ATSIP Executive Board Meeting

Meeting Minutes

Wednesday, October 19th, 2011

Teleconferencing, 1 PM Central Time

Attendees:

Executive Board Members Present:

- **Hadi Shirazi**, President, Louisiana
- **Ken Carpenter**, 1st Vice President, SUNY Albany
- **Marty Pollock**, 2nd Vice President, Tennessee
- **Bob Rasmussen**, Past President, Virginia
- **Bob Scopatz**, Secretary, Data Nexus
- **Cynthia Burch**, Maryland
- **Cory Hutchinson**, Louisiana, by proxy to Hadi Shirazi
- **Tim Kerns**, Maryland
- **Nils King**, Indiana
- **Chris Madill**, Washington, by proxy to Bob Rasmussen
- **Angie Schmit**, TSASS
- **Ward Vanlaar**, TIRF, Canada

Non-voting participants:

- **Jim Davis**, New Mexico
- **Martha Florey**, Wisconsin
- **Ralph Zimmer**, Montana
- **Sean McIvor**, NHTSA
- **Dave Bozak**, InfoGroup

1. Call to Order, Attendance/Quorum, Introduction (Hadi Shirazi)

   Bob Scopatz announced a quorum at 1:05 PM Central time

2. Minutes (Hadi Shirazi)

   ----- Approval of Minutes from September 21st, 2011 Executive Board Meeting

   Hadi Shirazi asked to change item 14 to reflect the actual meeting date of October 19th.

   Bob Scopatz fixed a sentence fragment in Item 13 to note that we will standardize to meet
   on the 3rd Wednesday of each month.

   MOTION:

   Bob Rasmussen moved to approve the minutes of the September 21, 2011 Executive
   Board Meeting.

   Marty Pollock seconded

   Motion passed

   Hadi reported that he has requested a meeting room for our meeting on Saturday, January
   21st at TRB. We will receive confirmation from Bruce Millar in mid-November.
3. 1st Vice President’s Report (Ken Carpenter)
Ken Carpenter deferred his report to the agenda item for the 2013 Forum.

4. Treasurer Report (Bob Rasmussen)
The monthly financial report: The ATSIP account balance stands at $29,920.10. There is a
$25 deposit pending.
The forum account is at $90,262.36, but this amount will drop to reflect checks paid to the
conference hotel. The State of North Carolina has also contributed $5,000 that has yet to be
posted to the balance.

5. Liaison Reports
FMSCA: no report
FHWA: no report
NHTSA: Sean McLaurin reported that NHTSA is proceeding with plans to revise the
Traffic Records Assessment process (NOTE: a project plan summary is provided at the end
of these minutes). They have issued several contracts. Bob Rasmussen sat in on one of the
contract kick off meetings. Another project in the works is to rewrite the Traffic Records
Advisory. Sean said that NHTSA hopes that becoming involved with the Assessments can
be viewed as a member benefit for ATSIP.

NHTSA is taking a new direction on the Assessments to adopt an iterative process and do
much of the work remotely (phone, email, and webinar). The remote assessment process
will use more than one subject matter expert per each system. The hope is that we can
involve more people who have to work full time and can’t take a week off as is necessary
for participation in the current process. NHTSA is going to fund the assessments and pay
the assessors.

NHTSA would like to have ATSIP participate in the Traffic Records Advisory update.
Most of the work will also be done remotely.

They would like to also develop a comprehensive set of yes/no questions and we would
plan to pre-answer those questions before the actual assessment based on information
already available (the prior assessments, TRIPRS, the state’s 408 submission, etc.). There
should also be standards of proof for each of the “yes” answers.

The other change would be to give states “soft” recommendations rather than be
prescriptive.

NHTSA has built in three opportunities to participate in the Advisory update. They would
like people to comment on drafts as they are posted on the website. NHTSA would also
like to identify subject matter experts who can spend two days in Washington DC to help
rewrite the sections of the advisory.

Bob Rasmussen asked if NHTSA and/or the contractor could supply the sections now that
they would like to have rewritten. Sean said that he would sit down with his team to
determine when they could send ATSIP the documents.
NHTSA counsel said that the process of updating the Advisory has to be done in separate pieces in order to avoid turning the meeting into a “conference” and/or requiring OPM approval. Angie Schmit reminded the board that we have already conducted an outreach survey among the membership and could update that.

The plan is to implement the new Assessment and Advisory in 2013. They are also working with TSASS to allow free information exchange via TRIPRS.

