

Keeping Local Governments Moving: Conducting Business Virtually

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Setting Up Your Telework Program

1. Set a Goal.

- Then design program.



A word cloud of benefits associated with telework. The words are arranged in a roughly triangular shape, with 'health' and 'recruitment' being the largest. Other words include 'emergency', 'retention', 'productivity', 'office space', 'parking', 'cost', 'pollution', 'expand reach', 'savings', and 'safety'.

emergency
retention
productivity
office space
health
parking
recruitment
cost
pollution
expand reach
savings
safety

Setting Up Your Telework Program

2. Define Your Policy.

- Who can participate?
- What is your work week?
- Equipment considerations?
- Cybersecurity?



Setting Up Your Telework Program

3. Determine Which Tasks are Best for Telework.



Setting Up Your Telework Program

4. Stay Connected.

- Engage Your Teleworkers.



Setting Up Your Telework Program

5. Train Managers.



LinkedIn – 16 Free Trainings Related to Telework for Teams

<https://www.linkedin.com/learning/paths/remote-working-setting-yourself-and-your-teams-up-for-success?u=104>

Setting Up Your Telework Program

6. Assign Mentors to New Teleworkers.



Setting Up Your Telework Program

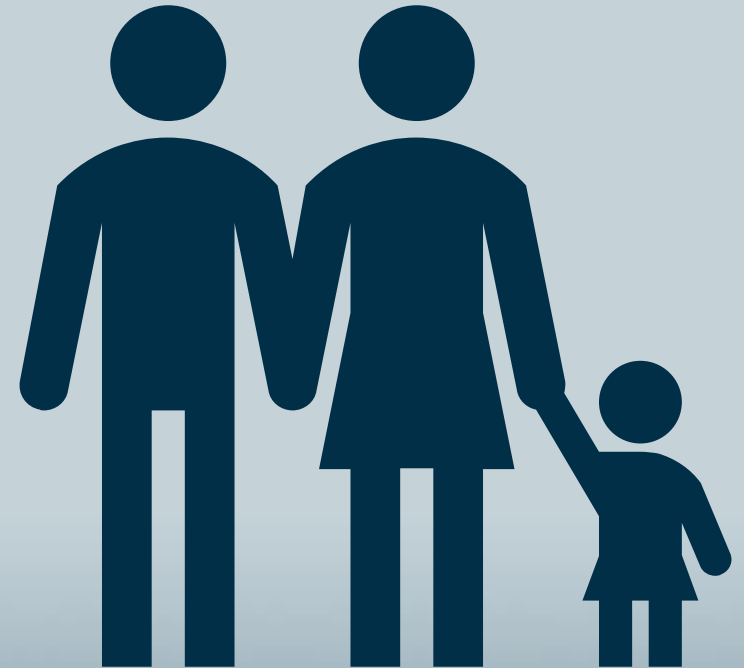
7. Comply with State and Federal Laws.



Setting Up Your Telework Program

8. Discuss Dependent Care Options.

- Earlier start time?
- Later start time?



Setting Up Your Telework Program

9. Provide Technology Resources.

- Contact Relationship Management Systems
- Project Management Systems
- Online Meeting Tools
- Online Fileshare
- Hardware



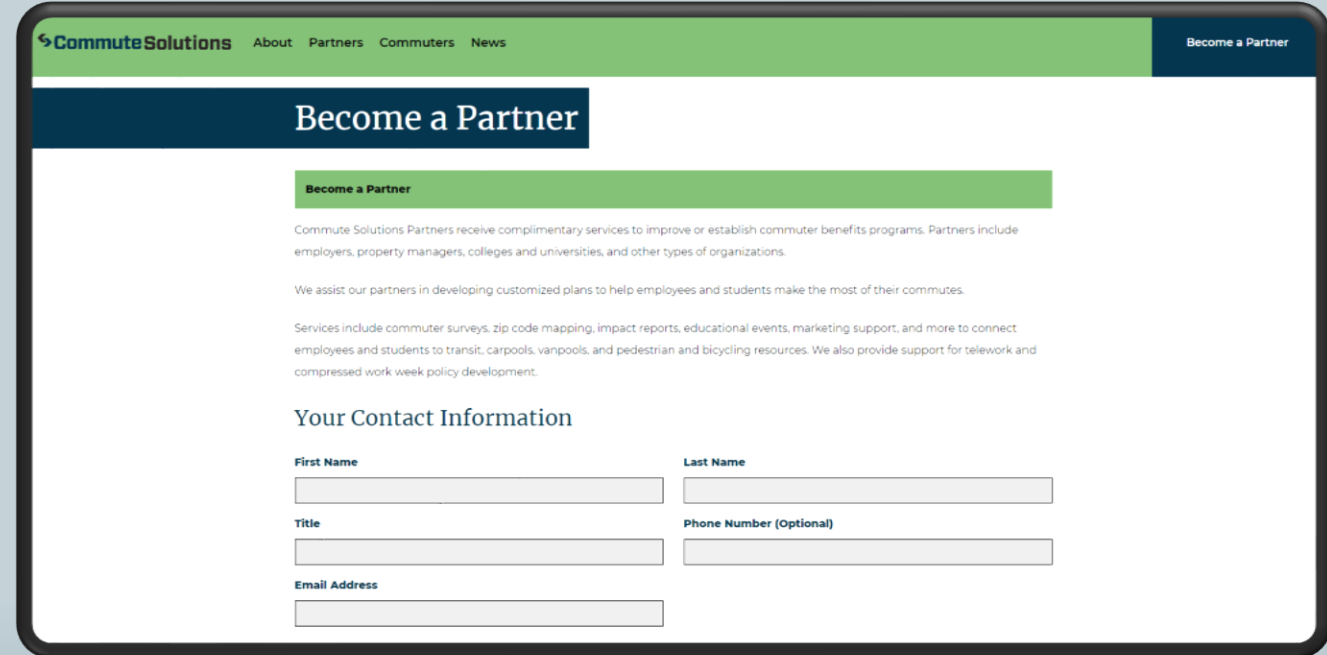
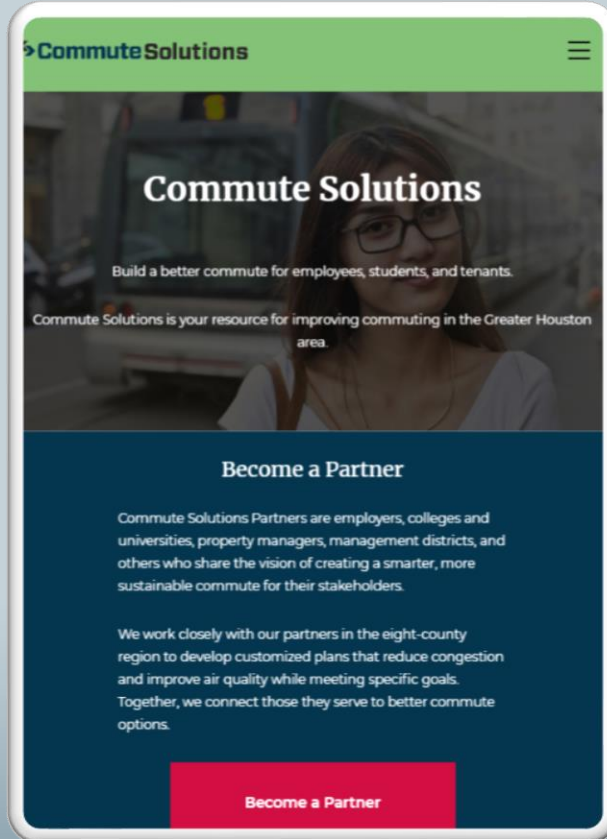
Setting Up Your Telework Program

