ATTENDANCE:

Cory Hutchinson, President, Louisiana, Highway Safety Research Group
Chris Osbourn, Vice President, Tennessee, Department of Safety and Homeland Security
Juliet Little, 2nd Vice President, Connecticut, State DOT
Bob Scopatz, Secretary, Minnesota, consultant
Kathleen Haney, Immediate Past President, Minnesota, State DPS
Kellee Craft, Ohio, TSASS consultant
Patrick Dolan, Tennessee Department of Safety and Homeland Security, Co-Parliamentarian
Pete d’Orazio, Colorado, Pd’ Programming (via teleconference)
Karla Houston, Louisiana, Traffic Record Coordinating Committee
Joe McCarthy, Colorado, consultant
John McDonough, National Institute for Safety Research Inc.
Rhonda Stricklin, Alabama, university researcher (via teleconference)
Eric Tang, District of Columbia, consultant
Sladjana Oulad Daoud, California, DMV (absent)

Non-Voting Attendees:

Bob Rasmussen, Treasurer, VDOT
Ralph Zimmer, Co-Parliamentarian
Robert Pollack, FHWA
Kalyn Hill, NGA
Ken Kolosh, NSC
Jennifer Guarino, FMCSA (via teleconference)
Dave Bozak, consultant
Dan Magri, LADOTD

1. Call to Order, Attendance/Quorum, Introductions

Bob Scopatz announced a quorum at 9:02 AM Eastern
Cory Hutchinson called the meeting to order at 9:08 AM Eastern

2. Approval of Minutes from December 19, 2018 Executive Board Meeting

Cory Hutchinson sent the December 19, 2018 minutes as Draft for Approval via email.

Bob announced that there was one change to the minutes as sent—the listed date for the January meeting was incorrect.

MOTION

Kathleen Haney moved to approve the minutes of the December 19th 2018 Executive Board Meeting as amended through 1/12/2019.

John McDonough seconded.

Motion carried.
3. Treasurer’s Report: Bob Rasmussen
   Bob Rasmussen presented the December 31, 2018 treasurer’s report. A copy of the monthly treasurer’s report is attached to the member’s copy of these minutes.

   MOTION
   Bob Scopatz moved to approve the December 31, 2018 Treasurer’s Report.
   Kellee Craft seconded.
   Motion carried.

4. Past President’s Report: Kathleen Haney
   No report

5. First Vice President’s Report: Chris Osbourn
   Chris and Kathleen discussed the policies list—Kathleen will send that to Chris. Chris said he would like to create a central document to make all policies accessible on ATSIP.ORG. We could also benefit from having a compendium of approved motions—some of which might actually be an expression of policy and sometimes we might be revisiting issues that were already voted on and approved.

   Kathleen said that policies have been formal policy statements. Chris said that we could view the other things as “board actions” and that could be a formal repository.

6. Second Vice President’s Report: Juliet Little
   Juliet Little reported that the site visit to Austin took place in December. The rooms and hotel are excellent. The exhibit hall is very large but on a different level from the conference rooms. If we have more than 20 vendors we will have to use that larger room—if not, we have the option of keeping the vendor space on the same level as the regular sessions.

   Karla Houston presented photos of the hotel and convention area. We are looking at increasing the sponsorship now.

   Juliet said we are working with Tennessee Tech on logos and color scheme. The theme is “smoking hot data.”

   Chris Osbourn said that he is putting out save-the-date fliers here at TRB. He shared them around the table.

7. Liaison Reports:
   a. FHWA: Robert Pollack
      The 2nd Round State Safety Data Capabilities Assessment data collection phase is ending. FHWA uses that to drive peer exchanges, case study development, technical assistance, and guidance documents.

      Bob also said that the Model Inventory of Roadway Elements (MIRE) Fundamental
Data Elements (MIRE FDE) are required. By July 2017, States had to submit their strategies for collecting the MIRE FDE—ten states didn’t comply and the quality across the other states varied widely. Bob and the Division Offices will be in contact with each of the States to find out what the problems are and what FHWA can do to help the states meet the 9/2026 deadlines.

Karla Houston asked about the MIRE FDE inclusion in the traffic records strategic plan. She said that it probably should’ve been assigned to someone else. Bob said that the Division Offices received a memo asking them to pass along the guidance on what to say in the plans. Bob said to feel free to contact him.

Kathleen said that she understands no updated plans are required. Bob agreed, but hopes the States will keep it on their reviews.

