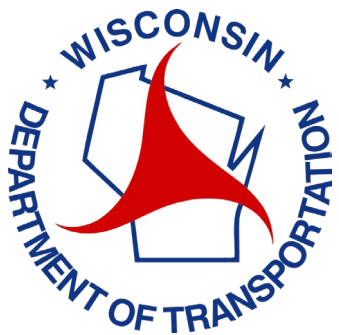


Winter 2021 Roadside Facilities & WisDOT Quarterly Training Seminar



(Due to pandemic, this
quarter's seminar is offered
as a ZOOM Webinar)

February 18, 2021

Welcome



Introductions, Housekeeping, Webinar Tips

Celina/Pat

Greetings from DSPN CEO, DSPN Policy Priorities

Lisa Davidson

Greetings from DSPN Dir. of Membership

Jeff Kaphengst



Submit any
Questions to
the Q&A

DO NOT
Use the Q&A for
*comments or any
communication
unrelated to questions
for host and panelists*

Use the Chat
for general
conversation



Portions of this
seminar may
be recorded

WEBINAR NOTES & TIPS

2021-2022 DSPN POLICY AGENDA

I. Medicaid

- Support initiatives to maintain and grow funding for Family Care and IRIS programs
- Support mechanisms to increase transparency in the Family Care program

II. Reimbursement

- Support a new Medicaid reimbursement methodology that provides stability, transparency, and predictability for providers
- Any new methodology needs to be developed in partnership with and agreed to by providers
- Support increased funding for providers participating in DWD programs

III. Workforce

- Maintain existing and support increased funding for the Direct Care Workforce fund until a new reimbursement methodology is implemented to account for adequate wages and benefits for providers
- Support initiatives to increase the number of direct care staff

2021-2022 DSPN POLICY AGENDA

CONTINUED

I. Innovation

- Support technology to increase independence for people with disabilities, ex: Night Owl
- Support permanent adoption of virtual services in the Medicaid program
- Support initiatives to increase access to medical, dental and vision services for people with disabilities
- Support increased employment opportunities for people with disabilities, and initiatives to expand definitions of Competitive Integrated Employment

II. Other

- Support initiatives to improve the business climate for providers, ex: favorable worker's compensation, tax structure and reduced regulatory burden

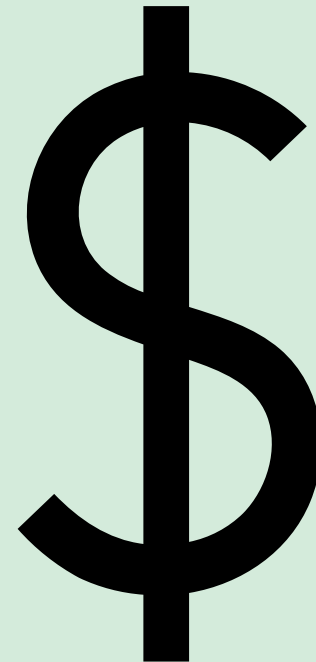
9:00 – 9:15 AM BREAK

The webinar is now on break. Take a moment to adjust your mask and use the restroom. If you have any questions, please type them into the Q&A and we will answer them when we return from break.



FY22 ANNUAL WORK PROGRAM BUDGET BUILDING

- Timeline
- Review of Policy Changes
- Present New Work Schedules
- Work Specifications
- Program Manual Updates
- Changes to Budget Building Document



FY22 Annual Work Program (AWP) Budget Building Process/Flow/Timeline

November through January	DSPN RF updates next FY budget building timeline DSPN RF reviews work schedules - makes changes, if necessary DSPN RF reviews work specification - makes changes, if necessary DSPN RF reviews budget building and line-item categories in Program Manuals - makes changes, if necessary DSPN RF reviews CCLM/AWP Budget Building Form - makes changes, if necessary
February 18	DSPN RF reviews AWP budget building process and forms with Service Providers at February Training Seminar
March 8 -12	DSPN RF emails to Service Providers AWP budget building forms and instructions, including deadline date for returning budget requests
April 2	Service Providers build, review, and email their AWP budget requests to DSPN RF by deadline
March15 - April 2	Susan conducts first round of reviews of each AWP budget request, resolves issues, then moves them to "ready for Pat & Joe to review" SharePoint folder

- April 5 - 30 Pat & Joe conduct second round of reviews of each AWP budget request, resolves issues, then moves them to "final AWP budget requests" SharePoint folder
- April 5 - 30 Susan updates official AWP Budget request as budgets are fully reviewed and resolved
- May 3- 7 Pat, Susan, and Joe review final AWP Budget Request and develop talking points for presentation with WisDOT
- May 10 DSPN RF present AWP Budget Request to WisDOT, answers questions, resolves issues if any

NEW SITE WORK SCHEDULES

The roadside facilities program currently utilizes a multitude of different work schedule models. In order to pursue efficiencies, cost savings and equity for WisDOT, we conducted an extensive analysis and then developed new roadside facility site work schedules that were based on data – such as:

- ADT
- Size of facility
- Size of site
- Type of corridor
- Water Usage Data

Based on this data we came up with three different work schedule needs:

1. Eight Hour
2. Ten Hour
3. Twelve Hour

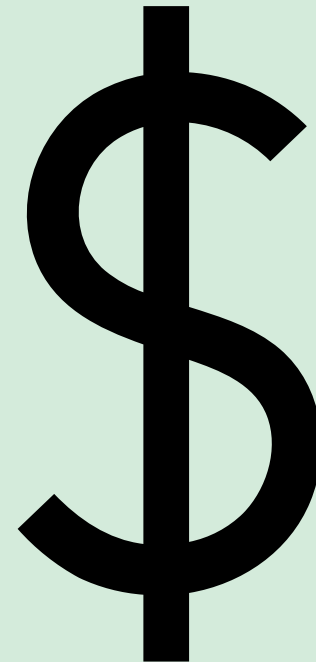
Note: It is our belief that we should not define anything more and rather, allow each service provider to define the detail of their work schedules based on their knowing best what the needs of each site are.

NEW SITE WORK SCHEDULES

<u>Service Provider</u>	<u>Property</u>	<u>Current Schedule</u>	<u>Proposed Schedule</u>
APTIVE, Inc	RA 31 LaCrosse	M-S 7:30a-4p	8 HR
Ascend Services, Inc	RA51 Maribel	M-S 6a-6p	8 HR
	RA 52 Denmark	M-S 6a-6p	8 HR
Barron County	RA 33 New Auburn	M-S 7:30a-4p	8 HR
	RA 34 Chetek	M-S 7:30a-4p	8 HR
Handishop Ind	RA 09 Lyndon Station	<u>Sched 1</u> May 1 to Oct 31 & as needed hol/ev M-Su 7a-10p rotating <u>Sched 2</u> Nov 1 to Apr 30 excl sched 1 days M-Su 7a-9p rotating	10 HR
	RA 10 Mauston	<u>Sched 1</u> May 1 to Oct 31 & as needed hol/ev M-Su 7a-10p rotating <u>Sched 2</u> Nov 1 to Apr 30 excl sched 1 days M-Su 7a-9p rotating	10 HR

FY22 ANNUAL WORK PROGRAM BUDGET BUILDING

- Timeline
- Review of Policy Changes
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- Work Specifications
- Program Manual Updates
- Changes to Budget Building Document



