



## **Meeting Minutes Program Management Committee**

**January 21, 2003  
Newark, NJ**

### **1. Introductory Comments and Agenda Overview**

Nancy Ross welcomed everyone to New Jersey and opened the meeting with a review of the day's agenda. Self-introductions were made.

### **2. Reauthorization Update**

Nancy Ross provided a detailed update on the status of FY '03 funding, TEA-3, Corridor election results, and leadership changes at member DOTs. Newly appointed DOT commissioners/secretaries in the Corridor will receive congratulatory letters and information packages from the Coalition, as well as an offer to have John Baniak provide an executive briefing on the Coalition's activities and projects. The Coalition's next newsletter will feature the new DOT executives.

The following requests/suggestions were made to PMC members regarding reauthorization:

- Mention the Coalition in the agency's wish list
- Provide information on member agency reauthorization efforts
- Keep the DOT Executives, Congressional Delegations and the FHWA division offices updated on Coalition activities.

John Baniak detailed the Coalition's annual meeting with FHWA (during TRB week). That meeting was held on January 13 and provided the opportunity for discussion and feedback on the Coalition's program. FHWA representatives showed particular interest in the ISCOM, Information Architecture, EPS/CVO Interoperability, 511 and other operations/management projects and activities.

### **3. Task Force and Project Reviews/Updates**

Overview of PMC Projects – Noreen Hazelton provided an update on PMC projects and remaining budgets. Open projects include: Standards, IEN Update, ISCOM, Information System Architecture, Education & Outreach, 511 Efforts, and Information System Network Concept & Architecture.

Training Task Force – Marygrace Parker, on behalf of Mike Zezeski, provided details on current training activities:

- On February 19, the Coalition and Delaware DOT are sponsoring a knowledge, skills and assessments training session for TMC Operators.
- CVISN introductory training is complete in New England and the workshop series will commence this spring.
- Coordinated Incident Management has conducted four Advanced Incident Management Training sessions and is scheduled to hold one more of that course, and one "Train the Trainer" session.

Standards Task Force – Ed Roberts, Chair, presented an update on the INCH 3 project and other Standards Task Force activities. INCH 3 is a joint project between the Coalition and ENTERPRISE and the next phase of that project, the NTester Enhancement, will be part of the Year 11 Work Plan request. The proposed Standards Work Plan for Year 11 also includes multiple other activities. Those activities will be prioritized, combined onto one project idea form, and submitted as a Year 11 work plan project for consideration by the PMC.

Outreach Task Force – Noreen Hazelton outlined recent outreach activities and publications. John Baniak noted that he is expecting a letter from Florida DOT requesting full membership in the Coalition. South Carolina and Georgia DOT’s have expressed interest; however, no requests for membership are expected in the immediate future from those agencies. All three of the southern states have been contacted to determine interest in participating in the travelers alert map contents, publication and distribution.

Integrated System for Corridor Operations & Management (ISCOM) Task Force – Jerry Lutin, Chair, defined the ISCOM project and detailed recent activities. The initial effort was to conduct interviews of agency GIS users and providers. From those interviews, interest levels were determined and potential applications were developed. Three proof-of-concept applications (long-distance passenger trip travel, freight movement and travel to tourism destinations) were presented and discussed at three regional workshops held in November. The findings from those workshops defined the next steps for the project. The ISCOM Task Force will prepare a Project Idea Form to request additional funds for anticipated Year 11 activities.

Information Architecture – Gary Euler provided an update of the Information Sharing Architecture project. The project is designed for the consolidation and sharing of information relevant to the planning and operations of transportation management and traveler information services throughout the Corridor. The approved scope of work details the next steps, which include interviews and research (with a focus on cross-jurisdictional information sharing issues), formation of a project task force, and development of a detailed work plan.

#### **4. Business Plan Update**

Bob Pento reviewed the Coalition publications and the role of each. In discussing the Business Plan, it was noted that one section details each Program Track’s goals and objectives. The Program Management Committee has two stated goals:

1. Coordinate and Manage Cross Cutting Efforts, and
2. Provide Advice to the Steering Committee on Policy, Program, Strategic and Budget Issues.

