



I-95 CORRIDOR
COALITION

Meeting Minutes Program Management Committee

December 7, 2000
Baltimore, Maryland

1. Introductory Comments

Nancy Ross opened the meeting at 10:00 a.m. and self-introductions were made. Federal Highway Administration was thanked for hosting the meeting.

2. Report/Summary on Executive Meeting

Ms. Ross provided a summary of the agenda and action items from the Executive Board Meeting held November 16, 2000:

Year 9 Program Guidance - Following presentations on key projects and review of several documents, the Board approved the Year 8 Guidance for use in Year 9. The Board indicated that the specifications developed in Year 8 were still applicable and should be used by the Program Track Committees to review proposed projects for Year 9.

ISCOM Update: - An activity and funding update was provided to the Board on the Information System for Corridor Operations and Management (ISCOM) project. Cost estimates for the project exceed \$5,000,000 in development costs over a two-year period. The Board approved the solicitation of a dedicated earmark for the project. Several options for presenting the project to congress were discussed, including opportunities within the Borders and Corridors program and in other pooled funds programs.

ACTION: Input and commitment from the member agencies is needed in order to achieve funding and success of the project. It was determined that the scope of work and the ISCOM slide presentation would be distributed to the agencies for comments. The agencies will be asked to respond by a specific date and also to provide support in the effort to achieve a dedicated earmark. In addition, future member education will be conducted, including a possible video conferencing presentation. Several levels of agency staff personnel should be involved in shaping the project, including planners, freight personnel and support staff. An effort will be made to secure one or more Champions to endorse the project and also have each agency name a liaison for the project

Leadership Update - The new Executive Board Leadership was named with John Platt (New York State Thruway Authority) as Chair, and Parker Williams (Maryland State Highway Administration) and John Melrose (Maine Department of Transportation) as Vice Chairs. Their terms will be for two years beginning January 1, 2001. Harry Harris will provide the leadership for a newly formed Reauthorization Committee.

General - The Board reviewed financial issues, Year 9 anticipated funding, accountability activities, key Coalition projects, and the recruitment process for Executive Director.

3. Updates on Task Forces, Projects and Funding

Clearinghouse (Coalition Connection) Task Force - Kathy Frankle reported that the Coalition Connection web site framework was complete for the time being, with minor adjustments made as needed. No major changes are anticipated at this time and the next year's funding request covers operations and maintenance. Instructions for adding information to the site have been prepared and will be distributed to the Program Track Committees. The Committee was reminded to check the calendar prior to scheduling meetings and to submit meeting dates to Kathy Frankle and Patty Reich as soon as possible.

Training Task Force - Kathy Frankle, speaking on behalf of Mike Zezeski, mentioned that the Coalition's funding of the CITE program has been exhausted and the program is now operating through the consortium of universities. At the request of the Program Management Committee, the CITE statistics and course information will continue to be provided. The Training Task Force is seeking one liaison from each Program Track Committee to assist with coordination of training activities.

Information Exchange Network (IEN) Task Force – Mary Ameen stated that the current plan for the IEN includes an upgrade to the regional architecture of the workstations. Short-term activity is now limited to preventative maintenance; the longer-term plan looks at web-based accessibility. It was suggested that a demonstration of the IEN software be presented at future meetings. The IEN Task Force will plan to meet to discuss the need for Year 9 funding. Anyone interested in participating in this task force should contact Mary Ameen or Al Karoly.

Standards Task Force – Al Karoly provided an update on the standards projects, including the INCH program. Additional Year 9 funding may not be requested; existing funding may suffice for current planned activities. The Task Force is planning to look at the broader standards issues and the assistance needed by the member agencies. It was suggested that the Coalition develop or secure a standards and architecture training program. The Committee was also reminded that FHWA will be seeking information on the Coalition's activities in the standards area.

Outreach Task Force – Noreen Hazelton reviewed the current and planned outreach activities, highlighting the Coalition's key messages, outreach elements, major accomplishments and upcoming events. A copy of the presentation is included with these minutes as Attachment #1. The Coalition has been approached to participate in and/or co-sponsor several upcoming forums (i.e., FTA, NASTO, ITS Safety Regional Forum, FHWA Regional Operations Forums, EPS). It was suggested that economic development representatives be included in the planning of the upcoming FTA/Coalition conference to provide a link between the economy and freight transportation.

