

# Western TTAP Steering Committee Meeting

Meeting started: Jan 28, 2025, 5:59:17 PM

Meeting duration: 59 minutes

Meeting participants: Carrie Brown, Afsaneh Yavari, Jaime Torres, Jeremy Birkey, Kyle Rovetto, Monte Yazzie, Nicole Slaboch, Noah Rodriguez , Misty Rickwalt, Luis Sibaja

[View original transcript at Tactiq.](#)

## Detailed summary

### # Meeting Summary

**\*\*Date:\*\*** January 28th, 2025

**\*\*Attendees:\*\*** AP Tech team members, including Jaime, Nicole, Jeremy, Afsaneh, Kyle, Noah, Monty, Misty, Luis and Carrie.

### ## 1. Introduction

- Carrie opened the meeting, addressing technical difficulties with the presentation.
- The agenda was shared, and the meeting commenced with an icebreaker activity where participants introduced themselves and shared their productivity hacks.

### ## 2. Icebreaker Activity

- Each participant introduced themselves, their organization, and shared their go-to productivity hacks:
  - **\*\*Jaime:\*\*** Uses a weekly to-do list.
  - **\*\*Nicole:\*\*** Utilizes a timer to manage tasks.

- **Jeremy:** Takes hourly walks and sets Outlook reminders.
- **Afsaneh:** Maintains a to-do list for organization.
- **Kyle:** Focuses on energy levels and morning routines.
- **Noah:** Prefers a chaotic work style without structured lists.
- **Monty:** Implements a five o'clock rule and extensive lists.
- **Misty:** Relies on caffeine, marking unread emails, and calendar to-do items.
- **Carrie:** Incorporates physical activity and prioritizes daily tasks.

### ## 3. Biennial Needs Assessment

- The needs assessment is live and accessible via a QR code shared during the meeting.
- APTEch emphasized the importance of the assessment:
  - Provides usable data for program implementation.
  - Serves as a project deliverable mandated by the cooperative agreement.
  - Influences training schedules to meet community needs.
- Participants were encouraged to complete the assessment.

### ## 4. Website Launch

- The new website launched on January 20, 2025.
- Key features include:
  - Overview of services and support for transportation agencies.
  - Access to the needs assessment.
  - Training schedules and resource pages.
  - Information about the team and steering committee.
- A request was made for feedback on including steering committee members' emails on the website.

### ## 5. National Grant Writing Workshop

- Scheduled for April 14-16, 2025, at South Point Casino and Spa, Las Vegas.
- Three tracks will be offered: beginner, intermediate, and advanced.
- Discussion on potential delays due to an executive order halting federal funding.

- Jaime provided insights on the impact of the new administration on grant programs.

### ## 6. NLTAPA Tribal Regional Meeting

- Scheduled for April 22-24, 2025, in Reno, Nevada.
- Carrie will send out a survey to gather agenda topics from tribal directors and TTAPs.
- Plans to include a session on cultural competency and historical trauma at the annual NL TAPA conference in July.

### ## 7. Training Venue Search

- WTTAP is seeking low-cost training venues in their service area to ensure accessibility for tribes.
- Participants were asked to share any potential venues or partnerships.

### ## 8. Next Steps

- Continue planning for the grant writing workshop and respond to new developments in administration.
- Send out a survey for the tribal regional meeting agenda.
- Update on the TTAP director's meeting and traffic control supervisory training.
- Confirmed the Western Regional Annual Meeting will take place from February 25-28 in Fairbanks, Alaska.

### ## 9. Meeting Rescheduling

- The next meeting was scheduled for February 25 but may need to be canceled or rescheduled due to conflicts.
- Participants agreed to cancel the February meeting and reconvene in March, with updates on the grant writing workshop to be communicated via email.

### ## 10. Conclusion

- The meeting concluded with no further questions or comments from attendees.
- Carrie expressed optimism about moving forward with initiatives despite

current challenges.

**\*\*Action Items:\*\***

- Send out meeting notes and updates regarding the grant writing workshop.
- Gather feedback on the website and potential training venues.
- Prepare for the upcoming regional meetings and workshops.