

**HENRY VILAS ZOO WORKPLACE PLAN 2022**

No.	Date(s)	Event	Next Steps	Other work standards that apply	Point Person(s)	Process/Outcome
<b>1. Work Environment/Morale/Respect/Professionalism</b>						
1	On-going	Future Goal: establish training for senior staff to improve communication	FEI Proposal and MATC training		Sr. Mgmt.	
	9/22	Working with external review team on an anonymous survey so staff can share specific concerns in a safe way	Take survey results and implement work plan to build trust and a more functional work place		RS	Survey completed by majority of staff applicable information used in external report
	9/22	Provided contact information to all staff regarding external reviewers so they could contact on their own	Additionally provided ability to meet wherever the staff felt comfortable			Majority of staff met with the Judge and/or Captain regarding any concerns or positives in the work place
	10/21/22	Meet with Michael McCafferty from FEI on scheduling all staff training on healthy work place behaviors	Planning to schedule first trainings for staff in November/December		RS	

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2	5/17/22	Meet with Randy Krantz from (EAP) to develop all staff training plan	Randy will send proposal to RS regarding work plan		RS	Personnel change on point person to help with plan
	7/1/22	Meet with EAP/FEI/ER/OEI on proposal	Ensure proposal will address increasing communication and accountability		RS, ER, OEI, FEI, EAP	
	8/3/22	Met with Randy K from FEI on proposal	Randy informed that there were personnel changes that resulted in bringing in a new point person. Proposal will be sent next week		RS, RK	
3	9/12/22	Develop Leadership Track using input from all staff: Anonymous surveys, all staff meetings, 1:1's, etc.	Working with Joe Balles on External investigation to develop all staff survey		RS, JB	Survey was sent to all staff to fill out within two weeks to get results. Will be able to use survey yearly as a measurement tool.
	9/23/22	Survey completed and results being tabulated	Information from survey will help inform next steps in work plan		RS, JB	
	9/23/22	Hired giraffe construction and animal welfare consultants to help with staff training, care and construction of new giraffe exhibit.	Experts from Cheyenne Mountain Zoo are former HVZ Zookeeper and Deputy Director so staff was excited to see and learn from them		RS, BP, JT	Continued access to their expertise will ensure a great collaboration and great exhibit to be modelled in AZA (first of its kind so far professionally)

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	5/9/22	Create office hours for Management to meet with all staff			RS	RS office hours on M/Th 1:30pm – 3:00pm
	9/22	Continue to walk zoo areas periodically for more casual zoo conversations	Provide access at staff worksite		RS	Given feedback this is working and appreciated
	1/23	Walking zoo areas during winter to keep updated on zoo grounds			RS	
	5/11/22 5/19/22 On-going	Attend morning staff meetings weekly or more	Asked for team input on the work plan from animal care team on 5/19		RS, JD	This has been on-going and working well for more frequent day to day updates
	6/21/22	Talked about RES-085 DD for Giraffe Exhibit			RS	
	6/24/22	Met team in AM for update on Bison next steps after Mama Cow			RS	
4	On-going	Develop Norms & Commitments	Sr. Mngmt team has meet several times in 2021-2022 to develop themes	FEI will help with this process	All Staff JT facilitating for managers	Continue this process with FEI

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5	On-going  9/22	Work with other AZA facilities on successful cultural development  Reached out to Birmingham Zoo on Just Culture program to learn if applicable to implement at HVZ	CMZ “We Believe” statements Marty McPhee staff development training		All Staff  BP	Recently had CMZ staff visit (see 1.3)  Mentioned this proposal to staff at meeting on 9/23/22
6	On-going	Continue to develop strategies from #5			All Staff	
<b>2. Employee Group (EG) Representation</b>						
		N/A	Management isn’t part of the Employee Work Group or its functions so would not be aware of efforts in this category			
<b>3. Communications and Transparency – Management and Staff (EXTERNAL RECOMMENDATION #2 – Gather Input by Zookeepers and others on key decisions)</b>						
1	On-going	Include transparency in our norms & commitments, establish outreach plan for staff			Managers	Add to work with ER, OEI and FEI
2	On-going	Request additional technology to make access to internet easier to all staff	Working with Jamie from Dane County IT on		JD	Veterinary team has better ability to communicate electronically

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	7/22	(ex. iPads in all zoo areas without a computer)  Had IT provide equipment for the Animal Health Center and gave more access for vet team to communicate by email, etc.	getting more equipment at zoo  Continue to assess where IT equipment upgrades are needed throughout zoo		JD, RS, JT	
	7/22	Added equipment to Visitor Center conference room to hold hybrid meetings	Also have the Animal Health Center and Discovery Center classrooms on the list for equipment upgrades			Zoo is able to hold hybrid meetings
	9/29/22	Zoo hosting Public Works and Transportation meeting at zoo	Hybrid meeting with new equipment will allow meetings to be hybrid at the zoo		JS, County IT dept	Zoo is able to have upgraded equipment for meetings and education classes
	9/30/33	General Curator sharing all animal transfer updates by email for fall to all affected staff  Additionally, GC setting up meeting for veterinarian to go over necropsy reports			BP	All animal and vet care staff know what animals are coming in and going out at zoo for fall so they can be informed and ready

