

**WASHINGTON TRAFFIC SAFETY COMMISSION
COMMISSION MEETING
April 20, 2017
Olympia, Washington**

COMMISSIONERS PRESENT: Chief John Batiste, Washington State Patrol (WSP), meeting chair; Commissioner Roger Millar, Washington State Department of Transportation (WSDOT); Commissioner John Wiesman, Department of Health (DOH); Commissioner Rosemary Siipola, Association of Washington Cities; via phone, Commissioner Pat Lashway, Department of Social & Health Services (DSHS); Commissioner Sonja Hallum, Governor's Policy Office; Commissioner Pat Kohler, Department of Licensing (DOL)

COMMISSIONER DESIGNATED REPRESENTATIVE PRESENT: Glenn Gorton, Office of Superintendent of Public Instruction (OSPI); Rob Kessler, WSP; Diana Cockrell, Department of Social & Health Services (DSHS); Jeff DeVere, DOL

COMMISSION STAFF PRESENT: Darrin Grondel, Geri Nelson, Edica Esqueda, Erika Mascorro, Debi Besser, Pam Pannkuk, Rainboe Sims-Jones, Myke Gable, Geneva Hawkins, Jerry Noviello, Mandie Dell, Tommy Weed, Staci Hoff

OTHERS PRESENT: Bob Thompson, Statewide LEL; Mike Dornfeld, WSDOT; Hilary Torres, Target Zero Manager (TZM); Mike Turcott, TZM;

Commissioner Chief Batiste, meeting chair, called the Regular Meeting of the Washington Traffic Safety Commission (WTSC) to order at 10:32 a.m., on April 20, 2017, at the WTSC Offices.

Introductions were made, including new staff at WTSC: Pam Pannkuk, Deputy Director; Rainboe Sims-Jones, Office Assistant; Tommy Weed, ITS 3; Mandie Dell, Administrative Assistant.

Director Grondel introduced our newly appointed Commissioner, Jim Johnson from the Washington State Association of Counties. Commissioner Johnson was unavailable to attend this meeting, but will attend the July 20 meeting.

Approval of Minutes (Action Item)

Commissioner Siipola moved to approve the minutes of the July 20, 2016, October 20, 2016, and January 19, 2017, Commission meetings. Commissioner Millar seconded the motion. The motion was unanimously approved.

FFY 18 Grant Review/Approval – Myke Gable, WTSC Program Director

Mr. Gable presented the recommended grant portfolio for FFY 2018. He discussed the history, this year's process, and each area recommended for funding. WTSC received 101 proposals this year and 67 were recommended for funding, including 9 traffic records projects. Following is a breakdown of the projects funded:

High Visibility Enforcement Campaigns	
<u>Local Law Enforcement Campaigns</u>	
Two DUI Campaigns	\$ 300,000
Seatbelt Emphasis Campaign	\$ 130,000
Distracted Driving Emphasis Campaign	\$ 200,000
Motorcycle Safety Campaign	\$ 100,000
Speeding Campaign	\$ 100,000
Locally-determined FLEX Patrol Funding	\$ 300,000
Target Zero Teams (King 2, Pierce, Snohomish, Yakima, Spokane)	\$ 300,000
	\$1,430,000
<u>WSP Enforcement Campaigns</u>	
Two DUI Campaigns	\$ 400,000
Seatbelt Emphasis Campaign	\$ 133,000
Distracted Driving Emphasis Campaign	\$ 100,000
Motorcycle Safety Campaign	\$ 100,000
Speeding Campaign	\$ 100,000
FLEX Patrol Funding, Coordinated with Local Enforcement	\$ 117,000
	\$ 950,000
<u>Media Campaigns</u>	
Paid Media	\$1,923,000
News/Ancillary Media, Includes New TV/Radio Ad Production	\$ 250,000
	\$2,173,000
Total	\$4,553,000 (32%)
Statewide Impact	
Child Passenger Safety Program	\$ 292,200
Traffic Records Projects (WSP, WSDOT, DOH, WASPC, WTSC)	\$1,541,284
Traffic Safety Prosecutors (3 statewide; adding 1 more)	\$ 645,371
Local Traffic Safety Coordinators (Target Zero Managers)	\$ 425,000
Statewide Law Enforcement Liaison and Local LELs	\$ 162,000
DOL Motorcycle Safety Programs	\$105,600
WSP Impaired Driving Section	\$ 550,000
LCB Liquor and Cannabis Impaired Driving Initiative	\$ 62,440
Traffic Safety Culture Survey/Analysis (WTSC)	\$ 170,000
Measuring Traffic Safety Culture via Social Media Mining (WVU)	\$ 74,823
Procedural Justice and Traffic Safety Study	\$ 135,706
Local Enforcement Traffic Safety Equipment (WASPC)	\$ 394,500
WSP Toxicology Process Improvements	\$ 566,800
Action Council on Young Drivers	\$ 50,000
Total	\$5,175,724 (36%)
Local Impact	
Speeding Projects (Wenatchee and Auburn)	\$ 71,160
Youth Impaired Driving Enforcement (Skagit and Okanogan Counties)	\$ 131,651
DUI Courts (Kent + training for several new jurisdictions)	\$ 272,509
City/County Traffic Safety Countermeasure Projects (Clark,	\$ 900,884

