

Montana LTAP Progress Report

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Quarterly Progress Report

MDT Project No. 02443

July 1, 2011 through September 30, 2011

Prepared for the
MONTANA DEPARTMENT OF TRANSPORTATION
in cooperation with the
U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL HIGHWAY ADMINISTRATION

October 15, 2011

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EXECUTIVE SUMMARY/MAJOR ACCOMPLISHMENTS

This First Quarterly Report is submitted to the Montana Department of Transportation (MDT) and the U.S. Department of Transportation, Federal Highway Administration (FHWA) to provide details on the activities and project work of Montana LTAP in support of MDT Project No. 02443, Montana Local Technical Assistance Program, during the period July 1 through September 30, 2011.

Highlights of Montana LTAP's accomplishments during that period include the following:

- LTAP conducted six Flagger Certification classes around the state in July and September. More than 70 people received their flagger certification cards.
- Steven Jenkins, Michele Beck, and Genevieve Albert attended the National LTAP Conference in Boston, Massachusetts, July 30 through August 4, 2011.
- The 22nd Annual Equipment Operator Training and Snow Rodeo was held in Helena August 31 and September 1, 2011. There were 47 participants for the first day of training, and 36 participants for the second day of competition.

This progress report is organized following the four LTAP focus areas:

1. Safety
2. Infrastructure Management
3. Workforce Development
4. Organizational Excellence

1. SAFETY

Past Activities

Pro-active safety training initiatives for local governments are key objectives in this focus area. Technology transfer is accomplished through safety-related articles in LTAP's quarterly newsletter, safety training seminars, staff responses to phone and email inquiries, and on-site technical assistance. In the projected LTAP budget, 48 percent of funding is allocated to the Safety focus area. Table 1 shows the Safety focus area budget and costs-to-date.

Table 1: Safety Area Budget Summary, 1st Quarter 2011–2012.

Cost Categories	Quarterly Budget	Costs-this-Quarter	Annual Budget	Costs-to-Date
Salaries/Benefits	26,884.18	18,000.07	107,536.70	18,000.07
Prof. Services	1,860.00	123.00	7,440.00	123.00
Travel	599.45	93.02	2,397.79	93.02
Supplies/Comm.	1,284.00	606.70	5,136.00	606.70
Minor Equipment	240.00	-	960.00	-
Totals	\$30,867.62	\$18,822.79	\$123,470.49	\$18,822.79

During this three-month period, 10 safety-related workshops ranging in length from four to eight hours were conducted around the state of Montana. A total of 131 participants attended. Topics included:

- 22nd Annual Equipment Operator Training and Snow Rodeo
- Flagger Certification
- “Watch Your Back” safety class which included topics in regards to driver error and backing vehicles up safely in reverse.

The LTAP quarterly newsletter contained the following safety-related articles:

- “Message from the Director: Safety Webinars”

Challenges

- LTAP would like to offer a chain saw safety workshop for its constituents. The challenge will be to find a cost effective method of providing the training that the counties, cities and state agencies can afford.

Planned Activities

1. Provide the MACRS Fall District meetings in five locations around the state in October. Topics will include: Winter Maintenance, Backing Up Safely, Truck Safety Experts, and Truck Safety and Operation field work.
2. Montana LTAP's Winter Maintenance and Winter Survival Workshops are planned for November and December. Topics will cover various types of equipment, anti-icing

chemicals, storm water management, carbon monoxide, hypothermia, and survival kits and equipment.

3. Three webinars are scheduled for October, November, and December. The topics include emergency and disaster preparedness, winter maintenance, and winter survival.

2. INFRASTRUCTURE MANAGEMENT

Past Activities

The 22nd Annual Equipment Operator Training and Snow Rodeo was conducted at the end of August in Helena, Montana. This training was well attended with many county and city agencies along with MDT employees participating. In the projected LTAP budget, 18 percent of funding is allocated to the Infrastructure Management focus area. Table 2 shows the Infrastructure Management focus area budget and costs-to-date.

Table 2: Infrastructure Management Area Budget Summary, 1st Quarter 2011–2012.

