

Meeting Minutes

Project Name	Statewide Traffic Records Coordinating Committee (STRCC)	Project Number	N/A
Date	April 8, 2020	Time	9:00am – 11:00am
Location	Zoom Meeting	Prepared By	A. Torres
Attendees:	Franklin Garcia, Jeff Barela, Sophia Roybal-Cruz, Tomas Glover, Jessica Bloom, John Baker, Kariann Blea, Genevieve Grant, Kimberly Wildharber, Steve Harrington, Alicia Ortiz, Robert Rhatigan, Ilene Hall, Suzanne Windsor, Anna Galant, Mike Archibeque, Ferdi Serim, Annjenette Torres		

Agenda Items

**Please refer to the following handouts: FFY20 3rd Qtr. TRCC Presentation*

STRCC Meeting Minutes – 4/8/20

AGENDA LOCATED IN FFY20 3RD QUARTER TRCC PRESENTATION

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| 1 | <p>Welcome/Introductions/Announcements.</p> <ul style="list-style-type: none"> ● STRCC Membership – Introductions of the STRCC members: Name, Agency/Organization. The STRCC meeting was facilitated by M. Archibeque (STRS Advisory and Coordinating Team). ● Five component areas were represented and accounted for and quorum was established. ● The STRCC Membership approved the Agenda. ● The STRCC observed a moment of silence to remember Jolyn Sanchez. Her contributions and her dedication will be missed. May she Rest in Peace. ● Announced the departure of S. Martinez from the Coordinating Team and introduced F. Serim and A. Torres as new members of the Team. |
| 2 | <p>Review of Meeting Minutes from 2nd Quarter STRCC Meeting (1/8/20)
<i>Presented by M. Archibeque</i></p> <p>Briefed and reviewed the meeting minutes of the 2nd Quarter STRCC meeting held on January 8, 2020. Reviewed and highlighted the following areas:</p> <ul style="list-style-type: none"> ● FFY17-19 Strategic Plan Closeout – Discussed how we may collaborate regarding 2016 Assessment and 2022 Strategic Plan. Reminded the members that the Closeout Plan will be created at the close of every Strategic Plan period. Next Closeout Plan would be the FFY20-22 Closeout Report, sometime in September 2022. Annual Update Reports to 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. |

- **FFY20-22 TR Strategic Plan Execution** – Primary focus and stressed that this is a dynamic document, so members were encouraged to make changes as needed. Highlighted status and reiterated changes to now be sent to Aj Torres.
- **Performance Measures** - Charter was to have at least one performance measure for each area.
- **Minutes** - will be sent to all members by email and Aj Torres will coordinate final minutes.

3

TR Strategic Plan Funding, Updates & Approval

Presented by M. Archibeque

The FFY20-22 Strategic Plan was discussed, and the following areas were highlighted:

- Strategic Plan transition was discussed and a cursory review of the tracking log was conducted.
- Changes and updates submitted by March 31, 2020 were reviewed and a summary was discussed regarding the updates made by the TRCC thusfar.
 - *A final draft vote is needed by June 16, 2020.*
- The members requested time to review changes and a date will be determined to submit final edits. Friday, May 1, 2020, will be the deadline for members to submit final edits.
- John Baker gave a brief overview of the AEGIST Pooled Funded Study project for the members. Discussion of matching crash mapping and linear referencing systems. Discussion about integration with UNM, Law Enforcement, Crash, and Roadway systems. It was agreed that the funding total amount of 200K be revised on the funding tracking sheet with an indication of needed funds and in-kind funds.
- Budget issues were addressed. Federal funds, Road Fund, national and state impact. Franklin Garcia committed to updating the committee members on any changes.
- Jeff Barela stated EOC coordination should help drive funding and develop partnerships moving forward.

Note: See the FFY20-22 Strategic Plan for specifics and details on the Traffic Records website.

4

Performance Measures

Presented by M. Archibeque

Guided the STRCC on addressing and developing performance measures for each core system:

Traffic Records Advisory Perspective

Reference Guides:

- Model Performance Measures for State Traffic Records Systems.
- 2016 New Mexico Traffic Records Assessment.
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Areas of Measurement

- Data: timeliness, accuracy, completeness, uniformity, accessibility, and integration (see Model Performance Measures for suggestions.)
- Performance measures need numeric goals-performance metrics-designated to track improvement towards goals.
- Data Management Process includes monitoring and reporting.
- Comprehensive Data Management Processes provide critical insight on system performance, resulting in a more concentrated focus on developing innovative and effective improvement projects.

