

Navajo DOT Transportation Partnership Steering Committee Meeting Agenda

THURSDAY, APRIL 21, 2016

9:30 A.M. – 3:00 P.M.

ADOT Northcentral District Training Modular Conference Room

1901 S. Milton

Flagstaff, AZ 86001

TIME	ITEM	PRESENTER
9:30 am	Welcome and Introductions	Garret Silversmith, NDOT Director Steering Committee members
9:50 am	Charter and Steering Committee membership <ul style="list-style-type: none"> Review charter and list of members 	Steering Committee members
10:30 am	Break	Steering Committee members
11:00 am	Escalation ladder: Review and update	Steering Committee Members
11:30 am	Lunch	
1:00 pm	SMART goal presentation	Facilitator
1:20 pm	Goals Implementation Plan <ul style="list-style-type: none"> Review new format Consider new goals, action steps, and responsibilities 	Steering Committee members
2:00 pm	Break	Steering Committee members
2:15 pm	Roundtable: Partner updates	Steering Committee members
2:30 pm	Next steps <ul style="list-style-type: none"> Confirm dates for 2016: July 21 and October 20 Agenda for next meeting PEP: Are goals accurate and when should we evaluate 	Steering Committee members
2:45 pm	Participant evaluation forms / Closing comments	Steering Committee members
3:00 pm	Adjourn	



NAVAJO NATION DIVISION OF TRANSPORTATION
ARIZONA DEPARTMENT OF TRANSPORTATION
BUREAU OF INDIAN AFFAIRS – NAVAJO REGIONAL OFFICE
BUREAU OF INDIAN AFFAIRS – WESTERN REGION
FEDERAL HIGHWAY ADMINISTRATION – ARIZONA DIVISION
FEDERAL HIGHWAY ADMINISTRATION – FEDERAL LANDS
NAVAJO, COCONINO AND APACHE COUNTIES
HOPI TRIBE

PARTNERSHIP CHARTER

MISSION

As partners in transportation, our mission is to foster and maintain good working relationships in order to construct, operate, improve and maintain the most reliable, economical, efficient, and effective transportation system for the safety of the traveling public.

We commit to promoting a sustained opportunity and investment in the partnering effort through the pursuit of mutually beneficial goals in a spirit of respect, open communication, cooperation and trust

STANDARDS OF CONDUCT

Mutual Respect – Recognizing differences in culture, laws, systems, processes, policies, procedures and needs and involving appropriate people when making decisions.

Trust – Be trustworthy in all interactions, freely sharing information, dealing honestly and fairly with each other, staying within established authority when making promises and following through on commitments.

Communication – Maintaining clear, open and honest dialogue through empathy, understanding, sincere listening, soliciting feedback and regular meetings.

OBJECTIVES

Quality – Completing all projects in accordance with agreed upon partnered quality standards in a timely, efficient, productive and professional manner.

Mutual Goals – Seeking to accomplish mutually beneficial objectives involving funding, quality, safety, schedules, minimal negative impact to the public, and monitoring/preserving the environment.

Teamwork – Developing and maintaining a partnering effort characterized by proactive planning, mutual respect, honesty, commitment to each other, participative decision-making, and timely follow through.

Partnering Relationship – Assuring a positive partnering relationship through the establishment of team(s) responsible for encouraging the continuation and growth of our partnering effort.

Continuous Improvement – Making continuous improvement and on-going innovative initiative through open communication, regular meetings, performance benchmarks and a system for early identification, tracking and monitoring of challenges posed.

Timely Decisions – Developing and maintaining a list of key contacts and appropriate lines of authority, prompt responds to requests for information, adhering to established deadlines and timeframes, being on time, and following up on commitments.

Conflict Resolution – Recognizing conflicts as opportunities for improvement, understanding roles and responsibilities and being willing to resolve differences in a timely manner.

