

**AASHTO Agency Administration Managing Committee (AAMC)
2018 Fall Meeting Notes – Atlanta, GA
September 21, 2018**

I. Welcome from Chairman Mike Patterson and Vice Chair Laura Mester

- a. Call to order – 3:08pm
- b. State roll call
- c. Successful cooperative meeting in Oklahoma City, May 2018 – overall positive feedback about having multiple committees attend
- d. Addressed agenda item VI before moving to agenda item II

II. Distribution of final version of the Committee Charter and the 2018 Accomplishments Report

- a. Charter – adopted by the AAMC
 - i. Based on conversations that happened at the May 2018 OKC meeting
 - ii. Draft distributed at August AAMC conference call
- b. Accomplishments Report – adopted by the AAMC
 - i. Annual report that is submitted to the AASHTO Board of Directors
 - ii. The Board generally adopts all annual reports in a block

III. Development of a Committee Strategic Plan

- a. The strategic plan was discussed briefly at the May 2018 OKC meeting
 - i. AASHTO provides a template for all committees to use
 1. Establishes goals for the next 3-4 years
 2. Drives the annual committee action plan
- b. **ACTION:** develop draft strategic plan based on discussion at 9/21/2018 meeting by 12/31/2018
- c. **Goal #1: Workforce Management**
 - i. Formerly workforce development; changed name to better encompass the full spectrum of strategic workforce planning
 1. What does the workforce need to look like in the future?
 2. Identify future trends and methods for closing any gaps
 3. **ACTION:** VA DOT will share results from current study on a future workforce (composition, training, etc.)
 - ii. Report out on proposed joint task force
 1. AAMC is the lead committee
 2. Other committees include:
 - a. Data Management & Analytics
 - b. Knowledge Management
 - c. Human Resources
 - d. Civil Rights – added at the AAMC meeting
 3. Charge: The Joint Task Force will focus on optimizing the alignment of workforce, technology, data and knowledge management, and organizational development, to strengthen agency capabilities, and identify gaps, barriers, issues and obstacles as they relate to these emerging fields. The task force will work to develop solutions, practices, and tools for the departments of transportation to better realize their strategic objectives

- a. **ACTION:** joint task force will incorporate diversity and inclusion into the charge statement
 - b. **ACTION:** joint task force will develop workforce management definition for use across the SDOTs
 - 4. SMC will review and approve/deny the joint task force at 9/22/2018 meeting
 - iii. Include diversity and inclusion in the scope of workforce management
 - iv. Include organizational structure/design in the scope of workforce management
- d. Goal #2: Key Performance Metrics**
 - i. Focus on agency administration areas
 - ii. **ACTION:** each committee will establish key performance metrics that can be used across the SDOTs
- e. Goal #3: Research & Technical Support**
 - i. Collect, conduct and disseminate information on current and emerging transportation administration and management topics
- f. Goal #4: Coordination & Communication**
 - i. Collaboration among/between committees
 - ii. Reduce duplicative efforts
- g. Goal #5: Administrative Leadership**
 - i. AAMC operates as a forum where SDOTs can come together and discuss issues that are impacting SDOTs
 - 1. Compare notes
 - 2. Share successes/lessons learned
 - ii. **ACTION:** Procurement reform
 - 1. Repository site with information
 - 2. Knowledge sharing space
 - 3. Knowledge transfer opportunity
 - 4. Training materials
 - iii. Other possible admin topics include FHWA compliance and Finance/Accounting
 - 1. Share best practices
 - 2. Identify issues
 - 3. Identify common experiences/solutions

IV. Development of a 2018-19 Committee Action Plan

- a. **ACTION:** develop draft action plan based on discussion at 9/21/2018 meeting by 12/31/2018
- b. **ACTION:** conduct survey of what states have done to date with workforce development, planning, and management
 - i. EX: infants in the workplace policies (spreading throughout the SDOTs)
 - ii. EX: succession plans
 - iii. EX: leadership development programs

