



## A Multi-State Assessment of State Impaired Driving Task Forces: Best Practices and Strategies

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This technical memorandum would not be possible without the contributions from several key impaired driving stakeholders. Thank you for your time and willingness to share your experiences and knowledge. Thank you.

We are sincerely grateful.





## Executive Summary

The National Highway Traffic Safety Administration (NHTSHA) has established impaired driving task forces or commissions as an effective tool for states to utilize and should be a component of a state's overall impaired driving program. Statewide impaired driving task forces provide a way for key players and stakeholders to address impaired driving issues together, to share resources and reduce duplication of effort, and work to close loopholes in legislation, enforcement, and prosecution areas.

The Texas Impaired Driving Task Force (TIDTF) has been established for several years but has operated in some capacity for over a decade. What was an informal "working group" has evolved to become a multi-faceted "task force." In April 2017, the TIDTF voiced the need to better understand the role and function statewide task forces play. By understanding how other state task forces operate, the TIDTF can explore ways to improve its current processes and remain at the forefront of reducing, and ultimately, eliminating impaired driving in Texas.

To meet this need, in FY 2018, the TIDTF Administration interviewed several states in an effort to identify best practices and strategies for state impaired driving task forces. The TIDTF developed a survey used to interview representatives from 5 state impaired driving task forces. The survey focused on three primary areas: background, operation, and impact of the state impaired driving task forces.

The findings from the survey align with the findings outlined in NHTSA's 2009 *A Guide for Statewide Impaired Driving Task Forces*. Some states – primarily due to how they were established – have more structure and organization, having developed charters or by-laws, stipulating participation requirements while others have found success with fewer formalities.

Although each of the state task forces have faced various internal and external challenges, task forces are beneficial because they prevent duplication of effort, provide an opportunity for stakeholders to network and exchange ideas, and they focus attention on the impaired driving challenge in communities.





## Introduction

The National Highway Traffic Safety Administration (NHTSA) has established impaired driving task forces or commissions as an effective tool for states to utilize and should be a component of a state's overall impaired driving program. Task forces foster collaboration, commitment, and coordination among leaders and stakeholders interested in impaired driving issues.<sup>1</sup> Statewide impaired driving task forces or commissions provide a way for key players and stakeholders to address impaired driving issues together, to share and pool resources, and work to close loopholes in legislation, enforcement, and prosecution areas.

With funding and support from the Texas Department of Transportation (TxDOT), the Texas A&M Transportation Institute (TTI) manages a grant that supports the Texas Impaired Driving Task Force (TIDTF). TTI is also referred to as the "TIDTF Administration," as there are a number of staff who assist with

the execution of TIDTF activities but are not considered TIDTF members.

The TIDTF has been established for several years but has operated in some capacity for over a decade. What was once an informal "working group" has evolved to become a multi-faceted "task force." As the TIDTF has evolved, it became clear that some processes and goals that were established as a "working group" needed to be refined in order to continue to be successful as a "task force."

In April 2017, the TIDTF voiced the need to better understand the role and function that statewide task forces play and how state task forces rise to meet the impaired driving challenge. By understanding how other states operate, the TIDTF can explore ways to improve and refine its current processes.

<sup>1</sup>National Highway Traffic Safety Administration. Highway Safety Program Guideline No. 8 - Impaired Driving. <https://icsw.nhtsa.gov/nhtsa/whatsup/tea21/tea21programs/pages/ImpairedDriving.htm>



## Methodology

TTI developed a survey to be used to interview representatives from other state impaired driving task forces in FY 2018. In preparation of the survey, TTI reviewed NHTSA's 2009 *A Guide for Statewide Impaired Driving Task Forces* to get a general idea of how other state impaired driving task forces may operate and associated activities.

The developed survey focused on three major components: background, operations, and impact of state impaired driving task forces. The survey was reviewed and approved by TxDOT before distribution. A copy of the survey can be found in Appendix A.

TTI attempted to interview representatives from 6 state impaired driving task forces that were established as either a Governor's Task Force, a Legislative Task Force, or an Ad Hoc Task Force. According to NHTSA's guide, a Governor's Task Force is often chaired by the State Executive Branch or Attorney General. A Legislative Task Force is established by a member or members of the State Legislative Branch. And, an Ad Hoc Task Force is established to identify problems and provide supervision.<sup>2</sup>

**The TIDTF was established as a grassroots effort and would most closely mirror an Ad Hoc Task Force.**

The TIDTF was established as a grassroots effort and would most closely mirror an Ad Hoc Task Force. However, one of the recommendations from the State's 2015 NHTSA Impaired Driving Technical Assessment included the establishment of a Governor's Executive Committee of the Impaired Driving Task Force. For this reason, TTI sought to interview representatives from state impaired driving task forces that were established by each of the abovementioned task forces. Each type of task force, however, is not represented in the below findings because not every state that was contacted elected to participate in the survey.

TTI contacted representatives from 12 state impaired driving task forces via email and phone. As of this technical memorandum's writing, no response was received from 7 state

task forces, including Alabama, Florida, Louisiana, Mississippi, Oklahoma, Oregon, and Tennessee. TTI attempted to reach representatives from each of these states at least three times.

The following 5 states and task forces were interviewed and are represented in this technical memorandum:

- Colorado: Colorado Task Force on Drunk and Impaired Driving (CTFDID)
- Maryland: Washington Regional Alcohol Program (WRAP)
- Minnesota: Minnesota DWI Task Force
- Montana: Executive Leadership Team (ELT)
- Washington: Washington Impaired Driving Advisory Council (WIDAC)

Appendix B contains the contact information for the state impaired driving task force representatives.

## Survey Results

### BACKGROUND

The first section of the survey focused on the background, establishment, and membership of each state's impaired driving task force. The subsequent section provides an overview of how the TIDTF operates followed by a summary of each state's response. Some states did not provide a response to every question.

### Establishment

#### The TIDTF

The TIDTF was established first as a "working group" over a decade ago by a small set of passionate stakeholders, including representatives from TxDOT, prevention, and law enforcement. NHTSA pushed the state to adopt a formal "task force" as there is a certain amount of gravitas that comes with its designation. It took some time, but Texas eventually adopted a state Task Force, the TIDTF. The TIDTF has been formally established for over six years. The TIDTF's goal is to eliminate injury and death caused by impaired driving in Texas.

### State Responses

Each of the task forces was established via separate means. Washington State created the Washington Impaired Driving Advisory Council (WIDAC) by a Memorandum of Understanding in June 2009. The group serves as advisory board to the Washington Traffic Safety Commissioners. WIDAC's goal is to "enhance traffic safety through coordinated planning, training, programs, and research to reduce the incidence of

<sup>2</sup>Fell, J. C., & Langston, E. A. (2009). A guide for statewide impaired-driving Task Forces (No. HS-811 203).

impaired driving”.<sup>3</sup> WIDAC is composed of 14-signing agency representatives, an advisory group, and staff. WIDAC follows FAST-act membership guidelines.

Maryland’s task force is known as the Washington Regional Alcohol Program (WRAP) which serves the Washington-metropolitan area. Prior to the existence of WRAP, Maryland was served by the Maryland Impaired Driving Coalition which predated the state’s Strategic Highway Safety Plan. WRAP is supported by a grant from the Maryland Highway Safety Office.

The Colorado Task Force on Drunk and Impaired Driving (CTF-DID) was established as the result of a high-profile impaired driving fatality. The CTFDID emerged in the wake of the tragic death of a young woman, Sonja DeVries, who was killed by an impaired driver who had been convicted of the same offense on six previous occasions. The Colorado Senate passed Bill 06-192 to create the Interagency Task Force on Drunk Driving (IDTFDD). In 2014, the Interagency Task Force on Drunk Driving was changed to the Colorado Task Force on Drunk and Impaired Driving by Colorado House Bill 14-1321.<sup>4</sup>

Minnesota’s Driving While Intoxicated (DWI) Task Force and Montana’s DUI Task Force – Executive Leadership Team were both brought about because of high impaired driving fatality rates. The Minnesota DWI Task Force originated in the 1980’s and was chaired by Steve Simon, a professor at the University of Minnesota. Simon chaired the state’s DWI Task Force for 35 years, and his passion brought about many legislative changes to the State.

