

WTTAP Steering Committee Meeting

Meeting started: Jun 24, 2025, 10:00:00 AM

Meeting duration: 35 minutes

Meeting participants: Carrie Brown, Nicole Slaboch, Torres-Gonzalez, Jaime (FHWA), Misty Rickwalt, Noah Rodriguez, Sherry Ely-Mendes, Ben Olson,

[View original transcript at Tactiq.](#)

Detailed summary

1. Introductions & Icebreaker

- Each participant introduced themselves, their roles, and shared where they would like to work remotely for a month.
- Warm, tropical locations were popular choices (e.g., Hawaii, Bali, South of France, Mexico), with some humor about mixing work and relaxation.
- Jaime Torres-Gonzalez shared his experience working seven years in Puerto Rico and the Virgin Islands before moving to Denver.

2. Federal Highway Updates (Jaime Torres-Gonzalez)

- No significant updates in the last six months.
- Unofficial word that requests to process amendments for the centers should be approved by the end of next week.
- LTAP (Local Technical Assistance Program) has shifted under the Office of Tribal Transportation.
 - Both LTAP and Western TTAP will now report to the Tribal Transportation Director.
 - No expected operational changes or impacts on T-TAP programs.

3. Western TTAP Updates (Carrie Brown)

Tribal Grant Writing Workshop

- Scheduled for August 18-20 at South Point Hotel in Las Vegas.
- Scholarships available for tribal members or employees from the service area (Nevada, California, Utah, Arizona excluding Navajo and Hawaii).
- Workshop to cover proposal writing, work plan construction, and reporting requirements.
- Registration capped at 50; no registration fee.

Flagger Training

- Positive feedback received from Misty and Noah.
- Completed trainings: 8 certified flaggers at Karuk and 14 at Trinidad.
- Upcoming sessions: Orleans in October and additional training in Trinidad in September.
- Open invitation for other tribes interested in training.

Registration System Change

- Moving from Alchemer to Eventbrite for regular TTAP trainings.
- Eventbrite chosen for user-friendliness and better automation of registration limits, email updates, and other functionalities.

- Large events may still use Alchemer due to advanced features like surveys and dietary restrictions.

Upcoming Presentations & Partnerships

- Carrie to present at the San Diego Association of Governments tribal working group to better connect with Southern California tribes.
- Partnership with San Diego Association of Governments could facilitate additional training venues.
- Building connections with tribes in San Diego county, which has the highest number of tribes in the nation.

Year 2 Work Plan & Optional Tasks

- Draft work plan due by end of August, effective October 1.
- Working on optional tasks in partnership with the Center for International Trade and Transportation (California State University Long Beach), focused on workforce development.
- Proposed addition of a Safety Circuit Rider, a full-time employee to provide trainings on public health, behavioral aspects of transportation, support with newsletter writing and promotions.

4. Upcoming Western T-TAP Newsletter

- Planned release on July 14.
- Will cover quarterly events (April-June), funding opportunities, upcoming trainings, technical assistance highlights.

5. Carrie's Absence Notification

- Carrie will be out of office June 30 - July 5 for a personal trip.
- Nicole will serve as primary contact during this period.

6. National Tribal and Local Technical Assistance Program Association Conference (NLTAPA)

- Dates: July 20-24.
- Carrie will attend and present multiple sessions:

- Cultural competency and historical trauma.
- Bridging the gap: Implementing PASER in rural/tribal communities.
- Understanding tribal data, research gaps, and governance (co-presenting with Ron Hall).
- Meeting for July 22 will be rescheduled to 9:30 AM to avoid conflict with Carrie's presentation.

7. Meeting Wrap-Up

- No further questions or comments.
- Next meeting scheduled for July 22 at 9:30 AM.
- Meeting minutes to be distributed by end of day or next day.

Notes & Action Items

- Encourage tribes to register for the Tribal Grant Writing Workshop; inform eligible participants about scholarships.
- Share details of upcoming flagger training sessions and recruit interested tribes.
- Inform participants about the upcoming change in training registration platform from Alchemer to Eventbrite.
- Prepare optional task proposals for Year 2 work plan, especially related to workforce development and safety circuit rider.
- Disseminate the Western TTAP newsletter on July 14.
- Nicole to act as primary contact during Carrie's leave (June 30 - July 5).
- All participants to note the adjusted time for the July 22 meeting (9:30 AM).

This meeting was focused, efficiently conducted, and included key updates on trainings, administrative changes, upcoming events, and future plans for Western TTAP.