

**PM&Q Task Force Minutes**  
**March 15, 2018, 1:02 PM (EDT) – 2:06 PM**

**ATTENDEES**

Joe Horton, Chair

Joe Crabtree, Vice Chair

Members: David Jared, Hafiz Munir, Tommy Nantung, Hua Xiang

Friends: Ann Scholz, Ken Chambers, Pat Casey

Joe Horton welcomed all attendees.

**GENERAL UPDATE**

Joe Crabtree is the new Co-Chair. David will add Joe Crabtree to the RAC Leadership monthly call.

[ACTION item #1 – completed]

Last meeting minutes were approved and posted on the RAC website.

**SUBGROUP ACTIVITIES**

**Research Implementation:**

Joe Crabtree is the Co-Chair of the subgroup, together with Hafiz Munir. Binh Bui is the Secretary. They are finalizing the subgroup roster.

Joe Crabtree shared that they had a conference call on February 14<sup>th</sup> (quarterly conference calls in the future). The results from the survey to RAC last year were synthesized. A subgroup Charter was developed. \*Joe Horton has shared with PM&Q the draft Charter. [ACTION item #2 – completed]

Hafiz Munir thanked Joe Crabtree for taking on the subgroup Co-Chair role, and for his contribution to the Charter and other subgroup activities.

David Jared asked whether the Charter explicitly clarifies the group's relationship with other implementation groups, such as Sid Mohan's NCHRP implementation program, and expressed that the group need to make sure its effort is not duplicative. Joe Crabtree confirmed that the Charter does explicitly discuss collaboration with other groups.

Pat Casey, as the out-going Chair of the TRB T2 Committee, clarified that the TRB committee focuses on measuring/tracking implementation and linkage from research to implementation. This PM&Q group is more practitioners-oriented. Pat Casey will become a member of the subgroup.

**Program Management Tools:**

Tommy Nantung shared that the updated pooled fund website (<http://pooledfund.org/>) was launched on March 2<sup>nd</sup>. The new site has better functionalities. A service-ticket system through MyTRB is now in place for update requests to Natassja. The HVR submittal site (a small portion of the old RPM site) is also maintained by TRB. Source code was archived, and the full RPM site can be resurrected if needed. Joe Horton mentioned that Region 4 is doing the HVR voting through the site, similar as last year. Natassja has granted Utah the rights, and the voting system worked really well last year.

**Personnel/Administration:**

Peer Exchange 20-111G – David Jared shared that the project has been completed. TRB received comments on the report in February and the general findings have been shared with RAC. The next step is to come up with recommendations for FHWA to update its peer exchange policy. \*\*David Jared will share the two documents (research results + guidance) with RAC and gather comments in 2-3 weeks. The four RAC members who served on the project panel (David Jared, Joe Horton, Brian Worrell, and Elisha Wright-Kehner) will work with FHWA (John Moulden) to possibly update the policy. [ACTION item #3 – David Jared]

Staffing Level 49-07 – Ann Scholz serves on the panel. Consultant was selected. A 54-question survey questionnaire was reviewed by the panel. The next Face-to-face panel meeting is in June. Both staff skillsets and program level performance measures will be surveyed and put into the synthesis. David Jared shared that the Southeastern Transportation Consortium is working with the University of West Virginia to study project-level performance measures. The report will be published soon. Joe Horton clarified that PM&Q's role in this project will be result dissemination and communication. We will monitor what comes out of it and look into how states can use the results.

#### **Quality and Timeliness of Research Deliverables:**

This subgroup started after the last RAC meeting. Brad Overturf (ConnDOT), Sue Sillick (MTD), and Ned Parrish (ITD) were involved. A white paper was developed on this topic. Joe Horton will follow up with Brad Overturf to clarify whether this is more of an ad-hoc committee or an on-going subgroup. [ACTION item #4 – Joe Horton]

**Intellectual Property:** PM&Q is monitoring the subject. No updates received.

#### **OPEN DISCUSSION**

Joe Horton and Joe Crabtree lead the discussion about subgroups. Things we as a task force need to focus on:

- How to implement peer exchange study results.
- Identify leadership of the research deliverable subgroup.
- We shouldn't have too many subgroups – focus on key subject areas.
- Subgroups should have clear decisive end products – define them.

Discussions followed on whether to limit only two members from each region. The answer is no. We want to get at least two members from each region.

The task force member roster on RAC website was briefly reviewed. Joe Horton will send a ticket request to Natassja to: [ACTION item #5 – Joe Horton]

1. Add Joe Crabtree (member and Vice Chair) and Pat Casey (friend and subgroup member).
2. Change Jason Bittner's affiliation to ARA.
3. Remove Ryan Culton and Steve Bower.

The PM&Q Task Force website (<https://research.transportation.org/rac-task-forces/program-management-and-quality-task-force-pmq/>) needs to be updated. All PM&Q members were asked to review and comment. [ACTION item #6 - Everyone]

Joe Horton thanked everyone for today's active participation. The meeting adjourned at 2:06 PM EDT.

Next Meeting: **June 28<sup>th</sup>, Thursday, 1 PM EDT.**