**Meeting Notes**

AASHTO CPBM Organizational Management (OM) Subcommittee and

TRB Workforce Development & Organizational Excellence Committee (AJE15)

November 17, 2020 | 11:00 a.m. - 12:30 p.m. (Central)

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

* Others attending – Gary Vansuch, Jennifer Brown, Craig Crick, Karen Miller, Dave Putz, Stacey Huston, Lori Richter, Linsey Sousek, Alana Spendlove, and Dawn Sullivan.

**FHWA Updates (10 min.) – Jen Brown**

* + Jen is the new FHWA liaison for this committee; Nelson transitioned to research.
		- Jen is not new to FHWA and comes to this team from the Arizona Division where she was the Team Leader for System Performance (organized for TPM).
		- Responsibilities included: Safety, Operations, Structures, TPM, Innovation, internal unit planning and office administration.
	+ Update on the Performance Management Form (PMF) and Biennial Performance Reports
		- PMF closed on Nov 2. All 52 reports (50 states, PR, and DC) were accepted and the data is archived.
			* All information was provided in full by the November 2nd deadline. States reported progress they have achieved in meeting targets for infrastructure condition, travel time reliability, freight reliability, congestion, and emission reduction. In addition, States made any necessary adjustments to future targets, reported on how they are addressing freight bottlenecks, and discussed the effectiveness of the asset management plans.
		- FHWA is continuing to analyze
		- Over the next few months, FHWA plans to engage AASHTO and the states by sharing analysis, updating the TPM dashboard, etc.
	+ FHWA edX Pilot Program – Intent is to build data expertise within the TPM community.
		- Train up to 250 transportation professionals in needed TPM-related skills over a span of 18 months.
		- Evaluate use of the platform (which offers general education long format courses) for its ability to provide readily available, quality content to supplement existing TPM regulatory training in a cost-effective manner.
		- The TPM team is offering a set of specially curated courses developed by world-renowned educational institutions, such as Harvard University to meet supplemental training needs in subject areas such as Data Science and Statistics; Computer Science; Business and Management; Economics and Finance; and more.
		- **Participation to date (11/16/2020)**
			* Assigned 76 codes
			* 36 codes have been redeemed by 28 individuals
			* 10 courses completed, with 5 individuals requesting more than one code
			* 4 FHWA staff who completed courses have provided feedback through a survey
		- Interested? Please let Jen know at EdXPilot@dot.gov

**OM Items (30 min.)**

* Activity Updates
	+ Activity 1, Process Improvement – Gary Vansuch
		- The Transportation Lean Forum (TLF) is a centerpiece of Activity 1:
		- <https://www.codot.gov/business/process-improvement/multinational-transportation-lean-forum-tlf>
		- The biggest news is that the next TLF webinar will be held as an official part of the upcoming 100th Annual Meeting of TRB *(thank you, Victoria Beale!)*!
		- From the Annual Meeting Program, the details for the TLF session are listed below, and we plan to have a primary Keynote session which will have presentations from the transportation agencies in the states of Arizona, Colorado, Idaho, Nebraska, and Utah; the Province of British Columbia; and Highways England.

* + Activity 2, Non-system performance measures – Deanna Belden



* + - Workshop planning continues for “Advancing Organizational Excellence: Putting the Blocks Together!” scheduled for Thursday, January 21 from 2pm – 5pm eastern time. Please see flyer attached with the minutes and distribute as appropriate in your networks.
		- Activity 2 is planning to develop a research synthesis proposal on program and project delivery measures. We’d like synthesis project to identify and analyze performance measures that states are using for decision making that improves project and program delivery; also consider internal operations and their influence on project and program delivery execution. Synthesis proposals due in February 2021; proposal to be developed in the next couple of months.
	+ Activity 3, Supporting the Agency Capability Building (ACB) Portal – Charlie Purcell
		- Developed a proposal for NCHRP 20-44 research implementation funding to continue NCHRP 20-24(95)A, Ensuring Essential Capability for the Future Transportation Agency.
		- The proposed scope of the project would include:
			* Develop and conduct a series of webinars to introduce transportation agency users with the resources the portal provides, how it can help their agency build its capabilities, and how they could become involved in the pilot implementation projects.
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**AJE15 Items (30 min.) – Victoria Beale**

* Victoria was unable to attend but provided for AJE15 the schedule for the TRB Annual Meeting for AJE Workforce Development and Organizational Excellence events.

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| **Event Number** | **Primary Sponsoring Committee Code** | **Time Slot Display Field** | **Title** | **Session Type** |
| 1173 | AJE15 | Tuesday, Jan 26, 2021 11:30AM  1:00PM | The Times They are a Changing - Workforce Development and Organizational Excellence as impacted by COVID-19 | Poster Session |
| 1019 | AJE15 | Thursday, Jan 21, 2021  2:00PM  5:00PM | 1019 – Getting to Organizational Performance Evolution: Advancing Organizational Excellence | Workshop |
| 1088 | AJE15 | Monday, Jan 25, 2021  1:00PM  2:30PM | 1088 – Transportation Lean Forum (TLF) Community of Practice | Lectern Session |
|  | AJE15 | Tuesday, Jan 12, 2021  2:00PM  5:00PM | Workforce Development and Organizational Excellence Committee | Published Meeting - Committee |
| 1174 | AJE15 | Tuesday, Jan 26, 2021 11:30AM  1:00PM | Workforce Development Life Cycle: Meeting the Needs of the Transportation Workforce Poster Session | Poster Session |

**Other business / open discussion (10 min.) – All**

* **PIARC TC 1.1 Performance of Transport Administrations update – Deanna**



* + WG1 is focusing on “How Road and Transportation Administrations measure the efficiency and effectiveness of Customer Experience and Public Value Creation”
		- Currently gathering case studies on what road and transport agencies are doing to measure and understand their customers’ experience
	+ WG2 is investigating “The Role of Transport Agencies in Shaping Disruptive Technology and Service Models”
		- WG2 has administered a detailed survey on this topic (was due in early November)
	+ WG3 is examining and analyzing the “Organization of Staff and Human Resources” within the context of transport administrations
		- WG3 is organizing several roundtable discussions to better understand the methods of transportation agencies worldwide are using to promote diversity and equity and attract new employees to the profession. WG3 is seeking agencies interested in participating in one of the roundtable discussions. The next one is scheduled for November 25 at 2pm Paris time. Please see flyer attached with these minutes.

**Wrap-up (5 min.) – Deanna Belden**

* Action items
	+ Will be sending out reference items, flyer and roundtable invitation.
* Upcoming meetings / events
	+ New meeting date for our joint OM / AJE15 committee is confirmed: December 14, 2020, 11:00 Central
	+ Our next joint committee meeting will be during the AJE15 committee meeting at the TRB conference, January 12, 2021; 2:00-5:00 P.M. Eastern Time. This will be in lieu of normal meeting, which would have been on Jan 19, 2021.
	+ Lori Richter shared that on November 17, from 2:00-4:00 Eastern time, the regular bimonthly TPM webinar will be in session. The topic is System Performance Management with focus on accessibility. You can register for the session if you received an email, or by directly emailing Lori and she’ll send you a link, also you can log on to the TPM portal.