



MEMORANDUM

TO: Transportation Planning Board Steering Committee
FROM: Kanti Srikanth, TPB Staff Director
SUBJECT: Fall Meeting In-Person/Virtual Logistics: Discussion of Options and Preferences
DATE: May 28, 2021

COG has advised staff of plans to return to the office (with an increase to its previous telework frequency) starting September 1, 2021. We expect COG offices to be open to members and the public starting post Labor Day in September 2021. While a decision on in-person meetings at COG is yet to be made, we anticipate resuming in-person meetings post Labor Day as well. The Steering Committee will discuss the return to in-person meeting options and opportunities.

Staff anticipates that flexibility will be needed, as TPB member agency representatives reconcile personal and professional needs as they enter their office and resume routine daily activities. As such, staff suggests an interim arrangement for committee meetings for the remainder of 2021 to facilitate employee and employer transitions to new work arrangements. Staff will continue to reevaluate what is working and what needs further attention throughout the Fall. An assessment of the experience through 2021 to determinate plans for 2022 could be completed in December.

OPTIONS UNDER CONSIDERATION

Options for future meeting formats include, but are not limited to:

1. All virtual with no in-person option
2. Alternate in-person and all virtual meetings, monthly
3. In-person meetings, with WebEx and camera in the meeting room (Hybrid)
4. In-person meetings, with WebEx and no camera (how some meetings were conducted prior to pandemic)
5. In-person meetings, with audio only via conference call (how some meetings were conducted prior to pandemic)
6. Others?

Given the large number of committees, the diverse meeting and event schedules, and number of attendees, staff expects a diverse set of options to be chosen by different committees. Staff seeks Steering Committees guidance on the options and concurrence to conduct an anonymous survey later this summer to gather member feedback on preferences and comfort with returning to in-person committee meetings at COG. Additionally, COG staff plans to test some of the above options (particularly the Hybrid option) during the summer months in preparation for the post labor day return to office and meetings.