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		with staff so they can ask questions				
	11/14/22	Met with GC and EA on possibility of getting a .6 Zoo Attendant. Will discuss at All Staff on December 6	This is an effort to meet with all staff including the EWG rep on ideas from staff		BP, RS, EA	
	11/16/22	GC held second Animal Care department meeting to bring together all animal care staff to discuss ongoing issues and updates	This is a new meeting to improve communication across animal care areas such as vets and zookeepers		BP	BP send out notes for meeting regarding time sensitive information and items discussed
	11/17/22	General Curator set up meeting with zoo keeper staff to discuss ideas for time off and vacation memo rules for 2023 to get their input	GC provided notes with input from EWG rep and keeper staff		BP	BP will send out final Time off and vacation memo to staff for 2023 in early December
	1/4/23	First Animal Care department meeting in 2023	Review of keeper suggestions/survey on sick call schedule changes		BP, ZM's, ZK's	
	1/26/23	Added computer for vet and animal nutrition records at the Animal Health Center. The	Training vets and staff on use and applications		County IT, JD, BP, JS	

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	<p>2/15/23</p> <p>2/27/23</p>	<p>Nutrition database is the first time the zoo has had access to this resource! Also added phone lines in Operations department so able to communicate with public and staff better.</p> <p>Held February Animal Care meeting</p> <p>Annual reminders on policies, vet communications, security, KRONOS procedures, pepper spray, ESS, and FB contributions</p>	<p>Helps with scheduling events, communication</p> <p>Started with celebrations of staff successes, provided opportunity to give input on animal collection planning</p>		<p>County IT, ES</p> <p>GC, ZM, ZK, VT</p> <p>BP</p>	<p>Provide animal care staff opportunity for questions and information on animal care decisions and projects.</p>
B	<p>On-going</p> <p>5/20/22 6/22</p>	<p>Research alternative modes of communication for all staff</p> <p>Gave access to Zoo Staff Calendar for all staff</p>	<p>(SEE 3.2 on date 1/26/23 above for updates)</p>		<p>KM</p> <p>JT</p>	<p>Zoo Staff Calendar generally has all non-keeper staff on grounds/off grounds information for all staff to see</p>

No.	Date(s)	Event	Next Steps	Other work standards that apply	Point Person(s)	Process/Outcome
	7/20/22	Gave Corp Counsel, ER and OEI access to Zoo H drive Admin section to assist and review policies/etc.			RS, OEI, ER, Corp Counsel	
3	<p>On-going (MAY 2023)</p> <p>Mar/Apr 2022 On-going</p> <p>7/6/22</p> <p>7/21/22</p>	<p>Develop comprehensive onboarding process to introduce new staff to all areas and department functions at the zoo</p> <p>New FT staff meet with all managers and departments (education, marketing, operations, etc.)</p> <p>Discussed communication progress on this workplace plan at the zoo all staff meeting</p> <p>Asked animal care and operations staff to a brainstorming session on communication</p>	<p>SOGs Onboarding check lists All Staff meeting introductions</p> <p>Provide overview of entire zoo operations and how they all fit together</p> <p>Provided updated on this plan including the onboarding, meeting opportunities, notes, calendar access and other ideas to ensure communication</p> <p>Schedule meeting in August</p>		<p>All Staff</p> <p>Each Dept.</p> <p>RS at all staff meeting</p> <p>RS</p>	<p>Have developed comprehensive orientation handbook with rollout to staff in late May 2023</p> <p>New Staff on board with Education, Marketing</p> <p>Continued updates provided at all staff meetings periodically</p> <p>Meeting held on 7/29/22 and distributed notes for improved interdepartmental and guest communication to team</p>

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<b>4. Valuing All Employees and Their Input in Solving Work-Related Issues and Enhancing the Zoo Environment</b>						
1.	On-going	Continue to refine meetings to include all interested parties to provide input in decisions	Vet Meeting (5/11) discuss geriatric camel treatment options		All Staff	Have continued to have meetings on animal welfare, collection planning, maintenance priorities, events and other issues for all staff interested
	6/22	Continue to involve all animal care staff in QOL meeting decisions			RS, BP, Vet Team, ZM, ZK	Ensures all staff are able to have input in difficult decisions regarding animals in their care
	7/28/22	Held Giraffe exhibit brainstorming session with all staff invited			Barns Keepers, LW, RS, ES	Several keeper, animal care, operations and education staff attended and shared suggestions for exhibit
	8/5/22	Thanked Zookeeper LC for stepping in on last minute giraffe tour and copied in managers	Continue to work with all staff on preferred recognition		RS	Ensure staff is thanked and appreciated for efforts above and beyond continually
	8/24/22	Held Green Barn Collection Planning meeting with keeper, animal care and director staff	Identified keeping porcupines, next steps for red pandas, work on meerkats exhibit		Green Barn Keepers, ZM's, GC, RS	Identified some solutions but also some questions and future challenges, will investigate cost for some modifications for husbandry.

