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**SERVICE · SUPPORT · SOLUTIONS**  
DEPARTMENT OF ADMINISTRATIVE SERVICES





Green Belt Six Sigma Project Report Out

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Department of Administrative Services

Office of Collective Bargaining

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**OCB**

**Improvements Project of the  
1610 Conference Center**



# Background

In 2014 the 1610 Building on West Broad Street was part of a new OCB lease with ODOT. The idea was to utilize State owned buildings instead of commercial.

**Limitation to host only one meeting at a time.**

**The demand for usage increased.**

**OCB staff move tables and chairs to accommodate all meetings..**

**The Student feedback:**

- **Could not see projector due to outside glair (The Windows had no shades)**
- **Many interruptions when people would come thorough the main door.**
- **A Lactation room was not available.**
- **Could not hear.**
- **WIFI was unreliable as was HVAC.**

OCB employees wanted to get with the times conduct meetings between distant agencies using teleconferencing.

**Reduce the cost of time or travel at one location.**



**200 %**

**increase from  
FY15 to FY16**

Per OCB Outlook Calendar



# Scope

To refit new accommodations into the OCB Conference Center creating a versatile multigenerational working atmosphere. The inter workings would offer a choice of classroom, training arbitration and negotiation setting along with a collaborative work center with videoconferencing. At its peak the building would allow 6 rooms to operate simultaneously with minimal interruptions. Allowing ease of setup for a larger customer bandwidth.



# Project complications turn to solutions by using Lean tools

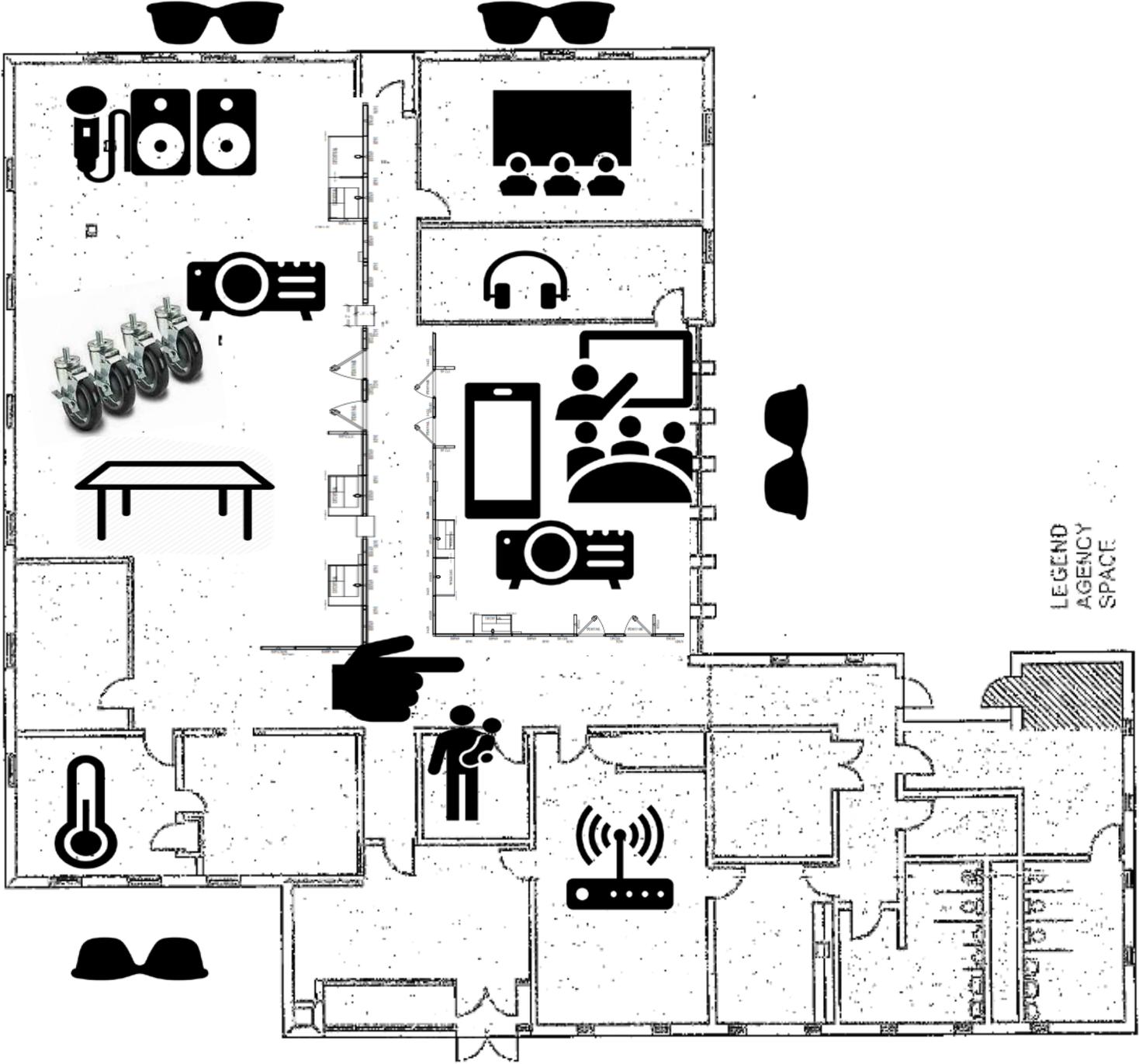
Our entire project came to a screeching halt when the permits people realized HVAC had to be moved if a wall was installed to the ceiling. A new cost was assessed and we were not sure if the pay out with one wall was worth the time.