## Charter

### The TIDTF

In 2017, the TIDTF formally adopted a charter after operating under informal procedures for several years. In formalizing a charter, the TIDTF sought assistance from NHTSA’s Region 6 Manager, Sam Sinclair. Sinclair provided Alabama’s DWI Task Force Charter which was used as a model for the TIDTF’s charter. The charter makes clear expectations and responsibilities of TIDTF members.

### State Responses

Montana and Washington also have established charters. In Colorado, the charter is the statute. A copy of Montana’s Charter and Colorado’s statute are found in Appendix C.

Maryland and Minnesota have not adopted a charter.

## Participation

### The TIDTF

Currently, there are 48 members that comprise the TIDTF. Due to the relatively large size of the TIDTF, membership is currently closed to new members unless their background and expertise represents a “gap” in membership knowledge. This policy has been put in place to balance the expertise backgrounds of members (i.e., so membership is not ‘enforcement’ or ‘prevention’ heavy). The only other way a new member can join the TIDTF is if a current member resigns and either designates a replacement or the TIDTF designates a replacement. Because the TIDTF meets just two times a year in person, members are expected to make every effort to attend the meetings.

### State Responses

Some task forces stipulate participation requirements. In Washington agency representatives or their designated agency advisory members are expected to attend quarterly meetings.

Others do not have any participation requirements such as in Colorado, Maryland, Minnesota, and Montana.

**In 2017, the TIDTF formally adopted a charter after operating under informal procedures for several years.**

## Structure

### The TIDTF

The TIDTF is currently served by an Administrator and two Co-Chairmen, representing TTI and TxDOT. The Administrator helps administrate the TIDTF and grant activities. The TIDTF is not structured with an “executive” and “technical” team. Instead, the TIDTF has developed subcommittees that focus on specific topics or actions. The subcommittees meet as needed and operate with a certain amount of autonomy. Currently, there are four subcommittees that support the TIDTF: Legislative, Awards Selection, Website, and Education.

<sup>3</sup>Washington Traffic Safety Commission (2013). Washington Impaired Driving Strategic Plan.

<sup>4</sup>Colorado Task Force on Drunk and Impaired Driving. 2017 Annual Report. <https://www.codot.gov/library/AnnualReports/colorado-task-force-on-drunk-and-impaired-driving-annual-reports/2017-annual-report/view>



## State Responses

Montana's DUI Task Force is divided into two tiers: Executive Leadership Team (ELT) and Impaired Driving Emphasis Area (ID EA). The ELT is the guiding authority on implementing highway safety strategies, and the ID EA carries out the Task Force's duties. The ELT provides leadership for the ID EA, helps the State accomplish its Vision Zero goal, and commits resources to implement traffic safety initiatives. Montana's ID EA has designated two subgroups: the drugged driving group and the DUI data group. The DUI data group discusses the highly complex DUI data systems of crash, arrest, conviction, toxicology, jail with the purpose of gaining a comprehensive picture of impaired driving problem in the State.

Colorado created committees based on NHTSA recommendations. Below are Colorado's current committees as well as examples of some of the activities each work group has been involved with recently.

- Communications Work Group – Developed relevant public awareness campaigns based on alcohol and marijuana consumption to reach people from diverse backgrounds.
- Criminal Justice Work Group - Researched ways to reduce Colorado's chemical testing refusal rate and find solutions for the high cost of DUI/DUID specimen testing by identifying national best practices; emphasized the need for training more officers to become Drug Recognition Experts (DREs).
- Intervention and Treatment Group - Worked on realizing "a new level of DUI treatment services to more effectively meet the treatment needs of those offenders with four or more impaired driving convictions" and provided recommendations for this program to grow.<sup>5</sup>
- Prevention Group – Researched the effectiveness of requiring seller-server training for alcohol beverage servers.
- Program and Evaluation & Data Work Group – Influenced the passage of the HB 17-1315 in the State, which requires the department of public safety to report certain data relating to substance-affected driving citations that occurred in the previous year. The Division of Criminal Justice will develop a database where all DUI/DUID information will be stored.
- Program Management and Strategic Planning Work Group – Led the Task Force by providing information for the meetings, creating agendas, facilitating meetings, finding subject matter experts, coordinating with local

impaired driving TFs, securing resources, and overseeing and implementing a communications program.<sup>6</sup>

Colorado's previous "sub-committees" included By-Laws, Ignition Interlock, Intervention, Persistent Drunk Driver (includes "Treatment"), Prevention, System Improvements, and Victim Rights and Roles.<sup>7</sup>

Minnesota's DWI Task Force also utilizes subcommittees, including lobbying subcommittee, education subcommittee, and media coverage subcommittee.

Maryland does not currently utilize subcommittees.

**The TIDTF does not have member agency or organization member requirements.**

## Member Agencies and Representation

### The TIDTF

The TIDTF does not have member agency or organization member requirements. The TIDTF follows NHTSA's guidelines and to the extent possible includes highway safety enforcement, criminal justice, driver licensing, treatment, liquor law enforcement, business, medical, health care, advocacy and multicultural groups, the media, institutions of higher education, and the military.

### State Responses

Colorado and Montana's Task Forces have specific agency or organization member requirements. Appendix D is a listing of each required agency member or representative.

Washington does not have specific agency or organization member requirements but has representation from highway safety office, law enforcement, prosecution, adjudication and probation, driver licensing, treatment/rehabilitation, ignition interlock programs, data and traffic records, public health, and communication.

Neither Maryland nor Minnesota have member agency requirements.

<sup>5</sup>Colorado Task Force on Drunk and Impaired Driving. 2017 Annual Report. <https://www.codot.gov/library/AnnualReports/colorado-task-force-on-drunk-and-impaired-driving-annual-reports/2017-annual-report/view>

<sup>6</sup>Colorado Task Force on Drunk and Impaired Driving. 2017 Annual Report. <https://www.codot.gov/library/AnnualReports/colorado-task-force-on-drunk-and-impaired-driving-annual-reports/2017-annual-report/view>

<sup>7</sup>Interagency Task Force on Drunk Driving – 2008 Legislative Report. <https://www.codot.gov/library/AnnualReports/interagency-task-force-on-drunk-driving-reports/2008ITFDDlegreport.pdf>

Compared with Colorado, Montana, and Washington's Task Force member list, the TIDTF membership currently does not include (and excluding members of the State Legislature):

- Tribal or Native American Representation
- Department of Health and Human Services
- Office of Court Administration
- Defense Attorneys
- Sheriff's Office
- Military Representation
- Alcoholic Beverage Distributors or Manufacturers
- A Person Under 24 who is Enrolled in a Secondary or Postsecondary School
- Marijuana Industry Representation

## Funding

### The TIDTF

The TIDTF and associated activities are supported through a TxDOT traffic safety 402 grant. Since approximately 2012, TTI has administered the traffic safety grant that supports the TIDTF.

### State Responses

Washington utilizes state blood alcohol concentration (BAC) funds to support WIDAC. Colorado uses NHTSA funds. Maryland's Highway Safety Office supports WRAP.

Minnesota and Montana receive no funding.

**The TIDTF consists of 48 members, which is down from 60 members in 2017.**

## Members

### The TIDTF

The TIDTF consists of 48 members, which is down from 60 members in 2017. With the adoption of a formal charter and participation expectations, the TIDTF lost 12 members in one year. The majority of these members had not attended a meeting in over 1.5 years; the remaining were members who left their positions and the TIDTF did not seek to replace their membership, as there was still member expertise represented on the TIDTF. In comparison with other state impaired driving task forces, the TIDTF is one of the largest, if not the largest.

### State Responses

The number of members who serve on each state's task force varied significantly. The variance is in part due to how each task force was established.