Snohomish, Kent, Bellingham, Spokane, Issaquah, and King)	
Tribal Traffic Safety Projects	\$ 236,447
Pedestrian Education/Enforcement (Whatcom, Spokane, Pierce, Clark, Snohomish, and Walla Walla)	\$ 245,080
Pilot Traffic Enforcement Teams (WTSC Planning)	\$ 20,000
Distracted Driving Initiatives (Bellingham and King County)	\$ 148,360
Emerging Local Traffic Safety Projects	\$ 50,000
Total	\$2,076,091 (14%)
WTSC Operations	
WTSC Staff (Salaries/Benefits/Operations/Administration)	\$2,101,965
WTSC Enterprise Management System (WEMS Grant Management)	\$ 35,000
Research & Data Division (Data, Surveys, and Analytical Support)	\$ 167,000
WTSC Website Revision	\$ 100,000
2018 Traffic Safety Conference	\$ 150,000
2019 Target Zero Plan Revision/Update	\$ 45,000
Total	2,598,965 (18%)

Grantees will begin working on these grant projects starting October 1, 2017. A short discussion ensued.

Commissioner Wiesman moved to adopt the recommended grants. The motion was seconded by Commissioner Siipola and motion passed unanimously.

Mr. Gable's full presentation is attached.

WTSC Process Improvement Proposal – Darrin Grondel, WTSC Director

Director Grondel asked Commissioners to consider a change to the way that the meeting minutes are prepared for the Commission meetings. In January, Director Grondel briefly discussed this proposal and forwarded a written proposal (attached) for review prior to this meeting. Currently meeting minutes are prepared after the meeting and the recording is posted on the WTSC website. Written meeting minutes are not posted until approved, which sometimes is only once per year. The Director's request is to have the audio recordings serve as the minutes. We have confirmed with our Assistant Attorney General that this is an acceptable practice.

A short discussion ensued about having a written summary/recording of action items, approvals, and next steps only so that Commissioners do not have to go back and listen to the recording to prepare for the next meeting.

Commissioner Millar moved that, moving forward, the official minutes of the WTSC Commission meetings will consist of the audio recording with a written summary of actions taken and next steps. Copies of the presentations and/or attachments will be part of the record. Commissioner Kohler seconded the motion. The motion passed unanimously.

The action items/next steps and presentations will be posted on the agency website along with the audio recording. A disclaimer will be included on the written summary to indicate that the audio recording, the written summary, and the presentation and/or attachments constitute the full minutes of each meeting.

Target Zero Law Enforcement Liaison Awards – Darrin Grondel, WTSC Director

Director Grondel presented the Target Zero Manager of the Year Award to Hilary Torres. Hilary started as a TZM in January 2016 and, in less than a year, she has transformed the task force. She has recruited agencies to the task force that have never before attended and has developed relationships with traffic safety partners throughout Region 6. Hilary truly is a traffic safety superstar!

