**Meeting Notes**

AASHTO CPBM Organizational Management (OM) Subcommittee and

TRB Workforce Development & Organizational Excellence Committee (AJE15)

April 20, 2021 | 11:00 a.m. - 12:30 p.m. (Central)

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

* Kristi Cheadle, Karen Miller, Nigel Blampied, David Putz, Gary Vansuch, Gehan Elsayed, Stacey Huston and Lori Richter.

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

* N/A – Jen was not able to attend.

**OM Items (30 min.)**

* Activity Updates
  + Activity 1, Process Improvement – Gary Vansuch
    - The Transportation Lean Forum (TLF) is a primary vehicle for this Activity.
    - The next TLF live webinar is on Thursday, May 13, 9:00-10:45 MST, featuring Keynoters from transportation agencies in the State of Michigan and the Province of Saskatchewan. [Click here](https://cdot.zoom.us/j/97062494436?pwd=RkR5RC9mMGJtY1BVblZscHdFQnlYZz09) to join.
    - Another effort currently underway is reaching out to other AASHTO, and TRB groups that have something like TLF.
    - The No Boundaries Pooled Fund is a group focused on best practices within maintenance organizations; highway maintenance.
    - This group will likely be part of TLF teleconference coming sometime in July.
  + Activity 2, Non-system performance measures – Deanna Belden
    - Waiting to hear on outcome of synthesis proposal submission on Program and Project Delivery Performance Measures.
    - Plan to use information from menti exercise referenced below to shape potential future ideas for work group 2.
  + Activity 3, Supporting the Agency Capability Building (ACB) Portal – Charlie Purcell
    - Charlie recently checked in with Sid Mohan, the TRB program officer responsible for the implementation research project.
    - The project has been approved and the next step is to assemble the project panel. We expect to hear more soon.
    - Victoria suggested organizing an informational webinar to help get the word out regarding the ACB Portal.
  + Discussion of future activities for the subcommittee
    - Charlie shared that AASHTO has rolled out its new [Strategic Plan](https://www.aashtoplan.com/).
    - Each of the AASHTO committees has been asked to align their work with the goals and objectives of the Strategic Plan.
    - The CPBM has identified 16 different potential “core actions” it will use to algin its activities with the Strategic Plan. These discussions are just in the beginning stages.
    - The group conducted a Mentimeter exercise to rate each of the 16 core actions in terms of the potential for our subcommittee to make some contributions. See attached for the results of the Mentimeter poll.
    - Charlie and Deanna will use this feedback to guide and focus further discussions regarding the future direction of our subcommittee.

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

* Updates for TRB Committee:
  + To work on a call for papers
  + Identifying paper reviewers, training new paper review coordinator
  + Inviting subcommittee chairs to join us starting next month
  + TSP to be authored
  + Working on a mid-year virtual meeting for the committee - late August 2021
  + Specific focuses beyond committee mission:
  + Diversity & Inclusion
  + Equity Initiative

**Wrap-up / Action Items (5 min.) – Deanna Belden**

* Charlie and Deanna will review the Mentimeter poll results and further develop some ideas for how our subcommittee could further contribute to one of the core actions for the AASHTO CPBM.
* Charlie and Victoria will discuss options for webinars to promote the ACB Portal.
* Victoria will provide more information on how to volunteer to help review TRB papers.

**Upcoming meetings / events**

* Next OM/AJE 15 joint meeting is May 18, 2021, 11:00 a.m. -12:30 p.m. Central Time
* [2021 AASHTO Virtual Spring Meeting](https://meetings.transportation.org/event/2021-aashto-virtual-spring-meeting/)
* Next Transportation Lean Forum webinar is scheduled for May 13, 2021, 9:00-10:45 MST. [Click here](https://cdot.zoom.us/j/97062494436?pwd=RkR5RC9mMGJtY1BVblZscHdFQnlYZz09) to join.