



ADVISORY COUNCIL ON TRAFFIC SAFETY

Wednesday, August 14, 2024
1:00-4:00pm

Humphrey School of Public Affairs
University of Minnesota
Josie Johnson Community Room (Room 180)
301 19th Avenue South
Minneapolis, Minnesota 55455

[Join Virtual Meeting](#)

or

Phone: 651-372-8299
Meeting ID: 927 1827 0003



ADVISORY COUNCIL ON TRAFFIC SAFETY MEETING AGENDA

Wednesday, August 14, 2024

- 1:00 A. Welcome and Introductions**—Catherine Diamond, Department of Health
1. Chairs' Welcome and Introductions
 2. Approve Today's Agenda
 3. Approve Minutes from June 12 Meeting
 4. Membership Updates
- 1:15 B. Member Profile**—Kerry Meyer, American Bar Association, State Judicial Outreach Liaison
- 1:35 C. 2025 Traffic Safety Legislative Initiatives**—Paul Aasen, Minnesota Safety Council
1. Update from ACTS Policy and Legislative Proposal Survey
 2. Breakout Group Instructions
 3. Brainstorming and Prioritizing in Breakout Groups
- 2:35 Break**
- 2:55 D. Report Out from Breakout Groups**—Paul Aasen, Minnesota Safety Council
- 3:20 E. Data Dive: Involvement of People With Driver's License Issues in Fatal Crashes**—Brian Harmon, Department of Public Safety
- 3:40 F. Council Business**
1. Subcommittee and Working Group Updates
 - a. Project Idea Solicitation Process Subcommittee—Stephanie Malinoff, Center for Transportation Studies
 - b. Strategic Highway Safety Plan Working Group—Derek Leuer, Department of Transportation
 2. Toward Zero Deaths Conference Scholarships—Jackson Piper, Center for Transportation Studies
 3. Approve revised Operating Procedures—Stephanie Malinoff, Center for Transportation Studies
- 3:50 G. Public Comment**—Catherine Diamond, Department of Health
- 4:00 Adjourn**

ANNUAL CYCLE OF MEETINGS AND EVENTS

The table below shows meetings, events, and activities of interest for calendar year 2024. Members are also encouraged to explore the [TZD Events Calendar](#) to see additional activities sponsored by traffic safety partners in Minnesota. If you would like to add any events to the TZD Events Calendar, please contact Linda Dolan, ldolan@umn.edu.

Description	Date	Location
Council Meeting	February 14, 2024	Humphrey School of Public Affairs, University of Minnesota
Council Meeting	April 10, 2024	Humphrey School of Public Affairs, University of Minnesota
TZD Regional Workshops/Roundtables	March – September, 2024	<ul style="list-style-type: none"> • January 23: West Central #1 • March 20: West Central #2 • April 23: Northwest • May 2: East Central • May 6: South Central • May 8: Southeast • May 14: Southwest • May 21: Northeast • May 23: Metro • June 4: West Central #3 • September 18: West Central #4
Council Meeting	June 12, 2024	Humphrey School of Public Affairs, University of Minnesota
Council Meeting	August 14, 2024	Humphrey School of Public Affairs, University of Minnesota
Council Meeting	October 9, 2024	Humphrey School of Public Affairs, University of Minnesota
TZD Statewide Conference	October 22-23, 2024	St. Cloud River’s Edge Convention Center
Council Meeting	December 11, 2024	Humphrey School of Public Affairs, University of Minnesota

Advisory Council Members

Mike Hanson, Chair

Office of Traffic Safety
Department of Public Safety
Michael.hanson@state.mn.us

Catherine Diamond, Vice Chair

Injury and Violence Prevention Section
Department of Health
Catherine.diamond@state.mn.us

Brian Sorenson, Vice Chair

Office of Traffic Engineering
Department of Transportation
Brian.sorenson@state.mn.us

Paul Aasen

Minnesota Safety Council
paul.aasen@mnscc.org

Abdirahman Ali-Mumin

Amumin188@gmail.com
(Representing vulnerable road users)

Christina Bogojevic

Chief
Minnesota State Patrol
Christina.bogojevic@state.mn.us

Aaron Cocking

Insurance Federation of Minnesota
akcocking@insurancemn.org

Josie Donohue

AAA Minnesota
jlonetti@acg.aaa.com

Dylan Ferguson

Executive Director
Minnesota Emergency Medical Services
Regulatory Board
Dylan.ferguson@state.mn.us

Chris Hartzell

City of Woodbury
Christopher.hartzell@woodburymn.gov
(Representing League of Minnesota Cities)

John Hausladen

Minnesota Trucking Association
john@mntruck.org

Kristine Hernandez

TZD Statewide Communications and Marketing
Director
Kristine.hernandez@state.mn.us

