



**WISCONSIN DEPARTMENT OF
ADMINISTRATION**

SCOTT WALKER
GOVERNOR
MIKE HUEBSCH
SECRETARY
Office of the Secretary
Post Office Box 7864
Madison, WI 53707-7864
Voice (608) 266-1741
Fax (608) 267-3842

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For Immediate Release

Contact: DOA Communications, 608-266-7362

GEFI Building Update – May 27, 2014

Today is the first day of Department of Children and Families (DWD) and Department of Workforce Development (DWD) staff formally began working in their alternate sites.

"We would like to thank employees for their positive attitude and patience as they get adjusted to their new work environments," said Stephanie Marquis, DOA Spokesperson. "Both agencies have reported that employees are in work status from either their home or alternate work location, and staff are in good spirits. We've received positive feedback overall about the alternate sites, but have asked staff to continue to work with their supervisor or manager to request the supplies, materials or equipment they need so they can continue to operate as normal as possible."

Below is a general status update from each agency about the accomplishments we are seeing, as well as those items that are continuing to be worked on.

Department of Administration

- Work files and personal belongings:
 - More than 14,000 boxes have been packed overall, which includes those that will be stored in a secure location until the GEFI building reopens.
 - More than 2,000 boxes marked CRITICAL have been cleaned and are being delivered to the alternate work sites.
 - Any personal belongings or work files not packed before 5:00 p.m. today will be packed by the staff cleaning the building, and boxes will be stored in a secure location. Employees will be able to pick up their personal items at a future date.
- At least 35 pieces of ergonomic furniture have been cleaned and are in the process of being delivered. Any additional pieces identified by DWD and DCF will be cleaned and distributed to the employee's alternate work site.
- Staff has cleaned and delivered 700 computers to DWD, as well as 200 computers to DCF.
 - All of the PCs that DCF indicated as a critical priority have been returned to employees.
 - All of DWD PCs from the 1st floor have been shipped, and the PCs on the 3rd floor are being cleaned. The PCs from the 4th floor will require a deeper clean because they were closer to the fire and have more soot in them.
- Five scanner/printer/copier machines have been cleaned and will be delivered to the alternate locations as soon as possible.
- The Division of Facilities Management and the Division of Enterprise Technology continue to work diligently to get employees the furniture, critical work files, network connectivity and telephone connections they at alternate sites.

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Department of Children and Families

All four divisions have reported to alternate work locations:

- Division of Safety and Permanence
- Division of Early Care and Education
- Division of Family and Economic Security
- Division of Management Services

The Division of Management Service's IT and agency operations staff have been assisting their colleagues in getting settled and connected in their new locations. This division will remain at 1 S. Pinckney Street (glass building) for most of the week, but some of the staff will relocate to the Thornton Avenue location on Friday as notified by their supervisor.

All Division of Safety and Permanence staff located at the Department of Health Services has computer access, and they report that they are operating at 90% at this time. We are continuing to work on identifying printers staff can use at this location.

The 120+ employees from the Divisions of Early Care and Education, Family and Economic Security, Secretary's Office and Legal Counsel had all their furniture and their computers were functional when they arrived this morning. Multi-functional devices / printer / scanner are expected to be delivered later today.

At least 14 of 20 programs across DCF are operating at 85% functionality or higher. In the next few days, we are continuing to focus on:

- Getting the multi-functional devices delivered
- Getting telephone services to 345 W. Washington Avenue (staff are currently using their work cell phones as a solution)
- Identifying conference rooms staff can use for meetings

Department of Workforce Development

Division Administrators are reporting that people are feeling upbeat overall, and employees have expressed their appreciation to those who worked over the weekend to help make the transition smooth this morning.

The Division of Employment and Training is reporting that 85-95% of its staff is connected to network, and the Division of Vocational Rehabilitation notes that everyone is working from home or an alternate site, so they are all connected.

In addition, the Division of Equal Rights is reporting that its employees are in work status, and the Division of Unemployment Insurance working at the Sherman Avenue location reports that staff is happy to be back at work and was appreciative of the weekend work that allowed employees to return to work on Tuesday.

The staff in the Worker's Compensation Division have been told they can return to their normal work schedules tomorrow, and they are working through the voicemail messages left by recipients last week that were unable to be retrieved by the support staff that work in the GEFI building. The hearings scheduled at GEF-1 in Madison are instead being held at the Fitchburg Municipal Court.

DWD is continuing to focus on:

- Network connectivity issues for some employees
- Telephone delivery at the Sherman Avenue location
- Chair delivery at the Sherman Avenue location (different chairs will be delivered this week)