

Colorado Department of Transportation
Standing Committee on Efficiency and Accountability
November 15, 2012 Meeting Minutes

Committee members in attendance:

1. Gary Vansuch, Vice Chairman, CDOT Director of Process Improvement
2. Bill Weidenaar, Regional Transportation District
3. Daniel Owens, Operating Engineers Union
4. Maribeth Lewis-Baker, Deputy Chairperson, Free Ride Transit System, Breckenridge
5. Solomon Haile, CDOT Engineering
6. Steve Hofmeister, Commissioner
7. Bob Sakaguchi, Jacobs Engineering
8. Dave Childs, CDOT Highway Maintenance & Operations
9. Steve Rudy, DRCOG
10. Heidi Bimmerle, CDOT Division of Human Resources and Administration

CDOT staff in attendance:

1. Tom Mauser, Division of Transit and Rail
2. Dan Myers, CDOT Human Resources Director
3. Louie Barela, CDOT Financial Management and Budget
4. Samuel Nnuro, CDOT Audit
5. Antonia Simms, CDOT Audit

Welcome and approval of agenda

At 3:00 p.m., Committee Chair Maribeth Lewis-Baker called the meeting to order and asked for an approval of the agenda. Approval of the agenda was moves, seconded and adopted.

Approval of October Minutes

At 3:02 p.m., Chair Maribeth Lewis-Baker recommended that committee members suspend approval of the minutes until all comments and revisions have been made. The minutes will be then be approved during the December meeting. The recommendation was approved.

Safety Minutes

At 3:05 p.m., Bob Sakaguchi, Jacobs Engineering, emphasized the importance of safety when putting up Christmas decorations, especially when using a ladder. Mr. Sakaguchi mentioned that a co-worker had injured himself while hanging up such decorations.

It was not determined who will present the Safety Minutes during the December meeting.

Data Management Task Force

At 3:10 p.m., Solomon Haile provided an update on the Data Management Task Force meeting. Mr. Haile stated that the meeting was well attended and that there was a good exchange of information concerning traffic management data. The Division of Transportation Development (DTD) and the Colorado Traffic Management Center (CTMC) collect traffic data. The two divisions are discussing ways on how to exchange and share data. Dave Childs, CDOT Maintenance Division, stated that the data collected by DTD is used by FHWA to determine traffic flow and traffic count. This information could be beneficial to CDOT if both divisions could coordinate their efforts. Maribeth commented on the expense of collecting data. Daniel Owens, Operating Engineers Union, also commented on the importance of the two divisions within CDOT that collect traffic data to work together. Bob Sakaguchi noted that the data collected by the traffic divisions are raw data with no statistical analysis to support it. Steve Rudy, DRCOG, stated that cooperation between the two groups would also reduce redundancy of efforts and resources. Solomon Haile mentioned that there is also a lack of compatibility of software between the two units. The Task Force will continue this discussion during their next meeting.

Workforce Management

At 3:20 p.m., Heidi Bimmerle, CDOT Division of Human Resources and Administration, introduced Dan Myers as the newly appointed Director of Human Resources Management. She provided background information and highlighted some of these accomplishments. Mr. Myers then proceeded to update the committee on the Succession Planning efforts at CDOT.

Mr. Myers informed the committee that several initiatives have been launched to address the Workforce Management and Succession Planning efforts. One initiative involves a review of the performance management tools. The review is in the final stages and expects to be implemented in the coming week. Another initiative involves the launch of CDOT University. The University will focus on career development of CDOT employees within their respective departments. The goal is to provide a roadmap of the steps required for an employee to take in order to progress to the next level of their career. This initiative is in the preliminary stage of development. The third initiative is the development a formal exit interview process and to establish a matrix to improve the hiring process. Mr. Meyers emphasized that CDOT is losing talent due to its lengthy hiring process. Steve Rudy asked if there is a required number of hours of training that CDOT employees must complete within a year. Heidi responded that there is no mandatory training for employees; however, there is mandatory supervisory training as well as training for engineers. She also mentioned the Maintenance Training Academy. Dave Childs noted that the Maintenance Training Academy does teach maintenance employees on how to work on roads but does not provide any supervisory training. Solomon Haile commented on the fact that there are many skill sets among CDOT employees that the organization can tap into. Ms. Bimmerle informed the committee that CDOT recently purchased the cloud-based Success Factor software that allows the ability to create “portfolios” for employees.

Pre-award Authority

At 3:45 p.m., Tom Mauser, Division of Transit and Rail, provided an update of the status of the pre-contract award authority to order transit vehicles. Mr. Mauser illustrated timelines for the FTA and FASTER grant award process. The Task Force has prepared a draft paper for the CDOT Controller describing details of how the proposed advanced budgeting process will work. Mr. Mauser will provide an update at the December meeting.

Draft Annual Report

At 4:03 p.m., Gary Vansuch distributed a handout of 14 draft topics for inclusion in the 2012 Annual Report. Suggestions were made to include the topics of Access Permits and Energy Performance Contract to the report. Mr. Vansuch asked committee members to review past meeting minutes to determine if any additional topics should be included in the report and to forward any suggestions to him. Heidi Bimmerle requested that “Recommendations and Outcomes” be added for each topic. Maribeth Lewis-Baker recommended that all topics discussed during meetings be included in the annual report.

Replacements for Committee Vacancies

At 4:15 p.m., Gary Vansuch provided an update on the status of filling current and future committee vacancies. Mr. Vansuch distributed a handout which listed current committee members and their terms. Discussion ensued concerning the numbers of committee members and the areas represented. Steve Rudy recommended that the committee should first determine which members wish to remain on or leave the committee. From there, the committee would be able to determine how many vacancies would need to be filled. The suggestion was made to contact the government relations office to find out if there is a policy directive pertaining to the E&A Committee. Commissioner Steve Hofmeister recommended that a workshop to continue discussion on this topic be added to the agenda for the January/February meetings.

Action items and key decisions

1. Gary Vansuch recommended contacting Herman Stockinger at the government relations office to inquire about a policy directive for the committee.

2. Discuss a new meeting format in which teleconferencing would be an option and to also contact Herman Stockinger to obtain information concerning Sunset Law requirements
3. Gary Vansuch requested that committee members forward any revisions to the October meeting minutes to Sam Nnuro.
4. Heidi Bimmerle suggested that committee members review past annual reports to get ideas on how to draft this year's annual report.

Adjourn

At 4:50 p.m., the meeting adjourned.

Respectfully submitted by Sam Nnuro and Antonia Simms