


California Local Highway Safety Improvement Program (HSIP) Advisory Committee Charter


Mission	California Local HSIP Advisory Committee is action oriented and supports the Strategic Highway Safety Plan (SHSP) goal of zero fatalities and serious injuries on all public roadways in California.
Purpose	The committee provides high-level balanced strategic guidance to California’s Local HSIP and other safety programs and efforts regarding safety on California local roadways.
Desired Goals	<ul style="list-style-type: none"> • Ensure that California’s Local HSIP and other safety programs and efforts are consistent with California’s SHSP • Provide vision and strategic priorities for improving local safety programs and processes • Provide recommendation on California Local HSIP and processes • Provide recommendation to streamline decision-making, review and project delivery on safety projects • Identify funding opportunities to meet local roadway safety needs • Encourage, improve and support traffic safety efforts at local agencies
Members	<p>The membership of the Committee shall consist of seven parent organizations. It is the intent that Committee members shall represent both urban and rural areas distributed geographically throughout the State, and to this end, California State Association of Counties and League of California Cities shall have two representatives.</p> <p>Caltrans – (3) California Transportation Cooperative Committee – (1) California State Association of Counties – (2) League of California Cities – (2) Regional Transportation Planning Agency – (1) Metropolitan Planning Organization – (1) Rural County Task Force – (1)</p> <p>Each representative shall have an alternate that will attend in their absence. Alternates are encouraged to attend but not required. At the discretion of the co-chairs, guests and speakers may attend for specific agenda items.</p> <p>The committee is co-chaired by Caltrans and a local representative. The co-chair position for the local member organization can be rotated at any time by the desire of the local representatives.</p>

Advisors and Support	Caltrans Federal Highway Administration (FHWA) Local Technical Assistance Program (LTAP)
Frequency of Meetings	The committee will be scheduled to meet six times annually. Co-chairs may call additional meetings or workshops or cancel a meeting, as necessary Representatives who miss three consecutive meetings may be relieved of their service to the Committee and the member organization will be asked to name a replacement prior to the next meeting.
Roles and Responsibilities	The roles and responsibilities of committee members are as follows: <ul style="list-style-type: none"> • To act as the accountable representative for your member organization • Gather disseminate, and exchange information and outcomes to your member organization • Be an active participant by either listening to other members and be willing to offer suggestions and/or recommendations that are from the member organization • Any actions assigned to a committee member will be completed by the next meeting or an agreed upon date • Be willing to be assigned to a sub-committee should the need arise • Be willing to serve a minimum of two years on the committee
Reporting Structure	The Local HSIP Advisory Committee makes recommendations to the Local Assistance Division Chief or designee.
Recommendation Process	It is desired that recommendations by the committee should be made by consensus. Consensus is defined as reaching a decision that Committee Members will support after a complete discussion of the issues and differing viewpoints. If consensus cannot be reached, a vote of the committee will be the next action and a majority of ‘yes’ votes by participating members will be required before recommendations are approved. Recommendations and dissenting opinions will be captured in the meeting minutes.
Amendments	This charter can be reviewed, evaluated, adjusted as needed.


Charter Approved for Local HSIP Advisory Committee



08/01/2023
ROBERT W. PETERSON Date
Co-Chair
Office Chief, Federal Programs
Caltrans, Division of Local Assistance

APPROVED
By Trisha Tillotson at 2:36 pm, Aug 02, 2023
TRISHA TILLOTSON Date
Co-Chair
California State Association of Counties
(CSAC)


8/2/2023
DENNIS ACUNA Date
California State Association of Counties
Association of Counties (CSAC)

PANOS KOKKAS Date
California Transportation Cooperative
Committee (CTCC)



8/8/2023
RAFAEL COBIAN Date
California League of Cities


08.08.2023
JODI ALMASSY Date
California League of Cities


8/8/23
JOHN ASUNCION Date
Metropolitan Planning Organization (MPO)


8/11/2023
RICHARD KE Date
Local HSIP Manager – Caltrans


8/22/23
REBECCA NEVES Date
Rural County Task Force (RCTF)


WOODROW E. DELORIA
Date Regional Transportation Planning
Agency (RTPA)


08/23/2023
COLLEEN VIDINOFF Date
Local HSIP District Safety Coordinator