Office of Safety is putting together an RFP to review all 52 states on their compliance with the A-level serious injury requirement. Compliance is based on 4 criteria. Many states are just not going to meet it. FHWA put together a video to help with this: https://www.youtube.com/watch?v=KzXz0xfOvZE

Ken Kolosh asked if the database can be accessed by outsiders. Karla Houston said that it is freely available on YouTube.

b. Ken Kolosh: NSC

The NSC President is leaving. They are starting a 6-12 month process to hire a new head of the organization. That will probably impose a holding pattern until the new President is on board and sets their agenda.

The Road-To-Zero coalition has research opportunities listed and there is grant money available for those. Ken encouraged people to join the coalition and to look at applying to conduct the research.

c. Jenny Guarino: FMCSA

Jenny reported that the data quality program update has gone live. She will send a slide for distribution. The High Priority Notice of Funding opportunities is being finalized. Salon B, Tuesday morning and afternoon sessions of the FMCSA research update are planned for this year at TRB.

d. Kalyn Hill: National Governors Association

There are 22 new governors this year. NGA is supporting them and their networks of cabinet members. They are looking for issues to raise with that group and would like to see about including data integration among the mix of issues. They would be open to get a list of issues from us.

Kalyn said that the time to get her a list of issues would be winter/early spring as that would be a good time to get the attention of folks as they start settling into their new jobs.
8. Committee Reports

a. Membership: Bob Rasmussen
   No Report

b. Best Practices: Chris Osbourn & Juliet Little
   There is no activity at present, but they plan to release the call for nominations at the same time as the Forum’s call for abstracts.

c. Awards Committee: Eric Tang
   Eric Tang said that he will get Kellee an updated instructions / call for submissions to coincide with the call for abstracts.

d. Strategic Planning
   Cory Hutchinson will take this over.

e. Program Chair Committee: Karla Houston
   This is a new committee set up so that new program chairs have a consistent resource and some additional help. Karla gave a presentation and will send it out to the Executive Board separately. She suggests that the outreach and location committee be formed as independent groups that can help but will not report to the program chair. She listed the duties of the various participants and committees such as the forum chair (they are the elected 2\textsuperscript{nd} vice president), the outreach committee, the location committee, the program committee, events committee, forum volunteer committee, public relations committee, vendor committee, and hotel committee. Some of these may have duties outside of the forum (e.g., public relations committee might also take care of the newsletter) but, for now, the proposed structure is aimed at roles for these during the forum.

Karla asked for everyone to review the presentation content and give her feedback on the defined responsibilities and committees. Karla will address comments and present some recommendations at the next Executive Board meeting.

Ralph Zimmer said that we need to decide if these are going to be one year (year-to-year) appointments, or if we are creating new permanent committees that would require a change to the Constitution.

John McDonough asked about sharing the timelines for activities. Karla said that we have information from past forums that answers those questions. There are several documents and a timeline that can be provided to new program chairs. We would like to get to the point of having a detailed planning manual.

Chris Osbourn asked Kellee Craft if we can look to see which members are long term (having paid many years in a row) and who the regular Forum attendees are. Perhaps
we can do outreach among those people to see if they’re interested in helping with the
Forum.

f. ANSI D16 Standards Review Committee: Tim Kerns
No report.

g. Nominating Committee: Kathleen Haney
Kathleen plans to have her committee member list ready for approval at the next
ATSIP Executive Board Meeting.

h. Outreach Committee: Rhonda Stricklin
Rhonda presented progress and plans for the outreach efforts. The TRCC and Data
Integration call schedule is:

Feb 7: TRCC
March 7: Data Integration
April 11: TRCC
May 16: Data Integration
June 13: TRCC
July 11: Data Integration

All calls at 3PM Central time. Dates may change to accommodate speakers’
schedules. Topics and speakers are TBD. On those calls where Juliet Little can attend,
she is invited to speak about the Traffic Records Forum. Please email Luke Johnson
and Rhonda Stricklin with ideas for topics and speakers.

Cory added that he’s dealing with multiple requests for data, usually wanting it all for
no cost. There are legal issues that he has to address. The other big topic right now is
data governance. Rhonda said that she has been dealing with those two topics as well.
Bob Pollack said that Data Governance and Data Integration are big topics for FHWA
right now and he can come up with speakers for that. Chris Osbourn said that the
National Governor’s Association holds two-day workshops on best practices and
Tennessee participated in one recently. Kalyn Hill (NGA) offered to connect Rhonda
and Luke about that. Rhonda said they had something recently and would like to
repeat it. Eric Tang asked if there was any way to build things as a series on a specific
subject. Karla Houston said that she thinks Luke would like the idea as a way to build
more interest in the Forum as well. She added that the TRCC Roundtables at the
Forum are viewed as a sequence where the second meeting is mostly a follow-up to
the first meeting earlier in the program.

