

**ATSPT Quarterly Meeting Notes**

*Sept. 28, 2009; from 8:30-Noon at ADOT- HRDC, Ocotillo room*

The Arizona Tribal Strategic Partnering Team (ATSPT) quarterly meeting took place on Sept. 28, 2009 at the ADOT- HRDC, Ocotillo Room, from 8:30 a.m.- Noon.

The meeting objectives included:

- ◆ Tribal Transportation Guidebook
- ◆ Review ATSPT logo and future forum logo
- ◆ Tribal Participation
- ◆ Review & PEP (Partnering Evaluation Program) ratings from last quarter
- ◆ Confirm future ATSPT next quarterly meeting date

<u>Attendees</u>
Nate Banks, FHWA, Senior Engineering Manager
Keith Betsuie, City of Maricopa, Tribal Liaison, Development Services
Misty Dayzie, ADOT, Multimodal Planning Division (MPD), Tribal Planner
Michelle Fink, ADOT, CCP, Events Coordinator
Ermalinda Gene, ADOT- Civil Rights Office
Myra (Rusty) Rothman, ADOT ROW Agent, ROW Tribal Liaison
Don Sneed, ADOT- MPD, Regional Planner
Nina Swidler, ADOT EPG-HPT (Environmental Planning Group, Historic Preservation Team)
Joy Keller-Weidman, Holon Consulting, Facilitator

MEETING HIGHLIGHTS

TOPIC	DESCRIPTION
<b>ATSPT: GO TO THE NEXT LEVEL</b>	<ul style="list-style-type: none"> <li>◆ OUTREACH</li> <li>◆ CONSULTATION</li> </ul> <u>Recommendations:</u> -Education -Long Range Transportation Plans -Crash Data -Tribal COG-like group (ITCA) -Meetings (connection among MAG, CAAG & northern part of State) -Web Site (educate and use as tool)
<b>NEXT ATSPT FORUM FOCUS</b>	<ul style="list-style-type: none"> <li>◆ Use forum to get input re: tribal outreach</li> <li>◆ Current and Update</li> <li>◆ Activities re: Outreach and Consultation</li> <li>◆ Who is doing what?</li> <li>◆ Guidebook</li> </ul>

TOPIC	DESCRIPTION
<b>WEB SITE REVIEW</b>	<ul style="list-style-type: none"> <li>◆ Misty Dayzie reviewed the existing ATSPT web site items, including the “Hot Items” and links</li> <li>◆ ATSPT members agreed (SEE ACTION ITEMS AT END OF NOTES)</li> </ul>

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<b>MISTY DAYZIE 'S NEW ROLE</b>	<ul style="list-style-type: none"> <li>◆ New role = focus on consultation with tribes: enhancing the relationships and closing the disconnects</li> </ul> <p><b>Misty plans to focus on:</b></p> <p>EDUCATION- personally meet with ADOT to introduce herself; who does what- identify roles re: Tribes; collect list of those interested/involved in Tribal Transportation</p> <ul style="list-style-type: none"> <li>◆ CURRENT STATE- ways to consolidate consultation (laws/requirements)</li> </ul>

<b>TOPIC</b>	<b>DESCRIPTION</b>
<b>Don Sneed's new role</b>	<ul style="list-style-type: none"> <li>◆ Regional Planner including working with NACOG; and continuing to support Misty in her tribal coordination and consultation role</li> </ul>

<b>TOPIC</b>	<b>DESCRIPTION</b>
<b>ADOT- MPD UPDATE</b>	<ul style="list-style-type: none"> <li>◆ Don Sneed has been providing one-on-one consultation to various tribes re: their Long Range Transportation Plan, including most recently Navajo Nation and San Carlos Apache Tribe</li> <li>◆ Don is working to complete ADOT Tribal Consultation Manual; Planning &amp; Programming Processes; and Funding Guidebook</li> </ul>

