



EMPLOYER OUTREACH COMMITTEE MEETING

Meeting Notes from the January 18, 2011 meeting

AGENDA ITEM 1 - INTRODUCTIONS

The meeting began with self-introductions of those in attendance. (See attached list)

AGENDA ITEM 2 – REVIEW OF PREVIOUS MEETING (10/19/10) NOTES

The committee reviewed and approved the meeting notes as written.

AGENDA ITEM 3 – SMARTBENEFITS UPDATE

Lorraine Taylor of WMATA presented the changes to the SmartBenefits program as well as the SmarTrip card. Currently, there are two federal agencies that have transitioned to the new system. The three sectioned SmarTrip accounts will separate the SmartBenefit funds for parking, transit use, and personal use. MetroAccess tokens would no longer be accepted after January 31ST. SmartBenefit users and SmarTrip users need to register their accounts with WMATA on their website. Currently, there is a RFP out for credit card system operation so that credit cards can be used as fare cards.

AGENDA ITEM 4 - FIRST QUARTER FY 2011 AND SECOND QUARTER FY 2011 CONFORMITY REPORTS

COG/TPB staff distributed and reviewed the final conformity for first quarter FY011 and the draft second quarter FY 2011 conformity statements.

AGENDA ITEM 5 – ACT! DATABASE UPDATE

COG/TPB Staff updated the committee on the upcoming fix by Sage software for the ACT! CRM system.

AGENDA ITEM 6 – TRANBEN PRESENTATION

Jeremy Brollier of TranBen presented his organization's products on assisting commuters. It is a administrative fee-free program. TranBen provides transportation fringe benefit payment solutions for employer clients. They partner with over 500 U.S. transit providers and their vouchers are accepted in all 50 states. The TranBen transportation fringe benefit checks are guaranteed bank checks. Those checks can only be used towards qualified transportation purchases and expenses. The checks are specific to public transit use only. Possible areas of use is the bicycle benefit to be used toward that monthly subsidy.

AGENGA ITEM 7 – USGBC, LEED AND COMMUTER CONNECTIONS

The Committee was presented with a mock-up of the new LEED brochure that COG/TPB staff is developing for informational assistance to employers. Targeting not only employers but

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DISTRICT OF COLUMBIA**

developers as well in expanding knowledge on how commuting benefits can assist in getting more points towards their LEED score. February 8TH was set as the deadline for the comment period on the document. Commuter Connections has been in contact with the USGBC on how the current commuter survey can be used as an effective measure of commuting options for specific sites. A letter was drafted and sent on behalf of Commuter Connections mentioning the advantages of adopting the commuter survey in furthering LEED acceptance.

AGENDA ITEM 8 – TELEWORK UPDATE

Nicholas Ramfos of COG/TPB staff updated the committee on recent developments in the regional telework effort. This current fiscal year will be the last year of technical support to clients in Maryland. Training sessions are being planned for May 2011 for sales representatives from Maryland. The Telework Town Hall is set for April 28th and committee members were encouraged to attend. The committee was also informed that GSA will no longer be supporting Telework centers in the region as of March 31st. Cost of administering the sites was the primary reason for their dropping of support.

AGENDA ITEM 9 FY2011 TRAINING UPDATE

COG/TPB Staff informed the committee that the next training session will be held in March. The session will cover Cold Calling and how it can improve your outreach efforts.

AGENDA ITEM 10 – TERM FY2011 UPDATE

COG/TPB staff updated the committee that the verification process for the Employer Outreach TERM will commence in February. All lists being considered are being sent to each jurisdiction to ensure accuracy for each counts for new employer clients during the current TERM evaluation period. The committee members were also encouraged to increase their efforts for using the commuter surveys before the end of the evaluation period.

AGENDA ITEM 11 – EMPLOYER AWARDS

Doug Franklin (COG/TPB staff) updated the committee on the upcoming 2011 Employer Awards ceremony scheduled for June 28th. The deadline for nominations is January 31st. An email blast message was sent out in December to ETC's listed in the ACT database. The event will be held at the National Press Club.

AGENDA ITEM 12 - EMPLOYER OUTREACH ROUNDTABLE

Lisa DuMetz of VDRPT updated the committee on the regional BRAC rideshare roundtables being held throughout Northern Virginia. Nicholas Ramfos (COG/TPB staff) told the committee of the promotion of the 'Pool Rewards program to employers with the ETC contest. The winning ETC would have the most employees sign up and use the program. There are up to 1,000 slots still available for the program until the end of the fiscal year (2011). Holly Morello of PRTC informed the committee of Prince William County's recognition program for those Gold and Platinum Level employers. A commemorative plaque will be given to those employers.

AGENDA ITEM 13 – OTHER BUSINESS

The next committee meeting will be held at 10am on April 19, 2011