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
Motion Approved

3. Liaison Reports:

   a. FMCSA: no report

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

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

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

   d. TRB: no report

   e. GHSA: no report

   f. NSC: No report

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

4. Past President’s Report: Allen Parrish
   No report

5. 1st Vice President’s Report: Cory Hutchinson
   Cory Hutchinson thanked the others who helped develop the ATSIP collateral to be included in the ANSI D.16 mailing.

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

   MOTION:
   Pete D’Oronzio moved to accept the January 31, 2018 Financial Report.
Shane Bates Seconded
Motion Carried

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

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

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

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

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

9. Committees:
   a. Membership (Bob Rasmussen)
      There were three new member requests this period: Laura Gryder, Timothy
      Jordan, and Jamie Whelan, all at the member level.
      
      MOTION
      Bob Scopatz moved to accept Laura Gryder, Timothy Jordan, and Jamie
      Whelan at the Member level upon payment of fees.
      Pete D’Oronzio seconded.
      Motion Carried
   
   b. Best Practices (Juliet Little and Patrick Dolan)
      Juliet said that the call for abstracts went out last week. We anticipate having a
      report on this for the March meeting. Patrick Dolan said that he plans to forward
      the call to other agencies in Tennessee to see if they have projects to submit.
   
   c. Awards (Eric Tang)
      Eric Tang said that he will send the information on awards categories out in the
      next two weeks. We do need to approve the stipend for honorees. We can have
      that ready for the March meeting.
   
   d. Executive Director (Kathleen Haney)
      Kathleen said that the position has been posted to the ATSIP website and on
several online venues. The response has been unexpectedly large. We are discussing the first batch of over 50 this Friday. Hope to do the first round of phone interviews in early March.

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

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

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

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

e. Newsletter (Dave Bozak)
Kathleen read a list of items that are planned for the newsletter.

f. TRCCs (Rhonda Stricklin)
Rhonda Stricklin said that a call is scheduled for March 6th. She is sending the invitations out shortly. They will talk about the Forum and an adjudication pilot project. She said that she can add a bit about ANSI D-16.

g. ANSI Standards Review Committee (Tim Kerns)
No report

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

10. Future Forums:

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

b. 2019 Forum in Austin, TX (TBD)
Kathleen is going to supply a name for the forum program Chair.

11. Old Business
None

12. New Business
None

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

14. Adjourn
MOTION
Pete D’Oronzio moved to adjourn
Patrick Dolan seconded
Motion Approved
Kathleen Haney adjourned the meeting at 3:17 PM Eastern

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