



**ADVISORY COUNCIL ON TRAFFIC SAFETY**

Wednesday, October 9, 2024  
1:00-4:00pm

Humphrey School of Public Affairs  
University of Minnesota  
Josie Johnson Community Room (Room 180)  
301 19<sup>th</sup> 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, October 9, 2024  
1:00 – 4:00pm

### AGENDA

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

- 1:00 A. Welcome and Introductions**—Mike Hanson, Department of Public Safety
- Chairs' Welcome and Introductions
  - Membership Updates
  - Approve Today's Agenda
  - Approve Minutes from August 14 Meeting
- 1:15 B. Data Dive: Unlicensed Drivers**—Brian Harmon, Department of Public Safety
- 1:45 C. Discussion: Review ACTS Legislative Position Statements**—Paul Aasen, Minnesota Safety Council
- 2:30 Break**
- 2:45 D. MnCrash Reporting System**—Mike Hanson and Brandon Walters, Department of Public Safety
- 3:00 E. Safe Road Coalition Update**—Annette Larson, Statewide TZD Programs and Operations Director and Deann Holland, South West Health and Human Services
- 3:20 F. Council Business**
- Subcommittee and Working Group Updates
    - Project Idea Solicitation Process Subcommittee—Stephanie Malinoff, CTS
    - Strategic Highway Safety Plan—Derek Leuer, Department of Transportation
    - Traffic Incident Management Subcommittee—Mike Hanson, Department of Public Safety
  - Annual Report—Mike Hanson, Department of Public Safety
  - Approve Updated Operating Procedures—Mike Hanson, Department of Public Safety
- 3:40 G. Public Comment**—Mike Hanson, Department of Public Safety
- 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](mailto:ldolan@umn.edu).

Description	Date	Location
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
Council Meeting	February 12, 2025	Humphrey School of Public Affairs, University of Minnesota
TZD Regional Workshops/Roundtables	March – September, 2025	<ul style="list-style-type: none"> <li>• April 23, 2025—East Central</li> <li>• May 1, 2025—Northwest</li> <li>• May 7, 2025—Southeast</li> <li>• May 8, 2025—Northeast</li> <li>• May 14, 2025—Southwest</li> <li>• May 19, 2025—South Central</li> <li>• May 28, 2025 – Metro</li> </ul>
Council Meeting	April 9, 2025	Humphrey School of Public Affairs, University of Minnesota
Council Meeting	June 11, 2025	Humphrey School of Public Affairs, University of Minnesota
Council Meeting	August 13, 2025	Humphrey School of Public Affairs, University of Minnesota
Council Meeting	October 20, 2025	Mystic Lake Casino Hotel
TZD Statewide Conference	October 21-22, 2025	Mystic Lake Casino Hotel
Council Meeting	December 10, 2025	Humphrey School of Public Affairs, University of Minnesota

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## ADVISORY COUNCIL MEMBERS

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**Mike Hanson, Chair**

Office of Traffic Safety  
Department of Public Safety  
[Michael.hanson@state.mn.us](mailto:Michael.hanson@state.mn.us)

**Catherine Diamond, Vice Chair**

Injury and Violence Prevention Section  
Department of Health  
[Catherine.diamond@state.mn.us](mailto:Catherine.diamond@state.mn.us)

**Brian Sorenson, Vice Chair**

Office of Traffic Engineering  
Department of Transportation  
[Brian.sorenson@state.mn.us](mailto:Brian.sorenson@state.mn.us)

**Paul Aasen**

Minnesota Safety Council  
[paul.aasen@mnscc.org](mailto:paul.aasen@mnscc.org)

**Abdirahman Ali-Mumin**

[Amumin188@gmail.com](mailto:Amumin188@gmail.com)  
(Representing vulnerable road users)

**Christina Bogojevic**

Chief  
Minnesota State Patrol  
[Christina.bogojevic@state.mn.us](mailto:Christina.bogojevic@state.mn.us)

**Aaron Cocking**

Insurance Federation of Minnesota  
[akcocking@insurancemn.org](mailto:akcocking@insurancemn.org)

**Josie Donohue**

AAA Minnesota  
[jlonetti@acg.aaa.com](mailto:jlonetti@acg.aaa.com)

**Dylan Ferguson**

Minnesota Emergency Medical Services  
Regulatory Board  
[Dylan.ferguson@state.mn.us](mailto:Dylan.ferguson@state.mn.us)

