

Executive-Level Traffic Records Coordinating Committee (ETRCC) Meeting Minutes

Date/Time	August 2, 2022, 10:30 am to Noon	
Chair	Kerry Collins , EOPSS Undersecretary for Forensic Science and Technology & ETRCC Chair	
Participants	<p>Richard Bates, Federal Motor Carrier Safety Administration Maria Cheevers, Boston Police Brook Chipman, OGR/Highway Safety Scott Cluett - VM, MDPH-OEMS Kerry Collins - VM, EOPSS and ETRCC Chair Donna DaVeiga - VM, Alternate Registry of Motor Vehicles Michaela Dunne, Department of Criminal Justice Information Services Debra Eaton - VM, Alternate MassDOT/Merit Rating Board Ana Fill - VM, Alternate MassDOT/Highway Division Bob Frey - VM, Alternate, MassDOT/Office of Planning Jamie Gagnon - VM, Department of Criminal Justice Information Services Eric Gemperline - VM, Alternate Central MA Planning Commission</p>	<p>Jeanne Hathaway, MDPH/ Injury Prevention and Control Jennifer Inzana, MassDOT/Highway Division Jeff Larason - VM, OGR/Highway Safety Chief John LeLacheur - VM, Alternate, Beverly PD and Mass Chiefs of Police Association Kenneth Miller, FHWA Jim Morton - VM, Administrative Office of the Trial Court Arielle Mullaney, EOPSS Assistant General Counsel Robin Riessman, UMassSafe Barbara Rizzuti, NHTSA Sonja Singleton, MassDOT/Merit Rating Board Rebekah Thomas - VM, MDPH-Bureau of Community Health and Prevention Richard Valeri, OGR/Highway Safety Jake Viola - VM, EOTSS Deputy Superintendent Chris Walsh, Boston Police</p> <p>VM = Voting Member</p>
Location	Teams Meeting	

1. Welcome and Introductions

Kerry Collins, EOPSS Undersecretary for Forensic Science and Technology and ETRCC Chair, welcomed participants and reminded them this was a virtual meeting being held in compliance with the Massachusetts Open Meeting Law requirements.

Kerry conducted a roll call to determine how many ETRCC members were on the call and identify alternates present. Arielle Mullaney confirmed a quorum was present (13 out of 15 voting ETRCC members or alternates were on the call, more than the eight members necessary).

2. Review/Approval of 4/27/2022 Meeting Minutes

Kerry noted the draft minutes for the ETRCC's 4/27/22 meeting had been circulated to the membership for review before this meeting. She asked if anyone had requested edits and provided a final opportunity for review. Given no member did, Kerry indicated the minutes were unanimously adopted.

3. Office of Grants and Research update on Availability of Grant Funds (AGF) for FFY 2023 405-c funding process to select new projects

Brook Chipman from the Office of Grants and Research (OGR) explained an Availability of Grant Funds (AGF) for Section 405c funding for traffic records projects was posted on the OGR's website on May 12, 2022. The AGF was also then distributed to the TRCC e-distribution list. \$1.4 million of 405c grant funding is available through the AGF process. Responses to the AGF were due by June 30, 2022.

Two AGF responses totaling \$1,117,000 were received by the response deadline from the Merit Rating Board (MRB) and the Boston Police Department (BPD). These responses were distributed to TRCC members via the TRCC e-distribution list on July 5. Those on the TRCC e-list were also given advanced notice of virtual project presentations by project representatives held on July 19. Presentation materials were then made available on the OGR's website.

An AGF Review Committee comprised of an OGR employee and Brook, along with a third member who was a TRCC member from an entity that did not submit a response to this AGF and has extensive service on the Working-level TRCC. After it held two meetings between July 5 and 21, this review committee produced an Award Recommendations Memo. This memo was circulated to members of both TRCCs and others on the TRCC e-distribution list on July 27.

The main point of the memo is that the review committee recommends that both projects under consideration be fully funded. Both project teams also need to work with OGR to improve their benchmarks and performance measures before receiving their grant awards.

