

ODOT Performance Management Oversight Committee

Meeting Minutes

Thursday, March 31, 2016

155 Cottage Street NE, Salem, OR 97301 | DAS HQ, Executive Building, 5th floor

OPENING:

The first meeting of the ODOT Performance Management Oversight Committee was called to order at 1:03pm on Thursday, March 31, 2016 by Tammy Baney.

PRESENT:

Advisory Member: Susan Morgan (Chair), Mike Hollern, Vicki Berger, Terry Beyer, Bruce Starr, Sean O'Hollaren (excused), George Naughton (excused)

Staff: Barry Pack (DAS), Stacey O'Neil (Governor's Office)

Interested Parties: Karmen Fore (Governor's Office), Tammy Baney

INTRODUCTION:

Tammy Baney opened up the meeting defining the purpose of the meeting and the committee's goal moving forward. Management review will explore the operation of the Oregon Department of Transportation and the committee will put together the substance of how the exploration and structure is maintained. Susan Morgan invited introductions by committee members.

OVERVIEW & PURPOSE:

Scope refinement for final report: focus on governance, policy, and performance.

- Committee reviewed input on what the management review work should include:
 - Oregon Transportation Commission letter from Chair Tammy Baney to Governor Brown outlining the scope of the review
 - Letter to Governor Brown from environmental, conservation and transportation advocates
 - Letter from Senator Betsy Johnson to Sean O'Hollaren
 - Questions reviewed by legislators provided to Susan Morgan by Kevin Campbell and Bob Russell

- Transparency
- Address concerns in letters

SCOPE OF WORK

- The ODOT Management Review Committee refined the proposed scope of work for management review of ODOT drafted by OTC Chair Tammy Baney
 - Refinement of the scope was based on input received from stakeholders and feedback from legislators
 - The Committee reviewed one RFP submitted to DAS based on the proposed scope of work developed by Com. Tammy Baney
 - The vendor was on the existing state enterprise initiative list
 - The committee chose not to go forward with this vendor
 - While the vendor had general government experience in management reviews, the Committee is interested in a vendor with direct and recent experience reviewing transportation related agencies

RFP DESIGN:

Review committee will focus on quality work product and the importance of who will conduct the ODOT management review.

- Priorities for the Review Committee are as follows:
 - Transparency is key throughout the process. The Committee expressed importance of wanting a quality piece of work and that being thorough is best. Also, focus of work is to help improve the operation of the agency.
 - A vendor with transportation experience
 - Receiving monthly progress reports from the vendor when the review is underway. Progress reports will go to the Governor's office, the Legislature, the Review Committee and the OTC.
 - Front-loading key issues of high importance for early feedback as part of the work
 - Receiving the critical elements of their findings before the start of the legislative session.

DAS CONTRACT/TIMELINE DISCUSSION

Overview of DAS Procurement Process.

- Timeline requirements for exploring alternative contracts:
 - Provide scope to DAS, DAS will revise RFP, including scope, timelines, and deliverables. DAS will reach out to broad array of vendors with transportation experience, and also reach out to AASHTO for recommendation on vendors.
 - Whole RFP preparation process likely to take 60 days

- Hope to have vendor selected by August

NEXT STEPS:

Committee members to provide:

- Final recommendation for new scope of work as soon as possible
- Susan to send final committee approved scope of work for Barry to include in RFP
- Stacey to assist in scheduling next meeting