

LTAP Advisory Committee Meeting  
MDOT | Planning Division Conference Room  
401 N. West Street  
Jackson, MS 39212

MEETING MINUTES  
Tuesday, March 25, 2014

**Attendees:**

Mr. W. Ray Balentine, P.E., Chairman	Mr. Carl Frelix
Mr. Mike Monk, Vice-Chairman	Mr. Jerry Haynie
Ms. Judy Adams	Ms. Shirley Johnson
Ms. Necole Baker (for: Jeff Altman)	Ms. Melinda L. McGrath
Ms. Carr Brown	Ms. Glenda Rodenbaugh
Mr. Lygunnah Bean	Mr. Terrell Temple
Mr. Jeff Ely	Ms. Kemba Ware
Mr. Andrew Ellard	Mr. Carey Webb
Mr. Steve Gray	

**Absentees:**

Mr. Don Davis	Mr. David Taylor
Mr. Mark McConnell	Ms. Shirley Thomas
Ms. Pragati Srivastava	Ms. Shari Veazey
Mr. Derrick Surret	

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**Call to Order**

**Ray Balentine, P.E., Chairman**

- Welcome and Greeting
- Introduction of Melinda McGrath, MDOT Executive Director

**Melinda L. McGrath, P.E., Executive Director, MDOT**

- Acknowledgement and Recognition:

**Melinda** supports how the MDOT should be more forthcoming and transparent given that the goal of the MDOT is to serve. Ms. McGrath stated that funding is an issue for the state, cities, and counties; it's an issue for every system; working together is important to get adequate funding to meet the needs of everyone.

**Judy Adams** is recognized for her 20 years of service.

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**Item I.** Entertained motion to approve 26 Sept 2014 Meeting Minutes

**Andrew Elliott:** "motioned".

**Carey Webb:** "2<sup>nd</sup>".

**All in favor?** "1"

**Any oppose?** None.

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## **Item II. Agenda and Goals**

**Ray Balentine, P.E.**

- Agenda and Goals for Meeting
- Date/Time for Next Meeting
- Hear Highlights of LTAP Center from October to March
- Hear New Course Opportunities
- Hear Review of LTAP Assessment Data
- Understanding of LPA Procedures
- 2015 Training/2014 Calendar
- Annual Report

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## **Item III. LTAP Assessment Data/Local Agency Training Needs**

**Kemba Ware**

Slide show presentation of annual MS LTAP Needs Assessment Report

- Months/Days of Week Regarding Training
- Training Courses and Topic Ratings
- Kirkpatrick Method - Levels I and II - Used for Surveying which is what the National LTAP Recommends
- Relevancy of Training

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## **Item IV. LPA Process**

**Necole Baker**

- No Information to Hand Out
- Training Class is Thursday; another Class on September 16, 2014 at the Ag Museum.

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## **Item V. Highlights of the Center**

**Shirley Johnson**

Slide presentation on some of the highlights of the LTAP Center

- Managing Conflict and Basic Supervision
- The LTAP Center Proposed 9 Training Sessions for 2013 - Completed 42 Training Sessions
- LTAP Executive Summary & Major Accomplishments 2006-2013
- 2014 Calendar Year
- Safety Summit in Baton Rouge, LA Recap
- Upcoming Events
- Free Loaner Program
- **LTAP** Expenditures
- LTAP Website

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## Item VI. Advisory Committee Discussion on Training Opportunities

**Shirley Johnson** shared some of the training classes that she would like to add for the LTAP in 2015.

**Jerry Haynie** pointed out that some counties cannot travel because of budget concerns. Jerry asked about putting several counties together in one class setting. Travel distances, negotiable and flexible registration fees were discussed.

**Jeff Ely** talked about the Basic Storm Water Management course and MDOT's Storm Water Certification Program; the Basic course would carry LTAP's normal registration fee but the Advanced course would carry a \$250 fee.

**Certification longevity is 5 years.**

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## Item VII. Federal Highway Administration Remarks

Carr Brown from the FHWA assured the support of the LTAP.

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## Item VIII. Schedule of Next Meeting

Date: September 18, 2014

Time: 1:30 p.m.

Location: Planning Conference Room

Ray: *"Any other comments or items of business?"*

No other comments or business.

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**Meeting Adjourned:** 2:35 p.m.