



## INTRODUCTION

Quorum Architects, Inc. was a co-author of the Milwaukee County Administrative Space Strategic Facility Plan. Quorum was responsible for developing preliminary space square footage needs for the departments involved in the study. These preliminary space needs square footages were compared to the useable square footage of the Courthouse Building to determine which Milwaukee County departments could be located in the building, as well as how much excess space would be available.

Milwaukee County DAS FMD – Planning and Development (FMD-PD) requested Quorum Architects, Inc. to develop additional documentation to support the initial findings of the study. FMD-PD directed Quorum to develop fit plans for Child Support Services and Human Resources within their existing locations within the Milwaukee County Courthouse based on the recommendations Quorum made in the study. The following summarizes the efforts and results of this fit plan exercise.

## 1. PLANNING CONSIDERATIONS FOR PREPARING DRAFT FIT PLANS

- During the initial Administrative Space Strategic Facility Plan, preliminary space needs programs were developed for all departments. The preliminary space needs programs for Human Resources and Child Support Services were used to develop the initial fit plans. The space needs programs were developed based on the approved Milwaukee County FMD-PD space standards.
- The Mezzanine levels in the Courthouse are not favorable to be occupied by employees for long periods. The 1st Floor Mezzanine was not considered as occupiable space for this project and prioritized to be used as storage only.

### Milwaukee County Space Standards

REV 10/2/2020

CODE	Position Type or Category	Constructed Office or Open Office	Office - SqFt	Cubicle-SqFt	Other Space - SqFt /Area	Comments	Column1
A	Executive	C	180-200	0	0	Elected Officials	
B	Director	C	150-180	0	0	Directors / Administrators	
C	Manager	C	120-150	0	0	Directors and Managers	
D	Professional /Technical	C	80-120	0	0	Attorney, HR, EAP/AAP Confidential work with no access to private conference room space	
E	Supervising Professionals	O	0	72-96	0	Supervisors with direct reports	
F	Architect/Engineer	O	0	64-72	0	Professional w/ plan review space	
G	Professional General	O	0	48-64	0	Professionals, Accountants, Administrative 1, Social Workers, Purchasing Agents, Specialists	
H	General Office	O	0	36-48	0	Computer Work, Clerical, Data Entry, Auditors, Interns, Contractors, Hoteling Spaces	
J	Hoteling	O	0	24-30	0	Temporary Workspace Unassigned First come basis or sign up 30% -100%daily occupancy only	

## 2. PRELIMINARY SPACE NEEDS PROGRAM RECOMMENDATIONS

- The Preliminary Space Needs Programs were based on preliminary and limited space needs program information received by the Departments. Detailed programming, including confirmation of head count and workflow, must be completed during future phases for development of the project.
- Best practices suggest incorporating more workstations than offices. Size and type of workspaces were selected based on staff titles and FMD-PD standards. The size of workspaces must be confirmed with the Departments.

## CHILD SUPPORT SERVICES

PRELIMINARY SPACE NEEDS SUMMARY								
TRADITIONAL OFFICE FORMAT								
WORKSTATIONS			OFFICE		SUPPORT			
30 SF	48 SF	64 SF	120 SF	150 SF	HUDDLE	CONF	INTERVIEW	STORAGE
					150 SF	256 SF	200 SF	400 SF
7	89	68	8	1	2	2	1	1

## Milwaukee County

## Administrative Space Strategic Facilities Planning

DEPARTMENT:	CHILD SUPPORT SERVICES
ORG NUMBER:	2430
CONTACT PERSON:	AGNES MARCINOWSKI
REQUIRED ADJACENCIES:	COURTS SYSTEM, TREASURER

Updated: 05/12/21

POSITION	NAME
Contractor	Jasmine Harris
Contractor	Shannon Johnson
Vacant	<i>Vacant</i>
Fiscal Asst 1	Symphony Hailey
Fiscal Asst 1	<i>Vacant</i>
Fiscal Asst 2	Peggy Dyson
Assistant Executive	Cheryl Berry
Clerical Asst 1	Aliza Mendoza
Clerical Asst 2	Desstiny Carter
Coordinator	Krystal Wright
Fiscal Asst 2	Keezie White
Fiscal Coordinator	Jodie Ritzow
Outreach and Education Coor	Keith Parris
Paralegal	Amanda Mitchell
Paralegal	Carmanita Evans
Paralegal	Christine Stolp
Paralegal	Gary Hoffman
Paralegal	Joy Lindvall
Paralegal	June Vang
Paralegal	Rachel Grutza
Paralegal	Troy Schmitt
Supervisor	Mary Harrington
Executive Director	Jim Sullivan
Operations Mgr	Agnes Marcinowski
Vacant	<i>old HR</i>
Clerical Asst 1	Marlene Thomas
Clerical Asst 1	Prenetta Bush
Supervisor	Marva Jeter
Comm Programs Grants Mgr	Sandra Stevens
Office Supp Asst 2	<i>add position for year 2022 or 2023</i>
Office Supp Asst 2	Brittney Butler
Office Supp Asst 2	Linda Riley-Glenn
Paralegal	<i>add position for year 2022 or 2023</i>
Paralegal	Angela Beckum
Paralegal	Angela Currie
Paralegal	Jennifer Gordon
Paralegal	Jennifer Samson
Paralegal	Karen Levy
Paralegal	Norma Pichardo
Paralegal	Salnette Teague
Paralegal	Sandra Cogg
Paralegal	Shakayla Curtis
Paralegal	Sonia Gonzalez
Paralegal B/L SP	Sanjuana Gaona
Sr Assistant Clerical	Sarah Newcomb

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POSITION	NAME
Contractor	Edward Bynum
Contractor	Maya Zelaya
Fiscal Asst 2	Ashley Odoner
Fiscal Asst 2	Carolyn Shropshire
Fiscal Asst 2	Jerome Brody
Fiscal Asst 2	Larissa Brown
Fiscal Asst 2	Linda Jackson
Fiscal Asst 2	Shantrese Benson
Fiscal Asst 2	Terry Carlson
Office Supp Asst 2	Annelis Vogel
Office Supp Asst 2	Christine Fuller
Office Supp Asst 2	Cynthia Smith
Office Supp Asst 2	vacant LD
Outreach & CM Supervisor	Jetaunne Richardson
Paralegal	Stephanie Reel
Supervisor	Sara Barton
Vacant	vacant
Office Supp Asst 2	Kathy Harmon
Office Supp Asst 2	Pearl Jackson
Contractor	Used for future grants
Contractor	Used for future grants
Contractor	Used for future grants
Contractor	Used for future grants
Contractor	Used for future grants
Contractor	Used for future grants
Contractor	Used for future grants

SQ. FT.	FORMAT		
48	X		
48	X		
48	X		
48	X		
48	X		
48	X		
48	X		
48	X		
48	X		
48	X		
120		X	
64	X		
120		X	
48	X		
48	X		
48	X		
30			X
30			X
30			X
30			X
30			X
30			X
30			X
9,944	157	9	7

**12,927** X 30% CIRCULATION

SUPPORT SPACE
Conference Room
Conference Room
Interview Window
Mail Room
Storage
Teleconference Room
Conference Room
Conference Room
Conference Room
Conference Room
Conference Room
Conference Room
Conference Room
Conference Room
Conference Room
Conference Room

SQ. FT.	FORMAT	
	Dedicated	Shared
256	X	
256	X	
200	X	
200		X
400	X	
256		X
150		X
150		X
150		X
150		X
150		X
150		X
150	X	
150	X	

SUBTOTAL DEDICATED PROGRAM SPACE SF: **1,412** X 30% CIRCULATION

TOTAL DEDICATED SF: **1,836**

TOTAL TRADITIONAL OFFICE SF: **14,763**

SUBTOTAL SHARED PROGRAM SPACE SF: **1,356** X 30% CIRCULATION

TOTAL SHARED SF: **1,763**



# HUMAN RESOURCES

PRELIMINARY SPACE NEEDS SUMMARY								
TRADITIONAL OFFICE FORMAT								
WORKSTATIONS			OFFICE		SUPPORT			
30 SF	48 SF	64 SF	120 SF	150 SF	HUDDLE	CONF	LOBBY	STORAGE
6	17	21	23	2	150 SF	256 SF	330 SF	500 SF
6	17	21	23	2	1	1	1	2

PRELIMINARY SPACE NEEDS SUMMARY								
HYBRID OFFICE FORMAT								
WORKSTATIONS			OFFICE		SUPPORT			
30 SF	48 SF	64 SF	120 SF	150 SF	HUDDLE	CONF	LOBBY	STORAGE
0	10	10	11	0	150 SF	256 SF	330 SF	500 SF
0	10	10	11	0	1	2	1	2