Pete Hosmer

A+ Driving School
pete@aplusdrivingschool.net
(Representing Minnesota Driver and Traffic Safety
Education Association)

Robert Jacobs

University of Minnesota Physicians Group
robert.jacobs@centracare.com
(Representing Statewide Trauma Advisory Council)

Julie Jeppson

Anoka County
julie.jeppson@anokacountymn.gov
(Representing Association of Minnesota Counties)

Jim Kosluchar

City of Fridley
jim.kosluchar@fridleymn.gov
(Representing City Engineers Association of Minnesota)

Annette Larson

TZD Statewide Program and Operations
Director
Annette.L.Larson@state.mn.us

Reed Leidle

Safety Signs
reed@safetysigns-mn.com
(Representing contractors)

Derek Leuer

State Traffic Safety Engineer
Office of Traffic Engineering
Department of Transportation
Derek.leuer@state.mn.us

Nick Martini

Northstar Bus Lines/American Student
Transportation
nick@northstarbuslines.com
(Representing Minnesota Association for Pupil
Transportation)

Kerry Meyer

American Bar Association
State Judicial Outreach Liaison
meyermnjol@gmail.com

Michael Moilanen

Mille Lacs Band of Ojibwe
Mike.moilanen@millelacsband.com
(Representing tribal governments)

Gayra Ostgaard

Department of Education
Gayra.ostgaard@state.mn.us

Becky Putzke

Law Enforcement Liaison
Department of Public Safety
Becky.putzke@gmail.com

Cheryl Quinn

Cheryl.l.quinn@gmail.com
(Representing vulnerable road users)

Michael Ramos

Washington County Sheriff's Office
Michael.Ramos@co.washington.mn.us
(Representing Minnesota Sheriff's Association)

Heidi Schallberg

Met Council
Heidi.schallberg@metc.state.mn.us
(Representing metropolitan planning organizations)

Jessica Schleck

Jessica.Schleck@state.mn.us
Southeast TZD Regional Coordinator
(Representing TZD regional coordinators)

Michele Severson

Council on Disability
Michele.severson@state.mn.us

Kyle Shelton

Center for Transportation Studies
shelt169@umn.edu

Jeff Tate

Shakopee Police Department
jtate@shakopeemn.gov
(Representing Minnesota Chiefs of Police Association)

Andrew Witter

Sherburne County
andrew.witter@co.sherburne.mn.us
(Representing Minnesota County Engineers Association)

Michael Wojcik

Bicycle Alliance of Minnesota
michael@bikemn.org

Charles Young

Department of Human Services
Charles.young@state.mn.us

TBD

Minnesota Operation Lifesaver
mnoperationlifesaver@gmail.com

Council Staff

Linda Dolan

Center for Transportation Studies
ldolan@umn.edu
612-845-9633

Stephanie Malinoff

Center for Transportation Studies
malinoff@umn.edu
612-624-8398

Jackson Piper

Center for Transportation Studies
piper129@umn.edu
612-625-2734

Welcome and Introductions

1. Chairs' Welcome and Introductions

Vice Chair Diamond, along with Vice Chair Sorenson, will welcome members to the meeting. Members will be asked to introduce themselves and the organization they are representing on the Council. Chair Hanson will be traveling and hopes to join the meeting virtually.

2. Approve Today's Agenda

Vice Chair Diamond will call for a motion to approve today's agenda. The full agenda is included at the beginning of the meeting packet.

3. Approve Minutes from June 12 Meeting

Vice Chair Diamond will call for a motion to approve the minutes from the Council's June 12 meeting. Minutes can be found on the [Council website](#), and a copy is included starting on page A.2.

4. Membership Updates

Vice Chair Diamond will review several membership updates since our last meeting.

Recent member update

- Nick Martini from Northstar Bus Lines/American Student Transportation has replaced Chelaine Crego as the Council member representing the Minnesota Association for Pupil Transportation.

Two new membership seats added in the 2024 legislative session

- Representative from a victim advocacy organization: This is an open position on the Council. Staff have posted the position through the Secretary of State's Office and the Chairs will begin reviewing applications later this month.
- Dylan Ferguson, Executive Director of the Minnesota Emergency Medical Services Regulatory Board, has officially joined the Council.



Advisory Council on Traffic Safety

DRAFT Minutes

Wednesday, June 12, 2024

1:00 – 4:00pm

Humphrey School of Public Affairs, University of Minnesota
301 S 19th Ave, Minneapolis, MN 55455
Josie Johnson Community Room (Room 180)

Attendees

Appendix A lists all Council members, staff, and invited guests who were present at the meeting.

Call to Order

Chair Hanson called the meeting to order at 1:08 p.m.