Cost Categories	Quarterly Budget	Costs-this-Quarter	Annual Budget	Costs-to-Date
Salaries/Benefits	10,081.57	6,750.03	40,326.26	6,750.03
Prof. Services	697.50	110.20	2,790.00	110.20
Travel	224.79	404.18	899.17	404.18
Supplies/Comm.	481.50	297.77	1,926.00	297.77
Minor Equipment	90.00	-	360.00	-
Totals	\$11,575.36	\$7,562.18	\$46,301.43	\$7,562.18

One infrastructure-management-related workshop was conducted during this three-month period. The class was eight hours and conducted in Helena. A total of 57 participants attended. Topics included:

- 22nd Annual Equipment Operator Training and Snow Rodeo
- Drainage and Erosion Control
- Disaster Coordination: FEMA Funding and Preparedness

The LTAP newsletter contained the following article related to Infrastructure Management:

- “Lewis and Clark County Gravel Road Project”

Challenges

- Working with counties and cities to provide proper heavy equipment for the equipment safety workshops.

Planned Activities

1. Conduct the Fall MACRS District Meetings around the state. The workshops will cover winter maintenance, truck safety tips, and field work. Field work will include hands-on experience operating heavy equipment using examples of safety methods introduced in the classroom.
2. LTAP will assist with the audits of the roadways.
3. Winter Maintenance and Winter Survival workshops will be conducted in Missoula and Billings. Topics will include: snow and ice control, winter storm management, and winter maintenance issues.

3. WORKFORCE DEVELOPMENT**Past Activities**

A Snowplow Panel discussion was presented at the 22nd Annual Equipment Operator Training and Snow Rodeo. The panel consisted of county road supervisors from across the state of Montana. They discussed issues and solutions to snow plow driving and maintenance that the counties encountered over recent winter seasons. This discussion informed other counties of possible solutions to common problems and safety concerns. In the projected LTAP budget, 22 percent of funding is allocated to the Workforce Development focus area. Table 3 shows the Workforce Development focus area budget and costs-to-date.

Table 3: Workforce Development Budget Summary, 1st Quarter 2011–2012.

Cost Categories	Quarterly Budget	Costs-this-Quarter	Annual Budget	Costs-to-Date
Salaries/Benefits	12,321.91	8,250.03	49,287.65	8,250.03
Prof. Services	852.50	-	3,410.00	-
Travel	274.75	-	1,098.99	-
Supplies/Comm.	588.50	2,614.90	2,354.00	2,614.90
Minor Equipment	110.00	-	440.00	-
Totals	\$14,147.66	\$10,864.93	\$56,590.64	\$10,864.93

One workshop in the Workforce Development focus area was conducted during this three-month period. The class was eight hours and took place in Helena. A total of 57 participants attended. Topics included:

- 22nd Annual Equipment Operator Training and Snow Rodeo
- Snowplow Panel
- Motor Grader Operations
- GPS/GIS Training and Caching

The LTAP newsletter contained the following article related to Workforce Development:

- “22nd Annual Snow Rodeo”
- “Are You a Manager or a Leader?”

Challenges

- Encouraging Road Scholars to be involved in educating county and city employees.

Planned Activities

1. Continue to work in partnership with MDT and WTI on distance learning.
2. Plan all 2011 – 2012 LTAP Webinars for the fiscal year.

4. ORGANIZATIONAL EXCELLENCE**Past Activities**

In order to provide the best service possible to constituents, LTAP personnel seek training to improve their outreach capabilities. Organizational Excellence addresses professional development and leadership training for LTAP personnel. In the projected LTAP budget, 22 percent of funding is allocated to the Organizational Excellence focus area. Table 4 shows the Organizational Excellence focus area budget and costs-to-date.

Table 4: Organizational Excellence Budget Summary: 1st Quarter 2011–2012.

