Telework Workgroup Conference Call Meeting

Meeting Notes

October 11, 2019

Introductions: All those who attended introduced themselves. Attendees were:
Marie Cox (ATP)

Mosi London (AECOM/VDRPT)

Holly Morello (OmniRide)

Natasha Khan (OmniRide)

Nicholas Ramfos (COG/TPB)
Dan Sheehan (COG/TPB)
Mark Hersey (COG/TPB)

Overview of Telework TDM Initiative in Visualize 2045

The goal mentioned in Visualize 2045 states that to achieve the positive impact for congestion. In completing this there are three initiatives from the resolution:
1. Examine ways in which existing service applications and programs can be enhanced to integrate the gamification and rewards aspects for technology.

2. Member jurisdictions of the Washington region collaborate with WMATA for targeted outreach to area employers to increase participation in SmartBenefits.

3. Develop policy templates for small and mid-size employers to adopt and develop flextime and telework programs at their worksites. This is the initiative that this work group will be focusing on.

Employer Target Market

With the mandate given within Visualize 2045 targeting those small to mid-size employers (under 100 employees) the purpose is to have an easily accessible web interface where companies can download telework/flextime policies. The format would be a choice of pdf files or some equivalent.

Development of Resources and a Tool Kit

There are sample versions available but in need of updates to reflect current technology and employer practices. The application would provide the framework for setting up

flextime/telework policies to reflect a formal or informal program. One significant piece would be eligibility and the application would have worksheets as well as measurables for employees to structure their programs.

Timeline for Deliverables

The deadline for having the project delivered is June of 2020. The project would like to bring on a third party to assist in getting structure for the web information developed and approved by the group. The work group members are asked to provide feedback on materials that could be used as part of the website .

Next Steps

The notes from the meeting will be provided to work group members. The outside consultant search will be conducted. Models and examples will be collected from the work group members to help in the development process. Mark Hersey, COG/TPB staff will be collating the materials for the committee.

The next meeting will be held in November (date to be determined)