



Strategic Highway Safety Plan

FINAL

MINUTES

SHSP Data Focus Group Meeting



September 5, 2013

1:00 p.m. – 2:30 p.m.

Meeting Place: VTrans, National Life, 5th Room #513, Boardroom

Meeting called by: Mary Spicer

Type of meeting: Monthly

Facilitator:

Note taker: Mandy White

Timekeeper:

Mary Spicer (VTrans), Mandy White (VTrans), Sai Sarepalli (CCMPO Engineer), Mario Dupigny-Giroux (VTrans), Susan Clark (VHSA Coord.), Lt. Andrews (DMV CVE), Sarah Kepchar (VTrans), Rob Craver (VTrans IT), Bob Thigpen (DII), and Heather Gibbs (VSP Data Analyst).

Attendees:

Absent: Jenna Protzko (VDH), Jeff Vigne (Co Op Ins), Ture Nelson (FMCSA), Tom Fields (GHS LEL)

Agenda item: VHSA Briefing

Presenter: Kevin Marshia, VHSA Board Chair

Discussion: Brief

Kevin was unable to attend.

Conclusions:

Action items

Person responsible

Deadline

✓

✓

Agenda item: Upcoming events

Presenter: Mary

Discussion:

State Agencies' Executive meeting: will be held Friday, September 13, 2013. To brief them on VHSA progress and prepare for upcoming Annual meeting. Looking for Execs to participate at annual meeting.

VHSA Annual Meeting: will be held Tuesday, October 1, 2013 at the Chapel at the Vermont College in Montpelier. Save the date notices have been sent. The registration process information was just sent to leads and they should forward onto team members. All Focus Group team members are encouraged to attend the annual meeting. Agenda in registration email.

Mandy and Heather had already scheduled a training at the Academy, so they cannot attend.

Sai has a TAC meeting, so he will see if Eleni Churchill can attend the annual meeting.

Action items	Person responsible	Deadline
✓ Team Lead to send registration to team members.	Mary	ASAP
✓		

Agenda item: Action Item Tracking worksheet

Presenter: Mary

Discussion: Team worked on the CEA/Strategy/Action Items tracking worksheet. First worked on Special Emphasis Area #1 Action items. Champions provided Status and Comments for the spreadsheet. Then identified other CEAs where a Data Team member is the Champion...provided Status and Comments.

If you are a Champion and you need help from your Partners, contact FG Lead (contact list provided at meeting an electronically before meeting) for help.

This spreadsheet will be provided to Susan Clark. Susan will be working with Bruce Nyquist and VTrans IT to automate this spreadsheet and implement the Performance dials. The goal is to have a tool available that can serve as a "live" document, providing for (mostly) real time status/progress of our activities related to the action items.

See DRAFT tracking spreadsheet. (Mary will distribute to team.)

Conclusions: Tracking spreadsheet with Data Team input completed.

Action items	Person responsible	Deadline
✓ Send Tracking Spreadsheet work to Susan Clark and Team members.	Mary	ASAP
✓		
✓		
✓		

Agenda item: MISC

Presenter: Mary

Discussion:

Next Meeting: Data likely to meet next at the kickoff for the Crash Data Query Tool with vendor, Fountains Spatial.

Older Driver Data: Mandy to get Mary data for the September 26th Board meeting.

Performance Measures: Sue will be working w/Kevin, Bruce and VTrans IT.

Conclusions: Next meeting TBD.

Action items

Person responsible

Deadline

✓ Older driver data to Mary.

Mandy

By 9/12/13

✓ Next Data Team meeting: Likely the kickoff w/vendor for Query Tool

Mary

TBD

✓

✓
