

2ND Hopi Tribe/ADOT/BIA/FHWA/Coconino County & Navajo County

Partnership. Steering Committee Meeting

March 7, 2008, 8:30 a.m.-2.00 p.m., ADOT Flagstaff District Training Facility

On March 7, 2008, 26 steering committee members, representing the 6 partner groups, came together at the ADOT Flagstaff District Training Facility to:

- Promote understanding, among six partner groups, of each other's processes & issues
- Develop an issue resolution partnership process to benefit all partners
- Identify strategies to support the Partnership Goals
- Complete 1st Partnering Evaluation Program rating form

ATTENDEES

NAME/ORG	NAME/ORG	NAME/ORG	NAME/ORG
Rod Wigman, ADOT-CCP	Audra Merrick, ADOT	Kee Yazzie, ADOT	Bill Pederson, ADOT-CCP
Royce Jenkins	Manuel Sanchez, FHWA	Art Batala., Hopi TTT	Tim Dalegowski, Coconino County
Kingston Honanie	Lynn Johnson, ADOT	Phillip Quochytewa Sr. Chairman, Hopi TTT	Mary Navanick, Hopi Tribe, Executive Assistant
Chuck Howe, ADOT	Nathan Banks, FHWA	Alph Secakuku, Hopi Council & HTTT	Wendell Honanie, BIA
Myra (Rusty) Rothman	Ed Stillings, FHWA	Clay Hamilton, Hopi Tribe, Office Real Estate Services	Gene Kuwanquaftewa, Hopi Tribe, Shungopavi Village
Eileen Colleran, ADOT	Don Sneed, ADOT	Ed Wilson, ADOT	Milton Poola, Hopi Tribe
Evonne Aldana, ADOT-CCP, Partnering	Royce Jenkins, Hopi Tribe, Director, OCPED	George Mase, Hope Tribe, Village of Sipaulovi	James Young, ADOT-CCP, Partnering

Facilitator: Joy Keller-Weidman, Holon Consulting

For complete members' contact information, including personal goals and roles, please see attached Partnership Steering Committee roster.

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MEETING HIGHLIGHTS:

Topic	Key Points
Introductions	Each member shared the following information (see chart below): <ul style="list-style-type: none"> • Name • Member Group • Personal Goal for the Partnership Steering Committee (if they were not present at the 1st Steering Committee Meeting (Dec. 2007))

Topic	Key Points
INGREDIENTS FOR SUCCESSFUL PARTNERSHIPS	<ul style="list-style-type: none"> ◆ Charter (mission, values, goals, members) ◆ Unified Purpose ◆ Committed members ◆ Guidelines ◆ Strategic Work Plan (Mission, Guiding Principles, Goals, sub goals, strategies) ◆ Issue Resolution (guidelines, steps, agreements re. escalation, ways to learn from the issues) ◆ Evaluation Program

Topic	Key Points
ISSUE RESOLUTION STEPS <i>(see attachments for final steps, agreements and chart)</i>	<p><u>TOP:</u></p> <ul style="list-style-type: none"> ◆ Understand the cultural values & location of each partner group (tribes) and how the cultural values impact the issues (i.e. who must be involved in resolving issues, etc.) <p><u>AGREEMENTS:</u></p> <ul style="list-style-type: none"> • If you are representing a group/agency/tribe, collect their perspectives to ensure accuracy. • When speaking, clarify context of your perspective. (who you are speaking for) <p><u>IF ISSUE IS NOT AN EMERGENCY:</u></p> <p>If cannot resolve at quarterly meeting & it is not an emergency:</p> <ol style="list-style-type: none"> 1. Set up temporary research team-will report at next quarterly meeting 2. Give to task team 3. If necessary, & agree to escalate to next level during 2nd meeting 4. Provide updates & collect lesson learned after report 5. Make it a standing agenda item for quarterly meeting

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	<p><u>EMERGENCY ISSUE (NEEDS IMMEDIATE ATTENTION)</u> If requires special meeting, (council/special emergency, etc.) Hopi rep will take to Council Meeting (includes any financial assistance)</p>
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UPDATES