Invoicing Tips and Requests

RAM Program Manual Section 31.20

RAM Custodial Care and Landscape Maintenance\Recycling Services
INVOICE SUPPORTING DOCUMENTATION

1\RAM-INV-02\$.XLS

A. Contractor Name and Address	D. Project Identification Number
B. Contractor Invoice Number & Date	E. Site Description
C. Time Period Covered by This Invoice	F. County

(payments may be held until correct figures are submitted)

G. Total Cost This Invoice..... **\$** _____ -

H. Total Costs Previously Invoiced To The CCLM\Recycling Project..... + _____

I. Total Cost Invoiced To Date To The CCLM\Recycling Project..... **\$** _____ -



EXAMPLE:

(payments may be held until correct figures are submitted)

G. Total Cost This Invoice.....	\$ amount invoiced for current billing	<u>\$ 1,000.00 -</u>
H. Total Costs Previously Invoiced To The CCLM\Recycling Project.....	\$ amount invoiced previous months in FY	<u>\$ 6,000.00</u>
I. Total Cost Invoiced To Date To The CCLM\Recycling Project.....	ADD Line G and Line H and enter total here	<u>\$ 7,000.00 -</u>
J. Purchase Order Amount For the CCLM\Recycling Project (including amendments).....	Enter FY Purchase Order Amount here	<u>\$ 12,000.00</u>

Invoicing Tips and Requests

RAM Program Manual
Section 31.20

RAM Custodial Care and Landscape Maintenance/Recycling Services

INVOICE SUPPORTING DOCUMENTATION

Site: Enter County Here Enter Site Here
Invoice Month: Enter Month Invoice Here

1.	SALARIES	\$ _____	-
2.	FRINGE BENEFITS	\$ _____	-
3.	MATERIAL & SUPPLIES	\$ _____	-
4.	EQUIPMENT	\$ _____	-
5.	VEHICLES	\$ _____	-
6.	CONTRACTOR SERVICE COST	\$ _____	-

Invoicing Tips and Requests

RAM Program Manual Section 31.20

1. SALARIES

_____ **Total Hours**
Include supervisor & worker regular & overtime hours / wages

2. FRINGE BENEFITS

Include FICA (7.65%)

3. MATERIAL & SUPPLIES

(Listed Separately On Page 6)

C: \$ _____ B: \$ _____ T: \$ _____
P: \$ _____ G: \$ _____ U: \$ _____ M: \$ _____

4. EQUIPMENT

Equipment Purchase

Equipment costing \$100.00 or greater listed under "EQUIPMENT PURCHASE".
Pre-approved equipment purchases over \$5,000.00, depreciate over a three year period.
Equipment purchases under \$5,000.00, list total cost.



A. _____
B. _____
C. _____

D. **Equipment Fuel**
E. **Equipment Operating** (including oil, parts, maintenance, etc.)

TOTAL EQUIPMENT

5. VEHICLE

A. **Depreciation** (list vehicle, payment number)

B. **Mileage** Date: _____ mi \$ _____

Equipment \$500.00 or greater is inventoried

ONLY include materials & supplies receipts IF identified as Extra Work.

6. CONTRACTOR SERVICE COST

The Wisconsin DOT will not reimburse for more than the maximum amount listed in the contract.

TOTAL VEHICLE COSTS \$ _____
\$ amount budgeted

7. SITE LIABILITY INSURANCE

8. SPECIAL VENDOR SERVICES

List Work Completed and Location:

- A. Trash / Recycling Service: _____
- B. HVAC System Service: _____
- C. Electrical Service: _____
- D. Plumbing Service: _____
- E. Well Service: _____
- F. Septic Service: _____
- G. Portable Toilet Service: _____
- H. Fire Extinguisher Service: _____
- I. Landscape _____
- J. Building _____
- K. Other (please list): _____

ALWAYS include vendor's service invoice IF: \$250 (except for Trash) or more **OR** if it is identified as Extra Work.

TOTAL SPECIAL VENDOR SERVICE COSTS \$ _____

9. MISCELLANEOUS COSTS

(Including water testing, storage, telephone & internet, etc.)

Invoicing Tips and Requests

ALLOWABLE COSTS

MATERIAL & SUPPLIES - The actual Material and Supplies cost total should come from the total of Page 4 of what separately lists each item purchased. Do not send receipts or copies of receipts unless there is an unusual item, which needs additional supporting documentation. Retain all original receipts in your files.

P - Paper & Other Consumable Supplies: All non-cleaning products that are consumed by daily operation of the facility, including recycling activities. This includes toilet paper, paper towels, seat covers, sanitary liners, trash bags, hand soap, vault additives, gloves, etc.

B - Building Repairs/Maintenance: All materials & supplies associated with building repairs and maintenance performed by the on-site crew. This includes paint & painting supplies, nuts & bolts, washers, valves, toilets, mirrors, faucets, partitions, light bulbs, etc.

G - Grounds Repairs and Maintenance: All materials & supplies associated with grounds repairs, improvements and maintenance performed by the on-site crew. This includes grass seed, fertilizer, rakes, shovels, hoses, flowers, mulch, top soil, landscape timbers, paint & stain, etc. Note: This category should not include any material & supply cost that could be applied to the Equipment Operating cost category (gas, oil, maintenance, parts & accessories).

T - Tools: Small power and hand tools that cannot be considered in the "Equipment Purchase" category. These tools are purchased for the site and are to be used for the repair and maintenance operations. This includes saws, drills, grinders, wrenches, hammers, screwdrivers, pliers, torches, mechanical drain cleaners, etc.

U - Uniforms: Shirts, pants, hats, and coats that conform to the established RAM uniform guidelines including the cost of shipping and affixing of emblems.

M - Miscellaneous: Any legitimate material & supply costs that do not fit into any of the categories listed above. Reasonable office supply costs may be included, however re-equipping an office in such a manner to incur an unusual amount of costs shall be pre-approved and documented by the Program Manager and WisDOT.

Invoicing Tips and Requests

1 SALARIES

SUPERVISORS

_____	Regular Hours	X	\$ _____	Per Hour	=	\$ _____
_____	Regular Hours	X	\$ _____	Per Hour	=	\$ _____
_____	Regular Hours	X	\$ _____	Per Hour	=	\$ _____
_____	Regular Hours	X	\$ _____	Per Hour	=	\$ _____
_____	Regular Hours	X	\$ _____	Per Hour	=	\$ _____
_____	Regular Hours	X	\$ _____	Per Hour	=	\$ _____
_____	Regular Hours	X	\$ _____	Per Hour	=	\$ _____
_____	Regular Hours	X	\$ _____	Per Hour	=	\$ _____
_____	Regular Hours	X	\$ _____	Per Hour	=	\$ _____
_____	Regular Hours	X	\$ _____	Per Hour	=	\$ _____
_____	Regular Hours	X	\$ _____	Per Hour	=	\$ _____
_____	Regular Hours	X	\$ _____	Per Hour	=	\$ _____
_____	Regular Hours	X	\$ _____	Per Hour	=	\$ _____

_____	Total Regular Hours			Total Regular Salaries		\$ _____
-------	----------------------------	--	--	-------------------------------	--	----------

_____	Overtime Hours	X	\$ _____	Per Hour	=	\$ _____
_____	Overtime Hours	X	\$ _____	Per Hour	=	\$ _____
_____	Overtime Hours	X	\$ _____	Per Hour	=	\$ _____
_____	Overtime Hours	X	\$ _____	Per Hour	=	\$ _____

Attach to monthly invoice sent to WisDOT.

