



**I-95 CORRIDOR  
COALITION**

*I-95 Corridor Coalition, CVO Program Track*

## **CVO Program Track Committee Meeting Minutes**

CVO Program Track Committee – Semi-Annual Meeting  
Penn Towers Hotel  
Philadelphia, Pennsylvania  
February 15 - 16, 2000

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**Tuesday, February 15, 2000**

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### **10:00 a.m. – 12:00 p.m. – Advisory Group Meeting**

The Advisory Group took advantage of coordinating travel efforts and met prior to the full CVO PTC meeting. Due to the scheduling, a number of PTC members sat in on the meeting and participated in some of the decision points. The Advisory Group had last convened in June, 1999, to discuss the first phase of Corridor Wide Technical Assistance and Additional FOT funding applications. The agenda topics for this meeting included:

1. Changes in Leadership
2. Accountability
3. State Contacts
4. Match Credit Requirements
5. Field Implementation Funding Incentives
6. Corridor Wide Technical Assistance
7. Coordination with other Program Tracks
8. Year 7 Project Scopes

As was decided during the January, 1999, meeting of the Advisory Group, alternate year term limit options would be established for the members of CVO PTC leadership. These term limits would give senior leadership an option to continue or step down while retaining consistency in leadership by utilizing the staggered year approach. Solicitation of interest was distributed to the full PTC in late August, 1999, to determine new candidates for Chair positions in the event the term option was chosen. The February 15 - 16, 2000, meeting marked the start of a new leadership term to include the following members:

**CVO PTC Co-Chairs** - Marygrace Parker, New York State Thruway Authority; Dan Smyser, Pennsylvania Department of Transportation

**Safety Subcommittee** - Vince Babich, Pennsylvania State Police; Dave Barry, National Private Truck Council; Matt Giardina, Rhode Island State Police

**Credentialing Subcommittee** - Dolores Arste, New York State Tax and Finance

**Carrier Operations Subcommittee** - Dave Barry, National Private Truck Council; Marygrace Parker, New York State Thruway Authority

The Advisory Group agreed to pursue possible additions to the Credentialing Subcommittee and the Carrier Operations Subcommittee in order to adequately support these groups.

The issue of accountability was the next topic covered and was truly the emphasis of the entire two-day meeting. The Advisory Group discussed all facets of accountability as related to the full PTC, current and future projects, funding and reporting, and possible actions in order to present their recommendations to the full PTC during the opening session.

First, CVO PTC Co-Chairs reviewed the goals and objectives of the program track as were recently submitted to the Corridor Coalition for inclusion in the updated Business Plan. No changes were made to the vision, mission, goals or objectives.

The second discussion point focused the Advisory Group on the "un-used" I-95 Corridor Coalition funds. These un-used monies refer to allocations not yet invoiced from projects started in Year 5 and Year 6 totaling over \$2 million in Corridor funding. The Advisory Group was charged with examining the reasons these funds are not expended, how to best account for these reasons, and ultimately the impact these projects have on the CVO Program Track positioning for future funding. Consensus among the Advisory Group supported enforcing required documentation for quarterly status reports as well as any changes in project scope for all current and future projects. This documentation is intended to be informative data to be easily and consistently reviewed by leadership to ensure projects are being monitored and supported while moving toward completion. The group agreed that reports and changes in scope are not intended for project managers and agencies to be hesitant to submit; these are tools to be used in identifying projects which may need additional support and are for the sole purpose of ensuring project success.

Possible actions discussed by the group included the redirection of funds in the event a project could not be completed successfully. Delaware's FOT 8 and FOT 9 scenario were highlighted as an example of an agency decision to return funding which was not going to be used as originally intended by the state. The purpose of considering possible actions is to find a way to more effectively utilize money already allocated as well as to be responsible as a group in asking for future funding. The group agreed that looking at the overall program and focusing on successfully completing projects must be the short-term strategy of the PTC.

The Corridor Coalition's Quarterly Project Status Report Form was reviewed by the Advisory Group.

During the first round of applications for Additional FOT Funding and Corridor Wide Technical Assistance, it became apparent that a streamlined approach to approving/declining applications was necessary. Following the CVO PTC semi-annual meeting in Providence, Rhode Island, individual state contacts were selected to assist in this solution. The role of the state contact is to coordinate consensus of participants within his/her state through acting as the consistent point of contact and distributing I-95 information to assure proper dialogue on issues within the state. The Advisory Group supports the need for each state to coordinate its projects, work plans, and collective approach to I-95 related initiatives. The list of state contacts and description of their role was to be presented to the full PTC for discussion and support.