Description	Key Points
<p>TRAINING TASK TEAM.</p>	<p>ED identifies the following resources:</p> <ul style="list-style-type: none"> • Tom P. & Ed S. on TTAP Bd. of Directors. Effort to get training thru ADOT • LAP (Local Tech. Assistance Program)-resides within ADOT (Federal Funding.) Nat'l Inst Center) • TTAP Tribal Technical Assistance Program-Colorado-Ron Hall • sunda@azdot.gov (928-770-7561 • other Task Teams meet in person halfway+ <p style="text-align: center;"><u>Members</u></p> <ul style="list-style-type: none"> • Margie Begay NDOT • Franklin Sandoval • Mary N. • Kingston • Phillip • Fred S. • Herb Begay • Arnold Taylor <p><u>Following have NHI courses available:</u></p> <ul style="list-style-type: none"> • NTI courses available • FTA courses available • OSHA training • UTAP
DESCRIPTION	KEY POINTS
<p>Resource Task Team</p>	<p><u>Holbrook Meeting</u> Dept. Water Mineral Resources re. Permit Process</p> <ul style="list-style-type: none"> • Some wells/pits identified

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	<ul style="list-style-type: none"> • Get Maps-From each partner group Projects-need for water or mineral resources Identify central location <p><u>Update from Clay Hamilton</u></p> <ul style="list-style-type: none"> • Minerals/Navajo Tribe-outstanding • Initial Data collected • Minerals & Mining Dept. • Office-Real Estate-Responsible for permitting
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Description	DETAILS
<p>Emergency Response Task Team (Chuck Howe - Lead)</p>	<ul style="list-style-type: none"> ◆ Couple of meetings ◆ Next meeting April 2nd 10-noon Holbrook-ADOT ◆ Recent challenges ◆ Develop & purposes statement ◆ looking at protocols ◆ book -contacts & resource <p><u>Goals</u></p> <ul style="list-style-type: none"> • commitment • follow up • existing procedures • other groups-eliminate redundancy • agreements needed (to share resources) • operation procedures • recent lessons learned <p><u>i.e. have right entities</u></p> <p><u>Add Members</u></p> <ul style="list-style-type: none"> • Herb Begay BIA • Wendell Honanie BIA • Manuel S. FHWT • Rod Wigman • Fred Shupla • Clayton Hamilton • Davis Pecusa Vice Chair-TTT • Office of Real Estate Services (Clay Hamilton)

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<p>Web Site Task</p> <p>Team:</p> <p>Bill leads</p>	<p>ATSPT web site, address: www.aztribaltransportation.com</p> <p>Arizona Tribal Transportation Web Site</p> <ul style="list-style-type: none"> • FAQ -links • Each Tribal Link • ATSPT • Hopi Partnership=Navajo Partnership <p>Next Step</p> <p>Lead: Bill</p> <p><u>Members</u></p> <ul style="list-style-type: none"> • Manuel • Evonne <p>Items to include:</p> <ul style="list-style-type: none"> • List Members: What type of Contact information? • Charter (signed) • Task Teams: Leads & contact info (focus) • Meeting Dates/Location • History (roads?) • Accomplishments/successes • Partnership History • Strategic Plan
<p>Processes</p> <p>Task Team</p>	<p><u>Action Plan Distributed</u></p> <p>Send any current IGA's to Rusty-help as develop templates (include resolutions Most for Hopi)</p> <p><u>Add</u></p> <p>Chris Fetzer NACOG</p>
<p>Route 60 TASK TEAM:</p>	<p>(Phillip reporting for Fred S.)</p> <ul style="list-style-type: none"> • unpaved portion -13 miles • some funds for realignment of law Mtn. Road (from 1 M-Fed appropriations • \$800,000 approved by Hopi to do work on this route • 1st phase - low Mtn. - realignment of turn off (Reroute) • Open to those interested & able to work on this route • Considering combining w/another project

