

Transportation Systems Management Operations Leadership Team Meeting

Burns Building, Executive Conference Room
Tallahassee, Florida

October 25, 2011
2:30 – 3:30 pm

Attendees:

Elizabeth Birriel, CO
Nick Tsengas , D2*
John Moore, D5*
Marie Tucker, Atkins

Brian Blanchard, CO
Melissa Ackert, D4*
Rick Morrow, D5*
Anita Vandervalk, Cambridge*

Jerry Ausher, D2*
Mark Plass, D4*
Ingrid Birenbaum, Atkins*

**Attended via video / teleconference*

Introduction / Review of Meeting Minutes

After a roll call, Elizabeth Birriel welcomed everyone to the teleconference and confirmed that attendees had all received the documents that were sent out prior to the meeting (previous meeting minutes, Executive Board presentation outline, and meeting agenda). There were no corrections to the previous meeting minutes noted.

Previous Action Items Update

Action Item 1:

*Redo Policy and Procedure Ranking. Assigned to TSM&O Task Team. – **All policies and procedures will be updated on the established schedule and critical items will be moved ahead as needed.***

Action Item 2:

*Districts to provide Leadership team with bi-monthly updates on District level TSM&O progress. Assigned to TSM&O Task Team. – **Pending.***

Action Item 3:

*Provide outline of presentation to Executive Board. Assigned to E. Birriel. – **Discussed in today's meeting.***

Action Item 4:

*Setup monthly meetings through 2012 for the TSM&O Task Team. Assigned to E. Birriel. – **Complete.***

Action Item 5:

*Setup monthly meetings through 2012 for the TSM&O Leadership Team. Assigned to E. Birriel. – **Complete.***

Policy and Procedures Ranking

Elizabeth Birriel stated that when the leadership team last met the direction was to take the policies and procedures back to the task team to rank again. There was a meeting scheduled with the task team but it was cancelled due to World Congress. She continued to state that she reached out to CO Forms and Procedures Office and they prefer that we adhere to the schedule they set unless there is something critical. E. Birriel then asked if she needs to take this back to the task team or go with what the Forms and Procedures Office prefers. Mark Plass stated that at the last meeting it was discussed how the ranking was performed and I think we still need to revisit that with a more consistent ranking and then identify the high priority items and pull those out. Brian Blanchard stated that certain procedure will stand out and be more important but trying to pick the top five is going to be hard, we need to pick the critical item and catch the rest with the regular schedule. E. Birriel stated that there is a task team meeting in December and will bring this back to them. Nick Tsengas agreed with M. Plass on ranking the top five or ten. B. Blanchard asked if the folks who ranked the policies and procedures are familiar with them and E. Birriel stated that she did not think so and unless the task team goes back and makes themselves familiar with them we are going to run into the same problem again. She continued to say that Cambridge has updated the list of policies and procedure and she will take it back to the task team and have them rank their top ten and then get a consensus from the meeting and everything else will go the normal schedule.

M. Plass stated that we need to focus on the ones that most adhere to the program and those can be updated but that gets us back to what is critical. E. Birriel asked M. Plass if he agreed that the criteria before was relevant. M. Plass stated that he did not think the first two criteria were relevant to the program. Generally speaking if you view TSM&O as a program which involves defining a network and strategies to achieve performance objectives then you need to determine which policies and procedures are going to help the program achieve those results. B. Blanchard stated that since we are struggling to come up with the top ten maybe we should just go with the cycle and if we come up with a great idea and a certain procedure needs to be updated then it can be updated, there is nothing saying we have to create a top ten list. Rick Morrow stated he thought it would be challenging for the Districts to keep up with updating the policies and procedures every two years. E. Birriel stated that she spoke with Tana Ashbaker and she will include me on a list and between myself, Atkins and Cambridge we would quickly review the item to see how long it will take to update and then make those changes; the normal process might be all we can keep up with. She continued to say that in some of these it might just be the addition of a sentence or two and will be very simple changes. R. Morrow stated that if there is any policy that is keeping us from doing TSM&O then those would be the critical ones. B. Blanchard stated that he did not know of any that would keep the Department from doing TSM&O.

