



TRAFFIC SAFETY NETWORK
**LEADERSHIP
TOOLKIT**



WELCOME

Nearly every day, families across Michigan receive the devastating news that a loved one was killed in a vehicle crash or suffered debilitating injuries with enough severity to reduce the quality of their life forever.

You've accepted the exciting opportunity to join the Michigan Office of Highway Safety Planning (OHSP) and the American Automobile Association (AAA) of Michigan in making roadways safer for everyone. Your willingness to lead a regional Traffic Safety Network (TSN), where partners share ideas, learn about resources, and participate in innovative programs, is an unmatched opportunity to make a long-lasting, positive impact.

We researched the best practices of high-engagement TSNs and received input from TSN leaders and members to create a toolkit of resources with customizable checklists, templates, and step-by-step guides to make administering a TSN as simple as possible.

Thank you for your hard work, energy, and dedication toward reducing fatalities and injuries caused by motor vehicle crashes. Your efforts are very much valued.



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Reducing motor vehicle crashes takes a collaborative effort. It requires changing beliefs, attitudes, behaviors, and the environmental factors that contribute to serious injuries and fatalities. That's why building a strong and varied network is so important.

- TSN Membership Survey, 2022



What is a TSN?

A TSN brings together individuals who share a common goal: making Michigan's roads safer for everyone. Co-sponsored by the OHSP and the AAA of Michigan, TSNs provide a platform for collaboration, idea-sharing, and education among traffic safety advocates across the state.

TSNs are open to anyone with an interest in roadway safety. Each network is shaped by its region's geography, community needs, and the professional backgrounds of its members. While every TSN has its own unique identity, all include a core group of dedicated professionals from both public and private sectors, who work together to advance traffic safety solutions.

By connecting and supporting one another, TSNs strengthen relationships, share best practices, and promote innovative strategies to reduce crashes and save lives.

Why do TSN members attend meetings?

- To network with other traffic safety partners and put a face with a name or voice.
- To learn about safety initiatives in their region.
- To share information with other traffic safety professionals in their regional network.
- To attend educational presentations on current and emerging traffic safety topics.
- To become aware of local traffic safety problems, get assistance analyzing data, and brainstorm with others to find solutions.
- To learn about traffic safety resources such as grant funding opportunities, promotional materials, and special programming.
- To spend quality time with others who relate to the time, energy, and challenges of working to ensure the safety of motorists.

Where are the TSNs located?

Michigan's 83 counties are organized into fifteen TSNs. A staff person with the OHSP is assigned to each TSN to represent the OHSP as an attendee at TSN meetings. A copy of the TSN map can be found [here](#).



Meeting Logistics

When

Meetings are typically held quarterly throughout the year, with some TSNs taking the summer months off.

Set your dates

Before the beginning of the state fiscal year (October 1), determine the number of times your TSN membership wants to meet over the next 12 months.

Check for conflicts and planned events

- Holidays (federal, state, or cultural)
- Please avoid Mondays and Fridays for better attendance at regular meetings. For legislator meetings, see the Legislative Meeting file for relevant tips on the [OHSP website](#).

Consider meeting dates around a subject matter theme

Check the [OHSP](#) and [NHTSA Traffic Safety Campaign calendars](#) for ideas. Example: April is Distracted Driving Awareness Month. Consider meeting in mid-March for relevancy.

Coordinate communications

Advise the OHSP TSN Liaison when scheduling a meeting.

Where

Locations are the choice of TSN leadership and members. Some networks choose to move them around a region, while others remain in one place. TSN leadership is encouraged to seek donated meeting space and AV equipment where possible. Preapproval from the OHSP and AAA is required if there is a fee for these costs.

Comfort

- Is the meeting easy to get to and scheduled so I have time to get there?
- Will it start and end on time?
- Is the meeting facilitated to run smoothly?
- Are there delays that feel like my time is being wasted? How can delays be kept to a minimum?
- Can speakers and audio-visual presentations be seen and heard clearly from all locations in the venue?
- Are attendees greeted upon arrival? Is an effort made to connect them with others?