## Milwaukee County

### Administrative Space Strategic Facilities Planning

**DEPARTMENT:** HUMAN RESOURCES  
**ORG NUMBER:** 1140  
**CONTACT PERSON:** MARGO FRANKLIN  
**REQUIRED ADJACENCIES:** CLERK OF COURTS, TREASURER

Updated: 05/12/21

POSITION	NAME	DIV.
Chief HR Officer	Margo Franklin	1141
HR Analyst	Jennifer Mueller	1141
HR Program Manager-D&I and Perf Mgmt	Vacant 2021	1141
HR Program Manager-Emp Eng	Peter LaBonte	1141
Director of Comp and HRIS	Dean Legler	1142
Lead Compensation Analyst	Bridget Morstad	1142
Specialist HR Systems/Comp	Talisa Minfield	1142
Specialist HR Systems/Comp	Vacant 2021	1142
Assistant Compensation	Vacant	1142
Assistant Administrative	Mark Tillman	1143
Assistant Management	Diamond Wright	1143
Assistant Management	Colleen Manuel	1143
Assistant Management	Julie Lincoln	1143
Assistant Management	Karly Jackson	1143
Assistant Management	Sara Laugavitz	1143
Assistant Management	John Davidson	1143
Business Partner	Valerie Sprewell	1143
Business Partner	Mary Roszak	1143
HR Manager	Arvis Williams	1143
HR Manager	Lisa Ruiz Garcia	1143
HR Manager	Sarah Zaig	1143
Business Partner	Marybeth Buechel	1143
Business Partner	Mary Polaris	1143
Business Partner	Peggy Schneider	1143
Business Partner	Erin Hayes	1143
Business Partner	Marco Gruchalski	1143
Business Partner	Peter German	1143
Director Employee Relations	Charleisha Carson-Clark	1143
Assistant Employment	MaiChor Yang	1144
Assistant Employment	Cristina Schwalbe	1144
Director HR Ops and Tal Acq	Genaro Baez	1144
Manager HR Operations	Linz Estrada - Gonzales	1144
Manager Recruitment	Vacant 2021	1144
Recruitment Analyst	Maria Santillan	1144
Recruitment Analyst	Merry Otero	1144
Recruitment Analyst	Rocky Vasquez	1144
Recruitment Analyst	Kathy Muench	1144
Coordinator Employee Training	Vacant 2021	1145
Coordinator LMS Training	Traci Gondek	1145
Manager Training Development	Michael Cucciardo	1145
Specialist Devel and Training	Clarissa Barnes	1145
Coordinator Wellness	Laura Kuglitsch	1148
Director of Benefits	Tony Maze	1148

FUTURE SPACE NEEDS							
TRADITIONAL OFFICE FORMAT				HYBRID OFFICE FORMAT			
SQ. FT.	WS	Office	Hotelling	SQ. FT.	WS	Office	Hotelling
150		X		150		X	
120		X		120		X	
120		X		120		X	
120		X		120		X	
120		X		120		X	
64	X						
64	X						
64	X						
64	X						
64	X						
48	X						
48	X						
48	X						
48	X						
48	X						
64	X						
64	X						
120		X					
120		X					
120		X					
48	X						
48	X						
48	X						
48	X						
48	X						
120	X						
64	X						
64	X						
150		X		150		X	
120		X					
120		X					
64	X						
64	X						
64	X						
64	X						
64	X						
120		X					
120		X					
64	X						
120		X					
120		X					

POSITION	NAME	DIV.
Human Res Analyst 2 - Emp Ben	Bruce Nail	1148
Human Res Analyst 2 - Emp Ben	Brynn Rojahn	1148
Manager Progr Leave ADA Compl	Susan Chase	1148
Mgr Benefits and HR Metrics	Nicole Luckman	1148
Analyst Financial Retirement	Annamarie Kirsanoff	1149
Analyst Retirement	Mitchell Kreitzman	1149
Analyst Retirement	Susanna Mayer	1149
Analyst Retirement	Monica Parker	1149
Analyst Retirement	Philip Vongkhamstay	1149
Member Engagement Project Mgr	Turkessa McCoy	1149
Clerical Spec HR - ERS (NR)	Denisha Hatchett	1149
Clerical Spec HR (NR)	Jason Jones	1149
Coordinator Office Admin	Natasha Ford	1149
Director Retire Plan Services	Erika Bronikowski	1149
Manager Retire Services	Noukone Keovilaysone	1149
Sr Analyst Financial Retirement	Tina Lausier	1149
Sr Analyst Pension	Vacant 2021	1149
RIS Developer	Michael Andresen	1149
Compliances Resource Analyst 2	Vacant 2021	1149
Data Quality Retirement Analyst	Heidi Flores Rojas	1149
Manager Info System Retirement	Abbey Moreno	1149
Contractor	Shulisa Gholson	1149
Contractor-V3	Neel Eswara	1149
Contractor-V3	Earl Gates	1149
Contractor-V3	Cheryl Wunsh	1149
Contractor-V3	Jerry Vandre	1149
Contractor-V3	Brianna Owen	1149
Contractor-V3	Chris Rowoldt	1149
Contractor-V3	Busby Sanders	1149

**STAFFING TOTALS:**

**TOTAL STAFF SF:**

SQ. FT.	FORMAT		
120		X	
120		X	
120		X	
120		X	
64	X		
64	X		
64	X		
64	X		
120		X	
48	X		
48	X		
64	X		
120		X	
120		X	
120		X	
120		X	
48	X		
48	X		
48	X		
120		X	
36			X
36			X
36			X
36			X
36			X
36			X
36			X
<b>5,628</b>	<b>39</b>	<b>25</b>	<b>8</b>

	X 30% CIRCULATION
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[illegible]

6	X 30% CIRCULATION
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SUPPORT SPACE	DIV.
Break Room	1141
Classroom	1141
Conference Room	1141
Conference Room	1141
Conference Room	1141
Record Storage	1141
Record Storage	1141
Storage	1141
Classroom	1143
Conference Room	1143
Conference Room	1149
Reception Desk/Lobby	1149
Training Space (100 people)	1149

SUBTOTAL DEDICATED PROGRAM SPACE SF: **1,790** X 30% CIRCULATION  
TOTAL DEDICATED SF: **2,327**

TOTAL TRADITIONAL OFFICE SF: **9,643**

SUBTOTAL SHARED PROGRAM SPACE SF: **2,326** X 30% CIRCULATION  
TOTAL SHARED SF: **3,024**

SQ. FT.	FORMAT	
	Dedicated	Shared
220		X
400		X
150		X
150		X
150		X
500	X	
500	X	
160	X	
256		X
150	X	
150	X	
330	X	
1000		X

SQ. FT.	FORMAT	
	Dedicated	Shared
		X
400		X
500	X	
500	X	
80	X	
1000		X

**1,080** X 30% CIRCULATION  
**1,404**

DEDICATED SHARED SUITE			
Type	Amount	SQ. FT.	Total
Office	12	120	1440
Workstations	20	48	960
Hotelling	6	36	216
Conference Room (6 pp)	2	216	432
Huddle Room (2 pp)	2	120	240
Copy/Print/Fax	1	120	120
Coat Closet	1	35	35
Full Sized Lockers		36	
Break Room	1	120	120

