



Strategic Highway Safety Plan

FINAL

MINUTES

SHSP Data Focus Group Meeting



January 29, 2013

10:00 a.m. – noon

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

Meeting called by: Mary Spicer **Type of meeting:** Monthly

Facilitator: **Note taker:** Mary

Timekeeper:

Mary Spicer (VTrans), Mandy White (VTrans), Bob Thigpen (DII), Sai Sarepalli (CCMPO Engineer), Mario Dupigny-Giroux (VTrans), Susan Clark (VHSA Coord.), Lt. Pockette for Lt. Andrews (DMV CVE), Ture Nelson via phone (FMCSA), Tom Fields (GHS LEL).

Attendees:

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

Agenda item: Public Query Tool **Presenter:** Mary

Discussion: RFP Project update.

Mary and Bob met w/Barb Cormier, DII, to discuss DII's requirements for advertising RFP via their vendor retainer list. DII brought up Open Data source/standards, but because this is not yet a familiar tool in VT, we will agree upon providing a plan for Open Data as an option in the RFP and not a requirement. Mary will work to get DII paperwork, etc. going so that we can get it all to DII and move forward.

Mary asked the Team for further comments/input on the RFP and there were none from those present.

Conclusions: Work w/DII to get RFP posted and feedback from proposed vendors.

Action items	Person responsible	Deadline
✓ Compile paperwork for DII. Work to get RFP advertised.	Mary w/help from Bob and DII.	
✓		

Agenda item: CEA Strategy Action Items

Presenter: Sue, Mary

Discussion: Action items templates.

Sue suggested the Team work through an example first, then go through all other "Data" referenced Action Items and identify the Action Champion. From there, Action Champions will be responsible for filling out their assigned Action Item templates and bring to next Data Team meeting in February.

Team agreed that this was a good process to follow.

Sue provided definitions and/or questions to ask ourselves when filling out the action item templates:

Projected Outcome- What do we want to accomplish?

Performance Measure- How are we going to measure it? (Quantifiable).

Performance Goal- What is the specific goal and over what period of time (generally, such as within a year or two or more) do we plan to accomplish the goal?

Team proceeded to work through SEA 1, Strat. 1, Action item 1 as the example.

Next, the Team worked through all other "Data" reference action items and identified the Champions. (These included all under SEA "Improve Vermont's Data in the Interest of Safety" as well as:

CEA 1A, Strat. 4 Action 1

CEA 1A, Strat. 4, Action 5

CEA 1B, Strat. 4, Action 1

CEA 1B, Strat. 4, Action 5

CEA 2B, Strat. 2, Action 1

CEA 4, Strat. 1, Action 1

CEA 6, Strat. 3, Action 1

Action items

Person responsible

Deadline

✓ Send templates w/identified Champions to Data Team members.

Mary

01/31/2013

✓ Champions fill out templates for next Data Team meeting (February) discussion.

Identified Champions

Feb. Mtg
TBD

Agenda item: Next Data Team Meeting-February

Presenter:

Discussion: Tentative: week of February 11th or Feb. 19, 20, or 21.

Mary works from State Outlook calendars first, picks out two or three date/times, then forwards to group as Doodle Poll.

Conclusions:

Action items

Person responsible

Deadline

✓ Set February Team meeting date/time. Doodle Poll.

Mary

ASAP

✓

✓

✓