What

The content of a meeting can include presentations, roundtable discussions, a legislative update, and lunch or breakfast.

Relevancy

- What's in it for me to be here today? Am I going to learn something new or something essential to my job?
- What's on the agenda? I may not be interested in these topics, but hopefully the facilitator will make them relevant.

Tips for Effective Meetings

Running an effective meeting

- Set a firm agenda and be sure all network members receive a copy.
- Make the meetings enticing. Be sure to schedule a variety of interesting speakers, tours, and activities to make attending the meetings beneficial to members. A robust agenda will help members receive approval from their supervisors to attend.
- Make the meeting interactive by including everyone who attends. Include time for a roundtable discussion so everyone can provide an update on their organization's latest news.
- If you have members or guests attending remotely, DO NOT FORGET that they are present and must be included in the meeting. Ask for their updates, opinions on discussions, etc.
- Start and end the meetings on time.
- Be local, be accurate, and be proactive.
- Encourage meeting attendees to participate in discussions.

Group Questions

It is suggested that these questions be asked of the group, either at the beginning of the year or over the course of several meetings.

- If you could add one person to this network, who would it be and why?
- What are the roadblocks to getting that person on board?
- What would you say are the three greatest strengths or assets of this network? How can we maximize them?
- Where would you like to see this network be in a year? What do you see us doing?

Roundtable Discussion Format

- Name.
- Agency.
- Tell us about a traffic safety project or activity being implemented by you or your agency.
- One traffic safety issue that seems to be a problem in our network area.



OHSP Sponsorship Support

The OHSP program staff member will attend TSN meetings to provide updates on the OHSP's current programs. The OHSP TSN Liaison may provide high-level oversight of the TSNs, attend meetings, and will process payments for OHSP-sponsored meals. Both the OHSP TSN Liaison or program staff may provide technical assistance, such as:

- Presentation and agenda ideas
- Coalition-building ideas
- Identifying traffic safety resources
- Assisting with Teams during hybrid meetings, such as monitoring the chat

Building an Agenda

- Current county/regional/state traffic safety issues
- Problem identification based on traffic crash data—visit the [Michigan Traffic Crash Facts website](#)
- Current or upcoming traffic safety campaigns found on the OHSP's main web page under the Inside OHSP section.
- Roundtable sharing of attendees' traffic safety activities or issues

Once the meeting details are determined, share the agenda with all TSN members and the OHSP TSN Liaison via Outlook. It will include the following information:

- Meeting date/time
- Meeting location
- Agenda topic(s)—provide as much information as possible about the presentation
- Speaker's name, title, and agency represented
- Other information you wish to share with the other TSNs regarding the meeting

The OHSP Liaison must receive the agenda at least one month prior to the meeting date. This allows the OHSP to share the agenda via the Governor's Traffic Safety Advisory Commission ([GTSAC](#)) listserv.

TSN meetings should feature a guest speaker. The speaker should be able to present on a relevant, timely, and regionally appropriate area of traffic safety. Other acceptable speakers may include motivational or professional development presenters.

A reminder call or email should be made to the guest speaker(s) before the meeting to confirm their presentation or to find a replacement if the speaker is no longer available.

Funding for Meals

A total of four (4) meals per TSN may be funded per fiscal year (October 1 - September 30).