Welcome and Introductions

Chairs' Welcome and Introductions

Chair Hanson welcomed members. All members and staff introduced themselves and the organization they were representing on the Council.

Updates have been made to the [ACTS webpage](https://mntrafficsafetycouncil.org). The URL for the site is mntrafficsafetycouncil.org.

Approve Today's Agenda

Michael Wojcik made a motion to approve the agenda with no changes and Chief Tate seconded the motion. Motion carried.

Approve Minutes from April 10, 2024 Meeting

Michael Wojcik made a motion to approve the April 10, 2024 meeting minutes with no changes and Chief Tate seconded the motion. Motion carried.

The final meeting minutes are available on the [April meeting webpage](#).

Membership Updates

Three organizations have had recent member updates.

- Colonel Christina Bogojevic has officially been named Chief of the State Patrol and has replaced Matt Langer on the Council.
- Josephine (Josie) Donohue has replaced Gene LaDoucer, who recently retired, as the Council member representing AAA Minnesota.
- Jessica Schleck will be replacing Annette Larson as the TZD Regional Coordinator representative.

In addition, the following changes were approved in the 2024 legislative session.



- The statewide TZD coordinator membership seat has been split into two separate roles, reflecting recent staffing changes within the program.
 - Kristine Hernandez now serves as the TZD Statewide Communications and Marketing Director. She will continue to serve on the Council in this new role.
 - Annette Larson is now serving as the TZD Statewide Program and Operations Director and will serve in this new capacity.
- Two new membership seats were added.
 - EMS Regulatory Board. Dylan Ferguson is attending today's meeting and we anticipate all paperwork being finalized before our August meeting.
 - Representative from a victim advocacy organization. This is an open position on the Council. Staff will be posting the position through the Secretary of State's Office soon and we anticipate the new member will be named before our August meeting.

Chair Hanson lead a moment of silence in honor of Sheryl Cummings from Minnesota Operation Lifesaver who lost her battle with cancer last month and Cleven Duncan, Responsible Beverage Server Training, who recently passed away unexpectedly.

Crash Data Analysis Systems in Minnesota

MnDOT, DPS, and MDH representatives discussed the various crash data analysis systems they use in each of their respective agencies, including an update from the Department of Public Safety on the Roadway Safety Information Center. Members heard how the systems complement each other, how they are different, and discussed traffic safety data challenges and needs.

Minnesota Department of Public Safety

Chair Hanson, Brandon Walters, and Rachel Horne discussed the Road Safety Information Center (RSIC) as the cornerstone of the Data Analytics Information Center with a goal to provide equitable levels of services to all communities in Minnesota. They discussed closing the loop on feedback including content, design, and usability. Exciting new steps include working on the EMS mapping model and continuing to improve the data models. The platform can be found <https://roadsafetyinfocenter.mn.gov/>.

RSIC is a public resource and compliments current MnDOT tools and medical research communities. It will be consistent, provide accurate data, use updated designs, and expects to have superb usability. The tool will evolve to include predictive data that will be used to identify where the highest risk of future fatalities will be. This tool could also help to improve EMS response time by identifying where medical vehicles should be located to reduce response time and get crash victims to a medical facility faster, especially during the "golden hour".

Minnesota Department of Transportation

Derek Leuer reported on the current crash data available.

- Minnesota Crash Mapping Analysis Tool MNCMAT2: It is updated quarterly and user friendly. Users, often law enforcement partners, can build reports and do analysis. Training on this tool is available.
- ArcGIS Pro: Not as user friendly but features crash data back to 1984 to provide historical data.
- Coming in 2024: Software as a Service (SaaS): This will replace CrashMART. It was built in-house at MnDOT in conjunction with MnIT and DPS. A contract will be signed soon with Citian to build this software.



- There are other tools for crash data analysis including ClearGuide, StreetLight Insight and other Traffic Mapping Application.

Minnesota Department of Health

Erik Zabel discussed how the Minnesota Department of Health's data would link to crash data (CODES). This includes data from the Traumatic Brain and Spinal Cord Injury Registry, Center for Occupational Health & Safety, Alcohol/Drug Abuse Epidemiology & Suicide Prevention. It would also link hospital, ambulance, and other data and help to evaluate cost and health outcomes. Some of the hospital data components include injury severity, injury type, outcome, payer, trauma registry, intentional injury, pedestrian and bicycle injury.

Data Dive: Impacts of Winter Weather on Crash Data

Brian Harmon, Research Analyst Specialist at the Minnesota Department of Public Safety, shared data around the impacts of winter weather on crashes. After reviewing winter fatality and serious injury crash data from 2004-2024 and comparing mile versus normal winters, data indicated the following:

- The more snow the fewer fatalities and serious injury crashes.
- The higher the average temperature, the more fatalities and serious injury crashes.
- The more days of bitter cold, the fewer fatalities and serious injury crashes.
- Mild winters have indicated a high number of non-motorized crashes.

