



# FAMILY COURT SERVICES

Dane County Courthouse  
215 S. Hamilton Street Room 2030  
Madison, Wisconsin 53703-3282  
608-266-4607  
608-266-6588 Fax  
TTY: Call WI Relay 711  
<https://familycourtservices.countyofdane.com/>

## Memorandum

**TO:** Dane County Personnel & Finance Committee

**FROM:** Jenny Cooke  
Director

**DATE:** 10/23/2019

**RE:** Family Court Services Equity and Sustainability

Thank you for this opportunity to update you on our 2019 progress with Equity and Sustainability.

We remain active in the Dane County Racial Equity Social Justice Initiative core team which is leading to stronger relationships with other Dane County departments. We have just hired a new Family Court Counselor and worked with the Office of Equity & Inclusion and Human Resources to insure awareness of the position opening was shared widely and with diverse groups. Within our office, we are in the process of updating our playroom and the artwork displayed in the office to better reflect the diverse nature of Dane County residents.

Our efforts as sustainability continue to expand as we are developing procedures for paperless files which will lead to a reduction in paper and toner consumption. The Administration's budget amendment to add an LTE position will greatly assist us in finalizing our commitment to this new system. Staff are adapting their styles to include both note taking and calendaring electronically without pen and paper. Lights and computers are switched off when not in use and recycling bins are conveniently located. We have always and will continue to reuse office supplies/folders whenever possible. Our break area is stocked with dishes, coffee mugs and silverware for repeated use, thus minimizing single use items.

Please let me know if you need any further information.