- Washington: 35-40 people attend meetings; only 14 agency representatives sign off on decisions made by the WIDAC
- Maryland: 20-30 people attend meetings
- Minnesota: 30-40 people attend meetings; with a listserv of 187
- Montana: 18 task force members
- Colorado: 25 members and representatives

In regards to recruiting new members, Washington mentioned that the majority of its members work for traffic safety commission agencies. Therefore, if a WIDAC member leaves, the departing member's agency works with WIDAC to identify a new member. In Montana, new members are identified by positions held within certain agencies or institutions. In Colorado, new members are added by statute.

In Maryland, anyone is welcome to join, and new members are typically recruited at the Highway Safety Summit. Minnesota's DWI Task Force membership is also open. Minnesota's current chair personally invites new people to join the Task Force, and he uses a listserv inherited from the previous chair.

## OPERATION

The second section of the survey focused on operations and practices, such as how often the task force meets, how the agenda is set, and identifying and prioritizing goals. The following section provides an overview of how the TIDTF operates followed by a summary of each state's response.

## Meeting Frequency

### The TIDTF

The TIDTF conducts two in-person meetings per fiscal year. Because the TIDTF meets just twice a year, the in-person meetings typically last the majority of the day (9:00 AM – 3:00 PM). In addition to these meetings, the designated subcommittees meet via email, conference call, and WebEx as needed. Finally, the TIDTF communicates via email as needed.

### State Responses

States responded that they met with the following frequency and duration:

- Washington – Quarterly, for 2-3 hours
- Minnesota – Once a month, for 2 hours
- Colorado – Meets 10 times a year, for 3 hours
- Montana – Meets 2 times a year, for 2 hours
- Maryland – Quarterly, for 2 hours





## **Agenda Setting**

### **The TIDTF**

The TIDTF solicits information via email from members prior to each meeting. Currently, the agenda is set by TIDTF Administration in conjunction with the TIDTF Co-Chairmen. In addition to items added by members, the agenda typically includes updates from each of the subcommittees, addressing “old business” from previous meetings, and a work group discussion on a specific topic. Sometimes this involves breaking into smaller work groups and sometimes the discussion is facilitated as one large group.

### **State Responses**

In Washington, the impaired driving program manager at the Washington Traffic Safety Commission manages the WIDAC agenda. The state sends a call for agenda items sent out to WIDAC members a month in advance of the meeting. Some of the items WIDAC discussed at a January 2018 meeting, for example, were issues of Liquor and Cannabis Board Enforcement, budget updates, project ideas, impaired driving updates, such as legislative updates, judicial outreach liaison updates, and law enforcement liaison updates. WIDAC is currently working on a Driving Under the Influence of Drugs “blueprint.” WIDAC’s meetings typically end with a roundtable discussion.

In Colorado, the task force meetings typically include legislative remarks, a time for public comments, motion to accept previous meeting minutes, discussion of impaired driving fatality data, presentations from various organizations and groups, and updates from the 6 committees. The last agenda item is a “lighting” round, which is a designated time for everyone to share an update or idea.<sup>8</sup>

Montana’s two-tier Task Force prioritizes items based upon need, but it contains formal items in its agenda because of NHTSA recommendations. Montana is a high range state, so the meetings have to include items such as the approval of the Impaired Driving Emphasis Area work plan and the State’s response to the Impaired Driving Assessment. The ELT charter lists other meeting items such as a roll call, approval of minutes of previous meeting, old and new business discussion, action items, announcements, and public comment section.<sup>9</sup> In Minnesota, the chair sets the agenda, which usually contains case law and legislative updates as well as DWI-related news.

In Maryland, the meetings are very informal, and anyone can add to the meetings.

<sup>8</sup>Colorado Task Force on Drunk and Impaired Driving, Meeting Minutes. <https://www.codot.gov/about/committees/DUI-taskforce/meeting-minutes-1>

<sup>9</sup>Montana’s Executive Leadership Team Charter. [https://www.mdt.mt.gov/visionzero/docs/chsp/2016-07-19\\_ELT\\_CHARTER\\_FINAL.PDF](https://www.mdt.mt.gov/visionzero/docs/chsp/2016-07-19_ELT_CHARTER_FINAL.PDF)

## Meeting Logistics

### The TIDTF

The TIDTF meets in person twice a year. Most meetings include large group and small group discussion, depending on the topic. Subcommittees meet outside of the in-person meetings and are set by the Subcommittee Chair or Co-Chairs. Subcommittees are expected to report back to the larger task force at the in-person meeting with updates and progress.

### State Responses

All states indicated that in-person meetings are conducted in one large room with all members present to discuss the agenda items. Any subcommittees or working groups that are established meet outside of the task force meeting time. The subcommittees or working groups report back to the larger task force during the in-person meetings.

**All states indicated that in-person meetings are conducted in one large room with all members present to discuss the agenda items.**

## Engagement

### The TIDTF

The TIDTF has struggled with ways to continuously engage members. This may be due in part because the TIDTF meets just twice a year in person. While communication takes place throughout the year, TIDTF members requested more consistent communication. As a result, in FY 2019, the TIDTF Administration will develop and distribute 3 newsletters to improve the flow of communication.

Member engagement has also struggled because many of the recommendations that came from the 2015 Impaired Driving Technical Assessment were tied to legislative changes. The TIDTF cannot lobby for legislation changes; therefore, the TIDTF sees its role as an “informer,” providing impaired driving related data and information. Members of the TIDTF are subject matter experts and have provided testimony to the State Legislature about the impaired driving challenge. TIDTF members participate in and present at regional, state, and national conferences. Given the parameters the TIDTF must operate in, some members have expressed frustration in not being able to “get things done” because of the inability to lobby.

### State Responses

All state respondents agreed that the members are invested and care about the subject matter, and that is reason enough for members to feel engaged. Washington, for example, indicated that members provide updates on their projects and programs at each of the meetings. WIDAC’s members help craft the agenda, so it ensures it’s relevant for everyone.

In Montana, the variety of topics, roundtable discussions, voting opportunities, and presentations make for engaging meetings.

Maryland utilizes outside speakers to keep the group engaged.

When asked how task force chairs keep members motivated throughout the year, Washington mentioned that WIDAC members are the subject matter experts when it comes to impaired driving. For instance, WIDAC members actively provide literature on the subject matter and participate in statewide and national prevention training and program assessments. Their expertise gives them leverage to provide input into any relevant impaired driving prevention project or task in the state. WIDAC members have contributed to the State’s Impaired Driving Assessment in 2010, contributed to the 2010 Target Zero, and assisted with the State’s SHSP Impaired Driving section.

Montana indicated that keeping the Executive Leadership Team (ELT) engaged is not an issue, but rather the challenge is keeping the ID EA working group motivated. Montana has found some success in creating sub-groups that can work on short-term tangible goals.

