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**MEETING NOTICE AND AGENDA
COMMUTER CONNECTIONS SUBCOMMITTEE**

Tuesday, November 16, 2004

Noon – 2 p.m.

Metropolitan Washington Council of Governments
777 North Capitol Street, N.E.

First Floor, Training Center

Chairperson: Sharon Affinito, Loudoun County
Vice Chairperson: Jane Taylor, WMATA
Staff Contact: Nicholas Ramfos 202/962-3313

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
Prince William County

(Note: A light lunch will be served if you cannot attend this meeting, please call 202/962-3327.)

<u>ITEM #</u>	<u>ACTION</u>
1. Introductions	
2. Minutes of September 14, 2004 Meeting	APPROVE
3. TDM Evaluation Project Update	(15 min) INFORMATION and APPROVAL
<p>Nicholas Ramfos will give an update on the status of the 2004 State of the Commute survey draft Technical Report. The Subcommittee will be asked to endorse the report for release which was reviewed at the July Subcommittee meeting. An update will also be given on the data collection activities for the FY05 Placement Rate Survey.</p>	
4. FY04 Employer Telework Seminars Evaluation Report	(10 min) APPROVAL
<p>The Subcommittee will be asked to endorse the FY04 Employer Telework Workshop Seminars Report for release. The draft report was presented by Danette Campbell to the Subcommittee at the July Subcommittee meeting and was reviewed by the Telecommuting Ad-Hoc Group at their July 7th meeting and approved at their October 6th meeting.</p>	

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| 5. | Guaranteed Ride Home Program Update | (20 min) | INFORMATION
and APPROVAL |
| | Christopher Arabia will give an update on recent GRH program activities including recommended program guideline updates from the regional GRH Ad-Hoc Group that the Subcommittee will be asked to endorse. | | |
| 6. | FY04 Employer Satisfaction Survey Presentation | (25 min) | INFORMATION |
| | Mark Hersey will present the preliminary findings from the FY04 Employer Satisfaction survey. The preliminary findings were presented to the Employer Outreach Ad-Hoc group on October 19 th . A draft report will be released to the Subcommittee for comment. | | |
| 7. | Regional TDM Marketing Campaign Update | (15 min) | INFORMATION |
| | Douglas Franklin will update the Subcommittee on the status of the 1 st half of the fiscal year regional TDM marketing campaign. | | |
| 8. | FY06 Commuter Connections Work Program (CCWP) Update | (10 min) | INFORMATION |
| | Nicholas Ramfos will brief the Subcommittee on the status of the FY06 CCWP. | | |
| 9. | 1 st Quarter Budget Report | (10 min) | INFORMATION |
| | Nicholas Ramfos will distribute and discuss the 1 st quarter FY05 CCWP budget report. | | |
| 10. | Other Business/Set Agenda for Next Meeting | (5 min) | |
| | This is an opportunity for Commuter Connections Subcommittee members to bring up other business and to request agenda items for the next meeting. | | |

NOTE: The next meeting of the Commuter Connections Subcommittee will be held on Tuesday, January 18, 2005 at 12 noon.

<u>Upcoming Meetings</u>	<u>Date</u>	<u>Time</u>
<i>Regional TDM Marketing Group</i>	<i>Dec 7, 2004</i>	<i>10 a.m.</i>
<i>Commuter Operations Subcommittee</i>	<i>Dec 14, 2004</i>	<i>10 a.m.</i>
<i>Telecommuting Ad-Hoc Group</i>	<i>Jan 5, 2005</i>	<i>10 a.m.</i>

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| 5. | <p>Guaranteed Ride Home Program Update</p> <p>Christopher Arabia will give an update on recent GRH program activities including recommended program guideline updates from the regional GRH Ad-Hoc Group that the Subcommittee will be asked to endorse.</p> | (20 min) | INFORMATION
and APPROVAL |
| 6. | <p>FY04 Employer Satisfaction Survey Presentation</p> <p>Mark Hersey will present the preliminary findings from the FY04 Employer Satisfaction survey. The preliminary findings were presented to the Employer Outreach Ad-Hoc group on October 19th. A draft report will be released to the Subcommittee for comment.</p> | (25 min) | INFORMATION |
| 7. | <p>Regional TDM Marketing Campaign Update</p> <p>Douglas Franklin will update the Subcommittee on the status of the 1st half of the fiscal year regional TDM marketing campaign.</p> | (15 min) | INFORMATION |
| 8. | <p>FY06 Commuter Connections Work Program (CCWP) Update</p> <p>Nicholas Ramfos will brief the Subcommittee on the status of the FY06 CCWP.</p> | (10 min) | INFORMATION |
| 9. | <p>1st Quarter Budget Report</p> <p>Nicholas Ramfos will distribute and discuss the 1st quarter FY05 CCWP budget report.</p> | (10 min) | INFORMATION |

10. Other Business/Set Agenda for Next Meeting (5 min)

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