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	9/22	Lost female r. panda to cancer and have new young r. panda male	Work with SSP on bringing in female companion for male		Animal Care and Vet Staff	This encompasses keeper input, animal manager, vet and education input as well as collection planning
	9/22	Work with UW Vet School and Vet Tech on complete records for animals	Define process on getting images taken at UW for zoo animals		BP	Continue to define work relationship with UW vet school and documentation at HVZ
	10/15/22	GC sent email to all animal care and education staff for suggestions to help cockatoo heal from wing injury	Call for advice, input and assistance of animal care and education staff for an animal case		BP, ZM's, ZK's Maint	Providing opportunities for staff to offer suggestions/solutions and help participate in solving of problems
	Nov–Dec 2022	Held three animal care staff meetings to discuss animal holding improvements for capybaras, otters, and tortoises	Develop short and long term plan to improve each holding area and find other options for winter holding if needed			New projects and improvements include moving animals in winter and long term upgrades to exhibits
	1/4/23	Final organizational meetings for plans for holding improvements of capybaras, otters, and tortoises with animal care and maintenance staff	Gather supplies, build changes and move animals		BP, ZM's, ZK's Maint	

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	1/27/23	Finalized and installed electric/lights for tortoise move in winter to primate house for increased animal welfare per animal care, vet and maintenance team collaboration	This will provide aldabra tortoises more space and choices during the winter and create a mixed species exhibits with lemurs.		BP, ZM, ZK, Maint	
2	<p>On-going</p> <p>June, July, August 2022</p> <p>September 2022</p> <p>Oct-Nov 2022</p>	<p>Ensure opportunities for all staff to attend meetings relevant to their role and provide ways to inform staff that are on alternate schedules</p> <p>June All staff on a Tuesday July All staff on a Wednesday August All staff on a Thursday</p> <p>Held weekly all staff meetings for updates on both external and AZA investigations to let staff know and ask questions</p> <p>GC sent out notes of vacation memo survey to keeper staff to finalize memo for 2023</p>	<p>Provide notes of meetings Meet individually with staff</p> <p>Move monthly All Staff meetings so all staff, Vets, Other Dept. can attend</p> <p>Develop anonymous surveys for staff to fill out</p> <p>Staff engagement from email provided more suggestions</p>	<p>Survey sent to staff on 9/12/22 and due in two weeks (included SSA)</p>	<p>Managers</p> <p>RS, VT, ZK</p> <p>BP, ZK</p>	<p>Vet Techs, Zoo Keepers provide input on ways to accomplish this</p> <p>Focus on providing transparency, giving staff a chance to ask questions and provide input/suggestions</p>

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	1/12/23	First All Staff meeting in 2023. All have been scheduled for 2023 on different days and times to accommodate different days off for staff	Send out agendas and meeting minutes to all staff and save in H drive		All Staff	Setting dates for entire year ensures all staff have adequate heads up for when meetings are. Setting different times and dates allows all staff a chance to participate.
<b>5. Management/Supervision/Work Rules and Expectations (EXTERNAL RECOMMENDATION #6 – Standardize Processes)</b>						
1	On-going	Reevaluate and refine department work plans, SOGs, operational procedures, and office standards	SOG *ensure posted in appropriate work space	Identify areas where SOG's needed and how often to review	Managers	
	On-going	Reviewing all position descriptions (PD) and class specs of each job classification at the zoo	Asking individuals to review their PD/Class Specs for suggestions and edits		RS, AU	Provide role clarity for all staff on individual roles and that of others
	Jan – May 2023	Identify gaps in personnel and AZA accreditation expectations	Veterinarian, Community Education Outreach, entry level zookeeper/zoo attendants		RS, EWG, All staff	Prioritize needs for each budget cycle/year and identify revenue sources as needed
2	On-going	Identify resources the county has for professional development for managers.	See 1.2 above	EAP, FEI, ER, OEI, RS	All Staff (county assistance)	

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B	On-going	Managers set routine 1:1 meetings with direct reports			Managers	RS has 1:1's weekly with Direct Reports JT, KM, JD
<b>6. Work Attendance</b>						
1	On-going  March – May 2023	Review county attendance and leave policies at an all staff meeting periodically  Train staff on KRONOS electronic payroll system for accurate time when staff is present	Invite county ER/DOA to attend meetings to explain polices and answer questions  Zoo moves away from paper copies		All staff  All staff	Provide simplified automatic tracking system for correct pay and benefits
	On-going	Create survey to gather input from staff on vacation schedule	Survey completed in September – Discussed in late 2022 and January 2023		BP	Sent out in September 2022 for staff input on vacation policy
<b>7. Employee Performance Evaluation and Discipline (EXTERNAL RECOMMENDATION #3 – Eliminate claims of favoritism with “Just Cause”)</b>						
1	On-going  1/4/2023	Ensure ER and/or Corp Counsel review issues and provide guidance on next steps  First meeting of 2023 with ER, Corp Counsel, OEI, and			Managers, EA, Corp Counsel  ED, CC, ER, DOA	Ensure consistent application of policies and procedures of the county

