

# *MDEServ Meeting*



**MDE-SERV**

***September 26, 2016***

# **Table 1: OSA Staffing as of 9/15/16**

	Total Number of Budgeted Positions	Number of Current Vacancies	Number of Vacancies Approved for Filling	Number of June End-Cycle PEPs Remaining to be Completed
Director's Office	7	2	0	0
Fiscal Services	17	0	0	0
Operational Services	3	0	0	0
Procurement	4	1	0	0
Human Resources	11	1	0	0
Central Services	8	0	0	0

# Table 2: Field Office Safety Inspections

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Field Office	Safety Inspection Date (done or planned)	Significant Problems Found, if any, and Their Status
Frostburg	6/2/16	<ol style="list-style-type: none"><li>1. Sidewalk in disrepair (<b><i>Repair completed 8/8/16</i></b>)</li><li>2. Needs AED and employee CPR/AED training</li></ol>
Cambridge	7/18/16	Needs AED (AED options have been forwarded to Millie Toskes of WMA for procurement)
Hagerstown	To be scheduled before 12/1/16	
Salisbury	7/18/16	Dirty air supply grills (DGS has been informed to recommend cleaning to the courthouse administration)

## ***Table 2: Field Office Safety Inspections***

Field Office	Safety Inspection Date (done or planned)	Significant Problems Found, if any, and Their Status
Annapolis	4/10/15	<ol style="list-style-type: none"> <li>1. OSHA 300 Log needs to be posted on employee bulletin board (<b><i>complete 4/24/2015</i></b>)</li> <li>2. Grinder tool needs adjustment (<b><i>adjustment completed 4/24/2015</i></b>)</li> <li>3. Paper cutter finger guard is loose (<b><i>repair completed 4/24/2015</i></b>)</li> <li>4. Eye wash station needed in hazardous liquid testing area (<b><i>Status: open</i></b>)</li> <li>5. Face shield and goggles needed in spinning power tool area (<b><i>Addressed 5/15/2015</i></b>)</li> </ol>
Annapolis Legislative Office	To be scheduled before 12/1/16	

# **Table 3: Mandatory Training for Supervisors Provided by OHR July 2016 Status**

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July 2016 Status**

<b>Training Topic</b>	<b>Number Required to Have Training</b>	<b>Number of Employees Trained of Those Required to Have It</b>	<b>Target Frequency for Training New Employees or Supervisors</b>	<b>Date of Last Training Session Provided</b>	<b>Scheduled Date, or Target Month, for Next Training Session</b>	<b>Recommended Frequency for Required Refresher Training</b>
FMLA	208	202	Annual	12/2014	Summer 2016	3 yr interval
PEP	208	202	Annual	10/2014	Summer 2016	3 yr interval
Progressive Discipline	208	202	Annual	10/2014	Summer 2016	3 yr interval
Recruitment and Hiring	208	202	Annual	06/2015	Summer 2016	3 yr interval
Sick Leave	208	202	Annual	10/2014	Summer 2016	3 yr interval