Brook then touched on one item in the recommendations memo that relates to an AGF process and a project matter. MRB was unable to meet one AGF requirement: "Applicants with current Section 405(c) grant awards cannot receive new 405(c) grant awards until their first awards are 30% or more complete at the time of application. Such applicants should consult with OGR prior to applying." OGR decided MRB could continue in the AGF process. However, if awarded 405c funding today by the ETRCC, it would first have to successfully complete its current 405c grant award for its Accessible Citation Data - Phase I project. This award currently ends on September 30, 2022. Only then would any new 405c grant award for MRB's Phase II project be finalized, and the work could commence. OGR hopes ETRCC members agree this approach was the best way to keep a critical project in the mix while still ensuring AGF requirements are respected.

Kerry added this decision regarding the MRB project is part of an effort by EOPSS and OGR to ensure projects stick to their agreed-upon schedules, as not doing so had caused many negative consequences in the past. She added that as of late projects were doing better at adhering to their schedules, and the decision by OGR regarding the MRB project would ensure progress in these matters.

Brook said it was time for the ETRCC to select projects to receive 405c funding during the next part of our agenda. He asked if there were any questions at this point, but none were raised.

4. Discussion and vote to approve AGF Review Committee's Award Recommendations, accept with modifications, or have ETRCC conduct 4-Box Analysis-Scoring Results process to generate new recommendations

Kerry asked Brook to begin this agenda item by reviewing the voting process.

Brook said no ETRCC member with a project under consideration in this AGF process may vote on any of the projects under consideration. Nor can any ETRCC member from an entity that represents or oversees an applicant with a project under consideration. So for today, the ETRCC representatives for the following entities must not participate in the voting:

- The MRB because it has an AGF response under consideration.
- MassDOT's Registry of Motor Vehicles, as they oversee the Merit Rating Board that has an AGF response under consideration.
- The Massachusetts Chiefs of Police Association, as they represent on the ETRCC the BPD that has an AGF response under consideration.

Please note that ETRCC members not voting can still participate in the general discussion about proposed projects to ensure the committee doesn't miss critical information.

As noted on the agenda, the ETRCC needs to choose between the following three choices: 1.) vote to approve AGF Review Committee's Award Recommendations 'as is', 2.) vote to accept the recommendations with modifications we agree upon today, or 3.) have the ETRCC conduct a 4-Box Analysis-Scoring Results process today to generate new recommendations.

Brook said with past AGFs the ETRCC selected option #2 and that worked well.

Kerry said as Chair, she proposes the committee goes with option #2. If no one objects, we will proceed with that approach, but if anyone felt otherwise, the committee would vote to determine the approach. No concerns were raised, so option #2 was utilized.

Brook said the committee would review both projects listed in the award recommendations memo, starting with the highest-rated one from the Merit Rating Board. We could make any modifications or conditions to the project or adjust the proposed award. We would then continue in this manner with the second project from BPD. Kerry said we would then separately vote on each project.

Brook said representatives for the projects were available to answer any questions: Deputy Chris Walsh and Maria Cheevers for BPD, Sonja Singleton and Debra Eaton for MRB. MRB would also provide a brief update on its work for its current 405c funded Accessible Citation Data - Phase I Project when we discuss their proposed project.

Brook asked if there were any questions at this point, but none were raised.

Discussion followed on both projects.

Ana Fill asked if the citation data in the proposed portal would be linked to the crash data in the crash data portal, IMPACT. Debra said that was a goal of the proposed project.

Becka Thomas asked whether bulk downloads of citation data would be obtainable through the proposed portal. Debra said this was being planned for.

Kerry asked if the project team was addressing the issue of anonymizing personal identifying data on citations in the proposed portal. Debra said no personal identifying data would be accessible through the proposed portal.

Brook asked what was the latest regarding the possibility of having two vendors working on the project, VHB, the IMPACT vendor, and a yet-to-be identified vendor for the proposed citation data project. Debra said it was expected that VHB could handle the citation data project as part of its current IMPACT efforts based on a

statewide contract. The contract was amendable for this proposed project. MRB will update its project application to reflect this approach.

