

**AGENDA**  
**NORTHWEST MISSOURI COALITION FOR ROADWAY SAFETY**  
**Bi-monthly Meeting**  
**Tuesday, May 9, 2023, 1 p.m.**  
**Location: MoDOT Northwest District Office, 3602 North Belt Highway, St.**  
**Joseph, MO 64506**

Join Zoom Meeting

<https://us06web.zoom.us/j/87931987035?pwd=THhaZjhEUmppUmExUHlhb2pMWkkyUT09>

Meeting ID: 879 3198 7035

Passcode: 686753

1. Introductions & Safety Instructions
2. Approval of Minutes- March 14<sup>th</sup>, 2023, minutes
3. Budget Update
4. Statewide Fatality totals as of April 30<sup>th</sup>, 2023

| Year | NW District | Statewide Total | Year End NW | Year End State |
|------|-------------|-----------------|-------------|----------------|
| 2023 | 12          | 244             | N/A         | N/A            |
| 2022 | 15          | 273             | 52          | 1,055          |
| 2021 | 18          | 272             | 49          | 1,016          |
| 2020 | 11          | 238             | 43          | 987            |
| 2019 | 7           | 226             | 43          | 881            |
| 2018 | 17          | 225             | 62          | 921            |

5. Executive and Subcommittee Elections
6. Subcommittees Reports
  - Occupant Protection
  - Distracted Driving
  - Speed and Aggressive Driving
  - Impaired Driving
7. Upcoming Events
8. Next Meeting – July 11<sup>th</sup>, 2023, at 1pm

**Minutes**  
**NORTHWEST MISSOURI COALITION FOR ROADWAY SAFETY**  
**Bi-monthly Meeting**  
**Tuesday, March 14, 2023, 1p.m.**  
**Location: MoDOT Northwest District Office, 3602 North Belt Highway, St.**  
**Joseph, MO 64506**

1. Subcommittee Meetings 1:00-1:30
2. Introductions & Safety Instructions
  - 32 members where in attendance both in person and on zoom
3. Approval of Minutes- January 10<sup>th</sup>, 2023, minutes

Max Schieber made a motion to approve the minutes, Larry Stobbs seconded, the motion passed unanimously

4. Budget Update
  - Sponsorship Opportunities
    - Two reimbursement requests were received from Maryville and Andrew County. These will be processed by Melanie Noel by May 31st.
    - Advertising Funds/Regional Campaign
      - Mudcap has asked the coalition for a \$1000 dollar sponsorship. With \$3075 left in the Coalition decided to same money for multiple Bucket advertisement campaign.
5. Statewide Fatality totals as of March 5th, 2023
  - County recognitions for zero fatalities
    - Numbers are not finalized but it looks like 6 counties had zero roadway fatalities in 2022. Larry Stobbs motioned to allocate \$300 to provide the counties with Plaques and snacks, Joshua Stephens seconded the motion, it passed unanimously.

| Year | NW District | Statewide Total | Year End NW | Year End State |
|------|-------------|-----------------|-------------|----------------|
| 2023 | 1           | 102             | N/A         | N/A            |
| 2022 | 9           | 148             | 52          | 1,055          |
| 2021 | 7           | 128             | 49          | 1,016          |
| 2020 | 9           | 137             | 43          | 987            |
| 2019 | 6           | 114             | 43          | 881            |
| 2018 | 8           | 136             | 62          | 921            |

6. Grant Recipient Presentation
  - Mike O'Donnell-Cameron Fire Department

Fire Chief Mike O'Donnell spoke about the Cameron Fire Department. They are volunteer based and cover 300-400 calls a year. Approximately 35% of which are accidents. The Aero board and the Cones they received from the Coalition help keep them safe while stopped on the road.

#### 7. MCRS Strategic Advance Update

- Jenna Keyes and Paula Robbins attended the Missouri Coalition for Roadway Safety Advance update. This event brought coalitions from around the State to connect and share ideas.

