

**Maryland Traffic Records Coordinating Committee**  
**EXECUTIVE COUNCIL MEETING**  
**Room 200 – MVA Headquarters; Glen Burnie, MD**  
**November 19, 2015 (10:00 AM)**  
**AGENDA**

- **Introductions / New Members**

- C. Nizer started meeting at 10:17am
- In attendance:
  - Christine Nizer - MVA
  - Tom Gianni - MHSO
  - Debbie Jennings - MHSO
  - Ken Hasenei - MSP
  - Cedric Ward - SHA
  - John New - MIEMSS
  - Cynthia Burch - NSC
  - Luis Estrada - DoIT
  - Barbara Webb-Edwards - FMCSA
  - Bill Wade - FHWA
  - Greg Johnson - SHA
  - Jim Ports - MDOT
  - Nick Owens – Leidos
  - Brett Graves – Leidos
  - Doug Mowbray – MHSO
  - Beth Baker – NHTSA

- **TRCC Mission & Vision:**

- Discussion, Review & Approval of amended TRCC Charter
  - Primary revisions were to provide clarity to purpose
    - Executive Council membership and roles/duties (page 3)
    - Council is federally-mandated and a good practice for MD
    - Council will meet twice annually or more frequently as needed
    - Purpose of Council is to provide leadership and plan strategically
    - Each agency has 1 vote and a simple majority is sufficient
    - Electronic means are acceptable
    - General TRCC
      - Meets every two months
      - Responsible for technical aspects of traffic records projects
      - Executive Council members have appointed personnel on General TRCC
      - Include SHSP Data Coordinators in General TRCC for consistency among plans (TRSP, SHSP, etc)

- Special Committees
      - Currently have ACRS Task Force, GIS Subcommittee, training, and quality control efforts
    - Only significant revisions from prior version of Charter related to providing more detail to Mission and Vision, but not concept changes
    - Vote to approve Charter as submitted (11/9/15 revision)
      - Motion – Greg Johnson
      - Second – Ken Hasenei
      - Vote – unanimous
  - Review of NHTSA Traffic Records Assessment
    - Ownership of Individual Traffic Record Components
      - Council members should review recommendations and considerations related to their system with staff
    - Recommendations
      - Recommendations from Assessment have been incorporated into the Traffic Records Strategic Plan
- **Dept of Information Technology (DoIT):**
  - DoIT Vision and the TRCC
    - Lou Estrada discussed the State IT Master Plan (available at [doit.maryland.gov](http://doit.maryland.gov)) which aligns with Governor Hogan’s plans for a better Maryland
      - addresses governance and collaboration/synergy among agencies as it relates to IT projects (i.e. NetworkMD, MarylandFirst)
      - addresses interoperability among systems and integration of data
    - DoIT Mission relates to TRCC and its interoperability and integration foci
    - Able to provide coordination and consultation as independent agency
    - Human Services mission – multi-agency project focused on coordinating efforts and sharing data to provide better services to the public and increase efficiency
    - Significant relation to data sharing and integration wants and needs within TRCC
    - Also bring expertise related to new and changing technologies
    - Want to help break down barriers and coordinate efforts into fewer, better MOUs and agreements
  - Open Data Portal
    - Sharing data with the public is a great asset
    - Providing data sets that are valuable to citizens
    - Provides modern APIs (application program interface) for accessing and analyzing data
    - Includes online dashboards with analytical widgets and capabilities

- Datasets are updated real-time, daily, weekly, at any time interval the custodial agency designates
    - Does not include personally identifiable information (PII)
    - Replaces the need to build one large system that includes all data files as systems grow and promotes the ability to integrate existing data sets
  - Some TRCC agencies have plans for providing data to the public through portals, so important to collaborate on these efforts (SHA, MSP, etc)
  - Data owners have the ability to design dashboards specific to their data as a means of controlling how the data are released
  - Providing data through the Open Portal may alleviate the ‘different numbers’ that may be provided by different agencies, so all requests are using the same source (information downloaded on same date with same variables to promote uniformity of outputs)
  - Plans to provide crash data through Open Portal
- **Traffic Records Strategic Plan:**
  - Review 1st Draft of TRSP
    - Provide feedback by December 18, 2015
    - Strategies in bold font are from the Assessment and required to be included in the Plan per NHTSA
    - Plan was developed using a similar process as the SHSP and is also structured in a similar way
    - Please advise if you would like to change/add representatives to the General TRCC from your agency
    - Strategies will be used to evaluate quality and strength of the data
  - Establishment of Goals for Executive Council
    - Accurate & Timely Crash Data
      - Current challenge
      - Tom Gianni explained the crash data process
        - MSP collects data
        - SHA reviews and ‘cleans’ data
        - MHSO analyzes and provides standard outputs of the data
      - Greg Johnson requested more detailed performance measures be developed
      - MSP has efforts for increasing timeliness (reports submitted after a set number of days prompt contact from MSP to the agency administrator for resolution)
      - Comparison of old to new crash data is the primary focus (more variables in new electronic report are being evaluated, user errors are explored and mediated, etc)
      - Quality control program is under development and MTLE (Maryland Technology for Law Enforcement) Conference on 11/16/15 was helpful

- Data are collected timely, but legacy systems at SHA are shutting down and replacement systems have not been developed
    - Perhaps adopt a reporting schedule similar to FARS with 'preliminary' fatality numbers given at a point in time after the calendar year and releasing 'final' numbers at a later date (allowing time for any additional/late reports to be processed)
  - Integrated Injury Surveillance Data
    - Component of crash data that may be included to influence policy decisions
    - Maryland still has the Crash Outcome Data Evaluation System (CODES) project at the National Study Center for Trauma & EMS
    - Hope to incorporate clinical data to identify serious injuries instead of relying on police perception
  - Web-Based Public Query System
    - As discussed by DoIT
  - These goals will be shared with General TRCC for implementation planning
- **Meeting Schedules:**
    - **November** – Status & Progress Review of TRSP Strategies and Policy Discussions
    - **May** – Status & Progress Review of TRSP Strategies and Budget Implications
  - **ROUND-TABLE DISCUSSION:**
    - Expectations & Concerns / Guidance
      - In-depth discussions of traffic fatality counting, timelines for public release, not letting perfect be the enemy of good
      - Release 2015 fatality numbers in March 2016
      - After end of 2015, review crash reporting process to develop goals and provide guidance and deadlines to General TRCC for data release
      - Need to provide value proposition of why these numbers are important – explain to data collectors how the data are used to develop policy
      - Maybe invite 'the bad actors' to the meeting so they understand the importance of data quality
      - Performance measures/goals should feed the agenda for the upcoming meetings so they are developed and implemented timely

**NEXT MEETING: April/May, 2016**

**Meeting adjourned at 12:10pm**