- The AAA of Michigan will sponsor one (1) meal and one (1) legislative breakfast or lunch.
 - The OHSP will sponsor two (2) lunches.
1. Meal limit is based on the State of Michigan (SOM) group meeting meal per diem of \$15.00 for breakfast and \$17.00 for lunch per person or \$17.00 for breakfast and \$19.00 for lunch per person for select cities (visit the [DTMB Travel site](#) for more information). Be sure to check the website prior to ordering meals to confirm the current rate based on the meeting date and location. **Meal allowance rate is based on where the meeting is held and not where the vendor is located.** The rate is subject to change each year on January 1.
 2. Delivery fees are allowable if they are included on the vendor's invoice. Delivery fees cannot be paid to individuals or businesses separate from the vendor providing the meal, such as Door Dash, Uber Eats, etc.
 3. Tips are not allowed and will not be reimbursed.
 4. Meals cannot be prepaid by the OHSP nor AAA.
 5. Things to remember when planning for TSN meeting meals:
 - a. Determine who will be paying for the meal (OHSP or AAA)
 - If AAA, advise the OHSP Liaison of an upcoming need for a card payment.
 - If the OHSP, the selected vendor must be willing to provide an invoice at the time of the meal delivery.
 - Subsequent OHSP payments will be made through the Statewide Integrated Governmental Management Applications (SIGMA) system.
 - Vendor registration in the SIGMA system must be completed to receive payments. Registration information can be found [Vendor Registration page](#). Please contact the OHSP Liaison when using this method of payment.
 - b. Choose vendor (caterer, restaurant, or grocery store).
 - c. Ensure vendor can stay within the SOM per person meal per diem limit. Provide tax exempt certificate (see attached) number from the OHSP Liaison.
 - d. Obtain deadline for final vendor meal count (if applicable).
 - e. Request lunch RSVPs in meeting invitation.
 - f. Provide vendor with final count (based on the number of RSVPs), venue address, and delivery time. Please DO NOT order more than two additional lunches for any attendees who did not RSVP. This is to avoid excessive meal expenditures and comply with the OHSP and SOM policies.
 - g. Set up tables at venue for food delivery.
 - h. Obtain itemized receipt that MUST include: 1) date of meeting, 2) name of vendor, 3) SIGMA Vendor ID, 4) SIGMA Address Code, and 5) total charges. Ensure that no sales tax nor tip is charged. Remember to return items to the vendor if applicable (e.g., hot cases, serving utensils, coffee decanters).

Meal Receipts

Regardless of whether the OHSP or AAA is paying for the meal, all TSN Chairs or Co-Chairs are to submit a clearly scanned copy of the following to the OHSP Liaison, Sandy Enness, at EnnessS2@michigan.gov:

- Clear copy of your itemized meal receipt
- Clear copy of RSVP/sign-in sheet (to reconcile with meal receipt and number of meals ordered)
- Clear copy of meeting agenda

The OHSP TSN Liaison will enter all the above for payment processing in MGX, and submit appropriate receipts to AAA for processing and monitoring.

Schedule of Travel Rates for Classified and Unclassified Employees

The TSN Chair needs to check the [DTMB web page](#) prior to each meeting to ensure the current meal rates are used.

MICHIGAN SELECT CITIES*

	Individual	Group Meeting (pre-arranged and approved)
Lodging**	\$98.00	
Breakfast	\$14.00	\$17.00
Lunch	\$16.00	\$19.00
Dinner	\$31.00	\$34.00

MICHIGAN IN-STATE ALL OTHER

	Individual	Group Meeting (pre-arranged and approved)
Lodging**	\$98.00	
Breakfast	\$12.00	\$15.00
Lunch	\$14.00	\$17.00
Dinner	\$27.00	\$30.00
Lodging**	\$66.00	
Breakfast	\$12.00	
Lunch	\$14.00	
Dinner	\$27.00	
Per Diem Total	\$119.00	

REIMBURSABLE MEAL SCHEDULE

	Travel Begins Before	Travel Extends After
Breakfast	6:00 a.m.	8:30 a.m.
Lunch	11:30 a.m.	2:00 p.m.
Dinner	5:30 p.m.	8:00 p.m.