Data Quality Program

- Develop periodic sample-based data audits and periodic trend analyses to monitor performance over time and identify trends or problem areas.

Project/Performance Measurement Tool

Data Use & Integration:

- Develop performance measures related to the exchange and sharing of system data to improve integration efforts, improve record confidence, and assess data governance/accessibility between traffic safety professionals.
- Through collaboration the tool is ready and the plan is to be operational this month.

Data Management Reports

- Comprehensive reports are available to traffic safety professionals, legislative bodies, local, state and federal entities.

Data Systems Inventory

- 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.

HSP Performance Measures

Discussion on reporting and justification of possible impact of variations during this time period. The dates for the pre-measure period for the 2021 HSP Traffic Records performance measures are from 4/1/19 to 3/31/2020. The post-measure period will be 4/1/2020 to 3/31/2021.

- Grant application requires demonstration of improvements made during the reporting cycle. Pre and post measures are key to demonstrating those improvements.
- Highway Safety Plan submission is at the end of June.

5 Reporting Process

Presented by M. Archibeque

Briefed the TRCC on the Project/Performance Monitoring Tool. A sample was provided and the TRCC discussed the methodology of the following:

- Project/Performance Measurement Tool –Reporting Process.
- Prototype/Mock-up & Database Build.
- Data Elements Developed – Each component area.
- Timeframe:
 - Testing and review April 2020
 - Estimated roll out May 2020
 - Quarterly reporting

6 Upcoming TR Assessment/Advisory

Presented by S. Roybal-Cruz

A detailed summary of the upcoming 2021 TR Assessment was provided. Areas of Concentration include Lack of Evidence/Documentation to support narrative and performance measures for each of the component areas.

- A summary of the proposed schedule for NM's TR Assessment was reviewed.
 - Note: It was brought to the Chair's attention that there was an error in the reviewed schedule. **A revised schedule of the 2021 TR Assessment is attached.**
- Module Leads were identified and process of assigning assessment questions was reviewed. **Goal: Direct the Questions to the relevant agencies by March 2021.**
- TRCC Subcommittee TR Assessment will be comprised of the Module Leads.
- TR Assessment Repository will primarily address 2016 TR Assessment "Do Not Meets" & "Partially Meets" (progress from 2016.). The Repository will also include "Meets" ratings from the previous assessment.
- The repository will hold any supporting documentation that will assist with responding to the assessment questions.
- Spreadsheets/Matrices by agency, "Do Not Meet."
- Strategic Plan updates are being compiled along with Partially Meets.

7 EOC Update

Presented by M. Archibeque

STREOC Update – Committee to meet quarterly to review work of STRCC, address financials, make recommendations and approve updates to Strategic Plan.

Executive Oversight Committee Membership (List provided in presentation)

- Vacancies addressed and possible membership discussed to include tribal and local law enforcement agencies.
- A welcome/information package will be developed for prospective EOC members. This package may also be used for onboarding new TRCC members.

Note: See 4/8/20 Presentation for proposed EOC Membership

8 Next TRCC Meeting & FFY21 Meeting Schedule

Current Schedule – 9-11am – Location TBD

- July 8, 2020

2020-21 Schedule – 9-12pm Location TBD

- October 14, 2020
- January 13, 2021
- March 30, 2021
- July 14, 2021

9 New Business, Closing, & Next Steps

Updates –

- Daily operations are being impacted by the health pandemic.
 - Data not being entered into systems and operations are being suspended (citations, DWI, etc.) Data entered up until the second week of March.
 - AOC emergency only. Courts are open but on a very limited basis.
 - Crash database still being updated. There is a slowdown and amount of data are less, but back-log will probably not be an issue.
 - Metro Court will begin hearing cases in a week.
- Sad news for DOT, Dave Martinez passed away this morning and our condolences go out to the DOT family.
- Sophia and Mike thanked everyone and recognized the work and contributions of Sandra Martinez.