In approaching the development of the Year 8 Work Plan, the program tracks have been offered guidance from the Executive Board in order to more effectively flush out potential projects and develop more detailed projects for initial submission. Points of guidance were reviewed by the group and agreed upon to be emphasized when discussing the Year 8 projects.

The federal government has always required a match associated with funds allocated and the Corridor Coalition has seen to this requirement in the past years. Match requirements will now be the responsibility of the program track and funded agency. Match Credit Requirements were reviewed and discussed in anticipation of presenting this change to the full PTC. Field Implementation Funding Incentives, a Year 7 project, will be required to make the 50% match consisting of a minimum of 20% non-federally funded sources and 30% which may consist of federally funded sources. All Year 8 projects will also be subject to the match requirements. Projects will be defined as either 'deployment' or 'integration' efforts. Coalition staff was present to clarify any points and would also be present during the opening session and subcommittee meetings to assist the PTC with questions.

The application process for the Field Implementation Funding Incentives (\$500,000, Year 7) and remaining Corridor Wide Technical Assistance (\$356,000, Year 6) money should soon be started. The Advisory Group reviewed the application criteria, timeline, and review process to ensure agreement on all prior to announcing an open application window to the full PTC. In keeping with the theme of the meeting, the group discussed the approach of focusing on these un-used funds for existing projects prior to possible Year 8 efforts. Corridor Wide Technical Assistance applications had been received from NY, NJ, and MA for CVISN State Advisors (a function which had previously been approved by the full PTC pending formal application by the state). The CSA function is critical to the CVISN Workshop process and covers pre and post state visits to states participating in the three workshops. The Advisory Group approved the three applications, \$20,000 each for a total of \$60,000, pending any hesitation from the subcommittees. In looking at the Field

Implementation money, the group agreed upon the strategy of submitting NY's Year 8 project for IFTA Filing of Tax Returns as part of this effort. The idea would be proposed to the full PTC for consensus. Remaining funds in both Corridor Wide Technical Assistance and Field Implementation Funding Incentives would be open to applications following the meeting.

The CVO Advisory Group and full PTC have always been open to sharing information and coordinating efforts with other organizations and states. The Corridor Coalition has asked the program track to also focus on coordination with other program tracks through participation in meetings, workshops and other methods of information exchange. This coordination could benefit any involved program tracks, current projects, and even streamline future activities.

As Year 7 funds are soon to be released, project scopes and management plans must be approved. The Advisory Group discussed the outreach projects in order to determine:

- Who will do the work?
- How will we contract with them?
- Who will develop the scope of work?
- Which subcommittee will oversee the project?

Issues involving procurement must first be addressed in order to ensure funding can be received by organizations assigned to perform the work. Once this step is determined, final management and oversight plans can be completed.

As more projects become regional and Corridor wide, the Advisory Group discussed the possibility/need of an additional leadership position to oversee initiatives such as training and outreach. This topic was to be reviewed again at a later date.

The Advisory Group adjourned to join the full CVO PTC opening session.

## **12:30 p.m. – 1:00 p.m. - Registration – Full CVO PTC**

Consultant support staffed the registration table located directly outside of the meeting room prior to the meeting start time. Participants were asked to verify their personal information as listed in the CVO PTC contact list and provide any updates to their contact information. A current CVO PTC contact list is available on the web site as well as in hard copy; please contact Shelley Feese at (703) 771-9815 if you would like a hard copy sent via US Mail.

## **1:00 p.m. – 2:30 p.m. – CVO PTC Meeting Formal Opening**

### **Welcome & Introduction**

John Baniak, Executive Director for the I-95 Corridor Coalition, officially opened the Semi-Annual CVO Program Track Committee meeting. John Baniak has been involved with the I-95 Corridor Coalition for a number of years and has contributed greatly to the success and progress of the CVO Program Track. Mr. Baniak presented the group with a view of the Corridor Coalition's role, vision, and goals for the overall program. The evolution of this virtual organization to its current position in relation to the program tracks offered the PTC an insightful look at their own advancements.