#### 8. Subcommittees Reports

- The Impaired driving subcommittee is purchasing cones for 8 agencies in the northwest region. The CPS subcommittee is putting 400 dollars towards purchasing cones while the distracted driving coalition is moving 200 to help purchase cones.
  - Occupant Protection
  - Distracted Driving
  - Speed and Aggressive Driving
  - Impaired Driving

#### 9. Upcoming Events

- Andrew County Block Party
- The Coalition will have a booth at the event. An email asking for volunteers will be sent out.
- Stanberry High school Tabling 03/22,
- Gallatin HS 11am – 2 pm After prom event 04/29
- Safety Town – Civic Arena, St. Joseph 06/19-07/19
- Safety acres – Maryville-06/03 St. Joseph September-13-14
- Bike to Work Day, May 19<sup>th</sup> Contact [mschieber@stjosephmo.gov](mailto:mschieber@stjosephmo.gov) for more information or to sign up.

#### 10. Next Meeting – May 8<sup>th</sup>, 2023, at 1pm

- Meeting to be held at the MoDOT regional office in St. Joseph.
- Elections will be held at the next meetings

# 2022 - 2023 Subcommittee members

\* by name denotes co-charirperson

## Occupant Protection

|                               |
|-------------------------------|
| <b>1 year - Vacant</b>        |
| <b>2 year - Amanda Cullin</b> |
| Jenna Keyes                   |
| Chance Gallagher              |
| Lana Allen                    |
| Sheldon Lyon                  |
| Kay Hayes                     |
| Nicole Steele                 |
| Max Schieber                  |
| Joni Williams                 |
| Shelby Roof-Ewald             |
| Katelyn Canon                 |
| Sammy Jo Howard               |
| Shane Hux                     |

## Distracted Driving

|                               |
|-------------------------------|
| <b>1 year - Chris McBane*</b> |
| <b>2 year - Paula Robbins</b> |
| Angela Shoultz                |
| Trevor Tutt                   |
| Lisa Mclaran                  |
| Amber Tornow                  |
| Debrielle Merrill             |
| Amy Dowis                     |
| Sara Heckman                  |
| Nancy Foster                  |
| Jackie Spainhower             |
|                               |
|                               |
|                               |

## Speed & Aggressive Driving

|                               |
|-------------------------------|
| <b>1 year - Larry Fish*</b>   |
| <b>2 year - Trenny Wilson</b> |
| Jenna Keyes                   |
| Amber Richardson              |
| Lance Rains                   |
| Kendall Reger                 |
| Jose Rodriquez                |
| Jackie Spainhower             |
|                               |
|                               |
|                               |
|                               |
|                               |
|                               |

## Impaired Driving

|   |
|---|
| <b>1 year - Master Sergeant Tom Ziegler</b> |
| <b>2 year - Larry Stobbs</b>                |
| Scott Wilson                                |
| Trenny Wilson                               |
| Tiffany Bowman                              |
| Shannon Skoglund                            |
| Larry Smith                                 |
|   |
|   |
|   |
|   |
|   |
|   |

**Northwest Missouri Coalition for Roadway Safety Bylaws**  
**Adopted Jan. 11, 2017**  
**Amended May 14, 2019**

**Article I: Name**

This organization shall be known as the **Northwest Missouri Coalition for Roadway Safety**.

**Article II: Mission Statement**

The Northwest Missouri Coalition for Roadway Safety is a partnership of safety advocates who have banded together to attack the problem of traffic crashes and deaths to make Northwest Missouri's roadways safer.

**Article III: Goals**

The Coalition has the following goals:

Goal # 1: EXPAND AND STRENGTHEN PARTNERSHIPS Partnership is the driving force behind the success of highway safety efforts. Representatives from law enforcement, education, engineering, emergency response, justice system, planning agencies, advocacy groups, businesses, government agencies and the public are needed to successfully implement the diverse set of strategies. Building new partnerships while strengthening and expanding current ties, is essential to advance the Coalition's mission.

