

**MEETING MINUTES
PROGRAM MANAGEMENT COMMITTEE**

June 16, 1999
Newark, NJ
10:00 AM – 3:00 PM

AGENDA: See attached

ATTENDEES: See attached list

**1. Review of Organizational Roles
-PMC Dual Roles**

JR Robinson reviewed the two roles of the Program Management Committee:

- Review and recommend actions to the Steering Committee on issues related to strategic planning, budget development, overall program coordination and management, new or changed policies, and development of the annual business plan update and resulting workplan.
- Serve as the Program Track Committee for the cross-cutting program issues dealing with support of member agency ITS programs, the general support services to the Coalition and emerging ITS issues of interest to members (currently Program Tracks 1, 7 & 8).

The roles of the Program Management Committee, Program Track Committees, Steering Committee and Executive Board were reviewed as outlined in the Procedural Guidelines.

**2. Program Track Committee (1, 7 & 8)
-Mission
-Objectives/Priorities**

The Coalition has now been through the exercise of funding for Year 6 and Year 7 under the new Program Track structure. Throughout this process, various concerns and questions have developed. Listed below are some of the comments from the meeting:

- Input from Program Track Committee (PTC) chairs indicates that the time period between the PMC's review of projects and the Steering Committee is too short and doesn't allow enough time to prepare the documents.
- PTC chairs also requested a better opportunity to defend their interests and present their projects to the PMC and Steering Committee.
- Ideally, project ideas would be developed throughout the year rather than during a three-month period. The annual workplan submission to FHWA doesn't currently allow for this process. PTC's should already be considering projects for Year 8.

- Several of the PTC's have developed mission statements. It was suggested that the Program Management Committee also have a mission statement to provide guidance and consistency in the decision making process. Noreen Hazelton will draft a mission statement using the outline in the Procedural Guidelines.
- The Program Tracks 1 (Agency Support), 7 (Coalition Support) and 8 (Emerging Issues) should be combined into one track for the next Business Plan Update.
- Each member of the PMC should review the Executive Summary for Project 16: Coordination and Operational Options. A copy of that summary is attached to these minutes.
- The PMC needs to determine its role in reviewing completed projects.

A meeting of the Program Track Committee chairs is scheduled for July 29. It was suggested that, at that meeting, the following issues be addressed:

- The development of a procedure guide for the Program Track Committees
- Consultant support costs by Program Track
- Funding for multi-year projects
- Opportunity for input from the PTC's on the Business Plan Update
- Input by the Program Tracks to the screening criteria, process and schedule for project ideas
- Mission statements – request track leaders to bring copies of any statements already developed

3. Task Force Updates

Standards Task Force – At a recent meeting, the task force reviewed the Year 7 project and the INCH project, as well as Project 9B: VMS. It was requested that a scope of work be prepared for the Coalition member agency involvement in the INCH project. The Standards Task Force is currently developing a mission statement to clarify the group's objectives.

IEN Task Force – The group met on May 21 to review the details gathered to date on the Information Exchange Network (IEN). Issues fell into three time frames: immediate, near term and long term. A proposal from TRANSCOM was reviewed to supply immediate services for operations and maintenance of the IEN. Subject to some modifications, the task force is seeking approval of the proposal. The amount of the contract is estimated to be \$135,000 for six months of support. This amount includes \$20,000 in one-time, non-recurring costs. Following the six-month period, an evaluation will be performed to determine if the services should continue. There was consensus to proceed with final negotiations within the \$200,000 available for annual support (see item #4).

Clearinghouse – This project is underway, Mike Zimmerman is serving as the chair and Chris Cox is leading the NEC support team. A meeting will be held on July 25th to define the initial tasks associated with the development of a Coalition clearinghouse and the options for Clearinghouse use.

Training Task Force – The Coalition's third Information Exchange Forum was held on April 28th in Boston. Attendance was good and comments were positive. The CITE program through the University of Maryland appears to be going exceptionally well with an increase in the number of participating universities. A meeting of this task force will be scheduled.

Outreach Task Force – Currently, all outreach activities are determined on a case-by case basis and the goal of this task force will be the development of an outreach plan. John Baniak is talking with an individual who may be interested in chairing this task force.

4. Year 7 Program for Tracks 1 & 7

Mr. Robinson indicated that, based on the actions of the Executive Board, the Committee was required to reduce the funding requests for Tracks 1 & 7 from \$779,000 to \$608,100, a \$170,900 reduction. The following comments were made and actions taken:

<i>Project</i>	<i>Original Funding Request</i>	<i>Modified Funding Amount</i>	<i>Comments</i>
PTC #1: IEN Support Task Force	\$250,000	\$200,000	This amount will be reviewed with TRANSCOM and used to determine services to be performed.
PTC #1: Identification of Standards Testing Needs	\$77,000	\$50,000	It was requested that the Standards Task Force clarify the need for a scope of work for this project.
PTC #1: ITS Coverage Information System (ICIS)	\$52,000	\$50,000	Because of the relatively small dollar amount of this project, the Committee opted for only a minor reduction in the funding.
PTC #7: Outreach	\$400,000	\$308,100	Each outreach expense category was reviewed. Staff was directed to make reductions in website maintenance, legislative liaison, meeting support (exhibit booth), member inreach (information exchange forums), newsletters, and print/electronic materials.
Total	\$779,000	\$608,100	

The modifications to the projects for Program Tracks 1 (Agency Support) and 7 (Coalition Support) will be outlined in a memo to Steering Committee leadership.

5. General Support Costs

The Committee reviewed a projection of consultant support costs by program track for Year 7. This information will be provided to the Program Track Committee Leadership at the July 29 meeting. It was requested that consultant support costs be included in the Year 8 program broken out as a separate line item for each program track. It was also requested that each program track be made aware of the activities of the consultant and the impact of any reduction of service. A

more refined estimate of general support costs by Program Track will be prepared for the Program Track Leadership meeting in July.

6. Unallocated Funds Request

The following unallocated funds request was received from Program Track #2: Intermodal Multi-regional Traveler Information:

Amount:	\$45,000
Project:	Regional Traveler Information Workshops
Objective:	Several ATIS projects are being developed in the Corridor; the goal is to conduct the workshops to maximize the benefits to the regional projects by educating potential public and private sector partners.

A copy of the request is attached to these minutes. The Committee agreed that the project was worthwhile; however, there were issues regarding payment to ITS America for direct costs and services. In addition, more information on match was requested.

ACTION: The project was approved subject to resolution of the administrative issues, and a further definition of match/cost sharing.

7. Next Meeting

The next meeting of the Program Management Committee is currently scheduled for August 11th.

Attachments:

Agenda
Attendees List
Project 16 Executive Summary
Request for Unallocated Funds