Director Grondel also presented the 2016 Local Law Enforcement Liaison of the Year Award to Officer Mark Brinkman of the Lynnwood Police Department. Officer Brinkman is a recognized leader in Washington State in the LEL and Drug Recognition realm. He is truly dedicated and can be counted on to lend his expertise and knowledge to the task force. Unfortunately, Officer Brinkman was unable to attend today's meeting to accept his award.

Director's Report – Darrin Grondel

- April 21, 2017, is the Target Zero Awards dinner in Lewis County.
- Washington State requested that NHTSA conduct an assessment of Washington's Motorcycle Safety Program. A five-person team from around the country was identified. The assessment is scheduled for April 23-28, 2017, in Olympia. The assessment team will be looking at program management, law enforcement, operation under the influence training, operator licensing, legislation and regulations, highway engineering, data analysis and crash stats, communications, protective equipment, rider conspicuity and motorist awareness as well as Washington Rider Groups.
- The Foundation for Advancing Alcohol Responsibility announced a grant opportunity to address drugged driving. State Highway Safety Offices applied for the grants and five states were awarded grant funds in 2017: Illinois, Montana, West Virginia, Wisconsin, and Washington. This is a \$20,000 grant. A formal announcement will go out April 26, 2017.
- Reminder for Commissioners that you need to attend Open Public Meeting Act training every four years.
- Fatality rates: 436 in 2013, 462 in 2014, 551 in 2015, and the preliminary number for 2016 is currently 537. In 2017, there have been 105 fatalities, compared with 113 in 2016 YTD.

Commissioner Wiesman asked if state agencies are implementing best practices around safe driving and distracted driving, and whether we should be thinking about model policies for our employees? Director Grondel said that at the January ResultsWA, Goal 4 Healthy and Safe Communities meeting, L&I looked at traffic fatalities involving state employees. A group has been formed to look further into this issue. A short discussion ensued.

Adjournment

Commissioner Siipola moved to adjourn the meeting. Commissioner Wiesman seconded the motion. The motion passed unanimously. The meeting adjourned at 11:55 a.m.

The next meeting is scheduled for July 20, 2017

These minutes, in addition to the audio recordings, constitute the full minutes.

Geri Nelson

Executive Assistant



FFY2018 WTSC Traffic Safety Grant Proposals Portfolio

**Commissioner Meeting
April 2017**

“Best of Both Worlds” Approach to create WTSC Annual Investment Plans

Open Competitive Process

- The Highway Safety Office solicits proposals
- Proposals are reviewed, scored, & awards made
- More of a “hands-off” approach
- Less centralized control of funding
- Likely to include more local “grassroots” projects

WTSC “Hybrid”

