

NW TTAP Advisory Board Retreat Minutes

October 6 & 7, 2015

10:30 am

Worley, ID
Coeur d Alene Tribal Resort
Stensgar Pavillon

Meeting called by:	Rowena Yeahquo, NW TTAP Director	Type of meeting:	Advisory Board Meeting
Facilitator:	Kyle Kitchel	Note taker:	Michele Siedenbourg

Attendees: Dick Winchell, MaryBeth Clark-Frank, Megan Nicodemus, Kurt Fredenberg, Danny Capri, Dan Lozar, Kyle Kitchel, Michele Siedenbourg, Rowena Yeahquo

Absent: Amy Changchien, Herb Fricke, Rick Galloway, Ricki Gabriel

TUESDAY, Oct 6, 2015

Minutes

Agenda item: NW TTAP Status/ FHWA Cooperative Agreement **Presenter:** Rowena Yeahquo

Discussion:

Rowena presented a PowerPoint slide showing the tribes she's met with, workshops held, meetings attended during the project year to date.

Rowena shared with the group the need for a new strategic plan. The last one was developed in 2004. She also wants to see more participation from the advisory board members. Reviewed the components of the cooperative agreement.

Rowena introduced Kyle Kitchel who will be facilitating the strategic planning meeting.

Agenda item: Strategic Plan – Establish Mission Statement & Goals **Presenter:** Kyle Kitchel

Discussion:

Kyle facilitated the discussion on the purpose of NW TTAP and how it relates to the 2014 National LTAP/TTAP Strategic Plan. The four focus areas were discussed Safety, Infrastructure Management, Workforce Development, and Organizational Excellence and how we are going to approach the training for these areas. The assessment gives the TTAP direction for training for the tribes in the region. We discussed ideas for a mission statement and values of NW TTAP and discussed role of Advisory Board. Discussed how NW TTAP could document/count all the referrals we give to other trainings. Being a resource for the tribes in the region for technical assistance is the goal of NW TTAP.

Conclusions:

“The mission of the NW TTAP is to work with tribal organizations and partners to enhance transportation safety, mobility, and capacity of tribes in the region through education and training.”

The Advisory Board decided to structure the NW TTAP strategic plan within the parameters of the National LTAP/TTAP strategic plan by providing value-driven services to the tribes in the NW region. This allows for flexibility for the centers to adapt to their clientele.

Action items

- ✓ Include the use of the EWU faculty as part of NW TTAP team in Strategic Plan
- ✓ Each Advisory Board member will assist director in a specific area of training.

Agenda item: Work Plan and Trainings

Presenter: Kyle Kitchel

Discussion:

The LTAP/TTAP Strategic Plan lays out Goals and Objectives on national level. Rowena asked for resources for trainings and instructors. Suggestions: Federal partners (BIA, FHWA, COR course @ DOI University, Corp of Eng, NIH, Parks, Bureau of Reclamation, Forestry); other tribes, LTAP's. Dr. Winchell stated that EWU and faculty has always worked as a team with NW TTAP for research and trainings. Internship with tribes requested on assessment, possible training opportunity on structuring internship program at tribe. Discussed different kinds of possible trainings expressed through the assessment in workforce development, infrastructure and safety. Discussion on what is included in technology transfer. Webinars are possibility for certain trainings. NW TTAP can just target just a few of the focus areas each year instead of trying to do them all. NW TTAP has made Safety and Planning its main focus. Emergency Management is important to tribes. Made the decision not to have symposium in 2016. Discussed the development of Summer Institute.

Suggestions:

- BIA has bridge inspection certification
- Transit management workshop at tribe (MaryBeth volunteered– Nez Perce)
- TTAP keep info on best practices, case studies, and media materials.
- Tribal Transportation Project Life Cycle – 4 day workshop with BIA, FLH, DOT (summer institute)
- GIS lab at summer institute
- Economic development workshops

Action items

- ✓ Document that the NW TTAP Advisory Board support and encourage for NW TTAP to attend and engage with regional and national tribal organizations meetings/conference such as ATNI, ITA, TTPO, AIANTA. This is the most efficient way for NW TTAP to provide information, technology transfer and training to the most tribes at one time.
- ✓ Put on Assessment if Tribes want symposium every year or every other year or not at all.
- ✓ Provide Advisory Board with summary evaluations of workshops for their review.
- ✓ Put on Assessment open ended question on topic they feel most important.
- ✓ Schedule Pedestrian/bicycle safety on work plan 2016
- ✓ Research workshop on finding funding sources (student do research or IACC)
- ✓ Plan RSA workshop in every state in region.

WEDNESDAY OCT. 7, 2015

Agenda item: Advisory Board Structure

Presenter: Kyle Kitchel

Discussion:

It was discussed how the board would be structured, how often they will meet and the purpose of the Advisory Board. Voted 6-0 to approve nominations of new board members: Dezarae Hayes (WA), Al Pinkham (WA), and Kenton Dicks (OR). Voted 5-0-1 abstain to no longer have consultant on board. Voted 6-0 to approve minutes for March 18, 2015 Advisory Board minutes.

Conclusions:

Board make up: 2 Tribal Rep from OR, ID, WA, 1 Tribal Rep from MT, 1 ATNI Rep, 1 FHWA Rep, 1 BIA Rep, 1 TTPC Rep, 1 FTA Rep, 1 DOT Rep from OR, ID, WA, 1 Grant Rep; All are voting members; No longer have consultants as a board member. Board will meet face to face a minimum of two times during project year. (The complete description of Advisory Board purpose and role will be in Strategic Plan)

Action items

- ✓ Have ATNI transportation committee nominate representative to be on NW TTAP Advisory Board.
- ✓ Dr. Winchell will send out email for input on having an "At Large" member on board
- ✓ Michele to set up "Doodle" to send out email for date options for next board meeting conference call in December.
- ✓ Rowena make agenda for next board meeting conference call planning the Summer Tribal Planning Institute.

Adjourn Wednesday Oct 7, 2015 1 pm