MEMBERSHIP

ADOT

Audra Merrick, ADOT
Charlene Mullis, ADOT
Contrella Dixon, ADOT
Don Sneed, ADOT
Ed Wilson, ADOT
Lynn Johnson, ADOT
Mike Wilson, ADOT
Myra Rothman, ADOT
Ruth Greenspan, ADOT
Kee Yazzie, ADOT

NDOT and Navajo Nation

Arlando S. Teller, NDOT
Darryl Bradley, NDOT
Garret Silversmith, NDOT
Jason Yazzie, NDOT
Jonah Begay, NDOT
Karen Benally, NDOT
LeNora Hardy, NDOT
Taft Blackhorse, NDOT
Ray Russell, NDOT
Victoria Lee, NDOT
Meredith Thomas, Navajo Nation

Counties and COGS

Joe Shirley, Jr., Apache County
Kirk Arviso, Apache County
Tom White, Apache County
Mike Lopker, Coconino County
Tim Dalegowski, Coconino County
Alberto L. Peshlakai, Navajo County
Danny Shurter, Navajo County
Jesse Thompson, Navajo County
Robert Black, Navajo County
Chris Fetzer, NACOG
Jason Kelly, NACOG

BIA

Alfred Reed, BIA
Clarence Tsosie, BIA
Harod Riley, BIA
Lorenzo Dugi, BIA

FHWA and Central Federal Lands

Ammon Heier, FHWA
Romare Truely, FHWA
Tremaine Wilson, FHWA
Jaime Torres Gonzalez, Central Federal Lands

Hopi

Davis Pecusa, Hopi
Michael Lomayaktewa, Hopi DOT

Ferrin Crosby

	NDOT	ADOT	BIA	FHWA	FEDERAL LANDS HIGHWAY	COCONINO COUNTY	NAVAJO COUNTY	APACHE COUNTY	HOPI	(*) Time
1. Operations/Steering Committee Member	<ul style="list-style-type: none"> •Arlando Teller •Taft Blackhorse •Karen Benally •Ray Russell 	<ul style="list-style-type: none"> •Nate Reisner •Kee Yazzie 	<ul style="list-style-type: none"> •Clarence Tsosie •Alfred Reed 	Romare Truely	Jaime Torres Gonzalez Tribal Transportation Program (TTP) Program Coordinator	Tim Dalegowski	<ul style="list-style-type: none"> •Leo Sheppard •Alberto Peshlakai 	Patrick Sandoval	Mike Lomayaktewa HDOT Director	1 day
2. Supervisor/Technical Leader	Darryl Bradley	<ul style="list-style-type: none"> •Audra Merrick •Lynn Johnson Northcentral and Northeast District Engineers	<ul style="list-style-type: none"> •Clarence Tsosie •Alfred Reed 	Tom Deitering	Jaime Torres Gonzalez TTP Program Coordinator	Mike Lopker		Patrick Sandoval	Mike Lomayaktewa HDOT Director	2 days
3. Group Management Leader	Garret Silversmith NDOT Director	Jesse Gutierrez Deputy State Engineer	Herby Larsen	Karla Petty Arizona Division Administrator	Brian Allen TTP, Program Team Leader		Jimmy Jayne	Patrick Sandoval	Davis Pecusa HTTT Chair Council Delegate	1 week
4. Senior Management / Director	President Russell Begaye	Dallas Hammit State Engineer / Deputy Director for Transportation	Sharon Pinto Mike Black WDC	Butch Wadelich	Robert Sparrow TTP, Program Director	Board of Supervisors: Lena Fowler / Mandy Metzger	Board of Supervisors: Jesse Thompson	Board of Supervisors: Tom White / Joe Shirley	Chairman Herman Honie	2 weeks

Navajo DOT Transportation Partnership

Goals Implementation Plan

Last revised xxxx, 2016

Concern

NDOT would like to stay informed of training opportunities related to emergency response.

Goal

Inform NDOT EMT/fire staff when relevant training is offered.

Action step	Responsible party(ies)	Deadline	Status
Notify NDOT PD and EMT/fire when transportation incident management training (TIM) is available.	Mr. District Engineer, ADOT	6/30/16	Mr. DE will report on available training at the July 2016 Steering Committee meeting.
Work with ADOT to schedule TIM training for NDOT staff.	Ms. Planner, NDOT	8/1/16	Training is scheduled for September 15, 2016 at NDOT.
<i>Every goal and action step must be SMART.</i>	<i>Name and organization</i>	<i>Date</i>	<i>Describe progress, roadblocks.</i>

Partnering Evaluation Program

Project Name	Navajo Partnership	Date	
Your Name		Your Agency	
Evaluation Period		Evaluator Type	
<p><i>Feel free to contact the Partnering Office with your questions and comments 602.677.9042. PEP Training is available to all Partnership Members. Training is available at our location or yours.</i></p>			

