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**MEETING NOTICE AND AGENDA  
COMMUTER CONNECTIONS SUBCOMMITTEE**

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

**Tuesday, May 17, 2005**

**Noon – 2 p.m.**

Metropolitan Washington Council of Governments  
777 North Capitol Street, N.E.  
**Third Floor, COG Board Room**

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

*(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 March 15, 2005 Meeting	APPROVE
3. FY 2005 Placement Rate Study Draft Report <b>(5 min)</b>	APPROVE

The Subcommittee will be asked to endorse the FY 2005 Placement Rate draft survey report for final release. Results from the report were presented to the Subcommittee on January 18, 2005 and a comment period was established at the March 15, 2005 Subcommittee meeting.  
*(Enclosed)*

4. FY2006 Commuter Connections Work Program <b>(20 min)</b>	INFORMATION
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The Subcommittee will be briefed on the FY 2006 Commuter Connections Work Program (CCWP)  
*(Enclosed)*

5. Briefing on Expanded Telework TERM <b>(30 min)</b>	INFORMATION
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Telecommuting Advantage Group representatives will give a briefing on the preliminary results from the two year effort to assist major employers primarily in Virginia and Maryland to expand their telework Programs.

6. Transportation Demand Management (TDM) Evaluation Project Update (40 min) INFORMATION

The Subcommittee will be briefed on the status of the TDM Evaluation project. Staff and Lori Diggins with LDA Consulting will give status Reports on the general public report for the 2004 State of the Commute, the results of the Mini-Household telephone survey, data collection activities for the Telework Resource Center, Telecenters, and Employer Outreach, and data collection results for the Employer Outreach for Bicycling survey. A status report will also be given on the preparation of the 2005 TERM Analysis Report.

7. Briefing on Best Workplaces For Commuters (20 min) INFORMATION

Staff will give an update on a discussion that took place at the April 19<sup>th</sup> Employer Outreach Ad-Hoc Group meeting regarding the EPA's Best Workplaces For Commuters Program. A summary of the discussion (*Enclosed*) was prepared by staff and a draft letter addressed to the EPA outlining the issues will be distributed to the Subcommittee

8. 3rd Quarter Budget Report (5 min) INFORMATION

Nicholas Ramfos will distribute and discuss The 3rd quarter budget report for the FY05 CCWP.

9. 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, July 19, 2005 at 12 noon.

<u>Upcoming Meetings</u>	<u>Date</u>	<u>Time</u>
<i>ACT TMA Summit – Minneapolis, MN (Registration Required)</i>	<i>May 15-18</i>	
<i>Regional TDM Marketing Group</i>	<i>June 7, 2005</i>	<i>10 a.m.</i>
<i>Commuter Operations Subcommittee</i>	<i>June 21, 2005</i>	<i>10 a.m.</i>
<i>TMA Advisory Group</i>	<i>June 21, 2005</i>	<i>12 noon</i>
<i>Telecommuting Ad-Hoc Group</i>	<i>July 6, 2005</i>	<i>10 a.m.</i>
<i>Employer Outreach Ad- Hoc Group</i>	<i>July 19, 2005</i>	<i>10 a.m.</i>