OUT OF STATE SELECT CITIES*

	Individual	Group Meeting (pre-arranged and approved)
Lodging**	Contact FROSCH Travel	
Breakfast	\$22.00	\$25.00
Lunch	\$23.00	\$26.00
Dinner	\$36.00	\$39.00

OUT OF STATE ALL OTHER

	Individual	Group Meeting (pre-arranged and approved)
Lodging**	Contact FROSCH Travel	
Breakfast	\$16.00	\$19.00
Lunch	\$19.00	\$22.00
Dinner	\$28.00	\$31.00
Lodging**	\$66.00	
Breakfast	\$16.00	
Lunch	\$19.00	
Dinner	\$28.00	
Per Diem Total	\$129.00	

Current Mileage Rates

Premium Rate: \$0.70 per mile
 Standard Rate: \$0.440 per mile

Incidental Costs Per Day (with overnight stay): \$5.00

*Select Cities Listing

** Lodging available at State rate, or call Conlin Travel at 877-654-2179 or www.concursolutions.com



Who Should You Invite?

Use this list of potential invitees as a guide when considering who to invite from various organizations and industries and how to grow your network. This list can also spark ideas for potential presentation topics for the TSN meetings.

Communications

- Local public health department communications
- Michigan Departments of Transportation; Natural Resources; Agriculture & Rural Development; Health & Human Services; State; Environment, Great Lakes, and Energy; and State Police.
- Public promotion agencies
- State agency media partners: print, TV, radio, advertisements

Education

- Clinics, hospitals, and trauma prevention
- K-12 school principals, teachers, counselors, nurses, and bus drivers/pupil transporters
- Parents, parent groups, students, and student groups
- Parent-teacher associations
- MSU Extension/4-H
- Public health departments/health educators
- Regional trauma network coordinators
- Secretary of State brand managers
- Scouting programs

Emergency, Trauma, and Fire Rescue

- Air ambulance services
- Fire/crash rescue departments and responders
- Fire/crash rescue and public safety dispatchers
- Hospital emergency department medical directors and staff
- Paramedics and EMTs
- Physical and occupational therapists
- Regional trauma network coordinators
- Substance abuse treatment and rehabilitation specialists
- Trauma surgeons and nurses
- Tow truck and heavy rescue operators

Enforcement

- County/city/charter township police
- Legislators and legislative aides
- Michigan State Police
- Motor carrier/commercial vehicle enforcement officers
- Police academies
- Public safety departments
- School resource officers
- Tribal police
- University/community college police or DPS
- Worksite employee policy enforcement

Engineering

- Academic researchers and institutions
- Auto dealers and auto repair shops
- Auto manufacturers
- Cell tower/broadband service providers
- County road commissions
- District/city engineers
- Michigan Department of Transportation
- Municipal traffic advisor committees
- Municipal planning organizations
- Private contractors
- Road maintenance supervisors
- Snowplow operators
- Traffic engineers
- Tribal roadway managers
- Vehicle designers/automotive engineers

Judiciary

- Circuit court
- City attorneys
- District court
- Judges
- Prosecuting attorneys
- Magistrates
- Probation and parole staff
- Sobriety court
- Traffic safety diversion program
- Victim advocates

Private Industry and Businesses

- Auto insurance agencies and branch managers
- Bus companies
- Construction companies
- Employer wellness committees
- Farmers and commodities boards
- Fleet vehicles
- Home health workers
- Logging companies
- Manufacturing companies
- Michigan Beer & Wine Wholesalers Association
- Michigan Licensed Beverage Association
- Michigan Food and Beverage Association
- Restaurant and Hospitality Association
- Rideshare services (Uber, Lyft, and taxis)
- Tourism boards
- Visitor bureaus/chambers of commerce

Social Advocacy Groups

- Snowmobile/ATV and recreational vehicle clubs and associations
- Senior citizen communities
- Traffic safety groups
- Truck driving schools
- Universities and community colleges
- Worksite employee wellness

Membership List Tips

- Keep your list up to date by removing individuals who are no longer active.
- Consider who should be invited based on the meeting agenda and current priorities (refer to the list of potential invitees).
- Gather accurate contact information for new members. Tip: The OHSP TSN Liaison may have access to contact information for key program areas across the state.

Presentation Ideas

Use this list as a guide when considering what presentations to include on your TSN meeting agenda.

