

CONSERVATION EDUCATION AND ECONOMIC DEVELOPMENT COMMITTEE

DATE: Tuesday, April 17, 2018
TIME: 9:00 a.m.
LOCATION: Wood County Courthouse, Room 115

1. Call meeting to order
2. Public Comments (*brief comments/statements regarding committee business*)
3. Review Correspondence
4. UW Extension
 - A. Office Ergonomic Assessment Update & Plan of Action
5. Agenda items for next meeting
6. Adjourn

Wood County UW-Extension- Ergonomic Assessment Update and Plan of Action

As we continually look to maximize our office space and workflow, colleagues within the UW-Extension Office may shift offices. With the potential adjustment of offices for colleagues, it was important to examine our office layouts and furniture to ensure that workplace injuries do not result as a product of any such moves. During the month of February, UW-Extension engaged in an Ergonomic Assessment for all colleagues and their workspaces.

Contacting Adam Fandre, Wood County's Wellness Coordinator, he arranged for each colleague to go through an assessment of their workstations. The assessment looked at the height of workstations, chair positioning and height, placement of monitors, keyboards and mice, and many other things.

The results were compiled and sent to Adam, which he shared with our office. The results of the assessment validated the need for modifications to workstations for many colleagues.

Currently, UW-Extension has some salary savings from a clerical support position that remains open, and we are requesting to utilize some of those funds to purchase the needed equipment to help reconfigure our workspaces.

Based upon the needs for various colleagues and offices, the following items were recommended from the assessments:

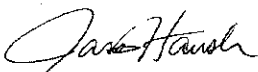
- New Chairs that accommodate various sitting heights and lumbar support
- New desks or desk accommodations to configure for workflow maximization (*strongly encouraged to have L shaped workspaces, with some colleagues having straight desk configurations*)
- Keyboard, Mice and other workspace aids that support proper posture
- Window Coverings to avoid glares or excessive sunlight in offices

Working with Adam, it is estimated that all of the new equipment and supplies needed to accommodate the recommendations should not exceed \$10,000.00. The exact prices for specific items is yet to be determined based upon vendors and exact measurements, but it expected to come in under that amount.

Also, talking with staff members, there is a shortage of electrical outlets in many of the offices, which limits the possibilities to reconfigure many workstations. Our office will be pursuing the options that exist to add outlet access, so we are able to maximize the space with the furniture we have. Speaking with Rueben in Facilities, it is unknown what that investment would be. However whatever options exist to remedy the situation within budget will be pursued.

UW-Extension is seeking support from the CEED Committee to reallocate budgeted dollars from Wages to Office Supplies to assist with project. It has been confirmed by Finance Director Marla Cummings that we are able to do this internally and that a budget resolution is not needed. (*exact numbers for project is on backside*)

Thank you for your time and consideration!



Jason Hausler
Area Extension Director

Current Wages and Fringes for Vacant Support Staff Position: **\$43,776 annually / \$21,888** through June 30th

Estimated Cost of Ergonomic Assessment recommendations: **>\$10,000.00**

Cost to add electrical outlets to various offices: **>\$11,000.00**

(Please note that the afore mentioned numbers are under the annual budgeted amount for this position as the only savings we have had to date – or projected through June 1st – is \$21,888)

UPDATE – 4/11/18

On Wednesday, April 4th, UW-Extension hosted Emmons Business Interiors (EBI) to garner a quote for furniture needed/recommended via the Ergonomic Assessment.

Kaitlyn Washington measured and examined each office space to determine what EBI could offer to the UW-Extension Office. On April 11th, 2018, Kaitlyn provided a quote for furniture that was discussed during the April 4th consultation. Not all of the needs that colleagues have were included in this quote but rather bids/quotes for products will determine the best course action and seeing if we can meet everyone's needs in the office. The quote is attached to this document.

Please note that the quote does not include installation charges – which will be required for some of the desks and other hardware. Kaitlyn said that charge is not a flat fee but based upon which items we order. Thus, an exact estimate is not available at this time. With this in mind, this is one quote and we will continue to seek additional quotes to ensure we are maximizing our budget dollars and being good stewards of taxpayer funds.

Examining other areas of the Ergonomic Assessment where needs were identified, EBI was not able to assist with keyboards and other office equipment.

Based upon the assessment, procuring wireless keyboards and mice will assist staff with reconfiguring their workstation to eliminate cords, etc. Also, the keyboards and mice have ergonomic flow to assist with wrist posture and comfort. Examining options online, combo sets can range from 30-75 dollars, with a good solution being found on Amazon for \$50.00. The estimate is for 6 sets, totaling \$300.00.

