

1. Purpose

The Local Program Leadership Team (LPLT) provides strategic level planning, policy decision-making, and guidance for key aspects of the Local Program.

ODOT's Local Program involves collaboration among the Active Transportation Section, Regional Local Program Units, Regional Technical Centers, Technical Services, and local public agencies (LPAs), for the development and delivery of local projects in compliance with Federal Highway Administration (FHWA) and State of Oregon program requirements. The Local Program accounts for approximately 25 percent of Statewide Transportation Improvement Plan (STIP) funding and up to 30 percent of STIP projects, with variations among ODOT Regions and program years. The majority of the projects are FHWA funded with local match.

Mission:

The purpose of the LPLT is to ensure that ODOT's Local Program fulfills its commitments by delivering the Local Program, locally administered projects, and policies that comply with program requirements and meet the needs of our customers and stakeholders in a cost effective and timely manner.

Goals:

1. Adhere to guidance and regulations for the Local Program administered through ODOT
2. Achieve applicable Local Program performance measures
3. Obligate 100 percent of allocated local federal funds for construction phase annually
4. Obligate 80 percent of funds of STIP projects on schedule for all phases annually
5. Achieve successful state and federal program and project reviews
6. Support the provision of proper resources and training for ODOT Local Program and LPA staff

Objectives:

1. Facilitate collaboration among Regions, Technical Services and the Active Transportation Section to maintain an effective organizational and reporting structure for best delivery of the Local Program (all goals)
2. Define and continuously clarify roles and responsibilities (Goal 1)
3. Maintain connections with Local Agency Liaisons (LALs), Project Leaders (PLs), Area Managers, other internal stakeholders, and LPAs. (Goal 1)
4. Identify and frame up issues received from programs funding projects (e.g. Bridge, Congestion Mitigation and Air Quality, All Roads Transportation Safety, and STIP-Enhance) with local project delivery activities and make recommendations to the Project Delivery Leadership Team (PDLT), and others as appropriate (Goal 1&2)
5. Monitor performance for Local Program STIP project development and delivery (Goal 2)
6. Develop and implement corrective actions based on program reviews and recommendations from FHWA (Goal 5)
7. Identify and recommend technical resources needed to manage the Local Program and deliver local projects (Goal 6)
8. Training for LPA staff (Goal 6)

2. Authority

The LPLT is established under the Project Delivery Leadership Team (PDLT) Operational Notice PD-01, dated January 1, 2005. The LPLT is responsible for the overall management of ODOT's Local Program including recommending best management practices, policies, and procedures related to the implementation of specific elements of the Local Program. LPLT is also responsible for the following activities.

- Develop and track performance
- Establish performance measures for Local Program and goals for the Local Program and delivery of STIP projects
- Define roles and responsibilities, and communication guidance for the Local Program with and for the Regions, the Active Transportation Section, and Technical Services statewide
- Identify and recommend improvements for Local Program personnel resource management issues and skills development
- Ensure development of LPA staff and ODOT staff that deliver and manage federal projects
- Maintain the LPLT Work Plan

3. Membership and Roles

LPLT follows the same roles and responsibilities as other transportation leadership teams. The following role expectations can be found on the Intermodal Leadership Team (ILT) webpage (if you cannot access the link, contact the Local Public Agency Coordinator):

<http://transnet.odot.state.or.us/od/IO/Lists/Links/AllItems.aspx>

- Chair/Co-Chair Roles and Responsibilities
- Team Member Expectations
- Leadership Team Facilitation and Support Expectations

In relation to other statewide teams, the LPLT is also responsible for the following items.

- Receive direction from and make recommendations to the PDLT
- Provide direction to and receive recommendations from other standing leadership teams and their sub-teams regarding Local Program concerns
- Establish and provide leadership and direction to non-standing sub-teams or committees as needed to address specific, current Local Program issues
- Coordinate and communicate as needed with various other leadership teams in the organization and other State DOTs.

Leadership:

The LPLT is chaired by the Highway Management Team (HMT) sponsor selected by the HMT. The LPLT Chair is charged with managing the Team's work plan, developing agendas, and presiding at each meeting. The Local Public Agency Coordinator shall act as Co-Chair and is charged with providing primary support to the Chair and the Committee as the central figure familiar with the day-to-day operations and issues of the Local Program.

Membership:

LPLT's decision-making will be done by consensus. The membership includes the HMT sponsor (LPLT chair), the Local Public Agency Coordinator, Certification Program Manager, a manager from the Active Transportation Section, Local Program Managers from each Region, and representatives from the Federal Highway Administration (FHWA), the Association of Oregon Counties (AOC), and the League of Oregon Cities (LOC), and resource staff. LPLT members will represent their region, division, or agency and communicate information from the LPLT to appropriate management and staff. LPLT members shall appoint a representative to the statewide PDLT.

Support:

Key resources within ODOT will include staff from the Active Transportation, Bridge and Safety Sections, Regional Local Program units, Construction Section, Program and Funding Services, Financial Services, Procurement Office, Office of Civil Rights, Technical Services, and Audit Services.

4. Problem-Solving and Issue Resolution Process

The LPLT shall use ODOT's Change Framework in problem-solving and improvement efforts and apply the Change Framework to LPLT's Work Plan items.

