

Transportation Systems Management Operations Leadership Team Meeting

**Burns Building, Executive Conference Room
Tallahassee, Florida**

**June 9, 2011
2:30 – 3:30 pm**

Attendees:

Elizabeth Birriel, CO

Melissa Ackert, D4*

Noranne Downs, D5*

Debora Rivera, D6*

Anita Vandervalk, Cambridge*

Brian Blanchard, CO

Mark Plass, D4*

John Moore, D5*

Ingrid Birenbaum, Atkins*

Jerry Ausher, D2*

Jim Wolfe, D4*

Rick Morrow, D5*

Marie Tucker, Atkins

**Attended via video / teleconference*

Introduction / Review of Meeting Minutes

After a roll call, Debora Rivera welcomed everyone to the teleconference and confirmed that attendees had all received the documents that were sent out prior to the meeting (draft dashboard, previous meeting minutes, summary of leadership team actions, and meeting agenda). There were no corrections to the previous meeting minutes noted.

Continued Discussion of TIER 3 Plan

Elizabeth Birriel stated that the task team has two major concerns regarding the Tier 3 Business Plans. The first concern is style versus substance; the Districts are concerned on how to incorporate Transportation Systems Management and Operations (TSM&O): do they need to create a new plan or just incorporate into their existing plans. Jim Wolfe stated that business plan are by function rather than by work unit and by the time you get to the District level it aligns to a function; when you have TSM&O it will not line up with the unit and that is why District 4 choose to have a separate plan to cover the entire District. The Districts could also take the approach that they will look at all the plans aligned to the work unit and insert the appropriate language but this will be difficult in this type of forum to review these if they are not compiled in one plan, therefore each District should have their own TSM&O business plan. D. Rivera stated that this effort is viewed by too many folks as solely a Traffic Operations effort, and it is not. She understands that there are concerns and perhaps the leadership team has not done a good job in stating what TSM&O is and what role all units should play. The TSM&O Tier 3 plan should be a standalone document and should be prepared together; then it will be easy for each functional area to incorporate TSM&O into their Tier 3 plan. The Tier 3 TSM&O business plan is a roll up of what is happening in Construction, Planning, etc. E. Birriel stated that the concern for the District was that each functional area would have to create a TSM&O Tier 3 plan. D. Rivera stated that no that was not the intent, each District should have a Tier 3 plan with help from each unit and some units may want to make adjustments to their existing Tier 3 plans to make sure they are meeting

their goals. E. Birriel asked who will be the main person responsible for the District Tier 3 TSM&O business plan. D. Rivera stated that it should be a District decision.

E. Birriel stated that the second concern from the task team was making a District person a champion on the Tier 2 business plan. It was expressed that they can control what happens in their Districts but not others. D. Rivera stated that we all have a shared responsibility and we can take a stab and do the best we can and if they run into problems than it can be discussed with the task team or the leadership team. J. Wolfe stated that he thought Central Office (CO) should manage the Tier 2 plan. E. Birriel asked about District participation. J. Wolfe stated that he thought they should still participate and we could have a champion that would work through the task team to coordinate with other Districts. D. Rivera stated that recalling other Tier 2 plans it only has CO representatives as persons responsible.

Action Item 1:

Report to Statewide Task Team that a Tier 3 TSM&O Business Plan must be created by each District. Assigned to E. Birriel.

Continued Discussion of Dashboards

E. Birriel stated that during the task teams meeting a few more ideas were discussed for the dashboard; Maintenance Rating Program (MRP), Vehicle Miles Traveled (VMT), freight movement and express lanes performance. All of these are already being measured and could be easily included. D. Rivera stated that E. Birriel should send those suggestions to the leadership team to continue the discussion in email along with the latest version of the proposed dashboard. She continued to say that dashboards should be clean and straight forward; we do not need to populate it with data just because it is available.

Document Review

Leadership and Task Team Actions to Date

D. Rivera stated that this document summarizes the efforts of the first leadership meetings and is a good summary. E. Birriel stated that these documents on the on the TSM&O Web site as well. D. Rivera then reviewed the actions to day and stated that at some point the leadership team will be expected to make a report to the Secretary and we will need to be complete on what is presented.

