

Navajo DOT Transportation Partnership Steering Committee Meeting Agenda

WEDNESDAY, JANUARY 18, 2017

9:30 A.M. – 3:00 P.M.

ADOT Northcentral District Training Room

1901 S. Milton Road

Flagstaff, AZ

TIME	ITEM	PRESENTER
9:30 am	Welcome and Introductions	Steering Committee members
9:50 am	Crash Data information and action plan creation	Steering Committee members
11:30 am	Lunch	
1 p.m.	Charter and Steering Committee membership <ul style="list-style-type: none"> Review charter edits made at last meeting, prepare charter for signatures at annual meeting Review list of members 	Steering Committee members
1:15 p.m.	Escalation ladder: Review and update	Steering Committee Members
1:30 p.m.	MOU Update and action item update	Audra Merrick, Lynn Johnson, Garret Silversmith
1:45 p.m.	Roundtable: Partner updates	Steering Committee members
2:45 pm	Participant evaluation forms / PEP / Closing comments	Steering Committee members
3 pm	Adjourn	



NAVAJO NATION DIVISION OF TRANSPORTATION
ARIZONA DEPARTMENT OF TRANSPORTATION
BUREAU OF INDIAN AFFAIRS – NAVAJO REGIONAL OFFICE
BUREAU OF INDIAN AFFAIRS – WESTERN REGION
FEDERAL HIGHWAY ADMINISTRATION – ARIZONA DIVISION
FEDERAL HIGHWAY ADMINISTRATION – FEDERAL LANDS
NAVAJO, COCONINO AND APACHE COUNTIES
HOPI DEPARTMENT OF TRANSPORTATION
NORTHERN ARIZONA COUNCIL OF GOVERNMENTS

NAVAJO NATION AND ARIZONA TRANSPORTATION
PARTNERSHIP CHARTER

MISSION

As partners in transportation, our mission is to foster and maintain good working relationships in order to construct, operate, improve and maintain the most reliable, economical, efficient, and effective multi-modal transportation systems for the safety of the traveling public on the Navajo Nation.

We commit to promoting a sustained opportunity and investment in the partnering effort through the pursuit of mutually beneficial goals in a spirit of respect, open communication, cooperation and trust.

STANDARDS OF CONDUCT

Mutual Respect – Recognizing differences in culture, laws, systems, processes, policies, procedures and needs and involving appropriate people when making decisions.

Trust – Be trustworthy in all interactions, freely sharing information, dealing honestly and fairly with each other, staying within established authority when making promises and following through on commitments.

Communication – Maintaining clear, open and honest dialogue through empathy, understanding, sincere listening, soliciting feedback and regular meetings.

OBJECTIVES

Quality – Completing all projects in accordance with agreed upon partnered quality standards in a timely, efficient, productive and professional manner.

Mutual Goals – Seeking to accomplish mutually beneficial objectives involving funding, quality, safety, schedules, minimal negative impact to the public, and monitoring/preserving the environment.

Teamwork – Developing and maintaining a partnering effort characterized by proactive planning, mutual respect, honesty, commitment to each other, participative decision-making, and timely follow through.

Partnering Relationship – Assuring a positive partnering relationship through the establishment of team(s) responsible for encouraging the continuation and growth of our partnering effort.

Continuous Improvement – Making continuous improvement and on-going innovative initiative through open communication, regular meetings, performance benchmarks and a system for early identification, tracking and monitoring of challenges posed.

Timely Decisions – Developing and maintaining a list of key contacts and appropriate lines of authority, prompt responds to requests for information, adhering to established deadlines and timeframes, being on time, and following up on commitments.

Conflict Resolution – Recognizing conflicts as opportunities for improvement, understanding roles and responsibilities and being willing to resolve differences in a timely manner.