**Then green belt happened.**

- **Brain stormed:** Do we need a wall that goes all the way to the ceiling? What about smaller walls or facades. What are our customer needs?
- **TIM U WOOD:** How do we handle keeping up with demand moving table and chairs with increase of customers (motion waste)? Casters on tables and chairs.
- **5S safety:** needed to assist Fire Marshal with floor plans and signage
- **Operational Definition:** Gave OCB an Opportunity to share our conference schedule with ODOT so they could give the HVAC a once over before our meetings. Talked to OIT requesting updates to WIFI showed increase in usage.

FLOOR PLAN(S) OF PREMISES

1610 West Broad Street



LEGEND  
AGENCY  
SPACE



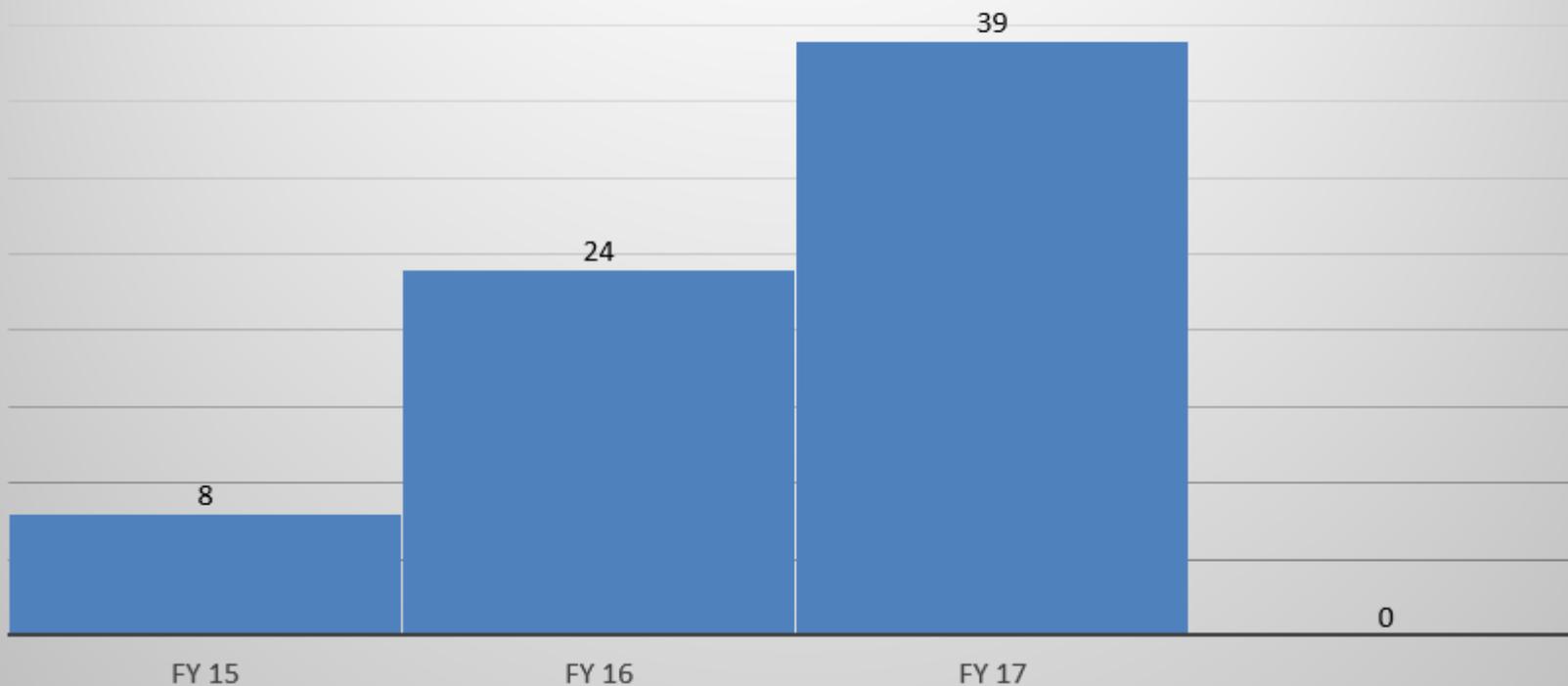






## OCB Conference

**Center daily use 3 month Comparison Out of Each Year  
A 62.5 % increase from prior year.**

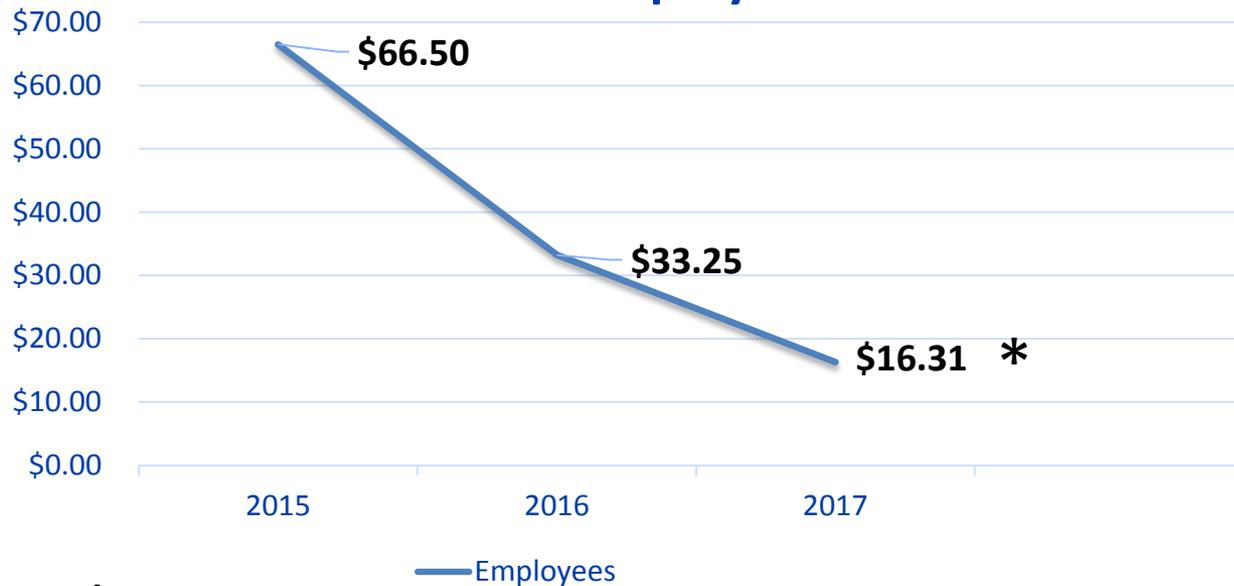




### 3 years of set up costs per hour

to complete a transformation from classroom to round table stile. 