

Interagency CTR Board Meeting Notes

March 24, 2011

WSDOT Commission Room

Attendance – Board Members:

Monica Babine, WSU

Keith Cotton, WSDOT, Chair

Karen Cowan, ATG (phone)

Arthur Florence, ESD

Annette, Gavette, DOL

Margaret Hill, ECY

Marcia Horovitz, GA

Yvonne Jennings, F&W

Al Papas, OIC

Karen Parkhurst, TRPC

Susie Seip, TESC

Others:

Stephanie Bryant, WSP

Joan Cullen, WSDOT, Staff

Linda Jennings, DEL

Amber Nguyen, WSDOT

Pam Smith, UTC

Member Agencies absent:

Commerce

DSHS

Health

Intercity Transit

Lottery

Natural Resources

Office of Financial Management

Retirement Systems

Revenue

Treasurer

University of Washington

Washington Federation of State Employees

Keith Cotton called the meeting to order, provided safety information, and had introductions.

Update on 6088 Worksites

Karen Parkhurst

TRPC has identified 120 new state worksites, many with less than five employees. The official notice will be going out to the new agencies soon and their CTR programs are due the end of June. The worksites will be surveyed in the fall of 2011. There will be abbreviated ETC training sessions in May and June. TRPC will be putting the cluster maps on their website soon.

TRPC will be evaluating the effectiveness of the additional worksites and will be reporting back to the law's sponsor, Senator Karen Fraser to see if any changes to the law need to be made. Among the questions TRPC are "is there a different way of doing the program and surveying? How could it look?"

Legislative Update: SHB 1518

Joan Cullen

The legislation to allow state agencies to offer employees the ability to use pretax income to pay for qualified transportation options allowed by the IRS as a transportation fringe benefit did not make it out of the Senate before the 5:00 deadline on April 12.

Appreciation and many thanks goes to Washington Federation of State Employees that was able to get Representative Sam Hunt to sponsor the legislation. The Federation pushed SHB 1518 as it traveled through the legislative process. They, along with WSDOT, will pursue the effort in the 2012 session.

In the mean time, state agencies will not be able to offer employees the choice to use pretax income for transit or parking.

Telework Committee Proposal

Monica Babine

Monica spoke to the formation of a *Telework and Flexible Work Hour Schedules Executive Committee*, (attached at end of document). The aim is to make the business case to state agencies. After the end of session, Monica and **Karen Parkhurst**, TRPC will begin exploring support among legislators and the Governor's Office. The Board will be kept informed at future meetings.

WSDOT is currently conducting a pilot telework program and DSHS has had a successful start with their telework program. Their experiences will be documented for the telework work.

Budget Implications for WSDOT

Keith Cotton

The WSDOT budget has been delivered to the Governor. The Public Transit Division (where the CTR program is located) has received a larger budget than last biennium mostly for grants. The State Agency CTR Program continues to be fully funded which means the STAR Pass Program and emergency ride home programs will be funded through the 2011-13 biennium.

Joan's Position

Keith Cotton

Joan's position will not be filled but rather her duties will be spread among other WSDOT staff. Keith will take on the program's management and the Interagency CTR Board; Ronda Fullerton is the new STAR Pass coordinator, and Dacia Stricklett and Amber Nguyen will share providing policy and guidelines support to the agencies. Information will be sent to all the CTRCs.

Interagency Board Members for 2011-13

Joan Cullen

Per the Interagency CTR Board By-laws, Joan sent out inquiries to the agencies interest in serving on the Board. The UW, Retirement Systems, DSHS and the State Treasurer made the decision to be on the "CTR Board Information" list. New members will include the Utilities and Transportation Commission, the Department of Early Learning, and possibly the State Patrol. With WSP there will be 19 agency members plus Intercity Transit, Thurston Regional Planning Council (TRPC) and the Washington Federation of State Employees. There can be up to 25 agency members. (The membership list is attached at the end of these meeting notes)

Next Steps for the Interagency CTR Board

Keith Cotton

The next meeting of the Board will be in late July. Keith will send out a "save the date" notice.

Included on the agenda will be a visioning for the State Agency Program: what do we want to become and what do we want to accomplish? How can we secure better management support – i.e. get management to take action?

Kathy Johnston, WSDOT, is the lead for a report to the Governor's CTR Board that will focus on possible changes to the CTR law. She will gather ideas and feedback from the Interagency CTR Board.