Along with the keyboards, the ergo assessor stated that some colleagues could benefit from wrist pads by their keyboard and mice. An effective set costs around \$15.00 and the estimate of 6 sets would run around \$90.00.

Lastly, talking with Rueben in Facilities about the electrical needs of the office related to outlet locations, he again mentioned that he would work with us on making it happen and fitting within our budget allocation.

Based upon the initial bid for office furniture provided by EBI, along with procuring additional items for workstations and adjusting / adding power to the UW-Extension Office, it is still estimated that any and all adjustments will come in under the budget mentioned before.

UW-Extension is still seeking support from the CEED Committee to reallocate budgeted dollars from Wages to Office Supplies to assist with project, not to exceed \$20,000.00 – which is under budget from the initial request made on April 4th to the CEED committee.

Emmons Business Interiors
 1575 Country Rd XX
 Rothschild WI 54474
 715-254-1125

Sales Contact: Kaitlyn Washington 715-254-1125



Prepared For: **Wood County**

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 4/10/2018
 5:10:40PM

Job:
 PO Number:
 By: Kaitlyn Washington
 Notes:

UW Ext. Wood County

Line #	Qty	Mfg	Part Number	Part Description	Sell Price	Extended
TAG: Back Office						
1	1	HON	HWR2448P	Systems Rectangular Worksurface Edgeband 24D x 48 W Grd L1 Standard Laminates ~ Undecided LAMINATE Option ~ Undecided EDGE Option ~ Undecided GROMMET Option	\$178.89	\$178.89
2	1	HON	HWR3066P	Systems Rectangular Worksurface Edgeband 30D x 66 W Grd L1 Standard Laminates ~ Undecided LAMINATE Option ~ Undecided EDGE Option ~ Undecided GROMMET Option	\$245.44	\$245.44
3	1	HON	HSDMP669	Full-Hgt 29-1/2Hx66W Mod Pnl ~ PAINT: Select Core Paint ~ Undecided PAINT Option	\$89.21	\$89.21
4	1	HON	HSDEP3029F	30"D End-Panel Supports: Freestanding ~ PAINT: Select Core Paint ~ Undecided PAINT Option	\$94.40	\$94.40
5	1	HON	HSDEP3029F	30"D End-Panel Supports: Freestanding ~ PAINT: Select Core Paint ~ Undecided PAINT Option	\$94.40	\$94.40
6	1	HON	HSDEP2429F	24"D End-Panel Supports: Freestanding ~ PAINT: Select Core Paint ~ Undecided PAINT Option	\$85.43	\$85.43
7	1	HON	HHN831124	Flat Bracket 24D .S Color: Charcoal	\$27.85	\$27.85
8	1	HON	H19823R	Flagship Series Pedestal "R" Pull Freestanding F/F .X Omt Core to Order Key Alike ~ PAINT: Select Core Paint ~ Undecided PAINT Option	\$303.02	\$303.02
9	1	HON	H19723R	Flagship Series Pedestal "R" Pull Freestanding B/B .X Omt Core to Order Key Alike ~ PAINT: Select Core Paint ~ Undecided PAINT Option	\$303.02	\$303.02
Tag Subtotal:						\$1,421.66

TAG: Chris

Job:
PO Number:
By: Kaitlyn Washington
Notes:

UW Ext. Wood County

Line #	Qty	Mfg	Part Number	Part Description	Sell Price	Extended
10	1	JAK	24x60	24x60 Rectangle Top	\$95.00	\$95.00
			Laminate	Gray-To Match Hon		
			PVC Edge	Light Gray- To Match Hon		
11	1	JAK		End Panel Leg 29H x 18W	\$75.00	\$75.00
12	1	HON	HIWM3	Ignition Wk Mid-bck Pneu Syn tilt Bck Adj Tilt Seat Glid	\$362.97	\$362.97
			.A	Arm: Height and Width Adj		
			.H	CASTER: Hard (Standard)		
			.M	Back: Mesh Back		
			\$(1)	Gr 1 UPH		
			~	Undecided FABRIC Option		
			.T	FRAME: Black		
			.SB	Base: Standard Base		
13	1	HON	H19723R	Flagship Series Pedestal "R" Pull Freestanding B/B	\$303.02	\$303.02
			.X	Omt Core to Order Key Alike		
			\$(CORE)	PAINT: Select Core Paint		
			.Q	PAINT: Light Gray		
Tag Subtotal:						\$835.99

