

# ***MDE-SERV Meeting***



***August 10, 2015***

# Table 1: OFP Case Summary

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	FY13*	FY14	FY15
EEO Cases	2	8	<b>3</b>
ADA Accommodations Requests	3	9	<b>6</b>
Mediations	0	5	<b>3</b>
EAP Referrals	0	4	<b>2</b>

\* FY 13 data is based on OFP Director's review of files left by predecessors and may be incomplete.

# Table 2: Mandatory Training Targets and Progress as of 4/20/15

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Training Topic	Number Required to Have Training	Number of Employees Trained of Those Required to Have It	Current Target Completion Date for Training Existing Employees	Target Frequency for Regularly Training New Employees or Supervisors Each Year	Scheduled Date, or Target Month, for Next Training Session	Recommended Frequency for Required Refresher Training, if any
*Training Provided by OFP						
ADA	907	634	<b>Completed</b>	Quarterly	<b>Fall 2015</b>	every three years
Diversity	222	200	<b>Completed</b>	Quarterly	<b>Fall 2015</b>	every three years
Domestic Violence	907	826	<b>Completed</b>	Quarterly	<b>Fall 2015</b>	every three years
EEO	222	202	<b>Completed</b>	Quarterly	<b>Fall 2015</b>	every three years
Sexual Harassment	907	613	<b>Completed</b>	Quarterly	<b>Fall 2015</b>	every three years

## **Table 2: Mandatory Training Targets and Progress as of 4/20/15**

Training Topic	Number Required to Have Training	Number of Employees Trained of Those Required to Have It	Current Target Completion Date for Training Existing Employees	Target Frequency for Regularly Training New Employees or Supervisors Each Year	Scheduled Date, or Target Month, for Next Training Session	Recommended Frequency for Required Refresher Training, if any
Training Provided by OHR						
FMLA	222	222	done	Annual	Fall 2015	Annual
PEP	222	222	done	Annual	Fall 2015	Annual
Progressive Discipline	222	222	done	Annual	Fall 2015	Annual
Recruitment and Hiring	222	216	<b>**done</b>	Annual	Fall 2015	Annual
Sick Leave	222	222	done	Annual	Fall 2015	Annual

\* New training system now in place within the HUB; class are being prepared for employees to begin registering within the next several weeks.

\* \* 6 employees did not report to the Recruitment & Hiring Training Session held 6/16/15.

# Table 3: MDE HQ Energy Consumption, KW/hr

	FY08 Baseline	FY15 Usage	Δ
July	360,893	267,541	-26%
August	375,543	270,540	-28%
September	373,817	277,090	-26%
October	329,194	254,468	-23%
November	285,161	215,724	-24%
December	253,226	201,546	-20%
January	263,369	200,610	-24%
February	250,822	218,429	-13%
March	253,238	197,250	-22%
April	268,071	217,504	-19%
May	279,445	229,184	-18%
June	332,603		