**NOTES**

AASHTO CPBM Organizational Management (OM) Subcommittee and

TRB AJE15 Workforce Development & Organizational Excellence Committee

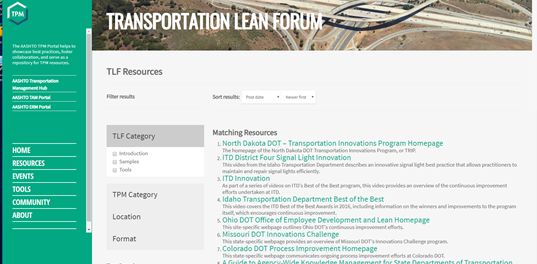
August 18, 2020 | 11:00 a.m. - 12:30 p.m. (Central)

Join on-line at: [https://www.gotomeet.me/TPMWebinar/om-aje15-meeting](https://gcc01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gotomeet.me%2FTPMWebinar%2Fom-aje15-meeting&data=01%7C01%7CCharlie.Purcell%40iowadot.us%7C471ee41ab8a74a042a4708d8452c047f%7Ca1e65fcc32fa4fdd86920cc2eb06676e%7C1&sdata=zkZjUn3Cf19KTXQ725wBDJp%2BXLiDpH3h%2BqGbj8Pc9zQ%3D&reserved=0)  
or dial 646-749-3122

Access Code: 886 492 445 

* **Welcome and Roll Call (5 min.) – Deanna Belden, Charlie Purcell and Victoria Beale**
* Others attending – Gary Vansuch, Lori Richter, Karen Miller, Nigel Blampied, Craig Crick, Victoria Beale, Linsey Sousek, Nelson Hoffman, David Putz, Patrick Cowley, Lisa Penny, Shante Hastings, Alana Spendlove, Susanna Reck, Jennifer Brown, and Stacey Huston.
* **FHWA Updates (10 min.) – Nelson Hoffman**
* Performance Management Form (PMF) opens Sept 1, working to finalize the functionality to get system ready, the Mid Performance Period Progress Report is due Oct 1 in the PMF.
* Colorado, New Hampshire, Missouri and Wisconsin, are working with Vicki Miller of the TPM team testing the PMF process.
* The TPM Webinar series has a mini-series about target setting, final webinar coming up on Aug 26, focusing on CMAQ Performance Measures.
* edX online training efforts are going through for research and education efforts. This is the development of innovative ways to deliver training for FHWA and externally.
* The group would like to have information shared about the edX courses. See attachment.



* **OM Items (30 min.)**
* **Activity Updates**
  + Activity 1, Process Improvement – Gary Vansuch
    - The **Transportation Lean Forum (TLF)** is entering its ninth year and continues to have webinars (and the "Lean Interchange" website).
    - The next TLF webinar is tomorrow, Wednesday, August 19, starting at 15:00 UTC/GMT and will feature "keynote" sessions from:
      * the Alaska Department of Transportation and Public Facilities (ADOT&PF), and
      * the Colorado Department of Transportation (CDOT).
    - <https://www.codot.gov/business/process-improvement/multinational-transportation-lean-forum-tlf>
    - <https://sites.google.com/state.co.us/leaninterchange/home>
    - And, there will also be a TLF webinar on Thursday morning, October 29, starting at the customary time of 9 a.m. MDT.
    - The Transportation Lean Forum portion of the **TPM Portal** has the Transportation Lean Forum featured -- we are in contact with the facilitators of the TPM site (SpyPond) regard how we:
      * keep content current and
      * encourage discussions going as a "community of practice"
    - <https://www.tpm-portal.com/community/tlf-home/tlf-library/>
    - 
    - We are in contact with the **AASHTO Innovation Community of Practice (ICOP)**, too, regarding common ground:
    - *"Innovation Community of Practice (ICOP) was created to encourage the sharing of innovations and innovative practices across all State Departments of Transportation and the transportation communities. The ICOP promotes the sharing of implemented innovations; best practices, defined benefits and usage to promote the culture of innovation in transportation."*
    - We are forming a Steering Group for the Transportation Lean Forum, including the possibility of a "crossover" member from the ICOP.
    - To help us take the TLF community of practice to the "next level", we are proposing to have the first TLF webinar for 2021 be part of the program agenda for the 100th Annual TRB Meeting in January. Committee Meetings are focused during the January 5–8 and January 11–15 blocks during the Annual Meeting.
  + Activity 2, Non-system performance measures – Deanna Belden
    - TRB workshop planning update:
      * Workshop planning is continuing with the next meeting scheduled for August 24.
      * Sketch outline of draft by Mara Campbell is great and we will work from that.
      * Building block theme proposed – may change title to Advancing Organizational Excellence: Putting the blocks together!
      * Four segments:
        1. What is your Block – ask participants about the barriers and challenges in their agencies hindering evolution of organizational performance
        2. Blocks that are built – panel presentations – from a large company; an international agency; and a state DOT
        3. Let’s build some blocks – break out virtual rooms; choose between Organizational structure; Efficiencies within Processes; Performance Measures; Role of the Workforce
        4. Putting the blocks together – report out from virtual rooms. We don’t know yet when the session will be, or how long we will have. Stay tuned.
* Activity 3, Supporting the Agency Capability Building (ACB) Portal – Charlie Purcell
  + - * Reviewed an initial list of activities we could pursue in support of the Portal.
      * These activities have been sorted into three categories: one that requires no additional resources, one that require some limited resources, and one that requires more substantial resources.
      * Discussed activities in the first group and encouraged committee members to volunteer if they are interested in helping with one of these activities.
* October CPMB business meeting / mini conference
  + Ideas generated so far session speakers – Charlie, Deanna, all
* Gary Vansuch suggested Tim Creasey as a speaker on blending change management with overnight digital transformation.
* Deanna suggested something about customer experience, could relate to COVID. Could look at it from a public participation angle as well.
* Charlie suggested lessons learned from the pandemic including looking ahead. We could include experiences like North Dakota that gave up leased office space since so many people prefer working from home.
* **AJE15 Items (30 min.) – Victoria Beale**
  + TRB activities - paper assignments have been made. Number of papers received this year were over all down.
  + Workshop is well underway with planning. There is one lectern session based on papers that came in, this can be modified since there are fewer that came in. There is interest in an additional session; working with Gary on that.
  + If there’s interest in doing a poster session, Victoria is getting more information and would like to give a general call for anyone who has an interested.
  + TRB things are on track, survey for larger meeting for members and friends ended last week and working on getting that set up as well working on establishing a new web site for AJE15 committee to be able to post information.
  + Victoria will do a general call for interest items.
* **Other business / open discussion (5 min.) – All**
  + None
* **Wrap-up (5 min.) – Deanna Belden**
  + Action items
    - We welcome any suggestions/ideas to take to our committee on Performance Based Management for discussion; at the business meeting being held October 13-16. Items related to Organizational Management, that are plenary speaker or sessions, are welcome.
    - Gary and Victoria will connect to work together on additional AJE15 sessions, for virtual TRB conference this year.
    - Nelson will send more info on edX for minutes
  + Upcoming meetings / events
  + Special AJE15 organizational committee meeting; probably will be held in September for anyone interested since merger happened. Purpose: Information sharing sessions to bring people up to speed on how things work, how monthly meetings occur, and to help people make decisions about how they would like to be involved and then choose from there There’s a large member list of both committees and friends.
    - September 14, 2020, 11:00 Central, OM / AJE15 meeting
    - Oct 13-16, AASHTO CPBM business meeting / mini conference.