**MEETING NOTES**

AASHTO CPBM Organizational Management (OM) Subcommittee and

TRB AJE15 Workforce Development & Organizational Excellence Committee

May 19, 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: Susanna Reck, Chris Young, Christos Xenophontos, Craig Crick, Dave Putz, Dee Lam, Jason Bittner, Karen Miller, Lori Richter, Stacey Huston, Gary Vansuch, and Lisa Penny, Jayna Guilford, Nigel Blampied

1. **OM Items (30 min.)**
   * Finalization of updated charter – Deanna Belden
     + Last month the updated charter for the Organizational Management Subcommittee was presented.
     + The update was more simplified; has no specific activities. Specific activities will be in a work plan.
     + Charter has been submitted to parent committee on Performance Based Management and is expected to be approved.
   * Activity Updates/Subcommittee work plan – Charlie Purcell
     + Charlie gave an update on activities from previous webinars. Currently in the process of evaluating different options after further discussions on more activities. Charlie shared a template to use for review of activities (see attached).



* + - Activity 1, Process Improvement – Gary Vansuch
      * Process improvement was originally built on the Transportation Lean Forum and was brought into TRB and AASHTO.
      * The forum continues to have webinars; the most-recent one on April 22, featuring CalTrans and Highways England) -- 8th anniversary session will be in June. Originally started with 3 states by way of phone call.
      * The lean forum does have a portion on the TPM portal with various resources, but downside is that it’s hard to keep content current.
      * We’d like to keep webinar and online discussions going on how we can keep things robust for other state DOTs and other affiliates similar to state DOTs.
      * Currently in contact with a startup of Innovation Community of Practice (ICOP), Annette Parrish from Idaho Transportation Department is leading; the purpose is to encourage working on Innovation Community Practices across state DOTs and transportation communities.
      * Gary will get an action plan to Charlie soon.
      * There is an opportunity to assist on this committee. Let Charlie or Gary know if you’re interested.
    - Activity 2, Non-system performance measures for decision making at state DOTs
      * With the FAST ACT, there’s a lot of emphasis on the measures of system performance and performance management efforts. The idea for activity 2 is to take a step away and look at how state DOTs measure their own performance in other ways besides just the system performance. How are states operating internally. and what are the indicators of organizational excellence besides pavement and bridge condition, safety, etc., performance that show state a DOT is functioning well?
      * Trying to get a TRB workshop on this topic.
      * TRB workshop proposals are due soon, deadline is middle of June, would like to move quickly.
      * Looking for state DOT members to serve in leadership role.
      * This will be a crossover with OM and TRB AJE15. It’s been suggested to partner with Performance Measures committee (AJE20). People interested in this need to meet next week to discuss.
      * Several people indicated they would like to participate.
      * Dave Putz will temporarily lead, and Deanna will temporarily co lead. Deanna will send out email and get meeting set up.
    - Activity 3, Supporting the Agency Capability Building (ACB) Portal
      * Looking at several things that we could do to help support the portal. Lori has been assisting.
      * Charlie will temporarily lead this and will further discuss with Lori.

1. **AJE15 Items (30 min.) – Deanna Belden (on behalf of Victoria Beale)**
   * TRB workshop planning
     + Looking for a time to meet to work on the workshop plan.
   * Other – Jason Bittner, TRB update
     + Moving ahead with the committee scope approvals and working those items and on revisiting subcommittees and joint efforts between committees.
     + Next committee activity is workshop submittal; scopes are being reviewed by activities council and are due June 15.
     + Regular sessions due Oct 1 and call for papers due Aug 1. Direction is for committees to plan as if there is a formal annual meeting; follow traditional submission.
     + Workshop proposals due June 15, new committee structure, workshop proposals are being reviewed at section level.
     + Deanna suggested a meeting next month that’s heavy on TRB. The agenda and submittals are priority.
     + Call for papers on specific topics has been suspended.
     + June 21 is official date that items go to Technical Activities Council (TAC).
     + Figure out where the ownership of where the portal itself should reside.

1. **FHWA Updates (10 min.) – Susanna Hughes Reck**
   * Webinar scheduled tomorrow 2 pm eastern, kickoff series for new webinar series, TPM pooled fund study. Focus will be on best practices that were shared during peer exchange. Next one scheduled for July 15 on target setting.
   * TPM dashboards undergoing phased updates with 2019 PM2 and PM3 reported performance data as first phase. Safety performance measures data is next with more updates planned for later this summer.
   * The EdX pilot to kick off in June, launch in middle/end of June if everything clears public affairs. This pilot is limited to public sector employees.
2. **Other business / open discussion (5 min.) – All**
3. **Wrap-up (5 min.) – Deanna Belden**
   * Recap of action items
     + Deanna will schedule a meeting to discuss development of workshop idea for non-system performance measures.
     + Those that would like to participate in any of the activities, especially Activity 3, should contact either Charlie or Deanna.
     + Deanna will include Claire Randall on the distribution list for meetings and send TRB placeholders to Jason Bittner so they’re both covered to receive regular standing TRB updates.
   * Review of upcoming meetings and important events
     + Next month’s meeting is on June 16, 2020, 12:00 - 1:30 Eastern and will focus on TRB meeting.