Steering Committee Members July 21, 2016

Last Name	First Name	Organization
Dixon	Contrella	ADOT
Greenspan	Ruth	ADOT
Johnson	Lynn	ADOT
Merrick	Audra	ADOT
Mullis	Charlene	ADOT
Reisner	Nate	ADOT
Rothman	Myra	ADOT
Sneed	Don	ADOT
Wilson	Ed	ADOT
Wilson	Mike	ADOT
Yazzie	Kee	ADOT
Arviso	Kirk	Apache County
Crosby	Ferrin	Apache County
Sandoval	Patrick	Apache County
Shirley, Jr	Joe	Apache County
Weller	Barry	Apache County
White	Tom	Apache County
Dugi	Lorenzo	BIA
Honanie	Wendall	BIA
Reed	Alfred	BIA
Riley	Harold	BIA
Castillo	Calvin	BIA
Torres Gonzalez	Jaime	Central Federal Lands Hwy. Div.
Dalegowski	Tim	Coconino County
Lopker	Mike	Coconino County
Heier	Ammon	FHWA
Truely	Romare	FHWA
Arrieta	Jolette	Hopi DOT
Lomayaktewa	Michael	Hopi DOT
Taleyumptewa	Annette	Hopi Transportation Committee
Fetzer	Chris	NACOG
Kelly	Jason	NACOG
Erickson	RJ	NACOG
Black	Robert	Navajo County
Peshlakai	Alberto	Navajo County
Kephart	Glen	Navajo County
Shurter	Danny	Navajo County
Thompson	Jesse	Navajo County
Benally	Karen	Navajo DOT
Blackhorse	Taft	Navajo DOT
Bowman	Norma	Navajo DOT
Bradley	Darryl	Navajo DOT
Tsosie	Roscoe	Navajo DOT
Silversmith	Garret	Navajo DOT
Teller	Arlando S.	Navajo DOT

Issue Escalation Ladder – Page 1

	NDOT	ADOT	FHWA	FEDERAL LANDS HIGHWAY	HOPI	(*) Time
1. Operations/ Steering Committee Member	Arlando Teller Taft Blackhorse Karen Benally Roscoe Tsosie Norma Bowman	<ul style="list-style-type: none"> •Nate Reisner •Kee Yazzie 	Romare Truely	Jaime Torres Gonzalez Tribal Transportation Program (TTP) Program Coordinator	Mike Lomayaktewa HDOT Director	1 day
2. Supervisor/ Technical Leader	Darryl Bradley	Audra Merrick, Northcentral District Engineer Lynn Johnson, Northeast District Engineer	Allen Hansen	Jaime Torres Gonzalez TTP Program Coordinator	Mike Lomayaktewa HDOT Director	2 days
3. Group Mgmt. Leader	Garret Silversmith Director	Jesse Gutierrez Deputy State Engineer	Karla Petty Arizona Division Administrator	Brian Allen TTP, Program Team Leader	Annette Talayumptewa Hopi Transportation Committee	1 week
4. Senior Mgmt. / Director	Russell Begaye President	Dallas Hammit State Engineer / Deputy Director for Transportation	Karla Petty	Brian Allen TTP, Program Team Leader	Herman Honanie Chairman	2 weeks

Issue Escalation Ladder – Page 2

	BIA	NACOG	COCONINO COUNTY	NAVAJO COUNTY	APACHE COUNTY	(*) Time
1. Operations/ Steering Committee Member	Clarence Tsosie Alfred Reed	Jason Kelly	Tim Dalegowski	Danny Shurter Alberto Peshlakai	Patrick Sandoval	1 day
2. Supervisor/ Technical Leader	Clarence Tsosie Alfred Reed	Jason Kelly	Scott Tkach	Glen Kephart	Patrick Sandoval	2 days
3. Group Mgmt. Leader	Herby Larsen	Jason Kelly	Mike Loper	Jimmy Jayne	Patrick Sandoval	1 week
4. Senior Mgmt. / Director	Sharon Pinto Mike Black WDC	Chris Fetzer	Board of Supervisors: <ul style="list-style-type: none"> •Lena Fowler •Mandy Metzger 	Board of Supervisors: <ul style="list-style-type: none"> •Jesse Thompson 	Board of Supervisors: <ul style="list-style-type: none"> •Tom White •Joe Shirley 	2 weeks

Partnering Evaluation Program

Project Name	Navajo Partnership	Date	7/21/2016 - 10/12/2016
Your Name		Your Agency	
Evaluation Period		Evaluator Type	

Feel free to contact the Partnering Office with your questions and comments 602.677.9042.
PEP Training is available to all Partnership Members. Training is available at our location or yours.

