

MCOTA 2020/21 Work Plan DRAFT 4.22.2020

Approved date:

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 Communication Work Team Communication Plan for MCOTA Annual MCOTA Legislative Report MCOTA News Letter	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
MCOTA Volunteer Driver Work Team (standing*) Volunteer Driver Informational Pamphlet Operational and administrative policy recommendations for 2021 Volunteer Driver 2020 Fall Forum Assess the statewide gaps in volunteer services and ridership impact. Done in conjunction with Local Human Service Plans	Director Program Manager Director Program Manager Program Manager	MCOTA Work Team RTCCs and TCAPs CTS MCOTA Work Team RTCCs and TCAPs MCOTA Work Team RTCCs and TCAPs CTS MCOTA Work Team CTS and RTCCs and TCAPs and OTAT Planning	October, 2020 May, 2020 May 2021 ~November, 2020 Date Pending May, 2021	Volunteer Driver Pamphlet (pending 2020 legislation) Improved governance Informational = communication Research/Study = data

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Review for best practices of TCAP and RTCC efforts on Volunteer Driver recruitment and promotion	Program Manger	MCOTA Work Team CTS	September, 2020	Tech Memo - Improved Service
Agency Senior Leadership Team Annual Meeting	Agency Commissioners or Designee	MCOTA Leadership Team Director	June, 2020	MCOTA Work Plan Priorities current and future
MCOTA's Leadership Team Meet every-other-month Set MCOTA Mtg agendas 2021 MCOTA Work Plan update Review New program and emerging issues Review proposed recommendations from the Work Teams prior to moving to Agency Senior Leadership Review MCOTA Work Plan Status	MCOTA Chair, Vice Chair, and MCOTA Director	Director Program Manager	On-going Dec. 2020/21 On-going May, 2020 On-going	MCOTA Work Plan Final