"Extra Work" Identification Sheet

A Work Order Number is required. This form will be returned to you if there is no Work Order Number included.

Work Order Number: 160433

Rest Area Maintenance (RAM) Program

INSTRUCTIONS: Occasionally it may be necessary to perform unscheduled, unspecified services called "Extra Work". An example would be vandalism or weather damage repairs. Extra Work costs should be billed on the normal monthly invoices (in the usual categories) for "Custodial Care and Landscape Maintenance" services. The "Extra Work" Identification Sheets will justify additional costs and detail extra work tasks for DOT reports. Send Extra Cost Identification Sheets to WisDOT with RAM Invoice.

Site: RA10

Month, Year of Service: Dec. 2020

Description of Work: Replace 2 exterior LED lights per OSPN request

Office Use:
Facility Mtrnce. Other Extra Work

List costs billed which have been incurred to perform extra work. Generally these are labor and materials.

1.	<u>SALARIES</u>	(only include labor hours that exceed normally scheduled hours)		\$	_____
	Supervisor Hrs	_____ x \$ _____	Per Hour	= \$ _____	
	Worker Hrs	_____ x \$ _____	Per Hour	= \$ _____	
2.	<u>FRINGE BENEFITS (include FICA)</u>			\$	_____
				\$	_____
3.	<u>MATERIAL & SUPPLIES</u>			\$	_____
				\$	_____
4.	<u>EQUIPMENT</u>			\$	_____
5.	<u>VEHICLE COSTS</u>			\$	_____
6.	<u>CONTRACTOR SERVICE COST</u>			\$	_____
7.	<u>SITE LIABILITY INSURANCE</u>			\$	_____
8.	<u>SPECIAL VENDOR SERVICES</u>				
	<u>Caray Electric</u>				
					\$ <u>2,984</u>
9.	<u>MISCELLANEOUS</u>			\$	_____



N4717 Hwy 12-16
Mauston, WI 53948

Mauston 608-847-6209 Tomah 608-372-4433
www.GrayElectricLLC.com

Invoice

Date	Invoice #
12/16/2020	28685

Terms	Net 20
Due Date	1/5/2021
Job W.O. No.	13223

Bill To
Handishop Industries 1411 N. Superior Ave Tomah, WI 54660

Service Date	Description	Quantity	Rate	Amount
12/10/2020	Rest Area #10 (West Bound) Replace 4 - exterior metal halide soffit lights with LED soffit lights. LS		2,984.00	2,984.00


[Signature]
FAM
160442
160433

Thank you for your business.

Total	\$2,984.00
Payments/Credits	\$0.00
Balance Due	\$2,984.00

Finance Charge is computed and charged by a "Periodic Rate" of 1.5% per month which is an annual percentage rate of 18% applied to the previous balance.

Example of Adding Expense to a WO

 **FACILITY Services** Space BI Dashboard Lease Admin Sign Out
ROADSIDE Facilities Logbook Asset Schedule Knowledge Company Inspection Property  Accruent Analytics

[Create Request](#) [My Requests](#) [Find Request](#) [Run Report](#) [Workloading](#) Susan McCann

REQUEST DETAILS

GENERAL INFORMATION [Print Work Order](#) | [Work Order - Financial](#)

Request ID:	160433	Asset:	Lighting Lighting
Requested By:	Joe Giertych	Date:	10/2/2020 9:31 AM CDT
Phone:	608-661-2917	Company:	DSPN
Fax:	888-435-7455	E-mail:	jgiertych@dspn.org
Bureau or Region:	DTSD: Hwy Maint - Roadside Facilities		

REQUEST DETAILS [Property Comments](#) | [Create Inspection](#) | [Find Company](#)


Property:	DTSD REST AREA 10 MAUSTON	Space:	General
Tower/Wing:			
Floor:	General		
Type:	Electrical	Sub Type:	Other
Assigned To:	Center, WorkControl - WisDOT	Complete By:	12/31/2020 9:00 AM CST
Priority:	PROJECT -- WC	Status:	Closed
Estimated Amount:	\$1.00	Not to Exceed Amt.:	\$0.00
Closed By:	Center, WorkControl	Closed On:	12/11/2020 2:30 PM CST

REQUEST HISTORY **Attachment:** [doc03751620201104112658.pdf](#)



Example of Adding Expense to a WO





FACILITY Services
ROADSIDE Facilities

Space BI Dashboard Lease Admin Sign Out

Logbook Asset Schedule Knowledge Company Inspection Property [Accruent Analytics](#)

Create Request **My Requests** Find Request Run Report Workloading

WORK ORDER - FINANCIAL

Susan McCann

GENERAL INFORMATION

[Print Work Order](#) | [Request Details](#)

Request ID:	160433	Asset:	Lighting
Property:	DTSD REST AREA 10 MAUSTON	Space:	General
Tower/Wing:			
Floor:	General		
Priority / Status:	PROJECT -- WC / Closed	Type / SubType:	Electrical / Other
Requested By:	Joe Giertych	Date Requested:	10/2/2020 9:31 AM CDT
Estimated Amount:	\$1.00	Not to Exceed Amt.:	\$0.00
		Estimated Labor Hrs:	0.00

ADD LABOR COSTS

DO NOT USE

ADD OTHER COSTS

LABOR-Employee	Date	Time Started	Time Finished	Hours	Rate/Hr	Type	M/U
WorkControl Center Select	<input type="text" value="2/15/2021"/> <input type="button" value="Calendar"/>	<input type="text" value="PM"/> <input type="button" value="Dropdown"/>	<input type="text" value="PM"/> <input type="button" value="Dropdown"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="REG"/> <input type="button" value="Dropdown"/>	<input checked="" type="checkbox"/>
Charge To: <input type="text" value="On Site - Perform Work"/>	Description: <input type="text"/>		<input type="button" value="ADD"/>				

OTHER COSTS SUMMARY

Type	Description	Account	Qty/Unit Cost	Tax/S&H	Cost	EDIT	DEL
Electrical Services	12/31/2020 - Replaced 4 exterior LED lights per DSPN. Gray Electric		1.00/ 2,984.00	0.00/ 0.00	\$2,984.00		

TOTALS SUMMARY

		<u>Total Costs</u>	
	Total Labor:		\$0.00
	Total Materials:		\$0.00
	Total Other Costs:		\$2,984.00
	Grand Total:		\$2,984.00

INVOICING POLLING QUESTIONS AND DISCUSSION



Q1: Which of the following is included in Fringe Benefits?

Answer 1: Workers Compensation

Answer 2: Long Term Care Insurance

Answer 3: Education Allowance

Answer 4: All of the Above



Q2: During Budget Development
what is included in Contractor
Service Cost?

Answer 1: Payroll Taxes

Answer 2: Snow Removal at rest areas

Answer 3: DSPN's Parking Costs



Q3: Where do you invoice Vehicle Registration costs?

Answer 1: Materials and Supplies

Answer 2: Miscellaneous Costs

Answer 3: Vehicle Operating



Q4: Which of the following is a false statement?

Answer 1: Extra Work costs is NOT included on your monthly invoice.

