

## State Planning and Research Program Quarterly Report

**PROJECT TITLE:** *Recruitment and Retention of Highway Maintenance Workers*

**OBJECTIVES:** To produce a concise, comprehensive guide of innovative but practical ways for DOTs/ DPWs to recruit and retain a highly proficient, productive, versatile and committed roadway maintenance workforce. This information should help agencies “make the case” with decision-makers and the public as to feasible measures to attract, keep, and improve a reliable, capable workforce.

**PERIOD COVERED:** October 1, 2020 – December 31, 2020

**PARTICIPATING AGENCIES:** Minnesota Department of Transportation and the Clear Roads Technical Advisory Committee

<p><b>PROJECT MANAGER:</b> Debbie Sinclair / Tom Peters</p> <p><b>LEAD AGENCY:</b> MnDOT</p> <p><b>PRINCIPAL INVESTIGATOR:</b> Laura Fay, WT/MSU</p>	<p><b>SP&amp;R PROJECT NO:</b> MnDOT Contract No. 1003322, WO#5</p> <p>Federal Project Number: TPF-5(353)</p>	<p><b>PROJECT IS:</b></p> <p style="text-align: center;"><u>    </u> Planning <u>  X  </u> Research &amp; Development</p>
<p><b>ANNUAL BUDGET:</b> \$70,000</p>	<p><b>PROJECT EXPENDITURES TO DATE:</b> \$25,365</p>	

**WORK COMPLETED:**

- The kick-off meeting was held March 9, 2020. The kick-off meeting presentation (PowerPoint) and meeting notes were submitted to the TAC March 19, 2020. This included a message to the TAC regarding how COVID 19 may impact this project.
- Task 1 – Literature Review  
TAC member Scott Lucas asked that we add in an additional subtopic “Finding, keeping, and advancing women in the transportation workforce” which will make every effort to include in all tasks of this project. The Task 1 deliverable was submitted on May 1, 2020, and meeting was held May 19, 2020 to discuss the task deliverable and receive feedback from the TAC. The Revised Task 1 Literature Review and document addressing how the TAC comments were handled was submitted June 9, 2020. The Task deliverable was officially approved July 10, 2020.
- Task 2 – Surveys, Four draft surveys (for Maintenance Workers, Maintenance Managers, Human Resource Managers, and Private Contractors) were submitted to the TAC for review and comment on May 27, 2020. All comments from the TAC were addressed, and the surveys were inserted into the online survey tool and submitted to the TAC for testing on June 29, 2020. The survey was sent out July 2020 and closed September 2020. The Survey Results were submitted to the TAC on Nov. 6, 2020, and a meeting was held on Nov. 16, 2020 to review the results and get TAC feedback. The revised Survey Results was submitted, and this task has been approved.
- Task 3 – Interviews, A list of interviewees was developed and discussed in the Nov. 16, 2020 meeting with the TAC. Input from the TAC was incorporated and interviews have begun. The Task 3 Summary of Interviews document will be submitted to the TAC in the next quarter.
- Task 4 – Case Studies, A preliminary list of Case Studies was developed and discussed in the Nov. 16, 2020 meeting with TAC. Input from the TAC has been incorporated.

**SUMMARY OF ACTIVITIES EXPECTED TO BE PERFORMED NEXT QUARTER:**

- Task 3 – Interview will be conducted and summarized. Task deliverable will be submitted.
- Task 4 – Case Studies ideas will be further developed.

**STATUS AND COMPLETION DATE:**  
A no-cost time extension was submitted to Greg Waidely on March 19, 2020 for approval. The time extension was officially accepted by all parties on June 2, 2020 and the new project end date is July 31, 2020. The TAC will be notified if changes occur due to COVID 19 that could impact this research effort.