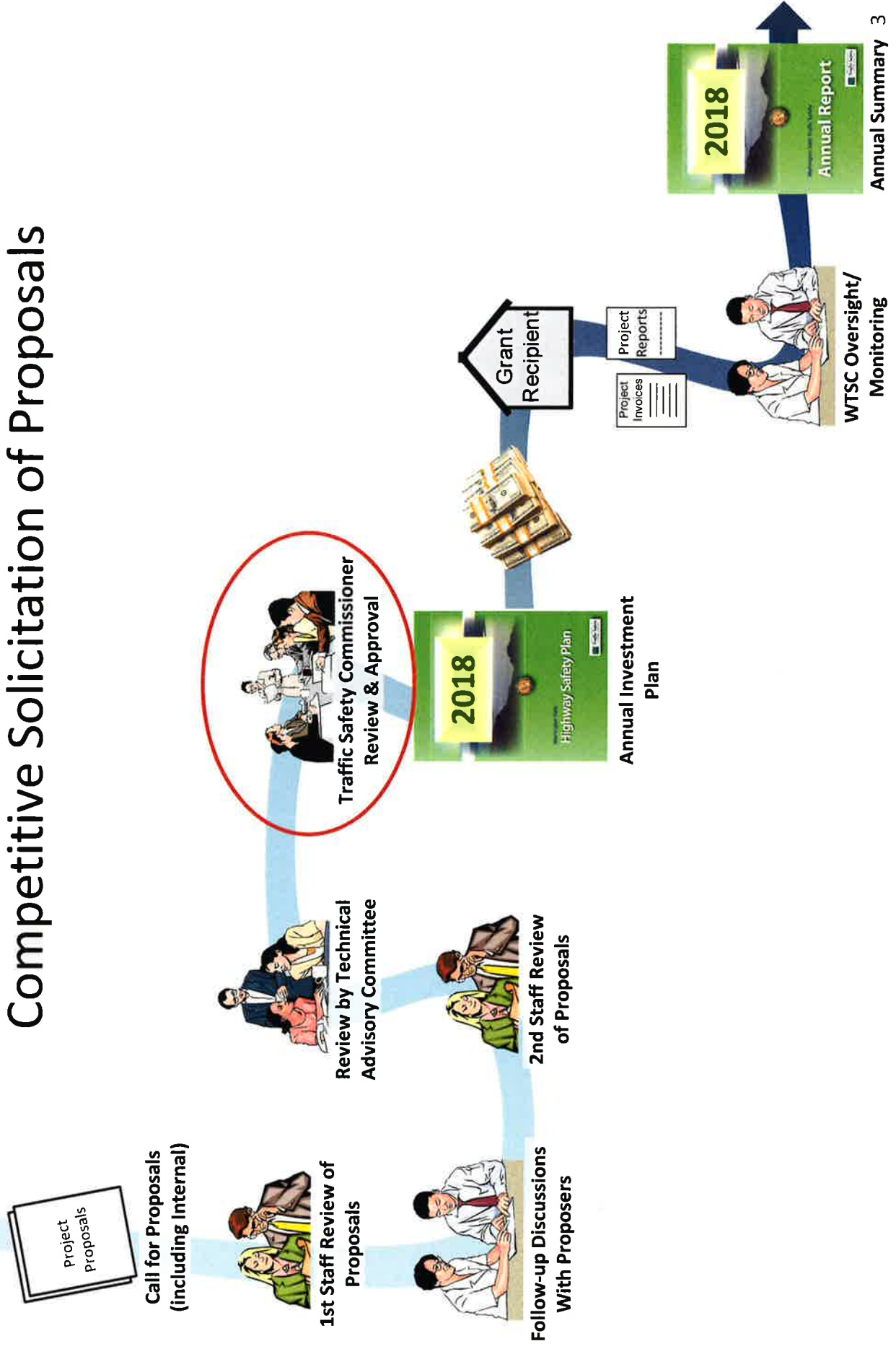
- Includes an Open Call for proposals
- Also actively solicit internal and external proposals based on data and TZ programs
- Includes “non-competitive” proposals
- Incorporates a discussion/negotiation phase with proposers
- Best of both types, we think

State Agency-Directed

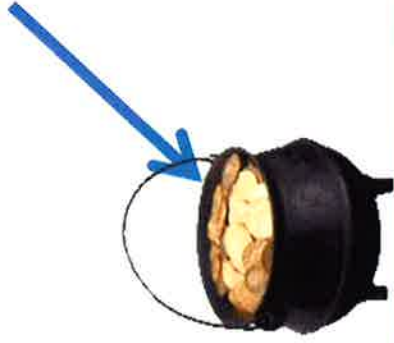
- The Highway Safety Office develops the overall investment plan
- Some utilize stakeholder advisory groups, but no real “Call for Proposals”
- More of a “closed” grant award system
- Very centralized control of funding
- Likely to include more state-level projects

WTSC Grants Process Overview:

Competitive Solicitation of Proposals



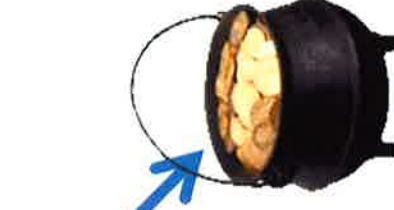
WTSC Funding: Two Primary Federal Grants



Section 402 – General Traffic Safety

Flexible use for a variety of traffic safety projects.

Requires 40% of funds directly benefit local subdivisions.