Answer 2: A vendor receipt should ALWAYS be submitted with your monthly invoice when it is \$250 or more OR if it is a service that is being billed as extra work.

Answer 3: The FAMIS Work Order number MUST be included on the Extra Work form.



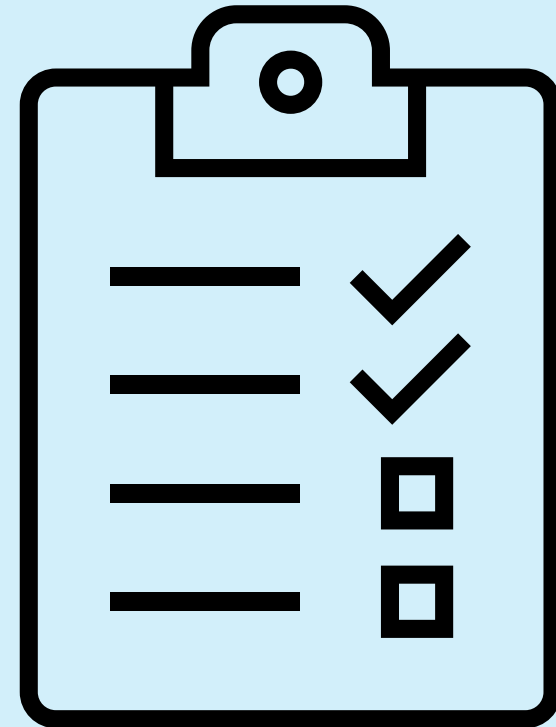
10:00 — 10:15 AM BREAK

The webinar is now on break. Take a moment to adjust your mask and use the restroom. If you have any questions, please type them into the Q&A and we will answer them when we return from break.



EQUIPMENT INVENTORY

- FY21 Inventory Status Update
- FAMIS: Equipment Record Names
- FAMIS: Equipment Host/Attachment
- FAMIS: Equipment and Vehicle Record Form,
Revised



NEW EQUIPMENT & VEHICLE RECORD FORM



WisDOT/DSPN Roadside Facilities Equipment & Vehicle Record Form



Service Provider: _____

Name of Person Completing: _____ Today's Date: _____

Section
#1

ADD Equipment or Vehicle Record Please complete the information below. ****Items in RED are required fields.**

Is this Piece of Equipment an Attachment to an Existing Piece of Equipment or Vehicle? YES or NO (Please Mark One)

If Yes, specify what Piece of Equipment the New Piece of Equipment is to be attached to and proceed to the "New Equipment or Vehicle Record Information Section:

Host Equipment or Vehicle Record Name:

Host Equipment or Vehicle Record Serial Number:

Host Equipment or Vehicle Record Model Number:

If NO, proceed to the "New Equipment or Vehicle Record Information Section.

NEW Equipment or Vehicle Record Information

Equipment or Vehicle Record Name:

Manufacturer/Make:

Equipment or Vehicle Record Description:

Model #:

Vendor/Purchased From:

Serial or VIN #:

NEW INSPECTION REPORTING AND SCORING

Rest Area Cleanliness Inspection Report - Rest Areas FY 2020 (July 1 2019 - June 30 2020)

(note: Only six months' worth of data because new inspection process did not begin until February 1 2020)

Explanation of Average Scores

76% - 80% = Exceeds Standards

70% - 75% = Meets Standards

65% - 69% = Does Not Meet Standards

Name of Property	Number of Times Inspected	When Inspected	Average Score
Rest Area 09 Lyndon Station	2	February 22 & June 11	72%
Rest Area 10 Mauston	2	February 22 & June 11	71%

NEW INSPECTION REPORTING AND SCORING

Rest Area 54 Black River Falls	2	February 24 & June 2	73%
Rest Area 61 Menomonie EB	2	February 25 & June 23	75%
Rest Area 62 Menomonie WB	2	February 25 & June 23	75%
Rest Area 63 Lomira	2	March 17 & May 13	75%
Rest Area 64 Theresa	2	March 17 & May 13	75%
Rest Area 81 Coloma	1	May 14	75%
Rest Area 82 Westfield	1	May 14	76%
Grand Total	48		74%

We will add notes here if there is a score that does not meet standards.
The notes will explain what the issue was and how it was resolved.

CORRECTIVE WORK ORDER QUIZ



CORRECTIVE WORK ORDER PROCESS & FLOW

- Service Providers will receive an Email Notification upon completion of a Standard Inspection
- Corrective Work Orders may be generated from the Inspection, which may be received before the Email Notification
- Service Providers can access Corrective Work Orders from their My Request Tab or from the Inspection
- When a Corrective Work Order has been completed, the Service Provider will need to:
 - Insert a comment in the “General Comments:” box using specifics
 - Change the “Assigned To:” to the Inspector who created the Corrective Work Order
 - Change the “Status:” to “Work Complete”
 - Attach a photo if possible

WO EXAMPLES

Property:	DTSD REST AREA 61 MENOMONIE EB	Space:	General
Tower/Wing:			
Floor:	General		
Type:	Corrective WO from Standard Inspection	Sub Type:	Corrective WO - Standard INS
Assigned To:	Center, WorkControl - WisDOT	Complete By:	3/1/2021 7:00 AM CST
Priority:	Normal	Status:	Closed
Estimated Amount:	\$0.00	Not to Exceed Amt.:	\$0.00
Closed By:	Center, WorkControl	Closed On:	2/10/2021 1:24 PM CST

REQUEST HISTORY

Attachment: [1](#) [2](#) [3](#)

Type	Update Date	Comments	Status	Assigned To	Updated By
Initial	2/8/2021 6:15 PM CST	From Inspection 2007 4.10 Hardware: - 4=Good - Paint on door hinges needs to be removed. See photo.	Open	White, Randy	Teresa McKay
Update	2/10/2021 7:10 AM CST	paint has been removed from door hinges Status has been changed to "Work Complete".	Work Complete	Center, WorkControl	Randy White
Closed	2/10/2021 1:24 PM CST	Assignment has been changed to WorkControl Center. Reviewed and closed by WCC. Status has been changed to "Closed".	Closed	Center, WorkControl	WorkControl Center