Bill Stoeckert, Steering Committee Co-Chair, and John Baniak presented a certificate of gratitude and appreciation to Kevin Holland for his past service as CVO PTC Co-Chair. Mr. Holland's term option came available this year and he chose to step down and focus his work at the American Trucking Association. During his term as Co-Chair, Kevin and Dan Smyser were extraordinarily successful in receiving funding for program years 6 and 7 on behalf of the program track. The development of the Advisory Group is also to their credit as well as being instrumental in establishing many policies and procedures within the PTC which have allowed a productive and effective working environment. Kevin will continue to participate in the Advisory Group and support leadership.

### **Meeting Goals & Objectives**

Marygrace Parker, of the New York State Thruway Authority, and Dan Smyser, of Pennsylvania Department of Transportation, are current Co-Chairs of the CVO Program Track.. This change in leadership was formally introduced to the PTC as well as some changes in the Subcommittee Chair positions. Current leadership is as follows:

**CVO PTC Co-Chairs** - Marygrace Parker, New York State Thruway Authority; Dan Smyser, Pennsylvania Department of Transportation

**Safety Subcommittee** - Vince Babich, Pennsylvania State Police; Dave Barry, NPTC; Matt Giardina, Rhode Island State Police

**Credentailing Subcommittee** - Dolores Arste, New York State Tax and Finance

**Carrier Operations Subcommittee** - Dave Barry, NPTC; Marygrace Parker, New York State Thruway Authority

The Advisory Group had agreed to pursue possible additions to the Credentialing Subcommittee and the Carrier Operations Subcommittee in order to adequately support these groups; this was presented to the full PTC in hopes of generating some interest or suggestions.

The Co-Chairs presented and explained the CVO Program Track's vision, mission, goals and objectives in follow-up to John Baniak's presentation regarding the Corridor Coalition's position and perspective. Through presenting and expounding upon the program track's goals and objectives, the Co-Chairs were able to re-establish the most basic foundation on which the PTC's activities have been built. This information was critical in helping posture the group toward looking comprehensively at the program as well as developing a work plan for Year 8.

The last goal presented was that of 'assessing our performance' which proved the perfect transition to the results of the Advisory Group discussions. The topic of accountability was addressed first and emphasized on all levels- Co-Chairs, project managers, state agencies, and the program track as a whole. Three points were highlighted as areas of continued future focus. The first item was identifying ways to measure the value of the services we are providing as a means of valuing the program as a whole and determining if the group is doing what it intends. The second item was proactively determining a way to evaluate projects and progress in order to justify purpose and necessity. Finally, the group was asked to cooperate in developing a systematic means to update projects and accountability in order to keep a more cohesive, consistent product reflected from the program track.

A candid presentation by the Co-Chairs expressed the necessity of getting a true picture of the program track as a whole, evaluating areas in need of assistance, the possibility of reallocating resources to do the most good, and focusing on current issues prior to planning future work plans. The Corridor Coalition staff as well as CVO PTC leadership committed themselves to assisting participants with any of the above mentioned tasks. Each Subcommittee meeting was to allocate time to these topics as well.

A full review of the meeting agenda was presented in conclusion of the Co-Chairs opening session.

### **2:45 p.m. – 3:00 p.m. - Break**

A fifteen-minute break was offered with complimentary assorted beverages outside of the general assembly room. A moderated speaker panel was to resume in the general session and last for the remainder of the afternoon.

### **3:00 p.m. – 5:00 p.m. – Panel: I-95 Corridor Coalition and Partnering Opportunities**

The I-95 Corridor Coalition and CVO Program Track are of national importance to industry, government, private sector, and enforcement. The activities of our Corridor and our Program Track have been observed and recognized since inception. As we continue on a successful and productive path it is imperative that we observe and recognize the progress and efforts of other organizations committed to addressing transportation issues in the commercial vehicle arena. In an effort to promote this recognition and offer the CVO PTC an informative and interactive session, the Corridor Coalition invited key representatives from AAMVA, CVSA, and ITS America to address the group.

**Bill Stoeckert, Chair of the I-95 Corridor Coalition Steering Committee,** moderated the panel consisting of:

#### **Jim Nance, Program Director, AAMVA**

Mr. Nance is the Program Director for the Vehicle Services Department for the American Association of Motor Vehicle Administrators (AAMVA). AAMVA is a not-for-profit educational organization that represents jurisdictional officials in the United States and Canada who are responsible for the administration and enforcement of laws pertaining to the motor vehicle and its use. In this capacity Mr. Nance is responsible for Motor Carrier Service programs associated with Vehicle Services including the planning, development and coordination of activities for the Motor Carrier Services Committee.

