

DRAFT - MCOTA FY 2025 Work Plan Development Discussion

May 22, 2024

Purpose & Background

At the MCOTA meeting in January 2024, the Council discussed streamlining the work of MCOTA to focus on a single priority that is achievable within one year (July 1, 2024, through June 30, 2025 – the state’s fiscal year 2025 (FY 2025)). The goal at the end of FY 2025 is for MCOTA to have vetted policy recommendation(s) for the legislature and/or recommendations that can be implemented by impacted state agencies.

In March, following the January 2024 MCOTA meeting, MCOTA members were surveyed to determine priorities. The top three priorities were as follows, ranked in order:

- 1) Work to identify driver shortages and address specific interventions throughout the enterprise that could aid in increasing driver availability.
- 2) Work to address transportation reimbursement throughout the enterprise to ensure they are both regionally specific and economically viable. Develop a pilot project to create a “one-stop-shop” for clients to find the appropriate human service transportation options within a certain region.
- 3) Work to help Minnesotan’s understand what transportation support services are available to meet different mobility needs.

The above results were discussed at the March 2024 MCOTA meeting. After much discussion, the consensus of the Council was **to focus on: “*Work to identify driver shortages and address specific interventions throughout the enterprise that could aid in increasing driver availability*” for FY 2025.**

Next Steps

At the May 22, 2024, MCOTA meeting, Council members should be prepared to discuss responses to the questions below to help the Council develop a work plan to achieve the selected priority. Please note that the discussion will be iterative, and some responses may need to be further flushed out in future discussions.

- 1) How would you define (and possibly narrow) a scope of work statement?
- 2) Who are the key MCOTA member stakeholders?
- 3) Are there key stakeholders that are not MCOTA members? If so, who are they?
- 4) What are key milestones to be achieved during the year to gauge progress?
- 5) What are the risks in achieving the priority?
- 6) What additional staff resources can your agency provide to achieve the priority?
 - a. How many hours can you, as an MCOTA member, devote per month?
 - b. Can any other staff at your agency support the priority? If so, who and how many hours can they devote to the priority each month?
- 7) What should the schedule/format for MCOTA meetings and working groups be over the year to support the goal? Below is a suggested revised schedule for MCOTA for discussion.

- MCOTA Meetings (~5 meetings)
 - **May 2024** (Work Plan Discussion/Seek Work Group Members), **September 2024** (Approve Work Plan), **January 2025** (Priority Update), **March 2025** (Draft Recommendations), **May 2025** (Adopt Final Recommendations)
- MCOTA Work Group Meetings (~10 meetings and more as needed)
 - **June 2024** (Develop Work Plan); **July 2024** (Develop Work Plan); **August 2024** (Finalize Work Plan); **October 2024** (Develop Recommendations); **November 2024** (Develop Recommendations); **December 2024** (Develop Recommendations); **January 2025** (Develop Recommendations); **February 2025** (Develop Recommendations); **March 2025** (Finalize Recommendations); **April 2025** (Finalize Recommendations)
- Senior Leadership Meetings (~2 meetings)
 - **October 2024** (Update); **June 2025** (Recommendations)