2015(1 hour 2 employees=\$66.50) the next year it took (1/2 hour still 2 employees= \$33.25at this point we know where to move things less time but still takes work to move the tables with no casters ) 2017 it took only (1/2 hour with one employee=\$16.62 with tables that have casters) in many cases no set up cost due to already being set up and directed to a new room.

## Dollars per hour to set up using 2 employees



\* One employee used for 1/2 hour



# Agencies and Divisions Involved

- DAS Finance
- DAS Facilities
- DAS Planning and Design
- DAS Information Technology
- Ohio Department Of Transportation
- Ohio Penal Industries
- Opportunities for Ohioans with Disabilities



# Special *thanks* to...

**Senior Leadership:** Director Blair, Kristen Rankin Asst. Deputy Director OCB, Scott Steenrod Project Manager OCB

**Sponsor:** Kristen Rankin Asst. Deputy Director OCB

**Team Leader:** Dan Batts

**Subject Matter Expert/s:** Cassandra Richards

**Customer/s:** Agency input



# Questions/Comments





# Use of Web/Teleconferencing to Reduce Travel Expense in State Government

DAS Study from February 2013 from the Office Of Technology : “Optimizing the Use of Web/Teleconferencing to Reduce Travel Expense in State Government”

- See

<http://das.ohio.gov/Portals/0/DASDivisions/DirectorsOffice/pdf/Teleconferencing%20Report%202012%20v8.pdf>