Harmon posed the following question to Council members to consider: *"Should we use some of the tools we use in warmer months during mild winter months?"*

2024 Minnesota Legislative Session: Traffic Safety Recap

Paul Aasen, chair of the ACTS Legislative Subcommittee, led a discussion summarizing traffic safety related updates from the 2024 Minnesota legislative session.

Chair Hanson highlighted changes respective to DPS including legislation regarding crash reporting. If one or more vehicles is disabled at a crash site, then a crash report must be written. Lane splitting for motorcycles was also approved and will take effect on July 1, 2025; it is also against the law for a motorist to interfere with a motorcyclist who is lane splitting. Many other states who have similar lane splitting legislation also have helmet laws.

Vice Chair Sorenson highlighted MnDOT legislative changes. New laws regarding e-bikes, older driving education, and speed enforcement cameras were passed in 2024. MnDOT was asked to do a pilot study at 2-4 work zone locations with the speed enforcement cameras and Karen Sprattler is convening a meeting of the Speed Safety Camera Tack Force in July.

Aasen described five kinds of advocacy: direct; administrative (rulemaking); legislative/statutory; judicial; and rhetorical advocacy (using our voices). ACTS members are recommended to always have a list of suggestions for legislative changes.

Hausladen highlighted a new \$12.5 million bill for truck parking and MnDOT will do a truck parking study. It will look at if drivers are getting the necessary rest they need and if they are parking at a safe spot.



Other legislation highlighted included a \$1.2 million appropriations law passed for law enforcement officers who pull over a driver with a broken headlight, etc. This funding will support the program for law enforcement to give drivers with a broken headlight, etc. a voucher for repair instead of writing a violation ticket.

Commissioner Jeppson highlighted a [St. Louis County program](#) which has reduced recidivism by 40% to 5% for impaired drivers from underserved communities. They are able to go through a mental health program at no cost.

CTS hosted an event a few months ago that ACTS members were invited to attend with [David Ederer](#).

The legislature also passed an Advisory Council on Infrastructure.

Council Business

Project Idea Solicitation Process Subcommittee

Malinoff provided an update on behalf of the Project Idea Solicitation Process Subcommittee. A copy of the final solicitation can be found on the [ACTS project solicitation webpage](#). There is \$1.2 million available. The solicitations went live on May 22, 2024 and will close June 17, 2024. There will be a meeting on June 28 to score the submissions and decisions will be made around July 1. As of today, there are two applications.

Rural High Risk Roads/Safe Road Zones and Strategic Highway Safety Plan Working Group

Leuer provided an update from the SHSP group. They met on May 10 and discussed the engagement materials from the TZD regional workshops, online survey and map, work groups, and equity meetings. Their next meeting is July 12, 2024 to analyze the crash data and then hope to present their findings to ACTS.

Leuer provided an update on the Rural High Risk Roadways efforts. The group has met six times and developed a project solicitation; the submissions totaled over \$10 million with the goal to reduce speeds and conflicts on rural highways. All the submissions were approved except one, which was partially funded.

Leuer updated the members on the Safe Road Zones initiative. The solicitation closed on May 3 and there was \$1 million for establishment of work zones and \$1 million for added enforcement. They had 24 local agencies apply for funding and all 24 were approved. DPS is processing the enforcement grants and MnDOT is processing education/awareness grants. Funds are awarded and will be distributed July 1. The Council agreed to disband the Rural High Risk Roads/Safe Road Zones Working Group now that their work is complete.

Meeting Attendance Expectations

Vice Chair Sorenson reviewed the Council Operating Procedures with members, including expectations for attendance at meetings. A copy of the [Operating Procedures](#) is available on the ACTS website. Meeting attendance expectations are defined in section IV. Terms of Membership. A member organization that misses two consecutive meetings, or whose attendance falls below 50% in a one year period, will be contacted by staff to evaluate their ability to fulfill their obligation to ACTS. Members are



encouraged to send another representative in their place if they are not able to be at a meeting. Members should reach out to one of the Chairs/Vice Chairs if they have concerns.

TZD Statewide Conference and Awards

Vice Chair Sorenson encouraged council members to attend the Toward Zero Deaths Statewide Conference which is scheduled for October 22-23 in St. Cloud. There will be a session that will include an update on ACTS and the RCIS. General attendee registration opens August 27 and sponsor/exhibitor registration opens on July 18, 2024.