Goal #2: USE RESOURCES EFFICIENTLY Resources for supporting key strategies are limited. As a result, time and money must be carefully prioritized to maximize the effort in reducing roadway fatalities and serious injuries on the state and local roadway systems.

Goal #3: COORDINATE MULTIDISCIPLINARY INITIATIVES Coordination and frequent communication between the multidisciplinary partners are necessary to minimize duplication of effort, ensure the success of the implementation process, and help maintain focus on the mission, fatality reduction goal, and support the Show-Me Zero strategic highway safety plan for eliminating fatalities and serious injuries on Missouri roadways.

Goal #4: TARGET HIGH-RISK POPULATIONS Research results clearly show certain segments of the population are overrepresented in roadway crashes. Special road users such as teens, older drivers, pedestrians and other road users are of particular concern.

Goal #5: CHANGE TRAFFIC SAFETY CULTURE An accelerated fatality and serious injury reduction goal requires strategies that create positive change in the roadway safety culture.

**Article IV: Membership**

Membership in the Coalition is open to any person or organization in the twenty counties of Northwest Missouri (see appendix A) that wishes to participate in developing and implementing strategies to reduce traffic crashes in the region. To ensure a broad cross-section of local community representation, at a minimum, the following sectors of the region should be represented:

- Youth representatives
- Parents
- Business community
- Media
- Schools
- Youth-serving organizations
- Law enforcement agencies
- Religious or fraternal organizations
- Civic and volunteer groups
- Healthcare professionals
- State or local government agencies with an interest in the field of traffic safety
- Health and Human Service Organizations
- Other organizations or groups involved in reducing traffic crashes

There is no limit to the number of individuals or organizations representing each sector.

**Article IV: Meetings**

Regular meetings of the Coalition will be held every other month at various locations in the region, and/or by virtual video platform. being conducted in accordance with Roberts Rules of Order. Additional meetings may be called by the Chairperson as may be necessary to conduct business of the Coalition or accomplish assigned tasks.

A quorum of the executive committee consists of fifty-one percent (51%) of the voting membership.

Subcommittees of the Coalition will meet at a time and place determined by each subcommittee’s chair and members.

The annual meeting of the Coalition will be held each year during the month of May.

Notice of all meetings will be provided to membership and the public at least two (2) weeks in advance.

Votes brought before the general membership of the Coalition shall pass with a simple majority of those members present.

## **Article V: Officers**

The Executive Committee of the Coalition will be comprised of Chairperson, Vice Chairperson, Secretary, Immediate Past Chairperson and Subcommittee Chairpersons. A member may only serve in one office of the Executive Committee per term. A representative of the Missouri Department of Transportation shall serve as fiscal agent and be an ex officio member of the Executive Committee. The duties of each position are as follows:

Chairperson: Develop an agenda and preside over meetings of the Coalition; serve as spokesperson for the Coalition when communicating with the media and other organizations; appoint ad-hoc committees; serve as an ex officio member of all subcommittees and ad-hoc committees; attend regional coordinator meetings as called by the statewide coalition; act as liaison with the statewide coalition; and other duties as may be necessary for the effective functioning of the Coalition.

Vice Chairperson: Serve as an assistant to the Chairperson, assume the duties of the Chairperson should that person be unable or unavailable, and serve as chair of committees as may be assigned by the Chairperson. *The Vice Chairperson shall assume all administrative duties (except for those financial in nature) related to the Blueprint for Safety Grant. This includes, but is not limited to convening and supplying the grant scoring committee with copies of the grant applications and correspondence with grant recipients, including award letters and contracts*

Secretary: Take or provide secretarial help to maintain accurate minutes of Coalition meetings; prepare correspondence on behalf of the Coalition and maintain a membership roster for the Coalition.

Immediate Past Chairperson: Serve as an advisor to the Chairperson and Executive Committee.

Subcommittee Chairpersons: Serve as a member of the Executive Committee. Each subcommittee shall have two co-chairs as defined in Article VI.