## Maintaining an Impaired Driving Plan

### The TIDTF

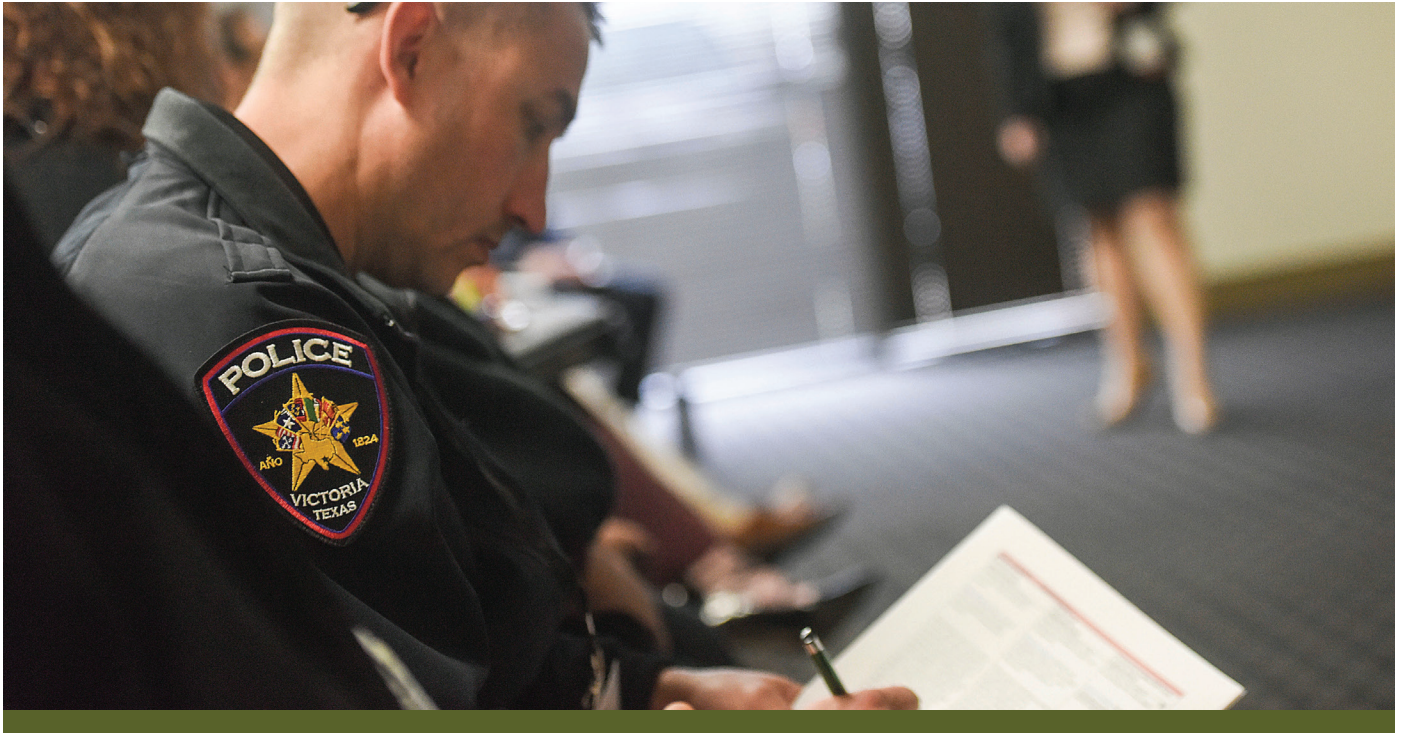
The TIDTF is responsible for maintaining and updating the Texas Impaired Driving Plan, which is used for the State’s application to qualify for federal funding. The TIDTF maintains and updates the Plan annually. Members provide suggested edits and revisions to the Plan during two editorial phases. After all changes are implemented, the Plan is circulated via email to TIDTF members for their electronic signature approval. Each member is expected to review and approve the Plan.

### State Responses

Washington’s impaired driving plan is described in the State’s Target Zero Plan, which is updated by WIDAC members every three years.

Colorado has an impaired driving plan that is revised every month even though the State is not required to have one because it is not considered a mid-range state.





Montana's ID EA working group discusses the Impaired Driving Plan at the meetings, and the ELT approves it on a yearly basis.

Maryland's impaired driving plan is part of the Strategic Highway Safety Plan.

### ***Implementing NHTSA Assessment Recommendations*** **The TIDTF**

The TIDTF has ranked each of the recommendations that came of the 2015 NHTSA Impaired Driving Technical Assessment. During one of its meetings, TIDTF members split into small working groups to discuss and create action plans for the top 5 recommendations, as voted on by the TIDTF. The recommendations are continually addressed during large and small group discussions at the task force meetings.

Additionally, the Education Subcommittee was created to specifically complete the recommendation of providing schools with "current, Texas-specific impaired driving information for inclusion in health and other curricula" and "coordinate school-based impaired driving activities with evidence-based alcohol and substance abuse prevention programs." The project has experienced several delays, but is expected to be fully complete by 2019.

### **State Responses**

Whenever Washington undergoes a NHTSA program assessment, those recommendations are discussed and usually incorporated into the State's Target Zero Plan. Washington in-

dicated that some recommendations, such as sobriety checkpoints, are not legal in the State. Therefore, Washington uses the NHTSA recommendations as "leverage when presenting information to legislators."

In Montana, the State tries to address all of NHTSA's recom-

**The TIDTF has ranked each of the recommendations that came of the 2015 NHTSA Impaired Driving Technical Assessment.**

mendations but has faced similar challenges as Texas in that many recommendations are tied to legislature changes. Legislative recommendations (such as alcohol excise tax) are challenging because of the political atmosphere or different state agency priorities and policies. During Montana's most recent NHTSA Impaired Driving Technical Assessment, 96 recommendations were received for its impaired driving program. Montana indicated it was working with federal partners to try to make these assessments more impactful as it's difficult to implement recommendations since many come with additional monetary costs.

In Minnesota, the TF is not involved in the NHTSA assessment.

## PERCEIVED IMPACT

The last section of the survey focused on perceived impact of the state's impaired driving task force, including both successes and areas for improvement. The subsequent section provides an overview of how the TIDTF operates and a summary of each state's responses.

### Successes

#### The TIDTF

The TIDTF measures success by looking at serious injury and fatal impaired driving crash data. The TIDTF follows the same performance targets that TxDOT has developed:

- Decrease the expected rise of alcohol-impaired fatalities from 1,323 alcohol-impaired fatalities in 2015 to not more than 1,499 alcohol-impaired fatalities in 2018
- Decrease the number of DUI incapacitating injuries from 2,696 DUI incapacitating injuries in 2015 to 2,438 DUI incapacitating injuries in 2018
- Decrease the expected rise of the alcohol-impaired rate per 100 MVMT from 0.51 alcohol-impaired fatality rate in 2015 to not more than 0.56 alcohol-impaired fatality rate per 100 MVMT in 2018.

**The success of the TIDTF  
has been dependent upon  
consistent leadership and as  
passionate membership.**

The success of the TIDTF has been dependent upon consistent leadership and a passionate membership. These assets have allowed the TIDTF to expand its activities to include hosting a statewide Impaired Driving Forum each year, participating in 10 regional community coalitions around the State each year, developing four subcommittees to support the TIDTF, and maintaining and updating the Texas Impaired Driving plan each year. In addition to these activities, the TIDTF offers technical assistance to any stakeholder who requests impaired driving crash data by sharing the crash data, writing technical memorandums, and/or developing intelligent infographics.

### State Responses

Washington indicated that it measures success by looking at serious injury and fatal crash data as a way to focus intervention and prevention efforts.

Montana measures success in a similar way as Washington. The performance targets set by the State's Highway Safety Plan guides the group's measure of success. The State therefore focuses on the number of impaired driving fatalities, the fatality rate, the number of serious injuries, the serious injury rate, as well as the number of non-motorized fatalities and serious injuries.

Colorado also measures success on the fatality reduction accomplishments of the year. Colorado also considers its ability to influence legislation and generate meaningful discussion among safety professionals as measures of success. Minnesota also sees legislature advances as a measurement of success. The Minnesota DWI Task Force has been acting as the Governor's liaison in matters of impaired driving traffic safety. Additionally, the Task Force often receives requests to provide testimony, insights, and write opinions to the legislature.

### Challenges

#### The TIDTF

One of the challenges that the TIDTF has discussed is the anticipated legalization of marijuana in Texas. Not long ago, most impaired driving stakeholders assumed the possibility of legalized marijuana (either recreational or medicinal) was never a possibility in the State. With recreational marijuana being legalized in numerous states over the past few years, the conversation in Texas has shifted from "never" to "when." Texas can learn valuable lessons from the experiences of states where recreational marijuana was legalized early on such as from Colorado, Washington, and Oregon.

### State Responses

When asked about challenges task forces have faced, Washington cited two challenges. The first challenge was Initiative 1183 which privatized the sale of hard liquor, and the second challenge was Initiative 502 which legalized the growing, distribution, and sale of marijuana. In Washington, the number of stores with hard liquor licenses went from 328 to 1,419, and the number of hours during which liquor can be purchased has nearly doubled—from 78 hours per week to 140. Marijuana will become more easily available as well. Many other states are watching what the impacts of these initiatives will be. All stakeholders continually formulate new strategies and policies to address these changes that have the potential to slow progress toward zero traffic deaths and serious injuries by 2030.

