



**Minnesota TZD Program
Leadership Team Meeting Notes
Friday, January 3, 2020
9:00 a.m. – 10:00 a.m.
MDH Golden Rule Building, Conference Room 295**

Participants: Chris Ballard, Dave Boxum, Linda Dolan, Craig Flynn, JP Gillach, Mike Hanson, Kammy Huneke, Mark Kinde, Derek Leuer, Stephanie Malinoff, Scott McConkey, Brian Sorenson, Dan Starry, Will Stein, Jeff Tate, and Scott Wasserman

Via Conference Call: Kristine Hernandez and Jeff Huettl

Guest: Linda Priesen (HDR), Richard Storm (HDR), and Brad Utecht (MnDOT)

Action items are denoted in bold.

Welcome, introductions, and review agenda

Stephanie welcomed everyone and members introduced themselves.

Minnesota Strategic Highway Safety Plan (SHSP)

1. Status of Public-Facing SHSP
 - The draft 2020-2024 Minnesota SHSP public-facing document, in graphic layout, was distributed to the TZD Leadership Team (LT) on December 30.
 - This draft SHSP includes content that was previously distributed and reviewed by the TZD LT in Word document format, and it reflects changes made per LT comments.
 - Brad and Richard walked through the draft SHSP in layout, including: 2025 goals for fatalities and serious injuries (225 and 380, respectively), process to develop the plan, high-level crash data and VMT trends, focus area prioritization, action-oriented strategies with tactics, implementation/evaluation, and FHWA-required special rules.
 - FHWA performs the calculations for the special rules, which explore crash rate trends for high risk rural roads and older drivers/pedestrians. Minnesota's crash rate trends are such that the older drivers/pedestrians special rule is triggered, requiring the plan to contain strategies to address these types of crashes. The draft SHSP includes related strategies to address this special rule.
 - One unique aspect of this SHSP is that it emphasizes a plan "for all" and provides guidance on how readers (stakeholders, public) can be involved with implementation.
 - DPS leadership has provided comments on some of the strategies in the draft SHSP, which are now being reviewed by MnDOT leadership. MnDOT will work with DPS to resolve the comments and provide any final edits to the strategies.

- After the strategies are finalized per DPS/MnDOT discussions, MnDOT will post the draft SHSP for a 30-day public commenting period.
 - MnDOT has a list of stakeholders that it will notify when the draft SHSP is posted for public comment.
 - If there are specific groups that the draft SHSP should be shared with during the public commenting period, contact Brad Utecht at Bradley.Utecht@state.mn.us
 - Outreach to TZD Stakeholders:
 - When the draft SHSP is posted for public comment, a communication should be sent to the TZD Stakeholder group/list that CTS maintains, as a communication from the TZD co-chairs. This communication should indicate that the plan was developed using their input at TZD events (specifically, the TZD regional workshops and the 2018 and 2019 TZD statewide conferences.) It should also set the stage for the next steps, noting that action plans for year 1 priorities are being developed, and the TZD leadership team is likely to convene selected working groups to assist with implementation. **CTS to work with the SHSP project team to develop a communication that will go out to the TZD stakeholders list that CTS maintains, when the draft SHSP is posted for public comment.**
 - The draft SHSP includes text that directs readers to their TZD regional coordinator(s) to get involved with implementation.
 - **The SHSP project team will add “Law Enforcement Liaisons (LELs)” in addition to the TZD regional coordinators as a resource for getting involved with implementation of the plan. CTS will add the LELs’ names and contact info to the map online.**
 - Work through Kristine regarding regional coordinators’ response if contacted about the SHSP.
 - Outreach when the SHSP is complete:
 - The SHSP project team plans to create a 1-page summary handout to help MnDOT and others (e.g. TZD LT, agencies, traffic safety leaders) promote the SHSP and educate their respective stakeholders.
 - A key message from the plan should be unveiling the new fatalities/serious injuries goals, and SHSP sets forth tangible actions for the next 5 years.
 - The MnDOT Senior Leadership Team commented about messaging for the fatalities goal (e.g. 225 by 2025), to be clear that the ultimate goal is 0 fatalities, preventing as many deaths and serious injuries as possible, with an interim goal of 225.
2. SHSP Technical Report
- The Technical Report will include details on crash data, stakeholder engagement (e.g. public survey, TZD workshops, other), action plans and framework for future years’ action planning, and a matrix showing how each tactic maps to various focus areas.
 - A stand-alone document with the action plans would be very useful, rather than burying it in the technical report. Suggestion for action plan document: “Road to 2025”
3. Next Steps:

- The draft SHSP will be updated per DPS/MnDOT concurrence on strategies, then it will be posted for a 30-day public commenting period.
 - The draft technical report will be routed to the TZD LT for review and comment by approximately January 31, a week prior to the next meeting.
4. Looking Ahead:
- A schedule of the remaining Steering Committee work and schedule is listed below.

Month	SHSP Steering Committee Work and Schedule
February 2020	<ul style="list-style-type: none"> • Update on public commenting for SHSP • Draft SHSP Technical Report
March 2020	Final SHSP Technical Report and Wrap Up

December 6th TZD Meeting Comments

Small group worked well
 Bold, decisive
 Need to grow into the next version/model
 Hiring consultant via RFP to take a look at the TZD program/structure/how re-energize
 Share RFP with TZD Leadership Team and regional coordinators and LELs and CPS Liaisons

The TZD Leadership Team reviewed how they felt the December 6th interactive, brainstorming meeting went. They felt the small group activities worked well especially when people were randomly put into the groups. They felt the discussion was bold and decisive and felt the timing is right for the next version/model of TZD and that members are ready to see it grow/redesign.

The TZD Co-chairs and Stephanie discussed that the RFP has been drafted to hire a consultant to review the TZD program and its structure and how to re-energize the program. **Brian will share the RFP with the TZD Leadership Team, regional coordinators, LELs and CPS Liaisons for their review.** Their next step is to secure funding and hopefully the RFP can be solicited for proposals by mid to late February 2020.

TZD Legislative Subcommittee Meeting Review

The TZD Legislative Subcommittee met on December 9th. Each department updated each other on their 2020 legislative initiatives. They felt that recreational marijuana would be discussed but not specifically heard. The subcommittee reemphasized the need to have traffic safety be included when discussed. The TZD Co-Chairs and Commissioners will try to meet in February 2020 (preferably all together but if not, separately). Then the subcommittee will meet again in July/August then again with their commissioners in October to prepare for a January/February 2021 Legislative Update meeting.

Meeting was adjourned at 10:00 a.m.