**MEETING NOTES**

AASHTO CPBM Organizational Management (OM) Subcommittee and

TRB AJE15 Workforce Development & Organizational Excellence Committee

June 16, 2020

11:00 am - 12:30 pm (Central)

**Please Note:** To register for this and future committee meetings, if you haven’t already, please go to:

<https://www.tpm-portal.com/community/cpbm/om-abc20/>

1. **Welcome and Roll Call (5 min.) – Deanna Belden, Charlie Purcell and Victoria Beale**

Other attendees included: Nelson Hoffman, Stacey Huston, Gary Vansuch, Chris Young, Craig Crick, Jason Bittner, Lisa Penny, Nigel Blampied, Patrick Cowley, Karen Miller, David Putz, Alana Spendlove, Dawn Sullivan, Jack Smith, Linsey Sousek, Lori Richter, Mara Campbell, and Simona Shapiro.

1. **OM Items (30 min.)**
	* Activity Updates
		+ Activity 1, Process Improvement – Gary Vansuch
			- The Community of Practice (CoP) approach is still our primary vehicle for encouraging sharing about improvement and innovation among transportation agencies. Early stages of building.
			- The next webinar for the Transportation Lean Forum (TLF) Community of Practice is next Thursday, June 25, at 15:00 UTC (9:00 a.m. MT).
			- Other webinars will continue on an every-other month basis
			- To bring TLF to the "next level", Gary plans to form a small group to act as the equivalent of a Board of Directors). Among other things, that Board will help determine when and how much to coordinate with other AASHTO CoPs, such as the emergent AASHTO "Innovation Community-of-Practice" (ICOP).
			- The [TLF portion](https://www.tpm-portal.com/community/tlf-home/) of the Transportation Performance Management (TPM) Portal is technically active -- however, there is still only limited sharing (and therefore, limited content). This is probably not a technical issue, but rather a "change management" (the people side of change) issue.
		+ Activity 2, Non-system performance measures – Deanna Belden
			- Currently working with Victoria, chair of AJE15, on organizing a workshop for TRB.
			- Settled on title of, Getting to Organizational Performance Evolution: Advancing Organizational Excellence.
			- Co-sponsors include AJE20(formerly ABC30) Performance Measurement Committee and the International Council.
			- The idea is to have a workshop to get ideas going and then next year propose research or research synthesis on the topic.
		+ Activity 3, Supporting the Agency Capability Building (ACB) Portal – Charlie Purcell
			- Background
			- There was some discussion of having the AASHTO Agency Administration Committee take ownership of this portal, but for now it will remain with CPMB, OM Subcommittee
			- Either way, we will want to have a lot of collaboration between the relevant AASHTO committees
			- Portal logistics
			- ACB Portal web address is <https://www.agencycapability.com/>
			- Link to this portal will be incorporated either into the Transportation Management Web Portals (<https://transportationmanagement.us/>) or the TPM portal (<https://www.tpm-portal.com/>)
			- Also, as part of the TPM Pooled fund project, we are looking at re-envisioning on how the TPM and various other portals work together and / or could be further integrated
			- Next steps
			- We will reach out to Matt Hardy to set up a meeting to continue discussion of how to organize the various portals
			- OM web site preview
			- For more information about our subcommittee, go to <https://www.tpm-portal.com/community/cpbm/om/>
2. **AJE15 Items (30 min.) – Victoria Beale**
	* Proposed committee scope
		+ The proposed scope was shared to preview and will be put out for comments (see attached).
	* Workshop proposal, discussion over possible presenters
		+ Shared the workshop form to start generating thoughts for who could be a panelist at TRB. Preferably for someone already attending TRB.
		+ Feel free to reach out to Victoria if you or someone you know of would be a good panelist.
		+ Committee that was a part of putting this request together will reconvene in late July. Would gladly welcome more people to participate.

1. **FHWA Updates (10 min.) –Nelson Hoffman**
	* The pooled fund study - a TPM webinar was held on May 20th, next one is on general Target Setting discussion held July 15. They will be skipping a week and then from July 30; then every other week with focused on mini webinars on Target Setting, and then three others; Safety Performance Measures, Infrastructure Condition Performance Measures with a third and maybe a fourth on System Performance.
	* Office of Planning is in the midst of a performance based and programing study. There are contractors doing investigation of planning documents and focusing on survey going to FHWA Division offices to gather more information on implementation of Performance Based Planning and Programming.
	* Doing a survey of the division office staff, gathered a lot of information from the highway division staff related to Performance Management.
	* Another survey was completed at the end of spring about general implantation of Transportation Performance Management.
	* Third study is an MPO survey of division offices; gathering information about target setting process at the MPOs and were asked if they have different TPM targets and their state DOTs as well.
	* More studies will continue.
2. **Other business / open discussion (5 min.) – All**
	* Jason Bittner shared that TRB has a survey going out with the purpose of gaging input on the possibility of TRB 2021 being a live event and is asking about attendees’ ability to attend. It will be up until the end of the month and you can follow link in the TRB new letter.

1. **Wrap-up (5 min.) – Deanna Belden**
	* Recap of action items
		+ Gary Vansuch will be reaching out to people to be on the board of directors for the Transportation Lean Forum.
		+ Provide Victoria from the AJE15 committee with any comments you have on the proposed workshop or let her know if you are interested in helping to plan the workshop.
	* Review of upcoming meetings and important events
		+ Next month’s meeting is on Jul 21, 2020, 12:00 - 1:30 Eastern