X 30% CIRCULATION  
**3,563**  
**4,632**

TOTAL HYBRID OFFICE SF: **7,362**



### 3. EXISTING CONDITIONS OVERVIEW

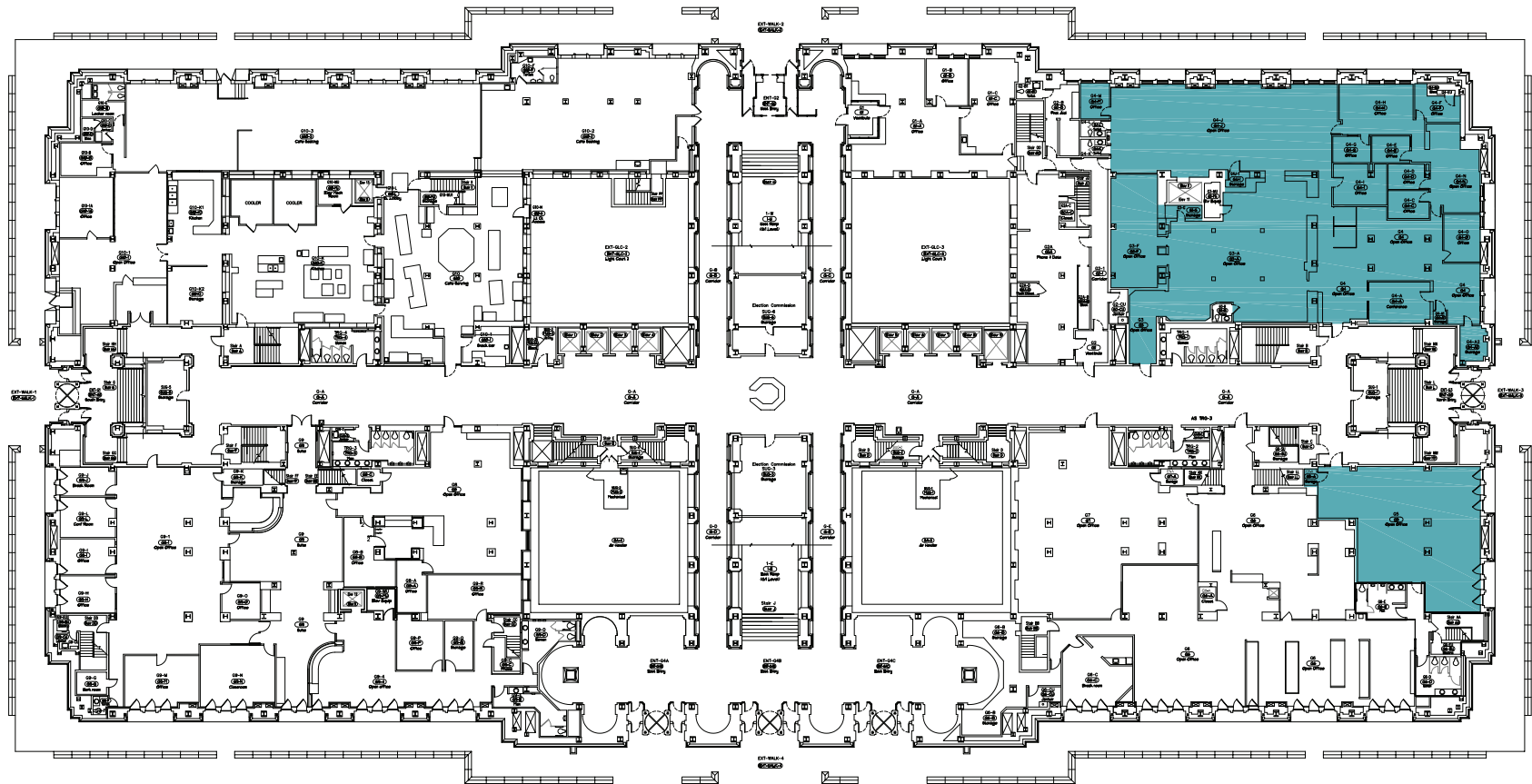
- Non-structural interior partitions were removed to allow for more efficient fit plan options.
- Elevators, stairwells, main toilet rooms and major building infrastructure remain in the existing space as applicable.
- The main, open circulation corridor in the middle of each floor remain.
- Quorum did not perform a detailed code review of the fit plans.
- Child Support Services currently occupies 25,219 SF and Human Resources occupies 20,059 SF of the Courthouse Building.

### 4. CHALLENGES

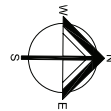
- The Milwaukee County Courthouse building is a unique, historic building designed at a time when working environments were very different. This creates a different set of challenges than found when planning workspaces in a more contemporary building which has improved space efficiencies.
- There are limitations to planning within existing boundaries. The study limited reconfiguration of department workspace within their current department boundaries. Overall Courthouse space efficiency would be maximized if the entire building were renovated.