Section 405 – High Priority Programs

Occupant Protection	Impaired Driving
Distracted Driving	Traffic Records
Motorcycle Safety	24-7 Programs
Graduated Licensing	Non-Motorized
Racial Profiling	164 Alc Transfer

Qualification and eligible use of funds is specific to each grant.

Recent Funding At-A-Glance

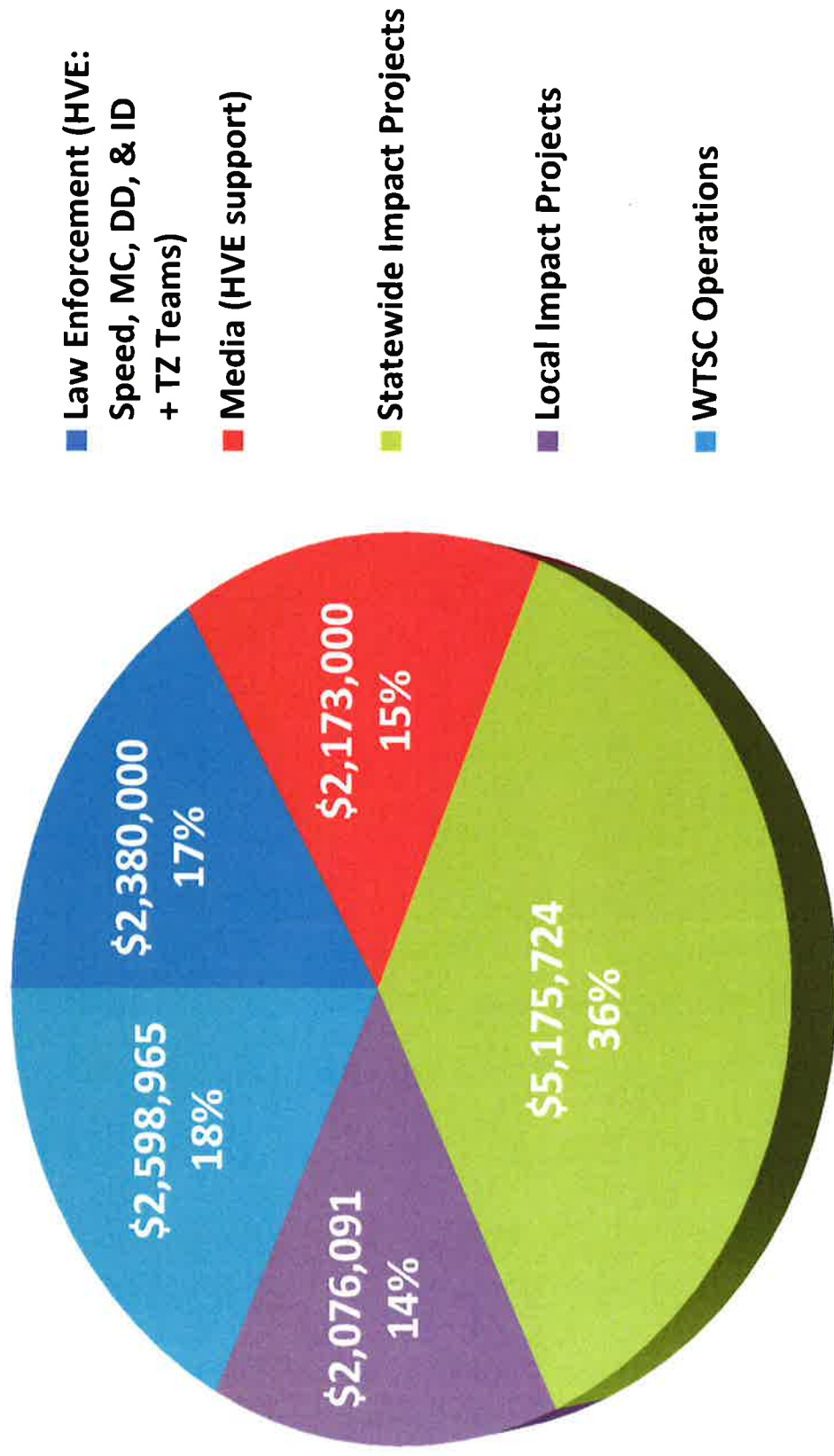
2013 Approved	\$11,519,110
2014 Approved	\$11,887,971
2015 Approved	\$13,709,879
2016 Approved	\$11,801,861
2017 Approved	\$13,746,948
2018 Proposed	\$14,403,780

