

**MEETING NOTES
COMMUTER CONNECTIONS
RIDEMATCHING COMMITTEE**

Tuesday, September 21, 2010

2:00 p.m. - 4:00 p.m.

Metropolitan Washington Council of Governments

777 North Capitol Street, N.E.

Training Center A & B, Lobby Level

Chairperson: Dawn Bodden, Fairfax County DOT

Vice Chairperson: Lillian Bunton, BMC

COG Staff Contact: Stephen Finafrock, 202/962-3385 or sfinafrock@mwkog.org

(Note: If you cannot attend this meeting, please call 202/962-3327.)

1. Introductions

The committee members were asked to introduce themselves. Stephen Finafrock, COG/TPB staff, called the meeting to order by introducing himself and asking the rest of the attendees to do the same. Dawn Bodden, Fairfax County DOT, will serve as the new Committee Chair and Lillian Bunton, BMC, will serve as the new Vice-Chair.

2. Minutes of the June 15, 2010 Meeting

Approval was sought for the June 15, 2010 Commuter Connections Ridematching Committee meeting minutes. The meeting minutes were approved as written.

3. Upcoming Fairs and Promotions

Dawn Bodden (FCDOT) – Try Transit week and Car Free Day

Lillian Bunton (BMC) – Radio advertisements, Facebook advertisements and Telework promotion at SMARTCEO event on September 23, 2010.

Dotty Dalphon (Frederick) – Frederick Co. Public Schools English Language Learner Event, In the Street Festival, Car Free Day (free ride on TRANSIT buses), Latino Festival at Frederick Community college, Frederick County Chamber Expo and vanpool meeting at Citi Mortgage.

Paul Straw (COG/TPB) – Hilton Alexandria Mark Center, September 28, 2010. VA Travel & Commuter Fair, October 15, 2010 at Department of Veterans Affairs. "You Have the Power to Make the Connections" HHS Energy Expo, October 20, 2010 at the Great Hall of the Hubert Humphrey building. SSA Open House, October 20, 2010. ECOMmuting Awareness Day, October 27, 2010 at National Graphic Society Headquarters.

Holly Morello (PRTC) – Towers Crescent Bldg/Tysons Transportation Fair (mid September), Veterans Affairs Transportation Fair, October 15, 2010, Vanpool Incentive Focus Group Meeting Group Meeting at PRTC, September 29, 2010.

Roberta Jackson (Howard) – Howard County Commuter Solutions will participate in a Transportation Fair at the University of Baltimore on September 22, 2010. Attended ACT International conference in Indian Wells, CA. Will participate in Howard Community College's Fall Job Fair on November 5, 2010. Continue to work with Ft. Meade and other entities with BRAC. (Note: DISA will relocate most of its employees to the Ft. Meade location by January, 2011.)

Nicole Huntington (National Institutes of Health) – Healthy Feds Fair, Car Free Day and Subsidy program for Fort Detrick, MD.

Lisa Dumetz (VDRPT) – Transportation Fairs and Try Transit week.

Darlene Nader (North Bethesda TMD) - Walk & Ride Campaign ends September 24, 2010 with over 190 people participating. Car Free Day at White Flint Metro Station. Dave & Busters promotion and Hebrew Home in November, 2010. Working with USNRC for startup vanpools from Hagerstown/Frederick area and Laurel/Columbia area.

4. Employer Record Cleanup Update

Stephen Finafrock, COG/TPB staff, addressed the need to have duplicate employer names reduced in the TDM database. It was requested that any committee member that has not updated their specific employer report, which was handed out during the previous Ridematching Committee meeting (June, 15, 2010), update the report by indicating the duplicate employer entry and submit to COG.

Patrick Holway, BaseTech, demonstrated the new "Employer Admin" interface in the TDM system. The demonstration included directions on how to delete employer records as well as merge employer records. The "Employer Admin" role will be assigned to committee members by Steve Finafrock as needed. COG will provide assistance with removing employer records for organizations that do not require access to the "Employer Admin" role.

5. School Pool Application Demonstration

Patrick Holway, BaseTech, demonstrated the School Pool Ridematching program that was implemented for Charlottesville. Patrick and Stephen Finafrock addressed questions concerning security, registration, deletion of information, Terms & Conditions and addressed what information is shared within the parent to parent database.

6. TDM System Reporting Review

Stephen Finafrock, COG/TPB staff, addressed the new process for committee members to submit call tracking data for reporting. Reports should be submitted to COG between the 1st and the 5th of each month. Stephen also reviewed the Quarterly Work Program Progress Report April – June 2010.

7. GIS Information Update

Ross Edgar, COG/TPB staff, indicated park and ride location updates.

8. Client Site Status/Roundtable

BMC has moved. Their new address is: 1500 Whetstone Way, Suite 300 Baltimore, MD 21230. Howard County government is relocating to Ellicott City. Nicholas Ramfos, COG/TPB staff,

introduced the Baltimore GRH program.

9. Other Business/Upcoming Agenda Items

There was a request for updated manuals and guidelines. The next Ridematching Committee meeting will be held on Tuesday, December 21st 2010 from 10:00 a.m. to 12:00 p.m.