

Federal Highway Administration
Every Day Counts
Innovation Initiative



WEST VIRGINIA
State Transportation Innovation Council (STIC) Charter

State DOTs, Local Public Agencies and tribal transportation agencies nationwide own the system and make key decisions on how to deliver projects, as well as what techniques and technologies to use in the operation and safety of our highway system. A State Transportation Innovation Council (STIC) can bring together stakeholders that represent all those market forces and work together to lead innovation in their state transportation program.

Purpose

This Charter establishes the State Transportation Innovation Council (STIC) and defines its mission, scope and responsibility, membership, and administration.

Vision

The State Transportation Innovation Council (STIC) will foster a collaborative culture for rapid implementation of meaningful innovations to efficiently deliver the public a modern, high quality highway system.

Mission

Facilitate the rapid implementation of technology, tactics and techniques among transportation program delivery professionals at all levels of state government and throughout the private and non-profit sector to ensure smart, efficient investment in West Virginia's highway infrastructure.

Scope and Responsibility

The STIC shall provide multi-stakeholder leadership to perpetuate the deployment of innovation in West Virginia. The objectives and duties of the STIC shall be to identify and recommend ways to ensure that the State responds to key issues and challenges that impact the highway program. The STIC will act as a catalyst for rapid deployment of those nationally identified technologies, techniques and tactics that have been demonstrated in "real world" applications and can offer improved performance/effectiveness in West Virginia. Responsibilities of the STIC include the following:

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- Advise the State CEO and provide a means of ensuring regular contact between the State DOT, Local Public Agencies, and highway sector.
- Advise the State CEO on the implementation of the *Every Day Counts* Initiative and related matters.
- Provide leadership to promote and support rapid deployment of selected technologies, tactics and techniques.
- Provide a forum for discussing and proposing solutions to transportation-related problems.
- Act as a liaison among the stakeholders represented by the membership, and may provide a forum for those stakeholders on current and emerging issues in the transportation sector.
- Develop a process to select technologies, tactics and techniques on which to focus implementation efforts.
- Identify and mobilize champions within the state who are committed to the deployment of chosen technologies, tactics and techniques.
- Monitor performance metrics to ensure priority initiatives move into standard practice.
- Share information with all state stakeholders through meetings, workshops and conferences.

Membership

The STIC's membership shall reflect the diversity of the highway industry in West Virginia by representing a balanced cross-section, including entities from various geographic locations and agencies of varying size. At a minimum, membership should represent the following:

- State DOT
- FHWA
- LTAP/TTAP
- MPOs
- Contractors
- Consultants
- Federal Resource Agency
- State Resource Agency
- University Transportation Center(s)

In addition, subject matter experts (SMEs) and other advisory members may be invited to attend STIC meetings as non-voting members with the concurrence of the State CEO and FHWA Division Administrator.

The STIC shall be co-chaired by the State CEO and the FHWA Division Administrator and composed of not more than twenty members. All members who are not State and Federal employees will serve as Representatives and will be appointed for a 2-year term, with each member eligible to be reappointed for a successive 2-year term.

Meetings

The STIC shall meet regularly at a time and place set by the Co-Chairs. In addition, the STIC may be convened in an emergency session to address time-critical topics as deemed necessary by the Co-Chairs. It is currently expected that the STIC shall meet quarterly.

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Members are expected to attend all meetings. Attendance may be in person or any two-way, interactive communications means, such as conference call or video conference. If necessary, a member may be represented by a designated alternate. A majority of voting members, one of whom is a Co-Chair, must attend the meetings to establish a quorum.

Items presented for STIC review shall be circulated electronically for members' review far enough in advance of the meeting to allow members time to review the documents in a meaningful way.

Subcommittees

The STIC may establish subordinate committees as it considers necessary for the implementation of the Every Day Counts initiatives