

## Meeting Minutes

<b>Project Name</b>	<b>Statewide Traffic Records Coordinating Committee (STRCC)</b>	<b>Project Number</b>	N/A
<b>Date</b>	October 9, 2019	<b>Time</b>	9:00 am – 12:00 Noon
<b>Location</b>	Law Enforcement Academy Santa Fe, NM	<b>Prepared By</b>	M. Archibeque & S. Martinez
<b>Attendees:</b>	Brian Bullard, Charles(Chas) Becvarik, Genevieve Grant, Mary Spey for Jessica Bloom, Jessica Griffin, John Baker, Kariann Blea, Kimberly Wildharber, Luis Melgoza, Mike Archibeque, Robert Vasquez, Sandra Martinez, Sean Noonan, Sonia Abeyta, Sophia Roybal-Cruz, Steve Harrington, Vanessa Ortiz, Steve Lujan, Suzanne Winsor, Tomas Glover, Ana K. Gallant, Jerry Valdez, Franklin Garcia, Jeff Barela, Brian Oborn, Lt. Ramon A. Terrazas		

## Agenda Items

*\*Please refer to the following handouts: FFY20 1<sup>st</sup> Qtr. TRCC Presentation, FFY20 Priority Projects Listing, 7/17/2019 Meeting Minutes, & DPS TraCS Presentation*

### STRCC Meeting Minutes – 10/9/2019

AGENDA ITEM	DESCRIPTION/NOTES
1	<p><b>Welcome/Announcements</b></p> <ul style="list-style-type: none"> <li>➤ Sophia Roybal-Cruz – Promotion to NMDOT, Traffic Records Staff Manager &amp; TRCC Chair</li> <li>➤ Roberta Vasquez – Promotion to NMDOT, Crash Records Supervisor</li> <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 and S. Martinez (STRS Advisory and Program Management Team).</li> </ul>
2	<p><b>Recognition Awards - E-citation Project</b> Presented by Jerry Valdez, Jeff Barela &amp; Sophia Roybal-Cruz</p> <p>Recognition awards for E-citation project were presented to the recipients listed below. A write up as well as a group photo will be submitted for publication in Round the Roundhouse *state employee newspaper).</p> <ul style="list-style-type: none"> <li>➤ <u>Project Team</u>                      Roberta Vasquez -NMDOT                      Steve Harrington - AOC/JID                      Sonia Abeyta – NMDPS                      Officer Sean Healy – NMSP</li> </ul>

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Brian Bullard – Sensible *IT Solutions*  
Chris Smead – Sensible *IT Solutions*  
Brian Oborn – AOC/JID  
Tobie Fouratt – AOC/Magistrate Courts  
Christina Garcia – NMDPS (Former Employee)

- S. Martinez provided the following information on the E-citation Project to the TRCC.
  - Multi-Agency Effort
    - NMDOT/TSD; AOC/JID/Magistrate Courts; NMDPS; All 45 Magistrate Courts; All 600 State Police Officers; and All DPS Districts and Sub-districts
  - Current Results (as of 10/3/19)
    - Total citations flowed: 43,928
    - Total errors: 2318
    - Success rate: 95 percent
  - Efficiencies
    - Officer's time reduced from 10-15 minutes to 2-3 per citation (Officer time saved = 9152 hours)
    - Citation processing reduced from 10-12 days (manually) to a few hours (electronically)

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### **Review Meeting Notes from TRCC Meeting held July 17, 2019**

S. Martinez reviewed highlights from the meeting minutes from 4<sup>th</sup> QTR. TRCC 7/17/19 for the TRCC membership which included the following:

- Welcome & Introductions – Special Guest Barbara Penny from NHTSA
  - Approved 3<sup>rd</sup> Qtr. TRCC Meeting Minutes
  - Information for 2019 National Traffic Records Forum August 4<sup>th</sup>-7<sup>th</sup>, 2019 in Austin, TX.
  - Quarterly Meeting Dates for FFY20 Moved to 2<sup>nd</sup> Wednesday of QTR. And include the following dates for FFY20
    - October 9, 2019
    - January 8, 2020
    - April 8, 2020
    - July 8, 2020
- Vote – All in favor, None opposed – FFY20 Schedule Approved***
- FFY17-19 Strategic Plan Closeout Update
  - FFY20-FFY22 TR Strategic Plan Execution 2021 TR Assessment Alignment