V. Discussion of Potential Research Activities

- a. NCHRP 20-24 program established to address issues of strategic importance
 - i. AASHTO board of directors can identify high priority research
- b. **ACTION:** work with Andy Lemer (NCHRP) to set up potential projects and a research roadmap

- i. Should AAMC establish a task force to develop research statements and overall direction for research?
- c. REMINDER: Problem statements to NCHRP due November 2018

VI. Agency Administration Managing Committee Secretary Position

- a. Amanda Holland, Alaska DOT&PF, appointed as Secretary

VII. Regional Representatives for the Steering Committee

- a. SASHTO – David from North Carolina
- b. WASHTO – Lorri from Utah
- c. NASTO – Nicole from Delaware
- d. **ACTION:** need regional rep from MAASTO
 - i. Laura will be looking for volunteers

VIII. Updates from the Committees on Civil Rights, Human Resources, Knowledge Management, and Internal/External Audit

- a. Civil Rights – Chair Drema
 - i. Working on strategic plan
 - ii. OKC meeting was successful – recommend joint committee annual meeting
 - iii. Working to appoint regional reps
 - iv. Steering committee meeting to be scheduled soon
- b. Human Resources – Chair Lee
 - i. Recommend joint committee annual meeting
 - ii. 2018 activities
 - 1. Held round table session on HR at the AASHTO spring meeting
 - 2. Appointed committee leadership team – meets monthly
 - 3. Submitted charter, strategic plan, and action plan
 - 4. Led working group that developed the joint task force proposal
 - iii. Working to name liaisons with other committees and entities such as TC3, TRB
 - iv. Established HR analytics group
 - v. Hosting 3 HR webinars
- c. Knowledge Management
 - i. Established committee – appointed steering committee members
 - ii. Recommend joint committee annual meeting
 - iii. Submitted charter
 - iv. Working on strategic plan and action plan
 - v. Established 3 task forces
 - 1. Strategic communication
 - 2. Committee webpage purpose
 - 3. Research needs
- d. Internal/External Audit
 - i. Held 4-day conference summer 2018 – Nashville, 200 people, 35 states represented
 - 1. 2019 – Anaheim, CA
 - 2. 2020 – St Paul, MN
 - 3. 2021 – TBD, MI?
 - ii. 2018 activities
 - 1. Peer review subcommittee audited 10 states

2. Uniform audit and accounting guide subcommittee held monthly meetings to discuss audit procedures
3. Internal audit guide subcommittee suggested procedures and programs (e.g., assets)
- iii. Working with ACEC – issue popping up with procurement
 1. Contracts are not always in line with ACEC guidance

IX. Location for the 2019 Agency Administration Conference

- a. Options
 - i. Meet with TC3 in Tampa, FL – April 2019 – include AAMC, HR, KM, and CR
 - ii. Minnesota host
 - iii. Joint meeting with Data Management and Analytics
- b. Tampa, FL chosen for 2019 joint committee meeting

X. Other Business

- a. **ACTION:** add workforce capacity issues to Goal #1: Workforce Management
 - i. Workforce availability is starting to effect project delivery
 - ii. Contractors and SDOTS don't have the workforce capacity to get the work done
 - iii. AASHTO is working with FHWA and US DOL on how to feed the pipeline and increase workforce availability for the transportation industry
 1. Several pilots in highway construction workforce
 2. **ACTION:** Jim T. will share more information on this effort

XI. Meeting adjourned – 4:41pm

AASHTO Regional Associations



Region 1

Northeastern Association of State Transportation Officials (NASTO):

Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, District of Columbia, Puerto Rico

Region 2

Southeastern Association of State Highway and Transportation Officials (SASHTO):

Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, West Virginia

Region 3

Mid America Association of State Transportation Officials (MAASTO):

Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Missouri, Ohio, Wisconsin

Region 4

Western Association of State Highway and Transportation Officials (WASHTO):

Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Texas, Utah, Washington, Wyoming