

What Is LTAP?

The Local Technical Assistance Program (LTAP) is a national technology transfer initiative sponsored by the Federal Highway Administration (FHWA). The program was established in 1985 as the Rural Technical Assistance Program (RTAP) focusing primarily on meeting the technology transfer and training needs of small cities and towns nationally. The program was later expanded to include larger cities and renamed “LTAP”. A national network of LTAP Centers (one in each state, Puerto Rico, and seven Tribal Centers) has been established to serve local transportation agencies by providing training, technical assistance and technology transfer activities.

The national mission of the LTAP program is to foster a safe, efficient, environmentally sound transportation system by improving the skills and knowledge of local transportation service providers through training, technical assistance, and technology transfer activities.

The Mississippi Local Technical Assistance Program (Mississippi LTAP) – located in Jackson, MS at the Mississippi Department of Transportation Planning Division. By hosting trainings and professional development workshops and sponsoring conferences, Mississippi LTAP enables local transportation service providers to increase their knowledge and skills in the field. Also, through an extensive network of contacts with other localities, state transportation agencies, federal government, and the private industry, Mississippi LTAP can often help provide answers to local transportation problems. The service is low cost. If you are in need of technical assistance support, please refer to the “[Contact Us](#)” section of our website.

History

Local roads, highways and bridges are vital to our economic well-being and quality of life. Three million miles of roads and over 300,000 bridges in the United States are owned and maintained by local governments. Majority of the nation's infrastructure and safety issues we currently face exist on these roads.

LTAP, an acronym for Local Technical Assistance Program, was created in 1985 as part of a nationwide effort to provide the transfer of transportation technology and technical assistance to rural and local governments.

In Mississippi, the LTAP Center is housed at the MDOT- Planning Division to provide training and technical assistance and technology transfer products to local transportation agencies to enhance the efficiency of our transportation infrastructure and improve the safety of those who rely on it.

Who Do We Serve

- Consultants
- County and Municipal Engineers
- Law Enforcement Agencies
- Local Government Agencies
- Local Road Agencies
- Metropolitan Planning Organizations
- State DOT
- Tribal Governments
- Transportation Planners
- Utility Companies

Staff

Mississippi LTAP Director

Shirley Johnson (ssjohnson@mdot.ms.gov)

The Program Director manages the day-to-day operations of Mississippi LTAP. She is responsible for strategic business decisions, resource planning and allocation, financial accountability and personnel management. The responsibilities of the Program Director include:

- Develop and implement strategic business plans for Mississippi LTAP.
- Evaluate market needs on a continuous basis to ensure proper development of targeted programs.
- Promote services and programs through contacts with business representatives; local, state, and federal officials.
- Prepared training courses, user's manuals and other promotional course materials.
- Develop and submit the annual Mississippi LTAP work plan and budget to FHWA.
- Develop partnerships among other state and local agencies to provide technology transfer workshops and services.
- Represent Mississippi LTAP at regional and national meetings and conferences.
- Seek out and secure partnerships with potential program instructors.
- Oversee the development of workshop schedule and instructor selection.
- Oversee all communication efforts (program announcements, website, new announcements).
- Provide support to instructors in curriculum development.

Mississippi LTAP Program Manager

Kemba Ware (kware@mdot.ms.gov)

- Organize workshops and conferences.
- Prepare training courses, user's manuals and other promotional course materials.
- Coordinate dates and select suitable facilities for workshops and courses
- Prepare contracts with instructors
- Provide logistical coordination (training facility selection and reservation, room setup, A/V support, equipment needs).
- Answer inquiries from customers and prospects regarding courses and workshops.
- Evaluate workshop feedback.
- Facilitate workshops.
- Develop a Market Strategic Plan.