Funding - John Baniak reviewed the anticipated Year 9 Project Funds, totaling approximately \$3,000,000. This includes \$1,000,000 in funds from closed projects of prior years and savings in the amount set aside for consultant support. Several initiatives have been implemented to review, monitor and track the \$51 million in Annual Work Plans for the Years 1-8. The initiatives include a review of FHWA partnership agreements, quarterly project reports, tracking of consultant support budgets, and a \$40,000 per year savings on the TRANSCOM contract.

4. Discussion of Year 9 Work Plan Ideas

It was suggested that the Committee review the projects not funded (partially or completely) in Year 8 to determine if funding for those projects should be pursued in Year 9. Two new proposals were presented for consideration as well; they are as follows:

- Project:** Coalition Connection: Operate and Maintain

Description: Four tasks are included in this project: (1) operate and maintain the existing web site; (2) make additions to the web site as necessary; (3) operate and maintain list serves; (4) database development; and (5) ITSindex.com updates.

Cost: \$98,000

ACTION: The Committee approved submission of this funding request for consideration in Year 9. It was suggested that these costs be considered as ongoing Coalition expense rather than a specific project.
- Project:** I-95 CC Business Process Re-engineering (Phase I)

Description: A study to examine the business processes and data flows within the Coalition. Phase I will examine the status quo and will make recommendations for change.

Cost: \$50,000

ACTION: The Committee recommended that the actions proceed as described under the general consulting contract and not be submitted as a Year 9 project. It was indicated that the tasks described should be performed as good business practice and no formal approval was needed.

Staffing - The Committee discussed the addition of one position to the Coalition staff as requested by Noreen Hazelton to John Baniak. The Executive Director stated, and the Program Management Committee agreed, that the individual would report to the Contracts Manager and provide assistance to the remaining Coalition staff. The details and job description are included as Attachment #2 to these minutes. The new Executive Director will be asked to consider this request early next year; if approved, the request will be submitted to the Steering Committee for consideration.

Year 9 Proposals - In summary, the following activities were discussed in reference to Year 9 proposals from the Program Management Committee:

<i>Project/Task Force</i>	<i>Year 9 Funding Requirement</i>
Clearinghouse (Coalition Connection)	Submit proposal for \$98,000 to cover operations and maintenance.
Training Task Force	No funding request currently planned. The Task Force chair will be contacted to confirm.
Information Exchange Network	The Task Force will meet to determine anticipated costs and prepare a Year 9 proposal.
Standards	No funding request currently planned.
Outreach	An estimate of costs will be prepared.
ISCOM	An estimate of costs will be prepared; it is expected that up to \$5,000,000 will be needed for development costs. The Coalition will seek a dedicated earmark for the project.
Other	If additional project ideas are developed, copies should be submitted to the PMC chairs and the Executive Director.

The project requests will be compiled and distributed to the members of the Program Management Committee by the end of January for comments. A conference call will be held during the first week of February in order to complete the proposal package and meet the submission deadline of February 15.

5. Coalition Membership

Two requests have been received for membership in the I-95 Corridor Coalition; one from New Brunswick (Canada) Department of Transportation, the other from Greater Bridgeport (CT) Transit Authority. The Committee reviewed the requests against the Coalition's membership guidelines; the following comments were made:

- Coalition expenditures are restricted to the United States and federal funds could not be used across the border.
- The Canadian affiliation would benefit both the Coalition and New Brunswick.
- The level of membership to be offered (full, affiliate or friend) is not clear. The three levels need to be re-assessed and the current membership reviewed.
- The original membership definitions were written under the ISTEA funding with reference to Priority Corridors. Those boundary requirements have faded away.
- The more members, the stronger the voice.
- The Steering Committee and/or Executive Board may need to be involved in defining membership requirements.

ACTION: Staff will review Membership guidelines and options will be presented at the next Program Management Committee meeting. In the meantime, Mr. Baniak will advise both applicants of the status of their requests that a membership guideline review is in process and a detailed response will be provided following that review

6. Policy/Procedures Manual Updates

The Procedural Manual is being updated and the outline of potential revisions and areas of focus was presented by Noreen Hazelton. A copy of the presentation is provided as Attachment #3 to these minutes. Comments on the changes should be submitted to Noreen Hazelton by January 31st. The agenda for the next Program Management Committee will include concrete proposals for consideration.

