PM&Q Task Force Minutes
September 8, 2016 from 10:01 AM – 11:08 AM

ATTENDEES
Joe Horton, Chair
Megan Swanson, Secretary
Members: Brad Overturf, Hua Xiang, Bill Barstis, Binh Bui, Darryl Dockstader, David Jared, Hafiz Munir, Tommy Nantung, Jen Harper, Ryan Culton, Dave Huft, Ned Parrish
Friends: Ann Scholz, Ken Chambers, Enid White, Chris Hedges, Joe Crabtree
Visiting: Flavia Pereira, Maina Tran

Joe Horton welcomed all attendees.

UPDATE
Maina Tran discussed the updates to the Pooled Fund Migration status. The end date for the migration is October 18. I Engineering will physically migrate the entire site. There should not be any downtime during the work day during the work week.

The minor fixes and high priority changes (#1-4, 6-8) will be first. Some of the other items on the list that Maina provided have been addressed. Maina anticipates that the funding allotted for this contract will be enough to address all of the current issues and more. Users will also have the ability to suggest additional items to be addressed. There should also be the ability for beta testing.

Maina asked that everyone go over their users and delete and old users. David Pamplin will also be reaching out to users to update this information. When a user is "deleted", they will stay in the database as a contact, but will lose their password and log in.

Email Maina with any questions or suggestions.

LEADERSHIP ACTIVITIES
Joe Horton has changed the phone bridges. The phone number and participant password will stay the same from meeting to meeting.

Joe will send out a survey to make sure that this meeting date and time works the best. He will also survey the group to determine where we are going next and our alignment with the strategic plan. Hua Xiang will assist with this survey.

SUBGROUP ACTIVITIES

Research Implementation
Ryan Culton provided an update on research implementation. An article will be published in TR News' Implementation Issue in December or January. Hafiz Munir and Ryan will compile a list of

best practices and quick wins or results re implementation of research as well as any issues or drawbacks that states have faced. Hafiz will get the results of the survey posted on the RAC website.

David Jared is working on an article for Public Roads magazine, due November 1. David is open to ideas from PM&Q about what should go into the article. Deb Elston has given David wide latitude for the content. Right now, David is planning to focus on what SCOR and AASHTO RAC are doing (e.g. Task Forces). Chris Hedges suggests that David share the draft with the Task Force.

Program Management Tools
Tommy Nantung shared that the High Value Research items have been migrated. The next submission of the HVR will be in March. Tommy will test the website and do some test submittals. There was money included in the TRP contract for updates to the HVR site. Tommy and Maina Tran will discuss potential updates to the RAC site and connecting anyone with suggestions to the website working group.

Intellectual Property
Enid White reiterated that everyone should read NCHRP Report 799 Management Guide to Intellectual Property for State Departments of Transportation and also watch the associated webinar.

Jason Bittner with ARA is hoping to propose some state specific workshops to tailor the 799 findings to "pilot" states. The scope would be to identify the critical issues with the DOT and their partners, engage them, and use the workshop to refine tools presented in 799 for application in the agency. He has two states identified and is looking for a third to include in his proposal for NCHRP 20-44 funding.

Chris Hedges suggested that Jason Bittner and Waseem Dekelbab touch base on implementation issues.

This item will stay on our agenda and can be discussed as needed.

David Jared and possibly Jason Bittner will be asked to provide an update at the next meeting

Personnel/Administration
David Jared will ask Barbara Harder to update on the review of peer exchanges and best practices for our next meeting.

David will come up with a one-pager on what PM&Q would like to do with the information on staffing levels and skill sets for research staff. David is interested in how to widen the breadth of this issue through (potentially) contractual staffing. There may also be the opportunity to work with academics on this research. David will put together a rough draft and then will work

with Chris Hedges. It would be nice if we could also talk about how to include this in curricula for new engineers and/or Ahead of the Curve. It was noted that many research professionals are not engineers, and that we also should keep that in mind in these discussions.

Open Discussion
- Megan Swanson asked for any changes to the July minutes and the approval of the minutes.
- Research Deliverables will be on the agenda for the next meeting
- TKN is looking at open data issues. At the leadership call, Joe Horton and David Jared will bring this up to see if there is a role for PM&Q in this issue.
- Task Force Chairs are meeting quarterly.
- There will be a leadership call today.
- Hua Xiang will help Joe with the surveys discussed in Leadership Items.

WRAP-UP
The meeting adjourned at 11:07 am, and the next call will be December 8 at 10am CT.