Colorado indicated that even though its Task Force can lobby, it is difficult to get the attention of many of the legislators. Even though Colorado has put forth several recommendations, inaction occurs when legislators do not read them.

Minnesota alluded to both internal and external challenges.



Because the Task Force is so informal, there has been criticism about the lack of a group charter or by-laws and lack of diverse representation. Externally, the Task Force has struggled to keep its image remain neutral. Minnesota emphasized the importance of remaining neutral and not showing “favoritism” to any one organization. If the Task Force chooses to support a bill, it does so because it is supporting the ideas behind the bill, not the organization. For example, the Task Force supports the use of ignition interlocks, but the Task Force has received pushback from some legislators who think the Task Force is showing favoritism to organizations like Mothers Against Drunk Driving (MADD).

Montana mentioned that creating new working groups or new programs to solve the impaired driving problem is challenging because individuals from various member agencies are already working on impaired driving activities on a regular basis. Therefore, its Task Force is not an independent organization but rather the product of the activity of individual member agencies. Montana indicated that many of its Task Force meetings focus on people providing agency updates on their programs rather than developing new programs.

## ***Influencing Legislation***

### **The TIDTF**

The TIDTF cannot lobby for legislation changes; therefore, the TIDTF sees its role as an “informer,” providing impaired driving related data and information. Members of the TIDTF are subject matter experts and have provided testimony to the State Legislature about the impaired driving challenge. TIDTF members participate in and present at regional, state, and national conferences.

### **State Responses**

In regards to informing the State Legislature when it comes to the impaired driving challenge, Washington’s WIDAC members provide data, factsheets, reports, and testimony. Washington indicated that legislators who are sponsoring impaired driving prevention bills often invite WIDAC members to their work groups.

In Colorado, beyond the factors mentioned previously, the Task Force heavily invests in its website and the media to conduct outreach with the public. Colorado often puts out campaigns that are broadcasted at media events.

In Montana, the Task Force group does not generate content for the Legislature to follow, but the individuals that represent specific agencies provide materials related to impaired driving that can inform the Legislature. For example, the Montana Department of Transportation (MDT) develops Traffic Safety Handouts which focuses on providing crash data.

In Minnesota, the DWI Task Force is able to lobby, but Task Force members are not allowed to lobby as individual agencies. The DWI Task Force has experienced tremendous success recently, especially as several new DWI bills have been passed by the State Legislature. As a result, the DWI Task Force has been gaining recognition and press through news articles and interview requests. Senate aides have continually reached out to the Task Force for data and information.

## ***Recommendations for Managing an Impaired Driving Task Force***

The last question on the survey asked State Respondents to identify recommendations for effectively managing a state-wide task force.

Washington indicated that an effective Task Force ensures that impaired driving work being done in the state is not duplicated. A task force should serve as a channel to provide networking opportunities, which allows for the exchange of expertise in all traffic safety areas. Moreover, the task force subject matter experts offer a solid foundation to address the vast problem of the impaired driving spectrum.

Minnesota indicated that investing in an informative website is a good idea because it links to resources that can be helpful to the community and the task force in general.

Montana emphasized that communication in between meetings is crucial as well as having the members participate by giving a small presentation to keep them engaged. The state respondent acknowledged that groups that are federally required but not state-legislatively mandated go through phases of success and latency.

Colorado recommended that a state’s task force should be a resource for the Legislature and to the public. The State Respondent indicated that the group should be open and flexible to the state’s needs and innovations emerging. The State Respondent believes that task forces are more effectively managed when they are legislatively created because the group gains specific legislative responsibility. Lastly, Colorado recommended developing committees so that passionate individuals can work on issues they care about the most. This model allows the task force to have a dedicated group of leaders who are willing to invest in the committee and want to see meaningful change.



## Conclusion

TTI interviewed representatives from five state impaired driving task forces to better understand the role and function they play in the impaired driving challenge. The findings align with NHTSA's 2009 *A Guide for Statewide Impaired Driving Task Forces* report. Some states – primarily due to how they were established – have more structure and organization, having developed charters or by-laws, stipulating participation requirements while others have found success with fewer formalities.

Although each of the state task forces have faced various internal and external challenges, task forces are beneficial because they prevent duplication of effort, provide an opportunity for stakeholders to network and exchange ideas, and they focus attention on the impaired driving challenge in communities.

### Areas for Improvement

The TIDTF already manages and employs many of the strategies and recommendations that other state impaired driving task forces utilize. The biggest differences between the TIDTF and the interviewed states are that the TIDTF retains a closed membership (for a Task Force that is not appointed by the Governor or legislatively mandated), meets less frequently, and communicates less consistently.

The TIDTF has retained a close membership in order to ensure that meetings remain productive for all members. Additionally, the TIDTF may consider developing a list of positions or organizations which should always have representation on the Task Force, such as from TxDOT (which operates the Texas Highway Safety Office), the State DRE Coordinator, the State Resource Prosecutor, etc.

The TIDTF may also consider amending the frequency and duration of meetings in order to keep members better apprised and engaged throughout the year. Perhaps meeting more frequently for a lesser amount of time (2-3 hours instead of 5-6 hours) is a better approach for keeping members engaged.

The TIDTF has already resolved to increase communication in between the in-person meetings. In FY 2019, the TIDTF will develop and distribute at least three newsletters to increase the flow of communication. Additionally, the TIDTF has developed a Website Subcommittee which has been charged with identifying a direction for the TIDTF's website, enhancing content, and developing a format and desired technical features. As part of the website revamp, the TIDTF Administration has started the dialogue for developing an online impaired driving crash data dashboard. The data dashboard would allow users to access crash data based on certain selected fields.

## Successes

Activities that seem to be somewhat unique to the TIDTF are utilizing subcommittees, hosting a statewide Impaired Driving Forum, and serving as a liaison to regional community coalitions. While some of the other state impaired driving task forces utilize subcommittees, the TIDTF utilizes subcommittees to not just address NHTSA recommendations but to also move beyond them as well.

The Education Subcommittee is developing a reference book of evidence-based alcohol/drug prevention programs as well as cost-free programs that are sponsored by TxDOT. The Education Subcommittee has been working over the past two years to compile the reference book, including identifying and aligning Texas Education Knowledge and Skills (TEKS) which are state education standards for each of the programs in the reference book. With an identified TEK, the program is more likely to be considered and implemented in schools. In addition to the reference book for schools and administrators, the Education Subcommittee has expressed interest in developing a similar reference book for community-based programs (for those programs outside of implementation in schools).

**The Education Subcommittee is developing a reference book of evidence-based alcohol/drug prevention programs as well as cost-free programs that are sponsored by TxDOT.**

Recognizing the importance of a digital footprint, the TIDTF has already tasked its Website Subcommittee with defining and enhancing the type of content found on the [www.dyingtodrink.org](http://www.dyingtodrink.org) website. As the impaired driving problem has moved beyond just alcohol-impairment, the Website Subcommittee has recommended changing the website's URL name. Suggestions for the new website name have been taken, and the domain name change is expected to take place in the near future.

The Legislative Subcommittee meets while the Texas State Legislature is in session, which are odd-numbered years. The Legislative Subcommittee is comprised of prosecutors and

attorneys, judges, and other stakeholders who are able to lobby. The Legislative Subcommittee tracks pending bills in the legislature and provides a brief summary of each bill's potential impact.

Finally, the TIDTF's Awards Selection Subcommittee is focused on recognizing an individual or organization that has been a significant contribution to reducing impaired driving in Texas. The Awards Selection Subcommittee will honor one recipient at the Statewide Impaired Driving Forum in 2019.

It would be beneficial for the TIDTF to consider adding:

- A Media Subcommittee, which would handle media and press inquiries
- A Data Subcommittee, which would handle requests for crash data.
- An Enforcement Subcommittee, which would serve as impaired driving enforcement liaisons to jurisdictions interested in establishing an impaired driving county task force, or implementing No-Refusal initiatives, etc.

