



# THE DGS DIGEST

## CONGRATULATIONS OLIVIA BAKER! DGS NOVEMBER EMPLOYEE OF THE MONTH



Congratulations to Olivia Baker on being named DGS' November 2018 Employee of the Month! Olivia is an Administrative Analyst within our Facilities Maintenance Division, working with HVAC-R and Contractual Plumbing. She helps to keep the heat on and water running and is always willing to step up to the plate when on the job. Despite having regular work duties, Olivia is eager to work additional hours, including weekends, to help out with DGS events and city-wide projects.

She helps with just about all DGS events and assists with the United Way campaign. When asked to help out, she usually responds with, "I'll do anything to help you."

Olivia sets herself apart by her consistent efforts to better herself and DGS. She independently seeks training and additional opportunities to learn and grow. Her kind and



patient demeanor helps her work with internal staff and external vendors. She will always follow up on jobs to make sure that contractors stay on task. As a member of the Employee Engagement Committee, she does her part to boost morale and collaboration in her division. Congratulations Olivia, on this well-deserved award!

## WINTER IS HERE!

### DGS JOINS DOT IN SNOW PREPAREDNESS EVENT

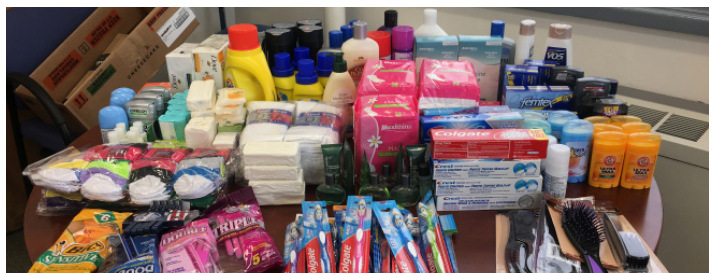


This month, DOT hosted a press conference with Mayor Pugh and multiple city agencies to update the public on the city-wide preparation for potential snow events this winter. At the event, Director Sharkey unveiled two Altoz TXR 660i's, the newest additions to the city's snow fleet. The 660i's are small, easily maneuverable snow plows with the capacity to clear bike lanes and assist our Facilities Maintenance crews on the removal of snow around city buildings. Our Fleet Management Division has outfitted these vehicles with covers, salt spreaders, heaters, and emergency lights to ensure that snow removal will be safe and effective. The plows were well received and Baltimore's bikers are excited as they now have the option to ride year round.

## DGS DAY OF SERVICE

### FALL 2018

Earlier this month, DGS staff volunteered at the Weinberg Housing and Resource Center for our annual day of service. The center is a resource hub for homeless individuals during the day and provides shelter to over 275 homeless adult men and women each night. The day of service had two groups of employees, first, in the early afternoon, a group washed windows and cleared debris from around the front and side of the property. In the evening, a smaller group of employees joined the center's staff to serve a hot meal to over 200 residents. In addition to the service activities, DGS staff collected socks and toiletries which were taken to the shelter to be distributed to residents. A huge thank you to everyone who participated or donated!





## NEW JURY ROOM UNVEILED MAJOR PROJECTS SPEARHEADS UPGRADE



This month, Maryland Chief Judge Mary Ellen Barbara and Mayor Catherine Pugh unveiled the new jury room at Mitchell Courthouse. The new “quiet room” was renovated by our Major Projects Division, who doubled the size of the room, installed better lighting, and placed extra outlets for jurors to charge their electronics. Alongside these modern upgrades to the room, our Historic Properties Preservation office coordinated a large-scale installation of a 1976 mural titled, “Historic Views of Baltimore 1752-1857” by local artist Bob Hieronimus. The mural had been in storage at the War Memorial Building for years before it was taken to be restored by the American Visionary Museum, where it was put it on display for a period of time.

The artwork and renovations were designed to make the new room feel more comfortable for jurors’ whose wait times can last for hours when summoned. Great work from Major Projects’ Sam Batrawi, Chris Hepler, and Bambi Stevens, Facilities’ Mike Bean, and Administration’s Jackson Gilman-Forlini!

### CAROLE YOUNG 2018 GIVE CLASS GRADUATE



Last year, Carole Young, with DGS’ sponsorship, was chosen to participate in the GIVE Fellowship offered by Business Volunteers of Maryland. The

fellowship is an opportunity for young professionals in Baltimore to learn about civic engagement and community leadership through networking events, workshops, volunteering, and team building while advising a local non-profit.

Over the last nine months, Carole has been attending workshops and presentations at unique business spaces across the city. Along with 3 other fellows, Carole’s GIVE Advisory Project was with Youth in Business, an initiative that cultivates the entrepreneurial leadership skills of high school aged youth by providing hands-on experience operating an art and design-based business. Carole’s group assisted the youth with their 2019 marketing plan. Carole had the opportunity to work with the youth at Artscape and AFRAM as they marketed and sold their t-shirts, ornaments, canvas bags, and more. Though the program has ended, Carole looks forward to volunteering with Youth in Business as well as expanding her volunteering and outreach efforts. Congratulations on completing this incredible fellowship Carole!

<b>WELCOME TO THE TEAM!</b>	
<b>CIVIL SERVICE POSITIONS</b>	
<b>JAMES YARBOROUGH</b>	BUILDING REPAIRER
<b>TIMOTHY HIRES</b>	BUILDING REPAIRER
<b>NON CIVIL SERVICE POSITIONS</b>	
<b>JAMAL WEST</b>	FACILITIES MAINTENANCE

## ISMT STREAMLINES FACILITIES PROCESS



Imagine stepping into a time machine and traveling all the way back to October 2018; a time before streamlined facilities processes existed. Way back then, a building repairer would fill out a form to request needed parts, then they would leave their job site to get approval from a supervisor/superintendent. Afterward, they would travel 15-20 minutes or more to get to the parts room to obtain the parts and then report back to the job site. This took a lot of time, much of it away from the work that needed to be accomplished.

But now, thanks to the collaboration between the Facilities Maintenance Division and the Information Systems Management Team, an automated process eliminates the need to waste time traveling. ISMT has created a future-state in the present day! They developed a process in Archibus where each phase is automated and follows a workflow in the system. The end result? Technicians are notified once the parts staff prepares the parts for pick up saving valuable time. In addition, the new process enhances accountability by allowing for better parts issuance tracking.

## DGS HITS FIRST PAPERLESS MILESTONE



This month marked the beginning of DGS’ invoicing process going fully paperless. This was a huge milestone in a four-year plan to have the agency create new ways of working without the use of paper forms. Now all invoices and orders will be processed through Integrify, a workflow software that allows for approval and orders to be electronically sent through the chain of command, making the approval process quick, easy, and paperless! Due to the work of our Facilities Maintenance Division and Fiscal Department, this huge milestone has been reached. DGS is proud to keep pushing towards becoming more cost-efficient and environmentally conscious; ultimately going fully paperless!

## UNITED WAY FUNDRAISER

**50/50 RAFFLE**

DRAWING WILL TAKE PLACE ON DECEMBER 21<sup>ST</sup> AT 1:00 PM AND THE WINNER WILL BE IMMEDIATELY NOTIFIED. NEED NOT BE PRESENT TO WIN.

**1 TICKET: \$1.00**  
**4 TICKETS: \$3.00**  
**6 TICKETS: \$5.00**

PROCEEDS TO BENEFIT

Please contact  
**Lenora Witherspoon-Lee 443-463-0087,**  
**Tereina Galloway 410-396-3704,**  
**Kim Steele 410-396-3425,**  
 or **Olivia Baker 410-396-7342** to purchase tickets.