

MCOTA 2020/21 Work Plan

Approved date: 4.22.2020

MCOTA Program Intent

- Staff support that coordinates and engages
- Work groups that are focused and have clear directives
- Clear communication and direction with local partners
- Consistency in engaging with Minnesotans

What We Do: Our Core Strategies

- We will utilize the following strategies to improve transportation coordination in Minnesota.
- Provide support and technical assistance to local partners
- Share best practices and build coalitions
- Identify and respond to research needs
- Engage in responsible education, communication, and advocacy activities

MCOTA 2020/21 Work Plan:

Over the next five years, MCOTA will define its structure and organization, identify work products that are tangible and valuable, and contribute towards meaningful improvement in Minnesota’s transit ecosystem. The following outlines 2020/21 Work Plan:

Activity What is planned	Lead Who	Key Resources & Partners	Completion When	Anticipated Outputs
MCOTA 2020/21 Work Plan (annual) Annual MCOTA Work Plan (2020/21)	MCOTA Director	Director MCOTA Membership	January February	Draft Final
MCOTA Communications Work Team Communication Plan for MCOTA Annual MCOTA Legislative Report MCOTA Newsletter	MCOTA Director Program Manager Program Manager	CTS MCOTA Membership CTS MCOTA Membership CTS MCOTA Membership RTCCs and TCAPs	June 2020 July 2020 December 2020 January 2021 Quarterly	Draft Final Draft Final, Submit to Legislature Informational

Activity What is planned	Lead Who	Key Resources & Partners	Completion When	Anticipated Outputs
<p>MCOTA Volunteer Driver Work Team (standing*)</p> <p>Volunteer Driver Informational Pamphlet</p> <p>Operational and administrative policy recommendations for 2021</p> <p>Volunteer Driver 2020 Fall Forum</p> <p>Assess the statewide gaps in volunteer services and ridership impact. Done in conjunction with Local Human Service Plans</p> <p>Review for best practices of TCAP and RTCC efforts on Volunteer Driver recruitment and promotion</p>	<p>Director Program Manager</p> <p>Director</p> <p>Program Manager</p> <p>Program Manager</p> <p>Program Manager</p>	<p>MCOTA Work Team RTCCs and TCAPs CTS</p> <p>MCOTA Work Team RTCCs and TCAPs</p> <p>MCOTA Work Team RTCCs and TCAPs CTS</p> <p>MCOTA Work Team CTS and RTCCs and TCAPs and OTAT Planning</p> <p>MCOTA Work Team CTS</p>	<p>October 2020</p> <p>May 2020 May 2021</p> <p>November 2020 Date Pending</p> <p>May 2021</p> <p>September 2020</p>	<p>Volunteer Driver Pamphlet (pending 2020 legislation)</p> <p>Improved governance</p> <p>Informational = communication</p> <p>Research/Study = data Tech Memo - Improved Service</p>
<p>MCOTA Operations/Work Plan Team</p> <p>Review and evaluate RTCC and TCAP work plans</p> <p>Assist in the development MCOTA work plan</p> <p>Ad hoc: Develop Performance Measures for:</p> <ul style="list-style-type: none"> • RTCC and TCAPs • MCOTA • Devise an assessment tool for state agencies programs to address program/service accessibility 	<p>Program Manager</p>	<p>MCOTA Work Team</p>	<p>December 2020</p>	<p>Tech Memo</p>
<p>Agency Senior Leadership Team</p> <p>Annual Meeting</p>	<p>Agency Commissioners or Designee</p>	<p>MCOTA Leadership Team Director</p>	<p>July 2020</p>	<p>MCOTA Work Plan Priorities current and future</p>
<p>MCOTA's Leadership Team</p> <p>Meet every-other-month Set MCOTA Mtg agendas</p> <p>2021 MCOTA Work Plan update</p> <p>Review new program and emerging issues</p> <p>Review proposed recommendations from the Work Teams prior to moving to Agency Senior Leadership</p> <p>Review MCOTA Work Plan Status</p>	<p>MCOTA Chair, Vice Chair, and MCOTA Director</p>	<p>Director Program Manager</p>	<p>On-going</p> <p>Dec. 2020/21</p> <p>Ongoing</p> <p>May 2020</p> <p>Ongoing</p>	<p>MCOTA Work Plan Final</p>