

PM&Q Task Force Minutes
September 19, 2019, 1:00 PM Eastern
Webex

ATTENDEES

Joe Horton, CalTrans, Co-Chair
Joe Crabtree, Kentucky Transportation Center, Co-Chair

Members:

Emily Parkany, Vermont AOT
Darryl Dockstader, Florida DOT
Hafiz Munir, Minnesota DOT

Friends:

Ann Scholz, New Hampshire DOT
Deirdre Nash, New Hampshire DOT
Ken Chambers, Nevada DOT
David Ooten, Oklahoma DOT
Gary Hook, Oklahoma DOT
Jason Bittner, Applied Research Associates, Inc.
Chris Kline, CTC & Associates
Brian Hirt, CTC & Associates

Welcome – Joe Horton

Roll call

Discuss Santa Fe Meeting

1. Joe H. asked for comments about the meeting:
 - a. David Ooten noted they he liked the poster session
 - b. Emily thought we had a good turnout for the PM&Q Meeting
 - c. Joe C. appreciated how the task force acknowledged and celebrated accomplishments.
 - d. Joe H. noted that he was very happy with the accomplishments for the subgroup working on the Quality and Timeliness of Research Deliverables. We then discussed if it would be a TRB Paper.
 - i. Jason shared that they could not create a paper in time for this year’s TRB Annual Meeting
 - ii. Emily asked if the group would like to possibly present at a TRB Session. Emily will be working with Conduct of Research and they may have a slot.
 - iii. Joe H. noted that it would be best to get a paper and then a presentation.
 - iv. It was agreed that Emily would talk with Jason and Jen to determine how they want to proceed with either pursuing a TRB paper next year, a TRB presentation this year, or some other method of publication.

General Updates

1. Joe H. noted that David Jared is retiring from Georgia DOT and will be joining TRB/NCHRP. We should all congratulate him.
2. Joe H. shared that at the last RAC Leadership call that TRB will be implementing a new NCHRP, ACRP, Synthesis, etc. process for submitting panel nominations. It will be through mytrb.org.

Items from Previous meetings

1. Hua updated the PM&Q page on the RAC website. Everyone is encouraged to review the site and send any comments to Hua.
2. David Jared had asked FHWA to post NCHRP Repot 20-111G about peer exchange best practices. After the meeting, Joe H. found out that FHWA cannot host the document. It was decided to put a link on the FHWA website to the report, which is posted on the TRB website.

Working Group ACTIVITIES

Research Implementation – Joe C. and Hafiz:

- Joe C. noted that there has not been a recent meeting
- Joe C. and Hafiz shared the NCHRP 20-44 synthesis on identifying/disseminating implementation best practices in peer exchange reports has a meeting next Wednesday. TRB has hired a consultant. They believe it is CTC & Associates. (*Brian Hirt later confirmed that it is CTC & Associates. Contract was executed and kick-off meeting help in late September.*)
- Emily noted to Joe C. kudos for the “Mainstreaming Implementation” session that was held in Santa Fe.

Program Management Tools – Tommy:

- No update at the meeting

Personnel/Administration – David Jared:

- Need a new person to handle with Dave’s departure.

Quality and Timeliness of Research Deliverables – Jen:

- No update.
- The issue about a TRB presentation or paper was covered earlier in the meeting.

Research Performance Measures – Emily

- Emily is asking Tommy about the RPM web tool.
- The team has a new list of references. The list was created by Sue Sillick.
- Emily is looking to get a meeting in the next couple weeks to get organized. They will most likely develop a list of criteria to help focus their review of the references.

Monitoring Activities:

Intellectual Property and Copyright Issues – Enid

- No update

Adjournment

Next meeting Thursday, **January 30, 2020**, 1 PM Eastern