Other agencies: none present

6. Committee Reports

Constitutions (Ralph Zimmer and Jim Davis)
Ralph Zimmer reported there are no changes to the Constitution.

Best Practices (Tim Kerns)
Tim Kerns said there will be nothing to report until January.

ATSIP Strategic Planning (Larry Cook)
No report

Membership/Outreach (Bob Rasmussen)
Bob Rasmussen said that we have the capability to update our membership roster. We have information on members and interest areas over the past 1 ½ years. We have updated all the people already in our database. We will also update the listings for non-members who have attended the Forum. We will send them letters to invite them to become a member.

A reminder of dues will go out before our year end.

Data Quality & Improvement (Bob Scopatz)
No report.

Policy/Positions & Resolutions (Kathleen Haney)
No report.

7. 2012-2013 Nominating Committee (Bob Rasmussen)
Bob Rasmussen asked the Board members to identify potential board member candidates. Bob also said that by next month he plans to present names of participants on the Nominating Committee.

8. Web Site Progress, and Webinar Evaluation (Dick Paddock, Angie Schmit)
Angie Schmit reported that nothing has changed on the ATSIP static website. We are looking at the member list and how best to support the Traffic Records Assessment revision process. We have data on members’ experience and interest areas. We have data on new members that has not yet been entered into the database. The Traffic Records member website is in need of expansion and improvement. TSASS will submit a proposal for executive board approval.
Hadi asked if we have any evaluations of the Virtual Forum (webinar). Angie reported that we will need to change our approach for web access to support presentations to a web-based audience. She recommended that she would recommend smaller rooms and increasing the focus on the remote attendees. Cost is a factor because the internet connections cost money and there has to be someone there to manage the webinar—also costs money. We also need to have a way to support this so that when the remote technology fails we aren’t also interrupting the in-person presentations.

9. 2012 Forum Update (Marty Pollock)

Marty Pollock reported that the cost/benefit of the webinar support should be looked at by the board so we can make a sound economic decision on how to proceed. Marty said that he knows that Angie has a good set of comments and a cost/benefit analysis that the board could look at and make a decision. Angie said that she will put together a proposal for the new web-based process and that will include the cost elements that need to be addressed. Marty said that the comments from Charlotte seemed to indicate that the webinars would benefit from having a second person in the support role—perhaps a volunteer so that it doesn’t add to the overall cost—to stay connected with remote participants and answer questions.

Marty asked about the budget for 2012, especially for 2012. Bob Rasmussen said that Marty will have to create the budget. ATSIP has signed a 5-year agreement for $50,000 per year. The money can be used for items related to the Forum, including creating databases. The $50,000 is outside of the partner agencies making other contributions and paying for a booth. Marty said that he will keep this in mind as he puts together the budget for 2012, especially for identifying money to pay for the keynote speaker.

Ken Carpenter said that he has an electronic version of the budget from 2011. He also has shared the spreadsheet file he used for planning the Forum.

10. 2012 Vendor Update (Pete d’Oronzio)

No report.

11. 2012 Mississippi Department of Transportation

Hadi said that Kristi Nord sent a reply regarding online registration to Hadi and Marty. Hadi still has more questions to determine if the online registration will work with the capabilities available to Wanda Vick.

Hadi said that he checked with his bank about use of PayPal and that doesn’t look like an option because there is a 2% fee on each transaction.

12. 2013 Forum, Ken Carpenter

Ken reported that Dan Crane with Helms Briscoe is working on possible locations for the 2013 Forum. We have 20-30 sites that responded. About 1/3 of those are eliminated because they do not recognize government per diem. There are 2 responses from Orange County, CA. 5 in Houston, 2 in Dallas, 3 in Kansas City, 3 in St. Louis, 2 in Minneapolis, and 1 in Baltimore.
Bob Scopatz suggested that we contact the various state highway safety offices to see which ones are able to support the conference. Cynthia Burch said that she would bring this up with the Maryland highway safety office. Kathleen Haney is going to check with the new Governor’s Highway Safety Representative in Minnesota. Ken said that he has also been in contact with Leanna DePue.

Ken said that they have asked each facility for possible dates in July through October. Ken is going to look for potential conflicts with other conferences.

Bob Rasmussen asked if we were going to standardize on a particular month rather than move it around. Ken said that October is going to be a tough time of year because anyone relying on NHTSA money for travel may have a problem.