Vice Chair Sorenson discussed the TZD Scholarships that will be available for ACTS Council Members who may need financial assistance to attend the conference. ACTS members who work in the state of Minnesota are eligible to apply for a scholarship to facilitate their in-person attendance at the 2024 TZD Statewide Conference. Scholarship recipients are eligible for complimentary registration which includes all conference materials, breakfasts, lunch, breaks, and a networking reception. Scholarship recipients are also eligible for one hotel sleeping room for two nights (October 21 and 22) at one of the conference hotels if the recipient works more than 65 miles from the River's Edge Convention Center. All other travel expenses are not eligible and must be paid by the individual attendee or their employer. Council staff will email more information to Council members in late July.

Vice Chair Sorenson discussed the 2024 TZD Awards. Each year the TZD program gives awards to recognize individuals and organizations who have demonstrated excellence in their efforts to move Minnesota toward zero deaths. Recipients are selected by TZD Leadership based on recommendations from the TZD Awards Subcommittee. The awards vary from education, enforcement, EMS, child passenger safety, media, traffic safety innovation, emerging leader, distinguished public leadership and the Kathy Swanson Outstanding Service Award. More information can be found on the [TZD Awards webpage](#). The deadline to submit nominations is Thursday, June 27, 2024 at 5:00 p.m.

Public Comment

Chair Hanson called for public comment. The number of commenters and length of time permitted was limited due to time constraints.

Adjourn

Chair Hanson thanked everyone for their time, attention, and involvement in traffic safety. Wojcik made a motion to adjourn, Moilanen seconded the motion. Motion carried. The meeting adjourned at 4:02 p.m.

The next Advisory Council on Traffic Safety meeting will be August 14, 2024 from 1:00-4:00pm in the Josie Johnson Community Room at the Humphrey School of Public Affairs on the University of Minnesota campus. SHSP and ACT; and how new SHSP can become the "playbook" for ACTS. Their next meeting is May 10, 2024 and public feedback is welcome at talk.dot.state.mn.us/shsp.



Appendix A: Attendance: Members, Staff, and Invited Guests

Member Name	Organization	Present		Not Present
		In-person	Virtual	
<i>Council Members</i>				
Aasen, Paul	Minnesota Safety Council	X		
Ali-Mumin, Abdirahman	Representing Vulnerable Road Users			X
Bogojevic, Christina	Minnesota State Patrol		X	
Cocking, Aaron	Insurance Federation of Minnesota		X	
Crego, Chelaine	Northstar Bus Lines (representing Minnesota Association for Pupil Transportation)			X
Diamond, Catherine	Minnesota Department of Health, Injury and Violence Prevention Section	X (Ashley Chavez)		
Donohue, Josephine	AAA- The Auto Club Group	X		
Dylan Ferguson	Emergency Medical Services Regulatory Board	X		
Hanson, Mike	Minnesota Department of Public Safety, Office of Traffic Safety	X		
Hartzell, Chris	City of Woodbury (representing League of Minnesota Cities)		X	
Hausladen, John	Minnesota Trucking Association	X		
Hernandez, Kristine	TZD Statewide Communications Director	X		
Hosmer, Pete	A+ Driving School (representing Minnesota Driver and Traffic Safety Education Association)	X		
Jacobs, Robert	CentraCare (representing Minnesota Statewide Trauma Advisory Council)	X		
Jeppson, Julie	Anoka County (representing Association of Minnesota Counties)		X	
Kosluchar, Jim	City of Fridley (representing City Engineers Association of Minnesota)	X		
Larson, Annette	TZD Statewide Program and Operations Director	X		
Leidle, Reed	Safety Signs (representing contractors)	X		
Leuer, Derek	Minnesota Department of Transportation, State Traffic Safety Engineer		X	
Meyer, Kerry	American Bar Association, State Judicial Outreach Liaison	X		

Moilanen, Michael	Mille Lacs Band of Ojibwe (representing tribal governments)	X		
Ostgaard, Gayra	Minnesota Department of Education			X
Putzke, Becky	Law Enforcement Liaison	X		
Quinn, Cheryl	Representing Vulnerable Road Users	X		
Ramos, Michael	Washington County Sheriff's Office (representing Minnesota Sheriff's Association)		X	
Schallberg, Heidi	Met Council (representing metropolitan planning organizations)	X		
Schleck, Jessica	TZD Regional Coordinator	X		
Severson, Michele	Council on Disability		X	
Shelton, Kyle	Center for Transportation Studies, University of Minnesota	X (Stephanie Malinoff)		
Sorenson, Brian	Minnesota Department of Transportation, Office of Traffic Engineering	X		
Tate, Jeff				
Witter, Andrew	Sherburne County (representing Minnesota County Engineers Association)			X
Wojcik, Michael	Bicycle Alliance of Minnesota	X		
Young, Charles	Minnesota Department of Human Services		X	
Council Staff				
Dolan, Linda	Center for Transportation Studies, University of Minnesota	X		
Malinoff, Stephanie	Center for Transportation Studies, University of Minnesota	X		

Member Profile

Starting this month, and as time allows at future meetings, a different Council member will be asked to give a brief introduction about themselves and their work. The goal of these discussions is to learn from each other, find commonalities, and identify potential partnership opportunities. This meeting's profile will feature Judge Kerry Meyer.

