

**Agency Administration Managing Committee
Activity/Accomplishment Report to the AASHTO Board of Directors
Monday, September 24, 2018 – Atlanta, Georgia**

The following report is provided to the AASHTO Board of Directors regarding the activities of the AASHTO Agency Administration Managing Committee for the time period beginning after the September 2017 Annual Meeting to the September 2018 Annual Meeting:

Officers

Chair Mike Patterson, Secretary/Executive Director, Oklahoma DOT
Vice Chair Laura Mester, Chief Administrative Officer, Michigan DOT
AASHTO Liaison Jim Tymon, Chief Operating Officer/Director of Policy and Management

Summary of Activities and Accomplishments from September 2017 to September 2018:

- Developed General Purpose Statement for the Agency Administration Managing Committee
- Held first in-person meeting of the Agency Administration Managing Committee
 - Meeting held jointly with the Committee on Civil Rights, Committee on Human Resources, and Committee on Knowledge Management in Oklahoma City
 - Approved General Purpose Statement
 - Discussed composition of Steering Committee
 - Reviewed draft Committee Charter
- Held teleconference for Agency Administration Managing Committee members in August 2018
- Finalized Agency Administration Managing Committee Charter
- Designated as the lead committee for workforce development and organizational management issues by the AASHTO Strategic Management Committee
- Designated as the lead committee for a National Highway Cooperative Research Program (NCHRP) 20-24 research project titled “Roadmap for Supporting Specialty Personnel Recruitment, Development, and Retention in the DOT Workforce”.
- Assisted in the organization of a Plenary Session panel on workforce development at the AASHTO Annual Meeting in Atlanta.

Names of other committees involved or with an interest in each activity:

- Committee on Civil Rights
- Committee on Human Resources
- Committee on Internal and External Audit
- Committee on Knowledge Management
- Strategic Management Committee

Dates and locations of future meetings:

To be determined.