Jerry Ausher asked if there was going to be a master policy or procedure for TSM&O; would think that the Department will need a basis for whatever you are changing in

other procedures. E. Birriel agreed that a policy or procedure identifying TSM&O is a good idea and that would be a question for the Executive Board. B. Blanchard suggested maybe not a policy but a procedure would be worth discussing and E. Birriel added that it would setup a foundation to modify other policies and procedures. M. Plass stated that the comment was made that we can modify procedures that will keep us from doing TSM&O; what is it? E. Birriel asked if M. Plass was in agreement to put a procedure in place that explains TSM&O. M. Plass then stated that he would be interested in hearing from other folks on what it means, if we can articulate what is TSM&O this gives us a much better chance to pick the appropriate policies and procedures. E. Birriel stated that CO does have a lot of information out that explains what is TSM&O but maybe a document or procedure would be best. B. Blanchard stated that this is integrated into many programs so it will not just go into one but many. E. Birriel confirmed that everyone was in agreement to move forward with the established cycle and if anyone identifies any critical items we will move them ahead. There were no objections.

Executive Board Presentation

E. Birriel stated that there is a scheduled presentation for the Executive Board in November and that M. Plass has come up with a basic outline for the presentation. M. Plass then reviewed his proposed presentation. E. Birriel stated she like the existing and future strategies because that is exactly what the Secretary wanted to see. He did not ask for a presentation on what it is but what can we do from a technical aspect. M. Plass stated that he thought we should still remind the Executive Board of what TSM&O is as often as we can. E. Birriel agreed and stated that there are new members on the Executive Board and then asked for comments on the presentation. Melissa Ackert stated that a few weeks back she came across the Tier 1 Business Plan and it had a lot of objectives that are similar to TSM&O that we would draw connections and it would explain why we are doing this. E. Birriel stated that she will review the Tier 1 plan to see what can be pulled from it to be included in the presentation. District 2 stated that were okay with the current outline. E. Birriel stated that she will flush out the presentation more and send it out for review / comments. If you have any suggestions for the presentation please email E. Birriel.

Action Item 1:

Executive Board presentation to be completed. Assigned to E. Birriel, Atkins and Cambridge.

District Workshops / Training

E. Birriel stated that Secretary Wolfe asked that CO come up with ideas on the workshops and I drafted some ideas and will send them out in an email as well. The current suggestion is to hold three training sessions, first with Districts 1, 5 and 7 to be held in Orlando, second with Districts 2 and 3 to be held in Tallahassee and lastly Districts 4, 6 and Turnpike to be held in Ft. Lauderdale. The idea behind this is to

minimize travel and avoid overnight stays. She continued to state that she has identified Traffic Operations, Planning and PD&E as a starting point for participants. N. Tsengas asked if this is more of an overview of TSM&O, what is the target audience and would it make sense to have someone go to each District so that it is only one person traveling instead of a lot of folks from each District. E. Birriel stated that the purpose is to educate folks on TSM&O and since not many Districts attend the Executive Board meeting this is a way of getting more people at a lower level. District 2 stated that will have a need to expose a lot of people to this and foresees a large crowd. E. Birriel stated that having one session at each District is a good option. M. Plass stated that the intent of the training is to educate as many folks as possible and the District based training is probably best. E. Birriel stated that we need to identify who from each District to invite and this would be left up to each District Secretary. R. Morrow suggested providing the each District Secretary with a recommended list but ultimately leave it up to them to make the decision.

Action Item 2:

District Training to be finalized and included in the Executive Board presentation. Assigned to E. Birriel, Atkins and Cambridge.

Next Meeting: December 9, 2011 1:00 – 2:00 pm

E. Birriel stated that she has looked at the leadership teams calendars and November 14th is open and asked if everyone would like to meet then to do a final review of the Executive Board presentation. M. Plass agreed that this was a good idea. E. Birriel will put this date on calendars.

M. Plass stated that he would like to see the Business Plan on the agenda at all leadership meetings.