**Advisory Committee Meeting**

October 21, 2014

Held at Country Club Hotel in Lake Ozark, Missouri

The meeting started at 9:00 a.m.

Attendees:

Larry Benz – Cole County Public Works, MACTO

Patrick Bonnot – MIRMA

Batina Dodge – Scotland County, County Clerk

Lois Fairchild – Missouri LTAP instructor

Bonnie McCord – Vernon County, Presiding Commissioner

Sean McGonigle – Missouri Association of Counties

Heath Pickerill – Missouri LTAP

Greg Sager – Platt County Public Works, MACTO

Gary Scheipeter – City of Clayton, APWA

Bill Stone – MoDOT, Construction & Materials Division

Skip Wilson – MoDOT, Northeast District

**Welcome & Introductions**

The meeting was held in conjunction with the Missouri Association of County Transportation Officials (MACTO) conference. Heath welcomed everyone and thanked them for attending. He had each committee member introduce him/herself. He then gave a program update, which included the following highlights:

1. Missouri LTAP hosted the 2014 National LTAP Conference in St. Louis on July 21-24. Heath thanked MoDOT, FHWA & the Advisory Committee for their support. He reported that the conference went very well and there were great comments.
2. The Road Scholar Program continues to have several new graduates. The most recent Level I awards ceremonies were held at Clay County on May 12 and Jasper County on August 12. Heath showed a news clip from the Jasper County ceremony that appeared on KY3 evening news. Wayne Turner of Webster County, the first Level 2 graduate, will be presented his award at the MACTO conference. There are now 162 Level I graduates and one Level 2 graduate. There are 444 participants representing 49 agencies. Doreen sends Road Scholar reports at least twice each year, which helps generate more classes/attendees.
3. 2014 activities, meetings and conferences include the following:
* TEAM Conference – Mar. 12-14
* Northeast MO County Commissioners & Clerks Assoc. spring meeting – Mar. 13
* MO City Managers Assoc. Conference lunch presentation – May 1
* MACTO Northeast membership meeting in Hannibal – Jun. 17
* Asphalt Zipper Demonstration at Cole County Public Works – Jul. 9
* MoDOT SHRP2 Showcase – Aug. 28
* MO Assoc. of County Clerks & Election Authorities conference – Sept. 24-25
* Blueprint Safety Conference – Sept. 29-Oct. 1
* MACTO conference – Oct. 21-22
* ECD3 Fall Summit – Oct. 24-25
* MAC conference – Nov. 23-24
1. The training highlights and summary to date for 2014 include the following:
	* + The total number of classes is down as of September 1 from 112 to 92 because MoDOT has offered fewer ADA & LPA classes this year. We don’t control how many are held. We just manage the promotion and registration.
	* However, the class size average as of September 1 is up to 34 people/class compared to 21/class at the same time last year.
* The following were new classes for 2014:
* Confined Spaces
* Trenching & Shoring
* Bucket Truck Operation & Safety
* Forklift Operation & Safety
* Introduction to Materials: Concrete, Asphalt & General Materials
* The Introduction to Materials class has been offered twice in 2014 with a great response. The class is being offered at the MACTO Conference as suggested at the spring Advisory Committee meeting
1. The 2015 proposed budget will be discussed with Bill Stone in early December.

**Discussion**

The following topics were discussed:

1. Missouri LTAP 2015 Work Plan was presented. All comments are due to Heath by November 14.
2. Training Development ideas were discussed and include the following:
* The fees in 2015 will be $40 Level I, $50 Level II & $75 Level III.
* It was discussed to start charging a penalty or late fee for not pre-registering for class because it has become a consistent problem. The committee agreed that a penalty should be applied. It was suggested to charge an additional charge of 50% of the fee for the class. For example, a Level I class would become $60/person for not preregistering.
* Heath reported on possibly adjusting the time from 8:00 a.m. – 12:00 p.m. to 10 a.m. – 3 p.m. and including lunch to be in line with Level 2 and Level 3 classes. The benefits include decreased reimbursement costs to instructors because staying overnight is eliminated, and it gives agencies that are traveling more time in the morning. The idea was discussed at the summer Road Scholar meeting, and it was suggested to try the adjusted time at a few training and monitor the responses. This will likely be tried in 2015.
* Patrick asked about the POST Certification for Defensive Driving. Heath will check with Kristi on the status.
* We are exploring DNR certification for Trenching and Shoring (IP) and Confined Spaces (IP)
* The following classes will be updated in 2015:
* Snow and Ice Control
* Equipment Operation & Safety
* Comprehensive Winter Planning
* Basic Communication Skills
1. The Missouri LTAP website was revamped in 2013; however, it kept getting hacked, so it was reformatted to be housed on the University server. It has a slightly different look but will be more secure.It includes Missouri LTAP training video clips. Two recent video clips were viewed. One is of the Introduction to Materials class held at Boone County Public Works and the other is of the Asphalt Zipper demonstration held at Cole County Public Works.

**Program Development & General Comments**

The meeting concluded with program development ideas and closing comments from each committee member, which included the following:

* 1. Electrical safety was suggested as a possible new training class.
	2. Could MO-LTAP host some type of discussion board to help local agencies with networking? This could possibly be done through National LTAP. Perhaps we could do this through an email group listing. We could also include a “question & answer” section in the newsletter.
	3. Gary likes that MO-LTAP is being proactive with training development.
	4. Bonnie feels that information is more readily accessible.
	5. Sean said that a lot more people know about MO-LTAP.
	6. Patrick said that MIRMA may be able to partner with MAC to offer MO-LTAP classes.
	7. Batina thinks a flat fee would be helpful.
	8. Larry is very pleased with the progress of the program.

**Action Items**

* + - 1. Create a state map of where participants are attending classes.
			2. Have Greg Eddington and the Presiding Commissioner of Boone County talk about why the Road Scholar Program is important to them.
			3. Develop a lump sum cost for trainings.
			4. Talk to Kyle Kovar with 3M about a retroreflectivity class.

The meeting adjourned at 11:30 a.m.