



Strategic Highway Safety Plan

FINAL

MINUTES

SHSP Data Focus Group Meeting



February 20, 2013

9:00 a.m. – 11:00 a.m.

Meeting Place: VTrans, National Life, 4th #1

Meeting called by: Mary Spicer

Type of meeting: Monthly

Facilitator:

Note taker:

Timekeeper:

Mary Spicer (VTrans), Mandy White (VTrans), Sai Sarepalli (CCMPO Engineer), Mario Dupigny-Giroux (VTrans), Susan Clark (VHSA Coord.), Lt. Andrews (DMV CVE), Ture Nelson (FMCSA), Tom Fields (GHS LEL), Sarah Kepchar (VTrans), and Josh Schultz (VTrans).

Attendees:

Absent: Jason Charest (CCMPO Eng/Planner), Jenna Protzki (VDH), Rob Craver (VTrans IT), Jeff Vigne (Co Op Ins), Karina Ware (VT YSC), Bob Thigpen (DII)

Agenda item: Action Item templates

Presenter: Josh Schultz, VTrans

Discussion: Template data fields.

Josh provided additional information related to the fields on the templates. Worked through CEA 1A/Strat.4/Action 1 Outcome, Measure and Goal.

Conclusions:

Action items

Person responsible

Deadline

✓

✓

Agenda item: Query Tool update

Presenter: Mary

Discussion: DII response.

DII responded to some questions I had about the vendor contract. DII's response indicated they felt they did not have "... pre-qualified vendors that had the qualification that we (DII) were looking for". Although they did not say specifically what those qualifications are, I am suspect that they are looking for a vendor with Open Data Standards experience and knowledge. (OD Standards is not

something we are requiring.) As a result, DII indicated they would go a full RFP. This is against what the Data Team voted upon. We had voted to go the DII route because it would likely offer a shorter timeline due to pre-qualified vendors already vetted by DII. As a result, I will be talking to VTrans IT and my Contract Admin folks to discuss available options. NOTE: at the writing of these notes, I had a very brief conversation with Contract Admin and I am scheduling time with VTrans IT lead. The contract process might be best to be done w/in VTrans, but I will let you know as soon as I discuss more w/IT folks.

Action items	Person responsible	Deadline
✓ Talk to VTrans IT for recommendations to proceed.	Mary	02/26/2013
✓ Talk to VTrans Contract Admin and discuss possibility of doing a Simplified Bid.	Mary	02/27/2013

Agenda item: Action Item Templates

Presenter:

Discussion: Team champions finished templates. Mary compiled into one document and made available for this discussion today.

Made it through 6 of the 20 templates.

There was a question as to the definition of "Update Frequency".

Determined that we will need the March meeting to complete discussion and finalize templates (20) we were tasked with completing.

Conclusions: Complete action item discussion at March 19, 2013 meeting.

Action items	Person responsible	Deadline
✓ Send action items completed to-date to Sue and VHB folks.	Mary	02/22/13
✓ Next Meeting March 19, 2013 (VTrans, 5 th floor, N513 Boardroom).	All	
✓		
✓		