7. Next Meeting

The next Program Management Committee meeting will be held in conjunction with the Steering Committee meeting (late March or early April).

Attachments

1. Outreach Task Force Presentation
2. Additional Coalition Staff Memo & Presentation
3. Policy/Procedures Manual Updates



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Outreach Efforts

Coalition Key Messages/Themes

Glue

Learning Organization

Member Benefits



Outreach Efforts

Outreach Elements

Task Force

Coalition Connection

Program Track Coordination

Member Inreach

Industry Relations

Print/Electronic



Outreach Efforts

Reauthorization

"In-reach" Member Interview Results

- Strong interest in Coalition Services
- Corridor-wide Strategies - National Attention.
- Corridor-wide Planning & Deployment Strategies are Very Important

Next Steps

- Continue Interviews



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Update on Major Accomplishments

Stakeholders Report Completed

Presentation CD

Three versions (manual, semi-automated, automated) of presentation finalized

Speakers Kit Version 1.0 Completed

Paper recapping Coalition Success
accepted for presentation at TRB



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Update on Major Accomplishments

“Corridor News”

Winter Issue to be published Feb. 01

Alert Map

Spring/Summer Map delivered in May

Fall/Winter Map in Process

Coalition Connection Debuted in September



Update on Major Accomplishments

Member Inreach

Coordinating outreach efforts with CVO track

Track Outreach Coordination meeting held in October

FAQ long and short drafts completed

New booth options identified



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Update on Major Accomplishments

Media Relations Program

Created media mailing list

Press releases: Intermodal Forum,
CVISN Workshop, more to come

Holiday Media Advisory



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Update on Major Accomplishments

Participated in AASHTO National
Transportation Public Affairs Workshop

Followup with member agency reps,
including creating Agency PIO listserver

New Premium Items

Business Plan Completed



Planned Activities

Purchase New Exhibit Booth
Exhibit at ITS America in Miami
Continued Media Relations Activities
Continue Coordination Efforts with
Technical Tracks and Support Track
Outreach Needs



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Planned Activities

Continue Reauthorization Efforts

Develop Year 9 Outreach Budget/Work
Plan

Assess Need for New Print Materials

NTPAW 2001 Participant



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Planned Activities

Coalition Sponsored Events

January 10 - ITS America State Chapters

January 25 - Northeast 511 Workshop

March - Congressional Briefing

April - Public Information Officers' Workshop

Near Future - National Forum on Regional
Organizations

Near Future - Regional Workshop on National
Operations Initiative



Reauthorization

"In-reach" Member Interview Results

- Members continue to have a strong interest in the essential services provided by the Coalition.
- Corridor-wide Transportation strategies are attracting national attention.
- Issue testing on federal partners confirmed the importance of corridor-wide planning and deployment strategies for addressing critical transportation challenges.

Next Steps

- Continue vigorous interview process and meetings with federal stakeholders.

To: John Baniak
Fr: Noreen Hazelton
Re: Recommendation to Hire
Dt: December 5, 2000

I would like to request your consideration to the hiring of an additional staff person. I believe that current and future conditions in the Coalition lead to the conclusion that organizationally, programmatically, and financially the timing is right to hire an additional staff person.

Current Conditions/Organizational Sense

Historically, as the Coalition's programmatic areas increased so did its staff size. The Executive Director's and Contract Manager's position was added in 1998 to reflect the growth of our organization. Current conditions all lead to the conclusion that now is the time to add at least one staff member to our organization:

- Member participation, size, and requests have increased in the last two years.
- Industry Organizations Assistance/Input has increased from AASHTO, ITSA, FMCSA, Etc. We are an active participant in the national dialogue. We are meeting our goal of influencing the national ITS agenda.
- FHWA continues to expect more from the Coalition, as we are no longer a start-up organization. Reporting, programmatic requirements, along with opportunities to work closely together to advance national and regional issues are increasing.

Programmatic Sense

Program Tracks are working on more complex and challenging projects that with increased regional and national importance, which has put the spotlight on the Coalition:

- PMC – The Corridor-wide project has generated much excitement in the Coalition, national organizations, and FHWA. It has the potential to be the single most important project in our history. CITE continues to bring us worldwide acclaim and the Coalition Connection will increase our visibility, membership, request for assistance, and responsibilities to serve our members.
- CVO – Conducting the Eastern States CVISN Deployment Forum
- Intermodal Program Track is bringing a different populations from our member agencies and other industry associations and private partners to the Coalition table. Examples include the railroads, increased involvement by Port Authorities, Merchant Marine Academy, IANA, etc.

