

Alaska Traffic Records Coordinating Committee

Meeting Minutes

February 10, 2016

1:30 pm – 4:30 pm

Location AST HQ Conference Room, 5700 East Tudor Road, Anchorage

Voting Members					
Miles Brookes, AHSO	PJ	Tony Piper, HSS/ASAP		Katherine Hensley, MSCVE	
Lt. Dave Hanson, AST	PA	Clint Farr, DOT&PF	PJ	Nichole Tham, DMV	Ph
Troy Payne, UAA		Michael Chin, APD	Ph	Tammy Kramer, AHSO (non-voting)	PJ
Helen Sharratt, ACS	Ph	Ambrosia Romig, HSS/ATR			
Marcia Howell, AIPC	PA	Matt Walker, DOT&PF	PJ		
Proxy Members					
Lee Buchhorn, DOT&PF		Lt. Rick Roberts, AST	PA	Sgt. Roy LeBlanc, APD	
Jeff Jeffers, DOT&PF		Sylvia Craig, AIPC		Julie Rabeau, HSS/DPH	
Ghulam Bham, UAA		Patrick Brosnan, DMV		Michael Powell, HSS/DBH	Ph
Pam Minton, MSCVE	Ph				
Key: PA=Present in person (Anchorage), PJ=Present in person (Juneau), Ph=Present by phone.					

I. Internal Committee Business

A. Approval of Minutes from 1/13/2016

Matt moved to approve the minutes. Rick seconded the motion. Minutes adopted without objection.

B. Membership Updates

1. Jason Whiteside, DMV. Proxy for Nichole Tham and Patrick Brosnan during the legislative session.

Miles informed the group that due to the Legislative Session, Nichole informed Miles that Patrick and her attendance at ATRCC might be severely impacted. Nicole requested that I poll the group to see if Jason Whiteside, DMV Hearing Officer could serve in the proxy roll for the duration of the legislative session, with Patrick returning to that roll once the session was complete.

There was no objection to this.

C. Charter/By-law Amendments (see attachment)

Miles, in preparation of the Traffic Records Assessment and the posting of the new AHSO Manager exempt position, presented the committee with proposed needed changes to the Charter and Bylaws. The main changes to the by-laws included;

- Replacing references to the Traffic Records Improvement Reporting System (TRIPRS), which no longer exists, with the generic “traffic safety information system” language.
- Replacing an annually elected chair by the committee, with a designated chair, which is noted as the AHSO Manager.
- Replacing references to the previous 408 Traffic System Improvement funds and replacing it with language referring to 405c Traffic Records System Improvement funds, and other federal and state funds for traffic records improvement.

Helen asked for historical background on the AHSO Administrator in context to the proposed changes to the chair position. Tammy provided that currently, the AHSO Administrator is both the Governor's Representative (GR) for Highway Safety and the Administrator of the AHSO, with the GR designation being delegated down to her from executive management. This position is appointed directly by the Governor's office, which in the past has resulted in unstable management, unqualified personnel, and negative management review findings by NHTSA. As a result, Tammy was appointed to the position in "Acting Status" by Jeff Ottesen in 2012, with the intention Program Development's restructuring of the AHSO to prevent past problems. Part of the restructure is to split the functions of the GR and Administrator. The GR will still serve at the will of the Governor, and will most likely be designated as the Director of Program Development, Mike Vigue. The Administrator of AHSO, responsible for the day-to-day operations has been made a classified position, which went out for recruitment during the week of 2/8/16. Program Development's management included within the Position Description for the AHSO Program Coordinator II that the incumbent will serve as the Chair of the ATRCC. This is the underlying reason for the change in how the chair of the committee is designated.

Helen asked if this was consistent with other states' practices. Miles responded that yes, a large majority of states have a similar structure. There was no further discussion on the charter.

Amendments to the by-law were discussed. Miles explained the needed changes to the by-laws which would need in order to conform to potential charter changes. The changes to the bylaws included;

- Amended responsibilities of the three leadership roles, chair, vice chair, and recording secretary within the committee.
- Moving the election/service of the vice chair to a Federal Fiscal Year Calendar

Michael Powell asked why the Alcohol Safety Action Program (ASAP) delegate was removed from the list of voting members. Miles assured him that this was a clerical mistake, and there were no changes being proposed to the voting member section of the by-laws. Miles will ensure that the list in effect at the last by-law revisions is intact for the 2016 revision.

Pam brought attention to the group of the 2011 date noted in the by-laws' title. Miles thanked Pam for the note and would incorporate that change into the version presented to the group.

Miles will draft proposed 2016 ATRCC Charter and By-Laws for distribution to the committee for adoption at the March TRCC meeting in accordance with Article V, Sec. 2 of the By-Laws.

II. Updates on Action Items from Previous Meeting

- A. Miles will send out TR Assessment questions to TRCC members for respondent identification. Due dates and further instructions on this task will be included with the email to be sent by the end of the week.**

This was completed on 1/15/16 with a due date of 2/8/16. Progress has been made with some members submitting their perspective respondents to Miles.

