

PM&Q Task Force Virtual Meeting

July 16, 2020

1 PM - 2:00 PM EDT

Via Webex

Meeting number (access code): 145 906 0092

Meeting password: QPKVJMmX435

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1. Roll Call

AASHTO Region	NAME	Member or Friend?		AASHTO Region	NAME	Member or Friend?	
1	Emily Parkany, Vermont AOT	Member	X	4	Joe Horton, California DOT	Chair	X
	Ann Scholz, New Hampshire DOT	Friend	X		Dave Huft, South Dakota DOT	Member	X
	Deirdre Nash, NHDOT	Friend	X		Ned Parrish, Idaho Transportation Department	Member	
	Dale Peabody, Maine DOT	Friend	X		Kevin Pete, Texas DOT	Member	X
					Enid White, Wyoming DOT	Member	X
2	Joe Crabtree, Kentucky Transportation Center	Co-Chair	X		Ken Chambers, Nevada DOT	Friend	
	Darryl Dockstader, Florida DOT	Member	X		Sue Sillick, Montana DOT	Friend	X
	Meredith Heaps, South Carolina DOT	Member	X		Dianne Kresich, Arizona DOT	Friend	
	Sam Cooper, Louisiana DOT	Friend			Gary Hook, Oklahoma DOT	Friend	
	Rhea Vincent, Mississippi DOT	Friend	X		Teresa Stephens, Oklahoma DOT	Friend	X
	Allison Gwinup, Tennessee DOT	Friend	X	Matt Miller, Texas A&M	Secretary	X	
	Chris Dailey, Arkansas DOT	Friend	X	Phillip Hempel, TxDOT	Friend	X	
	Brad McCaleb, Arkansas DOT	Friend	X	Rod McDaniels, Utah DOT	Friend	X	
Melanie Murphy, TNDOT	Friend	X	Mark Fischer, Nebraska DOT	Friend	X		
3	Hafiz Munir, Minnesota DOT	Member	X	David Stevens, Utah DOT	Friend	X	
	Tommy Nantung, Indiana DOT	Member	X	Barbara Harder, B.T. Harder, Inc.	Friend		
	Jen Harper, Missouri DOT	Member	X	Jason Bittner, ARA	Friend	X	
	Diane Gurtner, Wisconsin DOT	Friend		Chris Hedges, NCHRP	Friend		
	David Behzadpour, Kansas DOT	Friend		David Kuehn, FHWA	Friend		
				Chris Kline, CTC & Associates	Friend	X	
				Brian Hirt, CTC & Associates	Friend	X	
				Sid Mohan, TRB	Friend	X	
			John Moulden, FHWA	Friend			
			Jack Jernigan, FHWA	Friend			

2. Help with Minutes

- a. Matt will be taking the minutes.
- b. Emily Parkany and Kevin Pete volunteered to assist with review of minutes.

3. Joe Horton and Joe Crabtree share with new attendees the goal and mission of PM&Q

- a. Primary goal of the PMQ task force is to canvas RAC on key areas to improve management and quality of research done by State DOTs.

