said that there might be a relationship between this project and the Executive Director position—maybe they feed each other.

Luke Johnson said that there is very low probability that there would be funding out of the DOT for this effort. The modes would have to contribute money to the USDOT TRCC to do this.

Cindy also said that we should be wary of tapping into the funds from the Forum for anything else, and trying not to tap into the ATSIP funds to do the Forum. Luke Johnson said that the current NHTSA agreement covers through 2015 and it may not be renewed again.

Kathleen Haney said that an important distinction between MMUCC and ANSI D-16 in that MMUCC comes down from the Federal Government and ANSI D-16 is independent. There appears to be no penalty for not maintaining the standard at this point.

Hadi Shirazi asked how many States are using ANSI D-16. Many states reference it in their manual for officer training on crash reporting. John Carrico said that the states call around to find out what other states are doing. They most often try to satisfy federal needs/requirements. Kentucky uses ANSI D-16 for some things, but for other things they’ll use FARS, MCMIS, MMUCC, or whatever. In the absence of a standard, they’ll make one up.

Hadi asked if we can perform a cost/benefit. The question is what exactly is the benefit? Dick Paddock said we don’t see a revenue possibility.

Cindy asked if ANSI is going to become obsolete. John Carrico said parts of it are obsolete, but much of it is not going to become obsolete.

Cory asked if we could find out who benefits from it and ask them if they would be willing to pay money to keep it going.

**MOTION:**

Cindy Burch moved that we table this and revisit it annually to see if we are in a position to take it on.

John Carrico seconded.

(Nils King abstained the vote for Joanna Reed, Bob Scopatz abstained the vote for David Harkey)

11 yes, 2 abstain, 1 no

Motion Carried

Dave Bozak asked if the motion included not pursuing the copyright. Cindy said that that, yes, we would not take on the copyright. John Carrico said that it would be better to not take on the copyright.

Kathleen Haney said that we don’t know enough to say that the standard is or is not used, and is/is not going to remain relevant. Kathleen recommended that we try to find out the use of it before the next time we revisit this.
Scott Valentine asked if we could set up a Forum roundtable discussion. Can we include this on the program.

b) ATSIP Strategic Planning (Nils King)

Chris Madill presented an overview of the October 2013 Strategic Planning effort. He supplied two hand-outs prior to the Executive Board meeting.

Nils talked about the main goals identified including improving the Forum. We are working to ensure that the Forum Program Chair has the assistance needed. Pete D’Oronzio is helping to increase vendor involvement and sponsorship.

Richard Jones suggested that we develop ATSIP’s social media presence. He volunteered to help work on this for the Organization. Luke Johnson suggested that LinkedIn would be a good start, as would a page on Facebook. Cindy Burch will lead the effort to set up our LinkedIn and Facebook presence.

Dave Bozak talked about the idea of partnering our meeting with other group’s meetings and asked if we are moving the dates of the Forum back to the July timeframe.

Nils said that we have multiple changes to make to the Strategic Plan based on our discussion at the Forum October 2013. John Carrico suggested that we plan for an update in July 2015, but focus on the two goals that came out of the October meeting. Chris Madill said that one of the big outcomes of the October meeting was that we really do need to focus on the two main goals: The Forum and Membership.

Dave Bozak also asked about the National Agenda—does that relate to the Strategic Plan or is it a separate goal that doesn’t fit in with our concentration on the two primary goals?

Kathleen Haney said that the current Strategic Plan has both goals and strategies. We don’t have strategies for the two main goals arising out of the October meeting. Cindy Burch said we’d be working on that over the next year. John Carrico said that the two goals are in the old Strategic Plan, but the strategies aren’t well fleshed out in the old plan for those two items. Luke Johnson said that it seems like the activities ATSIP engages in over the next few months could inform the development of strategies in the revised plan.

Dick Paddock said that he thinks that there are a number of action items that could be developed just based on our regular meeting agenda. There are things that we should really consider whether what we are doing fits into our Strategic Plan. Are we doing things that fit our plan?

c) Membership (Bob Rasmussen)

There are no new members to vote on at this meeting. Bob said he will present a membership action plan at the February meeting.

d) Outreach (Hadi Shirazi)
Hadi said that he needs help getting the word out and making contacts with the States. Dick Paddock said that TRIPRS has detailed information on TRCC members for many states. Another group we should be looking at is the MPOs and RPCs. Can we get the State people to send information on those organizations?

Cory asked if we can do a special session at the TR Forum to get the TRCC people together? A TRCC workshop. Luke Johnson said that the NHTSA update on the TRCC Noteworthy Practices would be good to include on that agenda.