Before



After

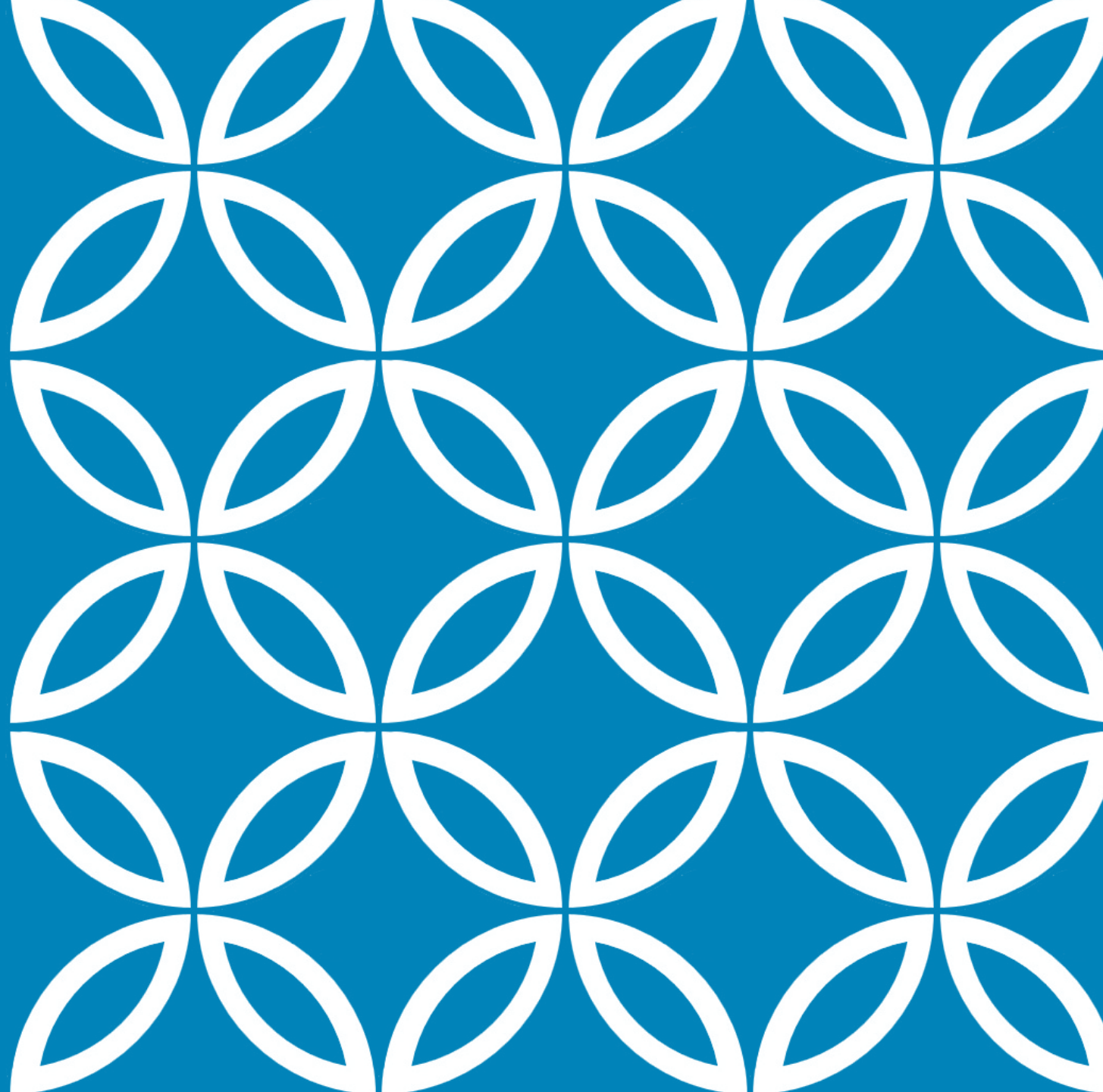
POLL Q1: CORRECTIVE WOS PROCESS AND FLOW

Question #1:

Is it possible to receive
Corrective Work Orders before
the receipt of the Email
Notification of the Inspection
information?

Answers:

- Yes
- No



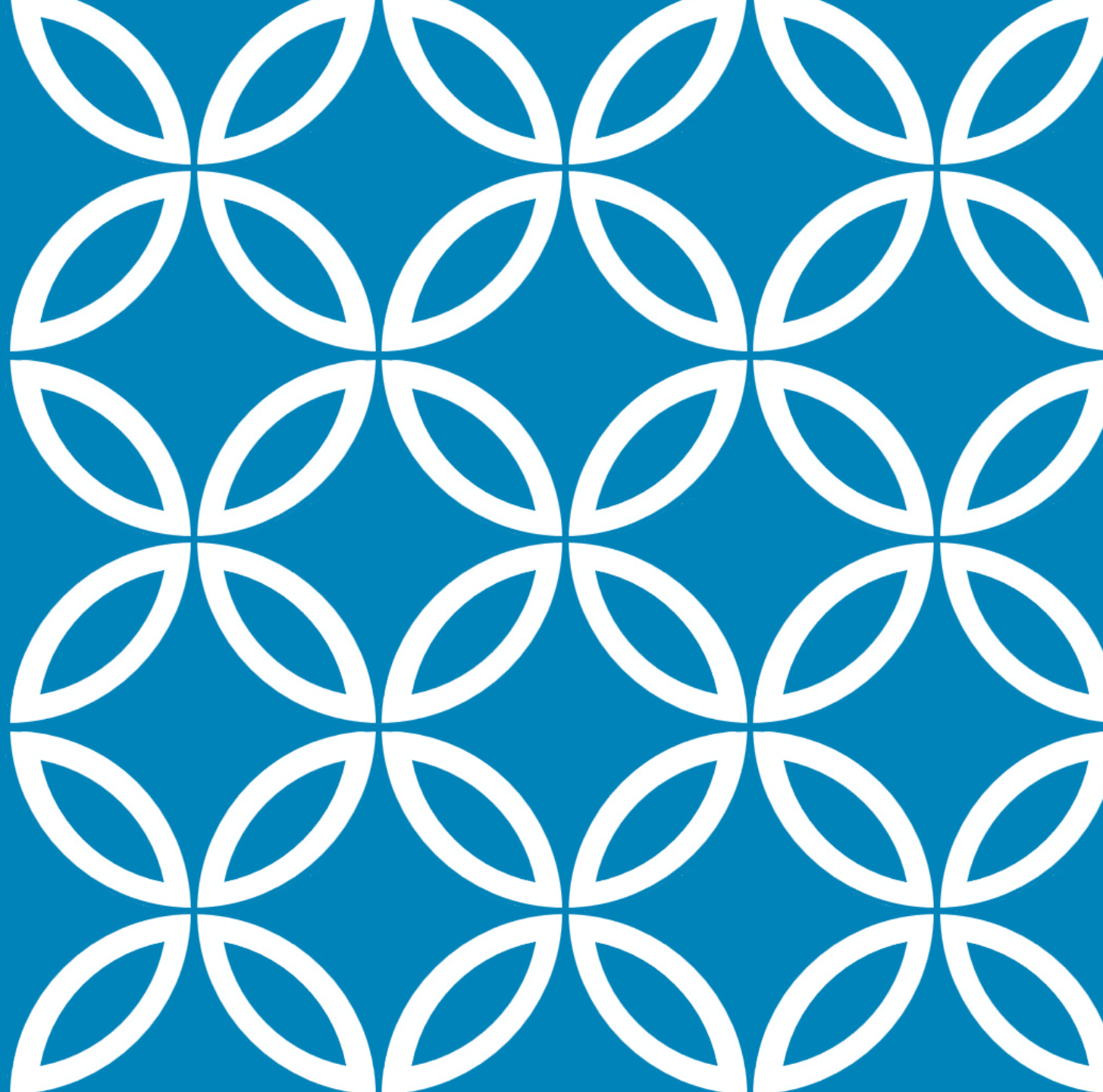
POLL Q2: CORRECTIVE WOS PROCESS AND FLOW

Question #2:

Can the Inspection be accessed through the WO or only through the Inspection Module?