More information and resources on the Change Framework are available at (if you cannot access the link, contact the Local Public Agency Coordinator):

<http://transnet.odot.state.or.us/od/IO/Shared%20Documents/Change%20Framework.aspx?PageView=Shared>

5. Decision-Making Process

The LPLT relies on collaboration and partnering among all members with a goal of making decisions that support the overall good of local agencies and ODOT. A consensus decision making model of all team members will be used for team decisions and recommendations. Whenever feasible and appropriate, LPLT will solicit input on decisions from other standing leadership teams, other teams within ODOT, and/or local agency representative groups. LPLT will make decisions that are in the best interest of the agency, not a particular region, section, or unit. A formal review process will be used for any new direction, policy, procedure or process. Issues that cannot be resolved by the LPLT will be raised with PDLT and/or the ILT as appropriate.

6. Work Plan

The LPLT Work Plan is developed collaboratively, adopted by a consensus of all team members, and approved by the PDLT. The work plan identifies work items and initiatives under consideration by the LPLT, along with the responsible team leader and members, expected outcomes, and anticipated completion date. A decision log will be used to track decisions made. The LPLT will develop an Annual Work Plan Report and present it to PDLT at the first of each new calendar year. The Work Plan will be posted on the LPLT intranet site. To add items to the work plan, the issue or initiative must include the following characteristics:

- Significance or impact for multiple regions or statewide
- Require action, achieve a desired product and/or resolve a problem
- Be within the LPLT's decision authority
- Have a champion and an ODOT Change Framework Improvement Charter prepared for LPLT consensus

PERFORMANCE MEASURES

On a quarterly basis, the LPLT will review specific performance measures that are aligned with and support the mission and goals of the LPLT. In addition, the LPLT will conduct reviews of the Local Program project delivery system, resources, and structure to continuously ensure the agency is positioned for current and future success in working with Local Public Agencies for the delivery of Local Program projects.

7. Meetings and Agendas

LPLT meetings are typically held each month, offering tele-conferencing as an alternative option to travel. Agendas and meeting materials will be prepared according to the following schedule:

- Agenda topic summaries and meeting materials are due seven days prior to the meeting – any exceptions need to be discussed in advance with the LPLT Chair
- Final agenda and meeting materials are posted five days prior to meeting

Agendas and meeting materials will be available on a shared LPLT site for members to review and/or print. Copies of agendas and meeting materials will not be provided at meetings. Standing agenda items that will be presented quarterly and annually include topics such as:

- Updates/reports from standing leadership teams and subcommittees including, but not limited to: ACEC, CLT, HMT, OACES, OLPC, PBLT, PDLT, PDST, SSLT
- The Quarterly Business Report (QBR) on Local Program performance measures
- LPLT Work Plan and Charter review/update

There may be occasions when sub-committees are established to address specific issues and will need to meet more frequently. There may also be occasions when the LPLT needs to extend or adjust the typical meeting schedule to accommodate peak work items, holiday schedules, or other uncommon situations. Visitors will be invited as topics and issues necessitate. The LPLT welcomes requests to attend or enter topics into the agenda.

PRIOR TO THE MONTHLY MEETING

LPLT Chair and Local Public Agency Coordinator (Co-Chair):	It is the responsibility of the LPLT Chair, with the support of the Local Public Agency Coordinator to send out a draft agenda to LPLT for review and comment and to solicit any attachments associated with agenda items.
	Prepare and distribute a final agenda and meeting materials at least five days prior to the monthly meeting and place the agenda and attachments on LPLT website.
Presenters:	Bring items that warrant work to the team. Send topic summaries and meeting materials to the LPLT Chair and Local Public Agency Coordinator seven days prior to the monthly meeting. Arrange for necessary resource staff to attend.
Members:	Block out time on your calendars for monthly meetings. Read and become familiar with background material prior to coming to the meeting. Consult your

resource staff and solicit input as necessary for a quality decision. Outside of meetings, demonstrate support for team members by being authentic in your discussions about LPLT. Arrive at the meetings on time or notify the LPLT Chair if you will not be attending.

Members as sponsors: Make sure that the topic is appropriate for LPLT. See that the background materials get to members at least five days prior to the monthly meeting. Coach presenters on team process prior to the meeting.

Resource staff: Review agendas and attend LPLT meetings as needed per current agenda topics. Provide input either prior to or at the meeting. Active participation helps LPLT make quality decisions. Don't hold back information, and fully participate in the discussions during the meetings.

DURING THE MONTHLY MEETING

LPLT Chair and Local Public Agency Coordinator (Co-Chair): Provide facilitation during the team meetings, helping members to maintain topic focus, communicate openly, and appropriately adhere to the agenda. Ensure items are properly addressed from one meeting to the next.

Presenters: Manage the time required for your presentation.

Members: Be respectful of everyone. Don't interrupt presenters during their presentation. Avoid side conversations. Check perceptions immediately rather than waiting until the end of the meeting. Focus on the issues and avoid going off on a tangent. Acknowledge presenters/members for their contributions during the meeting. Actively engage in meetings in a positive and productive way that aims for consensus.

FOLLOW-UP AFTER THE MEETING

Members: Take on fair share of work assignments and follow through on these assignments. Follow up on any action items from the meeting quickly.

Communicate information from the meeting to others that need to know. Keep appointing authority informed on business line team objectives, accomplishments and issues. Support decisions made by the team with actions and in what you say to others.

LPLT Chair and Local Public Agency Coordinator (Co-Chair): Prepare meeting notes and place on the LPLT intranet site.

Record decisions made during meetings in the meeting notes. If a decision has an impact on other parts of the organization, the issue needs to be presented and discussed at other leadership team(s) for review and comment. Represent LPLT and share information in other forums.

