

# Joint Comprehensive CTR Plan Task Force

Wednesday, September 15, 2010

Meeting #3

## Meeting Notes

### Task Force Members Attending

Early Learning: Linda Jennings

Ecology: Margaret Hill

Employment Security: Arthur Florence

General Administration: Michael Van Gelder

Information Services: Robin Todd

Intercity Transit: Kris Fransen

Licensing: Annette Gavette

Lottery: Bruce Eisentrout

Public Disclosure Commission: Suemary

Trobaugh

Thurston Regional Planning Council: Karen

Parkhurst

WSU: Kelly Barton

### Task Force Members Absent

Commerce: Carolyn Hojem

Evergreen State College: Susie Seip

Federation of State Employees: Tim Welch

Personnel: Darrin Litchfield

Secretary of State: Steve Lyle

Social & Health Services: Bob Hubenthal

South Puget Sound Community College: Donna

Ching

WSDOT: Christopher Aiken, Dacia Stricklett

### Others

David Morris, DIS

Nadia Sarno, OFM

Dean Schwickerath, DOL, Chief IT Security Officer

Gene Thomas, DEL, Network Administrator

LaVern Todd, OFM

Julie Youmans, DOL, Labor Relations Manager

### Telework Demonstration

**David Morris, DIS**

David Morris, Department of Information Services (DIS), gave a presentation on a couple of ways technology can assist the teleworker. His PowerPoint presentation is posted on the State Agency CTR website: [www.ctr.wa.gov/](http://www.ctr.wa.gov/). Then click on "Interagency CTR Board." The PP presentation is posted with the Joint Comprehensive CRT Plan Task Force information.

Joan, Monica, and David will draft technology language for the telework guidelines.

Address questions to: David Morris, [davidm@dis.wa.gov](mailto:davidm@dis.wa.gov), 360-725-5218

**Survey Update – TRPC:** TRPC will be sending the Task Force members a second draft of the Survey Monkey that is to be sent to the new sites affected by 6088. Task Force members will be asked to review the questions one more time and to get comments back to TRPC.

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 November Task Force meeting.

### **Parking Guidelines**

The parking guidelines that were updated and adopted by the Interagency CTR Board in 2006 were reviewed by the Task Force. While there were a few changes/edits, none require review/adoption by the Interagency CTR Board. Joan will inform them of the changes to be sure they are OK.

### **Menu of Options**

The idea behind a menu of options in the CTR Plan is to have a set of requirements that all worksites must include plus a set of other options that could be included. Due to the location of worksites and the mission and culture of agencies, not all options can work at all worksites/agencies. For instance, agencies in urban centers have more transit options than worksites in suburbia. In addition, some agencies' missions may not accommodate telework or compressed work schedules.

The group discussed adding some "best practice" elements to the menu such as spending some time to identify barriers around the worksite (i.e. no bus stops, no dropping off place, too many parking stalls) and determining how visitors get to the worksite.

### **Meeting with Interagency CTR Board**

It was decided to cancel the October 13<sup>th</sup> meeting with the Interagency CTR Board because the Plan is not developed enough for a meaningful discussion.

### **Next Meeting**

October 20, 2:00 to 4:30 in the Mt. Rainer Room at WSDOT. Continue discussion of options, telework, and plan development.

November 16: Plan development; TRPC survey results

December 16: Plan development continued – possible meeting with Interagency CTR Board

Notes prepared by Joan Cullen, Staff

If you have comments contact: [cullenj@wsdot.wa.gov](mailto:cullenj@wsdot.wa.gov) 360-705-7916