Answers:

- Work Order
- Inspection Module
- **Both**



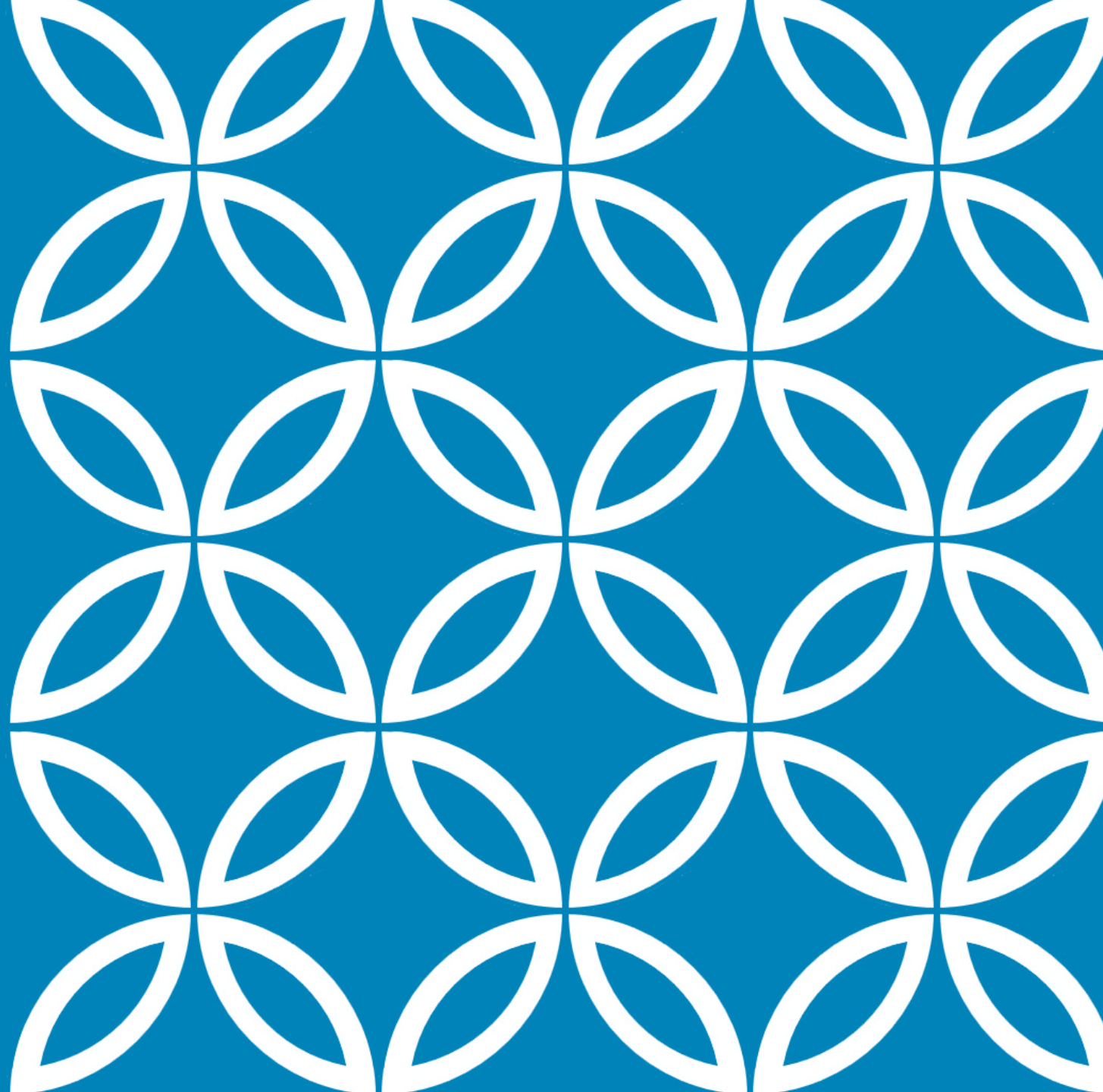
POLL Q3: CORRECTIVE WOS PROCESS AND FLOW

Question #3:

Who should you reassign the Corrective Work Order to when all the work has been complete?

Answers:

- Work Control Center
- **Inspector who completed the Inspection**
- Director of Operations



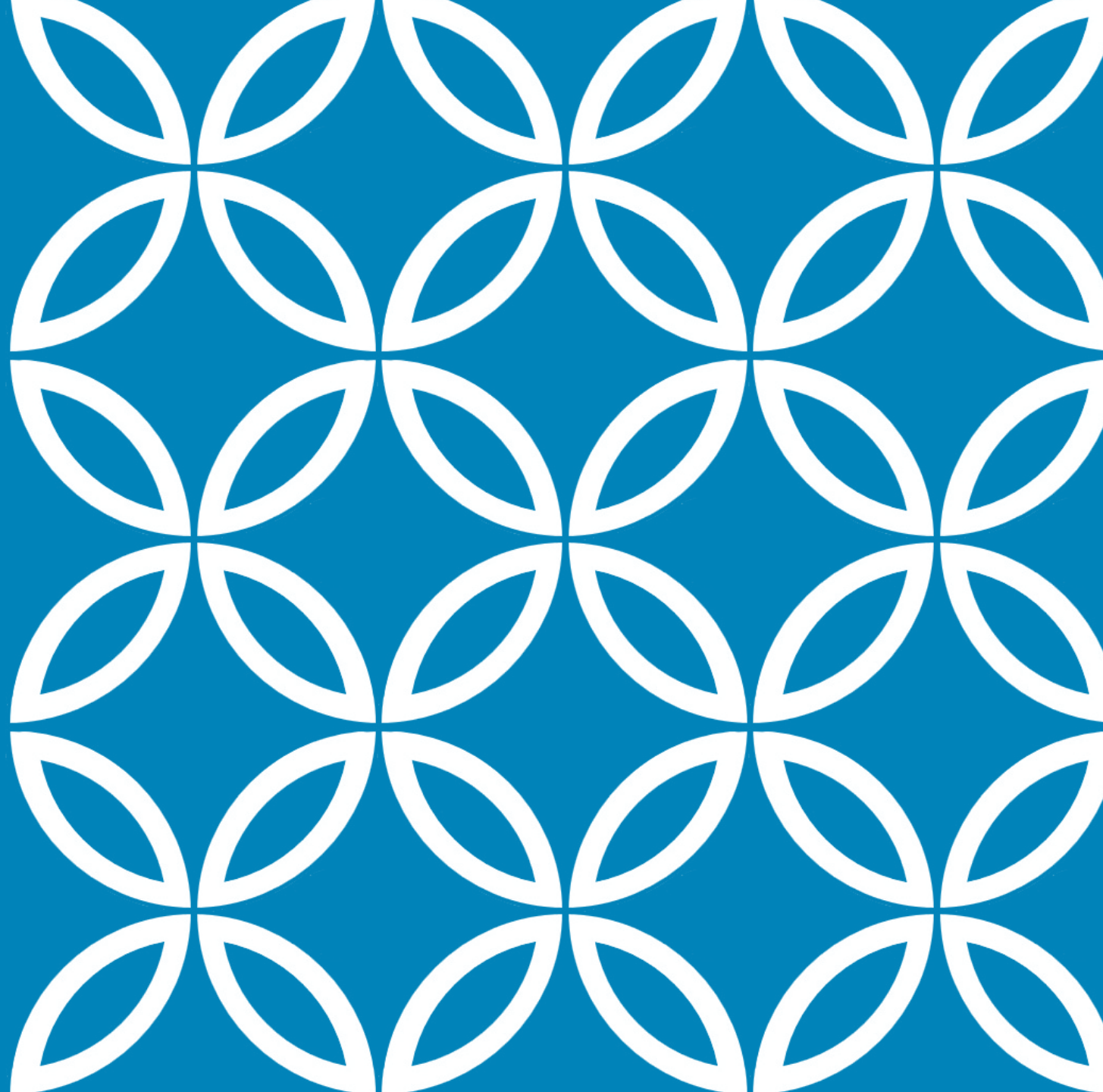
POLL Q4: CORRECTIVE WOS PROCESS AND FLOW

Question #4:

Should there be photo(s)
attached to the Corrective Work
Orders?