Data

Traffic Crash Data

Patrick Bowman, University of Michigan Transportation Research Institute
bowmanp@umich.edu

Sarah Davis, Office of Highway Safety Planning
daviss42@michigan.gov

An Overview of the MSP Crash Reconstruction Unit

Brandon Davis, Michigan State Police
davisb11@michigan.gov

Grant Management

MGX/Grant Management

Josh Schneider, Office of Highway Safety Planning
schneiderj14@michigan.gov

OHSP Grants

Emily Shinevar, Office of Highway Safety Planning
shinevarE@michigan.gov

Impaired

New World of Impaired Driving

Kinga Canike, Prosecuting Attorneys Association of Michigan
CanikeK@PAAM.org

What Does ARIDE Mean?

Sgt. Kevin Lee, Michigan State Police
Leek7@michigan.gov

Impaired Driving/DRE School/ARIDE

Christy Sanborn, Office of Highway Safety Planning
SanbornC@michigan.gov

Why a .05 BAC Would Save Lives

Mike Tobias, Prevention Network
miket@preventionnetwork.org

Legal/Legislative

Legislative Update

Sgt. Kristina Droste, Michigan State Police
drostek3@michigan.gov

Case Overviews

Steve Fox, Macomb County Assistant Prosecuting Attorney
steve.fox@macombgov.org

Occupant Protection

Low Seat Belt Use/Child Passenger Safety/Passenger Safety

Kara Rueckert, Office of Highway Safety Planning
RueckertK1@michigan.gov

Law Enforcement

Police Traffic Services

Mackenzie Alvae, Office of Highway Safety Planning
AlvaeM1@michigan.gov

Distracted-Driving Enforcement

Jim Santilli, National Transportation Safety Organization
jim.santilli@ntso.us

Secondary Road Patrol

Cheryl Robinson, Office of Highway Safety Planning
robinsonc36@michigan.gov

Miscellaneous

Regional Weather Impact on Traffic Safety

Please contact your local/regional National Weather Service, MDOT, or road commission office.

SPEAKERS



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Presentation Ideas (continued)

Use this list as a guide when considering what presentations to include on your TSN meeting agenda.

Truck Safety

Truck Safety

Cheryl Robinson, Office of Highway Safety Planning
robinsonc36@michigan.gov

Vulnerable Roadway Users, School Bus

Legal School Stops/Protect Our Kids

Fred Doelker, Dean Transportation
Fredd@deantrans.com

Operation Safe Stop

Toby Archambault, Dean Transportation
toby@deantrans.com

Pedestrian/Bicyclist/Motorcycle/School Bus

Quinn Passmore, Office of Highway Safety Planning
PassmoreQ2@michigan.gov

Work Zones

Automated Cameras in the Work Zone

Mike DoBoer, Michigan Department of Transportation
deboerm@michigan.gov

Construction Projects Update

Tanya Pawlukiewicz, construction engineer,
Michigan Department of Transportation: Grand Rapids
pawlukiewicz@michigan.gov

Safety Programs Unit

Grace Ferris, Michigan Department of Transportation
FerrisG2@michigan.gov

Traffic Safety Culture

Ray Schneider, Sr. transportation planner, AECOM
ray.schneider@aecom.com

Work Zone Overview - Now and the Future

Chris Brookes, work zone engineer, Michigan Department of Transportation
BrookesC@michigan.gov

Younger Driver, Older Driver, Distracted Driving, Emergency Medical Services

Teen Driver/Older Driver/Distracted Driving/EMS Programs

Melissa Agueros, Office of Highway Safety Planning
aguerosm@michigan.gov

Trauma & Injury Prevention

Emma Chandler, Corewell Health
emma.chandler@corewellhealth.org

Tera Richards, University of Michigan West
tera.richards@umhwest.org

SPEAKERS



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Regional Traffic Safety Network



Sandy Enness
Michigan Office of Highway Safety Planning
Traffic Safety Network Liaison
ennesss2@michigan.gov

TSN Chairs/Co-Chairs

To attend a Traffic Safety Network meeting, please contact the Chairs/Co-Chairs listed below for dates and times.

