

Meeting Minutes

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| Project Name | Statewide Traffic Records Coordinating Committee (STRCC) | Quarter | FFY21 1st Quarter |
| Date | October 14, 2020 | Time | 9:00am – 11:00am |
| Location | Zoom Meeting | Prepared By | Annjenette Torres |
| Attendees: | Jeff Barela (Chair), Sophia Roybal-Cruz (Co-Chair), Dick Wilkinson (EOC) Kirk Roberts (EOC), David Karst (EOC), Ana Gallant, Ilene Hall, Sonia Abeyta, Christian Quintana, Luis Melgoza (EOC), Jessica Bloom, Brian Bullard, Julie Krupcale, Kariann Blea, Suzanne Windsor, John Baker, Alicia Ortiz,(EOC), Tomas Glover, Genevieve Grant, Dason Allen (EOC), Chris Smead, Mike Archibeque, Ferdi Serim, Tessah Latson, Annjenette Torres. | | |

Agenda Items

**Please refer to the following handouts: FFY21 1st Qtr. STRCC Agenda, Presentation and 4th Qtr Minutes.*

STRCC Meeting Minutes – October 14, 2020

AGENDA LOCATED IN FFY21 1ST QUARTER STRCC PRESENTATION

1

Welcome & Introductions

Jeff Barela, Chair and Sophia Roybal-Cruz, Co-Chair, welcomed the members and introduced the new EOC Members.

- The STRCC meeting was facilitated by Michael Archibeque (STRS Advisory and Coordinating Team).
- STRCC and EOC Membership introduced themselves by name and agency.
- Five component areas were represented and accounted for and quorum was established.
- The STRCC Membership reviewed the Agenda. Alicia Ortiz moved to approve the Agenda and was seconded by Julie Krupcale. No objections and Agenda was approved.

2

Review of Meeting Minutes from 4th Quarter STRCC Meeting (7/8/20)

Presented by M. Archibeque

M. Archibeque summarized the meeting minutes of the 4th Quarter STRCC meeting held on July 8, 2020. He highlighted the following areas:

- Strategic Plan FFY20-22
- TR Assessment Repository and Next Steps
- Collaborations and partnerships between Core Areas
- EOC Membership
- Data Management

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| | <p>A motion was made by Jessica Bloom and seconded by Tomas Glover. No discussion and the motion passed with no objections.</p> |
| 3 | <p>Strategic Plan 2020-2022 <i>Presented by A.Torres and M.Archibeque</i></p> <p>The FFY20-22 Strategic Plan was discussed, and the following areas were highlighted:</p> <ul style="list-style-type: none"> ● Edits 6/20/20 to 10/12/2020. ● Update on process and specific areas. ● Membership agreed by consensus to adopt the updates to the Strategic Plan. ● An Executive Summary of the Strategic Plan will be developed for both the STRCC and EOC Members by T. Latson.. ● Favorable comments were received from the members on the current format and updates of the Strategic Plan. <p><i>Note: See the updated FFY20-22 Strategic Plan for specifics and details on the New Mexico Traffic Records website at nmtrafficrecords.com.</i></p> |
| 4 | <p>EOC Updates</p> <ul style="list-style-type: none"> ● Sophia Roybal-Cruz will be announcing the date of the first EOC Meeting and Orientation tentatively scheduled for the last week of October, 2020. ● EOC members were encouraged to invite IT officials from their agencies to participate in the STRCC. ● M. Archibeque provided a summary of EOC representatives from the Core Areas. The Department of Health is the only agency that still needs to provide a representative to the EOC. Due to the responsibilities of DOH with the pandemic, the STRCC understands the challenges and hopes to collaborate in the future. ● Jeff Barela and Sophia Roybal-Cruz thanked the coordinating team and welcomed the new members of the EOC. |
| 5 | <p>2016 TR Assessment Presented by M. Archibeque</p> <p><i>Project Management Update</i></p> <ul style="list-style-type: none"> ● M. Archibeque presented an overview of the preparation for the 2021 Assessment. ● Project Management tools and plans for working with the STRCC Module Leaders were shared and presented. ● Updates on each represented Core Area were provided: <ul style="list-style-type: none"> ○ John Baker - update on AEGIST pooled fund study and models that will be considered. ○ Sonia Abeyta - update on citations and Tracs to include work with sheriff's departments to electronically submit to courts, new crash report, and driver vehicle inspections. ○ Suzanne Winsor - updates on license suspensions, reporting to courts and hopes to expand to district courts to include reporting DWIs. <p>Assessment Tracking System Presentation</p> |

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| | <ul style="list-style-type: none"> • F. Serim provided a demonstration of the structure of the tool that will be used by the project managers and the coordinating team to prepare for the 2021 Assessment. • The agency responses, team recommendations, and evidence needed to respond to the 2021 Assessment were discussed and the members were shown examples of the data that have already been compiled by Core Area. • Sophia Roybal-Cruz emphasized that every question has to be answered, even if it is that there is no documentation or evidence, or the entire section will be disqualified. She also shared that DOT is working with IT to move the system over to DOT. <p>2021 Module Leaders</p> <ul style="list-style-type: none"> • Next Steps are to Schedule Work Sessions. |
| 6 | <p>Data Quality and Management Plans</p> <p>Assessment Tracking Matrix</p> <ul style="list-style-type: none"> • M. Archibeque provided an overview of the Assessment Tracking Matrix that will support and assist project managers and Module Leaders in preparing for and responding to the 2021 Assessment. <p>Data Management Plan</p> <ul style="list-style-type: none"> • M. Archibeque discussed the Data Management Plan and presented the systems descriptions, data systems, performance measures and collaboration that will be forthcoming on data sharing and communication. • Sgt. Dason Allen and Chris Smead provided some insights to reporting from the law enforcement perspective. Adhering to the statute and including a supervisory signature were points discussed. |
| 7 | <p>New Business</p> <ul style="list-style-type: none"> • No new business |
| 8 | <p>Next STRCC Meeting & FFY21 Meeting Schedule</p> <p>2020-21 Schedule – 9-12pm Location TBD</p> <ul style="list-style-type: none"> ➤ January 13, 2021 ➤ March 30, 2021 ➤ July 14, 2021 |
| 9 | <p>Closing, & Next Steps</p> <ul style="list-style-type: none"> • Jeff Barela and Sophia Roybal-Cruz closed the meeting with a recap and request to members to share ideas and keep working together. • EOC members chimed in and recognized the work that has been done and how they are looking forward to the first meeting. • Thanks to everyone for their participation and collaboration. |
| <p>Adjourned at 11:00am</p> | |