Conference Call

March 4, 2016 – 11:00-noon Eastern Standard Time

# Attendees:

CT Mary & Donna

MA Cindy

ME Pete & Jerry

NH Amy & Stephanie

NJ Janet

NY David & Geoff

RI

VT Holly

Action items highlighted in Yellow

# Regional Meeting

Dates: Monday evening May 9 through Wednesday May 11 noon

Where: Portland downtown

Facility: [Westin Portland Harborview Hotel](http://www.westinportlandharborview.com/) (formerly the Eastland Hotel)

Registration fee: ~ $250 range, sign up will be online

Rooms: $103+ tax + valet parking (This is the Federal per diem rate)

## Agenda (Draft) – Detailed times and order to follow

* Monday night reception
	+ At hotel with cash bar
* Tuesday night event @ Old Port, Portland
	+ Dinner as a group
* Center sharing (Show and Tell) – Remember the 4 focus areas when thinking about what your center will share
	+ Safety
		- David will talk to Jeff Z.
		- Office of Safety will provide something if we ask
	+ Workforce Dev
	+ Infrastructure Management
	+ Organizational Excellence
* Directors Meeting (No Janet at Meeting) - Breakfast session
* PAR reporting and sharing
	+ Send out numbers ahead if possible
	+ PAR Q&A
	+ Ask for anecdotal and partnerships information if possible
	+ Who makes changes on PAR? - Strategic Planning Committee meets with FHWA and there is some interaction. FHWA report so they are the driver. Give feedback to Mary (CT) by 14 March. Need to be able to add PAR data year round. Need to be able to upload from Excel spreadsheet. Format for sharing with partners and DOT is not great. CT had Susan modify it and they are working on a better report.
* Trading instructors/materials/IDC instructors
	+ Brainstorming ideas
* Grant and funding issues
	+ Other sources not LTAP
* Tracking requests (technical and information)
	+ Database
	+ Recordkeeping
	+ Non PAR data that some states need to include
	+ NY, NH & NJ Task-based centers
* Staff track?
* FHWA items???
	+ FAST Act, funding
	+ Safety ???
* National Conference and NLTAPA Update

Expected Attendance

|  |  |
| --- | --- |
|   | **Regional Meeting** |
| CT | 7 |
| MA | 6 |
| ME  | 4 |
| NH | 4 |
| NJ | 2 |
| NY  | 2 or 3 |
| RI | 2 |
| VT | 2 |
| FHWA & Clearinghouse | 4 came in 2015 |
| **TOTAL** | **33-34** |

# Regional News

## Vermont

Kevin has moved to another position. Vermont has an interim Director.

## New York

New York’s Contract is still unsigned.

## New Hampshire

New Hampshire has no contract and funding will run out at the end of April unless a new contract is in place.

# National News

## National Conference

There will be five center sessions at the National Conference in Madison. 3 Centers per session (5 minutes each) will be able to share some of the great things you are doing. That means that 15 different Centers could each have an opportunity to share a quick program or noteworthy practice. The 5 session topics are:

* + Advisory Boards (day 1)
	+ Innovative Safety Practices (day 1)
	+ Technical Circuit Riders (day 1)
	+ APWA Partnerships (day 2)
	+ NACE Partnerships (day 2)

Would be great to have as many centers from the NE represented as possible. You can contact Matt Enders EndersM@wsdot.wa.gov directly or via the forums. Please let me know if you need more details. There will be a prize drawing for the participants.

2016 Conference - July 18-21, Madison, Wisconsin, $375 ($475 late)
Registration will be available soon

2017 Conference – Norfolk, Virginia

2018 Conference – NLTAPA is looking for a region/center to host,
Contact David or Matt Enders if you want more details

## NLTAPA Vice President Nominations

Nominations for NLTAPA Vice President are due March 31. If you are interested, details are on the forums or you can contact Valerie Pitts: valerie.pitts@uky.edu.

## Work Group Notes

### Training Resources

More Instructor Development Course (IDC) Sessions are being scheduled. Details should be available by the regional meeting (and probably sooner). An review of the IDC memorandum is also ongoing and should make the process to get certified clearer and more useful for all Centers.

### Professional Development

Module 1 of the LTAP Academy should be finalized soon. Look for an announcement in the forums. Still looking for volunteers to review materials.

What does the region feel New Director Orientations should include? Maybe a discussion point at the breakfast meeting?

### Communication

Need a new chair as Jaime Carreon has left the Florida Center.

### Partnerships

APWA – Steve Pudlowski, Wisconsin, is the new liaison.

NTTD – The agreement between NTTD and NLTAPA has been signed. Thank you must go out to Donna Shea for all of her hard work to help make this happen!

### Safety

Ron Eck (former West Virginia Director) will be doing an updated Road Safety 365 at NACE and then National Meeting.

## NCHRP Synthesis Topic 47-04, "Leveraging Technology for Transportation Agency Workforce Development and Training"

Please spend about 10 minutes and fill out the following survey on the use of technology use. Even if you are not using technology this is still important for the survey.

<http://www.surveygizmo.com/s3/2506232/364e36f0b444>