Fiscal Agent: Ex officio member of the Executive Committee. Provide fiscal guidance to the Executive Committee. Ensure compliance with state and federal guidelines for expenditures of the regional coalition. Collect and process all invoices and bills for coalition. Prepare and submit regional funding plan as required by the statewide Missouri Coalition for Roadway Safety. Maintain and present budget to membership at regularly scheduled meetings.

## **Article VI: Election of Executive Committee**

Election of all Executive Committee members, with the exception of the Chairperson and Immediate Past Chairperson shall take place at the annual Coalition meeting in May as defined in Article IV. The offices of Chairperson and Immediate Past Chairperson will be filled through succession from Vice Chairperson to Chairperson to Immediate Past Chairperson over the course of three consecutive one-year terms. Terms will begin one month after elections at the annual Coalition meeting in May.

Vice Chairperson: To be elected annually for a term of one year. At the end of their term as Vice Chairperson, they will move to the office of Chairperson for a term of one year, then to the office of Immediate Past Chairperson for a term of one year.

Secretary: To be elected annually for a term of one year.

Subcommittee Chairpersons: Subcommittees are defined in Article VII. Each subcommittee will have two chairpersons serving staggered two-year terms. One chairperson shall be elected in an odd-numbered year, and the other chairperson shall be elected in an even-numbered year.

If any Executive Committee member has two consecutive unexcused absences from regular meetings of the Coalition as defined in Article IV, they shall forfeit their office. The Executive Committee shall approve all absences. Teleconferencing and videoconferencing are acceptable means of attendance and shall not count as an absence.

Vacancies due to resignation or other circumstance prior to the end of their term on the Executive Committee, with the exception of the Chairperson and Immediate Past Chairperson, shall be filled by a two-thirds (2/3) vote of the Executive Committee. Should the Chairperson's position become vacant, the Vice Chairperson shall assume that role for the remainder of the Chairperson's term.

## **Article VII: Committees**

Subcommittees: Each member of the regional coalition shall serve on a minimum of one of the subcommittees. The members of each subcommittee shall elect two co-chairpersons for terms as described in Article VI. The subcommittees are defined as follows:

- Occupant Protection Subcommittee – cross-section of Coalition membership working to address unrestrained occupant injuries and fatalities.
- Distracted Driving Subcommittee – cross-section of Coalition membership working to address distracted driving behaviors.
- Speed and Aggressive Driving Subcommittee– cross-section of Coalition membership working to address speeding and other aggressive driving behaviors.
- Impaired Driving Subcommittee – cross-section of the Coalition membership working to address impaired driving including, but not limited to: alcohol use,



drugs, prescription medications, and physical impairments such as drowsy driving, poor vision or reduced cognitive capabilities.

Nominating Committee: The Immediate Past Chairperson shall serve as chair of the nominating committee. The Vice Chair, Chairperson and Secretary shall not serve as a nominating committee member. Other members of the nominating committee shall be appointed by the Chairperson at the annual meeting in May to serve a one-year term. The nominating committee shall consist of five members from the coalition membership at large.

Responsibilities of the nominating committee are to submit names to the general membership for the offices of Vice Chair and Secretary. Nominations for Vice Chair and Secretary will also be taken from the floor during the annual meeting. Participation on the nominating committee does not preclude a member from being nominated for Vice Chair, Secretary or holding a subcommittee chair position.

Grant Committee: Shall consist of one representative from each of the three regional planning commissions (RPCs) and the metropolitan planning organization (MPO), senior chairperson of each subcommittee, chairperson, vice chairperson, secretary, and two members appointed at large by the chair. RPC and MPO representatives may serve dual roles on this committee. The grant committee shall serve per calendar year (January to December).

The grant committee is responsible for preparing the grant application process, preparing scoring guides, coordinating Transportation Advisory Committee grant review process, scoring grant applications and presenting the results to the general membership for approval.

Ad-hoc Committees: Appointed by the Chairperson, with approval of the membership, to accomplish specific tasks or functions and will operate until that task is accomplished. Ad-hoc Committee Chairpersons do not hold a seat on the Executive Committee.