We have 81 active projects and Year 9 is just around the corner. All these projects require guidance, tracking, monitoring, and reporting by the Coalition. The Track's momentum, enthusiasm and expectations are high. Another staff person would ensure that it stays that way.

Financial Sense

Staff on loan from member organizations to the Coalition are a significantly less expensive labor source than consultants. We are salaried – no overtime pay for overtime

work – and are not monetarily compensated for our overtime. Consultants on the other hand, bill by the hour and we pay overhead too. I would recommend that the new staff person have as part of their duties the responsibility to pursue other sources of funding for the Coalition and/or members for Coalition Projects.

With the over \$1 million in additional funds recovered for Year 9 use, the timing is right to bring on an additional staff person.

The Future - Just Around the Corner

With the change in Coalition Leadership, sad inevitability of the Executive Director's Departure, New Executive Director's arrival, expiration of the ConnDOT contract, and other unanticipated and unknown conditions, the responsibilities of the staff and volunteer members will escalate considerably. A new staff person would lessen the impact of these important changes.

We have begun to gear-up for reauthorization. An additional staff person will enable the Coalition to have the organizational structure in place to ensure that funds requested could be spent efficiently and effectively.

Our reputation as a credible member-driven organization has reach an all-time high and we must take steps to ensure we can continue to maintain this reputation and continue to challenge ourselves as an organization.



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Additional Coalition Staff

It's time to hire an additional staff person. It makes sense:

Organizationally

Programmatically

Financially

Timing



Organizational Sense

Current Situation:

Member participation, size, and requests have increased.

Industry Organizations - AASHTO, IANA, MMA, FTA, ITSA, FMCSA, Rail Roads, Etc.

National Dialogue Participation – influence the national ITS agenda.

FHWA expects more - joint projects, reporting, programmatic requirements, etc.



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Programmatic Sense

Current Situation:

Projects - more challenging with regional & national importance:

ISCOM

CITE

Coalition Connection

Eastern States CVISN Deployment Forum

Intermodal Leadership Conference

80+ active projects - all require guidance, tracking, monitoring, and reporting.



Financial Sense

Staff are less expensive - no overtime.

Save on Consultant Costs.

Additional Private/Public Funding
Sources can be pursued.

Use part of the \$1 million in recovered
funds.



Timing Sense

A new staff person would help lessen the impact of all the anticipated changes in 2001 & beyond:

New Chairman

New Executive Director

New Consultant Contract

Reauthorization

A new staff person would help preserve our reputation and meet our goals



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General Job Description

Track & Monitor Projects, Work Plans, Match, 1/4 Reports, Database, Web, etc.

Work on business processes Data flows within the Coalition.

Pursue Private/Public Funding Sources for Coalition and/or members.

Meeting Coverage.

Salary Range 55-65K



Procedural Guidelines Update

Please focus on Sections:

I. Organization & Management

II. Program Development & Implementation

III. Project Management

Not many changes to:

IV. Procurement

V. Other Operating Policies



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I. Organization & Management

Membership Guidelines

Steering Committee “Leadership” Approve
PTC Chairs

Core Organizational Structure

Ex. Brd. & Steering Meetings – Twice per
year or “as needed”

Steering Committee – Rotate chairs
DOT/Toll Auth.

PMC Cross-cutting/task force responsibility



I. Organization & Management

(Cont'd)

Other Committees/Roles

Project Management Teams

Add FMSCA?

Coalition Staff

Separated Support Consultant Staff from
Coalition Staff

Management Lines of Communications

Delete



II. Program Dev't & Implementation

Strategic Planning Process

Improve diagram

Business Planning Process

Change to new schedule

Review Process Chart – Pg 11.4

Project Development Process

Change language (See Stakeholders Report & PTL Memos)

Match Credits

Change to reflect current policy



III. Project Management

Project Review Teams

Change to Project Management
Teams

Incorporate PTL Memo Information

Guidelines for Project Changes

Should Project Changes by Ex.
Director allowed at 15% or up to \$50K
be increased?