

# ***MDEStat Meeting***

## ***January 19, 2010***



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Shari T. Wilson, Secretary

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# **Table 1: Overdue (30+ days) End-Cycle PEPs Due in FY10**

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Admin.	9/1/09	10/5/09	1/11/2010
ASA	Not listed	4	8
ARMA	11	20	32
WMA	20	30	40
LMA	3	9	15
SSA	3	2	7

# **Table 2: MDE Energy Consumption, KW/hr Reductions Compared to 06/07 Baseline**

Goals (reductions from the 06/07 baseline): 5% by CY09, 10% by CY10, 15% by CY15

	2006/7 Baseline	2008/9 Usage	Δ	2009/10 Usage	Δ	
September	447,300	459,900	+3%	<b>397,600</b>	<b>-15%</b>	
October	395,500	377,300	-5%	<b>367,500</b>	<b>-11%</b>	
November	317,800	308,000	-3%	N/A		
December	332,500	289,100	-13%	N/A		
January	349,300	296,100	-15%			
February	338,100	260,400	-23%			
March	339,500	290,500	-14%			
April	353,500	308,700	-13%			
May	381,000	330,400	-13%			
June	405,700	401,100	-1%			
July	451,500	406,700	-10%			
August	468,300	442,400	-6%			

# **Table 3: MDE Sole Source Procurements October 1-Dec. 31, 2009**

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Administration	Sole Source Vendor	Type of Contract (IT, Svc. Com.)	Date Approved	Dollar Value
OIMT	CGI Technologies and Solutions	IT	10/7/09	\$ 125,000.00
LAND	WJE Imaging	Svc.	11/17/09	\$ 14,290.00
OIMT	Iron Mountain Off-Site Data Protection Tapes	Svc.	12/16/09	\$ 20,375.00
OIMT	Mojave Systems, Inc.	Svc.	12/17/09	\$ 15,000.00
OIMT	Pitney Bowes Software, Inc.	Svc.	12/27/09	\$ 12,943.00

# Table 4: Skillsoft On-Line Management Training Program

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<i>Task</i>	<i>Target Date as of May 09</i>	<i>9/25/09 Status</i>
<i>Identify the number of MDE managers with no previous management/supervisor training.</i>	<i>6/1</i>	<i>72 managers/supervisors have had no formal training.</i>
<i>Survey current participants with regard to the benefit of the courses offered in the program.</i>	<i>7/1</i>	<i>Detailed survey results were distributed at the last meeting. 82% of respondents recommend expanding Skillsoft. 78% believe it will improve their leadership skills. <b>Additionally, employees who have completed the program have expressed their satisfaction with the content found in the courses. Twenty of the initial 45 employees who were a part of the pilot have completed all of their assigned sessions.</b></i>
<i>Identify funding for expansion of training program</i>	<i>7/15</i>	<i>OBF recommends that each Administration identify a funding source. Executive Staff to determine whether MDE will proceed.</i>
<i>Initiate procurement process to purchase additional training licenses</i>	<i>7/31</i>	<i>MDE will expand the use of the Skillsoft online training program through the MDE Leadership Development Program (50 new licenses).</i>
<i>Provide additional managers with access to training program, targeting those with minimal to no previous management/supervisor training</i>	<i>5/01/10</i>	<i>Current supervisors in need of additional training (25 new licenses). Funding will be charged based upon who participates from each administration. <b>Concurrent with the completion of the next round of LDP selections, ASA will identify up to 25 supervisors in need of training.</b></i>
<i>Procure Licenses &amp; Identify 50 managers to participate</i>	<i>5/01/2010</i>	<i>Licenses will be procured and available for use for the next Leadership Program cycle.</i>
<i>[please add future steps]</i>		<i>Continued expansion of this Program through the Leadership Program. Also, ASA will continue to look for cost-effective training opportunities to offer MDE employees.</i>

# **Table 5: Mandatory Training for MDE Employees**

Training Topic	Number of Employees Required to Have Training	Number of Employees Trained of Those Required to Have It	Target Date for Having All Employees Trained
Substance Abuse	885	<b>825</b>	<b>4/20/10</b>
Domestic Violence	885	<b>502</b>	<b>10/20/10</b>
Progressive Discipline	229	<b>220</b>	<b>2/10/10</b>
Recruitment and Hiring	229	<b>218</b>	<b>2/10/10</b>
Sick Leave	229	<b>224</b>	<b>2/10/10</b>
PEP	229	<b>221</b>	<b>2/10/10</b>
EEO	229	<b>68</b>	<b>6/22/10</b>
ADA	229	<b>151</b>	<b>6/22/10</b>
Driver Improvement	Drivers of State Vehicles	185	6/30/10
Travel (State Guidelines)	As Needed	75	Provided as Needed
Travel (State Vendor)	As Needed		Provided as Needed
Accountability (to include Contract Management Overview)	Training in Development	New	TBD