**Meeting Notes**

AASHTO CPBM Organizational Management (OM) Subcommittee and

TRB Workforce Development & Organizational Excellence Committee (AJE15)

February 16, 2020 | 11:00 a.m. - 12:30 p.m. (Central)

**Welcome and Introductions (5 min.) – Deanna Belden, Charlie Purcell and Victoria Beale (not in attendance)**

* Others attending – Craig Crick, Gary Vansuch, Jennifer Brown, Lori Richter, Stacey Huston, Lisa Penny, Nigel Blampied, Emanuel Robinson, Dave Putz, and Nathan Lee

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

* In mid-January the Significant Progress Determinations for the 2020 Mid-year Performance period report were sent out. There were 6 measures addressed, normally there will be 9.
* All states should’ve received letters from FHWA division offices by January 15th.
  + 4 out of 6 measures were improving, 2 were declining.
  + The information is submitted in October and the analyzed data is sent out to states by Jan 15.
* If anyone desires to be involved with edX Pilot project and doesn’t have the information, let Jen know.

**OM Items (30 min.)**

* Activity Updates
  + Activity 1, Process Improvement – Gary Vansuch
    - A key element for Activity 1 is the "Transportation Lean Forum" (TLF) Community-of-Practice. For the first time ever, the TLF was integrated into the program for the 100th Annual Meeting of the Transportation Research Board (TRB)! The session was held on Monday, January 25 as Session 1088 of the Annual Meeting. If you missed it, the 92-minute archive is here and is available for viewing through (at least) March 18: <https://www.virtualeventplace.com/en?t=/CustomCode/webcasts/videoContainer&id=1608318740109>
    - We are also hopeful to add it to the archive of prior TLF webinars stretching back to 2013, on the TLF's "Lean Interchange website:

<https://sites.google.com/state.co.us/leaninterchange/home>

* + - Thank you to Victoria Beale for arranging to have TLF as part of the TRB Annual Meeting, and to my fellow presenters during that session:
      * Kismet Weiss from the Arizona Department of Transportation (ADOT);
      * Linsey Sousek from the Nebraska Department of Transportation (NDOT);
      * Patrick Cowley from the Utah Department of Transportation (UDOT);
      * Char McArthur from the Idaho Transportation Department (IDT); and
      * Stephen Greenhalgh from Highways England.
    - The TLF also continues to publish a monthly newsletter, such as the attachment, in support of Activity 1, Process Improvement.
    - The next TLF video teleconference webinar is on Tuesday morning, March 23, starting at 11 a.m. Eastern Daylight Time.
    - The Transportation Lean Forum portion of the AASHTO Transportation Performance Management (TPM) Portal has process improvement considerations, too:

<https://www.tpm-portal.com/community/tlf-home/tlf-library/>

* + - * Regarding how we a) keep content current and b) keep discussions going as a "community of practice": we have a ways to go on that still
    - We are in contact with the AASHTO Innovation Community of Practice (ICOP), too, regarding common ground -- this ICOP's mission statement:
      * "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."
      * And ICOP co-hosted a terrific session (Session 1030) during the TRB Annual Meeting, too, on "Defining the Transportation Innovation Life Cycle". That archive is also still available on the TRB site (several clicks through):
    - <http://www.trb.org/AnnualMeeting/AnnualMeeting.aspx>
  + Activity 2, Non-system performance measures – Deanna Belden
    - Submitted the Syntheses proposal for Program Project Delivery Measures.



* + Activity 3, Supporting the Agency Capability Building (ACB) Portal – Charlie Purcell
    - Application for research implementation funding was submitted on Feb 1.
    - The panel is scheduled to review applications on Feb 18.
    - We expect to hear something soon after this.



**AJE15 Items (30 min.) – Victoria Beale**

* No report

**Other Business / Open Discussion (10 min.) – All**

* AASHTO strategic plan update
  + The roll-out of new plan has begun, several informational webinars have been held
  + Each AASHTO committee will be asked to update their charters and / or work plans to align with the new AASHTO strategic plan
  + We are awaiting further instructions from our CPBM parent committee leadership, but now is a good time to begin thinking about refreshing our work plan and consider what is next for our committee
  + Plan is available at [https://www.aashtoplan.com/](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.aashtoplan.com%2F&data=04%7C01%7CStacey.Huston%40iowadot.us%7Cbbc93ba60a8f43bd912608d8d2a48eff%7Ca1e65fcc32fa4fdd86920cc2eb06676e%7C1%7C0%7C637490951646235622%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=L4Djgefg45dqmG8gWFa3K4JpDBWe87%2FwA9INS32QSwc%3D&reserved=0)

**Wrap-up (5 min.) – Deanna Belden**

* Action items
  + Include proposal in meeting minutes
  + Consider viewing some of the TRB sessions you were not able to attend; these are available on-line until about mid-March.
* Upcoming meetings / events
  + Next meeting is March 16, 2021, 11:00 a.m. -12:30 p.m. Central Time.