

Project Oversight Committee 10/25/2018 Meeting Summary

Members: Wayne Herron (POC Chair), Andy Grzymiski, Susan Habina-Woolard, Ashley Landis, Bjorn Hansen (phone), Bill Thunberg (phone), Andrew Ventresca (phone), Cami Weckerly (phone)

Staff: Neil Burke, Erin Kinne, Theo Thomson

Agenda Item	Purpose	Summary/Follow Up/Decisions	Person Responsible	Follow-Up Status
1. Welcome & Introductions		<ul style="list-style-type: none"> a. Wayne Herron asked POC members to introduce themselves. b. Congratulated Neil Burke on his promotion to CRTPO Program Manager. Beginning in 2019, Neil will serve as Secretary to the MPO Board; Candice Rorie will take over as Secretary to the Technical Coordinating Committee. 	Wayne Herron	
2. Bonus Allocation Projects	Follow-up on BA funds tracking spreadsheet	<ul style="list-style-type: none"> a. Erin provided clarification on the BA spreadsheet column headings and how to correctly interpret the dollar amounts provided. b. Discussed known issues with several projects and identified questions to cover at November meeting. c. Since there were no NCDOT Division representatives at the meeting, this item will continue, with their input, at the next POC meeting. 	Neil Burke, Erin Kinne	Item on 11/8/18 meeting agenda.
3. Update on Policy Document Development	Outcomes of Policy Document Development Work Group meetings and	<ul style="list-style-type: none"> a. Wayne reviewed the progress made at 10/4 and 10/22 meetings, including policy decisions and clarifications that will be reflected in the document. 	Wayne Herron	POC will receive additional updates at November meeting.

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	Focus Group meeting with Board Members	<ul style="list-style-type: none"> b. Neil said group agreed to cancel November meeting and allow staff time to draft the document. The next work group meeting is scheduled for 12/4 to finalize the draft. c. Draft document will come to the POC for approval / recommendation on 12/13. Will go before TCC & Board for information in January and for action in February. d. Erin said the January POC meetings could be used to finalize small edits that are identified at December meeting. 		POC will receive document for review prior to 12/13 meeting.
4. Review of Discretionary-funded Projects	Review project-status updates and address any concerns.	<ul style="list-style-type: none"> a. Erin reviewed the project status spreadsheet. The projects with identified schedule and funding concerns are BA projects, covered in the BA agenda item. b. Andy asked what happens when projects are completed. Erin said the plan is to move them to another tab of the spreadsheet when closeout is complete. c. Erin said the next project status update is due December 31. Review of spreadsheet will be on POC agenda in January. d. Wayne asked if it would be helpful to add to TCC's agenda to remind everyone to provide updates. 	<ul style="list-style-type: none"> 4b. Erin Kinne 4c. Erin Kinne 4d. Neil Burke, Wayne Herron 	<p>4b. Erin will request further status information on completed projects for 4th quarter updates and update the spreadsheet accordingly.</p> <p>4c. Erin will send the request for updates out earlier than usual (around 12/10) due to holidays.</p> <p>4d. Neil will add to December TCC agenda, Upcoming Issues. Wayne will make the announcement regarding this issue.</p>

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5. Upcoming Issues	Items for 11/8 POC meeting agenda	a. BA projects status review b. Status update on policy document development	Erin Kinne, Neil Burke	Agenda for 11/8 POC meeting distributed on 10/31.