Currently, the TIDTF Administration performs the activities the proposed Media and Data Subcommittee. While the TIDTF Administration would still be the primary effort behind those two subcommittees, they would serve as another platform for getting more members involved and engaged throughout the entire year and beyond.

The TIDTF grant supports the statewide Impaired Driving Forum each year. The Forum is a 1-day event that is free to attend and open to the public. In 2018, the TIDTF expanded the Forum to include three, concurrent breakout sessions so that participants could tailor their experience at the Forum to suit their backgrounds and interest. The Forum features regional, state, and national speakers. The Forum provides an opportunity for those interested in impaired driving issues to come together, share experiences and ideas, and foster new partnerships.

Finally, the TIDTF serves as a liaison to regional traffic safety and impaired driving community coalitions. The TIDTF recognizes the importance that grassroots efforts can have on the impaired driving challenge. Therefore, the TIDTF Administration attends at least 10 coalitions' meetings to learn about the activities regional coalitions are involved with and determine if any practices can be implemented at the state level. In addition, the TIDTF Administration shares information from the State with regional community coalitions so that each coalition does not have to "reinvent the wheel" when it comes to impaired driving efforts.



## Appendix A – Survey

### Background

- When was the Task Force established?
- What was the process by which the Task Force was established?
- Does the Task Force have a charter or a set of bylaws that you can share with us?
- In terms of membership, are there any participation requirements that members are expected to meet? (For example, attendance expectations, subcommittee participation, etc.)
- Does the Task Force receive grant funding or other donations that administratively support the Task Force? If so, what are those funding sources?
- How many members serve on the Task Force?
- How do you identify and recruit new members?

### Operations

- How often does the Task Force meet in-person? How long do the Task Force meetings typically last?
- Who sets the meeting agenda? How are items for the agenda identified and prioritized?
- How are Task Force meetings conducted (everyone kept in one large group for discussion, or are there working groups formed and each group works/discusses on a particular subject)?
- How do you keep members engaged during the meeting?
- How do you keep members motivated throughout the year?
- What are some of the projects or activities the Task Force is involved with outside of the in-person meetings (i.e., we facilitate a Statewide Impaired Driving Forum, we attend regional traffic safety community coalitions, we maintain a website, subcommittee meetings, etc.)?
- Do you have a state impaired driving plan? If so, what is the process by which you revise and approve the plan each year?
- Each state must undergo an impaired driving NHTSA assessment every 5 years. At the end of the assessment, a set of recommendations or considerations are made by the assessment team. How does your Task Force prioritize which NHTSA recommendations to pursue [i.e., does your state prioritize recommendations which are the easiest to implement (in terms of resources already available, cost, and time to implement), or does it prioritize recommendations that could impact the largest audience (even if it's a long-term goal, expensive, etc.)?]

### Measuring Impact

- How does the Task Force measure success as a Task Force (if impaired driving fatalities, crashes, and injuries are on the rise)?
- What are some of the specific challenges your Task Force has faced, and how have you worked to overcome them (both internal and external challenges)?
- How does your Task Force inform the State Legislature when it comes to impaired driving fatalities, crashes, and injuries? Do you provide any resources to the State Legislature (directly to congressmen or indirectly)?
- What are some best practices or recommendations for effectively managing a state Task Force?

## Appendix B – State Impaired Driving Task Force Contacts

### **COLORADO**

Glenn Davis  
Highway Safety Manager  
Colorado Task Force on Drunk & Impaired Driving  
Colorado Highway Safety Office  
glenn.davis@state.co.us

### **MARYLAND**

Kurt Gregory Erickson  
President & CEO  
Washington Regional Alcohol Program (WRAP)  
kurt@wrap.org

### **MINNESOTA**

David Bernstein  
Chair, Minnesota DWI Task Force  
david.bernstein@dwitaskforce.com

### **MONTANA**

Kevin, Dusko  
Program Manager  
State Highway Traffic Safety Section  
kedusko@mt.gov

### **WASHINGTON**

Mark Medalen  
Impaired Driving Program Manager  
Washington Traffic Safety Commission  
mmedalen@wtsc.wa.gov

## Appendix C – Charters and Statutes



Texas Impaired Driving Task Force  
est. 2012

### Task Force Charter

#### PREAMBLE

Impaired driving remains a significant traffic safety and public health challenge in Texas and across the country. Crashes caused by impaired driving have a devastating impact on the lives and families who have been directly affected. In addition, impaired driving crashes cost the State billions of dollars in associated medical costs and work production loss.

Crashes caused by impaired driving are preventable. It is upon the preventable nature of impaired driving crashes that the Texas Impaired Driving Task Force (TIDTF) was established with the mission of eliminating impaired driving in Texas.

#### ARTICLE ONE: MISSION

The mission of the TIDTF is to eliminate injury and death caused by impaired driving in Texas.

#### ARTICLE TWO: WHO WE ARE

What began in 2005 as a loosely structured meeting with representatives primarily from enforcement, training, and the Texas Department of Transportation (TxDOT), the TIDTF has evolved into a multifaceted representation of individuals and organizations focused on the elimination of impaired driving in Texas.

The TIDTF is comprised of individuals with expertise in their individual fields who create strategies to eliminate driving while intoxicated (DWI) injuries and deaths. Through discussion between members, the TIDTF is able to identify effective strategies to achieve its mission. Members also share available resources, information, and data to reduce duplicated efforts and improve overall efficiency. The TIDTF also fosters lasting relationships between impaired driving prevention, enforcement, adjudication, and treatment stakeholders and promotes partnerships in different fields with the cohesive goal of eliminating impaired driving.

The TIDTF identifies best practices, innovative solutions, and provides recommendations to TxDOT, allied professionals/program partners, state and local government agencies, organizations, and the general public.



### **ARTICLE THREE: OFFICERS**

The TIDTF is supported financially and administratively by a highway safety grant funded by TxDOT.

3.1 CO-CHAIRMEN: There shall be two co-chairmen – one representing TxDOT and one representing the grant recipient Administration. The co-chairmen shall serve for the duration of the TxDOT grant (historically, one fiscal year: October – September).

3.2 ADMINISTRATOR: The duties of the Administrator shall serve for the duration of the TxDOT grant. The Administrator is responsible for coordinating TIDTF meetings and the Texas Statewide Impaired Driving Forum, distributing meeting notes and materials to members, and generally assisting the co-chairmen.

3.3 ADMINISTRATION: The Administration generally supports the Administrator. The Administration may be present at TIDTF meetings but are not considered members of the TIDTF.

3.4 VACANCIES: Should the co-chairman representing TxDOT resign prior to the expiration of his or her term, TxDOT shall appoint a co-chairman to serve in his/her place. Should the co-chairman representing the grant recipient Administration resign prior to the expiration of his or her term, the grant recipient Administration shall work with TxDOT to appoint a co-chairman to serve through the duration of the fiscal year.

### **ARTICLE FOUR: MEMBERSHIP**

4.1 MEMBERS: The TIDTF shall be comprised of agencies, offices, and organizations from public and private sectors of state leadership, each of whom possesses a demonstrated interest in the elimination of impaired driving.

The Co-Chairmen may appoint additional members on an as-needed basis. Members may submit nominations to the Administrator via e-mail. Nominations that fill a gap in membership background expertise will be considered, and if appropriate, pursued.

4.2 TERM: Each member will serve a term of one fiscal year (October 1 – September 30) with the option to serve again. There is no limit to the number of terms a member can serve; however, each member shall sign a letter of commitment at the start of each new fiscal year.

4.3 RESIGNATION: Any member shall have the right to resign his or her position on the TIDTF. Any resignation should be provided to the Administrator via e-mail. The Administrator may request that another designee be appointed to replace the departing member.