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	<ul style="list-style-type: none"><li>➤ TRCC Agreement on Project Priorities</li></ul> <p><b>Vote – All in favor, none opposed – Priorities List Approved</b></p> <ul style="list-style-type: none"><li>➤ Roadway Data System Presentation by Yolanda Duran &amp; John Baker</li><li>➤ Closing and Meeting Adjourned</li></ul> <p>* Meeting minutes were approved by TRCC on 8/23/2019 and are posted @ <a href="http://nmtraffirecords.com/wp-content/uploads/Final-4th-QTR.-2019-TRCC-PPT-Agenda-1.pdf">http://nmtraffirecords.com/wp-content/uploads/Final-4th-QTR.-2019-TRCC-PPT-Agenda-1.pdf</a></p>
<b>4</b>	<p><b>2019 Traffic Records Forum Highlights</b></p> <p>Sophia Roybal-Cruz briefed the TRCC on the highlights of the Traffic Records Forum:</p> <ul style="list-style-type: none"><li>➤ Traffic Records Forum took place August 4<sup>th</sup> -7<sup>th</sup> – Austin, TX.</li><li>➤ Conference Highlights included the newly released TRCC Strategic Planning Guide</li><li>➤ S. Roybal-Cruz encouraged the STRCC to attend the 2020 TR Forum to be held in Nashville, TN – August 9<sup>th</sup> – 12<sup>th</sup>, 2020.</li><li>➤ M. Archibeque reiterated the importance of Forum attendance as a great way to network with TR Stakeholders from other States, addressing the same programs for each of the TR component areas.</li></ul>
<b>5</b>	<p><b>FFY17-19 TR Strategic Plan Closeout</b></p> <p>S. Martinez guided the TRCC on the process, current status and deadlines to meet the closeout deadline. Details covered are noted below.</p> <ul style="list-style-type: none"><li>➤ Report on – How Did We Do? – The format of the closeout report will emphasis goals and achievements towards those goals. It will be brief and straight to the point.</li><li>➤ Need all responses from TR Core System Stakeholders by 10/25/19 – All TR core system stakeholders were emailed on 9/11/19, information specific to their area to update and need to submit prior to 10/25/2019</li><li>➤ Final Closeout Report Due by 12/22/19 – Once all TR Core system information is received final report will be compiled, reviewed and submitted for final approval to TRCC by 12/22/19.</li></ul>
<b>6</b>	<p><b>FFY20-22 TR Strategic Plan Execution</b></p> <ul style="list-style-type: none"><li>➤ S. Martinez briefed the TRCC members on the following:<ul style="list-style-type: none"><li>○ Updates</li><li>○ Need to Finalize Performance Measures (PM)</li></ul></li></ul>

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		<ul style="list-style-type: none"> <li>○ PM = quantitative indicators put in place to track the progress against strategy</li> <li>➤ Funding             <ul style="list-style-type: none"> <li>○ Tie to Performance Measures</li> <li>○ Current Status – S. Roybal-Cruz stated Priority 1 Projects are approved, Priority 2 are pending. Priority 3 Arnold Phase III to be deleted and may propose another project per John Baker.</li> </ul> </li> <li>➤ M. Archibeque discussed the Automated Reporting/Monitoring and included the following:             <ul style="list-style-type: none"> <li>○ M. Archibeque explained the Team has begun the development of a methodology necessary for a Comprehensive TR Monitoring Process applying the Agile Process Development methodologies which includes, but not limited to: specification and requirements gathering, project implementation and evaluation, and implementation scheduling – in accordance with the FFY20-22 Strategic Plan. Concentrated efforts in the future will center on requirements &amp; specifications (data entry methods and user interface) identified by STRCC stakeholders.</li> </ul> </li> </ul>
7		<p><b>TraCS Overview and an Officer’s Perspective</b></p> <p>Presented by Sonia Abeyta &amp; Lt. Ramon Terrazas. Reflecting an update to the TraCS Program (DPS and Non-DPS Models) and how TraCS has improved Law Enforcement’s records and operational processes.</p> <p><i>(See Presentation materials in the email sent to the membership or on the website)</i></p>
8		<p><b>CLOSING</b></p>