

CRLMS TAG Meeting
Monday, October 8, 2007
2pm-4pm EDT

FitNesse Link: <http://ngtpreview.infotechfl.com:8085>

Meeting Goals:

- **Roll call**
- **Action Items**
- **Identify and remove any obstacles impeding progress**

Start	End	Topic																																																												
1:00	5:00	<p>Roll call and connection check: TAG ATTENDEES;</p> <table border="1"> <tr><td>Leslie Wootan-Hartung</td><td>MDT (Montana) TAG Coordinator</td></tr> <tr><td>Alton Treadway</td><td>ALDOT</td></tr> <tr><td>Debbie Hornsby</td><td>ALDOT</td></tr> <tr><td>Susan Powe</td><td>ALDOT</td></tr> <tr><td>George Cornelius</td><td>MDT (Montana)</td></tr> <tr><td>Jim Ferguson</td><td>NDOR</td></tr> <tr><td>Janie Valdez</td><td>CODOT</td></tr> <tr><td>John Carpenter</td><td>Info Tech, Inc.</td></tr> <tr><td>Gus Wagner</td><td>MNDOT</td></tr> <tr><td>Leslie Wootan-Hartung</td><td>MDT</td></tr> <tr><td>Carolyn "Dee Dee" Burton</td><td>SCDOT</td></tr> <tr><td>John Oberdiek</td><td>Info Tech, Inc.</td></tr> <tr><td>Jude Tater</td><td>Info Tech, Inc.</td></tr> <tr><td>Denis Glascock</td><td>MoDOT</td></tr> <tr><td>David E. Hoge</td><td>GDOT</td></tr> <tr><td>John Solomon</td><td>GDOT</td></tr> <tr><td>Patricia Flowers</td><td>GDOT</td></tr> <tr><td>Wilma DeGraffenreid</td><td>MoDOT</td></tr> <tr><td>Bob Lewis</td><td>KYTC</td></tr> <tr><td>Diane Menz</td><td>Info Tech, Inc.</td></tr> <tr><td>Russ Barron</td><td>Info Tech, Inc.</td></tr> <tr><td>Masood Rasoulian</td><td>LaDOTD</td></tr> <tr><td>Barbara Scruggs</td><td>VaDOT</td></tr> <tr><td>Teresa Franklin</td><td>Info Tech, Inc.</td></tr> <tr><td>Ozette Brown</td><td>Info Tech, Inc.</td></tr> <tr><td>Brad Parks</td><td>Info Tech, Inc.</td></tr> <tr><td>Tony Bianchi</td><td>AASHTO</td></tr> <tr><td>Todd Bergland</td><td>MNDOT</td></tr> <tr><td>Deb Hood</td><td>INDOT</td></tr> <tr><td>Rick Yunker</td><td>Info Tech, Inc.</td></tr> </table>	Leslie Wootan-Hartung	MDT (Montana) TAG Coordinator	Alton Treadway	ALDOT	Debbie Hornsby	ALDOT	Susan Powe	ALDOT	George Cornelius	MDT (Montana)	Jim Ferguson	NDOR	Janie Valdez	CODOT	John Carpenter	Info Tech, Inc.	Gus Wagner	MNDOT	Leslie Wootan-Hartung	MDT	Carolyn "Dee Dee" Burton	SCDOT	John Oberdiek	Info Tech, Inc.	Jude Tater	Info Tech, Inc.	Denis Glascock	MoDOT	David E. Hoge	GDOT	John Solomon	GDOT	Patricia Flowers	GDOT	Wilma DeGraffenreid	MoDOT	Bob Lewis	KYTC	Diane Menz	Info Tech, Inc.	Russ Barron	Info Tech, Inc.	Masood Rasoulian	LaDOTD	Barbara Scruggs	VaDOT	Teresa Franklin	Info Tech, Inc.	Ozette Brown	Info Tech, Inc.	Brad Parks	Info Tech, Inc.	Tony Bianchi	AASHTO	Todd Bergland	MNDOT	Deb Hood	INDOT	Rick Yunker	Info Tech, Inc.
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1:00	1:05	<p>Leslie : Welcome Establish team roles:</p> <ul style="list-style-type: none"> • Facilitator (lead us) - Leslie • Scribe (record minutes) – Jude and John 																																																												
1:10	2:30	<p>Leslie : Open meeting</p> <ul style="list-style-type: none"> • General Information and announcements: <ul style="list-style-type: none"> ○ Roll Call ○ Election <p>Leslie was nominated and approved as next ye ar's CRLMS TAG coordinator and Jim Ferguson was nominated and seconded as assistant coordinator.</p> <ul style="list-style-type: none"> • Preview Site <p>Leslie opened the Cloverleaf web site and reviewed the CRLMS functionality currently completed and installed on that site.</p>																																																												

		<p>Key Points included:</p> <ol style="list-style-type: none"> 1. The system is being designed as flexible as possible to accommodate specific needs of an individual agency. 2. About 20% of the work is completed on the Appendix A requirements Appendix B items are not in the scope of this 18 month effort, however if more states join this effort, items from Appendix B can be moved forward 3. The TAG is invited to participate in a monthly webinar with the TRT beginning in November. Members will be notified of the date, time and connectivity information later this month 4. The CRLMS is user driven. The TRT members are responsible for writing the requirements and reviewing the development work each month. It is envisioned that this system will significantly reduce agency DBE and Labor work loads and cut disparity study costs <ul style="list-style-type: none"> • Business Meeting <ol style="list-style-type: none"> 1. Reviewed and revised mission statement (See attachment for final version) 2. Reviewed and revised Long Term Goals (See attachment for final version) 3. Reviewed and approved Short Term Goals 4. Leslie asks that the group checks the membership list She will add Jude as TAG Liaison and indicate that Jim will now be the assistant administrator. 5. Tony announced TRT meeting in November and this would be good opportunity for anyone thinking of joining the team. 									
2:45	3:00	Break									
2:45	4:30	<ul style="list-style-type: none"> • Small Business Network Review: Joe Phelan <ol style="list-style-type: none"> 1. Key Point of demonstration 2. Small Business Network is part of Bid Express. 3. The application creates a community of users that can analyze bid history, review potential work and place bids on work electronically 4. The bid analysis history is also very useful to agency estimators <p>Closing Remarks: TRT/Todd, AASHTO/Tony, ITI Product/Teresa, CRLMS Business Manager/Jude</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Action</th> <th style="text-align: left;">Responsible</th> <th style="text-align: left;">Comments</th> </tr> </thead> <tbody> <tr> <td>Set up monthly TAG meeting for CRLMS progress review</td> <td>Leslie</td> <td></td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Action	Responsible	Comments	Set up monthly TAG meeting for CRLMS progress review	Leslie				
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Mission Statement:

Provide guidance and coordination for the development and implementation of a comprehensive civil rights and labor management system within the framework of a total transportation information system.

Long Term Goals:

1. **Ensure Trns*port handles the software and database needs of the Civil Rights and Labor Management personnel of DOT's.**
2. **Assist the TRT as needed in the oversight for the development of CRLMS.**
3. **Review current and changing regulations and methods to ensure the AASHTO Trns*port products support the functions necessary to comply with all regulations and evolving methods.**
4. **Monitor the development of CRLMS and provide recommendations for implementation of the new system and maintenance of problems identified by Trns*port users.**

Short Term Goals:

1. **Continue to identify areas of concern.**
2. **Prioritize known issues and areas of concern affecting the development of the proposed system.**
3. **Review issues and provide oversight for areas of functions affecting the maintenance of other Trns*port modules.**
4. **Help promote and support the AASHTO solicitation for CRLMS Project.**