Tips for Providing Comments

Effective Comment "We need more training in how to resolve conflict"	Ineffective Comment "Poor relationships between team members"
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Standard Evaluation Goals	Evaluation Criteria and Scores				
(1) Communication	Select Score				
Sub Goals: <ul style="list-style-type: none"> Processes are followed and updated on a regular basis Timelines communicated within action items document are completed and committed to adherence by all partners. Timely updates at each quarterly steering committee meetings Open communication between task team and steering committee 	Significant Problems	Performed Below Expectations	Met Expectations	Exceeded Expectations	Don't Know
	<input type="checkbox"/> 0.5 <input type="checkbox"/> 1.0 <input type="checkbox"/> 1.5	<input type="checkbox"/> 2.0 <input type="checkbox"/> 2.5	<input type="checkbox"/> 3.0 <input type="checkbox"/> 3.5	<input type="checkbox"/> 4.0	<input type="checkbox"/>
	Comments: <input type="checkbox"/> Take Action <input type="checkbox"/> Neutral <input type="checkbox"/> Provide Recognition <div style="border: 1px solid black; height: 100px; width: 100%;"></div>				
(2) Issue Resolution	Select Score				
Sub Goals: <ul style="list-style-type: none"> Team members identify issues and follow the process for timely resolution and/or follow the escalation ladder and/or established process. 	Significant Problems	Performed Below Expectations	Met Expectations	Exceeding Expectations	Don't Know
	<input type="checkbox"/> 0.5 <input type="checkbox"/> 1.0 <input type="checkbox"/> 1.5	<input type="checkbox"/> 2.0 <input type="checkbox"/> 2.5	<input type="checkbox"/> 3.0 <input type="checkbox"/> 3.5	<input type="checkbox"/> 4.0	<input type="checkbox"/>
	Comments: <input type="checkbox"/> Take Action <input type="checkbox"/> Neutral <input type="checkbox"/> Provide Recognition <div style="border: 1px solid black; height: 100px; width: 100%;"></div>				

Partnering Evaluation Program

Standard Evaluation Goals	Evaluation Criteria and Scores				
<p>(3) Teamwork and Relationships</p> <p>Sub Goals:</p> <ul style="list-style-type: none"> Partners support continuity and collaboration Partners trust each other and work well as a team Partners celebrate accomplishments and successes 	Select Score				
	Significant Problems	Performed Below Expectations	Met Expectations	Exceeding Expectations	Don't Know
	<input type="checkbox"/> 0.5 <input type="checkbox"/> 1.0 <input type="checkbox"/> 1.5	<input type="checkbox"/> 2.0 <input type="checkbox"/> 2.5	<input type="checkbox"/> 3.0 <input type="checkbox"/> 3.5	<input type="checkbox"/> 4.0	<input type="checkbox"/>
	Comments: <input type="checkbox"/> Take Action <input type="checkbox"/> Neutral <input type="checkbox"/> Provide Recognition				
	<div style="border: 1px solid black; height: 150px; width: 100%;"></div>				
<p>(4) Schedule</p> <p>Sub Goals:</p> <ul style="list-style-type: none"> Draft agreements and follow through on commitments Partners continue to define and work through streamlined partners' approval process 	Select Score				
	Significant Problems	Performed Below Expectations	Met Expectations	Exceeded Expectations	Don't Know
	<input type="checkbox"/> 0.5 <input type="checkbox"/> 1.0 <input type="checkbox"/> 1.5	<input type="checkbox"/> 2.0 <input type="checkbox"/> 2.5	<input type="checkbox"/> 3.0 <input type="checkbox"/> 3.5	<input type="checkbox"/> 4.0	<input type="checkbox"/>
	Comments: <input type="checkbox"/> Take Action <input type="checkbox"/> Neutral <input type="checkbox"/> Provide Recognition				
	<div style="border: 1px solid black; height: 150px; width: 100%;"></div>				

Participant Meeting Evaluation

Team Name: Navajo DOT Transportation Partnership Steering Committee

Facilitator: Bonnie Opie and Mackenzie Kirby

Meeting Date: April 21, 2016

1. Rate how valuable this meeting is for you. (1=Lowest / 5=Highest) 1 2 3 4 5

What about this meeting was most valuable to you?

2. What would have improved this meeting?

3. How do you rate the facilitator? (1=Lowest / 5=Highest) 1 2 3 4 5

Comments:

4. How do you rate the speaker(s)? (1=Lowest / 5=Highest) 1 2 3 4 5

Comments:

5. How do you rate the effectiveness of this team? (1=Lowest / 5=Highest) 1 2 3 4 5

Comments:

6. What other comments or suggestions do you have?

Name: _____

Organization: _____