**ARTICLE FIVE: MEETINGS**

- 5.1 REGULAR MEETINGS: The TIDTF shall meet semi-annually at a time and location specified by the Administrator.
- 5.2 NOTICE: Notice of each TIDTF meeting shall be given at least 6 months in advance by e-mail.
- 5.3 LOCATION: Meetings shall be held at a location place chosen by the Co-Chairmen with due consideration given to the convenience of all members and staff suitable for the occasions.
- 5.4 MINUTES: The Administration shall take and maintain meeting minutes, including a record of the members present. The Administrator shall distribute meeting materials within two weeks of each meeting.
- 5.5 PLANNING: The Administration will serve as a resource and provide logistical support for meeting location, preparations, notice, and minutes.
- 5.6 ATTENDANCE/INACTIVITY: Member organizations may have multiple representatives serving on the TIDTF. Members are expected to attend the semi-annual meetings in their entirety in person. In the event a member is unable to attend a meeting in person, a "substitute" may be sent in his/her place; however, the member will be considered absent from the meeting.

The Co-Chairmen reserve the right to remove inactive members from the TIDTF. Members who are absent from two consecutive meetings regardless of the fiscal year shall be considered inactive and can have their membership removed.

After every missed meeting, the Administrator shall notify absent members about the attendance policy. During every meeting registration period, the Administrator shall re-notify members who missed the previous meeting about the attendance policy. The Administrator shall notify "inactive" members regarding membership removal after the second consecutive missed meeting.

**ARTICLE SIX: SUBCOMMITTEES**

- 6.1 SUBCOMMITTEES: The following subcommittees should be organized, chaired, and populated as necessary to accomplish the goals of the TIDTF:

- Awards Selection
- Education
- Legislation
- Website

Members are eligible to serve on any subcommittee. Subcommittee meetings shall be held primarily via webinar and conducted between the semi-annual TIDTF meetings.

Subcommittee Chairs shall work with the Administrator to keep the larger TIDTF apprised of events. Each subcommittee shall independently establish the frequency of meetings with the expectation that each subcommittee will meet at a minimum of once a fiscal year (October – September).

- 6.2 SPECIAL SUBCOMMITTEES AND/OR OTHER SUBCOMMITTEES: The Co-Chairmen shall appoint or disband special and/or other subcommittees as necessary for the efficient operation of the TIDTF.

#### **ARTICLE SEVEN: TEXAS IMPAIRED DRIVING PLAN**

One of the primary tasks of the TIDTF is to prepare and maintain the Texas Impaired Driving Plan. The Plan has evolved from a simplified internal assessment into a detailed document that provides both strategic and operational direction for the State and TxDOT specifically in terms of eliminating the impaired driving problem on Texas roadways. To apply for additional federal funding, Texas must submit a statewide impaired driving plan developed and approved by a statewide impaired driving task force each fiscal year.

##### **7.1 APPROVAL PROCESS:**

- The Administrator shall distribute or make available the most recent Texas Impaired Driving Plan to members before the end of December.
- Members shall review the Plan and provide comments and feedback for improvement.
- The Administrator shall update the Plan based on received comments and feedback. The Administrator shall disseminate an updated version of the Plan to members for final review.
- Upon final review and concurrence with the updated Plan, members shall submit approval of the Plan to the Administrator.
- The Administrator shall submit the final Plan (including member approval) to the Co-Chairmen by June 15 (unless otherwise discussed) for TxDOT submission to the National Highway Traffic Safety Administration.



## Montana's Charter

### Executive Leadership Team Charter

The purpose, membership, role and responsibilities of the Executive Leadership Team are as follows:

#### Article 1: Executive Leadership Team

##### Section 1: Name

The name of this committee shall be the Executive Leadership Team (ELT).

##### Section 2: Origin

The Executive Leadership Team, as identified in Montana's 2015 Comprehensive Highway Safety Plan (CHSP), is the guiding authority on implementing highway safety strategies statewide to reduce fatalities and serious injury crashes. The CHSP was approved by the Federal Highway Administration (FHWA) on June 26, 2015.

##### Section 3: Purpose

The purpose of the Executive Leadership Team is to provide direction on the implementation of Montana's Comprehensive Highway Safety Plan. The role of the Executive Leadership Team members is as follows:

- 1) Provide leadership and collaboration addressing statewide highway safety needs.
- 2) Prioritize and institutionalize Vision Zero across agencies.
- 3) Commit resources to implement statewide highway safety initiatives.

##### Section 4: Membership

The Executive Leadership Team shall consist of the following officials who shall be voting members unless designated as non-voting:

- 1) Governor of Montana
- 2) Director, Montana Department of Transportation & Governor's Highway Safety representative
- 3) Director, Office of Indian Affairs
- 4) Attorney General, Department of Justice
- 5) Colonel, Montana Highway Patrol

- 6) Director, Department of Health and Human Services
- 7) Director, Department of Corrections
- 8) Court Administrator, Office of the Court Administrator Office
- 9) Chief Public Defender, Office of State Public Defender
- 10) Montana County Attorney Association
- 11) Montana Sheriffs and Peace Officers Association
- 12) Superintendent, Office of Public Instruction
- 13) Director, Department of Revenue
- 14) Executive Director, Montana Association of Counties
- 15) Executive Director, Montana League of Cities and Towns
- 16) Administrator, Montana Taverns Association
- 17) State Legislative Senator and Representative
- 18) Judiciary Representative

Any Executive Leadership Team member may designate a proxy in their absence. Designation of a proxy shall be in writing addressed to the Secretary of the Executive Leadership Team.

## **Article II – Duties and Responsibility**

The Executive Leadership Team is recognized as the guiding authority on implementing highway safety strategies statewide and has the following duties and responsibilities:

- 1) Identify and remove barriers within and between agencies to achieve Vision Zero.
- 2) Incorporate common CHSP safety strategies and initiatives into agency plans and policies.
- 3) Delegate appropriate staff to participate actively in the implementation of the CHSP.
- 4) Approve the CHSP Emphasis Area work plans and support the implementation of strategies and safety efforts.
- 5) Serve as Montana’s Statewide Impaired Driving Task Force as required by 23 CFR 1200.23.

### **Section1: Duties of Chairman and Staff**

As the Governor’s Representative for Highway Safety the Director of the Montana Department of Transportation shall be the Chairman of the Executive Leadership Team. MDT will be responsible for providing staff resources to the Team.

- 1) The Chairman shall preside at all meetings of the Executive Leadership Team and call special meetings as needed.
- 2) MDT staff shall document and distribute meeting summaries, attendance, and notify members of meeting and other duties that may be required by the Chairman.

#### Section 2: Responsibilities - Coordination and Collaboration

Executive Leadership Team shall communicate current and emerging safety issues and goals; and designate staff to the Advisory Committee and Emphasis Area Teams to coordinate statewide efforts and collaborate on policies, programs and activities. Responsibilities include:

- 1) Designation of staff to implement the CHSP safety strategies to ensure active participation, coordination, collaboration, communication, and consistency on programs and activities across agencies.
- 2) Approval of the CHSP emphasis area work plans and strategies, including but not limited to the impaired driving plan.

#### **Article III: Meetings**

The Executive Leadership Team shall meet at minimum twice a year to carry out the duties and responsibilities of this Team.

Meeting shall be held in conformance with appropriate sections of Montana Code Annotated (MCA 2-3-203 <http://leg.mt.gov/bills/mca/2/3/2-3-203.htm> ) which concern open meeting laws. Specifically all meetings shall be open to the public.

#### The following order of business shall be observed at all meetings:

1. Roll Call
2. Approval of minutes of previous meeting
3. Old Business
4. New Business
5. Action Items
6. Announcements
7. Public Comment
8. Next Meeting/Adjournment



#### Article IV: Action Item Procedures

Any Executive Leadership Team member may present an action item to the Team of the whole. The action item shall then be voted on and approved by a simple majority. If known in advance, action items will be indicated on meeting agendas.

#### Article V: Adoption of Article

These articles may be adopted by a majority of the Executive Leadership Team.

#### Article IX: Amendments to the Charter

These articles may be amended by a majority of the Executive Leadership Team.

Dated this 12 Day of July, 2016.

