

## Meeting Minutes

<b>Project Name</b>	<b>Statewide Traffic Records Coordinating Committee (STRCC)</b>	<b>Project Number</b>	N/A
<b>Date</b>	January 8, 2020	<b>Time</b>	9:00 am – 12:00 Noon
<b>Location</b>	Judicial Information Division, Santa Fe	<b>Prepared By</b>	M. Archibeque
<b>Attendees:</b>	Chris Smead, Charles Becvarik, Genevieve Grant, Tomas Glover, Jessica Bloom, John Baker, Kariann Blea, Mike Archibeque, Roberta Vasquez, Sonia Abeyta, Steve Harrington, Suzanne Winsor, Jeff Barela, Vanessa Ortiz, Brian Oborn, Ilene Hall, Ana Gallant		

## Agenda Items

*\*Please refer to the following handouts: FFY20 2nd Qtr. TRCC Presentation*

### STRCC Meeting Minutes – 1/8/20

AGENDA ITEM	DESCRIPTION/NOTES
1	<p><b>Welcome/Introductions/Announcements.</b></p> <ul style="list-style-type: none"> <li>➤ STRCC Membership – Introductions of the TR Committee with each member introducing themselves addressing the following: Name, Agency/Organization. The TRCC meeting was facilitated by M. Archibeque (STRS Advisory and Program Management Team).</li> <li>➤ All six component areas were represented and accounted for a quorum was established.</li> <li>➤ The STRCC Membership approved the Agenda.</li> <li>➤ The STRCC observed a moment of silence to remember Dely Alcantara, UNM-GPS. Robert Ratigan has been named new Director.</li> </ul>
2	<p><b>Review of Meeting Minutes from 1<sup>st</sup> Quarter STRCC Meeting (10/9/19)</b> Presented by M. Archibeque</p> <p>Briefed and reviewed the meeting minutes of the 1<sup>st</sup> Quarter STRCC meeting held on October 9, 2019. Reviewed and highlighted the following areas:</p> <ul style="list-style-type: none"> <li>➤ <b>Recognition Awards, E-citation Project</b> – Article and picture appeared in the 10/2/19 to 1/12/19 edition of “Round the Roundhouse,” page 19. Recognized the great teamwork associated with a multi-departmental initiative.</li> <li>➤ <b>Traffic Records Forum</b> – Reiterated the importance of the networking opportunities to be had at the Forum. Members that had been to the Forum in the past indicated the Forum was an excellent means in which to learn from their colleagues and other States within their areas of expertise. M. Archibeque encouraged attendance for members to begin preparations within their agency, obtaining approvals and funding to attend the next Forum in Nashville, TN.</li> </ul>

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- **FFY17-19 Strategic Plan Closeout** – See section 3 of these minutes for a summary discussion.
- **FFY20-22 TR Strategic Plan Execution** – See section 4 of these minutes for a summary discussion.
- **TraCS Overview and an Officer’s Perspective** – Thanked DPS for their presentation and reiterated the importance of law enforcement (State, County, Local, and Tribal) input and involvement in the STRCC. The members agreed to move forward with reaching out to more law enforcement agencies. The goal would be to have representation at each level of law enforcement.

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## **FFY 17-19 Strategic Plan Closeout – Review/Discussion**

Presented by M. Archibeque

Thanked the members for collaborating with S. Martinez to finalize the Closeout Report. The members were asked to do a final review and submit changes/revisions to S. Martinez within the coming week. The FFY17-19 Closeout Report will be posted to the Traffic Records website in the coming weeks.

- **Purpose:** Reminded the members that the Closeout Plan will be developed at the close of every Strategic Plan period – next Closeout Plan would be the FFY20-22 Closeout Report, sometime in December 2022. Annual Update Reports would be developed at the end of the FFY, after a one-year period. The purpose of this Update Report would be to report progress on approved and supported STRCC projects contained in the Statewide TR Strategic Plan.

### **Highlighted the following sections:**

- Improvement Categories
- General Recommendations (Data Integration & Automation)
- Performance Measures
- Data Dictionaries
- Data Quality
- **Actual Expenditures** – briefly reviewed FFY17-19 Expenditures reflecting the budget for this period.
  
- **TR Scorecards** (Goals, Objectives, Strategies & Outcomes) – Members were asked to review and if necessary, provide more narrative to a “Complete” response within the “Outcome” section. Also, the members are to review “Partially Complete” and “Incomplete” and compare with the current 20-22 Strategic Plan to make sure “Outcomes” were addressed and revised.
  
- **Areas for Improvement and Lessons Learned** – Members were asked to review this section and apply to projects/initiatives in the 20-22 Plan.