Eric Tang suggested that we could get on the agenda of the AMPO (association of metropolitan planning conference—their conference is a week before the TRF in Atlanta.

Bob Scopatz mentioned the LTAP/TTAP liaison relationship.

Hadi also said that CALTRANS is willing to help with logistics for the Orange County Forum in 2015. They suggested we could combine with the TTAP conference.

e) Professional Certification (Dave Bozak)

Dave Bozak reported that things have been on hold for the past year. The ideas of professional certification have been around ATSIP for a while with a large list of questions for a potential certification exam. The other thread on this is the SME certification for the purposes of assessments and GO Teams. There is an opportunity for ATSIP to provide the list of qualified SMEs. NHTSA would willingly accept the help to identify SMEs. It is uncertain if there will be an opportunity for ATSIP to be part of the process in future contracts for assessments and GO Teams. Cindy Burch said that has the possibility to help with membership. Dave Bozak said that this could be considered a member benefit in that they could be certified as an SME and be on the list that is passed along to NHTSA. Nils said he would like to reach out to the entire membership.

Dick Paddock asked what the status is of Traffic Records 101. He asked if there was a way for ATSIP to use as a resource. Luke said that the procurement for new TR101 is moving forward.

f) National Agenda (Dave Bozak)

Dave Bozak said that he has copies of the existing National Agenda for anyone who wants one. He said that it has been used successfully as a hand-out at conferences. It had funding behind it and included an impressive list of SMEs. The question is whether or not we want to do an update to do it. Dave will touch base with NSC.

g) Policy, Position, and Resolution (Kathleen Haney)

Nothing new to report. Dave Bozak asked if there was a decision about the question posed by the Connecticut DOT about a minimum set of edit rules for MMUCC. Kathleen said that the discussion by the Board resulted in the decision that ATSIP has not yet endorsed MMUCC. There’s also some discomfort with ATSIP telling NHTSA what to do.

8. Web Site (TSASS Staff)

Dick Paddock said that there are a few issues for the Forum site to finalize the 2013 archival content and building the roll-over from 2013 to 2014 versions of the website. They are also reviewing the PayPal payments. There are some issues with state-owned credit cards not being able to be charged in a “retail purchase” setting and that is how the Forum registration
is viewed in the PayPal system.

TSASS has approval to move to a new support agreement. $2,400 is for hosting (maintaining the environment). There is about $2,600 for programming of minor fixes (change a banner). The remainder of the money (about $25,000) is for a staff person to support registration, membership, perhaps a dedicated telephone line answered at “ATSIP”. Kellee is going to be the support person for this. The hours in that are going to be basically full time in the month before the Forum. At other times it is just doing work as it comes up. She’ll be making sure that the web content is refreshed. She will also do our mass emails.

There is a JAD session scheduled for the end of January. This is to figure out whatever the needs are for the website. TSASS will take those ideas and develop a budget proposal for each task.

Dick asked when the 2014 Forum planning group will be ready with new branding. Tim Kerns said that they should be ready in February. He also said he will have the key dates/deadlines ready for posting.

9. 2nd Vice President’s Report, 2014 Forum Update (Tim Kerns)

Tim Kerns passed out a “Save the Date” one-page sheet and sample logos for the 2014 Forum. He reported that Missouri is working on supporting the Forum with logistics, transportation, and other resources.

The theme this year is “Gateway to Integration”.

**MOTION:**

Tim Kerns moved that we set aside $2000 for Tim Kerns and Bob Rasmussen to conduct a site visit to the Ballpark Hilton

Cindy Burch Seconded.

Motion Carried

Tim reported that people should definitely make their room reservations as soon as possible because the Cardinals may be in the World Series. They are encouraging everyone to register early for the hotel and then cancel if they have to.

**MOTION:**

Tim Kerns proposed the following price schedule for the 2014 Forum registration fees:

- Full Registration: $430
- Late Registration: $500
- Speaker/Member: $380
- Speaker/Member Late Registration: $420
- Spouse/Guest: $150
- Single Day Attendee: $150
- Single Day Speaker: $0 (no meals) (Not advertised, but available to speakers who are coming only to speak at their session)

Bob Scopatz Seconded.

Motion Carried

Rate structures for sponsors and exhibitors:
Exhibitor fee will include two Forum registrations. LifeSavers (for reference) is $1200 plus one registration and additional registrations are discounted to $250. Cory said that the vendors were concerned that they had to pay for more attendees than the two that came with the booth. It would be better to raise the booth fee and keep it with two complimentary registrations.

