

**Alaska Traffic Records Coordinating Committee**

April 11, 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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**Committee Members in Attendance:**

- Anna Bosin, DOT, HSIP
- Ambrosia Bosin, HSS
- Marcia Howell, AIPC
- Sgt. Justin Doll, APD
- Tiffany Thomas, DMV
- Helen Sharratt, ACS
- Michael Powell proxy for Tony Piper, HSS

**Guest Attendees:**

- Jonathan O'Quinn, DMV
- Lt. Kat Peterson, DPS, AST

**Guests on Phone:**

- Julie Rabeau

**Committee Members on Phone:**

- Joanna Reed, DOT, AHSO, Rec Sec
- Ulf Petersen, DOT, MSCVE
- Lt. Tom Dunn, DPS, AST
- Bonnie Walters, DOT, TDG
- Troy Payne proxy, for Betty Monsour, UAA

**Committee Members Absent:**

- Betty Monsour
- Chief John Lucking
- Tony Piper

The meeting begins at 1:35pm

**1. Internal Committee Business**

**A. Approval of meeting minutes**

- Ambrosia Bowlus moves to approve the March 14<sup>th</sup> meeting minutes. Anna Bowlus seconds the motion. All in favor, except Joanna Reed and Helen Sharratt who abstain. Motion passes
- Tiffany Thomas moves to approve the March 19<sup>th</sup> Special Meeting minutes, Ambrosia Bowlus seconds the motion. All in favor except Helen Sharratt, Marcia Howell and Joanna Reed who abstain. Motion passes
- Tiffany Thomas moves to approve the March 2<sup>nd</sup> Special Meeting minutes, Helen Sharratt seconds the motion. All in favor except Ambrosia Bowlus and Joanna Reed who abstains.

**B. Section 408 Budget Spreadsheet (Joanna Reed)**

- Expenses: \$140,341.78
  - Balance: \$636,755.44
  - The Chair would like all members to review the quarterly reports for the next meeting and be prepared to discuss
- C. ATRCC grant review, evaluation, approval process and the SEF request to add information after the deadline**
- Ambrosia Bowlus believes that we should discuss our whole process. Ambrosia argues that we should have standards and we should follow them. We need concrete guidelines and rules that apply to everyone.
  - Ambrosia Bowlus moves to not accept the SEF addition of the project management page. Michael Powell seconds the motion.
  - Ambrosia Bowlus, Ulf Petersen, Troy Payne, Justin Doll, Michael Powell vote yea
  - Helen Sharratt, Bonnie Walters, Anna Bosin, Tiffany Thomas, Tom Dunn vote nay
  - Joanna Reed abstains from voting
  - The Chair Marcia Howell votes nay to break the tie.
  - The Motion fails.
  - Bonnie Walters makes a motion that we accept the project management addition. Helen Sharratt seconds the motion.
  - Tiffany Thomas, Helen Sharratt, Bonnie Walters, Anna Bosin, Tom Dunn vote yea
  - Ambrosia Bowlus, Ulf Petersen, Troy Payne, Justin Doll, Michael Powell vote nay
  - Joanna Reed abstains from voting
  - The Chair Marcia Howell votes yea to break the tie
  - The motion passes
  - The Committee discusses how to make the process fair to all other applicants
  - Helen Sharratt makes a motion that the ATRCC proceed with the final review of all grant applications but that if any application is found to have outstanding deficiencies that were noted after the initial review, the applicant be given the opportunity to correct them.
  - Tiffany Thomas seconds the motion.
  - All in favor, none opposed. Joanna Reed abstains from voting.
  - The motion passes.

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

- A. Proxy forms are still needed from Helen Sharratt, and John Lucking**
- Not complete.
  - Take this off future agendas. Proxies are not mandatory
- B. HSS and DMV adding APSIN ID to enable data linkage (Ambrosia Bowlus, Tiffany Thomas)**
- Ambrosia Bowlus has been speaking with Tim Larrabee from DPS and with her ATR information providers about getting the APSIN ID patient identifiers to enable linkage. This project will start with the agencies that are easy first, and the ATR is lower in priority but still on the list.
  - Ambrosia Bowlus will provide an update in May
- C. STSP Data Sub-committee status (Bonnie Walters)**

- Bonnie Walters has sent out the invitations to join the committee to Ambrosia Bowlus, Helen Sharratt, Joanna Reed, Tiffany Thomas, and Anna Bosin. Ambrosia, Helen, Joanna, and Tiffany have accepted. Anna's agency is still trying to determine who from their agency should be the representative.
  - The next steps are to get together, get organized, and then start moving forward. A teleconference will be arranged soon
  - The STSP implementation team will be meeting soon and will finalize the performance measures so the data team can start compiling data for baselines.
- D. Update on funds to train the new 12-200 (Bonnie Walters)
- Bonnie Walters talked to Jeff Jeffers in DOT. The request will hopefully be approved soon and we should know in the next few weeks. Bonnie and Jeff are very optimistic that the request will be successful. The Request was for \$75,000
- E. Teleconference to discuss the last two grant applications and the Injury Surveillance application
- Action item complete
- F. Joanna Reed will post the HAS Crash Transition update on Committee's web site
- Action item complete

### **3. Items for Discussion**

#### **A. Grant Applications for FFY2013 Section 408 Funding:**

The revision requests to grant applications were not reviewed due to a lengthy discussion regarding the review process itself, the need to review and update it, how it can be tied in to updates to the strategic plan, and grant prioritization. Several ATRCC members still need to review grants for compliance with the revision requests made last month, and to submit revised scores, if necessary, before voting can occur. Revision review and updated evaluation scores must be sent to Joanna Reed by Close of Business Friday, April 13, 2012.

#### **B. Traffic Records Strategic Plan**

- The committee will create a strategic planning session to work on the plan.
- Ulf Petersen would like Marcia Howell and Joanna Reed to discuss separately how to proceed.
- Once we have figured out how to proceed, we can have a document ready for voting to go to NHTSA on June 1<sup>st</sup>.
- Marcia Howell and Joanna Reed will discuss how to proceed and send an invitation to the Committee to create a Special Meeting to continue this discussion and how to proceed with the grant applications review and voting.

#### **C. TraCS deployment diagram**

- Move to next meeting

### **4. Traffic Records Project Updates**

#### **A. None**

**5. Other Short Business**

- A. None

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

- A. The Chair would like all members to review the quarterly reports for the next meeting and be prepared to discuss
- B. HSS and DMV adding APSIN ID to enable data linkage (Ambrosia Bowlus, Tiffany Thomas)
- C. Update on funds to train the new 12-200 (Bonnie Walters)
- D. Marcia Howell and Joanna Reed will discuss how to proceed with the Strategic Plan and the grant applications, and send an invitation to the Committee to create a Special Meeting
- E. Committee members should re-evaluate the applications after the revisions, and send all evaluations to Joanna Reed by Friday April 13<sup>th</sup>.

Helen Sharratt makes a motion to adjourn, Tiffany Thomas seconds the motion. All in favor. The meeting ends at 4:31pm .

**Next meetings:**

- 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