<b>TOPIC</b>	<b>DESCRIPTION</b>
<b>ADOT PARTNERING OFFICE CHANGES</b>	<ul style="list-style-type: none"> <li>◆ James Young is no longer working with ADOT- early retirement, and a replacement is being sought</li> <li>◆ Evonne Aldana is no longer working with ADOT; and a replacement, along with other facilitators for public partnerships, are being sought</li> <li>◆ Michelle Fink is the Partnering Office contact for ATSPT; and will be assisting Joy will meeting planning</li> <li>◆ ADOT and CCP are committed to continued support of the Tribal partnerships and ATSPT</li> <li>◆ ADOT director, John Halikowski is personally attending key meetings</li> </ul>

<b>TOPIC</b>	<b>DESCRIPTION</b>
<b>ATSPT FOCUS &amp; APPROACH</b>	<p><u>ATSPT members input:</u></p> <ul style="list-style-type: none"> <li>◆ SYSTEMS APPROACH- frontload: evaluate, plan and identify what is needed and who needs to be involved at the very beginning of any process re: tribal transportation</li> <li>◆ Identify where there is overlap in the assistance/efforts re: Tribal Transportation in Arizona</li> <li>◆ Develop interdisciplinary team:</li> </ul>

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	<p>Future ATSPT meetings include:</p> <ul style="list-style-type: none"> <li>• Updates: what is occurring?</li> <li>• Communicate with Tribes via website</li> </ul>
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TOPIC	DESCRIPTION
<b>GUIDEBOOK</b>	<ul style="list-style-type: none"> <li>• Place disclaimer on cover sheet of Guidebook re: check for updates on website; use as a guide; contact names may be outdated; this is a Guide to help navigate the funding sources</li> <li>• Consider sending out through the State Engineer's Office; may want to ask for updates and give a deadline</li> <li>• Include all attendees of State and regional Forums in the Guidebook distribution list (those who should receive a copy of the Guidebook)</li> <li>• Place Guidebook with disclaimer on web site next month (right away- do not wait for updates)</li> </ul>

TOPIC	DESCRIPTION
<b>NEXT QUARTER MEETINGS' DATES</b>	<ol style="list-style-type: none"> <li>1. Dec. 1, 2009: ATSPT quarterly meeting (ADOT, HRDC, 8:30-Noon)</li> <li>2. Dec. 2, 2009: Annual Partnering Event (Glendale Civic Center)</li> <li>3. Dec. 3, 2009: Navajo Nation Partnership quarterly meeting (HRDC, 8:30-4:30)</li> <li>4. Dec. 8, 2009: San Carlos Apache Tribe Partnership quarterly meeting (Apache Gold Convention Center, San Carlos)</li> <li>5. Dec. 10, 2009: Hopi Tribe Partnership quarterly meeting (9-3 p.m., ADOT Flagstaff District Training room)</li> </ol>

TOPIC	DESCRIPTION
<b>ATSPT &amp; FORUM LOGOS</b>	<ul style="list-style-type: none"> <li>◆ John Walradt dropped off examples of ATSPT and Forum logos</li> <li>◆ ATSPT members agreements last meeting</li> <li>(1) Add a rainbow to the selected Forum logo (one with the seal) and add the word "Arizona" around the seal- so it reads Arizona Tribal Transportation Forum</li> <li>(2) Substitute a stylized feather for the letter 'I' in Arizona for the Tribal Transportation Forum logo mentioned in item (1) above.</li> <li>(3) Substitute the circle ATSPT logo with the shape of the State of Arizona</li> <li>(4) Both the ATSPT and Forum logos will have similar colors and elements</li> </ul> <p>Note: Current logos do not include all recommended changes. Michelle will bring needed changes to Dan and email updated logos to ATSPT members.</p>

TOPIC	DESCRIPTION
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<b>ATSPT PEP (Partnering Evaluation Program) Rating Form</b>	<p>Team reviewed ratings over past year; and most recent comments</p> <p>Team members will use password that Mike Carter will send to input their individual ratings online for this quarter</p>
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### ATSPT NEXT STEPS