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		DOA to set goals and updates of the year				
2	<p>On-going</p> <p>01/23</p> <p>03/01/23</p> <p>4/26/23</p> <p>April-May 2023</p>	<p>Work with EAP and outside consultants to work towards resolutions to any outstanding past misconceptions</p> <p>Set up Management training with FEI</p> <p>All managers scheduled for EAP Management training through FEI</p> <p>Creative Solutions to Conflict Management training</p> <p>Work with zookeepers, education on providing GRAZE training and consulting services for all staff</p>	<p>FEI training for managers as part of overall staff development</p> <p>Contract to help staff with mental health issues common with compassion fatigue in care positions</p>		<p>Managers, EAP, Consultants</p> <p>RS, FEI</p> <p>RS, FEI</p> <p>RS, FEI, Managers</p> <p>JS, KM, RS</p>	<p>Set trainings for 2023 for managers after finishing all staff trainings</p> <p>Set up training for rest of staff</p> <p>Set up ongoing support for staff</p>
3	On-going	All staff commits to assuming good intent to be able to move forward after addressing through 7.2 process			All	Look at Just Culture process and see where can be applied in current work settings

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	On-going	Have successfully identified mistakes versus intent and worked with staff to identify root cause of problem and correct it			All staff	Just Culture distinguishes between mistakes (process and human) and intent to help navigate issues as they arise
<b>8. Disparate Treatment and Employee Favoritism by Management (EXTERNAL RECOMMENDATION #3 – Eliminate claims of favoritism with “Just Cause”)</b>						
1	On-going	Create a culture where all staff feel safe to share concerns about disparate treatment	Work with outside experts on how to achieve this		All	External review and anonymous surveys will provide opportunities to do this in a safe environment
2	On-going	Managers provide a safe way to let all staff request needed tools and resources			Managers	Staff came up with equipment sign up list posted outside Zoo Manager’s door
B	On-going 7/12/22 7/20/22	Meet with ER to define Position Descriptions and gain role clarity			RS, AU	Continue to define and share with all staff roles and responsibilities of different staff classifications
	1/4/23	Shared Fair Fighting Rules document with Management staff	Review and discuss amongst team for better communication		JT	
	Mar-Apr 2023	Scheduled and held “Performance Management” and “Promoting a Healthy Work Environment:	Implement learnings from these classes in giving feedback		Managers	Help create consistent framework and messaging for staff

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	4/26/23	<p>Communication, Conflict Management and Teamwork” FEI trainings with managers</p> <p>FEI manager training on conflict to creative solutions</p>	Continue to work with FEI on management training		Managers	
<b>9. Diversity, Equity, Access and Inclusion (DEAI) Education and Active Practice for and by all Management and Staff</b>						
1	<p>9/21</p> <p>5/10/22</p> <p>6/1/22 (on-going)</p>	<p>Collaborated with Ainsley’s Angels for Zoo Run to provide wheelchair bound participants’ ability to be in run. First event Ainsley’s Angels did in Wisconsin</p> <p>Met with SSA to learn about their DICE program which is a model DEAI program in AZA</p> <p>Meeting to explore universal changing station additions to Zoo and any county facilities</p>	<p>Participating in Zoo Run again for second year.</p> <p>Members of DICE sit on the AZA Diversity Committee and can be a resource as we develop our program further</p> <p>Supervisor Collins interested in writing a resolution to explore zoo/county parks as pilot program for rest of county.</p>		<p>KM</p> <p>HVZ DEAI committee, SSA, Managers</p> <p>AC, LK, LM, KM, RS</p>	<p>Successful event and first time event in the state of Wisconsin. Continued partnership each year after.</p> <p>HVZ will work with SSA to develop and complementary and inclusionary plan with SSA’s DICE program Ask Jason Stover about getting full plan document (Stephanie Gray)</p> <p>Continued exploration on cost to retrofit men’s lower restroom and install in women’s or possibly companion restroom at zoo. Giraffe exhibit restrooms</p>

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	6/7/22	Hosted Black Birders Week event with BIPOC birding club of Wisconsin the first week of June	Was the only Black Birders Week event held in Wisconsin		KM	Additionally add in power assist door openers for restroom.  Huge success with 60+ attendees. Have committed to doing again next year and looking at future collaboration efforts.
	6/7/22 9/6/22	KEEN company did on site surveys for zoo and for County Parks to ask about accessibility issues for visitors to the zoo and county parks	Were able to get over 60% response rate from those asked to participate (typically anything above 50% is considered a very good response rate)		JT	County Board issued press release on results. Lisa M. from CB office presented results to Zoo Commission on 9/6/22. Asking for diversity line item in 2023 to help with plan implementation
	4/26/22  5/12/22 6/13/22 Mar 2023	Held first listening session with Bayview Community Center to get feedback for our Interpretive Masterplan for the zoo: Ho Chunk Nation Centro Hispano One City School	Incorporate feedback into our messaging on new signage throughout the zoo in 2023		JT, CC	This is part of an empathy grant to create inclusive and effective signage throughout the zoo

