

October 21, 1999

TO: Members of the MAG Telecommunications Advisory Group

FROM: Debbie Kohn, Avondale, Chairperson

SUBJECT: MEETING NOTIFICATION AND TRANSMITTAL OF TENTATIVE AGENDA

Thursday, October 28, 1999, 10:00 a.m.
MAG Office, Suite 200, Saguaro Room
302 North 1st Avenue, Phoenix

A meeting of the MAG Telecommunications Advisory Group (TAG) will be held at the time and place noted above. Supporting information is enclosed.

Please be advised that under procedures approved by the MAG Regional Council on June 26, 1996, all MAG committees need to have a quorum in order to conduct business. A quorum is a simple majority of the membership, or 10 people for the MAGTAG. If you are unable to attend the meeting, please make arrangements for a proxy from your jurisdiction to represent you.

If you have any questions or need additional information, please contact Heidi Pahl at (602) 254-6300.

TENTATIVE AGENDA

	<u>ADVISORY GROUP ACTION REQUESTED</u>
1. <u>Call to Order</u>	
2. <u>Approval of September 23, 1999 and October 14, 1999 Meeting Minutes</u>	2. Review and approve September 23, 1999 and October 14, 1999 meeting minutes.
3. <u>Educational Topics</u>	3. For information and discussion.
To keep members of the MAGTAG informed, one agenda item each month is being devoted to an educational issue. For this educational session a member of the Arizona Telecommunications & Information Council (ATIC) will describe	

the role of ATIC and the projects they are currently addressing.

4. MAG Regional Videoconferencing System Project

The MAG Regional Videoconferencing System Project will implement videoconferencing technology to facilitate communication among MAG and its member agencies and reduce travel by eliminating the need to travel to as many meetings. An update will be provided.

5. Scheduling Policies and Procedures for the MAG Regional Videoconferencing System

The MAG Regional Videoconferencing System requires policies and procedures for scheduling videoconferencing and audio conference meetings. MAG staff has prepared the major points of scheduling policies and procedures for MAGTAG review and input. Please see Attachment One.

6. Intergovernmental Agreements (IGAs) for the MAG Regional Videoconferencing System

It may be necessary to prepare IGAs between MAG and MAG member agencies for the purpose of implementing the MAG Regional Videoconferencing System. As a preliminary step it is important to identify those items which need to be addressed in the IGA. A report will be provided and input from MAGTAG will be solicited.

7. Telecommuting Program

The telecommuting portion of the MAG Teleconferencing and Telecommuting

4. For information and discussion.

5. For information, discussion and possible action.

6. For information, discussion and possible action.

7. For information and discussion.

Program will provide for additional telecommuting alternatives throughout the Valley and encourage telework and proximate commuting. It was agreed that a survey to determine what member agencies do to support telecommuting be completed for each city. To facilitate responses, MAGTAG will be requested to provide RPTA with a contact name and phone number. The survey will be conducted by telephone by RPTA staff. An update will be provided.

8. Update on the Electronic Access Survey

Small Town Connections will further email, web page and Internet assistance to those member agencies who need support, especially those who are not yet using these technologies. MAGTAG recommended performing a survey of all agencies prior to beginning this project. The Electronic Access Survey was administered by telephone and the responses were summarized. An update will be provided.

9. TIP Process

The Transportation Improvement Program (TIP) process occurs annually. As part of the TIP process MAGTAG committee members met on October 14, 1999, to review telecommunications projects for MAG federal funds. MAGTAG prioritized the telecommunications projects for inclusion in next year's TIP. An update will be provided.

10. Announcements and Public Input

An opportunity will be provided to Committee members and members of the public to address the MAG Technical Advisory Group.

8. For information and discussion.

9. For information and discussion.

10. For information and discussion.

11. Date of Next Meeting

The next meeting of the MAGTAG is scheduled for December 9, 1999.

11. For information and discussion.