- B. Miles will send email to TRCC members for initial assembly of TR Assessment Document Library. Due dates and further instructions on this task will be included within the email to be sent by the end of the week.**

This was completed on 1/15/16 with a due date of 2/8/16. Progress has been made with some members submitting their available documents to Miles.

- C. Miles to send Outlook invites for 2016 ATRCC meetings based off of approved calendar.**

This was completed on 1/15/16

- D. Miles will work on grant process documents for distribution prior to next meeting for discussion and approval.**

Nothing to report. See discussion under item III., B.

- E. Tammy and Miles will contact GIS to identify Roadway System question respondents for the assessment.**

This was completed. GIS has been contacted and they are working on TR Assessment questions identification and document library assembly.

III. Items for Discussion

A. Traffic Records Assessment

1. Assessment Kickoff Meeting: Monday, April 11, 10:00am

The Kickoff Meeting has been confirmed for the above date and time. It will occur at the Alaska Bureau of Investigation Building's Conference Room, 5500 East Tudor Road.

The Assessment Facilitator will be in attendance in Anchorage, and Linda Fisher, NHTSA Region X Program Manager will be in attendance in Juneau. Persons directly using the STRAP system to input responses must attend in person.

Miles will amend the 2016 ATRCC Outlook Event and send the update to the members.

2. Assessment Question Respondents: Status/problems?

Miles noted that he has started to receive identified respondents for the assessment. He will review the current list and determine if there are any questions which need still need to be assigned.

3. Document Library: Status/problems

Miles spoke to the group about the suggested document library list found in Section 4.2 of the Procedure Manual, and distributed to committee members targeting their specific data system area.

A committee member (?) asked Miles if he could contact Ryan Klitzsch with Cambridge to see if some example documents could be disseminated to the respondents for further clarification. The concern relayed is that some of these documents may exist within the state, but without further advice, respondents may not know they in fact actually have a document. It was further noted that in some cases, an example of such documents may present an opportunity for various departments to see a benefit in creating a document and may do so. Contacting Cambridge looking for some examples in areas in which documents are currently lagging may help respondent identify and or create documents if deemed beneficial to their agency.

Miles will continue to aggregate all received documents and contact Ryan Klitzsch, Cambridge for the possibility to share some examples with ATRCC and TR respondents.

B. FFY17 Grant Application Process

FFY2017 AHSO grants, including Traffic Safety Information System improvement grants will be available starting – and will close on Friday, April 22. This is earlier than in years past, but due to the effort and time needed to assemble the Highway Safety Plan it has become necessary to solicit and close earlier.

Conversation resumed regarding the grant evaluation rules. Helen submitted suggested changes fall which outlined that AHSO could solicit/receive grants after the traditional 405c grant period. Helen expressed that, however this is written up, her point is to have it documented that AHSO may consider grants submitted after the grant period and may waive second year match requirements, at its discretion. Michael Powell noted that H&SS has a procedure in place for similar situations regarding health services grants. He will forward the language his agency uses to Miles to aid in the crafting of ATRCC 405c grant rules.

Michael Powell will forward the Administrative Code Language his agency uses for grant solicitation to Miles for guidance. Miles will draft grant rules sheet and distribute to the committee.

C. Payee City Data Transfer Project

No progress made.

IV. Other Short Business

A. Crash Data Backlog

Clint reported that 2013 crash data is near completion and that his staff and the contractor, University of Alabama will be moving forward with 2014 data. He reported that the significant increase in 12-209's (citizen reported crash form) recently submitted has slowed down the entry process. With this trend it is important that 12-200 revision occur so that law enforcement is willing to utilize the 12-200 which in turn will provide better data, and

provide for an increase in data which is electronically transferred. In addition to this effort, a parallel effort to make the 12-209 fully electronically submitted should occur as well. That was this data can be transferred electronically and staff time can be utilized performing quality assurance and control. An RFP for additional data entry has been sent to Administration for approval with the goal of catching up significantly on the backlog.

V. Action Items as a Result of this Meeting

- A. Miles will draft proposed 2016 ATRCC Charter and By-Laws for distribution to the committee for adoption at the March TRCC meeting in accordance with Article V, Sec. 2 of the By-Laws.**
- B. Miles will amend the 2016 ATRCC Outlook Event and send the update to the members.**
- C. Miles will continue to aggregate all received documents and contact Ryan Klitzsch, Cambridge for the possibility to share some examples with ATRCC and TR respondents.**
- D. Michael Powell will forward the Administrative Code Language his agency uses for grant solicitation to Miles for guidance.**
- E. Miles will draft grant rules sheet and distribute to the committee.**

Next meetings

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|-------------|---------------|---------------|-------------|
| ◦March 9 | ◦April 11† | ◦May 11 | ◦June 8 |
| ◦July (TBD) | ◦August (TBD) | ◦September 14 | ◦October 12 |
| ◦November 9 | ◦December 14 | | |

†Monday meeting. This meeting is scheduled to coincide with the 2016 Traffic Records Assessment Kickoff.

All meetings are the second Wednesday of the month, 1:30 to 4:30 at the Alaska State Troopers Head Quarters conference room, unless otherwise noted.