

PM&Q Task Force Minutes
June 20, 2019, 1:02 PM (EDT) – 1:53 PM

ATTENDEES

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

Members:

Emily Parkany, Vermont AOT
Jen Harper, Missouri DOT
Megan Swanson, Illinois DOT
David Huft, South Dakota DOT
Kevin Pete, Texas DOT

Friends:

Sam Cooper, Louisiana DOT
Ken Chambers, Nevada DOT
Sue Sillick, Montana DOT
Jason Bittner, Applied Research Associates, Inc.
Chris Kline, CTC & Associates
Brian Hirt, CTC & Associates
Sid Mohan, TRB
David Ooten, Oklahoma DOT

Meeting started @1:02 PM

Welcome – Joe Horton
Roll call – Hua Xiang

General Updates

Webpage

- Joe H. shared a draft of the simplified webpage and will send out for comments ([current webpage](#)) *[Follow-up item #1-Everyone: Review and comment. Update: Joe Horton sent webpage to PM&Q on 6/21/19 with a 7/11/19 due date. This will be on the agenda for the meeting in Santa Fe.]*
- Sue: please change the name “subgroups” to “working groups” to be consistent with other RAC task forces.

PM&Q 2019 Meetings

- Thursday, March 21, 2019, 1 PM Eastern
- Thursday, June 20, 2019, 1 PM Eastern (today)
- Tuesday, July 23, 2018, 10:15-12:00, In person, Santa Fe, New Mexico *[Follow-up item #2- Joe H.: Make the decision whether to request a phone line for remote participation. Update: after the RAC 4 meeting, Joe determined not to pursue a phone line.]*
- Thursday, September 19, 2019, 1 PM Eastern
- Thursday, December 19, 2019, 1 PM Eastern

Discuss in Person meeting in Santa Fe - Report Out

- New Members (Name & State)

- Goodbyes (Name & State)
- 2018-2019 Accomplishments [*Follow-up item #3-Working Group leaders: send accomplishments and goals to Joe Horton by July 16th; send roster changes to Hua*]
- 2019-2020 Goals & Activities
- Pictures

Working Group ACTIVITIES

Program Management Tools – Sue:

- RPPM website migration has been completed. A webinar on the new website is in planning and it will be discussed in the “Your Role in RAC” session at Santa Fe.

Research Implementation – Joe C.:

- Last meeting was on April 10th. June 12th meeting was cancelled.
- Web presence review is in process
 - Will create a homepage on RAC website and can be linked from PM&Q webpage.
 - Will continue to use RPPM as a central location to host implementation-related documents.
- Best practices for implementation
 - Sid confirmed that NCHRP 20-44 approved funding for Hafiz’s problem statement on identifying/disseminating implementation best practices in peer exchange reports.
 - Work will start in July.
 - Dissemination of best practices – a session on “Mainstreaming Implementation” is scheduled for Wednesday morning at Santa Fe.

Personnel/Administration – no update

Quality and Timeliness of Research Deliverables – Jen:

- Three leaders met in the past quarter.
- The group is gathering information from RAC regions on time limits and quality measures.
- Hope to put together something to share at the summer meeting.

Research Performance Measures – Emily

- The group had a teleconference on May 2 with 8-9 enthusiastic participants
- Considering doing a literature review to determine what we should be looking at
- Already have a fairly lengthy list of topics; there are many different ways of slicing and dicing this topic.
- Hope to report on next steps at the RAC Summer Meeting
- Sue noted that she was at a peer exchange last week, and this was one of the topics discussed.
- Joe noted that we shouldn’t try to bite off too much at once. We need to take manageable pieces.

Monitoring Activities:

Intellectual Property and Copyright Issues – Jason

- A well-attended TRB Webinar on May 21st.

OPEN DISCUSSION

Santa Fe task force meeting agenda was discussed. Ideas for open discussion items at Santa Fe meeting:

- Update/more details on the approved 20-44 task on implementation. *[Follow-up item #4-Ask Hafiz and Sid to provide this update.]*
- Sid will provide a short update on the proposed FHWA/AASHTO webpage for innovations and implementation programs. *[Follow-up item #5-Joe H.: invite Glen Page and Tom Harman to discuss the proposed webpage.]*

The meeting ended @1:53 PM

Next meeting: Tuesday, July 23, 2019 in Santa Fe, 10:15-12:00 Local