**Meeting Notes**

AASHTO CPBM Organizational Management (OM) Subcommittee and

TRB Workforce Development & Organizational Excellence Committee (AJE15)

September 21, 2021 | 11:00 a.m. - 12:30 p.m. (Central)

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

Others attending - Gary Vansuch, Nigel Blampied, Nelson Hoffman, David Putz, Alana Spendlove, Stacey Huston, Lisa Penny, Jason Bittner, and Karen Miller.

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

* Federal Highway has launched a new online course system in partnership with edX.
* There are over 3,000 courses, close to 147 of those courses have been curated. People can apply enrollment codes for free so you can get a certified certificate from taking online course or from taking a collection of courses. In their certificate program you will receive a completion certificate.
* Currently featuring 3 classes: Data Science, Intro to GIS and Deep Thinking. These are free to all public employees involved with transportation.
* Another promotion of training is being pushed out, with plans to reach out to training coordinators at state DOTS as a good way to broadcast these presentations.
* FHWA/edX link for the project. <https://partnerships.edx.org/FHWA>.

**OM Items (30 min.)**

* Activity Updates
* Activity 1, Process Improvement – Gary Vansuch, Colorado DOT
  + Quite a bit of the work of Activity 1 is built around the community of practice called the "Transportation Lean Forum" (TLF). The next TLF webinar is this Thursday morning, September 23 -- the webinar starts at 9 a.m. MDT and will feature Keynote presentations about innovation and improvement at:
    - Arizona Department of Transportation (ADOT); and
    - National Highways (formerly known as "Highways England").
  + Email me if you would like to be added to the meeting invitation (it's free!).
  + FYI, the recordings of prior webinars are archived on the TLF's "Lean Interchange" website:
    - [https://sites.google.com/state.co.us/leaninterchange/home](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fsites.google.com%2Fstate.co.us%2Fleaninterchange%2Fhome&data=04%7C01%7Cstacey.huston%40iowadot.us%7Cdd38552bd44a46dd30ab08d97ae8c4df%7Ca1e65fcc32fa4fdd86920cc2eb06676e%7C1%7C0%7C637675962453295334%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=TCu%2B87HLpYAkguHMhslxL45lV%2F57wVtfSFmy6TTLjZY%3D&reserved=0)
  + And, related to ADOT: The Arizona DOT publishes its monthly employee newsletter externally, too; this is the most recent issue, and Lean continuous improvement ("Arizona Management System", or AMS) is woven into almost every story!
    - [www.apps.azdot.gov/files/inside\_lane/2021-09-insidelane.pdf](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fapps.azdot.gov%2Ffiles%2Finside_lane%2F2021-09-insidelane.pdf&data=04%7C01%7Cstacey.huston%40iowadot.us%7Cdd38552bd44a46dd30ab08d97ae8c4df%7Ca1e65fcc32fa4fdd86920cc2eb06676e%7C1%7C0%7C637675962453295334%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=tbZeodKedkbSr5%2FiHPVBN9dHiDHdVKukKX6%2BCtnLp6I%3D&reserved=0)
* Activity 2, Non-system performance measure – Deanna Belden, MnDOT
  + Work group 2 had worked on getting a synthesis study going and will resubmit for next year.
    - There is interest in doing a Public Value Creation and Customer Value Measurement.
    - If anyone has a potential idea or if you know of any states doing any good post project type analysis, we would be open to ideas on what could be used for study.
    - Let Deanna know if anyone would like to lead or co-lead a group.
* Activity 3, Supporting the Agency Capability Building (ACB) Portal – Charlie Purcell, Iowa DOT
  + Work continues on assembling the panel for the research implementation project associated with [NCHRP 20-24(95)A](https://apps.trb.org/cmsfeed/TRBNetProjectDisplay.asp?ProjectID=5183), Ensuring Essential Capability for the Future Transportation Agency
  + Currently have representatives from AZ, UT, MN, MA, IA, TX
  + Just need a couple more panel members
  + Met last week with Jennifer Weeks, our TRB staff officer for this project to discuss the status of the panel formation
  + We also discussed and asked for more clarification on what can or cannot be included in the implementation project due to TRB's restrictions regarding on-line portals.
* CPBM Action Planning
  + Committee is going to be meeting a couple times over the next few months to finalize its action plan, which is behind developed in alignment with AASHTO's new strategic plan.
  + Back in May, we discussed and identified some of the possible action items that our subcommittee may be able to assist with. Those included:
    - Support and strengthen the committee and subcommittee knowledge portals to increase capacity of members and share knowledge.
    - Facilitate the sharing of common and best practices across member agencies.
    - Collaborate and partner with other committees, groups and organizations to maximize TPM-related results for members and their customers.
    - Disseminate performance management tools and techniques across AASHTO committee and partners to expand the use of TPM
  + Our subcommittee will not need to develop its own formal action plan, but will be expected to help support some of the action plan items developed by our parent committee
  + After the CPMB finalizes its list of action items, we will revisit our list and identify some specific ways we could assist.

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

* The annual meeting will be in person.
  + Workshops will be on Sunday and Thursday, Lectern sessions, Committee meetings and Poster sessions will be on Monday, Tuesday, and Wednesday.
  + Committees have been reduced in the number of sessions we can host.
    - 1 lectern session will run for 1.5 hours in length
    - Committee meetings: single block is for 1.5 hours; double block is 3 hours. 3-hour blocks will be in the evening. Victoria reserved 1.5-hour block during the day for our committee.
    - Victoria will let all know what the assigned times are and will also send reminder of poster session.
    - The open call has been done and there are 5 submissions that have been loaded into the TRB system. Deadline for all to be loaded is Sept 30.
    - There were 8 papers submitted for review. They are being reviewed for ratings to determine which ones will be nominated for presentation. These will be in system this weekend so they can be signed into lectern session.
* Recently shared a couple panel opportunities with their committee members, including the one note above and [NCHRP 20-102(20)](https://apps.trb.org/cmsfeed/TRBNetProjectDisplay.asp?ProjectID=4676) Workforce Capability Strategies for State and Local Agencies (regarding adoption of Connected and Automated Vehicles).

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

* Charlie suggested we look at the content of our meetings to generate more interest. Ideas suggested included:
  + Having a featured presentation on certain topics.
  + A presentation on edX was suggested to raise awareness or show how it has been used.
  + Perhaps we could invite others in such as from LTAP.
* Send Charlie or Deanna your ideas for topics and presenters.

**Wrap-up (5 min.) – Deanna Belden**

* Action items
  + If interested in serving on either of the panels note above, please contact Charlie, Deanna or Victoria.
  + Send your ideas for future meeting topics and presenters to make our meetings more engaging.
  + Victoria shared that the AASHTO Knowledge Management Committee have monthly knowledge cafes for people that have been speaking on topics and have an open time of sharing and encouraging discussions. Anyone’s welcome to join one to see how they’re doing it and decide from there if it would be something we could model.
* Upcoming meetings / events
  + Next OM AJE 15 meeting is October 19, 2021 from 11:00 a.m.-12:30 p.m. Central.