Cost Categories	Quarterly Budget	Costs-this-Quarter	Annual Budget	Costs-to-Date
Salaries/Benefits	6,721.04	4,500.02	26,884.17	4,500.02
Prof. Services	465.00	-	1,860.00	-
Travel	149.86	-	599.45	-
Supplies/Comm.	321.00	-	1,284.00	-
Minor Equipment	60.00	234.81	240.00	234.81
Total	\$7,716.91	\$4,734.83	\$30,867.62	\$4,734.83

The LTAP Staff participated in personal training sessions during the first quarter. Steven Jenkins, Michele Beck, and Genevieve Albert attended the Annual National LTAP meeting held in Boston, Massachusetts, July 31 through August 4, 2011.

Evaluations are collected at the end of each LTAP course to determine whether participants are using workshop information in their jobs. Table 5 is a summary of evaluations collected at eight training workshops during the first quarter.

Table 5: Summary of 1st Quarter Training Workshop Evaluations

Workshop Evaluations	
Topics	Approval Ratings
Objectives	93%
Information	95%
Clarity	94%
Beneficial	92%
Instructor	94%

Activity on the new needs assessment survey placed on Survey Monkey last fall has been minimal. The website link was listed in LTAP's quarterly newsletter and hard copy questionnaires were distributed at workshops and conferences. A total of 110 have been returned thus far. This survey data was collected throughout the 2010–2011 fiscal year. A summary of surveys was presented to the LTAP Advisory Board to assist in determining the workshops and training that will be conducted during the 2011–2012 fiscal year.

Challenges

- Federal Highway Association (FHWA) would like LTAP to help promote its federal initiative "Every Day Counts." This will be a challenge due to LTAP's limited funding.

Planned Activities

1. Distribute an updated Needs Assessment Survey summary to our constituents and training participants.
2. MACRS Conference planning meeting is scheduled for November 15 and 16, 2011.

5. FIRST QUARTER SUMMARY

- Steven Jenkins, Michele Beck, and Genevieve Albert attended the National LTAP Conference in Boston, Massachusetts, July 30 through August 4, 2011. The national meeting was very informative on FHWA initiatives and offered opportunities for networking with other LTAP centers around the country. Training included how to create relevant newsletters, when to use social media formats, resources for trainers, how to use the LTAP Forum and Daily Digest, ideas from promotional speaker to assist in dealing with stress, future of libraries, and new ideas for learning networks and webinar presentations.
- Six Flagger Certification classes were conducted in Bozeman and Billings during the months of July and September.

- Figure 1 show LTAP workshop locations and topics, and Tables 6 and 7 summarize the quarterly budget comparisons and budgets by focus areas.
- The 22nd Annual Equipment Operator Training and Snow Rodeo was held in Helena August 31 and September 1, 2011. Dee Hadfield from UTAH LTAP presented on “Watch Your Back” and “Motor Grader Operations.”