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	6/22 7/22 8/22	Partner with Dane County Libraries to bring first ever story walk to children's zoo	Making reading and story time more accessible to our younger guests		JT	Continue with different stories for the summer
	8/22	Attended KEEN presentation at County Board Executive Committee	Provided feedback to Lisa McKinnon regarding suggestions for report clarity		JT, RS  JT	Zoo Commissioners attended and discussed at next ZC meeting on 8/2/22
	8/11/22	Final KEEN report	Sent out publicly week of 8/28/22, Lisa M from County Board will present at 9/6/22 Zoo Commission meeting		RS, KM, LM, Zoo Commission	
	12/6/22	KEEN Cultural Advisory Group Thank You	Celebration thank you for all attendees on the KEEN report		JT, KM	
	Nov/Dec 2022	Work with Ho-Chunk partner on Prairie signage and translations	Continue to pay for translation and interpretive element services		CC, JT, KM	Part of exhibit interpretation upgrade for the prairie exhibit in 2023
	2/28/23	Developed the Marcia Mackenzie scholarship for girls/boys in STEM for zoo education programs	Scholarship will be for middle school children to expose them to zoo careers		RS, KM, JT	Announce scholarship in 2023

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	<p>3/1/23</p> <p>Mar – April 2023</p> <p>5/9/23</p>	<p>Scheduling installation of power assist doors for all zoo buildings</p> <p>Automatic door installation being done on all zoo buildings over the month</p> <p>New Zoo Commissioner, Jasmine Banks starts</p>	<p>Install should be March-April</p> <p>Work with Jasmine on internship opportunities with OFS</p>		<p>ES, RS, JD</p> <p>ES</p> <p>RS, City of Madison, Zoo Commission</p>	<p>Completed</p> <p>Have better accessibility to all zoo buildings on ground</p>
2	<p>4/25/22</p> <p>3/10/22</p> <p>1/13/22</p> <p>March – May 2023</p>	<p>Met with nINA Collective to discuss proposal for consultation</p> <p>Received EQT process design proposal for consultant on DEAI program</p> <p>The People Co.</p> <p>RFP for strategic plan with DEAI components as foundation woven throughout plan</p>	<p>Get Nina Collective meeting/proposal</p> <p>Not local, based internationally</p> <p>Provided proposal</p>	<p>Need 3 quotes/proposals for consulting work</p>	<p>RS, JT, LS</p> <p>RS, County purchasing, JD</p>	<p>Currently looking at The People Co. but on hold due to questions about County Board process</p>

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3	7/13/21	Shared videos of macroaggressions and bias	DEAI members watch and discuss at meetings		BP	DEAI team provides resources for others to learn about these issues
	7/28/21	Shared videos of microaggression and anti-racism			MM	
4	4/2/21	The Niceties play	OEI sponsored play exploring equity and inclusion		All Staff	Sponsored by OEI for all county staff
	2021	Joined the Association of Minority Zoo And Aquarium Professionals	Professional org whose aim is to increase minority representation at all levels in the fields of animal husbandry	All staff	KM	Resource for job openings and recruitments
	2021	Created Zoo DEAI committee	Continue to define mission, goal and objectives		DEAI committee	
	6/21	Created self-guided PRIDE scavenger hunt at zoo	Held in 2022 and updating for 2023		CC	Continue coming up with ways to ensure our grounds are inclusive for all Add new scavenger hunt ideas for other ideas. Keeper week, ways the

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	7/26	DEAI Meeting	Added notes to this plan on next steps for DEAI committee		DEAI Committee	public could support keepers. Indigenous people month in November. (ICS, Ho Chunk, Hmong community – relationships with animals)
Summer 2022		Sponsored Madison 365	Donated Leadership Academy training given with sponsorship to Bayview Foundation		DEAI Committee	Review plan and set up next meeting for goals for 2023
6/21- On-going		Have Dream Bus come to zoo each Friday in summer and for some special events	Continue to provide access on grounds		JT	More accessibility for library books for community
6/22		County approved PRIDE flag to be flown at zoo	Will continue to celebrate PRIDE month on grounds		BP	Continue to have ways to celebrate PRIDE all year long
9/30/22					DEAI committee	

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	12/3/22	Supervisor Ritt interested in working with zoo to create a sensory room	Involved DEAI committee and work on next steps		KM	
		Donate a portion of Zoo Lights proceeds to Second Harvest Food bank	Give back to community			
	1/11/23	DEAI meeting – added staff and set review of plan for February meeting	Organize 2023 into internal work and externally facing work		DEAI team	SSA is a leader in the Zoo & Aquarium concessions profession for advancing DEAI
	2/5/23	Adding SSA representative to DEAI meeting	SSA is our concessions partner		DEAI team and SSA	
	3/27/23	Met with Supervisor Ritt, Gen Ops manager and Marketing & Outreach Coordinator on next steps for a sensory outdoor area	Talk to Education and horticulture about rain garden area possibilities		Ops, Ed team	
	6/9/23	“Drag me to the Zoo” show at zoo in collaboration with OutReach Community Center	First after hours event focused on LGBTQ+		KM, ES, KM	Currently have sold over 25% of tickets, on track to sell out
<b>10. Recruitment and Retention of Staff of Color (EXTERNAL RECOMMENDATION #10 - Opportunities for Advancement and Growth)</b>						
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2	<p>On-going</p> <p>10/5/21</p> <p>7/22</p> <p>7/22 – 9 22</p> <p>11/10/22</p>	<p>Advertise open positions at the zoo through the MIAZA and AMZAP websites</p> <p>HVZ posted 2 LTE Zoo Attendant Positions on both</p> <p>Education LTE post position in Alternate Selection</p> <p>Add diversity line item in 2023 budget</p> <p>Conservation Education Curator was a panelist in a career day for the Wisconsin Society of Conservation Biology Student Chapter</p>	<p>Continue to identify positions at HVZ to post on these websites including hourly wage</p> <p>For After School Program with scholarship attendees from Franklin and Randall Elementary Schools</p> <p>Interpretives, consultants, Intern/LTE, translation services</p> <p>Was first in-person conservation careers information panel with experts in the conservation field.</p>		<p>BP, JT, ES</p> <p>BP, TW</p> <p>JT, HM</p> <p>RS, JD</p> <p>JT</p>	<p>Also working with ER, Rodrigo on getting job positions out to a diverse audience</p> <p>Started program in spring semester 2022, continuing into next school year. Most attendees on partial or full scholarships</p> <p>Asked for \$15,000 in 2023 DICE program employee/outreach education on zoo roles, etc. Currently going through the County Board process</p> <p>Provided information for students including a Q&amp;A and small break out groups for connecting students with professionals</p>