Joan thanked the Board for all the hard work they do for CTR and noted that they are the people who will be the movers and shakers for CTR in the coming years.

Joan Cullen
State Agency CTR Program Manager

Telework and Flexible Work Hour Schedules Executive Committee

Joint Comprehensive CTR Plan Taskforce Recommendation

April 25, 2011

The Joint Comprehensive CTR Plan Taskforce at its final meeting on March 3, 2011 discussed ways to increase and elevate the use of telework and compressed work week schedules among state employees. This taskforce recommends that the Interagency CTR Board offer support for the establishment of a *Telework and Flexible Work Hour Schedules Executive Committee* (Committee). Based on forward thinking public and private sector initiatives, the Committee will work to break down barriers and expand use of these work options in order to secure organizational benefits as described in the *Guide to Telework in the Federal Government* (April 2011):

“Federal telework programs are established primarily to meet agency mission and operational needs. Telework saves money by helping government reduce real estate and energy costs and promote management efficiencies; makes us more resilient in severe weather and other emergencies; improves the quality of employee work-life; and increases employment opportunities for persons with disabilities.”

Committee activity may include, but not be limited to, the following:

- 1) Review public and private sector best practices in telework and flexible work hour schedules.
- 2) Identify opportunities to integrate telework and flexible work hour schedules into existing strategic organizational initiatives (i.e. agency consolidation, facility planning and lease renewals, Continuity of Operations Planning, technology upgrades and investments, personnel policies, Commute Trip Reduction, climate change).
- 3) Determine costs and benefits associated with increasing telework and flexible work hour schedules. A Return on Investment (ROI) approach will ensure implementation based on agency benefits and will result in sustainable support for these work options.
- 4) Recommend steps and resources needed to increase telework and flexible work hour schedules such as:
 - a. Executive level support within agencies
 - b. Policy and procedure changes
 - c. Education and training
 - d. Equipment and security requirements
 - e. Staffing and leadership needs
 - f. Program guidelines
 - g. Reporting and tracking requirements
 - h. Funding
 - i. Communications plan
- 5) Propose the timeframe for strategy implementation

In 2008, Utah Governor Jon Huntsman issued an executive order to launch *Working 4 Utah*, which has resulted in 4/10 work weeks for state agencies. A new federal law signed by President Obama in December 2010 is driving expansion of telework within the federal government. As with these efforts, implementation of telework and flexible work hour schedules in Washington state government may require Executive and Legislative actions. To ensure success, the Committee must include executive level decision makers responsible for operations such as facility management, information technology services, personnel, climate change/sustainability, Commute Trip Reduction, as well as union representation.

For more information contact:

Karen Parkhurst, Thurston Regional Planning Council, parkhuk@trpc.org or 360.741.2522

Monica Babine WSU Extension DGSS, babinem@wsu.edu or 425.827.8015

Interagency CTR Board

Voting Members

1. Transportation: Keith Cotton, Chair; Dacia Stricklett, CTRC, Staff
2. General Administration: Marcia Horovitz, CTRC
3. Commerce: Carolyn Hojem; Jerry Ferrante, CTRC
4. Ecology: Margaret Hill, CTRC
5. Attorney General: Karen Cowan, CTRC
6. Early Learning: Linda Jennings CTRC
7. Employment Security: Arthur Florence, CTRC
8. Evergreen State College: Susie Seip, CTRC
9. Fish & Wildlife: Yvonne Jennings, CTRC
10. Health: Cindy Blakely, CTRC, Susan Harp
11. Insurance Commissioner, Office of: Al Papas, CTRC
12. Licensing: Annette Gavette, CTRC
13. Lottery: Bruce Eisentrout, CTRC
14. Natural Resources: Paulette Nelson, CTRC
15. Office of Financial Management: Nadia Sarno, CTRC
16. Revenue: Erick Kniestedt, CTRC; Scott Carrell
17. Utilities and Transportation Commission: Pam Smith, CTRC
18. Washington State University: Monica Babine
19. Intercity Transit: Kris Fransen, Dennis Bloom
20. Thurston Regional Planning Council: Karen Parkhurst, Holly Gilbert, Paul Brewster
21. Washington Federation of State Employees: Tim Welch

Potential member: Washington State Patrol, Stephanie Bryant

As of May 3, 2011