

From: [Kimberly Lile Dowty](mailto:Kimberly.Lile.Dowty@ctcog.org)
To: [Kimberly Lile Dowty](mailto:Kimberly.Lile.Dowty@ctcog.org)
Subject: FW: TARC COVID Update-FW: Please forward to all Employees
Date: Monday, August 3, 2020 12:44:48 PM

From: Jim Reed <jim.reed@ctcog.org>
Date: Friday, July 31, 2020 at 11:43 AM
To: Anna Olvera <anna.olvera@ctcog.org>
Cc: Ginny Lewis Ford <glewisford@txregionalcouncil.org>
Subject: Please forward to all Employees

Tomorrow starts the month of August and marks the start of the sixth month of this event called COVID-19. A lot of what we have assumed about the nature of work and the role we play in society has changed. What hasn't changed is how vital our organization is to Central Texas. Now is the time to lean forward and push ourselves with regard to what we can accomplish for our region. I hear everyday about the great work each of you is doing so thank you!

In an effort to continue refining our processes and procedures, the following are offered for your review:

- We do not have a timeline set for a full return to work at the various CTCOG and partner buildings. We are monitoring the ever changing situation daily and working with the leadership team to determine the who, what, where, when and how of our return to work. My personal commitment is that you will be advised about any changes with plenty of time to prepare.
- All CTCOG and partner buildings are closed to the public. Staff will be in and out of the offices as their work schedules require. Some are in the building daily, some periodically, some not at all. With over 140 distinct and different programs and grants, everyone is different. Communicate and stay in contact with your supervisor with regard to your schedule and deliverables and you will be fine regardless of what others are doing.
- If you find yourself in need of entering one of the buildings, you must follow our protocols. No exceptions.
- All meetings will continue to be held remotely if at all possible.
- If you must attend a meeting as a representative of CTCOG, you must practice masking and social distancing protocols.
- Please be respectful of others opinions about this situation.

The numbers of people impacted by this situation change daily. Over time it is almost certain that either you or someone you know will be directly impacted. Several staff members have had family deaths and illnesses. Please do everything within your power to support each other and help decrease the chance of spread.

We are doing amazing work on behalf of our members. As an organization, we are thriving in spite of the challenging environment. We have not laid off employees, we have not cut salaries or

benefits, we have not shortened contracts or agreements. To put this in perspective, two months ago two of ten people in our region were unemployed. That number is leveling or dropping in most areas but with certain protections on evictions and changing unemployment, those numbers will change. CTCOG is fine, thanks to your continued hard work. As long as we are relevant and effective, we will continue to be fine.

With the above in mind, I want to recognize the efforts of our administrative staff during this time. They are working constantly to assure grants pay us and funds flow properly so that we meet our obligations. They also are busy preparing the workplace for our safe return when the time is right.

Keep up the good work, ask questions, be diligent, stay safe.

Sincerely,

Jim Reed, AICP
Executive Director, CTCOG