2025 Traffic Safety Legislative Initiatives

Paul Aasen will provide an update on results from the ACTS Policy and Legislative Proposal survey that was completed in July. Members and guests will then be asked to break into small groups to brainstorm additional legislative ideas and prioritize initiatives for the 2025 session. Each group will have a facilitator and notetaker and will be asked to report out after break on their discussions. Virtual attendees will use remain on Zoom.

A summary of the ACTS Policy and Legislative Proposal survey results are included on the [ACTS website](#).

Data Dive: Involvement of People With Driver's License Issues in Fatal Crashes

At each meeting, members will dive into data around a specific traffic safety topic or question. Today's meeting will feature Brian Harmon, Research Analyst Specialist at the Minnesota Department of Public Safety, sharing data around the rise of unlicensed drivers. Following the discussion Vice Chair Sorenson will facilitate a discussion around impacts to our work. Presentation slides are included in the slide deck for today's meeting on the [ACTS website](#).

Council Business

1. Subcommittee and Working Group Updates

- Stephanie Malinoff will give an update on behalf of the Project Idea Solicitation Process Subcommittee. A list of the projects selected for funding is included starting on page F.2.
- Derek Leuer will provide updates from the Strategic Highway Safety Plan Working Groups. Presentation slides are included in the slide deck for today's meeting on the [ACTS website](#).

2. Toward Zero Deaths Conference Scholarships

Council members are strongly encouraged to attend the Toward Zero Deaths Statewide Conference which is scheduled for October 22-23 in St. Cloud. Scholarships will be available for Council Members who may need financial assistance to attend the conference. If you plan to apply for a scholarship, please complete the [survey linked here](#).

3. Approve revised Operation Procedures

Operating Procedures were updated in June to reflect recent legislative changes to ACTS membership. Revised Operating Procedures are included starting on page F.3.

**Advisory Council on Traffic Safety
2024 Project Idea Solicitation
Projects Selected for Funding**

Lead	Project Description	Connections to ACTS/TZD	Requested Funding	Approved Funding
Geisler, Rayha	Tribal Traffic Safety Summit	Yes <i>TZD regional coord.</i>	\$98,200	\$98,200
Grabow, Shannon	MSHSL State Tournament Communications	Yes <i>TZD staff</i>	\$100,000	\$100,000
Grabow, Sophia	Safety Town Trailer	Yes <i>TZD coalition</i>	\$59,257	\$59,257
Hammes, Bill	LEL Speed Enforcement Project	Yes <i>TZD staff</i>	\$100,000	\$100,000
Hardie, Lavonte	Operation Know Your Speed	Yes <i>TZD coalition</i>	\$26,488	\$26,488
Hasbargen, Bruce	Workzone Safety	Yes <i>MCEA</i>	\$120,000	\$120,000
Johnson, Sue	Teen TZD	Yes <i>TZD regional coord.</i>	\$30,000	\$30,000
Larson, Annette	Older Driver Statewide Action Team	Yes <i>ACTS member</i>	\$250,000	\$150,000
Larson, Annette	Equipment for TZD regions	Yes <i>ACTS member</i>	\$200,000	\$150,000
Leuer, Derek	Update Traffic Safety Fundamentals Handbook	Yes <i>ACTS member</i>	\$175,000	\$175,000
Meyer, Kerry	Judicial scholarships to Lifesavers	Yes <i>ACTS member</i>	\$63,850	\$63,850
Nemes, Dan	Minnesota's People Friendly Driver Curriculum	Yes <i>Bicycle Alliance</i>	\$138,960	\$138,960
Putzke, Becky	TZD conference scholarships for LE students and instructors	Yes <i>ACTS member</i>	\$45,000	\$45,000
Schreder, Roxanne	LE education on recreational equipment	Yes <i>TZD coalition</i>	\$8,845	\$8,845
Tuttle, Dex	CPS and Bicycle Safety	Yes <i>Safety Council</i>	\$249,854	\$100,000
				\$1,365,600



Advisory Council on Traffic Safety

Operating Procedures

Approved on December 13, 2023
Updated on June 24, 2024

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I. STATUTORY PURPOSE

- a. The Advisory Council on Traffic Safety (hereinafter Advisory Council, Council, or ACTS) was created by the Minnesota Legislature in 2023 ([HF2887, 5th Engrossment, Sec. 2 \[4.076\]](#)).
- b. The legislation establishes the Council to advise, consult with, assist in planning coordination, and make program recommendations to the commissioners of public safety, transportation, and health on the development and implementation of projects and programs intended to improve traffic safety on all Minnesota road systems.
- c. In addition, this legislation establishes the Council to serve as the lead for the state Toward Zero Deaths program.

