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Date: September 6, 2018
To: County Board Supervisors
From: Greg Brockmeyer
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The Department of Administration continues to make progress on the County's goals of racial equity and inclusion and sustainability. This memo describes the Department's accomplishments with respect to those goals.

Over the past year, the Department has worked with the Office for Equity and Inclusion (OEI) in order to improve and enhance the County's ability to run affirmative action reports. DOA worked with OEI to specify the kinds of information sought and how that information would be displayed. As a result, the process for running these reports has been improved.

In February, DOA began requiring hiring managers to hold a meeting with the Director of Administration and OEI before a Request to Fill an M-Class Manager would be approved. The objective of these meetings is to review the demographic composition of the workforce, ensure the minimum qualifications are appropriate for the position, and discuss strategies for ensuring a diverse applicant pool.

Consistent with DOA's Equity Plan, Employee Relations continues to ask Departments to verify that the minimum qualifications for positions are accurate as Departments recruit for vacancies.

Over the course of the next year, DOA is planning to update the Alternative Selection process for the recruitment of selected positions. This policy update should assist County Departments with efforts to diversify their workforce. Additionally, DOA plans to work with the Office for Equity and Inclusion in order to develop additional reporting capacity.

With respect to Sustainable Operations, the Department continues to make improvements. Facilities Management continues to replace old water fixtures with water saving ones (toilets and faucets) as fixtures wear out. Facilities Management also replaces fluorescent lighting with LED lighting. Information Management continues to replace devices with EnergyStar compliant ones. Additionally, scanning of documents and workflow modifications continue to reduce the use of paper documents.

The Department has also implemented a number of projects over the past year that are consistent with the goals of Sustainability. Facilities Management requested and received a SMART Fund grant to install auto-flush toilets. These fixtures are expected to further reduce water over the existing low-flow fixtures. Facilities Management is in the process of rebuilding the chillers in the City-County Building. This rebuild is expected to reduce energy and funding spent on cooling the City-County Building. Facilities Management installed a new

condenser and evaporation coil at the Consolidated Foods Facility. Additionally, the Badger Prairie Need Network building is the process of receiving a new roof.

The Department is also in the process of remodeling several of its spaces in order to operate more efficiently and effectively. Several spaces are being remodeled in the City-County Building in order to support the Division of Information Management. The improved space for the Division will reduce the amount of space needed for the server room and will conserve energy needed to support the County's IT infrastructure. Similarly, the Department is working on remodel of the Printing and Service Division. Finally, the 2019 budget requests funding for planning of a remodel of the Employee Relations and Administration space of the 4th floor of the City-County Building.

This budget request also includes a funding request from a number of additional projects that are consistent with the goals of the Sustainable Operations plan. Facilities Management has requested funding for a major caulking project of the City-County Building. This is expected to significantly conserve heating and cooling costs for the City-County Building.