**Chris Hartzell**

City of Woodbury  
[Christopher.hartzell@woodburymn.gov](mailto:Christopher.hartzell@woodburymn.gov)  
(Representing League of Minnesota Cities)

**John Hausladen**

Minnesota Trucking Association  
[john@mnrtruck.org](mailto:john@mnrtruck.org)

**Kristine Hernandez**

TZD Statewide Communications and Marketing  
Director  
[Kristine.hernandez@state.mn.us](mailto:Kristine.hernandez@state.mn.us)

**Pete Hosmer**

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

**Robert Jacobs**

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

**Julie Jeppson**

Anoka County  
[julie.jeppson@anokacountymn.gov](mailto:julie.jeppson@anokacountymn.gov)  
(Representing Association of Minnesota Counties)

**Jim Kosluchar**

City of Fridley  
[jim.kosluchar@fridleymn.gov](mailto:jim.kosluchar@fridleymn.gov)  
(Representing City Engineers Association of Minnesota)

**Annette Larson**

TZD Statewide Program and Operations  
Director  
[Annette.L.Larson@state.mn.us](mailto:Annette.L.Larson@state.mn.us)

**Reed Leidle**

Safety Signs  
[reed@safetysigns-mn.com](mailto:reed@safetysigns-mn.com)  
(Representing contractors)

**Derek Leuer**

State Traffic Safety Engineer  
Office of Traffic Engineering  
Department of Transportation  
[Derek.leuer@state.mn.us](mailto:Derek.leuer@state.mn.us)

**Nick Martini**

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

**Kerry Meyer**

American Bar Association  
State Judicial Outreach Liaison  
[meyermnjol@gmail.com](mailto:meyermnjol@gmail.com)

**Michael Moilanen**

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

**Gayra Ostgaard**

Department of Education  
[Gayra.ostgaard@state.mn.us](mailto:Gayra.ostgaard@state.mn.us)

**Becky Putzke**

Law Enforcement Liaison  
Department of Public Safety  
[Becky.putzke@gmail.com](mailto:Becky.putzke@gmail.com)

**Cheryl Quinn**

[Cheryl.l.quinn@gmail.com](mailto:Cheryl.l.quinn@gmail.com)  
(Representing vulnerable road users)

**Michael Ramos**

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

**Heidi Schallberg**

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

**Jessica Schleck**

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

**Michele Severson**

Council on Disability  
[Michele.severson@state.mn.us](mailto:Michele.severson@state.mn.us)

**Kyle Shelton**

Center for Transportation Studies  
[shelt169@umn.edu](mailto:shelt169@umn.edu)

**Jeff Tate**

Shakopee Police Department  
[jtate@shakopeemn.gov](mailto:jtate@shakopeemn.gov)  
(Representing Minnesota Chiefs of Police Association)

**Andrew Witter**

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

**Michael Wojcik**

Bicycle Alliance of Minnesota  
[michael@bikemn.org](mailto:michael@bikemn.org)

**Charles Young**

Department of Human Services  
[Charles.young@state.mn.us](mailto:Charles.young@state.mn.us)

**TBD**

Minnesota Operation Lifesaver  
[mnoperationlifesaver@gmail.com](mailto:mnoperationlifesaver@gmail.com)

**Council Staff**

**Linda Dolan**

Center for Transportation Studies  
[ldolan@umn.edu](mailto:ldolan@umn.edu)  
612-845-9633

**Stephanie Malinoff**

Center for Transportation Studies  
[malinoff@umn.edu](mailto:malinoff@umn.edu)  
612-624-8398

**Jackson Piper**

Center for Transportation Studies  
[piper129@umn.edu](mailto:piper129@umn.edu)  
612-625-2734

## WELCOME AND INTRODUCTIONS

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### 1. Chairs' Welcome and Introductions

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

### 2. Approve Today's Agenda

Chair Hanson 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 August 14 Meeting

Chair Hanson will call for a motion to approve the minutes from the Council's August 14 meeting. Minutes can be found on the [Council website](#), and a copy is included starting on page A.2.

### 4. Membership Updates

Chair Hanson will review two membership updates since our last meeting.

- Holly Bot is no longer working for Minnesota Operation Lifesaver. They are working on hiring and replacement and hope to have a new member for the Council soon.
- The Chairs have reviewed applications for the victim advocacy membership position and are putting together their recommendation for the Commissioners. The new member should be identified soon.



## Advisory Council on Traffic Safety

### DRAFT Minutes

Wednesday, August 14, 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**

Vice Chair Diamond called the meeting to order at 1:03 p.m.

