

PM&Q Task Force Minutes
June 28, 2018, 1:02 PM (EDT) – 1:58 PM

ATTENDEES

Joe Horton, CalTrans, Co-Chair
Joe Crabtree, Kentucky Transportation Center, Co-Chair
Hua Xiang, Maryland DOT, Secretary

Members:

Jen Harper, Missouri DOT
Meredith Heaps, South Carolina DOT
Dave Huft, South Dakota DOT
Hafiz Munir, Minnesota DOT
Tommy Nantung, Indiana DOT

Friends:

Jason Bittner, Applied Research Associates, Inc.
Pat Casey, CTC & Associates
Barb Harder, B.T. Harder & Associates
David Kuehn, FHWA
Ann Scholz, New Hampshire DOT
Sue Sillick, Montana DOT
Enid White, Wyoming DOT
Rhea Vincent, Mississippi DOT

Others:

Dan Kraft, (affiliation?)

Joe Horton welcomed all attendees.

GENERAL UPDATE

Most items on today's agenda will be discussed more extensively at the face-to-face meeting on July 25th in Wichita RAC conference. Joe Horton is not able to travel to Kansas and Joe Crabtree will lead the task force meeting in Wichita. Hua Xiang will not attend. Need a volunteer to record meeting minutes.

[\[Follow-up item #1\]](#)

PM&Q roster (in spreadsheet format) was more current than the PDF roster on the RAC website. Joe Horton will send the spreadsheet version to the whole group for updates. The PM&Q group will finalize the roster and add new members at the Wichita meeting. We will convert the final spreadsheet to PDF and send to Natassja to update the website version.

Joe Horton asked the group for opinions on the member/friend category on the roster. The only difference is that a member can vote while a friend cannot. As a task force, we do not have many items to vote on. Joe Horton mentioned that the task force Action Plan vote will be one in near future. Joe Crabtree explained that the controlled member list is to guarantee distributed participation from each AASHTO region, while friends can be anyone who is interested. The group decided to leave it as is. Everyone can voice their concern on all task force matters.

Joe Crabtree contacted Rick Kreider to find out whether there will be call-in capability offered at the Wichita meeting. Joe Horton will provide the group with a conference call number or webinar link depending on what is available there.

The group discussed the draft agenda for the July 25th face-to-face PM&Q meeting.

- PM&Q Action Plan will be handed out at the meeting. Joe Horton will send it out after this call so that members and friends can review beforehand. *[Follow-up item #2 – Joe Horton]*
- The group needs to spend substantial time in discussing PM&Q goals. “*What did we accomplish this year?*” “*What do we want to accomplish this year?*” Barbara Harder asked to add a discussion on how the task force interacts with the “Ahead of the Curve” (AOTC) program in the Action Plan. Specifically, she asked the question, “*How can PM&Q take advantage of AOTC to promote better training for program management?*”
- At the meeting, Enid will provide a 3-5 minute overview of the new General Data Protection Regulation (GDPR) effective May 2018.

SUBGROUP ACTIVITIES

Research Implementation:

Joe Horton complimented the subgroup for their recent accomplishments and thanked them for their active participation.

Joe Crabtree shared that the subgroup roster and Charter have been approved by the members. The next goal will be to improve the subgroup’s web presence. Bihn Bui and Joe Crabtree are working on the web presence. The subgroup will be carrying out the following actions:

- Find a better way to archive and present current information related to implementation. RPPM is a good site, but it is a little hard to find the implementation information.
- Publicize the working group at TRB committees.
- Support other organizations’ implementation activities.

Next subgroup conference call – August 8th 3 pm EDT. Anyone interested in participating, please contact Hafiz and Joe.

Program Management Tools:

Tommy Nantung shared that things related to the websites (TPF and RPM) are going along well.

Personnel/Administration:

Peer Exchange 20-111G – Final report is now available. The next step is for the NCHRP project panel (lead by David Jared) to compare the report and FHWA policy, and recommend changes to the latter. David Huft and Sue Sillick said they are willing to help review the report and recommend changes.

Staffing Level 49-07 – Second face-to-face panel meeting just happened on June 26th. The survey achieved 88% response rate(!). The synthesis was summarized in a good format and included five case studies. The second draft report will be submitted in August. Final report expected in late 2018 or early 2019.

AOTC Update –

- The 4th core course will be offered in Wichita.
- Electives are under final review by NCHRP 20-105 panel.
- Four electives will be offered as webinars later this year.
- ARA/TTI team on board rest of CY 2018.
- Intro courses nearly revised by AOTC joint subcommittee.

- AOTC final home still under discussion.

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. [\[Follow-up item #3 – Joe Horton\]](#)

Intellectual Property: Software related inventions: Enid White is reviewing cases and will update the group next time.

Joe Horton thanked everyone for today's active participation. The meeting adjourned at 1:58 PM EDT.

Next Meeting after Wichita: **September 20th, Thursday, 1 PM EDT.**