No.	Date(s)	Event	Next Steps	Other work standards that apply	Point Person(s)	Process/Outcome
	Mar 2023	Created new Outreach Coordinator position to help with tabling requests and zoo to you requests with further reach and access	Recruiting for diverse candidate to reach a broader audience		JT	
	4/4/23	Lead Keeper spoke to DEAI committee on finding more diverse candidates for zookeeper internships			GH, DEAI committee	
	May 2023	Hired Education Outreach coordinator	First paid position to do tabling and outreach for community providing more education and opportunities within Dane county		JT	
3	On-going	Advertise open positions at the zoo through the county alternate selection process	Continue to identify ways to include as many job positions as possible to this process		JT, BP	Have used for LTE Education staff and LTE Zoo Attendants in 2021 – 2022 Used alternate selection for Janitor position 5/22, some LTE positions
	Summer/Fall 2022	Sponsorship of Madison 365 provided 2 tickets to Leadership Summit	Sent our Education Specialist and donated spot for attendee from Bayview		KM, JT, CC	Filled with diverse candidates, T&C and LTE Education

No.	Date(s)	Event	Next Steps	Other work standards that apply	Point Person(s)	Process/Outcome
	1/3/23	Held M-Class recruitment meeting with OEI	Zoo Manager opening – posted position on AZA, AAZK (zookeeper assoc), and diversity committees of AZA		BP	
	2/15/23	Janitor position interviews being scheduled. Included city of Madison facilities manager and OEI representative in interview process	Several excellent diverse candidates applied and interviewed		ES, JT, OEI	Hope to have position filled in March
	Mar 2023	Offered Janitor position to a well-qualified diverse candidate	Position to start in April		ES, JT, OEI, City of Madison Facilities	Had a diverse interview team to help identify the best candidate
<b>1. Discrimination, Harassment, Bullying and Retaliation</b>						
	7/1/22	Consulted with FEI to provide a proposal to define what these terms are and aren't	Part of overall organizational and leadership development		RS, ER, OEI, Corp Counsel	Waiting for proposal
	7/25/22	Reached out to FEI on proposal timeline	Response received should get something in the next couple of weeks		RS	Reviewed objectives with FEI and expect proposal by 8/12/22
	8/3/22	Follow up meeting with Randy Kranz on next steps	Unexpected personnel changes created delay on FEI end		RS	Proposal has been agreed to and scheduling of presentations to begin in November 2022

No.	Date(s)	Event	Next Steps	Other work standards that apply	Point Person(s)	Process/Outcome
	December 2022	FEI training for all staff on Civility in the Workplace	Three sessions so that all staff can attend		Zoo Staff	First training. Second training set up in February 2023
	February 2023	FEI training for all staff on Bullying in the Workplace, What it is and What it isn't	Three sessions so all staff can attend		Zoo Staff	Further training will focus on leadership development and understanding the county EAP resources for all staff
	7/19/22	Worked with OEI/ER/Corp Counsel on potential harassment concern	Investigation done by OEI, Zoo Managers got information regarding concern from individual		RS, ES, TM, OEI, ER	Investigation done, manager work with staff member on ways to alleviate concerns and came up with plan
	8/22	Work with OEI – regarding concern with work assignment	Investigation done by OEI – still in progress	Managers working on providing accommodations where possible	RS, BP, ES	
	Mar 2023	Work with ADA on work assignment modifications for staff			RS, JD, ES	Added sensory/input options and other suggested modifications to offices
<b>2. Animal Welfare Committee (EXTERNAL RECOMMENDATION #5 – UW veterinary care and reporting animal welfare)</b>						
	7/8/22 7/22/22	Quarterly review with members from management, animal care, maintenance, education, vets and UW researcher			JD, JT, ES, LK, RJ, MT	

