

**Arkansas Dept. of Transportation Study Recommendations**  
*ALC-Highway Commission Review and Advisory Subcommittee*

**RECOMMENDATIONS PROCESS**

- **Stakeholder Comments:** Any stakeholder or group interested in commenting on the recommendations, may submit comments regarding the recommendations to the subcommittee in writing. [Depending on the status of the COVID-19 public health emergency, the chairs may decide to allow in-person participation by stakeholders. Only those who have signed up in advance of the meeting at which the recommendation will be discussed (at least 24 hours prior to the meeting) will be allowed to speak at the meeting.]
- **Participation:** Only subcommittee members may make recommendations, motions on recommendations and vote on recommendations – other members find a subcommittee member to give your recommendation to.
- **Confidentiality of Member Requests:** Confidentiality usually expected of requests to the Bureau will not exist with regard to these, as all requests will go through the subcommittee chairs and will be made public prior to the meeting in order to allow for ArDOT and stakeholder comments.
- **Subcommittee Action:** At the July through September meetings (Subcommittee may meet more than one time per month), the Subcommittee will cover one category of recommendations per month, broken down as follows:
  - July: Organizational Structure/People Capabilities
  - August: Portfolio Planning/Expenditures
  - September: Procurement/Information Technology.

Guidehouse will present a summary report on each recommendation category; ArDOT input regarding each particular recommendation will be presented at this time; the chairs will ask whether there is any interest from a subcommittee member to move forward with the recommendation (either through a bill request, a request for additional information, or to include in the draft report); if there is a member request for further action, and if in-person participation by stakeholders is allowed, any parties who have signed up in advance will be allowed to speak (otherwise stakeholder comments will be provided to subcommittee members in writing); if there is not a member request for further action, that recommendation is dead and will not be considered further by the subcommittee.

- **Requests for Bill Drafts/Additional Information:** If a subcommittee member requested a bill draft or further information on a recommendation or interest in including the recommendation in the subcommittee report, any follow up on those requests will be discussed at the beginning of the following month's meeting. A vote

on whether to include those recommendations in the draft report to ALC will be taken at that time before moving on to the month's scheduled grouping of recommendations.

- **Draft Report:** At its October meeting, the Subcommittee will review the draft report containing all recommendations that have been advanced to that point, including any supporting draft legislation. This will be the final opportunity for revisions to the report of the Subcommittee regarding its study.
- **Final Report:** At the meeting in November, the Subcommittee will vote on the final report which will contain all recommendations that have made it that far; the final report will be presented to the full ALC at its meeting on November 20, 2020 for final approval.

## **RECOMMENDATIONS TIMELINE**

### **June 17, 2020:** Subcommittee Meeting:

- Guidehouse presents Recommendations Report.
- Chairs will inform members of upcoming meeting schedule, topic for each meeting, and process for taking up recommendations.

### **July 15, 2020:**

- ***Meeting Topic: Organizational Structure/People Capabilities***

### **July 29, 2020:**

- Draft recommendations and legislation related to Organizational Structure/People Capabilities released for review prior to next meeting.

### **August 5, 2020:**

- Follow up from previous meeting, if any (motions and vote regarding including in draft report)
- ***Meeting Topic: Portfolio Planning***

### **August 19, 2020:**

- Draft recommendations and legislation related to Portfolio planning released for review prior to next meeting.

### **August 26, 2020:**

- Follow up from previous meeting, if any (motions and vote regarding including in draft report)
- ***Meeting Topic: Expenditures***

**September 9, 2020:**

- Draft recommendations and legislation related to Expenditures released for review prior to next meeting.

**September 16, 2020:**

- Follow up from previous meeting, if any (motion and vote regarding including in draft report)
- ***Meeting Topic: Procurement/Information Technology***

**September 30, 2020:**

- Draft recommendations and legislation related to Procurement/Information Technology released for review prior to next meeting.

**October 5, 2020:**

- Follow up from previous meeting, if any (motion and vote regarding including in draft report)

**October 12, 2020:**

- Review and discuss draft report; vote on recommendations to be included in final report.

**November 18, 2020:**

- Subcommittee adoption of final report.

**November 20, 2020:**

- ALC Meeting – Presentation of Highway Study Report, including draft legislation, for adoption by full ALC.