

Meeting Minutes**1. Opening Remarks & Introductions**

- Gina Beretta – NHTSA – via phone
- Mark Keeffe – MDT - SHTSS
- Kraig McLeod – MDT – Traffic and Safety
- Jim DeTienne - EMSTA/DPHHS
- Kathy Ruppert – DOJ/BOCC
- Kathy Wilkins – DOJ/BOCC
- Bill Tuck – MDT
- Kevin Kauska - MDT
- Kathy Harris – KLJ
- Audrey Allums – MDT
- Michele Snowberger – MVD
- Janet Kenny – MDT
- Christopher Dorrington – MDT Planning
- Pam Langve-Davis – MDT Planning CHSP
- Greg Pierson – DOJ/IT/PMO
- Dennis Hult – MDT/MCS

2. Review/approve/edit minutes from December 16, 2015 meeting

- Approved

3. Financial Statement

- Attached at end of minutes

4. Action items from last meeting

- Draft TRCC Strategic Plan review
 - Kathy Harris – Powerpoint update on TRCC strategic plan
 - Funding/Fiscal report still in draft
 - Is there a TRCC goal of limiting carry-over funding?
 - Not a goal, but carry-over is an important feature of TRCC, and needs to be an active item in budget management
 - Should the vertical categories in the new strategic plan metric be identified as needing to be complete by the end of the 5 year plan?
 - No. Dennis Hult comment that strategic plan needs to be a “living document” and that the strategic plan metric should be used to identify TRCC projects
- Discussion on the “active” nature of the TRCC in appropriate projects
 - TRCC as a lead project developer or reactive committee supporting traffic records activities?
- TRCC application process
 - How does one know how to apply?
- Should the TRCC solicit projects?
- Are there players/groups/parties missing from the TRCC?

5. Traffic Records Project Updates

- WBCR – actively contacting larger LE agencies, looking for ways to electronically link local crash reporting into the MHP statewide crash database
- TDMS – Becky Duke dropped into meeting for an update.
 1. Going live August 1, 2015
 2. Project should wrap up by 6/30/2016
 3. Currently doing year end processing using both systems
- JCRS – Michele Snowberger – JCRS activity is dependent on the Full Court Enterprise upgrade, so in a holding pattern at the moment

6. New Business

- Jim DeTienne – EMS database update
 1. Contracted out this week
 2. looks like low bid is a big player,
 3. should make folks happy
 4. EMS will be able to use tablets
 5. Lots of useable reports
 6. 90-120 days testing then roll out
 7. Version 3 of national standard
 8. Some paper users will have some transition pain
 9. Tablets may be considered in SHTSS reimbursement application program
 10. Budgeted \$300K for database, looks like \$380K will be needed, DPHHS may be applying to TRCC for funding in the very near term

7. Around the table

- TRCC should engage agencies with solicitations (DOJ)
- Michele Snowberger
 1. MVD efforts support 4 divisions within DOJ
 2. Management rearranging at MVD, combining bureaus, Michele may be transitioning out of TRCC
- Janet Kenny
 1. NHTSA application process moving on-line – web-based grants system
 2. Provides access to easier oversight
- Next Meeting March 9, 2016 -- MDT Planning A conference room, 2960 Prospect Avenue, Helena

8. Upcoming meetings in 2016

- April 20, 2016
- June 1, 2016
- July 13, 2016
- August 24, 2016
- October 5, 2016
- November 16, 2016



TRAFFIC RECORDS COORDINATING COMMITTEE
FINANCIAL STATEMENT
WEDNESDAY, JANUARY 27, 2016

<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>
FUNDING:	Oligated	Future Funding	
	405c Funding		
FFY 2015 Carryforward	933,017.38		
	Current Year	Future Funding	
FFY 2016 Awarded	-	250,000.00	
FFY 2016 Obligated	-		
FFY 2016 Pending	-		
Federal Funds Committed	933,017.38	1,183,017.38	

Active Projects:				<u>Budget</u>	<u>Expenditures</u>	<u>Balance</u>
1. MDT Traffic Data Management System 2014				44,395.00	44,395.00	-
CTS# 107874				4,053.26	4,053.26	-
(excluded from 2016 total)				48,448.26	48,448.26	-
Contract: \$175,000 Indirect: 17,597 TOTAL: \$192,597				130,605.00	9,590.40	121,014.60
MDT Indirect 10.37%				13,543.74	994.52	12,549.22
2016				144,148.74	10,584.92	133,563.82
Project Total				192,597.00	59,033.18	
2. Strategic Planning with SWOT Analysis 2015				14,475.00	14,475.00	-
CTS# 108676				1,501.06	1,501.06	-
(excluded from 2016 total)				15,976.06	15,976.06	-
Contract: \$100,000 Indirect: 10,370 TOTAL: \$110,370				85,525.00	68,755.00	16,770.00
MDT Indirect 10.37%				8,868.94	7,129.89	1,739.05
2016				94,393.94	75,884.89	18,509.05
Project Total				110,370.00	91,860.95	
3. DOJ WBCR/CTS Trainer 2016				173,700.00	-	173,700.00
CTS# 108649				18,012.69	-	18,012.69
T Indirect 10.37%				191,712.69	-	191,712.69
4. DOJ/MHP Upgrade JCRS System				60,000.00	-	60,000.00
CTS# 108650				6,222.00	-	6,222.00
T Indirect 10.37%				66,222.00	-	66,222.00
FFY 2016 Project Totals				496,477.37	86,469.81	410,007.56

Traffic Records Administration:				<u>Budget</u>	<u>Expenditures</u>	<u>Balance</u>
Salaries & Benefits				85,000.00	19,942.40	65,057.60
Conference/Travel				1,000.00	-	1,000.00
MDT Indirect 10.37%				8,918.20	2,068.03	6,850.17
Traffic Records Administration Total				94,918.20	22,010.43	72,907.77

FFY 2016 GRAND TOTAL	591,395.57	108,480.24	482,915.33
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Balance for Active Projects	341,621.81	824,537.14	
Budget - Future Funding	591,621.81	1,074,537.14	
Balances w/ Future Funding			