UPPER PENINSULA 1

Jacob Mathieu Mathieu@michigan.gov
Darren Green GreenD4@michigan.gov

TRAVERSE BAY AREA 2

Krista Phillips PhillipsK7@michigan.gov

TBD

NORTHERN LOWER 3

Toby Archambault TobyA@deantrans.com
Mary Lajko LajkoM@michigan.gov

LAKESHORE 4

Joel Hoeksema joel.hoeksema@mcd911.net
Holly Alway alwayh@trinity-health.org

CHIPPEWA VALLEY 5

TBD

SAGINAW VALLEY 6

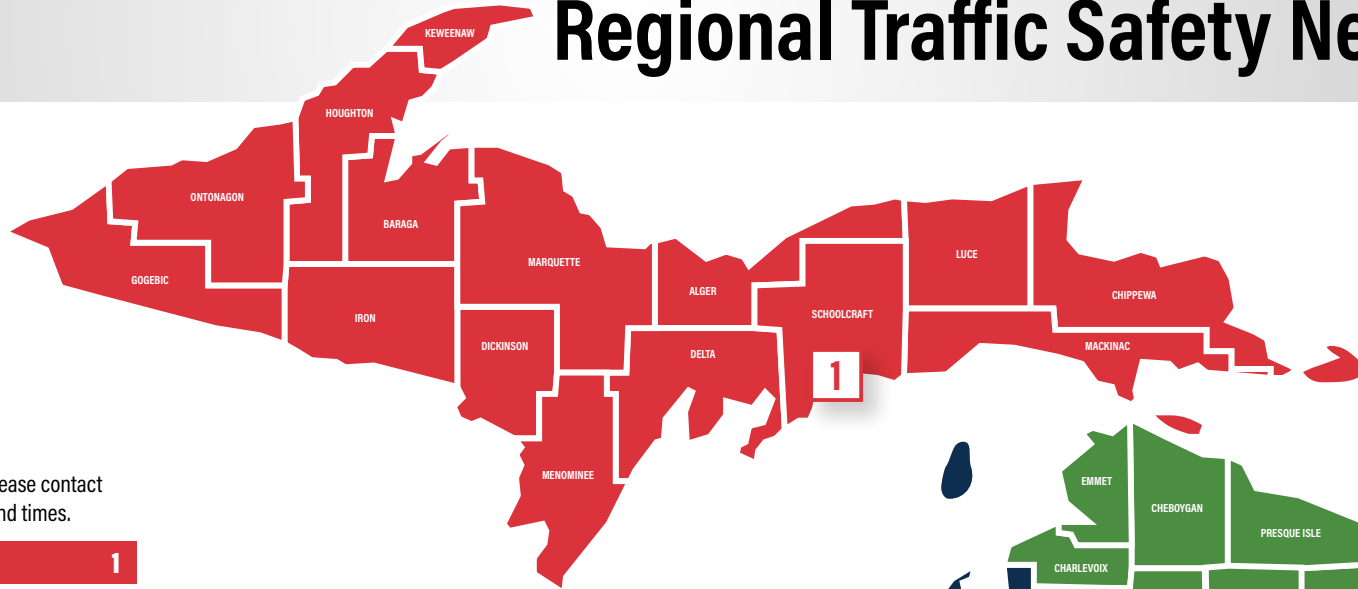
Tim Bueche bueche@twp.grand-blanc.mi.us
Michael O'Brien