1 GROUND FLOOR



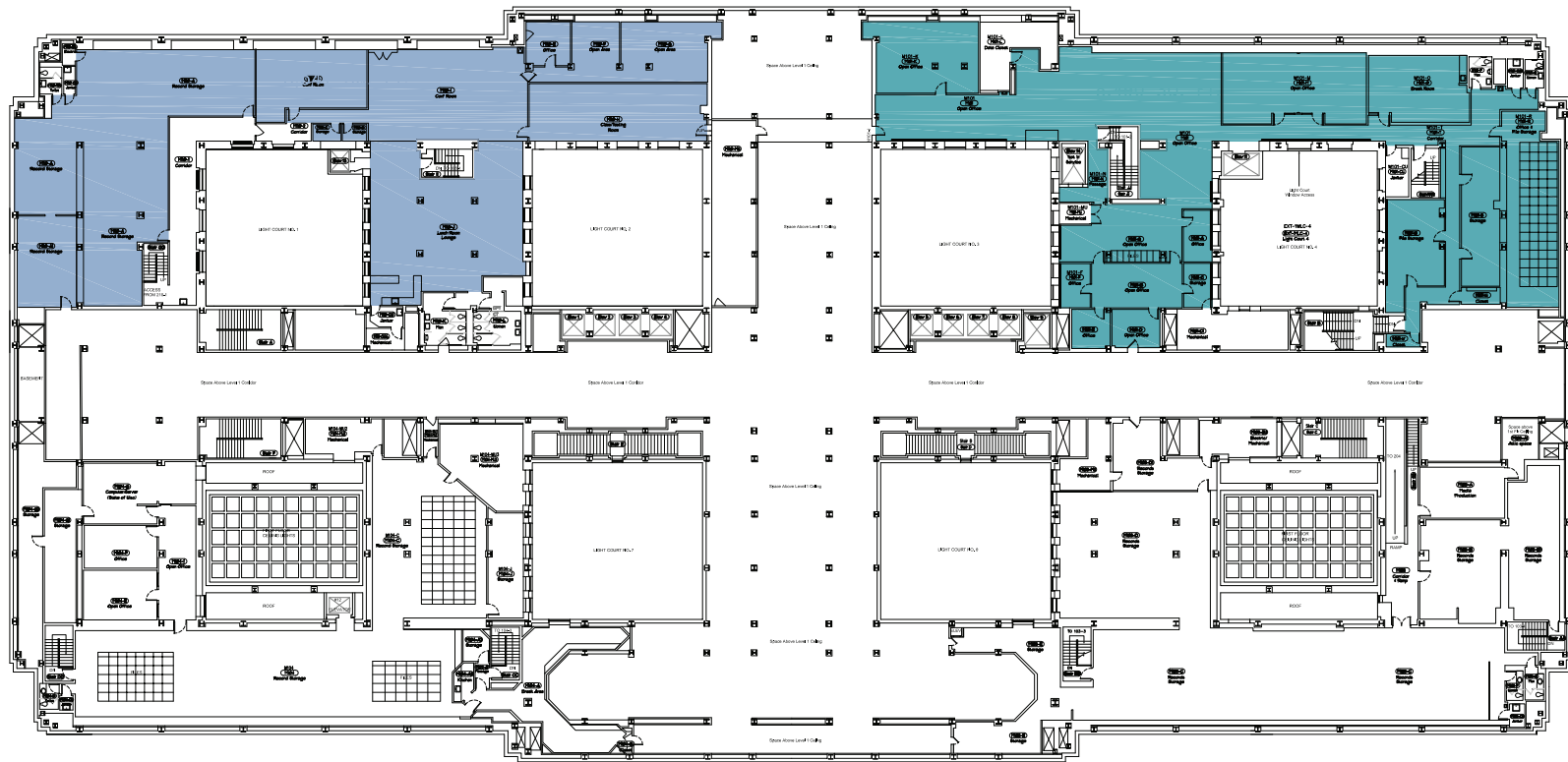
## DEPARTMENT LEGEND

CHILD SUPPORT SERVICES = 9,570 SF

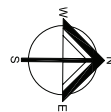
## EXISTING DEPARTMENT LOCATIONS

Milwaukee County Courthouse





1 FIRST FLOOR MEZZANINE



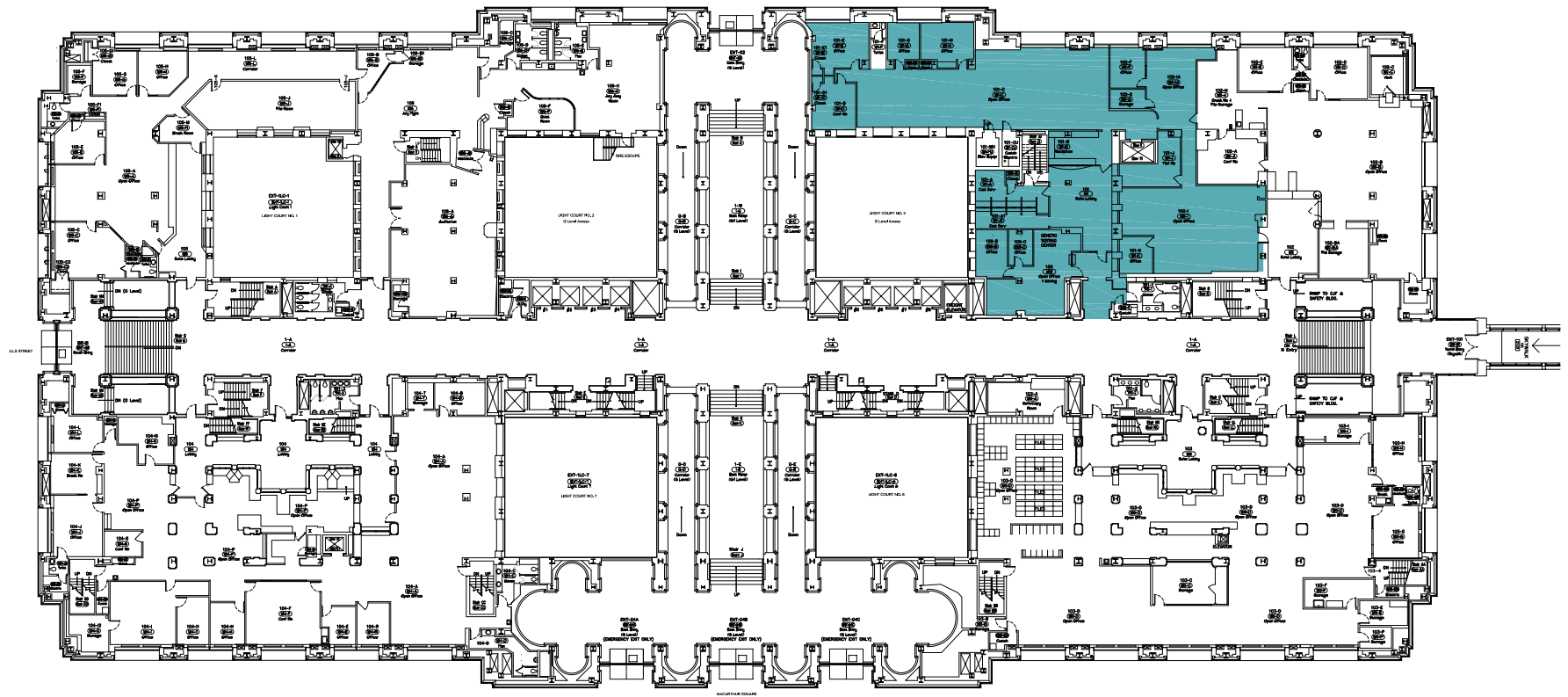
## DEPARTMENT LEGEND

- CHILD SUPPORT SERVICES = 8,490 SF
- HUMAN RESOURCES = 8,341 SF

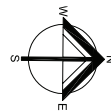
## EXISTING DEPARTMENT LOCATIONS

Milwaukee County Courthouse





1 FIRST FLOOR



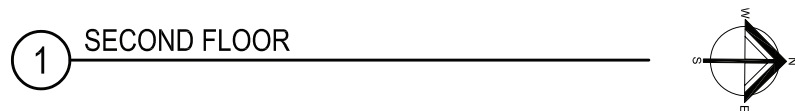
## DEPARTMENT LEGEND

CHILD SUPPORT SERVICES = 7,159 SF

## EXISTING DEPARTMENT LOCATIONS

Milwaukee County Courthouse





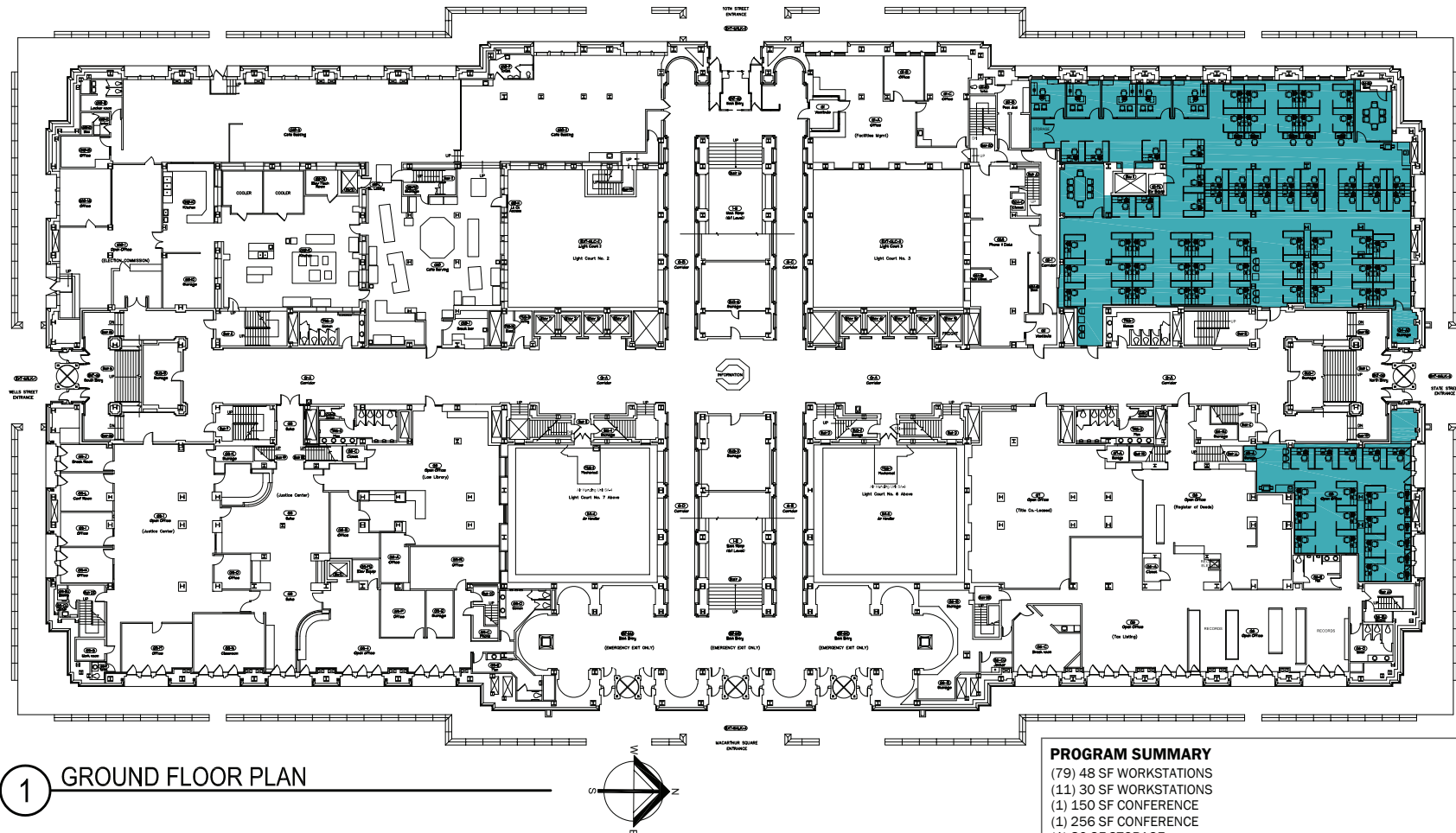
HUMAN RESOURCES = 11,718 SF

## Milwaukee County Courthouse



## 5. FIT PLAN OPTIONS CHILD SUPPORT SERVICES

- Only Traditional Office Model plans were developed, as the Department is not interested in a Hybrid Office Model
- Square footage recovered on 1st Floor Mezzanine only
- Fit plan options reflect standard workstation sizes and comfortable circulation widths
- Option 1 includes 48 sf workstations; Option 2 includes 36 sf workstations