Tips for Providing Comments

Effective Comment "We need more training in how to resolve conflict"	Ineffective Comment "Poor relationships between team members"
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Standard Evaluation Goals	Evaluation Criteria and Scores				
(1) Communication	Select Score				
Sub Goals: <ul style="list-style-type: none"> Processes are followed and updated on a regular basis Timelines communicated within action items document are completed and committed to adherence by all partners. Timely updates at each quarterly steering committee meetings Open communication between task team and steering committee 	Significant Problems	Performed Below Expectations	Met Expectations	Exceeded Expectations	Don't Know
	<input type="checkbox"/> 0.5 <input type="checkbox"/> 1.0 <input type="checkbox"/> 1.5	<input type="checkbox"/> 2.0 <input type="checkbox"/> 2.5	<input type="checkbox"/> 3.0 <input type="checkbox"/> 3.5	<input type="checkbox"/> 4.0	<input type="checkbox"/>
	Comments: <input type="checkbox"/> Take Action <input type="checkbox"/> Neutral <input type="checkbox"/> Provide Recognition <div style="border: 1px solid black; height: 100px; width: 100%;"></div>				
(2) Issue Resolution	Select Score				
Sub Goals: <ul style="list-style-type: none"> Team members identify issues and follow the process for timely resolution and/or follow the escalation ladder and/or established process. 	Significant Problems	Performed Below Expectations	Met Expectations	Exceeding Expectations	Don't Know
	<input type="checkbox"/> 0.5 <input type="checkbox"/> 1.0 <input type="checkbox"/> 1.5	<input type="checkbox"/> 2.0 <input type="checkbox"/> 2.5	<input type="checkbox"/> 3.0 <input type="checkbox"/> 3.5	<input type="checkbox"/> 4.0	<input type="checkbox"/>
	Comments: <input type="checkbox"/> Take Action <input type="checkbox"/> Neutral <input type="checkbox"/> Provide Recognition <div style="border: 1px solid black; height: 100px; width: 100%;"></div>				

Partnering Evaluation Program

Standard Evaluation Goals	Evaluation Criteria and Scores				
(3) Teamwork and Relationships	Select Score				
Sub Goals: <ul style="list-style-type: none"> Partners support continuity and collaboration Partners trust each other and work well as a team Partners celebrate accomplishments and successes 	Significant Problems	Performed Below Expectations	Met Expectations	Exceeding Expectations	Don't Know
	<input type="checkbox"/> 0.5 <input type="checkbox"/> 1.0 <input type="checkbox"/> 1.5	<input type="checkbox"/> 2.0 <input type="checkbox"/> 2.5	<input type="checkbox"/> 3.0 <input type="checkbox"/> 3.5	<input type="checkbox"/> 4.0	<input type="checkbox"/>
	Comments: <input type="checkbox"/> Take Action <input type="checkbox"/> Neutral <input type="checkbox"/> Provide Recognition <div style="border: 1px solid black; height: 200px; width: 100%;"></div>				
(4) Schedule	Select Score				
Sub Goals: <ul style="list-style-type: none"> Draft agreements and follow through on commitments Partners continue to define and work through streamlined partners' approval process 	Significant Problems	Performed Below Expectations	Met Expectations	Exceeded Expectations	Don't Know
	<input type="checkbox"/> 0.5 <input type="checkbox"/> 1.0 <input type="checkbox"/> 1.5	<input type="checkbox"/> 2.0 <input type="checkbox"/> 2.5	<input type="checkbox"/> 3.0 <input type="checkbox"/> 3.5	<input type="checkbox"/> 4.0	<input type="checkbox"/>
	Comments: <input type="checkbox"/> Take Action <input type="checkbox"/> Neutral <input type="checkbox"/> Provide Recognition <div style="border: 1px solid black; height: 200px; width: 100%;"></div>				

Participant Workshop Evaluation

Project Name: Navajo Partnership TRACS #: _____

Facilitator: Mackenzie Kirby Workshop Date: Oct 12, 2016

1. Rate how valuable this workshop is for you. (1=Lowest / 5=Highest) 1 2 3 4 5

What about this workshop was most valuable to you?

2. What would have improved this workshop?

3. How do you rate the facilitator? (1=Lowest / 5=Highest) 1 2 3 4 5

Comments:

4. How do you rate the potential for partnering on this project? (1=Lowest / 5=Highest) 1 2 3 4 5

Comments:

5. What other comments or suggestions do you have?

Name: _____

Organization: _____