### **Article VIII: Strategies**

The Coalition and its members will employ strategies identified in Missouri's Strategic Highway Safety Plan (SHSP) as having the greatest potential to save more lives and reduce serious injuries. This document is commonly referred to as Missouri's Blueprint. Whenever possible, proven and research-based prevention strategies will be employed.

### **Article IX: Funding and Finances**

A major task of the Coalition will be to manage highway safety funding awarded to the regional Coalition.

Because the Coalition exists as an unincorporated organization, a representative from the Missouri Department of Transportation will serve as the fiscal agent for the Coalition as described in Article V. The selection of this representative is at the discretion of the Missouri Department of Transportation's Northwest District leadership and is subject to change without notice to or approval from the Coalition.

**Article X: Amendments**

Any amendment to these by-laws may be adopted by a two-thirds (2/3) vote of the members present at any meeting, provided written notice of the proposed amendment and the date of such meeting shall have been given to the members at least two (2) weeks in advance. Electronic notice through email is acceptable.

## **Northwest Missouri Coalition for Roadway Safety Standing Rules**

- I. Internal and External Communications – MoDOT’s Northwest District Communications Department shall coordinate and produce media including but not limited to press releases, update the internal (SharePoint) and external (SaveMoLives) websites, and maintain social media sites for the Coalition. (adopted Jan. 11, 2017)
  
- II. Donation Requests – (adopted July 10, 2018)
  - a. Donations such as giveaway and promotional items, etc. shall be considered based upon participation and program content. The requesting group shall include traffic safety as part of the program for which giveaways and/or promotional items are requested. Groups who have not participated in Coalition or traffic-safety programs during the immediate past twelve months shall not be considered for donations.
  - b. Requests for donations for after-prom/after-graduation festivities from schools who have participated in traffic-safety programs during the school year will automatically be approved to receive a limited number of giveaway items to distribute at their discretion. These programs include, but are not limited to, It Only Takes One, Think First! Speakers, docudramas, First Impact parent program, and TRACTION.
  - c. All other donation requests shall be voted upon by the Northwest Missouri Coalition for Roadway Safety Executive Committee and must receive a majority vote to receive approval for their donation. Any Executive Committee member or member-at-large shall forward any and all donation requests received to the Coalition Secretary for consideration.
  
- III. Promotional Items – (adopted July 10, 2018)
  - a. All promotional items purchased with regional Coalition grant monies, regardless of use of logo or not, must be reviewed by MoDOT’s Northwest District’s Communication Department and the Northwest Missouri Coalition for Roadway Safety Executive Committee.
  - b. A majority vote of the Executive Committee is required for artwork and item approval.
  - c. All logos including, but not limited to, Show-Me Zero, Buckle Up, Buckle Up Phone Down, and the Missouri Coalition for Roadway Safety logos may not be tampered with in any way and must be produced in the original color, font, design, proportion, etc.
  
- IV. Executive Committee Absences – (adopted July 10, 2018)
  - a. As stated in Article VI of the Bylaws of the Northwest Missouri Coalition for Roadway Safety (revised May 2017):
    - i. If any Executive Committee member has two consecutive unexcused absences from regular meetings of the Coalition as

defined in Article IV, they shall forfeit their office. The Executive Committee shall approve all absences. Teleconferencing and videoconferencing are acceptable means of attendance and shall not count as an absence.

- b. Notifications of planned absences shall be made via email to the Chairperson, Vice Chairperson and/or Secretary.
- c. Absences for illness and/or emergency shall be communicated to the Chairperson, Vice Chairperson and/or Secretary in writing as soon as possible, preferably prior to the day of the meeting.
- d. Planned events for work, for which the Executive Committee must be in attendance, are considered excused absences so long as notice of the absence is provided in writing to the Chairperson, Vice Chairperson and/or Secretary prior to the day of the meeting.
- e. Other absences shall be considered on a case-by-case basis. A written description of the cause of the absence shall be required via email to the Chairperson, Vice Chairperson and/or Secretary. The receiver shall communicate the absence and reason to the Executive Committee for vote. A majority vote is required to excuse the absence.