II. HOST AGENCY

- a. The Office of Traffic Safety in the Department of Public Safety, in cooperation with the Departments of Transportation and Health, must serve as the host agency for ACTS and must manage the administrative and operational aspects of the Advisory Council's activities. The commissioner of public safety must perform financial management on behalf of the Council.

III. MEMBERSHIP

- a. The Advisory Council consists of the following members:
 1. The chair, which is filled on a two-year rotating basis by a designee from:
 - i. The Office of Traffic Safety in the Department of Public Safety;
 - ii. The Office of Traffic Engineering in the Department of Transportation; and
 - iii. The Injury and Violence Prevention Section in the Department of Health;
 2. Two vice chairs, which must be filled by the two designees who are not currently serving as chair of the advisory council under clause (1);
 - ~~3.~~ [The statewide Toward Zero Deaths communications coordinator;](#)
 - ~~3-4.~~ [The statewide Toward Zero Deaths program and operations coordinator;](#)
 - ~~4-5.~~ A regional coordinator from the Toward Zero Deaths program;
 - ~~5-6.~~ The chief of the State Patrol or a designee;
 - ~~6-7.~~ The state traffic safety engineer in the Department of Transportation or a designee;
 - ~~7-8.~~ A law enforcement liaison from the Department of Public Safety;
 - ~~8-9.~~ A representative from the Department of Human Services;
 - ~~9-10.~~ A representative from the Department of Education;
 - ~~10-11.~~ _____ A representative from the Council on Disability;
 - ~~11-12.~~ _____ A representative for Tribal governments;
 - ~~12-13.~~ _____ A representative from the Center for Transportation Studies at the University of Minnesota;
 - ~~13-14.~~ _____ A representative from the Minnesota Chiefs of Police Association;
 - ~~14-15.~~ _____ A representative from the Minnesota Sheriffs' Association;
 - ~~15-16.~~ _____ A representative from the Minnesota Safety Council;
 - ~~16-17.~~ _____ A representative from AAA Minnesota;
 - ~~17-18.~~ _____ A representative from the Minnesota Trucking Association;
 - ~~18-19.~~ _____ A representative from the Insurance Federation of Minnesota;
 - ~~19-20.~~ _____ A representative from the Association of Minnesota Counties;

- ~~20-21.~~ _____ A representative from the League of Minnesota Cities;
- ~~21-22.~~ _____ The American Bar Association State Judicial Outreach Liaison;
- ~~22-23.~~ _____ A representative from the City Engineers Association of Minnesota;
- ~~23-24.~~ _____ A representative from the Minnesota County Engineers Association;
- ~~24-25.~~ _____ A representative from the Bicycle Alliance of Minnesota;
- ~~25-26.~~ _____ Two individuals representing vulnerable road users, including pedestrians, bicyclists, and other operators of a personal conveyance;
- ~~26-27.~~ _____ A representative from Minnesota Operation Lifesaver;
- ~~27-28.~~ _____ A representative from the Minnesota Driver and Traffic Safety Education Association;
- ~~28-29.~~ _____ A representative from the Minnesota Association for Pupil Transportation;
- ~~29-30.~~ _____ A representative from the State Trauma Advisory Council;
- ~~30-31.~~ _____ A person representing metropolitan planning organizations; and
- ~~32.~~ A person representing contractors engaged in construction and maintenance of highways and other infrastructure;
- ~~33.~~ The director of the Minnesota Emergency Medical Services Regulatory Board or successor organization; and
- ~~31-34.~~ A person representing a victims advocacy organization.

- b. The commissioners of public safety and transportation must jointly appoint the advisory council members under paragraph (a), clauses (11), (25), (30), and (31).

IV. TERMS OF MEMBERSHIP

- a. The terms, compensation, and appointment of members are governed by section 15.059.
- b. Chair and Vice Chairs will serve a rotating two-year term. All other members will serve a four year term.
- c. The terms of one-half of members (excluding the Chair and Vice Chairs) shall be conterminous with the governor and the terms of the remaining one-half of the members (excluding the Chair and Vice Chairs) shall end on the first Monday in January one year after the terms of the other members.
- d. Term Limits and Reappointments
1. There are no term limits for members from direct appointment organizations. At the end of each term, the member organization shall submit an updated direct appointment letter naming their member.
 2. Commissioner appointed members can reapply at the end of their term, but are limited to two consecutive terms.
- e. A member organization that misses two consecutive meetings, or whose attendance falls below 50% in a one year period, will be contacted by the Council staff to evaluate the member organization's ability to fulfill their obligation to the ACTS.
- f. Council members will sign an Oath of Office.

