
Western TTAP Center Steering Committee Meeting Minutes

Date: Thursday, September 12th, 2024
10:00am – 11:00am PT

Location: 1755 Plumb Lane St. 264
Reno, NV 89502

Virtual Meeting Info:

[Click here to join the meeting](#)

Meeting ID: 848 0223 9221

Passcode: 874700

OR

Call in (audio only) +1 507 473 4847

Conference ID: 874700#

- 10:00 PM – 10:20 AM Introductions. Attendees provided their name, agency/tribe, and song/artist they enjoy. In attendance: Sandra Shade, Afsaneh Yavari, Luis Sibaja, Tony Smokey, Misty Rickwalt, Tyler Reeb, Nicole Slaboch, April Marshall, Morgan Manning, Jamie Torres, Noah Rodriguez, Leslie Sanders, Ben Olson, Chu Wei, and Ryle Rovetto
- 10:20 AM – 10:25 AM Review Agenda – went through agenda briefly. There were no questions or additions to the agenda.
- 10:25 AM – 10:35 AM **WTTAP**
- **Role** – a flow chart displaying the relationship between WTTAP, FHWA, OTT, BIA, Steering Committee and TTAP Required tasks was shared. Afsaneh asked for a copy of the presentation slides. The presentation and the notes will be shared with the group.
 - **Meet your staff!** – The Vision and Mission of TTAP was shared along with the staff who are working on this project.
 - **Meeting Structure** – Topics on how formal the Steering Committee is to be structured was discussed. Committee members felt that membership should be based on tribal affiliation/work and service area, i.e. each district in California and state should be represented. Tyler said he has contacts in Hawaii he will provide for Carrie to garner engagement. We are still looking for members from Utah tribes. Morgan mentioned that when it comes to operations, the committee is in the driver's seat and has oversight of program activities and initiatives. When it came to meeting frequency and duration, Afsaneh suggested once a month; Nicole suggested 60 minutes long per meeting. Carrie suggested coming up with a committee charter and a mission. Carrie also said she would create a poll so people could vote on proposed meeting structure elements.
- 10:35 AM – 10:50 AM Workplan and Assessment Q's – Both documents were sent out prior to the meeting. Carrie expressed that the biennial assessment will be the main driver for annual training schedules, technical assistance, and technology transfers. Both the workplan and

assessment are core deliverables identified by FHWA.

10:50 AM – 11:00AM Adjourn – Next meeting is set for October 17th, 2024 @ 10:00am – Details will be forthcoming.