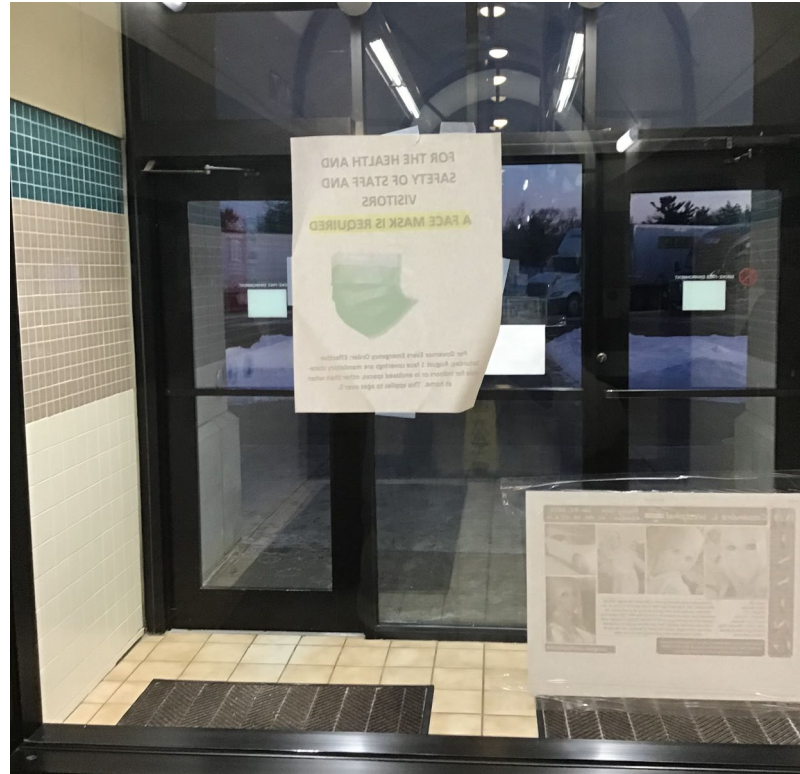
Answers:

- Yes
- No
- **Dependent on the content of
the Work Order**



HANGING POSTERS AT SITES

Paper only posters:
curling/ripped/wrinkled/
printed in black and white



HANGING POSTERS AT SITES

Posters in plastic sleeves



HANGING POSTERS AT SITES

Plastic sleeve problems

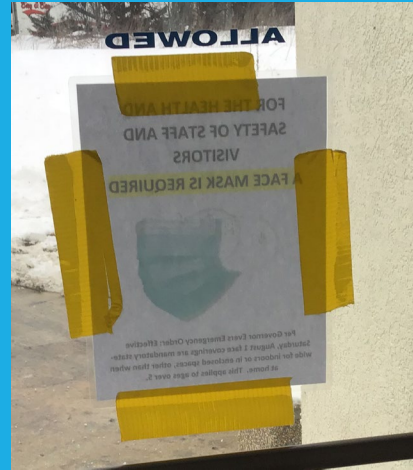


HANGING POSTERS AT SITES

Laminated posters



HANGING POSTERS AT SITES



Framing posters with tape





Roll over image to zoom in

Scotch Thermal Laminator, 2 Roller System for a Professional Finish, Use for Home, Office or School, Suitable for use with Photos (TL901X)

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★★★★★ 22,782 ratings | 386 answered questions

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Buy more, save more

20 units	100 units
\$20.64	\$18.74 LOWEST PRICE
Save 6%	Save 14%

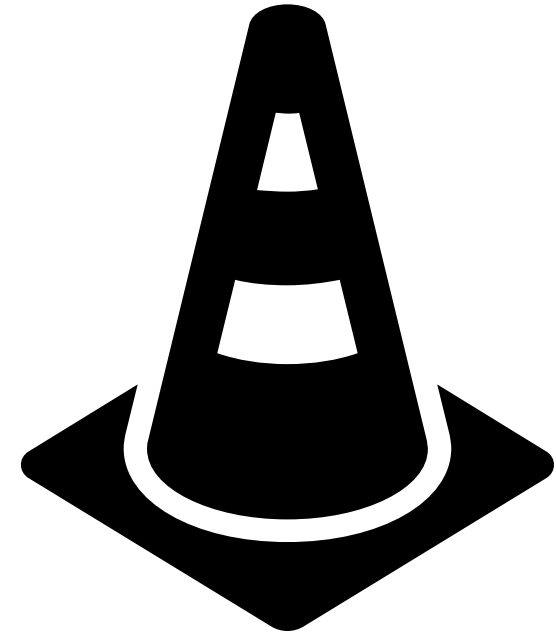
May be available at a lower price from other sellers, potentially without free Prime shipping.

Size: **TL901X**

- Laminates Items up to 9 inches wide
- Two roller system with two temperature settings
- Suitable for use with photos
- Will laminate pouches up to 5 millimeter thick
- This laminating machine has an updated color and finish

Examples of basic supplies to have on site:

- Partition Door Latches
- Partition Door Coat Hooks
- Toilet Paper Dispensers
- Soap Dispensers
- Hand Dryer Motors/Motherboards
- Toilet Seats
- Anything that needs replacing often



BASIC SUPPLY NEEDS AND BACKUPS

11:00 – 11:15 AM BREAK

The webinar is now on break. Take a moment to adjust your mask and use the restroom. If you have any questions, please type them into the Q&A and we will answer them when we return from break.





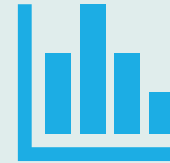
WEBSITE UPDATES



Replaces Opinator



New posters and cards
with new QR codes



Data will be in FAMIS



Dashboard in FAMIS
will reflect results

REPLACING EXISTING PUBLIC SURVEY SYSTEM

New Survey Poster

SATISFIED?
Tell us about this rest area



Use your smartphone
QR code reader to take
our survey

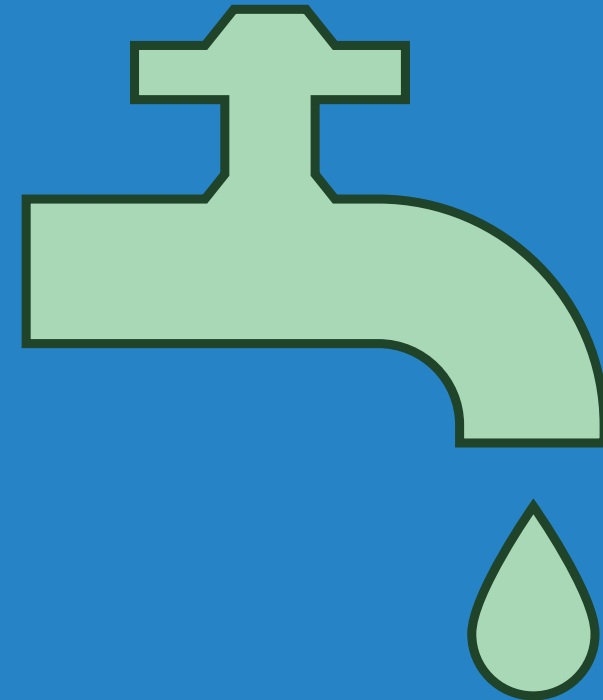


Thank You!