Ken also said that he would send out the names of the various properties. He has annotated spreadsheet with descriptions of things that are available in the area and how good the airport access is. Some of the venues have limited airport access.

Ralph Zimmer said that Texas, Minnesota and Missouri are not in ATSIP’s Western region. Ken replied that we had previously decided that we aren’t necessarily following the established regional rotation but rather consider where we will get good support to hold the Forum.

13. City of Edmonton, Canada for Mini-Forum in the Mid-year??? Discussion

Hadi Shirazi said that we are keeping this on the agenda in order to determine how best to respond to Edmonton.

Bob Scopatz stated that he, Pete d’Oronzio, and Martha Florey have not been able to conduct the planned discussion of the options to present to Edmonton. But, to review, the items discussed previously were:

1) Hold a mid-year Forum in Edmonton
2) Piggy-back on another conference, especially one that is international in nature. Edmonton already runs a conference of this nature and perhaps we could combine efforts.

Ward said that he has spoken with Jerry in Edmonton and they are receptive to both ideas.

Bob Scopatz volunteered to write a letter to the City of Edmonton.

Ralph Zimmer pointed out that Edmonton is in the Western Region as per the definitions of ATSIP regions in the Constitution.

14. New Business

- Dave Bozak asked Bob Rasmussen if he had shared his e-mail regarding posting USDOT TRCC hot topics on the ATSIP website. Dave had suggested in a meeting with Karen Scott, NHTSA that using the hot topic slides from the Forum Town Hall meeting, converting the topics into hot links, leading to whitepapers and other topic information could provide valuable ongoing updates for both the ATSIP and USDOT TRCC websites. Upon learning that the DOT TRCC website relies on volunteer support for
updating the content of its website; and that the website has not been updated for at least
5-6 months; Dave was unsure when this suggestion might be acted upon for posting to
the ATSIP website. Karen Scott suggested that other information such as the traffic
records assessment brochure distributed at the Forum could be posted to the website.
Angie Schmit added that she welcomes any articles or items that anyone might have to
post on the ATSIP website.

- Hadi Shirazi said that Scott Falb is retiring from the State of Iowa on Monday October
24th. He asked if we could send a card on behalf of the Executive Board.

MOTION:
Bob Rasmussen moved that we send a card to Scott on behalf of the ATSIP Executive
Board.
Cynthia Burch seconded
Motion passed
Bob Scopatz will deliver the card on behalf of the ATSIP Executive Board on Monday at
Scott’s retirement party.

15. Future Executive Committee Meetings – Meeting on Wednesday November 16th,
Teleconferencing

16. Adjourn
MOTION
Marty Pollock moved to adjourn
Angie Schmit seconded
Motion Approved
Meeting adjourned at 2:14 PM

Submitted for review 10/19/2011 by Robert A. Scopatz, Secretary
Submitted for Executive Board Approval 11/09/2011 by Robert A. Scopatz, Secretary
Revised 11/16/2011 per comments received prior to the Executive Board Meeting.
Approved as amended 11/16/2011 by vote of the Executive Board.
## ATSIP MONTHLY FINANCIAL STATEMENT
Friday, September 30, 2011

<table>
<thead>
<tr>
<th>JPMorgan Chase Bank, N.A.</th>
<th>Main Street Financial FCU</th>
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<tbody>
<tr>
<td><strong>Balance August 31, 2011</strong></td>
<td><strong>Balance August 31, 2011</strong></td>
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<tr>
<td>$31,328.10</td>
<td>$79,714.74</td>
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<table>
<thead>
<tr>
<th>Income:</th>
<th>Income:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dues $1,200.00</td>
<td>Dividend Credit $6.73</td>
</tr>
<tr>
<td>FMCSA Forum Payment $15,000.00</td>
<td>FMCSA Forum Payment $15,000.00</td>
</tr>
<tr>
<td>Nevada Forum Payment $1,440.00</td>
<td>Nevada Forum Payment $1,440.00</td>
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<tr>
<td>Forum Registration $385.00</td>
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</table>

| Total Income | $17,640.00 | Total Income | $16,831.73 |

<table>
<thead>
<tr>
<th>Expenses:</th>
<th>Expenses:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Move NHTSA Forum Payment -$2,600.00</td>
<td>Bank Card Processing Fee -$213.63</td>
</tr>
<tr>
<td>Move Nevada Forum Payment -$1,440.00</td>
<td>Pay Trace Service Fee -$25.55</td>
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<tr>
<td>Move FMCSA Forum Payment -$15,000.00</td>
<td>Transfer Dues from Forum -$1,200.00</td>
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<tr>
<td>Official Check Charge -$8.00</td>
<td>Westin AV -$2,277.61</td>
</tr>
<tr>
<td></td>
<td>Westin Fern Vendor Set-up -$2,567.32</td>
</tr>
</tbody>
</table>

| Total Expenses | -$19,048.00 | Total Expenses | -$6,284.11 |

| Balance September 30, 2011 | $29,920.10 | Balance September 30, 2011 | $90,262.36 |