Action Item 2:

Updating of Leadership Team Summary Actions document. Assigned to E. Birriel.

List of Policies to be Modified

D. Rivera stated that the most important review to date is the review of policies and procedures. E. Birriel stated that some polices will be easy to modify but

other will not be a simple, this is a comprehensive list and all of these might not need to be reviewed. D. Rivera stated that the leadership team may want to take a look at some of these and provide guidance to the task team and prioritize. There is a lot of things happening in Traffic Operations already but there are things we need to look at in planning activities and Plan Preparation Manual (PPM) so that the procedures are complementary to TSM&O. Anita Vandervalk stated that she can go through the listed provided and make a priority list. D. Rivera stated that we need to make sure we are allowing the leadership team to provide input and guidance; if A. Vandervalk can recommend some framework for the leadership team to have input; my view is we need to look at Planning and Design first but other might think differently. M. Plass stated that we are at a position where it is becoming operations so focusing on operations would be our first priority. J. Wolfe stated that we should look at the standard review schedule and see which ones are coming up for review. Ingrid Birenbaum stated that maybe we should take a blended approach and look at some operations policies that might be quick and work concurrently with some of the longer term policies and looking at the timeframe for updating these might help prioritize. D. Rivera stated that she liked all of these ideas and will need to look and see the schedule for upcoming reviews and likes the blended approach as well. I. Birenbaum said she could prepare a sample prioritization tool that could be used to prioritize the policies. J. Ausher stated that he liked the blended approach and thought it would work best; the biggest challenge will be the other functional areas. He continued to state that American Association of Highway and Transportation Officials (AASHTO) has a model for TSM&O and if this group went through that it would help establish where the Department is now and give some guidance of the next steps.

Action Item 3:

Contact Tana Ashbaker for schedule of policy review dates. Assigned to E. Birriel.

Action Item 4:

Provide short presentation to Leadership Team regarding AASHTO TSM&O. Assigned to Cambridge Systematics.

Action Item 5:

Provide prioritization tool Leadership Team for suggestions to prioritize policies. Assigned to Atkins.

District 4 Outreach Efforts

Melissa Ackert reviewed the summary of District 4's outreach efforts in detail. D. Rivera stated that District 4 has done a good job in documenting their outreach efforts and half the battle of documentation and communication then asked if the task team was aware of what District 4 has completed to date. E. Birriel stated that a task team meeting was held recently and the outline document was provided to them but did not have time to review. D. Rivera stated that perhaps

the leadership team could provide guidance to the task team and ask each District to provide a summary of their efforts to date. E. Birriel stated that this was discussed in the last task team meeting and some District felt that they were behind and when we asked them for an update they realized that they are doing TSM&O but calling it something different. We also discussed getting something in writing from each District to summarize their activities to date. D. Rivera stated that the task team members are ambassadors for this program and unless these folks are sharing that information we are missing the opportunity to get this concept more integrated in what we do.

M. Ackert stated that outreach is also part of the District 4 TSM&O business plan and this was for CO to help the District to implement outreach. D. Rivera asked if this is something that the leadership team should take on or should it be at the task team level to make those assignments; I am not sure who the right people are to assign this but I do not want to assume too much when others might have a different thought about outreach. E. Birriel followed by saying that CO would finish the Outreach Plan and then present to the leadership team and discuss responsibilities. D. Rivera stated that everyone has been reviewing the Tier 2 plan so it is fair to say that we have all seen it. E. Birriel stated that the Outreach Plan is a separate document than the Tier 2 plan and is about 60-70% complete and has not been shared with the task team at this point. D. Rivera stated that she now understood that the Outreach Plan was a more detailed document and agreed with E. Birriel to finish the document and then present and discuss.

Action Item 6:

Districts to provide Leadership Team with a brief summary of TSM&O activities to date. Assigned to TSM&O Task Team.

Action Item 7:

*Finalize TSM&O Outreach Plan and present to Leadership Team
Assigned to E. Birriel.*

Next Meeting: July 29, 2011 2:00 – 3:00 pm