

## FY18 TASKS

### TASK 2018-5

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**Task Name:** Volunteer Driver Program Forum

**Task Description:** For this task, the following activities will take place:

Parameters: 150 people, full day, lunch, \$25 registration fee, at U of M Continuing Education Center in St. Paul (proposed date: May 9, 2018), all general sessions, no speaker honoraria

For this task, the following activities will take place:

- Participate in planning meetings with MCOTA
- Finalize contracts and any required deposits with the facilities and catering for the Forum
- Coordinate logistics with Forum venue
- Prepare budget documents
- Develop registration forms for Forum
- Manage the registration system for the Forum
- Assist in development of Forum marketing materials
- Update the Forum Web pages as content becomes available
- Provide registration counts
- Finalize menus and refreshments with the caterers
- Finalize all arrangements with facility venues
- Create an evaluation form
- Develop participant packets (packets will include such items as a final program, registrant list, speaker handouts, and an evaluation form)
- Provide on-site staffing during the event to staff registration tables, serve as liaisons with facility staff, assist speakers, and provide support during and after the workshop
- Post presentations to the Web
- Create and publish a summary of the Forum
- Tabulate and summarize conference evaluations
- Pay final conference expenses, including any speaker honoraria

Anticipated products include conference marketing materials, preliminary budget information, contracts with venue, registration link/forms, and event summary.

**Time frame:** May 9, 2018 (start planning in September 2017)

**Estimated Cost:** \$48,600

*This task relates to MCOTA legislative duties 1, 10, 13, and 20 by identifying barriers to volunteer driver programs and recommending steps to address the barriers.*

# FY18 MCOTA Proposed Forum and Research Project July 26, 2017

## TASK 2018-6

**Task Name:** Best Practices for Addressing Youth Employment and Training Transportation

**Task Description:** This task is to gather data on best practices that address the biggest barrier that our youth employment and training program graduates face; the lack of transportation.

Again and again, surveys show that the inadequacy of transportation resources prevents our youth from obtaining jobs in apprenticeship, in construction, and in other industries that require mobility. In addition, youth who do not have their own transportation have difficulties getting to retail and service jobs with variable start and end times. The study would document both national and Minnesota examples of innovative programs meeting the transportation needs of working youth through surveys and/or semi-structured interviews.

**Time frame:** January 2, 2018 – June 30, 2018

**Estimated Cost:** \$30,000

*This task relates to MCOTA legislative duties 3 and 4 by identifying barriers to the accessibility of transportation services and recommending ways to address those barriers statewide*

### Potential FY19 TASKS

- Identification of gaps in transportation services as Olmstead Plan is implemented
- Webinar or other outreach about driver regulations in Minnesota
- Education and Outreach for human service providers about Vehicle Sharing

### Budget Summary

FY18 Tasks	Estimated Cost
1: Website maintenance	\$ 3,784
2: Write and edit the Council's annual report for MN Legislature	\$ 4,855
3: MCOTA meeting assistance	\$ 11,112
4: MCOTA quarterly stakeholder communications	\$ 5,376
5: Volunteer Driver Program Forum, including summary	\$ 48,600
6: Best Practices for Addressing Youth Employment and Training Transportation	\$ 30,000
<b>FY18 Total</b>	<b>\$ 103,727</b>
<b>FY19 Tasks:</b>	
1: Website maintenance	\$ 3,888
2: Write and edit the Council's annual report for MN Legislature	\$ 4,992
3: MCOTA meeting assistance	
4: MCOTA quarterly stakeholder communications	\$ 5,515
5: TBD	
6: TBD	
7: TBD	
<b>FY19 Total</b>	<b>\$ 14,395</b>
<b>FY18-19 Biennium Total</b>	<b>\$ 118,122</b>