Mr. Nance serves as staff liaison to the Motor Carrier Services Committee, and he is also AAMVA's representative to the Commercial Vehicle Safety Alliance and ITS America organizations.

Prior to joining the Association in 1995, Mr. Nance served as Chief of the Bureau of Motor Vehicle Services for the District of Columbia. He also held various supervisors and management positions during his 33 year career with the District of Columbia.

### **Steve Campbell, Executive Director - CVSA**

Stephen F. Campbell was appointed as the Executive Director of the Commercial Vehicle Safety Alliance (CVSA) in April 1999.

Campbell came to CVSA with an impressive resume and a personal commitment to commercial vehicle safety. For the year prior to coming to CVSA, he was the Vice President of Safety, Training and Technology for the Motor Freight Carrier Association in Washington, DC. Prior to this, he served as Vice President and Director of Safety, and as a Hazardous Materials Specialist for the American Trucking Association (ATA). Campbell spent ten years at ATA.

Campbell began his career as a trooper with the Louisiana State Police and he spent a total of fourteen years with the force. While employed by the state police, he gained experience in hazardous materials enforcement and public affairs. From 1985 to 1987 he acted as a Lieutenant in Hazardous Substance Control Section. He earned a Bachelor of Science degree in Criminal Justice from the Louisiana State University, Baton Rouge, Louisiana.

### **John Collins, President and CEO - ITS America**

Mr. Collins is President and CEO of ITS America - a non-profit, public private partnership with 1,300 members, a staff of 35 and annual budget of \$10-million. As CEO, Mr. Collins answers directly to the ITS America Board of Directors and is responsible for overseeing development of the group's vision, mission, goals, objectives and related policies. He is also responsible for formulating and recommending basic policies and programs, including technical, institutional, business development and budgetary programs, subject to Board approval. In addition, Mr. Collins acts as liaison between ITS America and Congress, and state and federal governments. As CEO, he is the senior spokesman for ITS America and is designated the source contact for various audiences involved with, or interested in, ITS programs.

Each panel member presented an overview of their organization and activities and drew parallels relating to the activities of the Corridor Coalition and CVO PTC. A highly participatory session of questions and answers followed the three speakers' presentations proving to support interest in pursuit of partnering opportunities and coordination of efforts through shared meetings. All organizations reflected their

continued dedication to positively impacting the CVO community both in our region and nationally. *Presentations are available upon request through consultant support.*

### **5:00 p.m. - Close**

Bill Stoeckert formally closed the afternoon's panel and discussion; no formal activity had been scheduled for the evening.

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## **Wednesday, February 16, 2000**

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### **8:30 a.m. – Continental Breakfast**

Continental breakfast was served at 8:30 a.m. just outside of Salon A & B compliments of the Corridor Coalition.

### **9:00 a.m. – Good Morning, Subcommittee Session Overview, Goals and Objectives**

Dan Smyser formally opened the meeting at 9:00 a.m. He reviewed the day's agenda, goals and objectives of the Subcommittee meetings, and briefly ran through the Subcommittee agenda items.

Prior to breaking out into Subcommittees, NEC consultant support presented the proposed format for the agenda. The proposed format was developed in order to help the groups organize the relatively short amount of time allocated to a number of topics; ultimately it would be the responsibility of each Subcommittee to determine their approach. Subcommittee Co-Chairs would facilitate their respective meeting and cover the following topics:

- Evaluation of FOTs
- Update of Year 6 Projects
- Project Monitoring and Reporting - Year 5 and 6 Projects
- Planning for Year 7 Implementation
- Accountability
- Review of Executive Board Guidance and Match Credit Requirements
- Review of CVO PTC Vision, Mission, Goals and Objectives
- Review Year 8 Project Submissions
- Development of Year 8 Work Plan with Funding Requests
- Meeting Logistics and Communication

The proposed format suggested each group work through the topics in the order presented which would first lead each Subcommittee through its existing projects

and status. In approaching the development of a Year 8 Work Plan suggestions included defining guidelines and priorities to project types. Examples include multi-state initiatives, individual state support, CVISN support, leveraging Coalition funds, previous participation in PTC projects, previous receipt of Coalition funding, and project consistency with other state initiatives. Defining the kind of services the group wants to support should also be identified in relation to implementation assistance, outreach, studies, training, technical assistance, and CVISN deployment. Finally, it was recommended that the group define what types of projects they wish to pursue such as continuation of funding to existing projects, fund previously 'tabled' projects, include new initiatives, and choose to not pursue additional funding in lieu of completing existing projects. All of these considerations could help frame out each group's collective approach to the PTC's focus. In the event Subcommittees chose to fully develop a Year 8 Work Plan, the Executive Board Guidance was reviewed as well as Match Credit Requirements.