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	<p><b>Note: See complete FFY17-19 Closeout Report for more specifics and analysis.</b></p>
4	<p><b>FFY20-22 Strategic Plan</b> Presented by M. Archibeque</p> <p>The FFY20-22 Strategic Plan was discussed, and the following areas were highlighted:</p> <ul style="list-style-type: none"><li>➤ Proposed Project: STRS-20-8, AEGIST Pooled Funded Study has been added and replaces a previous project proposed by Roadway. The Study is being funded with Federal funds, therefore will not require the STRCC to include in a funding request to the DOT Executive. J. Baker briefed the members on the project and will continue to give updates at STRCC meetings. It was determined that law enforcement, UNM-GPS, and Crash would benefit from the creation of a TRCC sub-committee to work with Roadway on this project. The TR Coordination team will assist in setting up this sub-committee.</li><li>➤ The TRCC members discussed the Priority 2 and 3 projects and agree to have these projects presented to the DOT Executive after the DOT has addressed the Priority 1 projects in relation to the overall TR budget and fiscal requirements set by NHSTA. J. Barela briefed the membership on the DOT budget process and areas they were working through.</li><li>➤ Highlighted within the Plan:<ul style="list-style-type: none"><li>• Strategic Plan Approach &amp; Planning Process – in relation to the 2016 Assessment and development of the FFY20-22 Plan.</li><li>• Ideal STRCC Stakeholder Membership – addition of more law enforcement and federal partners</li><li>• 2016 TR Assessment – General Recommendations (Core Systems)</li><li>• TR Coordinating Committee Management – Re-establishing the EOC. ( See Other Business for update.)</li><li>• Projects and Performance Measures – Monitoring Tool and Reporting</li></ul></li></ul> <p><b>Note: See the FFY20-22 Strategic Plan for specifics and details on the Traffic Records website.</b></p>
5	<p><b>Performance Measures</b> Presented by M. Archibeque</p> <p>Guided the TRCC on addressing and developing performance measures for each core system. Details covered are noted below:</p> <ul style="list-style-type: none"><li>➤ <b>Traffic Records Advisory Perspective</b><ul style="list-style-type: none"><li>➤ Reference Guides:</li></ul></li></ul>

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	<ul style="list-style-type: none"> <li>○ Model Performance Measures for State Traffic Records Systems</li> <li>○ 2016 New Mexico Traffic Records Assessment</li> <li>➤ <b>Areas of Measurement</b> <ul style="list-style-type: none"> <li>➤ Data: timeliness, accuracy, completeness, uniformity, accessibility, and integration (see Model Performance Measures for suggestions)</li> <li>➤ Performance measures need numeric goals-performance metrics-designated to track improvement towards goals</li> <li>➤ Once developed – Need to be monitored and reported on a regular basis – Data Management Process</li> <li>➤ Comprehensive Data Management Processes provide critical insight on system performance, resulting in a more concentrated focus on developing innovative and effective improvement projects</li> </ul> </li> <li>➤ <b>Data Quality Program</b> <ul style="list-style-type: none"> <li>➤ Develop periodic sample-based data audits and periodic trend analyses to monitor performance over time and identify trends or problem areas</li> </ul> </li> <li>➤ <b>Project/Performance Measurement Tool</b> <ul style="list-style-type: none"> <li>➤ Data Use &amp; Integration: Develop performance measures related to the exchange/sharing of system data – to improve integration efforts, improve record confidence, and asses in data governance/accessibility between traffic safety professionals</li> <li>➤ <b>Data Management Reports</b> – See Reporting Process</li> <li>➤ <b>Data Systems Inventory</b></li> <li>➤ Includes gathering system data dictionaries, data layouts, procedure manuals, user manuals, and any other documentation that supports the design and use of the core system.</li> </ul> </li> </ul>
6	<p><b>Reporting Process</b> Presented by M. Archibeque</p> <p>Briefed the TRCC on the Project/Performance Monitoring Tool. A Prototype was provided and the TRCC discussed the methodology of the following:</p> <ul style="list-style-type: none"> <li>➤ Project/Performance Measure Tool –Reporting Process</li> <li>➤ Prototype/Mock-up &amp; Database Build</li> <li>➤ Data Elements to be Developed – Series of meeting with each component area</li> <li>➤ Timeframe:             <ul style="list-style-type: none"> <li>• Testing and Review – March</li> <li>• Target Rollout – April 1</li> </ul> </li> </ul>
7	<p><b>Upcoming TR Assessment/Advisory</b> Presented by M. Archibeque</p> <p>Briefed the membership on the upcoming 2021 TR Assessment. Discussed the</p>

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	<p>development of a central repository to be developed for the membership to provide the necessary evidence and documentation needed to answer questions in the NHSTA Advisory document. Advised the TRCC of the following:</p> <ul style="list-style-type: none"><li>➤ Will be Scheduled for 2021</li><li>➤ Two-part process – TR Assessment Team or Self-Assessment</li><li>➤ Areas of Concentration:<ul style="list-style-type: none"><li>• Primarily address 2016 TR Assessment – “Do Not Meets” &amp; “Partially Meets” (progress from 2016)</li><li>• Lack of Evidence/Documentation to support narrative</li><li>• Directing the Question to the proper authority</li></ul></li></ul>
8	<p><b>Other Business</b> Presented by J. Barela &amp; M. Archibeque</p> <ul style="list-style-type: none"><li>➤ <b>STREOC Update</b> – Informed the membership that DOT continues to work through the EOC membership possibilities. Once the State Legislature and the budget areas are addressed, the DOT will continue the process of re-establishing the EOC. DOT will work with the TR Coordinating Team to reach out to prospective agencies and individuals interested in comprising the STREOC.</li><li>➤ <b>Welcome/Information Package</b> – A welcome/information package will be worked on to disseminate to prospective EOC members. This package can also be used for new TRCC members, as they onboard.</li></ul>
8	<p><b>CLOSING</b> STRCC Upcoming Meeting Schedule – AOC/JID 9-12 PM</p> <ul style="list-style-type: none"><li>➤ April 8, 2020</li><li>➤ July 8, 2020</li></ul>