#### **Welcome and Introductions**

##### **Chairs' Welcome and Introductions**

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

#### **Approve Today's Agenda**

Julie Jeppson made a motion to approve the agenda with one change. The Executive Committee struck the last item under Council Business, "Approve revised Operating Procedures." Josie Donohue seconded the motion. Motion carried.

#### **Approve Minutes from June 12, 2024 Meeting**

Kyle Shelton made a motion to approve the June 2024 meeting minutes with no changes and Reed Leidle seconded the motion. Motion carried.

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

#### **Membership Updates**

Two organizations have had recent member updates.

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

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

- Two new membership seats were added.
  - EMS Regulatory Board. Dylan Ferguson has officially joined the Council and all paperwork is now complete.



- 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.

### **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 featured Judge Kerry Meyer, chief judge in Hennepin County and the Minnesota State Judicial Outreach Liaison (JOL). The goal of the JOL program, which is administered through the American Bar Association, is to focus outreach efforts to education and inform judges on impaired driving and highway safety issues primarily through peer-to-peer education. Meyer explained that participating in TZD and ACTS has been valuable in bringing a more well-rounded view to the bench and to other judges.

Meyer shared several examples of the types of activities she focuses on as our state's JOL: working as a resource to other judges on impaired driving cases, DWI courts, and developing traffic safety/impaired driving sessions at judicial conference and training sessions. She also mentioned that ACTS project solicitation funds will send Minnesota judges to the 2025 Lifesavers Conference—a great example of something that would never happen if this role did not exist.

Meyer ended her session with a Q&A with members.

### **2025 Traffic Safety Legislative Initiatives**

Paul Aasen, chair of the ACTS Legislative Subcommittee, provided an update on results from the ACTS Policy and Legislative Proposal survey that was completed in July. A summary of the ACTS Policy and Legislative Proposal survey results, including initial subcommittee rankings on priority, are included on the [ACTS website](#).

Members then broke into three small groups to brainstorm additional legislative ideas and prioritize initiatives for the 2025 session.

### **Breakout Group Reports**

Before the three small groups reported to the larger group, Tim Held provided more detail about proposal 6 (sustained staffing for MnTrauma). MnTrauma is the clinical database that collects critical care information, treatment information, and outcome information from 125 trauma hospitals in the state. MDH has never had committed, dedicated analytical research capacity to work with this trauma dataset to the extent that it should. The department's goal is to evaluate the outcome of injuries based on standard performance metrics. Improvements can be made if the data is evaluated and changes are made based on what the data shows.

Highlights from the report outs include:

- All three groups agreed that proposal numbers 28 (keep base charter for ACTS with funding) and 29 (retain ACTS enabling language and charter) as very high priorities.





- All three groups also believed that proposal number 1 (continuing drivers education) should be moved from medium to high priority.
- Members noted the importance of technology, especially proposals 22 (automated traffic enforcement) and 27 (intelligent speed assistance for repeat offenders). It is in the state's best interest to harness technology to assist in speed control and traffic enforcement.
- All groups agreed that MNTrauma staffing (#6) is very important and should be a high priority.
- Workzone infrastructure (#13) should be elevated in priority.
- It was noted that while motorcycle helmet wearing is important, it should probably be lower on the list (at least for this year) given the uphill battle with legislative efforts. Group #3 suggested that rather than pursuing a change to law, the Council could consider a social norming/education campaign to encourage motorcyclists to wear helmets.
- One group suggested that requiring seatbelts on ATVs (#9) could be an easy legislative win with little cost and should be moved higher.
- Group #1 suggested that proposal #23 (RSIP and HSIP) should move higher (but still be medium-level priority) because federal funding is available. There is currently a program that is accessible to larger communities—however, there is a process and staffing barrier for smaller communities.
- Several proposals referred to penalties and increased fines. Group #1 suggested that it shouldn't be the council's responsibility to decide the price of fines and therefore those proposals should go down in priority. Group #3 said that the price of penalties may not be as important as what the penalties fund.
- Many of the proposals were similar and should be lumped together and looked at in more depth (topics relating to engineering, vulnerable road users, speed).
- A number of proposals also warranted further discussion, such as the proposals around speed, driver testing for impairment, and VRU protections.
- Court ordered behavioral telematics (#10) could move to high, similar to continuing driver education (#1).
- Broadening impaired driving research and demonstrations beyond the Highway Safety Center would be valuable (#3). The group suggested cleaning up the legislative language first, then possibly asking for funding in future years.  
For proposal #12 (fire extraction) would need to identify if there really is a problem or not. There could possibly be a funding request to the legislature for a study, or possibly a task force to explore in more detail.