Mississippi LTAP Marketing/Information Coordinator

Chandra Jenkins (cjenkins@mdot.ms.gov)

- Process workshop registrations, prepare workshop materials, send confirmation to participants, instructors and meeting facilities.
- Collect workshop registration fees from course registrants.
- Process instructor invoices.
- Evaluate workshop feedback.
- Answer inquiries from customers and prospects regarding courses and workshops.
- Handle contracts.
- Promote Mississippi LTAP.
- Facilitate workshops.
- Develops a market strategic plan for the center.

Advisory Committee Members

The Mississippi LTAP Advisory Board consists of approximately 17 members. The Advisory Committee of the Mississippi LTAP is committed to promoting and improving knowledge and technology transfer to local entities through advisement, promotion and support of the LTAP Center.

Membership is a cross section of local agencies served by the program and is made up of professionals from the state, local roads, private industry and FHWA. The Advisory Committee meets twice a year to accomplish its activities (March & September).

The responsibilities of the LTAP Advisory Board are as following:

- A. Advised the LTAP Center staff on opportunities to enhance safety, highway safety, workforce development, infrastructure management and maintenance of local roads;
- B. Identify local agency training and technology transfer needs;
- C. Review and provide feedback and suggest improvements for LTAP Center services;
- D. Provide the LTAP Center staff with information regarding technology opportunities;

E. Act as a communication liaison between local governments, the transportation industry, and the LTAP Center Staff.

List of Members

Judy Adams, ACEC-MS
Executive Director
3900 Lakeland Drive
Suite 201
Flowood, MS 39232

Ray Balentine
Senior Project Manager
224 Commerce Drive
Suite 200
Brandon, MS 39042

Lygunnah Bean
Road Manager
Post Office Box 807
Batesville, MS 38606

Carr Brown, FHWA
Civil Rights/LTAP Specialists
100 West Capitol Street
Suite 1062
Jackson, MS 39269

Don Davis, FHWA
Assistant Division Administrator
100 West Capitol Street
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Jackson, MS 39269

Andrew Ellard
MPO Division Manager
Post Office Box 1898
Hattiesburg, MS 39403

Carl Frelix
Director, Department of Public Works
Engineer
Post Office Box 2925
Jackson, MS 39207

Mark McConnell, MDOT
Deputy Executive Director/Chief
Post Office Box 1850
Jackson, MS 39215

Mike Monk, MPO
Director of Community & Economic Dev.
Post Office Box 4935
Jackson, MS 39296

Pragati Srivastava, MPO
Administrator
125 North Main Street
Suite 450
Memphis, TN 38103

Derrick Surette
Executive Director MAS

David Taylor
Planning Director

793 North President Street
Jackson, MS 39202

Terrell Temple
President Engineering Plus, Inc.
Safety
1724 B 23rd Avenue
Meridian, MS 39301

Shari Veazey
MML Executive Director
Construction
600 E. Amite Street
Suite 104
Jackson, MS 39201

1232 Pass Road
Gulfport, MS 39501

Shirley Thomas
Director of MS Office of Highway

Post Office Box 958
Jackson, MS 39205

Carey Webb, MDOT
State Aid Engineer Road

Post Office Box 1850
Jackson, MS 39215

Minutes

Mississippi LTAP
Advisory Committee Meeting Minutes
March 28, 2013

Present:

Ray Balentine, Chairman
Mike Monk, Vice-Chairman
Mark McConnell
Judy Adams
Pragati Srivastava
Jeff Ely
Lygunnah Bean

Carl Frelix
Derrick Surette
Shari Veazey
Don Davis
Carr Brown
Andrew Ellard

Absent:

Terrell Temple
Carey Webb
Shirley Thomas
David Taylor

Guests:

Lannie Glover
Sandra Moffett
Jeff Zaharewicz
Mike Burke

The Mississippi LTAP Advisory Committee met on Thursday, March 28, 2013 at 1:30 p.m., MDOT Administration Building-6th Floor Conference Room, 401 N West Street, Jackson, MS.

Chairman Ray Balentine called the meeting to order at 1:35 p.m.