<u>ACTIVITY</u>	<u>BY WHOM</u>	<u>BY WHEN</u>
Ask Mike Carter to send online PEP instructions along with password to ATSPT members ; and send Mike updated ATSPT roster	Joy	Week of Oct 5 <sup>th</sup>
Meet with ADOT to make them aware of new tribal consultation role (begin with Division Managers; include information about consultation policy, which is an executive order)	Misty	Complete by March 2010
Explore interdisciplinary approach to ATSPT; meet with Misty to present results to ATSPT members; so Joy can incorporate ideas into Dec. 1 <sup>st</sup> meeting agenda	Ermalinda	By November 1 <sup>st</sup>
Bring Title 6 as a presentation to ATSPT	Ermalinda	during Dec. 1 <sup>st</sup> quarterly meeting
Educate ADOT Project Managers so they add to their distribution list everyone related to the project (i.e. Environmental group members, Villages, Chapters); and encourage tribal members to attend Field reviews and/or get notes and provide input	Rusty	ongoing
Determine what are the needs re: Programmatic Agreements that will be prepared for compliance with the National Historic Preservation Act;	Nina	Immediate and ongoing
promote interface of varied partners ; speak to Environmental Section- recommend to approach by Tribe and then by Project (keep in mind the distinctions of State - Federal - Local		
Understand the direction so clear about the funding requests made of FHWA- communicate to Nate	ATSPT	By Dec. 1 <sup>st</sup> meeting
Ask Ruth Greenspan for support to present at DEC. '09 ATSPT & Hopi meeting & possibly quarterly Navajo meetings in Dec. 09; and let Joy know decision	Nina	By end of October
Learn more about how we fit into (roads, ITCA & COG's) and how best to help tribes	Keith	ongoing
Future: develop list/checklist on web re: State/Federal requirements and forms (plan to include Guidebook on website)	ATSPT	Dec. 1, 2009 meeting
Contact Joy with name of replacement for Evonne as tribal contact	Michelle	When decision is made
Insert Michelle's name in place of Evonne's name on web site as Partnering Office contact	Misty	ASAP
Check with Tom re: taking over partnership (need consistency with Task Teams); and plan according to his response	Michelle/ Joy	Check Oct. 2 <sup>nd</sup>

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Offer Intro to Partnering and Task Teams leads training	Michelle/ Joy	Beginning of 2010
Finish work on Planning & Programming Guidebook & training	Don	By end of October Oct. 14 <sup>th</sup> with San Carlos Apache
Finish work on Long Range Planning with San Carlos Apache and Navajo:	Don	By end of October
Distribute Guidebook:	Don	November
Check with San Carlos Apache re: Keith attending Oct. 14 <sup>th</sup> pilot training and let Keith know	Don	Early October
RE: WEB SITE- next steps identified by ATSPT MEMBERS: <b><u>Add to "Hot Topics" :</u></b> <ul style="list-style-type: none"> <li>• How to Work with Tribes" (city perspective -presentation by Keith Betsuie</li> <li>• Long Range Plans</li> <li>• Recovery Act Projects</li> <li>• BqAZ (State Long Range Plans)</li> <li>• Roads and Streets</li> </ul>	Misty	By Dec. 2009
RE: WEB SITE: <ul style="list-style-type: none"> <li>• Add links inside FAQ</li> <li>• Update Partnering Office contact person name with Michelle Fink</li> <li>• Leave only Misty's name as Tribal Contact</li> <li>• Include meeting notes from ATSPT- quarterly meetings</li> </ul>	Misty	October 2009
Place Guidebook on web site with DISCLAIMER	Misty	October 2009
Email disclaimer version to ATSPT members for feedback due within the week- so can finalize Guidebook and place on web site and distribute	Misty	Beginning of October 2009
Explore details re: what is required if ATSPT wants to have a booth at the Tribal Leaders meeting in Feb. 2009? (AZCIA); and email ATSPT members with details and request for decision about how to proceed	Keith	By end of October 2009
Email updated logos to ATSPT members for review (forum and information card)	Michelle	October (early) 2009
Bring of topic to MAG/CAAG re: information relevant to northern part of AZ getting to them from Phoenix meetings; and report back to ATSPT	Nate	October 2009
Review logos and provide feedback to Michelle within requested timeframe	ATSPT members	By identified deadline
Consider announcing Misty's work focus change on web site	Misty	October 2009
Send meeting reminder and Updates Chart to each member, requesting key bullet points ; and then include as handout	Joy	November 2009
Input individual ratings to online PEP	ALL	When receive