- b. Based on survey to RAC, key issues are identified and assigned to temporary task force working groups within PMQ. For example, implementation was a key issue and the task force working group for implementation was formed. Others were IP in research. Currently, research performance measures is a task force working group.
 - c. Task forces do not go on forever- time frames are set, work is done, and then they end.
 - d. Joe Horton encouraged those with special interests in PMQ to join these working groups to help the work get accomplished.
- 4. Last meeting was via teleconference on May 21.**
 - a. Meeting minutes are available on the PMQ website (https://research.transportation.org/wp-content/uploads/sites/31/2020/06/2020-05-21_PMQ-Minutes.pdf).
- 5. Updates to Roster**
 - a. **No members departed or were added.**
 - b. **Several new friends joined including:**
 - Dale Peabody, Maine DOT
 - Phillip Hempel, TxDOT
 - Rod McDaniels, Utah DOT
 - David Stevens, Utah DOT
 - Allison Gwinup, Tennessee DOT
 - Melanie Murphy, Tennessee DOT
 - Brad McCaleb, Arkansas DOT
 - Chris Dailey, Arkansas DOT
 - Mark Fischer, Nebraska DOT
 - Ann Scholz, NH DOT
 - Deirdre Nash, NH DOT
 - Chris Dailey, Arkansas DOT
- 6. General Updates**
 - a. (Related to the Quality and Timeliness of Deliverables Working Group): Teresa Stephens at Oklahoma DOT indicated that one issue she'd raise is getting a better definition of research deliverables going into a research project as part of the proposal process. According to Teresa, research projects often don't align with available subject matter expertise within their state DOT research program staff, resulting in lower quality deliverables due to inability to follow the details on the part of the assigned staff.
- 7. Subgroup Activities**
 - a. *Research Implementation*
 - Joe Crabtree advised that this working group last met June 10th.
 - Accomplishment includes the initiation of idea for NCHRP 20-44 (21) (Synthesis of State Peer Exchanges and RPPM) which is finalizing and will have results presented in the RAC summer meeting Tuesday, July 21 1:00pm ET. This research synthesized final reports from the RPPM database and state peer exchanges distilling research implementation state of practice found in both sources.
 - Reports available here: <https://apps.trb.org/cmsfeed/TRBNetProjectDisplay.asp?ProjectID=4831>
 - b. *Program Management Tools*
 - Tommy advised the group met last May 29th, 2020.
 - Tommy indicated this working group oversees the RAC website, which contains three subsites- RPPM, Transportation Pooled Fund Study, and High Value research websites containing Sweet 16.

- Each website is represented by a subgroup. For example, TPF study website has 5 oversight members.
 - Joe Crabtree advised of a transportation pooled fund solicitation (#1530) headed by the KY Transportation Cabinet to develop a new, web-based research project tracking system based on common functional requirements for the participating states.
 - Sue Sillick clarified that the RAC website oversight group approves work plans for website enhancements and funding for website improvements/enhancements/migration that is adequate for stability and internal to TRB and AASHTO.
- c. *Quality and Timeliness of Research Deliverables*
- Joe Horton advised that this group may move into a monitoring stage, watching the current state of practice to determine if work is needed in the future. If not, it will be disbanded.
 - Jen Harper advised that the genesis for this group was poor quality of research deliverables including final reports as well as timeliness of these deliverables and asking for extensions. The quality and timeliness of research deliverables group conducted a 2019 survey of state DOTs and results are available here: https://research.transportation.org/rac-survey-detail/?survey_id=473
 - Enid White advised that they would like to do another survey and update results and the group agreed to pursue an update to the survey. A paper may also be forthcoming based on the survey results over time.
- d. *Research Performance Measures*
- Emily Parkany advised that 25 sources have been examined and findings were recorded into a template. Next steps are to glean whether consistent information from findings can be provided to transportation research managers. After RAC, Emily will send out a scheduling poll and the goal is to provide guidance by January 2021 timeframe.
- e. *Monitoring Activities*
- Enid White advised she is tracking changes to copyright and software via federal acquisition rules. Software can be patented and copyrighted and monitoring of patent cases will help inform the group as to potential IP issues forthcoming.

8. Open Discussion

- a. STIC- state transportation innovation council
- Ann Scholz advised that she assisted in executing a survey inquiring how state DOTs are managing their STIC program funds equal to \$100k per year. Responses indicate approximately 12 research staff had roles coordinating the STIC for their state DOT. Typical workload included:
 - Coordinating incentive funding,
 - submitting progress reports,
 - setting up quarterly meetings,
 - drafting and getting charter approved.
 - Ann advised that the learning curve is difficult because it is a new responsibility for many state DOTs. She has an action plan moving forward and is working with Stephanie Dock to set this up within RAC's Collaboration and Communication Task Force or the AASHTO Innovation Community of Practice (ICOP). For now, it isn't within PM&Q's purview.
 - Emily Parkany, and Jen Harper volunteered to join Ann.
- b. AASHTO ICOP

- Joe Horton advised he is the vice-chair of ICOP. If there is interest in joining, send him an email. Joe advised he will get Ann integrated into the ICOP agenda.

9. Adjournment