Submitted to Board 10/19/2011
R. R. Rasmussen II
ATSIP Treasurer
Project Plan: Traffic Records Advisory Update

The Traffic Records Advisory update effort will begin in Fall 2011. The Advisory consists of two sections: one describing a State Traffic Record Coordinating Committee’s ideal attributes, and a second describing the ideal attributes of the component databases. This effort will also include the development of questions for the new assessment process. The Advisory update will be split into eight efforts: (1) TRCC management, strategic planning, and data use and program management (2) data integration, (3) Crash, (4) Vehicle, (5) Driver, (6) Roadway, (7) Citation and Adjudication, and (8) Injury Surveillance.

The nine-week review process for each Advisory section is detailed at right. Per the below timeline, the reviews will be staggered so that the time needed to revise the entire advisory will be about four months—factoring in holidays, etc.

Each update will be an iterative process. Contributing subject matter experts (SMEs), State officials, and federal representatives will have three opportunities to participate by reviewing documents and contributing written comment. Select SMEs will also participate in an on-site review and discussion of the section. Though the on-site group’s size has been limited due to legal restrictions, we encourage interested individuals to contact us for more information on how to participate as a contributing SME.

Upon completion of this process, the updated Traffic Records Program Advisory, and related documentation will be published in the Federal Register.

<table>
<thead>
<tr>
<th>Topic</th>
<th>Wk 1</th>
<th>Wk 2</th>
<th>Wk 3</th>
<th>Wk 4</th>
<th>Wk 5</th>
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<tbody>
<tr>
<td>TRCC Management</td>
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<td>Draft v1</td>
<td>Edit to v1</td>
<td>Meeting</td>
<td>Draft v2</td>
<td>Edit to v2</td>
<td>Finalize</td>
<td>Draft v2</td>
<td>Edits to v2</td>
<td>Draft v2</td>
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<td>TRCC Integration</td>
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<td>Draft v2</td>
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<td>Finalize</td>
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<td>Edits to v2</td>
<td>Finalize</td>
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<tr>
<td>Driver</td>
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<td>Edit to v1</td>
<td>Meeting</td>
<td>Draft v2</td>
<td>Edit to v2</td>
<td>Finalize</td>
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<tr>
<td>Citation / Adjudication</td>
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<tr>
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<td>Edits to v2</td>
<td>Finalize</td>
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Wk 1&2: Contributing SMEs, State officials, and federal representatives will review and provide written comments on the existing text of the Advisory sub-section and supporting documentation before returning comments to NHTSA.

Wk 3: NHTSA’s Traffic Records Team will compile feedback from contributors and propose assessment questions for each section.

Wk 4&5: Contributing SMEs, State officials, and federal representatives will (1) review and provide comments on the edited version of the Advisory text; (2) review and provide comments on the corresponding assessment questions, (3) and suggest standards of evidence to guide assessors on how to review each question.

Wk 6: NHTSA will host an on-site meeting for invited stakeholders to review, discuss, and edit the Advisory text; the corresponding assessment questions; and the standards of evidence to guide assessors as they review each question.

Wk 7: NHTSA’s Traffic Records Team will complete a first draft of (1) the updated Traffic Records Program Advisory, (2) associated assessment questions, and (3) standards of evidence to guide assessors as they review each question. NHTSA will also determine what data can be used to pre-populate the new assessment IT solution.

Wk 8: Contributing SMEs, State, and Federal officials will review and provide final comments on the first drafts of (1) the updated Traffic Records Program Advisory, (2) associated assessment questions, and (3) standards of evidence to guide assessors as they review each question.

Wk 9: NHTSA’s Traffic Records Team will complete the final draft of (1) the Traffic Records Program Advisory, (2) associated assessment questions, and (3) standards of evidence to guide assessors as they review each question.