**MOTION:**

Tim Kerns moved that we keep the vendor fees the same as those for 2014, with the exception that additional persons (3rd and more) will be charged the Speaker/Member registration fee.

John Carrico seconded.

Motion carried.

Student fees discussion: Cory Hutchinson asked if there could be a full conference and a one-day fee.

**MOTION:**

Bob Scopatz moved that we establish a student registration fee of $200 for the full Forum and $100 for a single day. Student ID will be required at the Forum to pick up materials.

John Carrico seconded.

Motion Carried.

Sunday Workshops: one for the TRCC. NHTSA will do a TR Assessment workshop. Bob Scopatz will do training. FHWA will do a workshop as well. Tim said there was another suggestion for a user technology showcase (vendors can be there, but actual users should be the primary presenters).

10. Presentation and discussion on 2014 ATSIP Budget (Bob Rasmussen)

Bob Rasmussen reported on the year end 2013 accounts for ATSIP and the Traffic Records Forum. Bob said that the ATSIP account increases very slowly and depends mostly on membership. The Forum account needs to have a reserve just in case a Forum should lose money at some point.

Bob passed out the ATSIP dues trend analysis for 2011-2013. He explained that 2013 includes some 2012 dues that came late, so there’s an illusion that the dues went up in 2013 when they really went down. Our expense are mainly for IRS tax reports. The budget for 2014 is based on a projected amount of membership dues.

For the 2013 Forum cost accounting, Bob discovered an error and asked for time to identify the problem and then report to the Board the correct numbers at a future meeting. Bob and Cindy will need to review and send an update. The total expenses are incorrect and they believe that the total income-minus-expenses is less than the amount shown on the spreadsheet.

Bob said that we need more vendor income. We also should be using some of the NHTSA funds to offset some of the costs that show on the ATSIP side now.

11. New Business:

a. Discussion on Early versus Late Forums: Cindy Burch
Cindy Burch said that we have discussed moving the Forum back to the Summer dates. Angie Langanke researched time periods that wouldn’t conflict with other major conferences—just before July 4th, right after July 4th, late July, and early August. The end of June would be bad because it is the end of the state fiscal year for many states. End of July or early August would allow time for

This would be in 2016. It would put the 2015 and 2016 Forums in the same Federal Fiscal year. One possibility would be to select an area within the Federal zone to eliminate travel costs for the Federal partners.

b. Committee assignments: Nils King
   Forum: Tim Kerns
   Best Practices: Cory Hutchinson
   IT Committee: Cindy Burch. Members are Cory Hutchinson, Dave Bozak, and Chris Corea.
   Membership: Bob Rasmussen.
   Professional Certification: David Bozak.
   Outreach: Marty Pollock. Hadi Shirazi to assist.
   Policy/Position/Resolution: tabled
   Distinguished Achievement Award: Cindy Burch
   Strategic Plan: Nils King. Kathleen Haney as member.
   Data Quality: tabled.

The board voted to approve the above assignments.

c. Annual Executive Board meeting requirements discussion: Nils King
   Nils said that we ended up with five proxies for today’s meeting. We have had discussions about whether or not to keep this meeting at TRB (time and location). Some people would not be able to be present if it moved from TRB. If there was a way to include webinar support, it would be helpful to those who can’t afford to attend in person.

Dick Paddock said that while the Forum remains in October, the meeting is right now well-timed to begin the formal planning for the next Forum. Once we move the Forum back to July/August, we will need to begin planning in earnest in October/November.

We should remember, also, that this is a free conference room.

d. ACTION PLAN: Nils presented the following actions that need to be addressed (social media presence; improved vendor/sponsor relationship). He asked for other ideas. Hadi Shirazi said that we need marketing for membership increases. Under membership, we discussed college student discounts which we addressed—do we want to take a look at first-time attendees and the answer was no because we have such a large number of first time attendees. Dave Bozak is calling NSC about the National Agenda.

For those who wish to be considered as an SME, please contact Dave Bozak. There is also a flag in the ATSIP membership database. TSASS could send Dave a list of those who asked to be considered and (where available) their years of experience in various systems.

12. Next meeting February 19th, 2014 (Teleconference call)
13. Adjourn

MOTION:
Kathleen Haney moved to adjourn.
John Carrico seconded.
Motion carried.

Nils King adjourned the meeting at 2:53 PM Eastern time.

Submitted as Draft for Review January 11, 2014 by Robert A. Scopatz, Secretary
Corrected with all comments received as of 1/12/2013.
Submitted as Draft for Approval on 2/5/2014 by Robert A. Scopatz, Secretary
Approved by the Executive Board on 2/19/2014