Approved for the Executive Leadership Team

By:

Michael Tooley

Executive Leadership Team Chair

**Colorado's Statute: CO Rev Stat § 42-4-1306 (2016)**

- (1) The general assembly finds and declares that:
  - (a) Drunk and impaired driving continues to cause needless deaths and injuries, especially among young people;
  - (b) In 2003, there were over thirty thousand arrests for driving under the influence or driving while ability-impaired;
  - (c) Although Colorado has taken many measures to reduce the incidents of drunk and impaired driving, the persistent regularity of these incidents continues to be a problem, as evidenced by the case of Sonja Marie Devries who was killed in 2004 by a drunk driver who had been convicted of drunk driving on six previous occasions; and
  - (d) According to the federal national highway traffic safety administration, other states with a statewide task force on drunk and impaired driving have seen a decrease in incidents of drunk and impaired driving.
- (2) There is hereby created the Colorado task force on drunk and impaired driving, referred to in this section as the "task force". The task force shall meet regularly to investigate methods of reducing the incidents of drunk and impaired driving and develop recommendations for the state of Colorado regarding the enhancement of government services, education, and intervention to prevent drunk and impaired driving.
- (3) (a) The task force shall consist of:
  - (I) The executive director of the department of transportation or his or her designee who shall also convene the first meeting of the task force;
  - (II) Two representatives appointed by the executive director of the department of revenue, with the following qualifications:
    - (A) One representative with expertise in driver's license sanctioning; and
    - (B) One representative with expertise in enforcement of the state's liquor sales laws;
  - (III) The state court administrator or his or her designee;
  - (IV) The chief of the Colorado state patrol or his or her designee;
  - (V) The state public defender or his or her designee;
  - (VI) Two representatives appointed by the executive director of the department of human services with the following qualifications:
    - (A) One representative with expertise in substance abuse education and treatment for DUI or DWAI offenders; and
    - (B) One representative with expertise in providing minors, adolescents, and juvenile offenders with substance abuse treatment and related services;
  - (VII) The director of the division of probation services or his or her designee;
  - (VIII) The executive director of the department of public health and environment, or his or her designee;
  - (IX) The following members selected by the member serving pursuant to subparagraph (I) of this paragraph (a):
    - (A) A representative of a statewide association of chiefs of police with experience in making arrests for drunk or impaired driving;

- (B) A representative of a statewide organization of county sheriffs with experience in making arrests for drunk or impaired driving;
  - (C) A victim or a family member of a victim of drunk or impaired driving;
  - (D) A representative of a statewide organization of victims of drunk or impaired driving;
  - (E) A representative of a statewide organization of district attorneys with experience in prosecuting drunk or impaired driving offenses;
  - (F) A representative of a statewide organization of criminal defense attorneys with experience in defending persons charged with drunk or impaired driving offenses;
  - (G) A representative of a statewide organization that represents persons who sell alcoholic beverages for consumption on premises;
  - (G.5) A representative of a statewide organization that represents persons who sell alcoholic beverages for consumption off premises;
  - (H) A representative of a statewide organization that represents distributors of alcoholic beverages in Colorado;
  - (I) A manufacturer of alcoholic beverages in Colorado;
  - (J) A person under twenty-four years of age who is enrolled in a secondary or postsecondary school;
  - (K) A representative of a statewide organization that represents alcohol and drug addiction counselors; and
  - (L) A representative of a statewide organization that represents persons licensed to sell retail marijuana for consumption off premises;
  - (X) The director of the peace officers standards and training board or the director's designee; and
  - (XI) A researcher who is appointed by a majority of the task force members and who specializes in drunk and impaired driving research.
- (b) Members selected pursuant to subparagraph (IX) of paragraph (a) of this subsection (3) shall serve terms of two years but may be selected for additional terms.
  - (c) Members of the task force shall not be compensated for or reimbursed for their expenses incurred in attending meetings of the task force.
  - (d) The initial meeting of the task force shall be convened on or before August 1, 2006, by the member serving pursuant to subparagraph (I) of paragraph (a) of this subsection (3). At the first meeting, the task force shall elect a chair and vice-chair from the members serving pursuant to subparagraphs (I) to (VIII) of paragraph (a) of this subsection (3), who shall serve a term of two years but who may be reelected for additional terms.
  - (e) The task force shall meet not less frequently than bimonthly and may adopt policies and procedures necessary to carry out its duties.
  - (4) The task force shall report its findings and recommendations to the judiciary committees of the house of representatives and the senate, or any successor committees, on or before January 15, 2007, and on or before each January 15 thereafter.
  - (5) (Deleted by amendment, L. 2011, (SB 11-093), ch. 41, p. 108, § 2, effective March 21, 2011.)



## Appendix D – Member/Agency Requirements

The following is the member/agency requirements for Montana and Colorado.

### Montana’s DUI Task Force - ELT

- Governor of Montana
- Director, Montana Department of Transportation & Governor’s Highway Safety representative
- Director, Office of Indian Affairs
- Attorney General, Department of Justice
- Colonel, Montana Highway Patrol
- Director, Department of Health and Human Services
- Director, Department of Corrections
- Court Administrator, Office of the Court Administrator Office
- Chief Public Defender, Office of State Public Defender
- Montana County Attorney Association
- Montana Sheriffs and Peace Officers Association
- Superintendent, Office of Public Instruction
- Director, Department of Revenue
- Executive Director, Montana Association of Counties
- Executive Director, Montana League of Cities and Towns
- Administrator, Montana Taverns Association
- State Legislative Senator and Representative
- Judiciary Representative

### Colorado Task Force on Drunk and Impaired Driving

In 2014, the Interagency Task Force on Drunk Driving was changed to the Colorado Task Force on Drunk and Impaired Driving by Colorado House Bill 14-1321. Designated Task Force member agencies select representation from the “representatives” group to serve on the Task Force. This is found in Colorado § 42-4-1306 (2016).

### Members

- Colorado Department of Transportation
- Colorado State Patrol
- Colorado Department of Revenue, Driver’s License Sanctioning
- Colorado Department of Revenue, Liquor Enforcement
- State Court Administrator’s Office
- State Public Defender’s Office
- Colorado Department of Human Services, Office of Behavioral Health, DUI Substance Abuse Treatment
- Colorado Department of Human Services, Office of Behavioral Health, Minors Substance Abuse Treatment
- State Court Administrator’s Office, Division of Probation Services
- Colorado Department of Public Health and Environment

**Representatives**

- Statewide Association of Chiefs of Police
- Colorado Peace Officers Standards and Training Board
- Statewide Organization of County Sheriffs
- Family Member of a Victim of Drunk or Impaired Driving
- Mothers Against Drunk Driving
- Statewide Organization of District Attorneys
- Colorado Criminal Defense Bar
- On-Premise Alcohol Beverage Retailers
- Off-Premise Alcohol Beverage Retailers
- Alcoholic Beverage Distributors
- Alcoholic Beverage Manufacturers
- A Person Under 24 who is Enrolled in a Secondary or Postsecondary School
- Colorado Association of Addiction Professionals
- Statewide Organization of Retail Marijuana for Consumption Off Premises
- Researcher Who Specializes in the Field of Impaired Driving

**Washington's Membership**

- AAA Washington
- American Association of Motor Vehicle Administrators
- Association of Alcohol and Addiction Programs of Washington State
- Department of Licensing, Motorcycle Safety Technical Experts
- Drug Recognition, Evaluation, and Classification Program
- Greater Spokane Substance Abuse Council
- Ignition Interlock Companies
- National Highway Safety Administration (NHTSA)
- NHTSA Region Ten Judicial Outreach Liaison
- Northwest Association of Tribal Enforcement Officers
- Standardize Field Sobriety Test Program
- Target Zero Traffic Safety Taskforces
- Traffic Safety Resource Prosecutor Program
- Washington Association of Prosecuting Attorneys
- Washington Association of Sheriffs and Police Chiefs
- Washington Department of Health
- Washington Judicial Outreach Liaison
- Washington MADD
- Washington Misdemeanor Correction Association