The Executive Committee will review the groups' notes and determine next steps at their August 30 meeting.

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

Brian Harmon, Research Analyst Specialist at the Minnesota Department of Public Safety, was scheduled to share data around the impacts of people with driver's license issues in fatal crashes. Due to time constraints, this presentation will be moved to the October meeting.



## **Council Business**

### **Project Idea Solicitation Process Subcommittee**

Malinoff provided an update on behalf of the Project Idea Solicitation Process Subcommittee. 22 ideas were submitted and 15 were selected to move forward. Malinoff is working with Chair Hanson and his team to get contracts in place and projects started.

There will be another round of solicitations in the coming months.

### **Strategic Highway Safety Plan Working Group**

Leuer provided an update from the SHSP working group. Slides are available on in the [June meeting slide deck on the ACTS website](#).

### **Toward Zero Deaths Conference Scholarships**

Jackson Piper reminded Council members that they are strongly encouraged to attend the Toward Zero Deaths Statewide Conference, scheduled for October 22-23 in St. Cloud. Scholarships to cover hotel and registration costs are available for Council Members who may need financial assistance to attend the conference. Scholarship applications close on August 22.

### **Public Comment**

Due to time constraints, there was no opportunity for public comment. Any feedback or comments can be shared with the ACTS Chairs via email.

### **Adjourn**

Vice Chair Diamond thanked everyone for their time, attention, and involvement in traffic safety. Jeppson 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 October 9, 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.



### **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, Abdurahman	Representing Vulnerable Road Users		X	
Bogojevic, Christina	Minnesota State Patrol			X
Bot, Holly	Minnesota Operation Lifesaver	X		
Cocking, Aaron	Insurance Federation of Minnesota			X
Diamond, Catherine	Minnesota Department of Health, Injury and Violence Prevention Section	X		
Donohue, Josephine	AAA- The Auto Club Group	X		
Ferguson, Dylan	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		
Martini, Nick	Northstar Bus Lines (representing Minnesota Association for Pupil Transportation)			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		
Sorenson, Brian	Minnesota Department of Transportation, Office of Traffic Engineering	X		
Tate, Jeff	Shakopee Police Department (representing Minnesota Chiefs of Police Association)			X
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
<i>Council Staff</i>				
Dolan, Linda	Center for Transportation Studies, University of Minnesota	X		
Malinoff, Stephanie	Center for Transportation Studies, University of Minnesota	X		
Piper, Jackson	Center for Transportation Studies, University of Minnesota	X		
<i>Invited Guests</i>				
Harmon, Brian	Minnesota Department of Public Safety	X		

## DATA DIVE: Unlicensed Drivers

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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 Chair Hanson 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](#).

## **DISCUSSION: Review ACTS Legislative Position Statements**

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Paul Aasen will provide an update from the ACTS Legislative Subcommittee, including a draft set of legislative position statements based on the ideas generated at the August Council meeting. Members will be asked to review the position statements; final statements will be integrated into the Council's final report that is due to the legislature in January. The draft set of legislative position statements can be found on page C.2.

## **ACTS 2025 Position Statements**

The Advisory Council on Traffic Safety supports the following positions:

2025 Funding Need – Ongoing funding is needed to continue the traffic safety efforts supported by the 2023 transportation bill.

1. \$20M in state funding should be appropriated to the Advisory Council and/or the Departments of Transportation and Public Safety for the purpose of funding grants for high-risk rural roadways, Safe Road Zones, law enforcement training on traffic safety, safe rides home programs, work zone safety redesigns, vulnerable road user protection, fatality and injury reduction and state match for federal traffic safety funding.
2. Funding should be provided for sustained staffing for MNTrauma data management and analysis. MNTrauma data complements the traffic data management center information for prevention, response and safety decisions.

