

**Alaska Traffic Records Coordinating Committee**

February 7, 2012

Frontier Building, 3601 C St., Fourth Floor, Suite 430 in Anchorage

10:00 am – 12:00 pm

Tele conf # 800-315-6338, meet me code 8532#

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**Voting Attendees**

- Bonnie Walters
- Tiffany Thomas
- Beth Schuerman, proxy for Marcia Howell
- Anna Bosin
- Joanna Reed
- Ambrosia Bowlus

**Non-Voting Attendees**

- Jack Stickel

**Voting On phone:**

- Helen Sharratt
- Lt. Tom Dunn
- Ulf Petersen

**Committee Members Absent:**

- Betty Monsour
- Chief John Lucking
- Marcia Howell
- Tony Piper
- Sgt. Justin Doll

Meeting begins at 10:15am

**I. Internal Committee Business**

- A.** Approval of meeting minutes from January 11 meeting
  - Beth Schuerman motions to approve, Ambrosia Bowlus seconds. All in favor, Tiffany Thomas and Joanna Reed abstain. Motion passes.
- B.** Section 408 Budget Spreadsheet
  - No update at this time.

**II. Updates on Action Items from Previous Meetings**

- A.** Proxy forms are still needed from Helen Sharratt, and John Lucking
  - Action item incomplete
- B.** HSS and DMV adding APSIN ID to enable data linkage (Ambrosia Bowlus, Tiffany Thomas)
  - Meeting scheduled later in February
- C.** STSP Data Sub-committee status (Bonnie Walters)
  - Doing research on how things are done in other states

- Will updated in March
- D. Fairbanks Police Department crash data transfer status (Ulf Petersen)
  - Project is moving forward. Waiting to have a teleconference with their vendor.
- E. Respond to the project managers who submitted Initial Project Proposals (Joanna Reed)
  - Action item complete

### III. Items for Discussion

- A. Draft Traffic Records Strategic Plan with Placeholders
  - Joanna Reed notes that the Alaska TR Strategic Plan is more of a list of projects rather than a Strategic Plan. Our plan does not look toward the future, and strive to reach overall goals on a timeline. The Committee will need to restructure the document
  - The Committee agrees that for this round, we will add performance measures to each overall objective, and next year we will restructure.
  - Joanna Reed will write some suggestions for Performance Measures and send via email. Joanna will also post other states strategic plans as examples on the website, pointing out good methods and qualities to emulate.
  - The committee can look at the CDIP and OMB website's layouts of strategies, goals and performance measures for the structure.
  - DMV projects (Tiffany Thomas):
    - Project 11 is cancelled.
    - Project 17 is Active
    - Project 18 remain the same no update
    - Project 14 is completed
  - Joanna Reed still needs some additional updates from other project managers, and Cindy Cashen's name needs to be removed
- B. Funds for Training the new 12-200
  - Need to find funds for this training
  - Possible AHSO Section 402 funds
  - Jack Stickel has possible funding.
  - Perhaps consolidate the training to include more. Fly in Law Enforcement to each the training.
  - Bonnie Walters can work with Kat Peterson and Jack Stickel to look into funds
  - Ask DPS and/or local police agencies if they have any training funds work with this
  - The TraCS Steering Committee has this topic on their agenda later this afternoon
  - Update at the next meeting
- C. Injury Surveillance Report
  - The Committee has had the opportunity to review the report that was submitted to the AHSO. This report is from the FFY 11 (first year) funding.
  - Based on the submitted report, AHSO and NHTSA have determined that this project is not improving a data system, but rather reporting on data. Also the focus is not on

Traffic Records. This project does not meet the eligibility requirements of Section 408.

- Bonnie Walters makes a motion that Joanna Reed contact the Project Manager and let them know this project is not eligible for section 408 funds and that the funding for FFY12 (current fiscal year) will stop effective immediately
- Tiffany Thomas seconds the motion
- The Committee is not telling them to stop the project , but now that the committee is aware of the problem, the Section 408 funding must stop
- If the Committee continues the funding, the State may have to pay it back to NHTSA. The Committee cannot knowingly continue funding to an ineligible project.
- The Project Manager should contact the AHSO regarding reimbursement for work already completed during this fiscal year.
- All in favor, Joanna Reed abstains, motion carries.
- Joanna Reed will contact the project manager and let them know that the Section 408 funds for this grant will cease effective immediately, due to ineligible use of funds.

#### **IV. Traffic Records Project Updates**

- A. HAS Crash Transition (Jack Stickel)**
  - Jack Stickel gives an update of the HAS Crash Transition
  - Joanna Reed will post the update on Committee's web site
- B. Project 16: *Include CDL drivers' histories in all crash records* (Tiffany Thomas)**
  - This project is completed.

#### **V. Other Short Business**

- A. Joanna Reed will abstain on any votes regarding 408 grants.**

#### **VI. Action Items as a Result of this Meeting**

- A. Joanna Reed will write some suggestions for overall Performance Measures for the Strategic Plan and send via email.**
- B. Joanna Reed will post other states strategic plans as examples on the website, pointing out good methods and qualities to emulate.**
- C. Joanna Reed still needs some additional updates to the Strategic Plan from other project managers, and Cindy Cashen's name needs to be removed**
- D. Bonnie Walters can work with Kat Peterson and Jack Stickel to look into funds for training the new 12-200**
- E. Joanna Reed will contact the project manager of the Injury Surveillance Report project and let them know that the Section 408 funds for this grant will cease effective immediately, due to ineligible use of funds.**
- F. Joanna Reed will post the HAS Crash Transition update on Committee's web site**

Beth Schuerman moves to adjourn the meeting. Ambrosia Bowlus seconds the motion. All in favor.  
Meeting ends at 12:08pm

#### **Next meetings:**

- March 14, 2012

- April 11, 2012
- May 9, 2012
- June 13, 2012
- July 11, 2012
- August 8, 2012
- September 12, 2012
- October 10, 2012
- November 14, 2012
- December 12, 2012

All meetings will be held in the AST Conference Room, 5700 E. Tudor Road, Anchorage, 1:30pm–4:30pm, unless otherwise stated