WEST MICHIGAN 7

Nicole McGhee McGheeN@michigan.gov
Suzette Peplinski Peplinskis@michigan.gov

SOUTHWEST/ SOUTH CENTRAL 8

Pam Ford pford1625@gmail.com



CAPITAL AREA 9

Kinga Canike CanikeK@michigan.gov

HURON VALLEY 10

TBD

TBD

THUMB AREA 11

David Wallace Wallaced@co.huron.mi.us
Brian McComb mccombb1@michigan.gov

ST. CLAIR 12

Dan Bueche dbueche@stclaircounty.org

MACOMB COUNTY 13

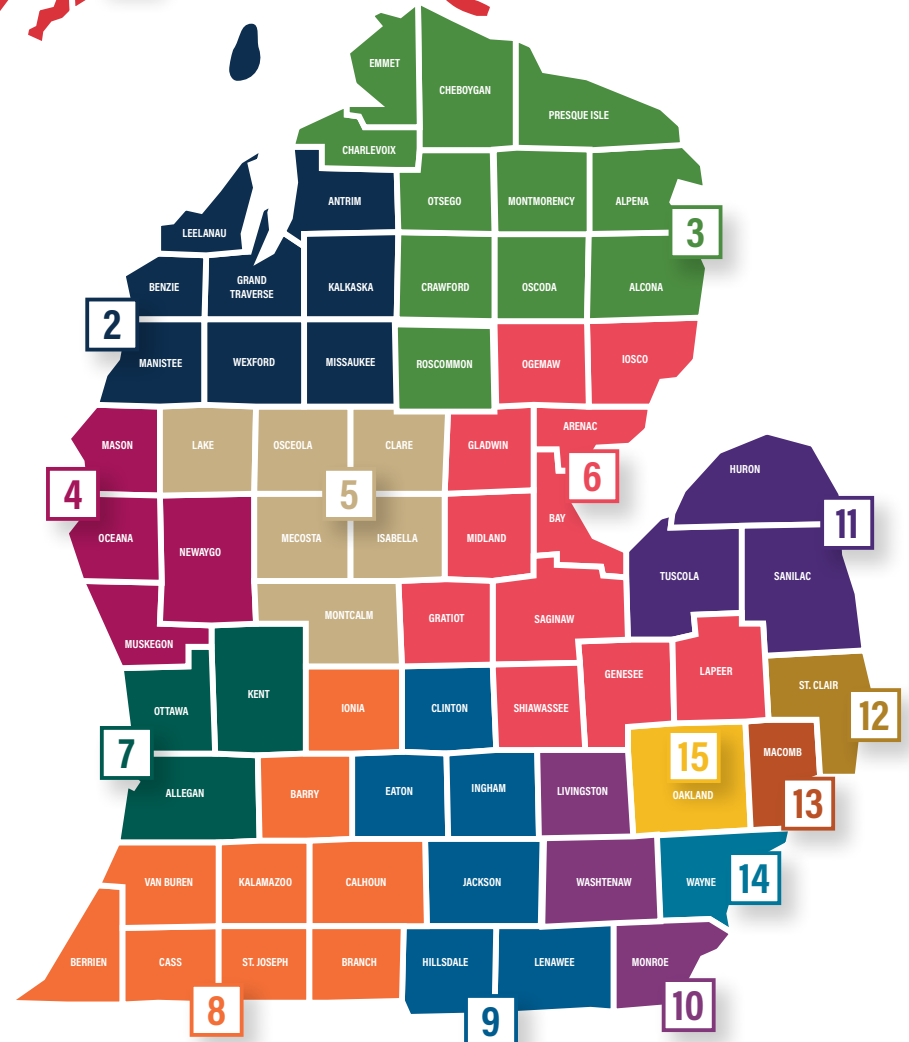
Brandon Wiley brandon.wiley@macombcounty.mi.gov

WAYNE COUNTY 14

Ron Courtley courtleyr@michigan.gov

OAKLAND COUNTY/ TIA EARLY BIRDS 15

Jim Santilli jim.santilli@ntso.us
Monica Yesh monica.yesh@ntso.us



Michigan Sales and Use Tax Certificate of Exemption

This exemption claim should be completed by the purchaser, provided to the seller, and is not valid unless the information in all four sections is complete. Do not send a copy to Treasury unless one is requested.