Montana LTAP Workshops June 2011-September 2011

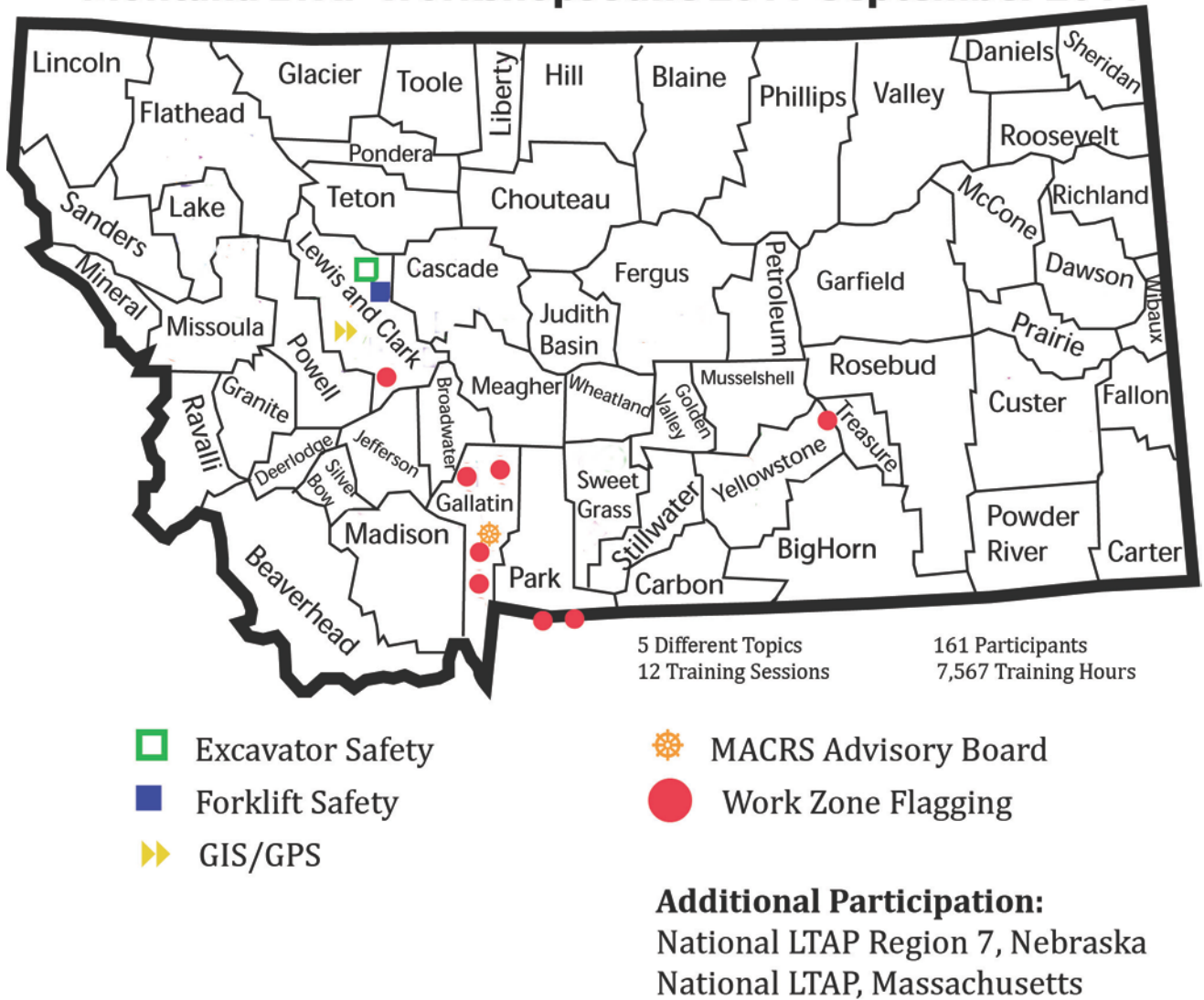


Figure 1: Summary of Workshop Locations, First Quarter 2011–2012.

Table 6: Budget Summary, July 1, 2011–September 30, 2011.

Cost Categories	Quarterly Budget	Costs-this-Quarter	Budgeted	Costs-to-Date
Salaries/Benefits	56,008.70	37,500.15	224,034.78	37,500.15
Prof. Services	3,875.00	233.20	15,500.00	233.20
Travel	1,248.85	497.20	4,995.40	497.20
Supplies/Comm.	2,675.00	3,519.37	10,700.00	3,519.37
Minor Equipment	500.00	234.81	2,000.00	234.81
Total	\$64,307.55	\$41,984.73	\$257,230.18	\$41,984.73
IDC's	15,942.46	10,606.98	63,769.82	10,606.98
	\$80,250.000	\$52,591.71	\$321,000.000	\$52,591.710

Table 7: Budget Summary by Focus Area, July 1, 2011–September 30, 2011.

Focus Areas	Salaries/Benefits	Prof. Services	Travel	Supplies/Comm.	Minor Equip.	Subtotal	IDC's	Total
Safety: 48%	18,000.07	123.00	93.02	606.70	-	18,822.79	5,091.35	23,914.14
Infrastructure Management: 18%	6,750.03	110.20	404.18	297.77	-	7,562.18	1,909.26	9,471.43
Workforce Development: 22%	8,250.03	-	-	2,614.90	-	10,864.93	2,333.54	13,198.47
Organizational Excellence: 12%	4,500.02	0.00	-	-	234.81	4,734.83	1,272.84	6,007.67
TOTAL COSTS	\$37,500.15	\$233.20	\$497.20	\$3,519.37	\$234.81	\$41,984.73	\$10,606.98	\$52,591.71