During the discussion on the BPD project, Ana asked about the progress the department was making in follow-up to its prior 405c project that built an application to enable electronic crash reporting to RMV. Walsh said improvements had been slow in volume and quality of e-reporting, but that the department was focusing on this intently. It was anticipated there would be marked improvement in both areas in the next few weeks.

Kerry proposed the following motion for the MRB project:

Approve the Merit Rating Board's Accessible Citation Data - Phase II Project for \$550,000 of 405c funding as described in the recommendations memo.

Jeff Larason moved the motion, and Eric Gemperline seconded it. The motion passed based on the following vote:

In Favor: EOPSS/Collins, OGR/Larason, MassDOT Highway/Fill, MassDOT Planning/Fry, MDPH/Cluett, MDPH/Thomas, MARPA/Gemperline, AOTC/Morton, EOTSS/Viola. Opposed: None. Abstain: MRB/Eaton, DCJIS/Gagnon, MA Chiefs/LeLacheur, RMV/DaVeiga.

Kerry proposed the following motion for the BPD project:

Approve the Boston Police Department's eCitation Transition project for \$567,000 of 405c funding as described in the recommendations memo.

Jeff Larason moved the motion, and Eric Gemperline seconded it. The motion passed based on the following vote:

In Favor: EOPSS/Collins, OGR/Larason, MassDOT Highway/Fill, MassDOT Planning/Fry, MDPH/Cluett, MDPH/Thomas, MARPA/Gemperline, AOTC/Morton, EOTSS/Viola. Opposed: None. Abstain: MRB/Eaton, DCJIS/Gagnon, MA Chiefs/LeLacheur, RMV/DaVeiga.

5. Presentations on recent and current 405c projects

Michaela Dunne spoke on DCJIS' MACCS project that ended one project contract on June 30 and started a new contract in July. DCJIS has all the funding it needs to finish the statewide roll-out of MACCS given the BPD project.

UMassSafe - Robin Riessman presented on the third phase of the E-Crash Manual web portal update underway since May. Donna said departments like the portal's new interactive crash form overlays for major record management systems.

Jeanne Hathaway spoke about MDPH's MACRISS project that ended one project contract on June 30 and started a new contract in July. Jeanne said continued efforts would be made to connect with project stakeholders to ensure their input on project activities

6. Unforeseen business/upcoming event announcements/next meeting: November 15, 2022

Kerry offered an opportunity for public comment or to raise an unforeseen business matter. Nothing was offered.

Brook said for the proposed November meeting, there would be a review of plans for the next AGF process and new developments with the new cycle of 405c starting in FFY 24. We would also hear presentations from recently concluded and current 405c projects. Brook gave members an opportunity for questions or suggestions regarding these or other possible agenda items for the November meeting and welcomed input later.

7. Adjournment

Kerry called for a motion to adjourn. Jeff Larason moved the motion, and Chief LeLacheur seconded it. The motion was unanimously approved.

**Massachusetts
Executive-level Traffic Records Coordinating Committee (ETRCC)
Virtual Meeting**

10:30 AM to Noon – August 2, 2022

Microsoft Teams meeting
[Click here to join the meeting](#)
Or call in (audio only)
[+1 857-327-9245, 463482771#](#) United States, Boston
Phone Conference ID: 463 482 771#
[Find a local number](#) | [Reset PIN](#)

AGENDA

1. Introductions (Kerry Collins)
2. Review and vote on draft April 27, 2022 ETRCC meeting minutes (Kerry)
3. Office of Grants and Research on Availability of Grant Funds (AGF) for FFY 23 405c funding process to select new projects (Brook Chipman)
4. Discussion and vote to approve AGF Review Committee's award recommendations, accept with modifications, or have ETRCC conduct 4-Box Analysis-Scoring Results process to generate new recommendations (Kerry and Brook)
5. Updates on recent and current 405c projects (Brook and presenters)
6. Unforeseen business/upcoming event announcements/next meeting: November 15, 2022 (Kerry)
7. Adjourn (Kerry)

To obtain auxiliary aids, services, or accessibility information for this meeting, contact Mr. Brook Chipman at 617-725-3355 or brook.chipman@mass.gov.



