

# Mississippi LTAP

## Advisory Committee Meeting Minutes

### September 26, 2013

#### **Present:**

Ray Balentine, Chairman  
Mike Monk, Vice-Chairman  
Carey Webb  
Pragati Srivastava  
Jeff Ely  
Lygunnah Bean

Carl Frelix  
Judy Adams  
Carr Brown  
Andrew Ellard

#### **Absent:**

Terrell Temple  
Don Davis  
Shirley Thomas  
David Taylor  
Mark McConnell  
Derrick Surrette  
Shari Veazey

The Mississippi LTAP Advisory Committee met on Thursday, March 28, 2013 at 1:30 p.m., MDOT Administration Building-1<sup>st</sup> Floor Commission Room, 401 N West Street, Jackson, MS.

Chairman Ray Balentine called the meeting to order at 1:31 p.m.

#### **Introductions:**

Ray asked each committee member to introduce him/herself. Then he stated that Shirley would give us a date and time for our next meeting. Shirley asked if March 20, 2014 or March 27, 2014 would be a good date. Judy stated that the 20<sup>th</sup> of March wouldn't be a good date for her. Therefore, the next Advisory Committee meeting was agreed to be schedule for March 27, 2014 at 1:30 p.m.

Ray went over the agenda and asked everyone to review the Fall Meeting Framework Goals. Those goals were:

- (1). To approve of March 28, 2013 Meeting Minutes;
- (2). To set next meeting date and time;
- (3). To review the program delivery highlights for current year (January – September);
- (4). To review and discuss anticipated 2014 Training Schedule;
- (5). To review the 2014 Annual Workplan;

- (6). To review and discuss the Strategic Marketing Plan;
- (7). Determine appropriate course/fee category for each course.

### **Minutes from the last meeting:**

Ray asked everyone to review the March 28, 2012 minutes;  
Ray made a motion to approve the minutes;  
Motion to accept by Andrew Ellard  
Seconded by Judy Adams  
Motion to accept the minutes; all in favor

### **Presentations: Old Business**

Shirley gave a presentation on the highlights of the LTAP Center (January – September). She began briefly going over the program dashboard data which consisted of the total number of training sessions, number of participants, number of participants' hours, newsletter circulation, average participants per workshop, and number of safety circuit rider meetings. Shirley stated she attended the Local Road Safety Peer Exchange in Atlanta, GA and the purpose was to help engage LTAP/TTAP Centers involvement in the State Highway Safety Improvement Program and Strategic Highway Safety Plan. She also gave an overview of how the LTAP Center promoted the National Work Zone Awareness Week by partnering with Mississippi Office of Highway Safety to host the 24<sup>th</sup> Annual Teens On The Move Statewide Conference, visiting Callaway High Schools and Millsap College to increase public awareness of the need of greater caution and care while driving through work zones and to increase awareness of distracted drivers and impaired drivers before students attend high school prom.

Shirley went over several conferences and meetings that the LTAP Team attended and explained the importance of each one. The following is a list of 2013 conferences and meetings attended:

- Local Road Safety Peer Exchange in Atlanta, GA in March
- Teens On The Move Statewide Conference in April
- LTAP Regional Conference in Louisville, KY in May
- LA/MS Peer Exchange in Baton Rouge, LA in June
- Mississippi Association of Supervisors Conference in June
- Mississippi Municipal League Conference in July
- NLTAPA Conference in Boise, ID in July
- STIC Meeting in September

### **Special Projects:**

Shirley went over the FHWA EDC Initiative webinars that were free of charge. The following is a list of EDC Webinars:

- Traffic Incident Management Responder. This training promoted a shared understanding of the requirements for safe, quick clearance at traffic incident scenes; reliable and open communications; and the effort that protects motorists and responders while minimizing the impact on traffic flow.

- Locally Administered Federal-Aid Projects. This webinar gave us a great opportunity to share information about policies and practices that are employed in the LPA program across the country and identified the potential to influence change in LPA project oversight and administration.

Judy asked a question about the center marketing on EDC because she wasn't aware of the Every Day Counts Webinars.

Shirley stated that the center markets by distributing technology transfer information by mail, email and fax for upcoming training and webinars. In the future, the LTAP Center will be marketing all technology transfer information to the committee members.

## **Performance Assessment Report (PAR)**

Kemba stated that each year the Center provides information to FHWA on their operations through the Program Analysis Report (PAR). Her presentation included a dashboard overview of the PAR Data which consisted of the total number of participants, number of local participants, number of state/federal participants, number of other participants and number of training sessions. The PAR included a breakdown on all the classes offered by the Center by the focus areas, including roadway safety, worker safety, work zone safety, infrastructure management, and workforce development.

Kemba gave a brief presentation on the Center's Expenditures by the months. The presentation reflected expenditures from January to August were \$66,289.24.

