

SPF-SIG Committee Meeting Minutes
June 24, 2010, 10:00 a.m. - 12:00 p.m.

Location: Ohio Department of Transportation, 1980 W. Broad St, Room GA, Columbus, Ohio

Telephone conference and members attending in person

Members Present:

Ruth Satterfield
Brad Williams
Robert Kasperzak
Kathie Chaffee
Craig Wethington
Nick Martt

Dawn Thomas
Eloise Traina
Janet Groome
Kathy Coate Ortiz
Sgt Cheryl Danielson

Angela Cornelius Dawson
Adam Hochstetler
John Bohley
Beverly Cooper
Wendy Hunter Vaughn

Members Absent:

Phil Atkins
Mike Coyne
Tonia Gray
Yvonne Jordan
Sarah Ndiangui
Mary Lou Rush
Cathy Sperling
Jan Stine

Leslie Brower
Elaine Georgas
Patricia Harmon
Terry Koons
Frank Porter
LTC David Seitz
Sandy Starr

Janet Chandler
Stacey Gibson
Adam Hochstetler
Michael Langford
Carlos Ramos
Robert Smedley
Mollie Stevens
Rod Woods

Welcome:

Ruth Satterfield welcomed everyone and conducted a roll call. Ruth told the Committee that Frank Porter will no longer be available to attend the meetings, but hopefully will be able to identify someone else.

The Agenda was discussed:

The meeting today will probably not take as long as 2 hours. There are some conversations I think would be better to move to the face to face meeting that would be a little more in depth.

Our agenda today will also include the review of Sections 2.1 and 4.1 that were sent to you.

We have been working on the Strategic Plan and we are almost complete with the first section which is on Assessment. You should receive the final piece of 1.2 that will finish up the first section within the next 2 weeks for your review and feedback.

We have been working through the Committee about our Criteria for selection, a big part of how we make clear to CSAP that we are utilizing their model, and how we are utilizing the data to guide us for the State.

Minutes:

Minutes from the 6/14/10 meeting were approved as written.

Discussion:

Ruth told the Committee how much it was appreciated for them to take the time to read and review all the information that had been sent to them. She thanked Dawn for all the work she had been doing on Section 2.1, and thanked Nick for all of the data pieces he had been working on.

Section 4.1 was discussed and approved with a couple of changes.

Section 2.1 was discussed. Ruth told the Committee that when we had talked before Dawn said that what would be sent to them would be 90 percent complete, but actually the full response to the question was sent.

The Committee's feedback was a few minor changes might be made, and their comments were:

- Very well done

- Comprehensive

- Showed the connections between the different organizations that are involved in administration of the AOD system

- Easy to understand

- Learned a few things

A comprehensive review and easy to follow

Ruth told the Committee that the minor changes they recommended would be made and she would bring the document back to them so they could see how those changes were added in.

The Committee accepted the document with those changes.

Sub-recipient Selection Criteria:

Ruth told the Committee that we are working on framing the information because there is so much information and this is a data driven process. We have to identify the specific data we are going to use that will help us in our selection process. She said a set of tables that are consumption specific are being put together for the July meeting in a format that can be utilized in the application review process.

We will identify a couple of other priority areas that we believe we should deal with. One of those may have a tool attached. If we have identified the tool we will get that to you, otherwise we will tell you where we are looking to get the tool which has to do with some readiness pieces.

The Committee requested that they receive the tables even if they were not complete prior to the meeting so they could do a partial review prior to the meeting. Ruth said the tables would be sent to them.

Webinars and website information:

Ruth told the Committee that three Webinars were held for the Boards to make sure all of the Boards are aware of where we are and to make sure that they will have preparation time with the goal to be prepared as possible to respond to the GFA as soon as it goes out. Twenty out of the 50 Boards participated and seemed to appreciate the information that was shared and had some good questions. We told them that we will continue to keep them updated.

Our intent is to prepare all of the Boards as much as possible before the GFA goes out so they can do any of the pre-work they want to and to make sure that they can respond in a way that is as informative and responsive to what the questions are as possible.

Ruth told the Committee that the minutes from these meetings will be posted on our website which is now being developed. The SPF SIG Committee falls under the Governor's Advisory

Council; on the website you will go to the Governor's Advisory Council, Sub-Committee and then minutes will be under that.

Dawn suggested that the PowerPoint that was sent to all the Boards for the webinar be posted on the website so it will be available for anyone to review and have those basic pieces of information. The PowerPoint will also be all sent to the Committee.

Ruth told the Committee that once the Strategic Plan is completed, it will be posted on the website.

Closing:

Ruth told the Committee that once the Selection Criteria was done, we will be talking about the GFA. She asked them to think about what they would recommend because there are some things specific to this project that we want to make sure are considered. We want to give people an opportunity to respond so that we can see what they plan to do as we select.

We will get you the GFA template from the PIPAR system. Once you have seen the GFA template, we would like for you to provide us your ideas by July 12th. If there are other things that you think of between the 12th and 14th, please bring those ideas with you.

Ruth told the Committee that she just received an invitation to the SPF SIG Evaluators Conference for the first of August to go over lessons learned and work on some issues that they are having the cross site evaluation process and she would bring that information back to the Committee.

Next Meeting:

July 14, 2010, 10:00 a.m. to 1:00 p.m., Room GB, Department of Transportation.

This is a face to face meeting with no call-in option.