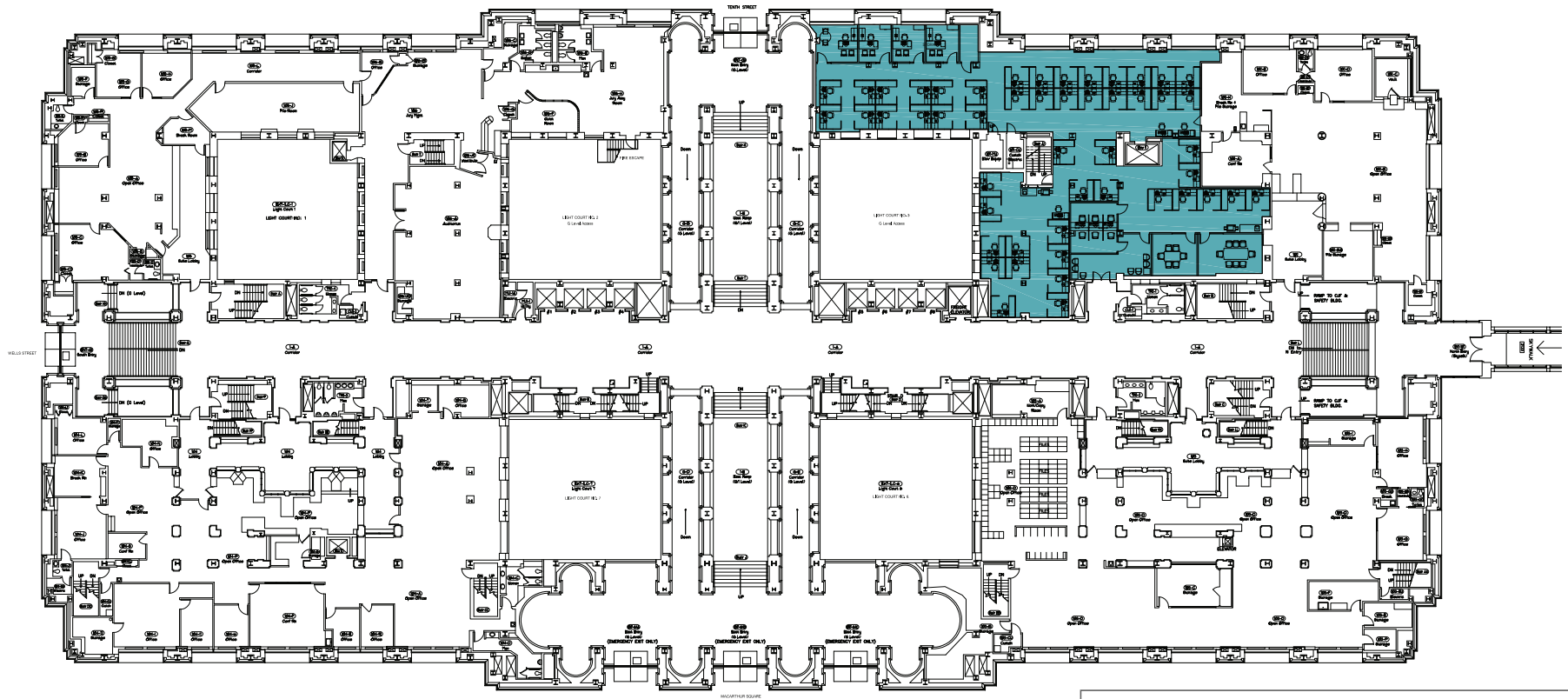


### CHILD SUPPORT TRADITIONAL OFFICE FORMAT PRELIMINARY SPACE PLAN: OPTION 1

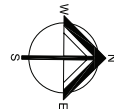
Milwaukee County Courthouse

November 11, 2021





# 1 FIRST FLOOR PLAN



PROGRAM SUMMARY	
(48)	48 SF WORKSTATIONS
(5)	30 SF WORKSTATIONS
(3)	INTERVIEW WINDOWS
(1)	LOBBY
(1)	150 SF CONFERENCE
(1)	256 SF CONFERENCE
(1)	80 SF STORAGE
	+1 PRINT AREA
TOTAL SPACE RECOVERED FROM EXISTING FOOTPRINT ON FIRST FLOOR: 0 SF	

