

## Joint Comprehensive CTR Plan Task Force

Tuesday, August 17, 2010

Meeting #2

### Meeting Notes

#### Task Force Members Attending

Commerce: Carolyn Hojem

Early Learning: Linda Jennings

Ecology: Joanna Ekrem

Employment Security: Arthur Florence

Evergreen State College: Susie Seip

General Administration: Michael Van Gelder

Information Services: Robin Todd

Intercity Transit: Kris Fransen

Licensing: Annette Gavette

Lottery: Bruce Eisentrout

Public Disclosure Commission: Suemary

Trobaugh

South Puget Sound Community College: Donna

Ching

Thurston Regional Planning Council: Karen

Parkhurst

WSDOT: Christopher Aiken, Dacia Stricklett

WSU: Monica Babine

#### Task Force Members Absent

Federation of State Employees: Tim Welch

Personnel: Darrin Litchfield

Secretary of State: Steve Lyle

Social & Health Services: Bob Hubenthal

**Survey Update – TRPC:** TRPC will be sending the Task Force members a draft of the Survey Monkey they have developed and the email they will be sending to all the new worksites that will be affected by SB 6088 by next week. Task Force members will be asked to review the questions and email and to get comments back to TRPC. The survey asks many of the questions on the WSDTO CTR Survey plus a few additional ones.

The survey will not be the baseline survey for the new worksites. The baseline survey, using the WSDOT CTR Survey will be conducted next spring. It is expected that the results from the Survey Monkey will be ready for discussion at the October Task Force meeting.

**Capitol Campus Study:** TRPC completed a study in 2009 about travel in and around the Capitol Campus by visitors and employees. Chapter 7 outlines the summary and recommendations from TRPC including some of the work the Task Force is doing. The “Capital Community Moving Forward” is found at:

<http://www.trpc.org/library/planning/growth+management/capital+community+moving+forward.htm>

#### Guidelines and the Joint Comprehensive CTR Plan – how will they be used?

The Interagency CTR Board, per RCW 70.94.551, has adopted guidelines aimed at providing consistency among state agency CTR programs. The guidelines are at: [www.ctr.wa.gov/employers/guide.htm](http://www.ctr.wa.gov/employers/guide.htm).

SB 6088 requires that the Joint Comprehensive CTR Plan include strategies for telework, flexible work hours, and parking. While the plan will outline the various strategies to support telework, flexible work hours and parking, and other CTR elements, the guidelines will be included as attachments to the plan. They will be used by agencies as they develop and adopt policies that support their CTR programs. In addition, templates and/or sample policies may be developed.

## **Telework**

Over an hour was spent by the members discussing telework. As noted by Monica Babine, WSU, who has been working with telework since 1984, the top issues concerning allowing telework continue to be education and training especially for mid-managers who tend to be the barriers at the worksites, technology, especially with security, management support, and for state agencies, different agency policies, cultures, and missions. Strategies include showing the value of telework towards meeting business needs and benefits and tying telework to reducing GHG and VMT both high state priorities.

DIS is developing a package for state agencies for teleworking though it is not expected to be ready for distribution until at least next spring. DIS will attend the Task Force meeting in September to address the technology security issues raised at the meeting. Task Force members are encouraged to bring their I.S. and/or HR personnel with them to the meeting.

The members agreed that the current guidelines need a few tweaks in the technology and equipment sections. Much has changed in these areas since the last update of the guidelines in 2006. Joan will work with Monica to update that section of the Telework Guidelines.

## **Flexible Work Hours**

Flexible work hours and compressed work weeks were discussed. Commerce is a great example of a successful 4/10 schedule that includes all their employees. Commerce employees who are unable to work a 4/10 schedule, are able to telework on the 5<sup>th</sup> day. SPSCC is also on a 4/10 schedule for the summer. In both instances, the reason for 4/10s is to save energy, not to reduce commute trips. A strategy for promoting compressed work schedules would be to reduce GHG emissions.

All of the agencies represented by the members attending the meeting allow flexible work hours and flexing employee start and ending times to meet carpools, transit and vanpools. However, due to cutbacks, issues have arisen when someone is flexing their day and someone else calls in sick. Being flexible with employees is a strategy that can help flexible work hours to be successful.

## **Parking**

Parking was briefly discussed. While TRPC supports having parking fees charged to all employees, it is apparent that even raising the parking fees on campus is not currently being considered. It was noted that the current collective bargaining agreement stipulates that parking will not be charged off campus at levels beyond what was in place on June 30, 2005. However, Commerce was able to negotiate with their union(s) to raise their parking fees. Commerce used the parking fees to support their CTR program subsidies. The unions are OK with voluntary parking fee programs such as the one at Ecology in Lacey where employees have a choice to either pay to park in a specific area or not to pay and park further from the worksite. The unions do support parking fees being used to support the agencies CTR programs, especially subsidies for alternative commuting. One strategy would be to encourage agencies to implement a voluntary parking fee program where feasible.

**Next Meeting:** September 15, 2010 in the WSDOT Commission room starting at 1:30. Tentative agenda: telework and security demonstration by DIS; parking programs and guidelines, menu of options and possibly measuring and reporting.

Notes prepared by Joan Cullen, Staff

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