**Meeting Notes**

AASHTO CPBM Organizational Management (OM) Subcommittee and

TRB Workforce Development & Organizational Excellence Committee (AJE15)

September 15, 2020 | 11:00 a.m. - 12:30 p.m. (Central)

**Welcome and Roll Call (5 min.) – Deanna Belden and Charlie Purcell**

* Others attending – Lori Richter, Craig Crick, Karen Miller, Linsey Sousek, Patrick Cowley, Nigel Blampied, Stacey Huston, Nelson Hoffman, Chris Young, Lisa Penny, Alana Spendlove, and Dave Putz.

**FHWA Updates (10 min.) – Nelson Hoffman**

* + Performance Management forum is open and state DOTs are entering data and information and checking the prepopulated information.
	+ edX program – low percentage of people are registering and completing courses, perhaps time commitment is difficult; developing an evaluation process.
	+ Jennifer Brown; remotely based in Arizona, will be our new liaison to the subcommittee. Nelson will get us connected in the future.
	+ Significant progress guidelines - any movement on this?  Guidance is still being reviewed, no firm date yet;

**OM Items (30 min.)**

* Activity Updates
	+ Activity 1, Process Improvement – Gary Vansuch
		- The Transportation Lean Forum (TLF) is in its ninth year and continues to host webinars (and sponsors the "Lean Interchange" website).
		- <https://www.codot.gov/business/process-improvement/multinational-transportation-lean-forum-tlf>
		- <https://sites.google.com/state.co.us/leaninterchange/home>
		- The next TLF group teleconference session is Thursday morning, October 29, starting at the customary time of 9 a.m. MDT. One of the Keynote sessions will feature innovation and improvement from the North Dakota Department of Transportation (NDDOT).
		- We are forming a Steering/Sponsor group for the TLF; the first session of that group will include key innovation and improvement leaders from Arizona, Colorado, Idaho, Nebraska, and Utah; the Province of British Columbia; and Highways England. It is likely there will also be one or two additional members. The first session will be in early October.
		- The AASHTO-sponsored Innovation Community of Practice (ICOP) is a key group that shares a similar space to Activity 1. The Idaho Department of Transportation is hosting an ICOP Virtual Peer Exchange later in September, and that will be a key opportunity to continue to explore how Activity 1 and the ICOP can/should/will interact.
	+ Activity 2, Non-system performance measures – Deanna Belden
		- Planning for the Organizational Excellence workshop is progressing well. There are several good speakers for panel presentations. Amazon and Google; to hear from large corporations. Also, Internationally, a chief strategist from Swedish Transport Administration, and Christine Hetzel from Vermont Agency of Transportation.
		- Next meeting is in early October. Everything due to TRB by October 1 has been submitted.
	+ Activity 3, Supporting the Agency Capability Building (ACB) Portal – Charlie Purcell
		- Charlie discussed a couple of possibilities we could do in the short term and asked for feedback from the group:
			* Develop an outline of a CPBM/TPM newsletter article to raise awareness about the portal. As part of or TPM pooled fund support, Spy Pond is helping us put some articles together. We just need to provide the basic content / outline.
			* Develop a proposed research statement for NCHRP 20-44 implementation funding. Here are a couple that have been suggested:
			* Conduct pilot implementations with several agencies where the research team would help the agency use the resources in the ACB Portal to develop a capability building action plan.
			* Develop a series of webinars to acquaint transportation agency users with the resources the portal provides and how they can become contributors to the portal.

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

* Other research ideas: Synthesis proposal for non-system performance measures - might be a follow-on from the workshop; these topics would be due to CPBM by Oct 1, due to TRB in February; Nigel would be willing to help.

**Wrap-up (5 min.) – Deanna Belden**

* Action items
	+ Charlie will ask Matt Hardy for an example write-up for NCHRP 20-44 research proposal.
	+ Discuss synthesis ideas, although not due this fall. Get a concept title to Matt Hardy.
* Upcoming meetings / events
	+ AJE15 committee organizational meeting (TBD)
	+ October 20, 2020, 11:00 Central, OM / AJE15 meeting
	+ Oct 22, AASHTO CPBM business meeting / mini conference