2018 Investment Plan Overview

***We received 101 proposals
(requesting \$19.6M)!***

- **16 non-competitive** internal proposals
 - Required for State Highway Safety Office operation
 - Required under state or federal rules/regulations
 - Part of a portfolio for a program-specific fund
- **85 competitive** proposals reviewed
 - **67** projects recommended for funding (58 in 2017; 38 in 2016)
 - Including **9** Traffic Records projects (9 in 2017)
 - **18** not recommended for funding (13 in 2017; 19 in 2016)

2018 Investment Plan Overview



High Visibility Enforcement

Local Law Enforcement Campaigns

- Two DUI Campaigns
- Seatbelt Emphasis Campaign
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- Speeding Campaign
- Locally-determined FLEX patrol funding
- Target Zero Teams (King [2], Pierce, Snohomish, Yakima, Spokane)

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WSP Enforcement Campaigns

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- Motorcycle Safety Campaign
- Speeding Campaign
- FLEX patrol funding, coordinated with local enforcement

\$400,000
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Media Campaigns

- Paid Media
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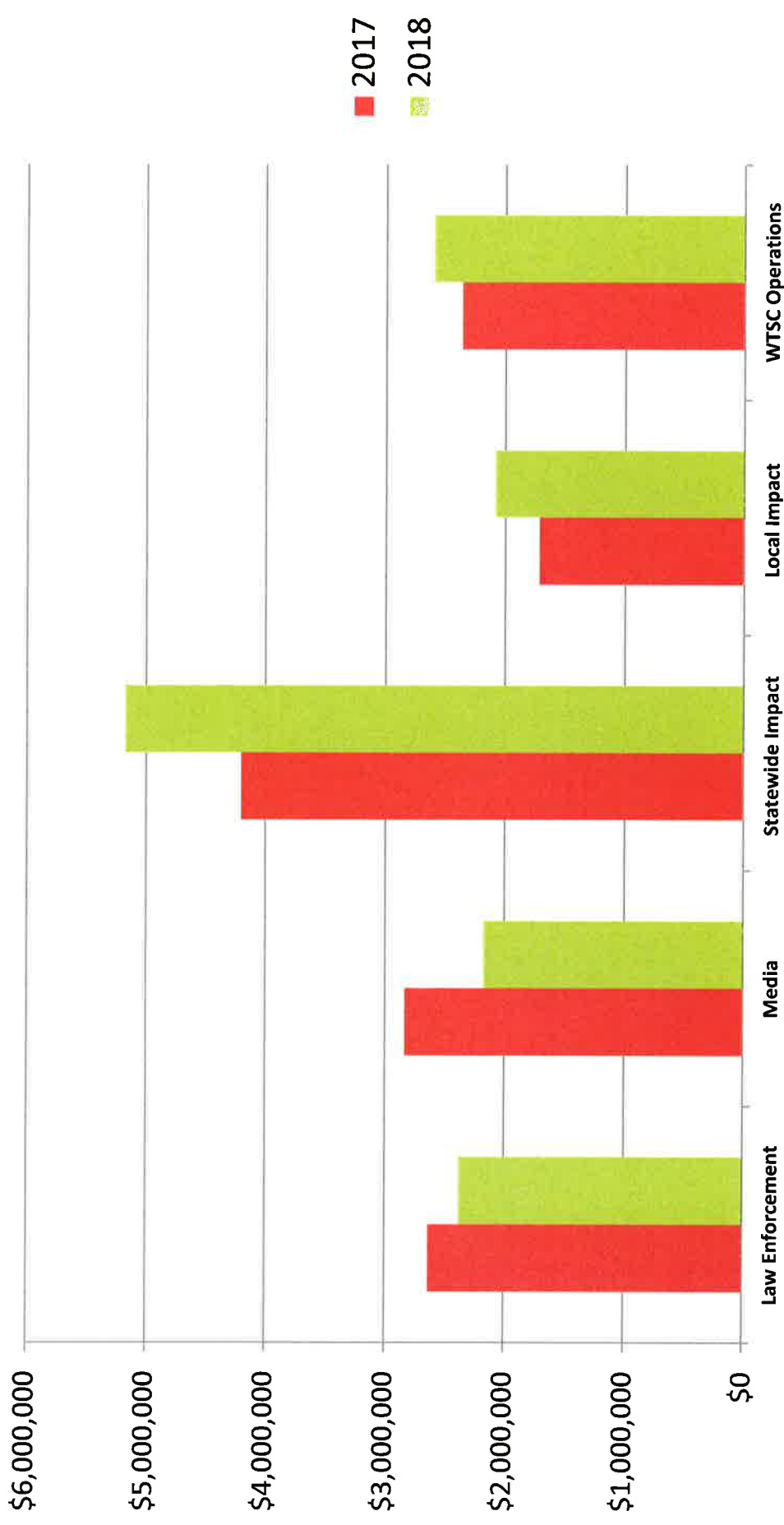
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2017 vs. 2018 Investments



