Approval of March 16, 2011 Meeting Minutes

Commerce Updates – Scott Quehl (10 minutes)
   ♦ Nominees for Secretary & Deputy Secretary and Transition
   ♦ Proposed Reorganizations

Framework for Project Collaboration – Discussion led by Dan Sobien (20 minutes)

Administrative Savings (30 minutes)
   ♦ Cost Reduction Project – Anne Rung
   ♦ Employee Initiatives – Bill Fleming

Reports from Working Groups (20 minutes)
   ♦ Innovation – Co-Chairs, Robert Budens & Andy Winer
     Presentation to National Council on Travel Project
     Child Care/Elder Care
   ♦ Metrics – Co-Chairs, Randy Myers & Bill Fleming
     Travel
     Employee Viewpoint Survey
   ♦ Communications – Co-Chairs, Howard Friedman & Anne Rung
     One Year Anniversary Email from Secretary
     Employee Viewpoint Communications
     Elder Care/Child Care Communications

New Projects for Working Groups (20 minutes) – Discussion led by Dan Sobien and Scott Quehl
   ♦ Telework Go-To Team
   ♦ Better Utilizing Technology

Other (10 minutes)
   ♦ Update on Telework – Bill Fleming
   ♦ Follow-up on Idea Generation – Anne Rung

New Business (5 minutes)

Agenda for Next Meeting (5 minutes)
Call in number       1-866-721-1484
Passcode            6358769#

Next Meeting:       September 21, 2011