No.	Date(s)	Event	Next Steps	Other work standards that apply	Point Person(s)	Process/Outcome
	Mar 2023	Held quarterly AWC meeting			AWC	
	7/26/22	Hired AZA consultant to review animal welfare process, policies and benchmark with other AZA facilities	Held first meeting to discuss project		RS, JD, EW	Documents provided and in review for updates and suggestions
	9/22	Working on streamlining process and adding in an anonymous reporting component	Shared with all staff at meeting next steps and asked for input on 9/23/22		RS, JD, BP, JT	Meeting with consultant in early October to review progress and next steps
	Nov 2022	Received final report of recommendations from consultant on streamlining Animal Welfare processes and committee	Meet with current AWC to implement suggestions		JD, BP	
	12/6/22	Animal Welfare Committee meeting to discuss report results and implementation	Plan rollout for all staff		JD, BP	
	January 2023	Several staff and volunteer trainings on streamlined animal welfare process including flow chart and	All staff and volunteers will receive the training on the process		JD, BP, JT, Animal Welfare Committee	Staff feedback has been positive on better communication and understanding of process

No.	Date(s)	Event	Next Steps	Other work standards that apply	Point Person(s)	Process/Outcome
	<p>2/5/23</p> <p>3/15/23</p> <p>April 2023</p>	<p>anonymous reporting options</p> <p>Anonymous complaint on welfare of tortoise move to lemur exhibit</p> <p>Reviewed Animal Welfare Committee purpose, AWC process and anonymous complaints, investigations and solutions with all staff</p> <p>Continue to review process and share with staff</p>	<p>Complaint was addressed through process and staff went through concerns and addressed them</p> <p>Ensure all staff understands new process and gets opportunity to ask questions.</p> <p>Opportunity to define what is working and what needs to be different</p>		<p>ZK, ZM, AWC</p> <p>All Staff</p> <p>All Staff</p>	<p>Staff was able to get concerns addressed and come up with other solutions where needed.</p> <p>Staff is learning the difference between true animal welfare issues and difference of opinions</p>
<p><b>3. Employee Training and Development (EXTERNAL RECOMMENDATION #9 - Zoo-Wide Training and Support for Employees AND #10 Opportunities for Advancement and Growth)</b></p>						
	5/20/22	Research GRAZE	Growing Resiliency for Aquarium and Zoo Employees group to support mental health of zoological professionals and facilitate organizational shifts in that direction		JT	JT will reach out to group to see what resources are available to HVZ

No.	Date(s)	Event	Next Steps	Other work standards that apply	Point Person(s)	Process/Outcome
	7/6/22	Jess discussed options for GRAZE for all employees to help with compassion fatigue/resilience at All Staff meeting	Asked to contact Jess if interested in testing program in pilot		JT	Many webinars, 1:1 training, group trainings are offered
	10/22	Jess is taking class from GRAZE on how to be a resource to staff	Review training and see if workshop would be beneficial to others GRAZE reached out to HVZ to offer support		JT	Sharing story with public increases transparency, animal welfare efforts and empathy
	9/22	Mentioned GRAZE in social media post in regards to support for animal care staff dealing with recent geriatric deaths	Resources available include webinars, 1:1 options and resources on compassion fatigue and other crisis issues		KM, BP	Creating staff with training to help support mental health and crisis issues faced by animal care takers
	January 2023	Subgroup of staff including Education, Zookeepers and Vet technician working on GRAZE training and resources to be accessible to all staff.	Develop MOU with HVZ and AAZK to continue to help support efforts		JT, KM, MR	
	On-going					

No.	Date(s)	Event	Next Steps	Other work standards that apply	Point Person(s)	Process/Outcome
	9/22	HVZ supports Badger American Association of Zoo Keepers (AAZK) chapter and their efforts in conservation, compassion fatigue	First time attendee and we also have an infant orangutan so able to network and ask questions		Zookeepers, RS, KM	Help all staff learn what the “Just Culture” approach is.  JT earned a 3 year certification in Mental Health first aid.  These findings will be used to update and develop new signage at the zoo
10/22	Sent Orangutan Zookeeper to Orangutan SSP Workshop and Husbandry Course	First time attendee to an invite only summit and will do presentation to staff	EG			
10/19/22	Sent Bear Keeper to Polar Bear International summit to learn about p. bear conservation in the wild	Make presentation available to all staff	KM			
10/22 – 12/23	Managers and Lead Keepers watched “Just Culture” presentation provided by NEI Send all managers and lead keepers to County/Madison College leadership training classes	First group started on 10/19/22 total of 11 staff attending	Managers and Lead Keepers			
11/11/22	Conservation Education Curator attended the	Course teaches risk factors and warning	Managers and Lead Keepers			
JT						

No.	Date(s)	Event	Next Steps	Other work standards that apply	Point Person(s)	Process/Outcome
	11/14/22	Mental Health First Aid course taught by GRAZE	signs for mental health as well as recovery and resiliency		CC	This course is several classes and will be used to ensure the Just Culture program is worked consistently with Dane County's APM and civil service process
	11/29/22	Education Specialist present on Empathy research done at HVZ for signage and Interpretives for the zoo. Presentation was in Seattle at the ACE (Advancing Conservation and Empathy) conference	Invited to present with consultant on what messages guests resonate most with		BP	Groundbreaking research on empathy messaging around animals and people
	02/07/23	General Curator attended first webinar on Just Culture	Course will teach how to solve the root cause of mistakes made and provide positive ways of moving forward		JT, CC	Provide a resource for trauma around animal care issues
	2/15/23	Cons Ed Curator and Ed Specialist attend Empathy Summit	Extension of grant work on empathy towards animals		JT, KM	
	3/1/23	Con Ed Curator working with Zookeeper on GRAZE compassion fatigue offerings for all staff	Several staff throughout zoo interested in webinar and support hours with GRAZE professionals		JK	Development opportunity and networking for seal keeper.

