

MDEStat Meeting

April 22, 2013



Table 1: Mandatory Training: Targets and Progress as of 4/15/13

Training Topic	Number Required to Have Training	Number of Employees Trained of Those Required to Have It	Target Completion Date Reported by OSA in July	Target Completion Date Reported by OSA in October	Current Target Completion Date
Accountability (to include Contract Management Overview)	222	0	N/A	N/A	TBD
ADA	222	201	9/13/12	12/13/12	TBD
Domestic Violence	870	811	12/6/12	12/6/12	12/5/13
EEO**	222	200	9/13/12	2/28/13	TBD
SkillSoft	222	127*	2/28/13	2/28/13	2/28/13
Sexual Harassment**	870	555	12/13/12	12/13/12	TBD

* As in the past and as discussed, this number should reflect the number of managers who have **completed all** required Skillsoft training, or previous post-degree management training.

** These items are waiting for an EEO Manager to be hired.

Table 2 Vehicle Replacement Status

Administration	Number of "Worst" Vehicles	Number Replaced to Date
ARMA	12	2
LMA	12	3 - 2 new for Mining, 1 new for OCP
OSA	0	0
SSA	14	2 – internal transfers
WMA	14	1 – interagency transfer
OS/CO	2	2 – 1 new for ERD, 1 internal transfer
Totals	54	8

Table 3: EMS Goals

Goal/Target	Status
Dispose of chemical/hazardous waste properly. Complete quarterly review 3/31/13.	No change since last reporting December 31, 2012.
Reduce paper usage by 10% annually. Reductions reported to date: - FY10: 39% - FY11: 40% - FY12: 19%	No new data. FY 2013 will be the next reporting cycle.
Reduce food waste.	Implementation scheduled for 4/23/13.
Green procurement	David Costello, Donna Dancy and Bill Kamberger meet with DGS Secretary and Ann Jackson to discuss green procurement and required reporting. It was decided that information related to green procurement will be reported on the same report that is prepared annually for recycling. In addition, the Green Procurement committee will schedule a meeting to identify potential green procurement items.
Promote teleworking – vehicle emissions reductions. Measure the number of telework days and approved Telework Plans in place. Review the overall degree of departmental involvement since the Department endorses its use.	All Administrations are currently participating in the telework Program. As of April 1, 2013, OHR has 198 telework agreements on file. In addition, 1541 telework plans have been submitted as of 3/1/13.