## CHILD SUPPORT TRADITIONAL OFFICE FORMAT PRELIMINARY SPACE PLAN: OPTION 1

Milwaukee County Courthouse

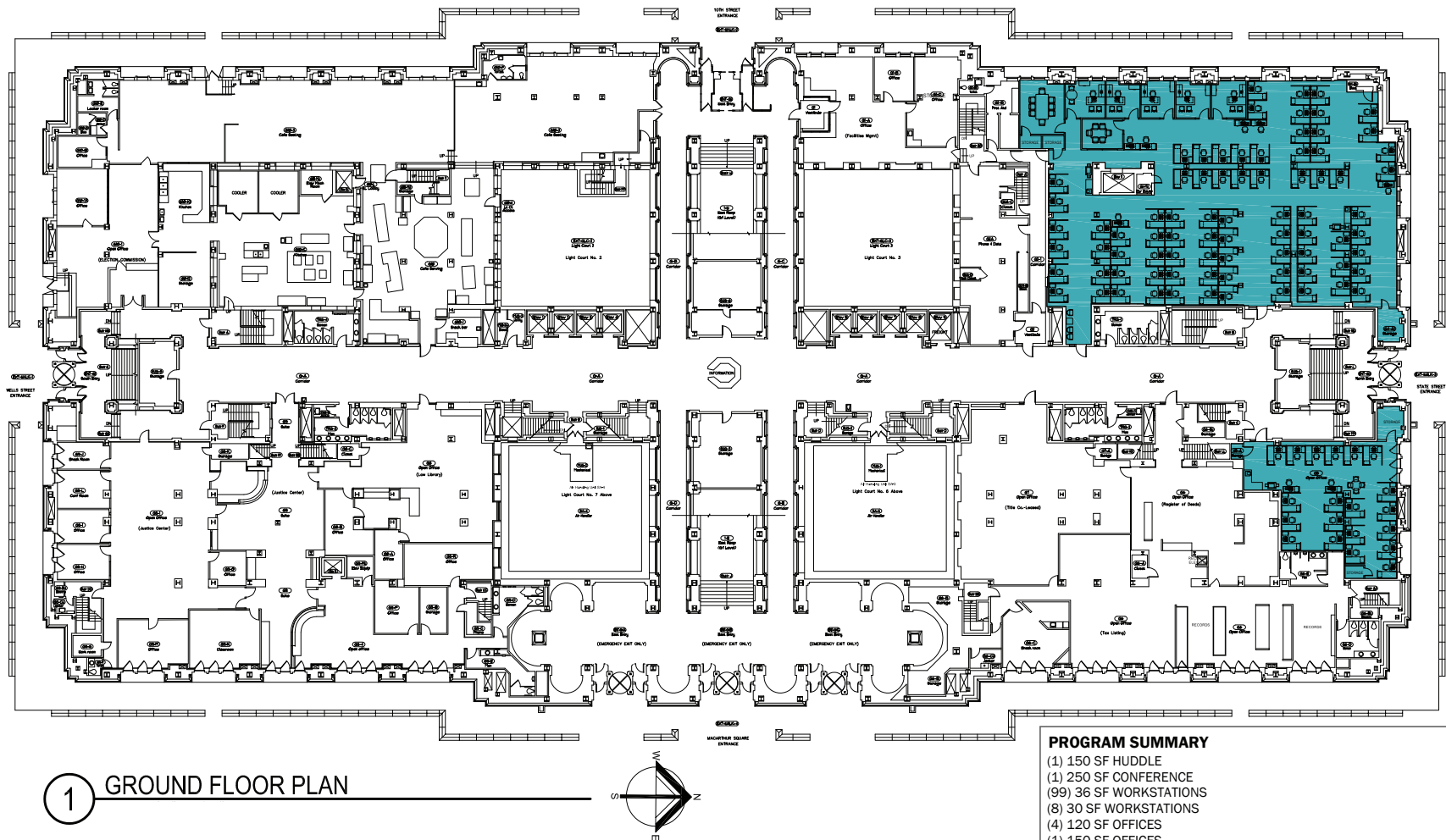
November 11, 2021



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1 GROUND FLOOR PLAN

## CHILD SUPPORT TRADITIONAL OFFICE FORMAT PRELIMINARY SPACE PLAN: OPTION 2

Milwaukee County Courthouse

November 11, 2021

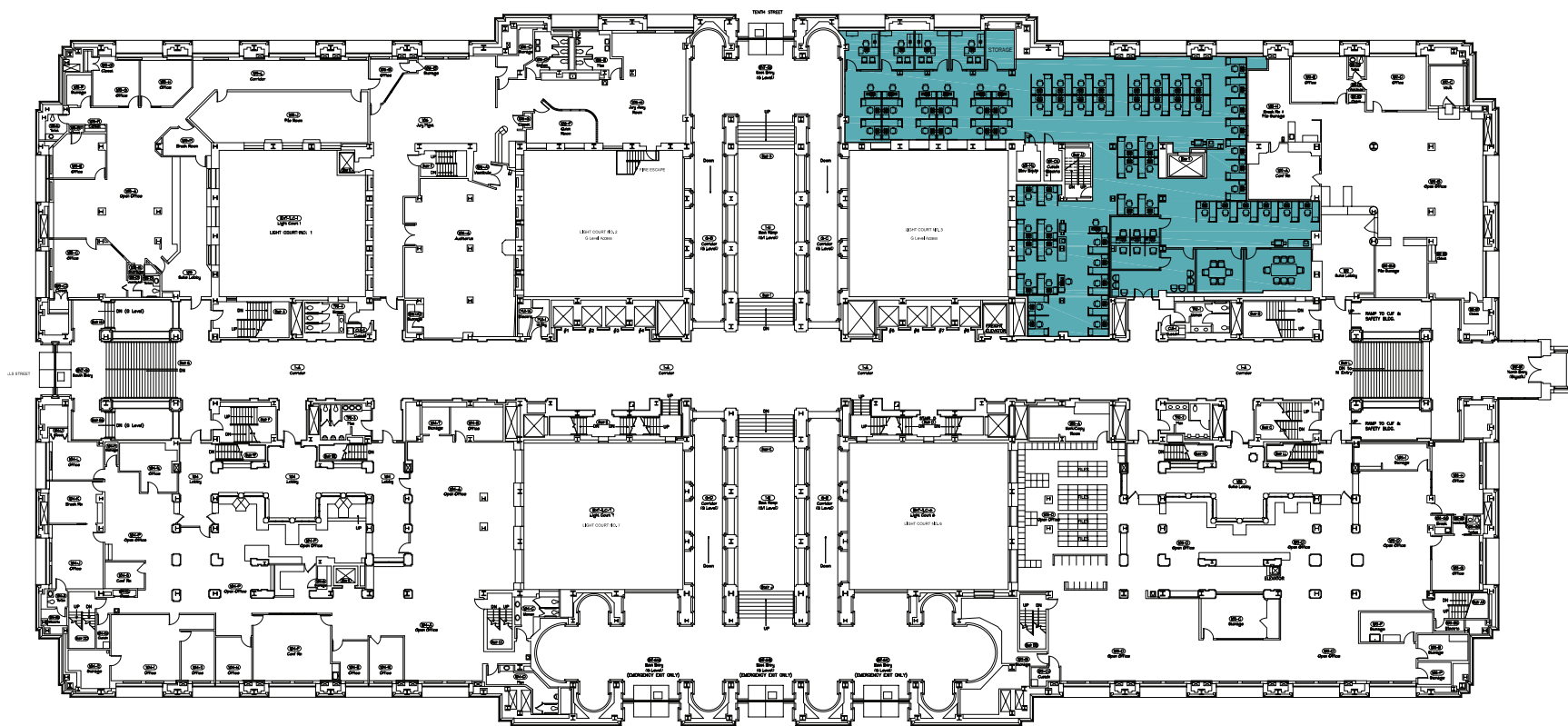
### PROGRAM SUMMARY

- (1) 150 SF HUDDLE
- (1) 250 SF CONFERENCE
- (99) 36 SF WORKSTATIONS
- (8) 30 SF WORKSTATIONS
- (4) 120 SF OFFICES
- (1) 150 SF OFFICES
- (2) PRINT AREAS
- (4) STORAGE SPACES
- + EXISTING STORAGE

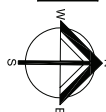
**TOTAL SPACE RECOVERED FROM EXISTING FOOTPRINT ON GROUND FLOOR: 0 SF**



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# 1 FIRST FLOOR PLAN



PROGRAM SUMMARY	
(1)	150 SF HUDDLE
(1)	250 SF CONFERENCE
(62)	36 SF WORKSTATIONS
(8)	30 SF WORKSTATIONS
(4)	120 SF OFFICES
(3)	PRINT AREAS
(1)	STORAGE SPACE
TOTAL SPACE RECOVERED FROM EXISTING FOOTPRINT ON FIRST FLOOR: 0 SF	