Jeff Ely, State Planning Engineer welcomed all the advisory committee members. He introduced Jeff Zaharewicz and Mike Burke from FHWA Headquarters in Washington, D.C.

Introductions:

Ray asked each committee member to introduce him/herself. He then went over the agenda and the meeting goals. Those goals were:

- (1). To review the structure and highlights of the LTAP Center;
- (2). To identify new course opportunities for the center;
- (3). To review and adopt the proposed bylaws;
- (4). To review the LTAP Needs Assessment Data and input of local agency training needs.

Presentations:

Chandra gave a presentation on the Mississippi Local Technical Assistance Program Advisory Committee role. The presentation explained the importance of the LTAP Advisory Committee is to promote and increase knowledge in technology transfer to local entities through advisement and support of the center. She also stated the purpose of having an advisory committee.

Shirley gave a presentation on the LTAP Overview. She gave an overview of the history of the LTAP, the primary focus areas (Safety, Infrastructure Management, and Workforce Development), who the center serves, the center's organizational structure and what LTAP can provide to local agencies. Also, she gave an update on the recent training workshops which included Work Zone Safety, Gravel Roads and Maintenance, Design and Operation of Work Zone Traffic Control, Retroreflectivity and Warm and Hot Asphalt.

The Center's Strategic and Operational Plans were also presented.

Approval of the Bylaws:

Ray asked everyone to read over the by-laws for adoption and if there were any corrections to the by-laws.

Andrew asked about the length of the elected positions. He said the by-laws stated one year in one paragraph and two years in another paragraph.

Jeff stated that it would be a one year term and officers could be reelected for two additional terms before rotating off.

Judy asked to be added to the permanent list.

Jeff stated that the by-laws would be changed to reflect the corrections.

Mark McConnell made a motion to adopt the by-laws, seconded by Judy Adams. Motion carried with all ayes.

Discussion:

Carl with Hinds County Public Works addressed transportation issues faced by small towns and rural counties. He stated that Hinds County has approximately 900 miles of roads in the unincorporated or rural areas of the county and that the average life span of a road before it drastically starts to deteriorate is approximately 8 to 10 years. Resurfacing roads in Hinds County within a 10 year period would cost \$5.4 million a year, but the County can only spend \$300,000 a year on roads. He suggested using rubberized asphalt to increase the pavement life span.

Lygunnah added to Carl's discussion by talking about road design, sign maintenance and communication gaps between Boards of Supervisors and Road Managers. He suggested opportunities for educating Boards of Supervisors and County Engineers on maintenance activities that Road Managers face.

Mark stated that MDOT is developing a Safety Circuit Rider Program. He added this program offers methods to identify low cost and easy to implement solutions to improve safety on non-state maintained routes, provide cities/counties with available crash data and provide some instructions on how to identify problematic roadway conditions and corresponding low cost countermeasures to help address these issues/develop projects for funding.

Ray asked Sandra Moffett to introduce herself.

Presentation:

Kemba spoke briefly on the center needs assessment surveys that were mailed out January 21, 2013. Only 41 respondents were received out of 900 surveys. Kemba reviewed the survey results and explained what types of agencies responded. Results also showed that most prefer ½ - 1 Day of Training, January – March were considered to be the training months and Tuesday-Thursday was suggested for the training days. Suggested courses included road drainage, CPR/First Aid, Customer Service for Public Official, Design and Operation of Work Zone Traffic Control, Public Works Construction Inspection and Road Safety Management Systems.

Shari and Mike suggested using an electronic survey and link it to the Center's Website.

Don made remarks about the momentum of the center being really good and we need to make sure the locals are informed and aware.

Mike Burke spoke about the transitioning and staying connected to the locals.

The committee members were asked to fill out an Advisory Committee Survey in order to identify services that could be added or improved to make the center more effective.

Meeting was adjourned at 2:52 p.m.