### **10:00 a.m. – 3 Concurrent Subcommittee Meetings**

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| <b>Carrier Operations Subcommittee</b> | Salon “D”   |
| <b>Credentialing Subcommittee</b>      | Salon “C”   |
| <b>Safety Subcommittee</b>             | Salon A & B |

Three concurrent Subcommittee meetings were scheduled to last a majority of the day. This time was to allow each group to review and focus on their specific activities as well as come to consensus on the Year 8 Work Plan projects and funding allocations.

CVO PTC members were open to attend any Subcommittee meeting they chose. Each Subcommittee was responsible for allocating proper time for each agenda item according to their individual needs. Each Subcommittee Co-Chair would lead report-out on their decision points in the afternoon general session. *Copies of Subcommittee presentations and handouts are available upon request through consultant support.*

### **2:00 p.m. – Report Out: Break-Out Sessions**

Each break-out group's facilitator reported their group's results to the full PTC in Salon A & B. Report-outs included each Subcommittee's suggested approach to the Year 8 Work Plan, as well as any issues related to current year projects within their Subcommittee. Upon completion of presenting results, the floor was opened for group discussion. The findings were reported in conjunction with the Subcommittee agendas and presented in the following order:

- □ Credentialing Subcommittee – Dolores Arste
- □ Safety Subcommittee – Sgt. Vince Babich
- □ Carrier Operations – Marygrace Parker

## **Credentialing Subcommittee**

Dolores Arste, Credentialing Subcommittee Co-Chair, presented the Subcommittee meeting results to the PTC.

The status of FOT 8 projects was covered first. New York is undertaking web-enabled credentialing and proof of concept in their FOT 8 project scope. New York's estimated completion date is June, 2000, for these components. Massachusetts' project scope consists of OS/OW permitting and IRP/IFTA permits on the internet with an estimated completion date of December, 2000, for these components. Pennsylvania is currently working on their detailed design for their electronic credentialing system with expectation of completion by June, 2000. New Jersey has estimated completion of renewals, duplicate cab cards, and batch updates for larger carriers and web based for owner/operators by December, 2001.

Year 6 projects within the Credentialing Subcommittee include the Credentialing Study, only. The literature review task is nearing completion. The Subcommittee proposes the next steps to be conducted through a workshop held in conjunction with the AAMVA Motor Carrier Committee in November, 2000. This combined approach would be more cost effective as I-95 representatives will be in attendance at AAMVA's meeting. This approach would require an extension of the project until December, 2000. The Subcommittee expressed interest in possibly incorporating the Credentialing Study presentation into the AAMVA presentation to include other jurisdictions; further discussions will take place between AAMVA and Co-Chairs.

Accountability was discussed among the Credentialing Subcommittee. The group proposes a "change-in-scope" check list which would be used consistently by all states/agencies in notifying the Corridor Coalition and leadership of changes in project scopes and timelines. They also suggest a process be developed for the approval of such submissions. This effort will need to be approved by the Coalition staff.

The Credentialing Subcommittee supports the submission of a reduced-request Year 8 Work Plan. The group fully supports New York's project for a Regional Processing Center as it meets criteria as a multi-state effort and has defined end users and benefits. A detailed scope of work and project plan must be completed. The group recommends this project be funded from Year 7 Field Implementation Funding Incentives money as a first option, or submitted as part of the Year 8 Work Plan. CVISN Training and Workshop funding is supported by the Credentialing Subcommittee as a Year 8 project. The group suggests consultant support first identify training needs and states' readiness, and options for delivering training and workshops. Once this information has been gathered and a budget associated, the

Subcommittee would like to review it for approval prior to inclusion in the Year 8 Work Plan.

## **Safety Subcommittee**

Vince Babich, Safety Subcommittee Co-Chair, presented the Subcommittee meeting results to the PTC.