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Route 60 TASK TEAM ACTION PLAN	2ND PHASE- complete by end of March	
	Action Item	Responsible person
	1. Mail application form to Fred	Don Sneed
	2' Research Small area transportation study	Fred/Ivan Sydney
	3. Request SATS : Determine classification of road	Fred (Ed Stillings- key contact and guide through process)
4. Contact members, schedule & conduct 1 st Task team meeting	Fred & members	
Rural Safety Initiative	<ul style="list-style-type: none"> Contact Nate or Jennifer Brown Quick Time Frame for application Due April 14 th (http://www.dot.gov/affairs/ruralsafety/ruralsafetyinitiativeplan.htm)	

Topic	STEERING COMMITTEE DATE & FOCUS	STEERING COMMITTEE FOCUS
NEXT STEERING COMMITTEE MEETING DATE & FOCUS	DATE & LOCATION: Friday, June 20, 2008 <i>ADOT Flagstaff District Training Facility</i> <i>1901 Milton Road</i> <i>Flagstaff, AZ</i>	FOCUS FOR MEETING: <ul style="list-style-type: none"> ◆ FHWA partner to present overview of their processes and structure (Nate) ◆ Present process for Hopi re: Land Assignment (Fred Shupla)? ◆ Strategic Planning: Strategies for Goals ◆ Task Teams' Updates (includes IR Chart for Emergency Issues) ◆ Review PEP results and complete for June 08 Quarter

NOTE: See Attached Future Meeting dates for listing of all future meetings

ACTION /ITEMS. NEXT STEPS

STEPS (what)	By Whom	When
<ul style="list-style-type: none"> Identify who you'd like from ADOT on Task Teams to Kee & Rusty 	Task Team Leaders	By March 23rd
<ul style="list-style-type: none"> Include Tom Platero on distribution list for all Task Teams 	Task Team Leaders	Immediately
<ul style="list-style-type: none"> Include Tom Platero on Hopi Steering Committee e-mail list 	Joy	March
<ul style="list-style-type: none"> Contact TCDC (Transportation Community Development Committee) to have member participate on this Steering Com. 	Art & Mary	asap
<ul style="list-style-type: none"> Discuss training with Tom Platero 	Ed	by April

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<ul style="list-style-type: none"> Send TTAP link to steering committee 	Joy	with march meeting notes
<ul style="list-style-type: none"> Set link for weekly e-mail of training schedule ADOT LTAP 	Ed	asap
<ul style="list-style-type: none"> Send Jeanne Partnership List so she can add the members to the Training List 	Joy (Rusty sent)	March 7 th
<ul style="list-style-type: none"> If need-Identify traffic counters & send to Tim 12-16 available -locations identified 	Phillip	Mid April
<ul style="list-style-type: none"> Bring topic to 1st TTT meeting agenda & identify most heavy traffic areas - check with Fred 	Mary/Phillip	March 10 th
<ul style="list-style-type: none"> ITCA meeting - develop action plan for traffic counters 	Milton(Fred)	End of March
<ul style="list-style-type: none"> Provide Tim locations: Re: Traffic Counters where exist where greatest need determine those routes-definite need 	Royce/Fred	?
<ul style="list-style-type: none"> re.N8031 resolutions/update 	Phillip	June
<ul style="list-style-type: none"> Send & e-mail Partnership Roster to Training Coordinator-to add all e-mail addresses to distribution list 	Lynn	ASAP
<ul style="list-style-type: none"> Determine training needs for partners 	Ed w/Task Team members	During task team meetings
<ul style="list-style-type: none"> Contact Stan Robbins re: membership in Resources Task Team 	Clay Hamilton	End of March
<ul style="list-style-type: none"> E-mail Processes TT Action Plan to Joy 	Rusty	End of March
<ul style="list-style-type: none"> Complete IR Chart for Emergency Issues with Task Team & send to Joy & report in June 	Chuck	by end of May
<ul style="list-style-type: none"> Contact Royce (Liaison to Hopi Council member/TTT re: Hopi presentation for forum on May 14th 8:30-10:30; identify next steps 	Joy	By end of March
<ul style="list-style-type: none"> Bring Routing forms to the June meeting 	Joy	June 20 th meeting
<p>Plan to attend the 3rd steering committee meeting- place on schedule. June 20, 2008 at ADOT Flagstaff District Training Facility. 1901 Milton Road.</p>	Committee Members	8:30- 2:00 p.m. during June 20 th meeting

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Agenda Items		
<ul style="list-style-type: none"> • FHWA Partner Presentation • Strategic Plan-Strategies for sub goals • Task Team Updates • Planning for Sept Annual Meeting • IR Routing Forms • Review PEP results and complete quarterly PEP • Plan for Sept. Annual Meeting 		

Topic	Key Points
CLOSING COMMENTS	Partners' closing comments included. ♦ Hoping for consistency of attendees ♦ We are making history!