### Policy Positions

3. Continuing driver education has been shown to effectively change driving behavior. Minnesota should consider continuing driver education beyond the current defensive driving education insurance discount available to drivers over 55 year of age. Continuing driver education should be considered for young adults as they leave high school or upon their first driver's license renewal, for older drivers on a regular basis after age 65, and for repeat violators of speed, impairment and distraction laws.
4. Helmet use should be promoted or required for all roadway users riding on a motorized vehicle capable of moving faster than 5 miles per hour.
5. Near-term roadway safety improvements should be built to sufficient resiliency standards. Resilient safety improvements have longer-term safety benefits than low-cost quick-build improvements but are not always pursued due to cost concerns.
6. Impairment research and study in Minnesota should be expanded beyond the current single location and also include poly-drug research. Expanded impairment research/study is needed as more impairing substances like marijuana and psycho-active mushrooms are being used by drivers on Minnesota roadways.
7. Efforts to reduce speeds and speeding should be supported including enforcement grants, speed safety cameras, selectively targeted activities like speed racing, and right-of-way design changes.
8. A safe systems approach to traffic safety should be used as the basis for transportation system planning and implementation. This approach must consider all aspects of injury and fatality prevention and protection including human factors, roadway and vehicle design, maintenance and resiliency, roadway culture and education, compliance and enforcement, and emergency response for all people in, on or near the roadway.

## MnCrash Reporting System

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The Office of Traffic Safety is currently going through an effort to rebuild the Minnesota Crash Reporting System. Chair Hanson and Brandon Walsh will provide an update and members will have time for questions and discussion.

Presentation slides are included in the slide deck for today's meeting on the [ACTS website](#).



## Safe Road Coalition Update

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Annette Larson and Deann Holland, South West Health and Human Services, will provide an update on the Safe Road Coalition program. They will discuss program details, share their perspectives, and discuss successes, challenges, and ways the Council can help support their work. Vice Chair Sorenson will lead a discussion and facilitate Q&A with members following the update.

Presentation slides are included in the slide deck for today's meeting on the [ACTS website](#).

## COUNCIL BUSINESS

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### 1. Subcommittee and Working Group Updates

- Stephanie Malinoff will give an update on behalf of the Project Idea Solicitation Process Subcommittee.
- 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](#).
- Chair Hanson will give an update on behalf of the Traffic Incident Management (TIM) Subcommittee

### 2. Annual Report

Chair Hanson will give a brief update on the format, anticipated content, and timing for the ACTS Annual Report that is due to the legislature in January. He will also share details on how Council members can be involved in the development and review process.

### 3. Approve Updated Operating Procedures

The Operating Procedures have been updated to reflect recent legislative changes to ACTS membership. In addition, Chair Hanson will discuss recommended changes to the Council's Executive Committee. Revised Operating Procedures are included starting on page F.2. Council members will be asked to approve the updated document.



# **Advisory Council on Traffic Safety**

## **Operating Procedures**

Approved on December 13, 2023  
Updated on September 27, 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, 5<sup>th</sup> 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;
  4. The statewide Toward Zero Deaths program and operations coordinator;
  5. A regional coordinator from the Toward Zero Deaths program;
  6. The chief of the State Patrol or a designee;
  7. The state traffic safety engineer in the Department of Transportation or a designee;
  8. A law enforcement liaison from the Department of Public Safety;
  9. A representative from the Department of Human Services;
  10. A representative from the Department of Education;
  11. A representative from the Council on Disability;
  12. A representative for Tribal governments;
  13. A representative from the Center for Transportation Studies at the University of Minnesota;
  14. A representative from the Minnesota Chiefs of Police Association;
  15. A representative from the Minnesota Sheriffs' Association;
  16. A representative from the Minnesota Safety Council;
  17. A representative from AAA Minnesota;
  18. A representative from the Minnesota Trucking Association;
  19. A representative from the Insurance Federation of Minnesota;
  20. A representative from the Association of Minnesota Counties;

21. A representative from the League of Minnesota Cities;
  22. The American Bar Association State Judicial Outreach Liaison;
  23. A representative from the City Engineers Association of Minnesota;
  24. A representative from the Minnesota County Engineers Association;
  25. A representative from the Bicycle Alliance of Minnesota;
  26. Two individuals representing vulnerable road users, including pedestrians, bicyclists, and other operators of a personal conveyance;
  27. A representative from Minnesota Operation Lifesaver;
  28. A representative from the Minnesota Driver and Traffic Safety Education Association;
  29. A representative from the Minnesota Association for Pupil Transportation;
  30. A representative from the State Trauma Advisory Council;
  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
  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.



- c. 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, the TZD Statewide Program and Operations Coordinator, and the Council's tribal governments representative.
- d. In addition, and at the discretion of the Chair, two at-large members will join the Executive Committee.
- e. 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**

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Chair Hanson 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.