NWMCRS  
2023-24 Executive Committee:

### **Executive Committee:**

Chairperson: Jenna Keyes

Vice Chairperson: \_\_\_\_\_

Secretary: \_\_\_\_\_

Immediate Past Chairperson: Chance Gallagher

Fiscal Agent: Melanie Noel

### **Subcommittee Chairs:**

#### **Occupant Protection:**

Chair: Amanda Cullen

Co-Chair: \_\_\_\_\_

#### **Distractive Driving:**

Chair: Paula Robbins

Co-Chair: \_\_\_\_\_

#### **Impaired Driving:**

Chair: Larry Stobbs

Co-Chair: \_\_\_\_\_

#### **Speed and Aggressive Driving:**

Chair: Trenny Wilson

Co-Chair: \_\_\_\_\_

## NW Blueprint Regional Plan: FY23 Funding

| Description           |  | Budget      | Actual Spent | Encumbered | Available       | Notes                           |
|-----------------------|--|-------------|--------------|------------|-----------------|---------------------------------|
| FY23 Budget           |  | \$76,075.00 |              |            |                 |                                 |
| FY23 Additional Funds |  | \$0.00      |              |            |                 |                                 |
|                       |  | \$76,075.00 |              |            |                 |                                 |
| Conference            |  | \$4,000.00  | \$2,750.90   |            | \$1,249.10      |                                 |
| Grant Funding         |  | \$38,000.00 | \$19,335.68  |            | \$18,664.32     | FY22 Hit July & August          |
| Subcommittee Funding  |  |             |              |            |                 |                                 |
|                       | Occupant Protection                      | \$1,000.00  | \$0.00       |            | \$1,000.00      |                                 |
|                       | CPS                                      | \$500.00    | \$400.00     |            | \$100.00        |                                 |
|                       | Distracted Driving                       | \$1,000.00  | \$200.00     |            | \$800.00        |                                 |
|                       | Speed & Aggressive Driving               | \$1,000.00  | \$0.00       |            | \$1,000.00      |                                 |
|                       | Impaired Driving                         | \$1,000.00  | \$979.98     |            | \$20.02         |                                 |
| Marketing             |  |             |              |            |                 |                                 |
|                       | Media Marketing                          | \$4,575.00  | \$1,500.00   |            | \$3,075.00      |                                 |
|                       | Promotional Items                        | \$2,000.00  | \$1,334.90   |            | \$665.10        | FY22 Hit August                 |
| Coalition Programs    |  |             |              |            |                 |                                 |
|                       | Education Programming                    |             |              |            |                 |                                 |
|                       | MWSU                                     | \$1,000.00  | \$0.00       |            | \$1,000.00      |                                 |
|                       | NWMSU                                    | \$1,000.00  | \$0.00       |            | \$1,000.00      |                                 |
|                       | NCMC                                     | \$500.00    | \$0.00       |            | \$500.00        |                                 |
|                       | High School Programming                  | \$2,000.00  | \$0.00       |            | \$2,000.00      |                                 |
|                       | Drivers Ed Scholarships                  | \$3,000.00  | \$1,770.00   |            | \$1,230.00      |                                 |
|                       | Equipment Purchases<br>(Police/Fire/EMS) | \$10,000.00 | \$3,478.85   |            | \$6,521.15      | *-\$1,496 from grants (\$8,504) |
|                       | Driving Simulator Supplies               | \$3,000.00  | \$1,598.14   |            | \$1,401.86      |                                 |
|                       | BUPD/Show-Me Zero                        | \$2,500.00  | \$1,832.00   |            | \$668.00        |                                 |
|                       |  | \$76,075.00 | \$35,180.45  | \$0.00     | \$40,894.55     |                                 |
|                       |  |             |              |            | Available Funds |                                 |
|                       |  |             |              |            | \$40,894.55     |                                 |