Charles D. Baker
Governor

Karyn E. Polito
Lt. Governor

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MEMO

TO: Massachusetts Traffic Records Coordinating Committees (TRCC)

FROM: Brook W. Chipman, State Traffic Records Coordinator on behalf of the
FFY 2023 Section 405c funding AGF Review Committee

RE: Award Recommendations for FFY 2023 Section 405c funding AGF

DATE: July 27, 2022

As called for in the Notice of Availability of Grant Funds (AGF) for the FFY 2023 State Traffic Safety Information System Improvements Grant, Section 405c funding, the AGF Review Committee (the committee) is issuing a memo of its award recommendations. This memo is for those who have reviewed and have access to the AGF and the two associated AGF responses. Detailed AGF information is available at www.mass.gov/service-details/traffic-safety-grants.

The committee met two times between July 5 - 21 to review the AGF responses and consider the related virtual project presentations done on July 19. Two members of the committee were from EOPSS's Office of Grants and Research (OGR). A third committee member was from a TRCC member entity that did not submit a response to this AGF, and who has extensive service on the Working-level Traffic Records Coordinating Committee (WTRCC).

There is up to \$1.4 million available to award through the AGF. The two AGF responses under consideration have requested only \$1,117,000.

Below are the key findings from the committee's deliberations:

Applicant & Short Project Title	4-Box Assignment	Combined, Averaged Score (rounded)	Request	Recommended Award
Merit Rating Board's Accessible Citation Data – Phase II	B	80	\$550,000	\$550,000
Boston Police Department's eCitation Transition	B	79	\$567,000	\$567,000
			\$1,117,000	\$1,117,000

During the August 2 meeting of the Executive-level TRCC (ETRCC) to review and to make funding recommendations on these projects, the committee suggests the ETRCC take into consideration the following points:

- Merit Rating Board (MRB) and Boston Police Department (BPD) should be required to separately work with the OGR to each develop for their project a better benchmark/performance measure (BM/PM). This would be done prior to starting any grant award contract. Ideally these BM/PMs will be based on the methodology set forth in the National Highway Traffic Safety Administration's *Model Performance Measures for State Traffic Records Systems* (DOT HS 811 441).
- MRB was unable to meet this AGF requirement: "Applicants with current Section 405(c) grant awards cannot receive new 405(c) grant awards until their first awards are 30% or more complete at the time of application. Such applicants should consult with OGR prior to applying." OGR decided MRB could continue in the AGF process, but if awarded 405c funding by the ETRCC, it would first have to successfully complete its current 405c grant award for its Accessible Citation Data - Phase I project. This award is currently scheduled to end on September 30, 2022. Only then would any new 405c grant award for MRB's Phase II project be finalized and the work would commence.
- Any available funding unspent through this AGF can be rolled-forward to the next 405c funding AGF that OGR is planning for late 2022.

The AGF noted this memo would contain information on 405c funded grant work since the start of FFY 2022 by those applicants applying for new 405c funding. This review by OGR was regarding performance against the benchmark in the original application or any accepted update, project reporting issues, and level of unspent funding. The following information is not part of the scoring process for AGF responses. It is being made available to provide helpful context to the ETRCC during its deliberation process.

- BPD had a 405c grant during the second half of FFY 2021 and the first quarter of FFY 2022. While the project didn't meet its performance measure, it did accomplish its main deliverable – development of an e-crash reporting app for use by BPD personnel to improve crash reporting to the Registry of Motor Vehicles (RMV). BPD continues to diligent work with RMV to enhance its crash reporting volume and quality. There were minor contracting and reporting challenges before and during the grant period, but BPD ultimately overcame these, and it is expected they will be much better prepared to navigate OGR processes during its next 405c grant. All awarded funds were expended by the contract end date.
- MRB has a FFY 2022 405c grant that started in mid-April and runs through September 30, 2022. The project is expected to meet its performance measure and accomplish its deliverables. There were minor contracting and reporting challenges before and during the grant period, but MRB ultimately overcame these, and it is expected they will be ready to successfully handle OGR processes for its next 405c grant. All awarded funds are expected to be utilized by the contract end date.

The AGF review committee hopes this report assists the ETRCC with its review process of the projects requesting funding through the FFY 2023 Section 405c funding AGF.

