**MEETING NOTES**

AASHTO CPBM Organizational Management (OM) Subcommittee and

TRB AJE15 Workforce Development & Organizational Excellence Committee

July 27, 2020 | 3:00-4:00 p.m. (Central)

Join on-line at: [https://www.gotomeet.me/TPMWebinar/om-aje15-joint-meeting](https://gcc01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gotomeet.me%2FTPMWebinar%2Fom-aje15-joint-meeting&data=01%7C01%7CStacey.Huston%40iowadot.us%7C33f60495b7214781484808d82350db6a%7Ca1e65fcc32fa4fdd86920cc2eb06676e%7C1&sdata=o9dAJ0BnZI%2FL6zuPrRigHgs4lwou5%2Brg%2FQtXA%2FaT7dA%3D&reserved=0)   
Or dial 646-749-3122

Access Code: 886 492 445 

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

Others attending – Angela Rovaris, Anjan Rayamajhi, Arif Cekic, Cindy Landez, Claire Randall, Dave Bergner, Susan Heap, Jalil Kianfar, Jamalipour, Jeff Jasper, Jennifer Brown, Karen Miller, Kristal Metro, Lauren Curnow, Linsey Sousek, Lori Richter, Lorri Economy, Nigel Blampied, David Putz, Sarah Hernandez, Stacey Huston, Susanna Reck, Terry Brown, Tony Geara, Virginia Sapkota, Xiaoyan Zheng.

1. **FHWA Updates (5 min.) – Susanna Reck**

* Let's Talk Webinars are being discontinued; instead will be partnering with AASHTO through the TPM pooled fund to host similar webinars
* Currently in the midst of a series on target setting; TPM portal is a good source of info for this.
* Will be launching a new pilot program for a service called EdX; first will provide a curated list of TPM related training; will be available to TPM pooled fund states and FHWA staff.
* For more information and access to the webinar series, the link is provided below.
* <https://www.tpm-portal.com/wp-content/uploads/2020/06/Target-Setting-Miniseries-Flyer2.pdf>

1. **OM Items (20 min.)**
   * Activity Updates
     + Activity 1, Process Improvement – Gary Vansuch (no update)
     + Activity 2, Non-system performance measures – Deanna Belden
       - Activity 2 is working towards getting measures that help an agency assure that they are performing and improving.
         1. This year things have gone towards a TRB workshop; that’s being called Giving to Organizational Performance Evolution Advancing Organizational Excellence.
         2. A meeting to work on this is scheduled for Thursday, July 30. Deanna invites anyone on the call that wasn’t aware to reach out and she’ll send invite.
     + Activity 3, Supporting the Agency Capability Building (ACB) Portal – Charlie Purcell
       - Met with Matt Hardy, Spy Pond staff, and other CPBM members on Jul 16
       - Continued the discussion of how we can provide support for this portal, with a focus on near term steps we can take.
       - Confirmed that CPBM, through the OM subcommittee, will continue as the custodian of the portal. However, since the content of the portal spans the jurisdictions of many difference AASHTO committees and tasks forces, we need to view this as a collaborate effort.
       - Agreed that a link to the [ACB Portal](https://www.agencycapability.com/) will be provided on the AASHTO [Transportation Management Hub](https://transportationmanagement.us/). This is now complete.
       - Agreed to further explore 3 different means for supporting the portal:
         1. Things we can do with just our committee members (e.g. outreach to other AASHTO committee, collection of job descriptions for the portal)
         2. Things we can do with some limited support from the existing TPM Pooled Fund (adding links to the Portal from other resources, perhaps some minor tweaks to the Portal etc.)
         3. Things that would require additional funding, such as an additional continuation or implementation research projects (enhancements to the portal, webinars, peer exchanges, etc.)
       - Next step: We will continue building on the initial list of ideas for each of the three different means describe above.
2. **AJE15 Items (20 min.) – Victoria Beale**
   * Word has been received that the annual meeting will be virtual, an email will be sent from Gina (AJE15 communications) to let everyone know its virtual and will be asking people to respond to a scheduling survey.
   * A meeting later in August can be held to go over topics. Several of them being related to the annual meeting
   * Workshop did get approved, it’s in MyTRB. Thank you to Claire for helping get us through the process.
   * A committee meeting is in the MyTRB planning section, Victoria entered a lectern session called Workforce Development Life Cycle, Meeting Real Needs of the Transportation Workforce.
   * Would like to discuss on call in August to see what other lectern calls or sessions we’d like to put in. Poster sessions are well received and would like to discuss as well.
   * Potential webinar series has gained great interest and talks will continue.

1. **Other business / open discussion (5 min.) – All**

* Coordination of communications and meeting invites
  + We will include Gina Bass, the communications lead for the AJE15 committee on all communications to the OM subcommittee list.
  + Gina will forward as appropriate to the AJE15 committee list. The AJE15 committee also has a web page (provide link here) for members to see the list of current meetings / events.
* Deanna gave more information on the workshop. The focus of it will be on how to shape agency’s future in achieving organization excellence. Looking for information about organizational structure, workforce role prosses, efficiencies and performance measures that fit within the topic for the organization. Reminder that you can participate in the planning.
* October CPMB business meeting / mini conference
  + Since we weren’t able to have our mid-year business meeting at the TRB / AASHTO Asset Management Conference in Boston as originally planned, the CPBM is hosting virtual business meeting / mini-conference on Oct 13-16
  + Besides the regular business meeting for CPBM and its subcommittees, there will be some technical sessions and a plenary session.
  + The subcommittee chairs have been asked to generate ideas / speakers for a plenary session. If you have any ideas, please send them to either Charlie or Deanna.
  + Ideas discussed included:
    - The post-COVID workforce environment – how has the pandemic transformed transportation agencies and how they accomplish their work? What changes will be permanent? What will the long term impacts be?

1. **Wrap-up (5 min.) – Deanna Belden**
   * Action items
     + Continue planning of the TRB workshop activity session
     + Send Charlie or Deanna ideas for the CPBM mini-conference
     + Victoria will send out an e-mail concerning the AJE15 member meeting at the end of August.
   * Upcoming meetings / events
     + Aug 18, 2020, 11:00 Central, OM / AJE15 meeting,
     + Oct 13-16, CPMB business meeting / mini-conference