TAG: Jackie

14	1	HON	HIWM3	Ignition Wk Mid-bck Pneu Syn tilt Bck Adj Tilt Seat Glid	\$362.97	\$362.97
			.A	Arm: Height and Width Adj		
			.H	CASTER: Hard (Standard)		
			.M	Back: Mesh Back		
			\$(1)	Gr 1 UPH		
			~	Undecided FABRIC Option		
			.T	FRAME: Black		
			.SB	Base: Standard Base		
15	1	HON	HWR2448P	Systems Rectangular Worksurface Edgeband 24D x 48	\$178.89	\$178.89
			\$(L1STD)	W Grd L1 Standard Laminates		
			~	Undecided LAMINATE Option		
			~	Undecided EDGE Option		
			~	Undecided GROMMET Option		
16	1	HON	HWR3072P	Systems Rectangular Worksurface Edgeband 30D x 72	\$262.43	\$262.43
			\$(L1STD)	W Grd L1 Standard Laminates		
			~	Undecided LAMINATE Option		
			~	Undecided EDGE Option		
			~	Undecided GROMMET Option		
17	1	HON	HSDMP729	Full-Hgt 29-1/2Hx72W Mod Pnl	\$90.62	\$90.62
			\$(CORE)	PAINT: Select Core Paint		
			~	Undecided PAINT Option		
18	1	HON	HSDEP3029F	30"D End-Panel Supports: Freestanding	\$94.40	\$94.40
			\$(CORE)	PAINT: Select Core Paint		

Job:
PO Number:
By: Kaitlyn Washington
Notes:

UW Ext. Wood County

Line #	Qty	Mfg	Part Number	Part Description	Sell Price	Extended
			~	Undecided PAINT Option		
19	1	HON	HSDEP3029F	30"D End-Panel Supports: Freestanding	\$94.40	\$94.40
			\$(CORE)	PAINT: Select Core Paint		
			~	Undecided PAINT Option		
20	1	HON	HSDEP2429F	24'D End-Panel Supports: Freestanding	\$85.43	\$85.43
			\$(CORE)	PAINT: Select Core Paint		
			~	Undecided PAINT Option		
21	1	HON	HHN831124	Flat Bracket 24D	\$27.85	\$27.85
			.S	Color: Charcoal		
22	1	HON	H19723R	Flagship Series Pedestal "R" Pull Freestanding B/B	\$303.02	\$303.02
			.X	Omt Core to Order Key Alike		
			\$(CORE)	PAINT: Select Core Paint		
			~	Undecided PAINT Option		
Tag Subtotal:						\$1,500.01

TAG: Jody

23	1	SWF		84W x 64H Horizontal Blind	\$150.00	\$150.00
Tag Subtotal:						\$150.00

TAG: Katie

24	1	HON	HITS5	Ignition Task Stool Pneu Adj Footrest Back Ht Adj	\$333.70	\$333.70
			.A	Arm: Height and Width Adj		
			.H	CASTER: Hard (Standard)		
			.M	Back: Mesh Back		
			\$(1)	Gr 1 UPH		
			~	Undecided FABRIC Option		
			.T	FRAME: Black		
			.SB	Base: Standard Base		
Tag Subtotal:						\$333.70

TAG: Laura

25	1	JAK	19x48	19x48 Rectangle Top	\$75.00	\$75.00
			Laminate	Grey-To Match Hon		
			PVC Edge	Light Gray-To Match Hon		
26	1	JAK		Modesty Panel-29H 18W	\$75.00	\$75.00
27	1	SWF		55W x 25H Horizontal Blind	\$125.00	\$125.00
Tag Subtotal:						\$275.00

TAG: Matt

28	1	JAK	18.5x42	18.5x42 Rectangle Top	\$75.00	\$75.00
			Laminate	To Match Hon Shaker Cherry		

Prepared For: **Wood County**

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Job:
PO Number:
By: Kaitlyn Washington
Notes:

UW Ext. Wood County

Line #	Qty	Mfg	Part Number	Part Description	Sell Price	Extended
			PVC Edge	To Match Hon Shaker Cherry		
29	2	JAK		End Panel 27H x 18.5W	\$75.00	\$150.00
Tag Subtotal:						\$225.00

TAG: **Wendy**

30	1	HON	HITS5	Ignition Task Stool Pneu Adj Footrest Back Ht Adj	\$333.70	\$333.70
			.A	Arm: Height and Width Adj		
			.H	CASTER: Hard (Standard)		
			.M	Back: Mesh Back		
			\$(1)	Gr 1 UPH		
			~	Undecided FABRIC Option		
			.T	FRAME: Black		
			.SB	Base: Standard Base		
Tag Subtotal:						\$333.70

Total Sell: \$5,075.06

**Applicable Sales Tax is additional.
EBI Terms and Conditions apply.**