**No Boundaries Transportation Maintenance Innovations**

Steering Committee

**Meeting Minutes—DRAFT**

Tuesday, March 29, 2022

**Attendees**

**Steering Committee**

Present

* Colorado DOT: Tyler Weldon
* Missouri DOT: Jimmy Shannon
* Ohio DOT: Doug Gruver

Absent

* Caltrans: Theresa Drum
* Idaho Transportation Department: Seth Helms

**CTC & Associates:**

* Brian Hirt
* Chris Kline
* Kirsten Seeber

**Workforce Shortage Synthesis**

* **Chris** reviewed plans and next steps for the synthesis survey. As discussed with the steering committee, during the April 4 TAC meeting, she will plan to introduce and briefly explain the survey and expectations for TAC members.
* **Chris** will make a Word version of the survey available to respondents.

**Friends of Committees**

* Based on a member’s request to join the workforce shortage survey subcommittee, the steering committee discussed creating a committee “friend” status for interested TAC members.
  + Committee friends are welcome to be copied on correspondence and are invited to review meetings.
  + It is not expected that a friend would have the same oversight and approval responsibilities as a full committee members.

**May TAC Meeting in Sacramento**

* The steering committee gave **Kirsten** the OK to look at hotel options in downtown Sacramento or near a mall, even if that requires a longer shuttler ride to/from the venue or if it possibly means going a small amount over the federal government hotel rate (which is permissible in the No Boundaries contract with approval).
* **Brian** will look into costs for shuttle vans as a backup to Caltrans shuttles. **Doug** offered to drive one shuttle van.

**Agenda for April 4**

* Based on steering committee discussions, following are the updated draft agenda items for the April 4 TAC meeting:
  + Call to order (Tyler)
  + Discuss Sacramento TAC Meeting
    - Agenda details and volunteers for presentations and speakers (Brian)
    - Logistical details (Kirsten)
    - Additional comments (Theresa)
  + AASHTO and SICOP updates (Brian)
  + Workforce shortage survey introduction (Chris)
  + Other business (All)
  + Adjourn (Tyler)
* **Brian** will send these out pending steering committee review and comment.

**Website**

* **CTC** will post meeting minutes from 2018 to the present on the No Boundaries website. This will include steering committee meeting minutes.

**Steering Committee Logistics**

* CTC will plan to hold a steering committee meeting two weeks before each TAC meeting
* CTC will prepare a for each steering committee meeting
  + Task progress update
  + Budget status and update
  + Draft TAC meeting agenda for discussion and revision