



MEETING NOTICE AND AGENDA

District of Columbia
 Bowie
 College Park
 Frederick County
 Gaithersburg
 Greenbelt
 Montgomery County
 Prince George's County
 Rockville
 Takoma Park
 Alexandria
 Arlington County
 Fairfax
 Fairfax County
 Falls Church
 Loudoun County
 Manassas
 Manassas Park
 Prince William County

COMMUTER OPERATIONS CENTER SUBCOMMITTEE

Tuesday, May 18, 2004
12:00 p.m. - 2:00 p.m.
(Lunch provided for meeting attendees only.)

Metropolitan Washington Council of Governments
777 North Capitol Street, N.E.
Training Center, First Floor

Chairperson: Shauna Brown, City of Alexandria
 Vice Chairperson: Nichole Huntington, National Institutes of Health
 COG Staff Contact: Christopher Arabia, 202/962-3385

Note: If you cannot attend this meeting, please contact Tabatha Johnson at 202/962-3323

| <u>ITEM #</u> | <u>ACTION</u> |
|---|----------------------------|
| 1. Introductions | |
| 2. Minutes of the March 16, 2004 Meeting | APPROVE |
| 3. Meeting Schedule (10min) | APPROVE |
| The committee will finalize the meeting schedule for FY05 meetings. | |
| 4. Upcoming Fairs and Promotions (15 min) | INFORMATION |
| COG and clients will provide information on recent and upcoming transportation fairs and promotions, and distribute copies of promotional items and/or announcements. | |
| 5. Application Processing Data (30 min) | DISCUSSION/ INFORMATION |
| Mr. Christopher Arabia will present data showing CCRS applications received and entered. | |

- | | | | |
|----|--|-----------------|----------------------------|
| 6. | Client Site Status | (45 min) | DISCUSSION/ INFORMATION |
| | COG staff will discuss the status of updating CCRS software files at client sites, recent service provided to each client, and any other issues. | | |
| 7. | How To Create a Basic Report in CCRS | (30 min) | DISCUSSION/ INFORMATION |
| | Mr. Christopher Arabia will demonstrate how to create a basic report based on home jurisdiction. | | |
| 8. | Other Business/Agenda Items for Next Meeting | | |
| | This is an opportunity for Committee members to request agenda items for the next meeting. | | |

The next meeting of the Commuter Operations Center Subcommittee will be determined at the May meeting.