SECTION 1: TYPE OF PURCHASE

 Check one of the following:

- A. One-Time Purchase
Order or Invoice Number: _____
- C. Blanket Certificate
Expiration Date (maximum of four years): 07/09/29
- B. Blanket Certificate. Recurring Business Relationship

The purchaser completing this form hereby claims exemption from tax on the purchase of tangible personal property or services purchased from the seller named below. This claim is based upon: the purchaser's proposed use of the property or services; OR the purchaser's exempt status.

Seller's Name and Address

SECTION 2: ITEMS COVERED BY THIS CERTIFICATE

Check one of the following:

1. All items purchased.
2. Limited to the following items: _____

SECTION 3: BASIS FOR EXEMPTION CLAIM

Check one of the following:

1. For Lease. Purchaser will lease the property and elects to pay tax based on rental receipts. Enter sales tax license or use tax registration number: _____
2. For Resale at Retail. Enter Sales Tax License Number: _____
3. Direct Pay - Authorized to pay use tax on qualified transactions directly to Michigan Treasury under account number: _____

The following exemptions DO NOT require the purchaser to provide a number:

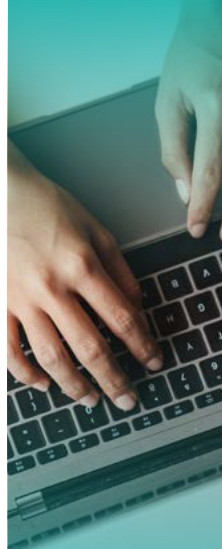
4. Agricultural Production. Enter percentage: _____%
5. Government Entity (U.S. or its instrumentalities, State of Michigan or its political subdivisions), Nonprofit School, Nonprofit Hospital, Church or House of Religious Worship (circle type of organization)
6. Contractor (provide *Michigan Sales and Use Tax Contractor Eligibility Statement* (Form 3520)).
7. For Resale at Wholesale.
8. Industrial Processing. Enter percentage: _____%
9. Nonprofit Internal Revenue Code Section 501(c)(3), 501(c)(4), or 501(c)(19) Exempt Organization.
10. Nonprofit Organization with an authorized letter issued by Michigan Department of Treasury prior to July 17, 1998 (sales tax) or June 13, 1994 (use tax).
11. Rolling Stock purchased by an Interstate Motor Carrier.
12. Other (explain): _____

SECTION 4: CERTIFICATION

I declare, under penalty of perjury, that the information on this certificate is true, that I have consulted the statutes, administrative rules and other sources of law applicable to my exemption, and that I have exercised reasonable care in assuring that my claim of exemption is valid under Michigan law. In the event this claim is disallowed, I accept full responsibility for the payment of tax, penalty and any accrued interest, including, if necessary, reimbursement to the vendor for tax and accrued interest.

Business Name Department of State Police		Type of Business (see codes on page 2) 05 - Government	
Business Address 7150 Harris Drive		City, State, ZIP Code Dimondale, MI 48821	
Business Telephone Number (include area code) (517) 241-0270		Name (Print or Type) Stacy E Evans	
Signature Stacy Evans	Digitally signed by Stacy Evans Date: 2025.07.09 07:44:42 -04'00'	Title Accounting Specialist	Date Signed 07/09/2025

RESOURCES



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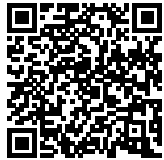
Sandy Enness
Michigan Office of Highway Safety Planning
Traffic Safety Network Liaison
ennesss2@michigan.gov



TSN MAP
michigan.gov/msp/divisions/ohsp/traffic-safety-partners



DTMB Travel
michigan.gov/dtmb/services/travel



SIGMA Vendor Registration
michigan.gov/dtmb/procurement/contractconnect/how-to-register



Michigan Traffic Crash Facts Website
michigantrafficroashfacts.org



GTSAC
michigan.gov/msp/divisions/ohsp/gtsac

RESOURCES

