

Continuous Improvement Advisory Committee (CIAC) Meeting Contributor/Presenter Overview

The purpose of the CIAC is to provide feedback to the agency as required by HB 2017 and increase efficiency by:

- Discussing topics of strategic importance (see [ODOT Strategic Action Plan](#))
- Reviewing major projects of \$50M or more and related project delivery business processes
- Reviewing Key Performance Measure (KPM) (annually)

The committee is comprised of external experts in transportation issues and ODOT executives.

Key roles:

- CIAC Chair: Sharon Smith, OTC Commissioner
- ODOT Sponsor: Cooper Brown, ODOT Assistant Director of Operations
- CIAC Facilitator: Victoria Hawley, ODOT Office of Organizational Excellence (OOE)
- CIAC Admin: Sabrina Foward, Commission Coordinator

The frequency of CIAC meetings is decided by the CIAC Chair. Each topic spans two meetings. The Contributor (Presenter) will typically introduce their topic at the end of one meeting, facilitate discussion, and receive feedback at the beginning of the next. The break allows committee members time to prepare their thoughts for meaningful discussion and allows presenters time to prepare responses to questions from the first meeting. The CIAC Facilitator works with the Chair and Sponsor to develop the meeting calendar and agendas, and works with presenters to prepare for meetings. The CIAC Admin posts materials, and sets up and hosts meetings.

Presenters – please email materials to both the [Facilitator](#) and the [CIAC Admin](#).

1. Cover Letter and Attachments are due ten (10) days before the meeting and shall include:
 - Sufficient background for the committee to understand the topic
 - Attachments (optional), such as photos, graphs, or studies; list attachments in the Cover Letter (Option, if available to the Public, you may use hyperlinks instead of attachments)
 - A list of 2-4 specific items ODOT requests feedback from the committee, typically formed as questions, which helps guide discussion and provides suggestions for improvement.
Note: A cover letter is required for each meeting, even if only the date changes
2. PowerPoints are optional and to be kept short. If one is used, a copy of the PowerPoint presentation is due at least one (1) business day before the meeting. Plan to devote 50+% of meeting time to discussion.

Presenters & committee members will receive a packet of meeting materials one week prior to the meeting.

What to expect during the meeting: The CIAC Admin will host the meeting, start recording, and run slides, if any. The Chair will kick off with a brief welcome. The Sponsor may provide an update on current events. Topics are listed in order on the agenda. In the first meeting, you, the presenter, will provide background info on the topic, and facilitate discussion of the 2-4 questions you presented for feedback. Expect clarifying questions or requests for more information (which can be brought back in meeting 2 or a later date). Keep the discussion at a high level. The purpose of these discussions is to focus on the *approach* ODOT uses, not delve into details of a specific project or body of work. Nor is to commit ODOT to a particular course of action, but to solicit ideas from external experts that ODOT may not have considered internally. The second meeting is the opportunity to respond to questions from the first meeting and wrap up the discussion. ODOT members are expected to join in discussions. Meetings are informal and there are no meeting minutes. Please keep notes or refer to the recording.

What to do after the meeting: As you see fit, share relevant feedback with stakeholders. Committee members are often happy to meet outside of CIAC meetings to continue a discussion. Please take advantage of this opportunity. You may want to include the presenter of an overlapping topic. Please work with the Facilitator to bring updates back to the committee. And thank you for being an important part of meeting ODOT's strategic objectives!