DORSCHNER ASSOCIATES

Architecture
Planning

Meeting Minutes

City of Madison Park Edge/Park Ridge Neighborhood Employment Center		09.14.16
Project Name		Meeting Date
Madison, Wisconsin	16010.00	MMB
Project Location	D|A Project Number	Meeting Location
Design Team Meeting #4: Public Mtg. 1	7600	3
Type of Meeting	Client Project Number	Pages

Attending

Mary Charnitz	mcharnitz@cityofmadison.com	267.0742
Jeanine Zwart	jzwart@cityofmadison.com	267.8749
Laura Noel	lnoel@cityofmadison.com	266.6563
Dr. Ruben Anthony	ranthony@ulgm.org	729.4210
Edward Lee	elee@ulgm.org	729.1211
Susan Morrison	smorrison@cityofmadison.com	266.1053
Diana Dorschner	ddorschner@dorschnerassociates.com	204.0777
Dawn O'Kroley	dokroley@dorschnerassociates.com	204.0777
Mike Miller	mmiller2@cityofmadison.com	266.4916
Jim O'Keefe	jokeefe@cityofmadison.com	266.7851

Team members not in attendance:
Jeanne Hoffman
Mary O'Donnell
D\|A design team consultants – engineers, landscape architect, local building contractor partner

Others in attendance:
Approximately 32 attendees: City CDD, BI, Engineering, Wisconsin Youth Staff, ULGM and their partners, Briarpatch, Madison College and about 6 *residents*

Overview
Action items highlighted below

1. **Welcome, introductions and review of agenda**
A) General introduction, 1st of 3 public meetings
B) $1,000,000 total budget (about $800,000 for construction)

2. **Purpose of the meeting and background information**
A) Job center for this side of town
B) Need to hear the resident's voice/needs!
C) New center to have training space, community gathering space, 3,800 square feet, $1,000,000 total budget = must be efficient!
D) Operator: Urban League

3. **Presentation of Urban League of Greater Madison programs and the results of a survey done at West Fest**
A) Setting up a temporary location soon to get the programs started in the neighborhood until the center gets completed
B) West Fest 102 forms: Top 5 requests: career readiness.
C) Hours: evenings and weekends
D) Voter registration, small business training, community meetings, community education

4. **Review of the project mission and types of spaces for the new employment center: Dorschner Associates**
A) It was questioned whether the project would remodel or build new. It will come down to meeting the budget.

B) 3,800 sf =1/2 basketball court
C) Complementing not competing services with other resources in area
D) Flexible space – computers, meeting space, room dividers, moveable computers
E) Resident request: Where can neighborhood get a published schedule of these services? *City to provide asset map.*

5. **Resident input to prioritize employment programs wanted at the center and character of the employment center design**
A) Dot Exercises

6. **Prioritization of programs: ULGM**
A) Teen Employment Programs
B) Access to computers
   a. Bridge the digital divide
   b. Need to check email or Facebook,
   c. Everything done by computer these days, employers need to be able to get back to applicants!
C) Adult Employment Programs
   a. Work and career readiness
   b. GED, Basic education, spelling, typing
D) Program Discussion
   a. Jobs for now as teens (in school)
   b. Jobs after graduating: Jobs for now and future occupations
   c. How to run a small business?
   d. How to manage money when you get a job?
   e. Partner with Credit Union?
   f. Defeat apathy
   g. Self-awareness
   h. How to be professional in the work place. Be on time. What to wear. How to act.
   i. Intergenerational programs
   j. Social media etiquette (cell phones, Facebook)
   k. Job-specific training – what do employers in the area need?
   l. Offer programs more often. Meet people where they are.
   m. Get people hired
   n. Help job applicants to work with potential employers to describe past criminal activity. How to get a second chance?
   o. Ban-the-Box
   p. Provide childcare at the center?
   q. Expand Hours

7. **Design Characteristics-Architectural Comments: DA**
A) Computer Lab
   a. Images that allowed for 'elbow room' were desired.
   b. All liked access to natural daylight.
   c. Flexibility was discussed. It was noted that some computers should be on carts, movable to other spaces when needed.

B) Resource Access
   a. The quantity of self-directed employment research computers will need to be evaluated. Concerns that there may not be enough were addressed.
   b. The standing 'kiosk' type stations were desired if one needs quick access and printing resumes; however, seated stations (library-like) were also desired for filling out long applications, for example.

C) Large Flexible Meeting/Classroom.
   a. All liked windows and access to natural daylight.
   b. Room acoustics should be addressed from and to adjacent spaces.
   c. Flexibility is essential: various space sizes.
   d. It was important to have technology such as smart boards, etc.

D) Kitchen
   a. One person noted that it would be nice to have cooking classes here.
   b. Many discussed the need for a large enough kitchen for community food events
   c. Perhaps there is a kitchen for food events and breakroom for staff.
   d. Pass-thru function was desired, with closing-off capability.
   e. Pot-Luck set-up should be considered, as well.
   f. Acoustics should be considered.

E) Entry/Reception
  a. All liked clean and open images.
  b. All liked access to natural daylight: Light and bright
  c. The entry should be welcoming and people should feel valued upon entering.
  d. The entry should be easy to find and identifiable.
  e. All desired a person at the main entry (reception)

F) Other
  a. Site design must be considered, especially as it relates to the children next door and access to the PEPR employment Center site.

8. Closing and Next Steps
G) Determine program priorities and space needs to bring to next meeting with design options to discuss and select desired items to move forward.

The foregoing represents my interpretations of items discussed and decisions reached during and after this meeting. If there are any questions, corrections, or omissions of substance, please contact the writer within five days of receipt.

Prepared by:
Diana Dorschner, AIA
Dawn O'Kroley, AIA