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	ATSPT members	password and instructions from Michael Carter-Partnering Office
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<p><b>Agenda items- next quarterly ATSPT meeting: Dec. 1, , 2009</b></p>	<ul style="list-style-type: none"> <li>◆ Web site review: consider including a “Contractor's Corner” and review all changes since September meeting</li> <li>◆ Final Information card and Forum logo</li> <li>◆ Consider best way to compile information and publicize “Tribal Liaisons/coordinators/contacts”</li> <li>◆ All members' updates: challenges and opportunities</li> <li>◆ Title 6 presentation?</li> <li>◆ Review goals and update with “Next Level” agreements</li> <li>◆ Clarify ATSPT's leadership role (and role as facilitator with Tribal and State leaders)</li> <li>◆ September 2009 PEP ratings review</li> <li>◆ 2010 Forum -initial planning</li> <li>◆ Share written updates with ATSPT members at each meeting, so those updates can be posted along with the meeting notes on the website</li> </ul>
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**FUTURE ATSPT FORUM & QUARTERLY MEETINGS:**

EVENT	DATE	TIME	PLACE
ATSPT QUARTERLY MEETING	12/01/09	8:30-Noon	ADOT-HRDC

**PARTICIPANT’S FEEDBACK OF MEETING EFFECTIVENESS:**

**What is your overall rating of the effectiveness of this meeting? AVERAGE RATING=4.0**

Meeting Format Needs Improvement 0.5    1.0    1.5	Did Not Meet My Expectations 2.0    2.5	Met My Expectations 3.0    3.5	Exceeded My Expectations 4.0(5)
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**What about this meeting was most valuable to you?**

- ◆ Brainstorming about needs
- ◆ Updates on what is occurring in regards to ADOT, FHWA, TRIBES
- ◆ Meeting everyone
- ◆ Networking
- ◆ Seeing the new Guidebook
- ◆ Website information
- ◆ Updates on action items & new issues
- ◆ New member input

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- ◆ Provided introductory information on ADOT's various initiatives for tribal participation. Introduction to others within and outside of ADOT who are working on this - networking

**What would have improved the effectiveness of this meeting?**

- ◆ Tribal members
- ◆ Got agenda, but meeting seemed to be more about “Next Level.” State primary purpose for focus then start meeting. But with AV problems we sort of just started talking about everything.
- ◆ Lots of potential to succeed
- ◆ Attendance is important
- ◆ More members participating
- ◆ Time will help me understand the goal of ATSPT & its overall goals. Perhaps an introduction of this for new members would help?

**How do you rate the effectiveness of the Facilitator? AVERAGE RATING= 3.9**

Facilitation Needs Improvement	Did Not Meet My Expectations	Met My Expectations	Exceeded My Expectations
0.5    1.0    1.5	2.0    2.5	3.0    3.5(1)	4.0(4)

**Comments:**

- ◆ Joy is awesome; kept on track, agenda
- ◆ Good on keeping group on track- goals, deadlines, etc. with receipt of meeting notes, participants will remember assigned tasks.

**How do you rate the team’s potential effectiveness? AVERAGE RATING= 3.8**

Partnership Team Needs Improvement	Did Not Meet My Expectations	Met My Expectations	Exceeded My Expectations
0.5    1.0    1.5	2.0    2.5	3.0    3.5 (1)	4.0(3)

**Comments:**

- ◆ Keep up the good work members!
- ◆ Seems good but will have to wait & see what happens next meeting- can't rate yet.

**Other Comments?**

- ◆ Thanks for inviting me to attend.

Attachments:

Updated ATSPT Roster