Cory said that we can also think about identifying states that are doing particularly
well in a specific area and invite them to speak at the Forum and participate in the
TRCC and data integration calls. Also, if there are some hot topics we could pursue
like Real ID. Dave Bozak asked if there are some ideas for, or interest in, peer
exchanges. Cory said that years ago, Connecticut came to Louisiana to find out about
their crash reporting and processing. Now, Louisiana is going to Connecticut to learn
about their implementation.
9. Executive Director

We have over 90 applications received. Many of the first batch were incomplete, but we still have a lot to go through to select the top few candidates. We intend to conduct Skype interviews but if any of the committee is in the same area as a specific candidate, we’ll try to conduct face-to-face. Luke Johnson has offered to meet with the ones in the DC area.

The group discussed paying for attendance at relevant meetings or to go meet with prospective groups. It looks like we are going to go into the hole financially unless the person succeeds within the first two years.

We have a lot of incomplete applications—we are going to reject all incomplete applications.

Karla Houston volunteered for the committee.

Ralph Zimmer said that the committee members should, at the very least, be announced to the Board. This is the list of everyone who volunteered.

The committee members are:

Cory Hutchinson, Chair
Kathleen Haney
Bob Rasmussen
Juliet Little
Rhonda Stricklin
Bob Scopatz
Chris Osbourn
Patrick Dolan
Pete d’Oronzio
Karla Houston
Luke Johnson

MOTION

Patrick Dolan moved that we approve the list of members for the Executive Director Search Committee
Kathleen seconded.
Motion Approved.

Chris Osbourn asked who makes the hiring decision. We noted that the person will report to the executive officers who will make the final hiring recommendation. The Board will have to approve hiring the person.

10. Future Forums

a. 2020: Patrick Dolan said we have just started our planning meetings. They have reviewed the steps from the Milwaukee Forum.
11. Old Business

a. TSASS: ATSIP Website. Kellee Craft
   Kellee reported that Lloyd has completed all of the changes requested by the Board.

12. New Business

a. Dave Bozak announced that he is retiring as of February, 2019.

b. Cory Hutchinson asked Bob Rasmussen to provide a recap of annual income and expenses. He presented a spreadsheet for 2018. The data showed that we are negative (losing money), once we account for all expenses and adding in the expense of the executive director at $50,000 per year.

   Chris Osbourn asked Bob Rasmussen if we can be assured that we have enough money to cover our obligations if we have to cancel a contract. Bob Rasmussen said that he has argued in the past that we should have $200,000 on account. He said we could reduce that by just making sure we have the rough amounts to cover each obligation as we make it. He noted that the costs for cancellation go up as you get closer to the event date. He recommends covering the full (highest) cost.

c. Review of Constitutional changes and potential for multi-year appointments for officer-level positions. In particular, the concern was to decouple the program chair from the 2nd Vice President position in order to allow the program chair to start working officially, earlier (before the annual election at the Forum). Patrick Dolan said that this would require a change the Constitution. Perhaps we eliminate the 2nd Vice President position, or we split some of the duties that are currently assigned to the 1st Vice President and assign them to the 2nd Vice President.

   The 1st Vice President and the Secretary need to come back to the Executive Board with a proposal. Chris and Bob will work with the Parliamentarians to suggest language.

d. 2019 TSASS proposal: Kellee Craft presented the updated proposal. It is the same as past years, but with a 3% growth factor over 2018 rates.

   **MOTION:**
   Chris Osbourn moved to approve the TSASS 2019 proposal.
   Bob Scopatz seconded

   e. Roadway Safety Professionals (RSP) ITE certification. Bob Scopatz said that the first round of certified RSP professionals have been notified. He encouraged others to sign up and take the Level 1 exam. ATSIP is a sponsor of the effort and Cindy Burch is our representative for developing the Level 2 exams.
f. Ralph Zimmer requested a point of personal privilege. Ralph started attending forums 47 years ago and has been part of the executive board for 40 years. He said that this meeting will be his last face-to-face meeting with the board.


14. Adjourn

   MOTION
   Eric Tang moved to adjourn
   Kellee Craft seconded
   Motion Carried

   Meeting adjourned at 1:53 PM Central.