- g. Council members are eligible for per diems pursuant to section 15.059

V. COUNCIL RESPONSIBILITIES

- a. Per Minnesota statute, the Advisory Council must:
 1. Advise the governor and heads of state departments and agencies on policies, programs, and services affecting traffic safety;
 2. Advise the appropriate representatives of state departments on the activities of the Toward Zero Deaths program, including but not limited to educating the public about traffic safety;
 3. Encourage state departments and other agencies to conduct needed research in the field of traffic safety;
 4. Review recommendations of the subcommittees and working groups;
 5. Review and comment on all grants dealing with traffic safety and on the development and implementation of state and local traffic safety plans; and
 6. Make recommendations on safe road zone safety measures under section 169.065.

VI. OFFICERS

- a. Chair
 1. ACTS may send recommendations to the Commissioner.
 2. Duties of the Chair are:
 - i. Preside at all ACTS and Executive Committee meetings;
 - ii. At the request of the Commissioner, be the spokesperson and representative for ACTS;
 - iii. Appoint working groups and subcommittees, as needed; and
 - iv. Serve on the Executive Committee.
- b. Vice Chairs
 1. Duties of the Vice Chairs are:
 - i. Preside at the ACTS and Executive Committee meetings in the absence of the Chair;
 - ii. Assist the Chair as requested; and
 - iii. Serve on the Executive Committee.

VII. RESPONSIBILITIES AND EXPECTATIONS OF MEMBERS

- a. Council members are expected to:
 1. Attend and actively participate in meetings;
 2. Serve on committees, working groups, and other ad hoc groups as requested by the Chairs;
 3. Use respectful dialogue;
 4. Provide input, ideas, information;
 5. Prepare for active participation in discussions and decision-making by reviewing meeting materials;
 6. Beware of and report any conflict of interest that may exist;

7. Refrain from writing letters or engaging in other kinds of communication in the name of ACTS, unless the Chairs and/or Commissioners specifically authorize such communication;
8. Be curious and learn from each other.

VIII. MEETINGS

- a. The Advisory Council must meet no less than four times per year, or more frequently as determined by the chair, a vice chair, or a majority of the council members. The Council is subject to chapter 13D.
- b. Every effort will be made to annually schedule no less than four meetings for the coming year.
- c. The majority of members in attendance, in-person or virtually, will constitute a quorum at ACTS meetings.
- d. Meetings will be conducted in accordance with Roberts Rules of Order.
- e. Meeting minutes will be taken at each meeting and posted online.
- f. Time will be allocated during each meeting for public comment. Time limits will be imposed at the discretion of the Chair.
- g. The chair must regularly report to the respective commissioners on the activities of the Advisory Council and on the state of traffic safety in Minnesota.

IX. VOTING

- a. Voice votes will be used at any regular or special meeting where voting is necessary, unless ballots are requested by the majority of those present.
- b. The Chair will determine whether enough members are present to allow a vote.
- c. The Chair will tally and report on ballot vote results.

X. STANDING COMMITTEES

- a. Executive Committee
 - a. The Executive Committee will be responsible for conducting the interim business of ACTS.
 - b. The Executive Committee will consist of the following standing members: ACTS Chair, both ACTS Vice Chairs, the Minnesota Safety Council member, the Chief of the Minnesota State Patrol, ~~and~~ the Statewide TZD [Communications](#) Coordinator, ~~and the~~ [TZD Statewide Program and Operations Coordinator](#).
 - c. In addition, and at the discretion of the Chair, two at-large members will join the Executive Committee.

- d. All members of the Executive Committee must be ACTS members.

XI. SUBCOMMITTEES AND WORKING GROUPS

- a. The Advisory Council may appoint subcommittees and working groups. Subcommittees must consist of council members. Working groups may include nonmembers. Nonmembers on working groups must be compensated pursuant to section 15.059, subdivision 3, only for expenses incurred for working group activities.

XII. CHANGES TO OPERATING PROCEDURES

- a. ACTS members may propose amendments to these Operating Procedures during a regularly scheduled Council meeting.
- b. ACTS members will be notified of a proposed amendment at least seven days prior to the vote on its adoption.
- c. An amendment requires a favorable vote of at least two-thirds of the ACTS members present for adoption.
- d. An amendment will take effect immediately upon the conclusion of the meeting at which it is adopted.

PUBLIC COMMENT

Vice Chair Diamond will call for public comment. The number of commenters and length of time permitted is at the discretion of the chair, and is subject to change.