10. Assess Your Program.

- Revamp as Necessary.



Helpful Tools for Telework Program Implementation



yourcommutesolution.com

Free Technology Resources For Working Remotely

Microsoft Office 365 & Teams

- 6-month no cost 'freemium'
- Teams features
 - Virtual Video meetings for up to 250 participants
 - Live Event for up to 10,000
 - Recording and screen sharing
 - Chat
 - One-on-one audio or video calling
- Sign up
 - <https://products.office.com/>

Free Technology Resources

Video and Audio Conferencing

Webex

- Free personal license
- Free features
 - Up to 100 participants in each meeting
 - Meet as long as you want
 - Call-in for audio
 - Unlimited number of meetings
- Sign up
 - <https://www.webex.com/pricing/index.html>

Free Technology Resources

Video and Audio Conferencing

Zoom

- Free basic personal meeting license
- Free features
 - Up to 100 participants in each meeting
 - Meet as long as you want
 - Unlimited 1 to 1 meetings
 - Participants can join your meeting for free from their phone, desktop, mobile and tablet devices. A participant does not require a Zoom account in order to join a meeting
- Sign up
 - <https://zoom.us/pricing>

Free Technology Resources

Online Documents

Google Docs

- Free Personal license with Gmail account
- Free features
 - Access, create, and edit your documents wherever you go — from your phone, tablet, or computer — even when there's no connection.
 - Share with anyone
 - Everyone can work together in the same document at the same time
- Sign up
 - <https://www.google.com/docs/about/>

Free Technology Resources

Free Online Storage

- Google Drive: 15GB free
 - <https://www.google.com/drive/>
- OneDrive: 5GB free
 - <https://products.office.com/en-us/onedrive/online-cloud-storage>
- Dropbox: 2GB free
 - <https://www.dropbox.com/basic>

A light blue map of the Houston-Galveston Area Council region, showing county boundaries. The map is positioned on the right side of the slide, behind the main text.

Is Your Meeting Subject to the Texas Open Meetings Act?

Suspension of Certain TOMA Statutes

- Effective March 16, 2020
- Subject to certain conditions
- To allow telephonic or videoconference meetings
- To avoid congregate settings in physical locations
- Suspensions are in effect until terminated by Governor, or until disaster declaration is lifted or expires

What Remains Unchanged?

- Public Notice Requirements
- Public Comment
- Quorum Requirements

Temporary Suspensions

- Meetings that require a quorum or a presiding officer to be physically present at the specified location of the meeting; provided, however, that a quorum still must participate in the telephonic or videoconference meeting
- Meetings that require physical posting of a notice; provided, however, that the online notice must include a toll-free dial-in number or a free-of-charge videoconference link, along with an electronic copy of any agenda packet

Temporary Suspensions

- Meetings that require the telephonic or videoconference meeting to be audible to members of the public who are physically present at the specified location of the meeting; provided, however, that the dial-in number or videoconference link provided in the notice must make the meeting audible to members of the public and allow for their two-way communication; and further provided that a recording of the meeting must be made available to the public
- Meetings that may be interpreted to require face-to-face interaction between members of the public and public officials; provided, however, that governmental bodies must offer alternative methods of communicating with their public officials.

Conducting Open Meetings

- Select a resource – Conference Line, Virtual Meeting
- Assign a moderator (different than presiding officer)
 - Housekeeping items
 - Certify the quorum
 - Assist in coordinating the public comment portion
 - Vote and motion tracking
- Announce temporary suspension of certain requirements and what measures were taken to comply with TOMA

Resources

- Attorney General Open Meetings Hotline – 888-672-6787
 - Leave your contact information
 - Type of Governmental Body
 - Question
- H-GAC – 713-993-4598 or rick.guerrero@h-gac.com

Questions?

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