## CHILD SUPPORT TRADITIONAL OFFICE FORMAT PRELIMINARY SPACE PLAN: OPTION 2

Milwaukee County Courthouse

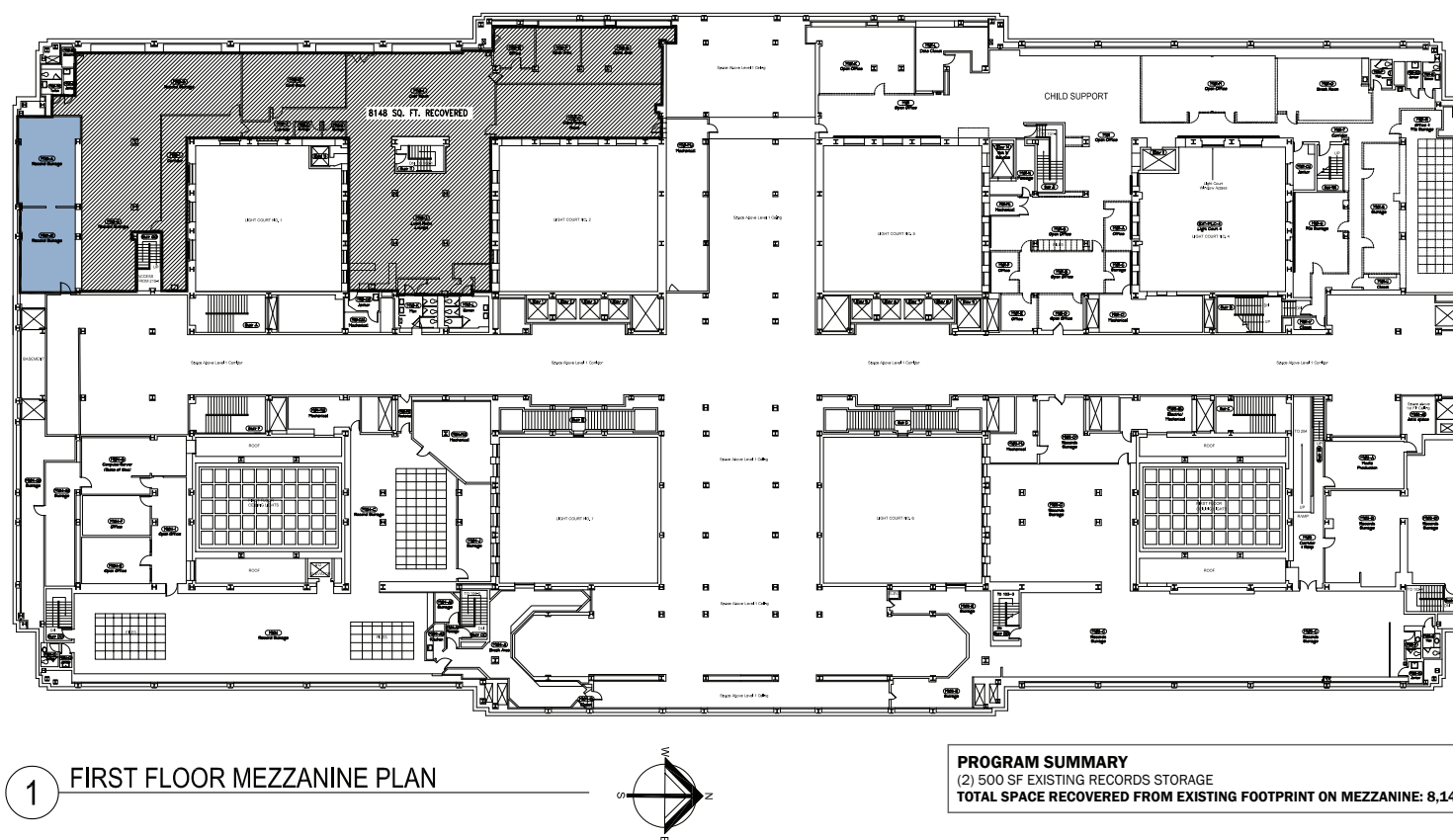
November 11,2021





## 6. FIT PLAN OPTIONS HUMAN RESOURCES

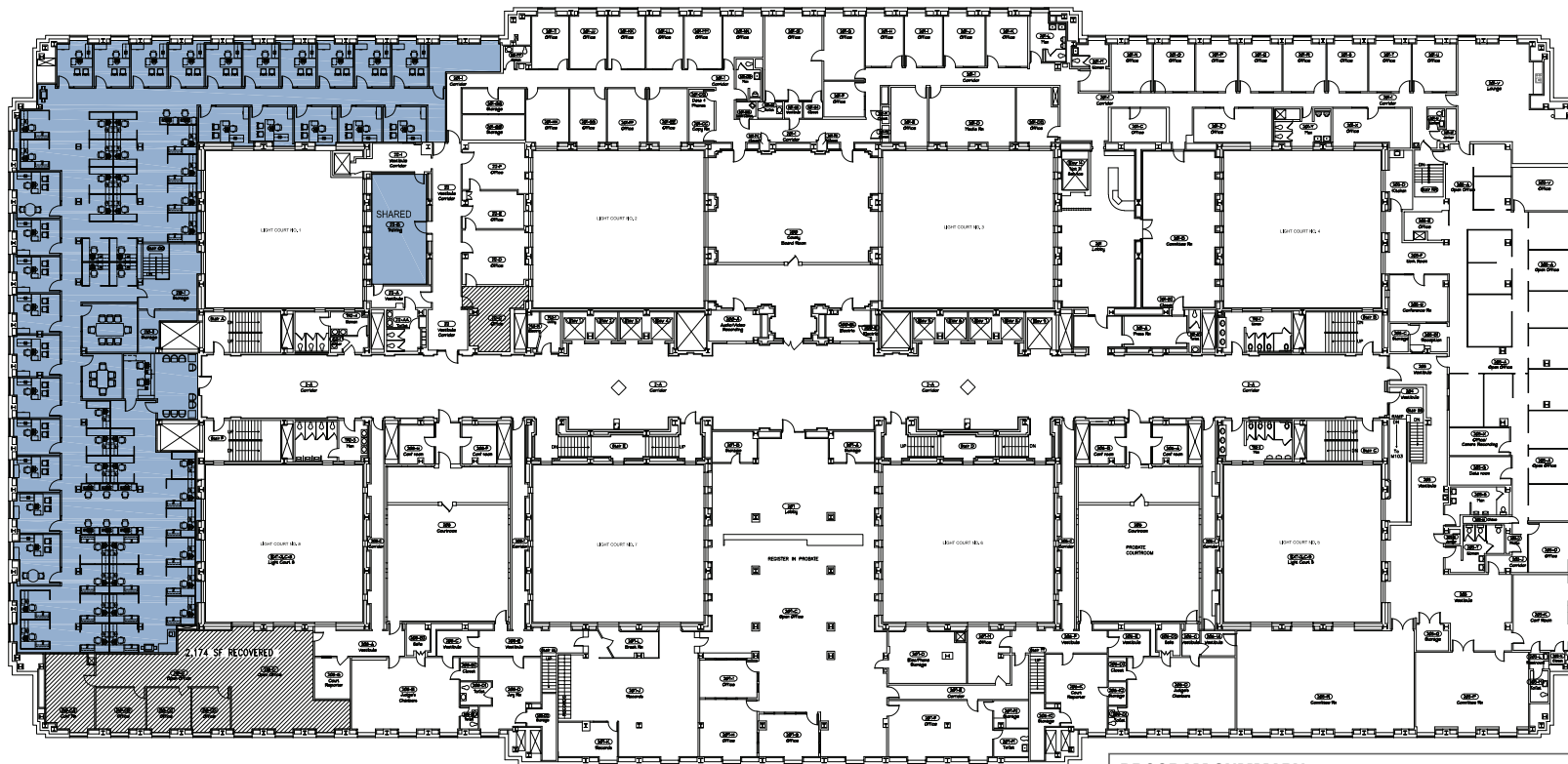
- Traditional and Hybrid Office Model Fit Plan options were developed
- Storage reduced due to plans for digitizing files and/or relocating storage to 1st Floor Mezzanine
- Square footage recovered in both options
- Number and type of workspaces must be confirmed in Hybrid Office Model
- Option 2 Hybrid Office Model includes opportunity to share some common meeting room spaces



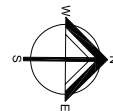
## HR TRADITIONAL OFFICE FORMAT PRELIMINARY SPACE PLAN

Milwaukee County Courthouse

November 11, 2021



1 SECOND FLOOR PLAN



PROGRAM SUMMARY	
(1) 330 SF LOBBY	
(1) 150 SF HUDDLE	
(1) 200 SF CONFERENCE	
(17) 48 SF WORKSTATIONS	
(21) 64 SF WORKSTATIONS	
(23) 120 SF OFFICES	
(2) 150 SF OFFICES	
(2) PRINT AREAS	
(1) STORAGE SPACE	
+1 SHARED TRAINING ROOM	
+ EXISTING STORAGE	
<b>TOTAL SPACE RECOVERED FROM EXISTING FOOTPRINT ON 2ND FLOOR: 2,174 SF</b>	
<b>TOTAL SPACE RECOVERED FROM EXISTING FOOTPRINT: 10,322 SF</b>	

## HR TRADITIONAL OFFICE FORMAT PRELIMINARY SPACE PLAN

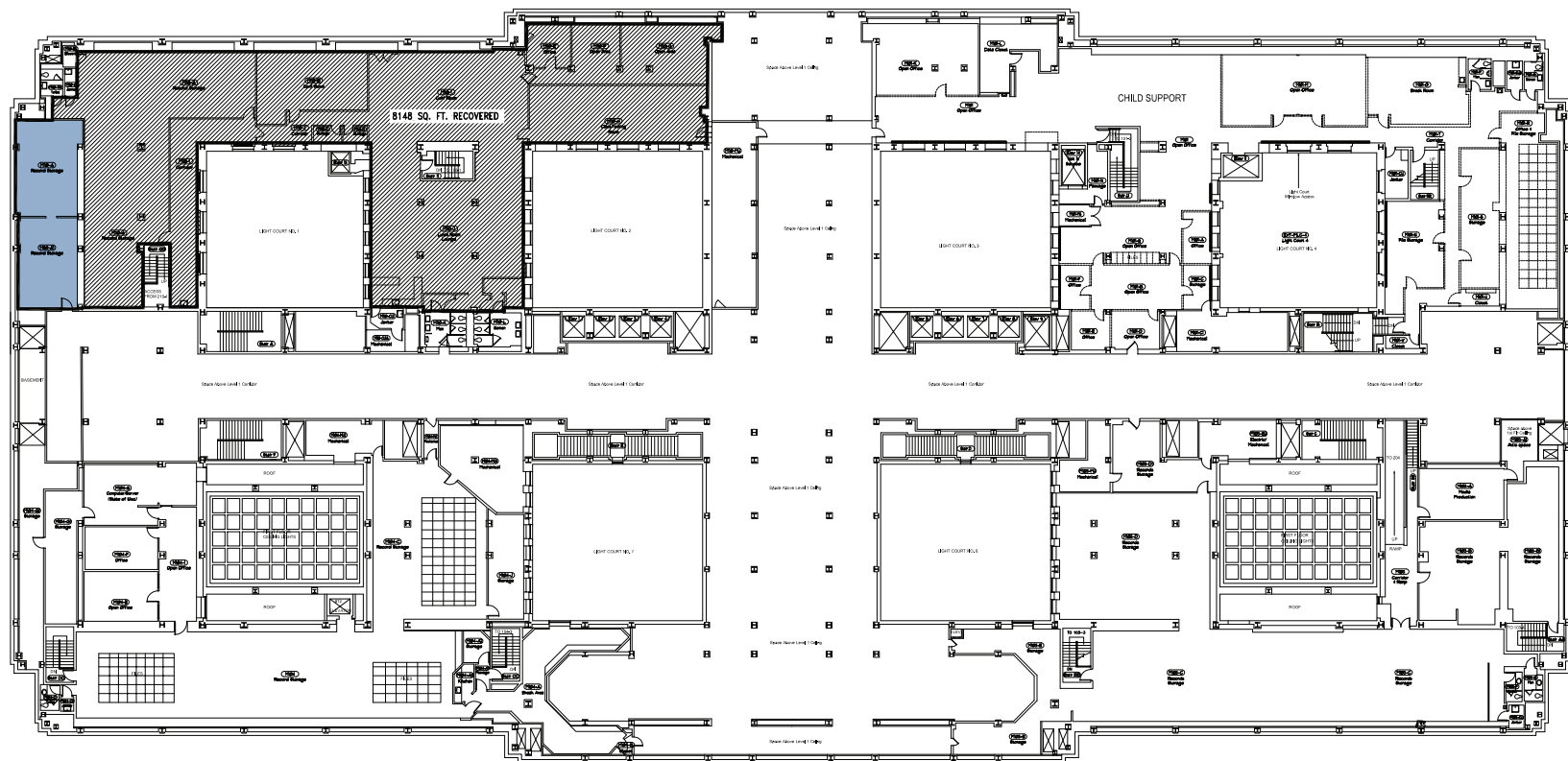
Milwaukee County Courthouse

November 11, 2021

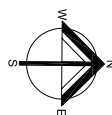


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1 FIRST FLOOR MEZZANINE PLAN