Rest Area 09 Lyndon Station | I-90/94 EB | Juneau County

FAMIS – DEVELOPING SYSTEMS (WASTEWATER)

- There are multiple systems which will need to be built into FAMIS
- A system in FAMIS is multifaceted-this is where we will be developing Parent/Child Assets
- The first system being built into FAMIS is for Wastewater
- The purpose of implementing a Wastewater management system within FAMIS is to streamline work between WisDOT, Service Providers, and Roadside Facilities and have a documented history

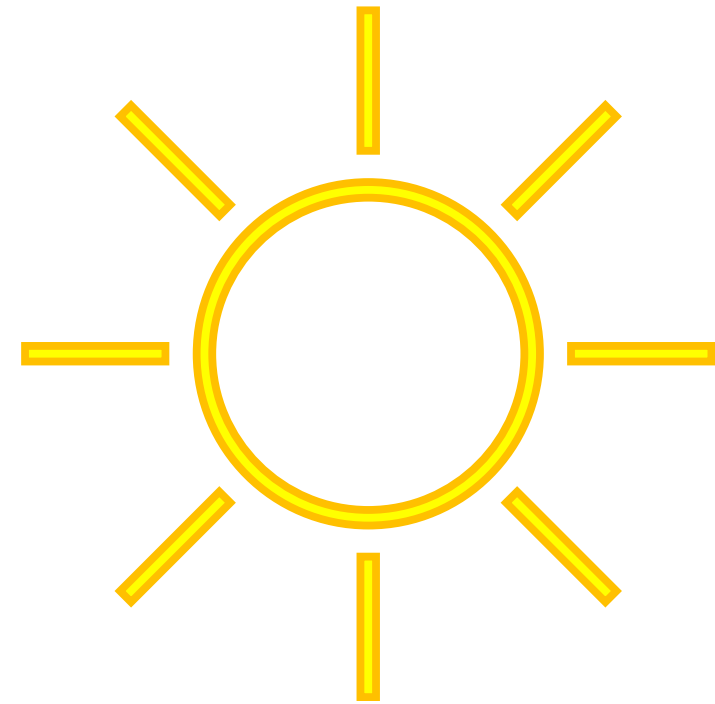




Training for Seasonal Site staff will begin in May



Seasonal Site Providers are to confirm with Patrice by **Monday, February 22nd** that they will be attending the training



FAMIS — SEASONAL SITES SET-UP

FUTURE PROJECT PROCESS AND FLOW

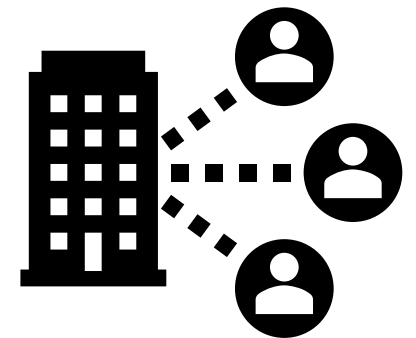
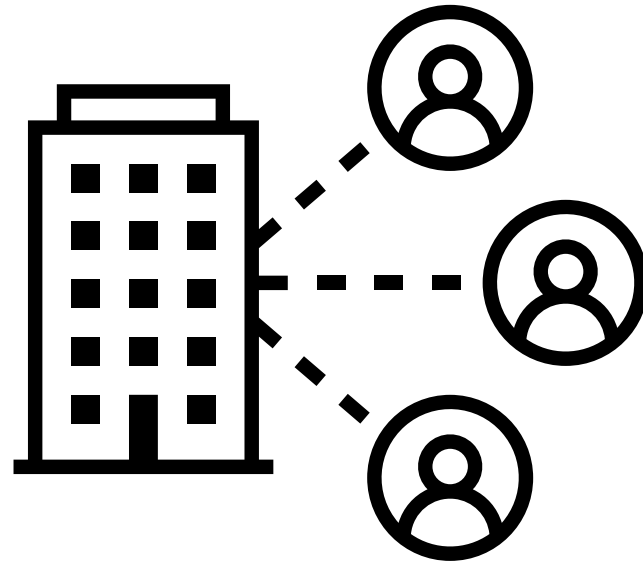
WHO...?

WHAT...?

WHERE...?

WHEN...?

WHY...?



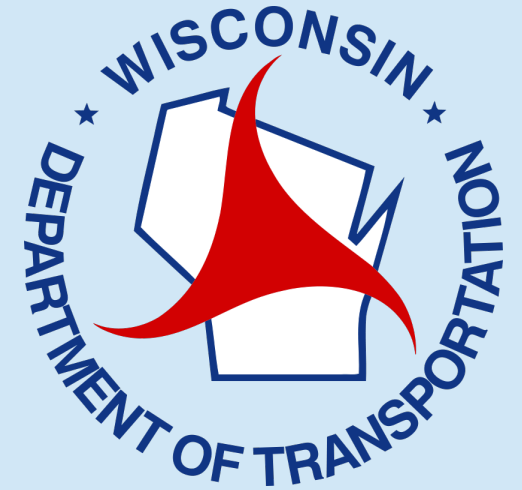
12:00 — 1:00 PM LUNCH BREAK

The webinar is now on lunch break. If you have any questions, please type them into the Q&A and we will answer them when we return from break.



GENERAL UPDATES

DAN



- COVID Reminder and Awareness
- COVID Vaccines and Vaccine Survey
- COVID Compensation Continuation
- Salary Analysis and Review

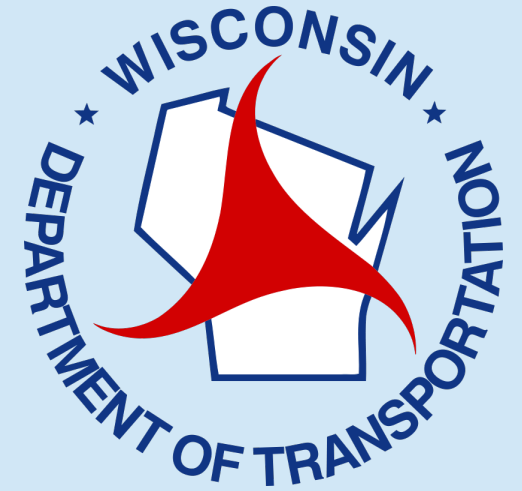
2:00 – 2:15 PM BREAK

The webinar is now on break. Take a moment to adjust your mask and use the restroom. If you have any questions, please type them into the Q&A and we will answer them when we return from break.



REST AREA UPDATES

BIREN & JOSEPH



- Rest Area Project Updates
- SWEF Updates
- Public Comments/Opinionator – An Update



Thank you for participating in our Seminar!

Please continue to stay safe and thank you for your hard work through these difficult times.