Questions/Discussion



PROPOSED WTSC PROCESS IMPROVEMENT
APRIL 20, 2017

The Washington Traffic Safety Commission (WTSC) is proposing a process improvement for Commission Meeting Minutes. We discussed this briefly at the January 2017 Commission meeting and this recap is for your review. Final decision will be made at the April 20, 2017 Commission meeting.

Currently, the minutes are completed by Executive Assistant Geri Nelson and take approximately 10-12 hours to complete. The proceedings of the Commission meeting are recorded and posted on our website immediately following the meeting, so the public has full access to the recordings that comprise our meetings. The written minutes are not posted on the website until approved by the Commission, which at times has only been once a year, due to lack of a quorum.

The requirement for taking minutes for the Open Public Meetings Act (OPMA) resides in RCW 42.32.030. This statute states: "The minutes of all regular and special meetings except executive sessions of such boards, commissions, agencies or authorities shall be promptly recorded and such records shall be open to public inspection." This statute is read in conjunction with RCW 42.30, which addresses procedures for special and regular meetings, held by boards and commissions under the OPMA.

Format for Recording Minutes under the OPMA

There is no format specified in the law as to how minutes are to be organized or taken. Digitally recording the WTSC Commission meetings and posting the recordings on the WTSC website, backed up on the WTSC server, and making the proceedings available to all interested parties, as well as taking written minutes of the meetings with a high level overview of each item on the agenda but not verbatim, are both acceptable for recording minutes.

The meeting minutes can be made available for inspection and copying by providing a link to these records on the agency's website although, if the requester cannot access records through the Internet, the agency must provide either copies or access to the records from an agency computer. There is low risk associated with these types of requests.

Agencies are encouraged to make commonly requested records available on agency websites. "When an agency has made records available on its website, members of the public with computer access should be encouraged to preserve taxpayer resources by accessing those records online." See RCW 42.56.520. There are other options available for providing records to those without a computer or those who cannot come in and inspect the records on an agency computer.

A decision to change the format to a digital recording is clearly a business decision best made at a Commission meeting and adopted by a Commission motion. It seems factors influencing such a decision include that the digital recordings may be less costly preserving taxpayer resources, less time consuming to produce and more accurate because unlike the written minutes, they are verbatim.

Electronic databases may present unique issues concerning requests for records under the Public Records Act should the Commission decide to no longer produce written minutes and a person who does not have access to a computer or the ability to travel in order to look at

records on a computer. A requester of public records must ask for existing "identifiable public records." RCW 42.56.080. The WTSC has never had a PDR for meeting minutes.

This proposal is for your review and consideration and will be an action item on the agenda for the April meeting. If necessary, you may speak with me individually with any questions or concerns.

As a reminder, the Commissioners will be reviewing and approving the FFY 2018 grant proposals and it is imperative that we have a quorum.