

State Agency CTR Advisory Group

Meeting Agenda

Thursday December 15, 2022

10:00 – 11:30 am Teams Meeting

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**Attendees: Jeff Coler (HCA), Veronica Jarvis (TRPC), Brewster, Stacey (UTC), Teresa Reno (ECY), Guadalupe Canales (DFI), James Hazzard (DOR), Diane Graf (ATG), Heather Nicole Saladino (WSDOT), Nicole Dumas (OFM), Kyle McPherson (IT), Michael Rathke (ATG), Patrick Green (WSDOT), Christie Stelzig (WSDOT)**

**Guest:**

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AGENDA ITEMS

<p><b>1. Welcome</b></p>
<p><b>2. Review of existing CTR Guidance to include:</b></p> <ul style="list-style-type: none"><li>• State agency CTR <a href="#">webpage</a> - Christie</li><li>• TRPC <a href="#">webpage</a> - Veronica</li><li>• OFM webpage document – Christie</li></ul> <p>We will be looking for feedback on how to improve our guidance. All those that attended found the guidance to be complete. With the exception to some links needing to be fixed there are no current updates needed.</p>
<p><b>3. Update on Annual CTR Fall Report – Veronica</b></p> <p><b>4. Deadline was December 1<sup>st</sup> but there are still some that need to turn in their survey. It was suggested that because of the time of year, it would be nice to have more time for filling out the survey. In addition, if there are going to be any changes to the questions, it would be nice to have a heads up so that we can do the research.</b></p>
<p><b>5. Veronica’s ETC Update – No updates on returning to buildings. Most have already done so.</b></p>
<p><b>6. Action items, agenda topics for next meeting, and closing comments</b></p> <p><b>Agenda Item: How can we reach our employees regarding CTR now that high numbers are teleworking and it doesn’t make sense or work to have in-person fairs.</b></p>