The objectives for each of the goals were reviewed and discussed. The following comments were noted:

- The Coalition tracks all projects on a quarterly basis. It was suggested that an exception report be developed listing projects not on schedule and/or budget.
- FHWA is receptive to providing a trainee for a rotation with the Coalition.
- Efforts need to be made to not only increase participation, but also to bring new expertise to the table from existing agencies.

The draft Business Plan will be presented to the Steering Committee in April and to the Executive Board in May. The final version will be sent to the printer in June.

## **5. FY 03-04 (Year 11) Work Plan**

The Coalition's Year 11 projected earmark is \$4,100,000. Operating costs (including staff, website, TRANSCOM and support expenses) are estimated to be \$2,050,000, allowing \$2,050,000 to be dedicated to Year 11 projects.

The program development guidance provided by the Steering Committee suggested that:

- Priority consideration be given to ongoing projects
- Tracks solicit their members for project ideas
- Previously deferred projects be reviewed and reconsidered, and
- Tracks look at the long term and projects that might be funded after Reauthorization.

Previous guidance provided by the Executive Board should also be reviewed.

## **6. Work Plan Development**

Following review of current projects and activities, goals and objectives, and the guidance for the Year 11 work plan, the committee discussed development of the PMC's work plan submission.

The following comments were noted:

- Member Participation –
  - Many of the Corridor states are in a fiscal crisis; travel restrictions may impact attendance at meetings. Consideration should be given to either assisting with travel costs or conducting some meetings by video/web-conference.
  - Member agencies should be asked to designate at least one representative to each of the committees.
  - Committee members should consider a succession plan should they no longer be able to serve.
  - The ISCOM technical group will probably need travel assistance – if acceptable to the member agency.
  - A survey should be conducted to determine agency travel restrictions, video and/or web conferencing capabilities (and contact person), and limitations on travel assistance.
  - FHWA will determine if they can offer assistance in transferring funding for travel assistance.
- ISCOM –
  - There is currently \$250,000 available for the next 9-12 months of work on the project. Year 11 funding should be considered for the next phase of activity.
  - Many strategic decisions are in the future – including the costs of development and maintenance.
  - FHWA has shown high interest in this project.
  - The Task Force might consider developing ISCOM by modules; delineating regions in terms of interest. Creating modules would minimize mistakes at a somewhat smaller scale.
- Information Architecture –
  - If Year 11 funds are not provided, there may be a gap in furthering this project. Current funding will cover the creation of functional requirements.
- Outreach –
  - Approximately ½ of the funding provided for outreach in previous years went to printing and distribution of the Travelers Alert Map.

- With the upcoming Reauthorization activities and the potential for new states in the Coalition, Outreach funding for Year 11 should be at least \$400,000.
- Other Projects –
  - Program Track #2 will be conducting a 511 Forum with \$25,000 already set aside.
  - The Mid-Atlantic Rail Operations Study (MAROPS) is completed; however, the Coalition will continue to support ongoing conversations. The Intermodal Program Track will discuss the project at its Leadership Forum in May. During the Work Plan process, it is anticipated consideration will be given to extending the study.
  - TRANSCOM will be asked to provide a development plan/schedule for the IEN update.
- PMC Year 11 Project Proposals –
  - Based on the discussions and presentations, project idea forms will be prepared for the following projects/task forces:
    - Standards
    - ISCOM
    - Outreach
    - Video/Web Conferencing
    - Information Architecture (possibly)
  - The project idea forms and a ballot will be sent by e-mail and/or fax to PMC members for comments.

## **7. Upcoming Events**

The following upcoming Coalition events were announced:

- ITS/CVO Deployment Showcase – January 28 to 30
- Border Crossing/New Brunswick and Maine DOTs – January 29
- Coordinated Incident Management Information Exchange Forum – TBD
- Gary/Chicago/Milwaukee and I-95 Corridor Coalition Meeting – April 22
- Steering Committee – April 23
- Intermodal Forum – May 13 & 14
- Executive Board – May 14