

Telecommuting Ad-Hoc Group Meeting
April 5, 2006

Meeting Attendees:

Jim Larsen, Chair jlarsen@datatrans.org	703-817-1307
Jennifer Alcott, Telework Centers jalcott@radco.state.va.us	540-710-5001
Chris Arabia, DRPT Christopher.arabia@drpt.virginia.gov	703-934-4636
Vanessa Vega, Arlington Transportation Partners vanessa.vega@arlingtontransit.com	703-247-9291
Martha McGrath, Telework Exchange martha@mwmktg.net	703-766-6362
Cindy Auten, Telework Exchange cauten@teleworkexchange.com	703-883-9000
Billy Michael, GSA william.michael@gsa.gov	202-273-4663
Diane O'Grady, Loudoun County dogrady@loudoun.gov	703-737-8074
Chris Napolitano, Joint Venture cnapolitano@jointv.com	301-577-1887
Mark Hersey, COG/TPB mhersey@mwcog.org	202-962-3383
Nicholas Ramfos, COG/TPB nramfos@mwcog.org	202-962-3313

1. Introductions –

Meeting attendees introduced themselves.

2. Minutes of January 4, 2006

Jim Larsen asked if the group had reviewed the meeting notes from the January 4th meeting and asked for approval. The group approved the meeting notes.

3. OPM/GSA Initiatives

Billy Michael discussed how Telework co-exists with dependent care issues through a study conducted at Telework Centers and home-based teleworkers. A full report will be issued on the study. Mr. Michael stated that there was a great deal of media and inquiries on this issue as well as other issues related to Telework. GSA issued a Federal Management Regulation bulletin on Telework on who can pay for a telephone line or Internet access, furniture, equipment, etc. The FMR is available on the GSA web site at GSA.gov. Much of the information in the bulletin is nothing new, however it just provided for a formal process. A more clearly definition on teleworker eligibility will be issued and will not include mobile workers, however episodic teleworking will be included.

The cost of technology study is being conducted by Booze Allen and is looking at the cost of technology of 25% and 50% of the eligible federal Telework workforce Telework and it should be out by July. Jennifer Alcott asked what the logic was behind the 25% and 50% of eligible teleworkers when the law states that it should be at 100%. Mr. Michael stated that this was just more of a realistic goal and it will also provide the information to Congress in terms of the increased technology costs as more of the eligible workforce teleworkers.

GSA is planning on sponsoring a Telework conference in the Fall and conducting a federal interagency Telework workshop. A general solicitation will be sent out and any entity can bid on it and needs to be held by September 29th at a Metro-accessible and handicapped accessible location.

The DOE report on Telecommuting report is still under review and the report was being sent to OMB for discussion and comment.

Information Systems Agency (DISA) has been working with BRAC issue and looking at Telework as an option. Martha McGrath stated that DISA's primary objective in the next 6 months or so is internal marketing to overcome management and employee resistance of moving to Ft. Meade from Arlington.

Nicholas Ramfos also stated that GSA had been working on the St. Elizabeth's re-development and that the Coast Guard and Dept. of Homeland Security would be moving their offices to this location and there may be an opportunity to present teleworking as an option.

4. WMTC

Jennifer Alcott gave a brief update on WMTC activities. There has been a great deal of discussion on COOP and DHS using the Centers in the event of a disaster and not

to rely on the Internet. The program would be a model “Remote Work” program and could be transferred to other agencies in the event of a major disaster. The research is being conducted out of the DHS’s National Capital Region office by Tom Lockwood.

Next, Ms. Alcott discussed a survey that was conducted to ask Telework Center users why the work at the Centers vs. home. The respondents listed more than one reason and the major reasons included: home distractions, high-end office equipment not available at home, Centers provide more of a professional environment, and lack of Broadband.

5. Telework Exchange Update

Ms. McGrath and Cindy Auten briefed the group on recent Telework Exchange activities. Ms. McGrath described the Telework Exchange’s mission. Ms. McGrath also discussed the Teleworker newsletter and that recommendations on content are always being sought. The April Teleworker is in the process of being issued and a June issue will be produced for the June 15th Town Hall meeting.

Cindy Auten stated that the Telework Exchange will be undergoing changes including a merchandising page. The update is expected to take about six weeks. A champion of the month will be a new feature on the web site and will recognize an individual who has given the most referrals and will be sent a t-shirt. Next, Ms. Auten discussed the testimonials that were on the Telework Exchange. Ms. Auten stated that the testimonials can also be found on the Telework Exchange’s web site and on WTOP’s web site.

Next, Ms. McGrath discussed the Town Hall meeting on June 15th in the Ronald Reagan building. An agenda is being developed and sponsor’s are being sought for the event. The purpose of the event is to discuss the current state of Federal Telework and next steps to promote and establish Telework as a mainstream operating procedure across Federal Government agencies. There will be a session on COOP as well as panel discussion. An awards program will also be part of the program.

Next, Ms. Auten discussed a recent study result on Telework and how it can impact gasoline consumption. The study showed that by teleworking 2 days per week, the US Government and white-collar workforce could conserve 11.67 billion gallons of gasoline per year. Ms. Alcott asked whether the data took into consideration the use of alternative modes such as public transit. Ms. Auten responded that the data just included overall use of the automobile.

6. Telework Virginia

Mr. Ramfos discussed recent activities with the TWVA program. He stated that a new contract was signed with National Wildlife Federation for a 2nd go around on the project. He also gave an update on another of other employers and their status. Mark Hersey then gave a status report on surveying status from January to March this year.

7. Commuter Connections Telework Update

Mr. Ramfos gave an update on Commuter Connections Telework activities. He spoke on employer case studies that were being developed and will be available in the next month or so on the Commuter Connections web site and also working on putting the Telework training curriculum for employers on the web site.

Next, Mr. Ramfos discussed some upcoming activities including the Prince William County's business continuity session on April 20th, Prince George's County Employer panel breakfast on April 20th, and a City of Alexandria Employer panel discussion.

He then discussed COG's Broadband Access Task Force activities.

Lastly, he spoke about the merger of this group into the Employer Outreach Committee and presented Jim Larsen with a plaque thanking him for his work

8. Other Business

Jennifer Alcott stated that MATAC is sponsoring an event April 13th at the Silo Smasher headquarters.

This was the last formal meeting of the Commuter Connections Telecommuting Ad-Hoc Group.