No.	Date(s)	Event	Next Steps	Other work standards that apply	Point Person(s)	Process/Outcome
	4/5/23	Sent Seal Keeper to IMATA conference to present poster	Poster features work done by keepers to get eye drops into seals			Keeper shares knowledge with staff
	3/27/23-3/28/23	Keeper presents poster to all staff			ES, BW	Continue LSS training opportunities
	3/27/23 – 3/31/23	Sent Maintenance Lead to LSS class	Help learn life support systems techniques and network with other LLS experts		JT	JT will be able to network and bring sustainability best practices back to zoo
	4/19/23	Send Con Ed Curator to AZA mid-year for Green Summit	JT is helping organize the green sustainability practices for zoos and aquariums summit		ES, VM	Apply knowledge learned to zoo grounds
		Send Horticulturist to Hardy Plant Society training by another Zoo Horticulturist	There are few zoo horticulturists, this will be a great learning and networking opportunity			
<b>4. Work-Life Balance for Management and Staff</b>						
	On-going	Discuss time off for managers at Sr. Mngr. meetings	Ensure coverage as well as confirm times out of office		Managers	
	8/22	New comp time policy for managers from Dane County	Ensure Managers are recording CTE and using it		Managers	Provides a way for managers to have more work-life balance

No.	Date(s)	Event	Next Steps	Other work standards that apply	Point Person(s)	Process/Outcome
	11/23/22	Invited all county staff to Zoo Lights preview	Thank you to all staff for their hard work!		RS, KM	
	12/1/22	Gave all zoo staff ticket to brew lights	Thank zoo staff for hard work!		RS, KM	
	April 2023	Gave all zoo staff a ticket to "Drag me to the Zoo" PRIDE event			KM	
<b>5. Management and Staff Honoring Line Between Professional and Personal Social Relationships</b>						
	8/2/22	Discussed ways to ensure management and staff are not crossing boundaries	Provide clarity and dialogue on how to be successful		RS, JD	
	On-going	Check in with management teams weekly at Sr. Manager meeting on staffing balance and any other potential issues			RS, JD, JT, BP, ES	Discussion helps identify any short staffing, on-call needs or other issues that might result in outside work hours communication
	3/1/23	FEI manager training on EAP resources and how to help staff access them	Provides training on how managers can appropriately assist staff with EAP resources when needed		All Zoo Management	Better communication of needs between managers and direct reports
<b>6. Zoo Facilities (EXTERNAL RECOMMENDATION #4 - Dealing with Limited Resources, #7 – Security Concerns, #8 – Improve Communication about Maintenance)</b>						

No.	Date(s)	Event	Next Steps	Other work standards that apply	Point Person(s)	Process/Outcome
1	05/15/22	Working on Heart of the Zoo.	D/D phase to county board		RS	Team effort including any zoo staff member or stakeholder including Zoo Commission, neighbors, UW, etc.
	On Going	Maintenance log/LSS focus	Create database to track maintenance WO		ES	Work with CCB Facilities department on best practices
	07/06/22 9/19/22	Invited all staff to be part of giraffe exhibit D/D meetings for input	Invited Giraffe care/exhibit experts to consult		RS	Staff from each department participated throughout the workshop
	7/25/22	Discussed maintenance process for vehicle maintenance	Review process with team		RS, JD, ES, JT, JM	Maintenance provides simple things like oil changes and will take to mechanic for more complicated things
	9/19/22- 9/22/22	Architects CLR here for workshop to start progress on D/D	Invited all staff and stakeholders at meetings throughout the week to focus on all aspects of design		RS	Departments all took a deeper dive into their sections of the development and staff invited from each department (ex. Animal care, maintenance, education, operations)
2	05/20/22	All staff given passes to park full days in lots. Parking policy plan.	Refine plan to work more efficiently	FT vs. PT/LTE staff plan	JD	Staff can park in admin spots if one is left open
	07/06/22	Discussed in All Staff meeting to add more			RS	



No.	Date(s)	Event	Next Steps	Other work standards that apply	Point Person(s)	Process/Outcome
	<p>3/20/23</p> <p>4/28/23</p> <p>5/2/23</p>	<p>Capybara secondary gate modification made in exhibit</p> <p>Finished seal pool painting for seal eye health</p> <p>Architect started concept drawings and engineering for new permanent seal shade structure</p>	<p>Allows keepers more shifting options for capys</p> <p>Start on seal permanent shade structure</p> <p>Get design and costs for installation</p>		<p>Maint staff/Animal Care staff</p> <p>Maint staff/animal care staff</p> <p>Maint staff/animal care staff</p>	<p>staff to work as we move into construction documents</p> <p>Improves animal welfare options</p>