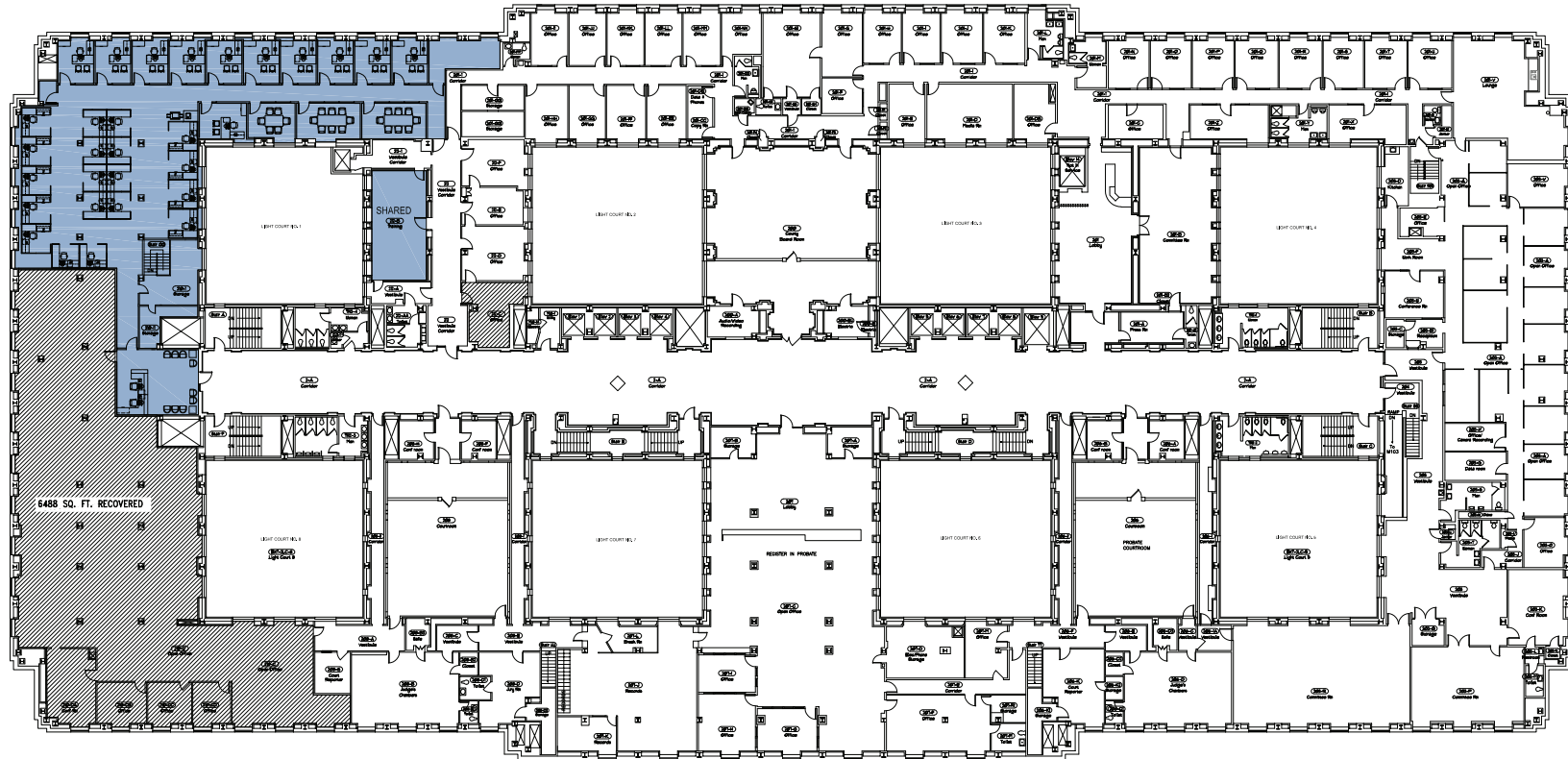
**PROGRAM SUMMARY**  
 (2) 500 SF EXISTING RECORDS STORAGE  
**TOTAL SPACE RECOVERED FROM EXISTING FOOTPRINT ON MEZZANINE: 8,148 SF**

## HR HYBRID OFFICE FORMAT PRELIMINARY SPACE PLAN

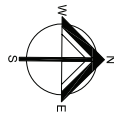
Milwaukee County Courthouse

November 11, 2021





# 1 SECOND FLOOR PLAN



## HR HYBRID OFFICE FORMAT PRELIMINARY SPACE PLAN: OPTION 1

Milwaukee County Courthouse

November 11, 2021

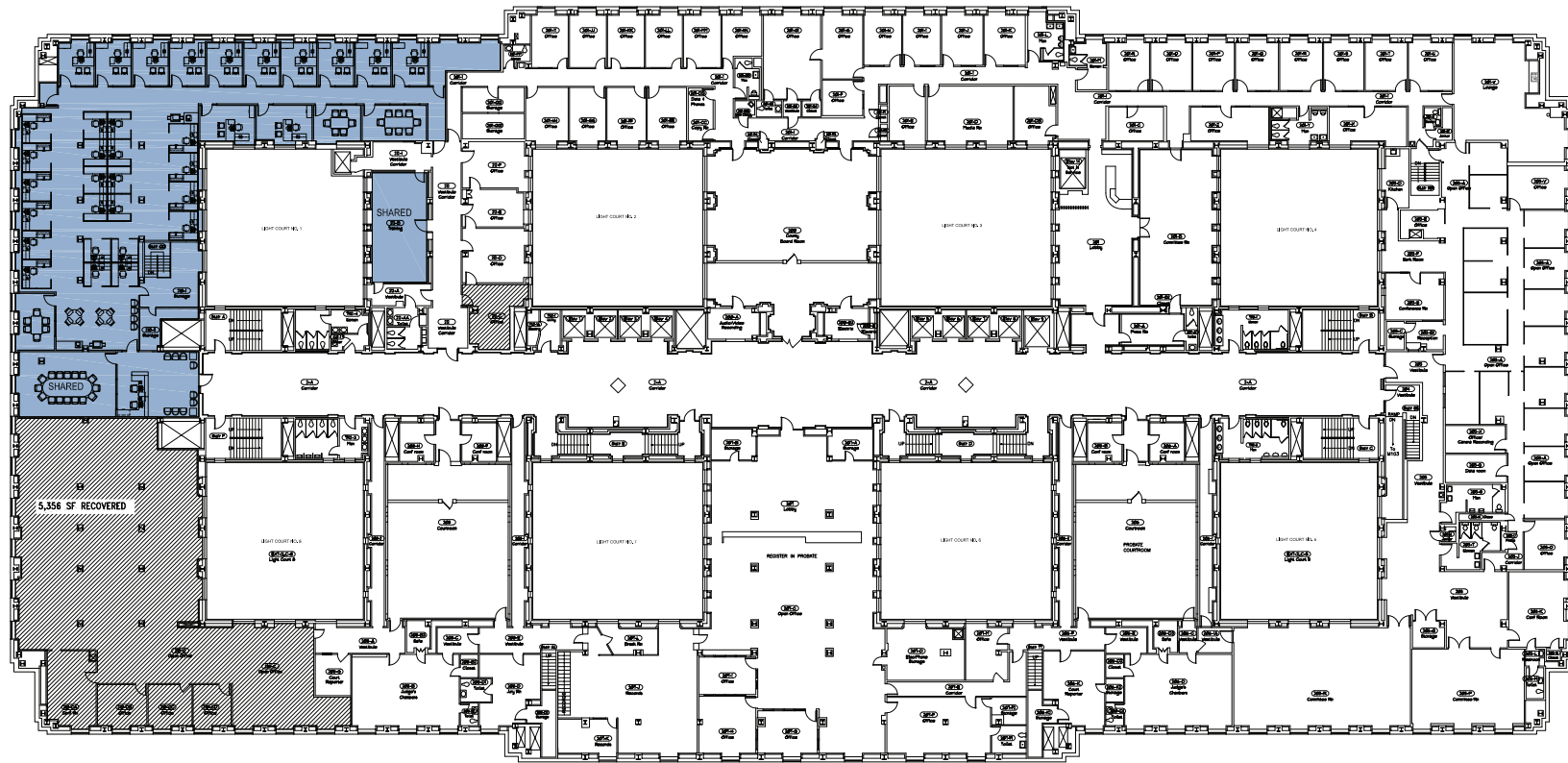
### PROGRAM SUMMARY

- (1) 330 SF LOBBY
- (1) 150 SF HUDDLE
- (2) 200 SF CONFERENCE
- (10) 48 SF WORKSTATIONS
- (10) 64 SF WORKSTATIONS
- (1) 120 SF OFFICES
- (1) PRINT AREA
- (2) STORAGE SPACES
- +1 SHARED TRAINING ROOM
- + EXISTING STORAGE

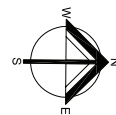
**TOTAL SPACE RECOVERED FROM EXISTING FOOTPRINT ON 2ND FLOOR: 6,488 SF**

**OPTION 1 TOTAL SPACE RECOVERED FROM EXISTING FOOTPRINT: 14,636 SF**





# 1 SECOND FLOOR PLAN



## HR HYBRID OFFICE FORMAT PRELIMINARY SPACE PLAN: OPTION 2

Milwaukee County Courthouse

November 11, 2021

### PROGRAM SUMMARY

- (1) 330 SF LOBBY
- (2) 150 SF HUDDLE
- (1) 200 SF CONFERENCE
- (1) 500 SF SHARED CONFERENCE
- (12) 48 SF WORKSTATIONS
- (10) 64 SF WORKSTATIONS
- (10) 120 SF OFFICES
- (2) 150 SF OFFICES
- (2) PRINT AREAS
- (2) STORAGE SPACES
- +1 SHARED TRAINING ROOM
- + EXISTING STORAGE

**TOTAL SPACE RECOVERED FROM EXISTING FOOTPRINT ON 2ND FLOOR: 5,536 SF**

**OPTION 2 TOTAL SPACE RECOVERED FROM EXISTING FOOTPRINT: 13,684 SF**

