

**Alaska Traffic Records Coordinating Committee**

**MINUTES**

December 12, 2012

DPS Conference Room, 5700 E Tudor Road, Anchorage

1:30 am – 4:30 pm

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

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**Attendance:**

- Bonnie Walters, DOT&PF
- Troy Payne, proxy for Betty Monsour, UAA
- Ambrosia Bowlus, HSS
- Lorrie Laing, Cambridge Systematics

**On The Phone:**

- Helen Sharratt, ACS, Vice Chair
- Tom Dunn, AST
- Tiffany Thomas, DMV
- Ulf Petersen, DOT/MS/CVE
- Matt Walker, DOT&PF/HSIP
- Michael Powell proxy for Tony Piper, HSS
- Jamie Conn, DOT/MS/CVE
- Shirley Wise, NHTSA
- Dena Snyder, Cambridge Systematics

**Committee Members Absent:**

- Justin Doll, APD
- Marcia Howell, AIPC, Chair

**I. Internal Committee Business**

- A.** Approval of meeting minutes from November 14th meeting
  - Ambrosia moves to approve the meeting minutes, Matt seconds the motion. All in favor, none opposed. Motion passes.
- B.** Section 408 Budget Spreadsheet – has not been updated since the October meeting. Bonnie will ask the AHSO to update the spreadsheet prior to the January meeting.
  - Expended: \$422,708.67
  - Balance: \$556,757.16
- C.** Helen nominated Marcia to remain as chair of the committee for 2013, seconded by Troy. All in favor, none opposed, the motion passed. Congratulations Marcia! Tiffany nominated Helen to remain as vice chair of the committee for 2013, seconded by Troy. All in favor, none opposed, Helen abstained, the motion passed. Congratulations Helen!

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

- A.** Bonnie updated the ATRCC membership on the external site. Action item complete.
- B.** Marcia sent a link to the ATRCC website to the new members, asking them to read the charter and bylaws to become familiar with committee responsibilities. Action item complete.
- C.** Bonnie will look at the Washington State model for an ATRCC executive committee and report back at the November meeting. Not complete will continue for the January meeting.
- D.** Jeff Jeffers called Stephanie M. at the MOA but she was not available. He will try contacting her again but asked for further clarification on what we want her to present. It was clarified that we are looking to get an overview of MOA traffic records related projects with a discussion on how they are using traffic records and where they want to go with their traffic records program. The committee is flexible as to when she is available to make a presentation.
- E.** Michael worked on the logic model but he needs data from the new strategic planning sessions. It would not be efficient to use data from the current strategic plan so he will wait until the new plan is defined.
- F.** Quinn provided Bonnie with the EMS performance measures for inclusion in the AHSO Interim Progress Report. Bonnie filled out the form using the EMS information and provided it to Tammy at the AHSO.
- G.** Bonnie brought Lorrie Laing from Cambridge Systematics to facilitate strategic planning at the December meeting and for future meetings as necessary.

## **III. Items for Discussion**

- A.** Strategic Planning: Lorrie Laing from Cambridge Systematics was present to facilitate the committees work on strategic planning. First it was noted that the current plan is a comprehensive plan rather than a strategic plan and we should take another look at our mission and vision. She handed out a Strategic Plan Comparison to show our current plan as compared to a sample 5-year strategic plan for us to consider. She then handed out worksheets that we filled out in order to determine what we would like our vision and mission statements to be. She will be sending out a document that takes the top vision and mission statements as determined by the committee members present to come up with vision and mission statements that will be voted on at the January meeting. We also discussed the fact that we did not need to have performance measures for every model data element in every core component system in the plan but rather we need to prioritize a manageable number of goals that we would like to accomplish in the next five years as a committee and focus on the action steps and performance measures needed to accomplish them. In this way we can easily determine whether future grant proposals fit into our strategic plan. Lorrie handed out some Sample Traffic Records Strategic Plan goals and strategies with action steps and performance measures to give us an idea of what we should be thinking about when determining our goals and objectives. We will begin working on goals and objectives at the January meeting. The homework due on January 4<sup>th</sup> is to go through the performance measures in the current plan for your component area and determine which of them can be deleted either due to completion of the objective or that there is no plan to accomplish the objective in the next five years. Also be thinking about

priorities for traffic records projects that this committee can tackle over the next five years and the steps to be taken to accomplish these goals.

**IV. Traffic Records Project Updates**

- A. Quarterly reports will not be available until January.

**V. Other Short Business**

- A. Helen stated that she believed it is important to include in the strategic plan, that wherever the ATRCC decides it makes sense, standards endorsed by MAJIC for data exchanges should be a consideration in evaluating projects. This item will be on the January agenda.

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

- A. AHSO will update the Section 408 budget spreadsheet.
- B. Bonnie will look at the Washington State model for an ATRCC executive committee and report back at the January meeting.
- C. Jeff Jeffers will contact the MOA safety engineering chief and ask if they would be willing to give a presentation to the January or February meeting of the ATRCC with an overview of the current MOA traffic records projects and discussion on how they use traffic records and where they want to go with their traffic records program.
- D. Members need to go over the performance measures in their component areas in the current strategic plan and determine which measures can be deleted. Please get this information to Marcia by January 4<sup>th</sup> and she will compile the data and get it to Lorrie before the January meeting.
- E. The next meeting is in the Old Crime Lab Classroom which is in the one-story building directly next to DPS.

The meeting ended at 4:00pm.

**Next meetings:**

- January 9, 2013 – Old Crime Lab Classroom (building directly next to DPS)
- February 6, 2013 – Old Crime Lab Classroom (building directly next to DPS)
- March 6, 2013 – Old Crime Lab Classroom (building directly next to DPS)
- April 10, 2013
- May 15, 2013
- June 12, 2013
- July 10, 2013
- August 14, 2013
- September 11, 2013
- October 9, 2013 – Old Crime Lab Classroom (building directly next to DPS)
- November 13, 2013
- December 11, 2013

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