Carr explained the grant and the base funding for the Mississippi LTAP that it is funded by FHWA with an equal match from MDOT.

Judy asked why there was a huge spending amount for the month of July. Kemba stated that it was due to several conferences the LTAP Team attended in-state and out-of-state travelling.

## **Presentations: New Business**

Chandra presented the LTAP Strategic Marketing Plan. She listed several marketing strategies such as pricing, product/service, promotional and positioning strategies. In Pricing strategy, she stated the center will lower the cost for local government agencies and distribute coupons or vouchers for free training. In product/Service, the center will establish a newsletter.

Carr suggested electronic newsletters only.

Judy suggested not to get rid of hard copy newsletters. She suggested that hard copy newsletters are still needed because of the older generation and it would be nice to add fun elements such as crossword puzzle.

Over the next five years, she stated the center will focus on the following main goals:

- Strengthening the brand of the Center
- Expanding our target market
- Introducing new and current training products and services and transportation technologies.

Shirley submitted the 2014 Proposed Work Plan and it included the Mississippi LTA Center's strategic plan and operational goals. She stated the Center will focus on Safety, Infrastructure Management, Workforce Development and Organizational Excellence areas. The four focus areas were broken down by percentages. The LTAP Center will deliver a minimum of 50 training sessions covering all focus areas.

Shirley presented to the committee a summary of program development input from the Advisory Assessment Needs Survey from the March meeting. The following is a list of very important training sessions from the committee members: (High-Low)

- Design and Operation of Work Zone Traffic Control
- Work Zone Safety
- Road Safety Audit
- Bridge Inspection
- Flagging
- Road Drainage
- Road Safety 365
- Road Surface Management System (RSMS)
- Distracted Driving
- Ethics
- Basic Supervisory Skills
- Basic Survey
- Excavation

Other topics suggested:

- Road and Bridge Computer Software program
- Congestion Management Process
- Planning Related That Can Help MPO
- Proper Placement and Maintenance of Erosion Control

Judy invited the LTAP Center to attend 2014 ACEC Deep South Convention in Point Clear, Alabama in July.

Carl invited the LTAP Center to attend 2013 Fall APWA Conference in D'Iberville, MS in October 23-25, 2013.

### **Discussion:**

Shirley discussed the anticipated 2014 Training Sessions with the committee to get input on what other sessions needed to be added to the schedule.

Carey asked about the GIS/GPS training sessions.

Lygunnah stated using GPS equipment (IDigBest System) for mapping can be an efficient way to collect accurate information out in the field. He gave an example of digging ditches. This device will tell you if the land is level and guide you on how far to dig those ditches. He stated that this device is a machine control system which makes construction work faster and easier, but it also improves the accuracy and quality of

the work. With a machine control system, the operator can easily reach the target level without the need for corrective work.

Carey suggested adding an Erosion Control training session.

Andrew discussed the conversion of vehicles to natural gas. This is something the Center could investigate through the Natural Gas Association. He stated the advantages of natural gas include its domestic availability, widespread distribution infrastructure, low cost, and clean-burning qualities. Also, less buyers institute alternative fuel because the technology information is not there to share. He gave several examples of Freight companies and School Buses who are utilizing alternative fuels. He stated that safety was one of the LTAP focus areas. Emergency responders needed to know what to expect when arriving on scene and how to address accidents.

Lygunnah discussed what happens when you have a disaster. He stated they counties and cities leave a lot of money on the table due to lack of knowledge. There is a computer program that helps keep a track of your entire inventory. County Engineer – Jeff Dungan is the person to contact.

Shirley submitted the 2014 Proposed LTAP to the committee members.

#### Safety Circuit Rider Program

Shirley presented the program objectives:

- Focus on reducing roadway fatalities statewide.
- How approximately 38% of the fatal crashes from 2011 and 2012 are occurring on non-MDOT maintained routes.
- MDOT /FHWA are initiating this campaign to educate/ implement /identify safety projects on non-State maintained routes
- Current plans include providing crash data to County/Municipal government representatives, in charge of these non-State routes
- MDOT will assign a specific person (Circuit Rider) to meet with these agencies and assist with identifying and evaluating potential safety projects (low cost/easy to implement).

Shirley stated that the Safety Circuit Rider (SCR) Program offers the following:

- Low cost and easy to implement solutions to lower fatality numbers in Mississippi using federal and state program safety objectives as guidelines to address traffic safety issues;
- Provide potential solutions within targeted Mississippi counties.

The SCR schedule for upcoming training class was shared and each SCR contact information.

Ray asked Jeff if he has any comments. Jeff stated that he doesn't have any comments, but the staff works really hard. He commented on working on a NEPA training class and it will be ready sometimes the next calendar year.

Ray thanked everyone for coming and the LTAP Team should take suggestions that were given at today's meeting into considerations.

Meeting was adjourned at 2:43 p.m.