

Agency Capability Building Community of Practice

Kickoff Meeting

11/14/23

Attendees	
Victoria Beale, Ohio DOT	Gary Vansuch, Colorado DOT
Deanna Belden, Minnesota DOT	Dara Wheeler, California DOT
Justin Bruner, Pennsylvania DOT	Crystal Woods, Arkansas DOT
Mary Leah Coco, Louisiana DOTD	Christos Xenophontos, Rhode Island DOT
Craig Crick, Nevada DOT	Christopher Young, Texas DOT
Todd Emery, Arizona DOT	Anna McLaughlin, AASHTO
Louis Feagans, Indiana DOT	Patrick Zelinski, TRB
Alexis Martin, New Hampshire DOT	Hyun-A Park – SPP
David Putz, Iowa DOT	Lori Richter – SPP
Thessa Roy, Colorado DOT	Amanda Holland – Holland ERS
Alana Spendlove, Utah DOT	Diane Gurtner – SPP
Karin Van Dyck, Minnesota DOT	
Agenda	
Item	Lead (Time Allocation)
● Introduction	Hyun-A Park
● ACB Framework	Hyun-A Park
● ACB COP	Lori Richter
● COP Input	Lori Richter and Amanda Holland
● Next Steps	Lori Richter
Discussion Summary	
Introduction Introduction of all attendees. Several COP members were unable to attend due to the AASHTO Annual Meeting. Thessa Roy, intern at CDOT, attended as a non-COP member.	
ACB Framework <ul style="list-style-type: none"> ● Hyun-A provided a quick overview of the original NCHRP 20-24(95) project which created the ACB framework. ● The ACB COP has been developed as part of NCHRP Project 20-44(40): Implementing the Agency Capacity Building Framework to Activate Organizational Change. The COP members will help to update the framework. 	
ACB Community of Practice <ul style="list-style-type: none"> ● Lori highlighted the ACB Portal, the ACB Guide and the role of the COP. ● Additional capabilities will be developed based on feedback from the COP. 	

- Lori provided a live demo of the COP pages on the portal. Lori asked for input on whether to add contact information to the COP membership list on the portal. Commenters on the chat indicated it would be good to add email addresses.
- The blog will be moderated by SPP.

COP Input

- Input from the COP members is critical.
- Questions were asked via Mentimeter so that attendees could respond. Attendees also responded in chat.
- Gary stated that there is a lot of information on the ACB portal. It would be helpful to include case studies.
- Victoria noted that it would be good to do a presentation on the ACB at the next KM Café on Dec. 19 at 3:00, the TRB AJE15 meeting, and the TRB Workforce Development and Organizational Excellence Conference in May 2025. (See action items).
- Responses regarding other important trends that are missing included Leadership, Culture, and Change Management.
- Gary recommended the NCHRP report [Becoming a Tech-Savvy DOT of Tomorrow](#). (This report is included in the ACB Resource Library).
- Victoria suggested quick video clips about how to use the ACB tools. She recommended the book Smart Brevity.
- Gary recommended getting feedback from users at in-person meetings (booths at TRB, AASHTO meetings).
- Amanda reviewed the planned stakeholder engagement (COP, Agency interviews, Peer exchanges, pilots, and workshops).
- David mentioned the importance of marketing tools (especially for leadership and key groups).
- Christos asked how the ACB portal will be supported in the future. It will be through the AASHTO Committee on Performance-Based Management.
- Amanda is presenting at the AASHTO Agency Administration committee meeting.
- Other meetings were mentioned for presentations.
 - o TRB Annual Meeting
 - o AASHTO regional meetings (ex. WASHTO)
 - o AJE15 Workforce Development and Organizational Excellence (at 2024 TRB AM and May 2025 conference)
 - o AJE20 Performance Management
 - o AJE35 Information & Knowledge Management
- There was a suggestion for testimonials from states that have used the ACB portal.
- Amanda showed an example of having QR codes on cards that could be shared at meetings. Dara suggested placing them at TRB sessions for CEOs.

Action Items:

Person Responsible (Target Date)

COP members let Lori know if they do not want their email address added to the COP membership page.

COP members – by 11/17/23

Post COP membership contact information to the COP page.	SPP Team - by 11/17/23
COP members contact Lori if they have additional tools or resources to add to the portal.	COP members – anytime
Develop and share a carousel to be added to the portal with the top 5 benefits of the ACB framework.	SPP Team – by 11/17/23
Follow-up re: KM Café on 12/19/23.	SPP Team – by 11/15/23 <i>(DONE 11/15/23)</i>
Follow-up re: TRB AJE15 Meeting.	SPP Team - by 11/15/23 <i>(DONE 11/15/23)</i>
Follow-up re: TRB Workforce Development and Organizational Excellence Conference	SPP Team - by 11/15/23 <i>(DONE 11/15/23)</i>
Draft ACB COP Charter	SPP Team – before next COP meeting
Send When is Good poll to determine ACB COP bi-monthly meeting schedule	SPP Team - by 11/15/23 <i>(DONE 11/15/23)</i>