PARTICIPANTS' FEEDBACK OF MEETING EFFECTIVENESS.

Ratings based on low of 0.5 and high of 4.0

(included below are number of responses for each rating, overall rating and comments)

1. How valuable was this partnership meeting for you? OVERALL RATING- 3.6

This meeting was not valuable	This meeting was somewhat valuable	This meeting was valuable	This meeting was very valuable
0.5 1.0 1.5	2.0 2.5	3.0 (6) 3.5 (7)	4.0 (9)

2. What about this partnership meeting was most valuable to you?

- Being updated on process and entities involved.
- Meeting the participants
- First meeting was very valuable- commitment
- Sharing of information
- Getting to know individuals & understand their duties & responsibilities & processes
- Building relationships
- Identifying teams and members; action items pending; who will follow-up and status
- The interaction between members of the group
- Interaction- hearing from other agencies & discussing needs
- Identifying issues with more specificity
- Having status on task teams/action items
- Everyone had ideas & comments to share with the group
- Task team reports

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- Helping better define structure of my task team
- Get to know process through Hopi
- Learning of the progress of task teams; active participation of members on tasks/issues
- The major goals are well on the way and the Partnership is an historic process
- Everything that was presented was very informative and had value to me to be committed to this partnership group

3. What would have improved the effectiveness of this partnership meeting?

- More Hopi tribal programs attend and provide additional comments/recommendations on how these proposed processes may affect the departments and ordinances which govern them.
- Start at 9 a.m. and end at 3 p.m.
- More space for the attendees
- Working on goals. Too much time on issue resolution.
- Attendance by critical team members
- Navajo County participation & Navajo Nation participation
- Be on time
- Share process with each other
- This joint meeting of all entities has been very rewarding and do know that all are willing to work with one another

4. How do you rate the effectiveness of the Facilitator? OVERALL RATING- 3.7

Was not effective			Was somewhat effective		Was effective		Was very effective
0.5	1.0	1.5	2.0	2.5	3.0 (3)	3.5 (8)	4.0 (11)

- Engaged the audience --challenged the audience to actively participate.
- Great job Joy!
- Excellent
- Very good job.
- Good job Joy!
- Excellent- Joy is very knowledgeable in this partnership.
- Kept meeting going on schedule and being positive

5. How do you rate this partnership's potential for partnering? OVERALL RATING- 3.7

This partnership has no potential for partnering			This partnership has some potential for partnering		This partnership has good potential for partnering		This partnership has very good potential for partnering
0.5	1.0	1.5	2.0	2.5	3.0 (2)	3.5 (9)	4.0 (11)

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- ◆ Still getting to know each other
- ◆ Really getting things done
- ◆ There was good representation from all partners & I believe it is going to be successful
- ◆ Not sure yet
- ◆ Fully support communication & working relationships among partners

6. What other comments do you wish to offer?

- Long overdue- keep up the momentum
- Good attendance
- We were short on time/schedule. This will probably improve with time/ still a new group
- The pizza was a great idea!
- Overall this was a good meeting- it's good to see the commitment from a number of the partner groups
- This meeting was very educational, information and productive.
- Keep process going to see road improvement results

Attachments:

Hopi/ADOT/BIA/FHWA/Coconino County/Navajo County Partnership Steering Committee Roster

Hopi/ADOT/BIA/FHWA/Coconino County/Navajo County Partnership Steering Future Meeting Dates

Steering Committee Past Action Items Update

Process Task Team Action Plan

Emergency Response Task Team Update

Issue Resolution Steps & Agreements

Issue Resolution Chart