FOT Updates related to Safety projects FOT 7, 9, and 10, were given by attending state project managers. Updates began with FOT 10 Safety Management and included a brief overview of the project scope, current status of the budget, accomplishments, barriers encountered and lessons learned, next steps. Safety Management "Best Practices" report is being compiled and outreach tools are starting to be developed. While FOT 7 projects are almost all complete, each state gave a summary of their projects, status, and next steps. Connecticut's FOT 7 is complete and they emphasized the increased quality of the reports due to the system; they will be moving to an 800mhz system shortly. Maryland's FOT 7 experienced critical problems with the Brailley Boxes and are anticipating completion of their project in the next few months. Pennsylvania is finished their FOT 7 and will be moving to an 800 mhz statewide system shortly. Pennsylvania has a three-year cycle on laptop replacement and will soon begin this effort as well. Virginia was not represented at the meeting to offer an update on FOT 9; the group decided to proactively follow-up with Virginia to find out where they are with Electronic Screening and report back to the Subcommittee. John Orban, of Battelle, presented a summary of results from the survey of commercial vehicle inspectors from six of the Coalition states as part of the safety evaluation effort. *Copies of this presentation are available through consultant support.*

Discussions related to Year 6 projects were very brief as the funding has not been de-obligated from Pennsylvania and projects have not yet started.

The Safety Subcommittee recommended the PTC look more closely at training and workshop needs in the Corridor and determine if funding can be managed through the Year 6 and 7 money. The Subcommittee does not approve the training effort for the Year 8 Work Plan. The Subcommittee supports the continued research and discussion pertaining to CVIEW but does not recommend any funding be considered at this time. The group did support the submission of the FleetForward II project as a Year 8 Work Plan item.

The next meeting of the Safety Subcommittee will take place in conjunction with the CVSA meeting scheduled for April in Tampa, Florida. The group agreed to pursue interest in providing diesel emissions information at the roadside for inspectors, as well as providing 24-hour-a-day access to SIDLIS information. The Subcommittee is going to draft a memo regarding this topic and submit it to FMCSA and USDOT for review and support.

## **Carrier Operations Subcommittee**

Marygrace Parker, Carrier Operations Subcommittee Co-Chair, presented the Subcommittee meeting results to the PTC.

FOT 6, FleetForward, is in its final phases of operation. The second tech memo has been published and is available from the ATA Foundation. This was a very successful project as well as example of a private-public partnership. Formal evaluation must be conducted and will be completed by CSI over the next 6 months. A Best Practices document referencing FOT 10 - Safety Management was also offered to the Subcommittee through the ATA Foundation.

Year 6 project review discussions focused on the Regional Oversize/Overweight Permitting Study. A tech memo has been prepared by CSI and made available for request to the Subcommittee for review. This document will act as a starting point for the Year 7 project of Senior Management Outreach focusing on OS/OW issues. The Subcommittee and NPTC are to review the tech memo to ensure they have established the proper starting point.

The Senior Management project procurement and scope of work need to be developed. NPTC is to lead this effort and may be supported by the ATA as the Industry Outreach effort is executed. The Advisory Group is scheduled to address the issues of procurement, and subsequently development of scopes-of-work.

The Carrier Operations Subcommittee supports the submission of a reduced-request Year 8 Work Plan. The group fully supports New York's project for a Regional Processing Center as it meets criteria as a multi-state effort and has defined end users and benefits. A detailed scope of work and project plan must be completed. The group recommends this project be funded from Year 7 Field Implementation Funding Incentives money as a first option, or submitted as part of the Year 8 Work Plan. The Carrier Operations Subcommittee also supports the FleetForward II project submitted by the ATA Foundation as a Year 8 project. CVISN Training and Workshop funding is supported by the Subcommittee as a Year 8 project as well. The group suggests consultant support first identify training needs and states' readiness, and options for delivering training and workshops. Once this information has been gathered and a budget associated, the Subcommittee would like to review it for approval prior to inclusion in the Year 8 Work Plan.

### **3:00 p.m. – Next Steps and Meeting Adjourns**

Dan Smyser and Marygrace Parker summarized the meeting results and reiterated leadership's interest in supporting the PTC in accomplishing its goals. Leadership also thanked the full PTC for their attendance, participation, and support.

Consultant support is responsible for following up with the states regarding training and workshop needs, developing an approach to this task and related budget. An Advisory Group meeting will be scheduled for mid-March prior to submission of the Year 8 Work Plan on March 15, 2000. The floor was opened for any comments, suggestions or questions. All issues were addressed and Dan Smyser formally closed the CVO PTC meeting.