

Meeting Rooms Policy

Audiovisual Equipment, Visitor Access and Parking Information for Elmer L. Andersen Human Services Building and 444 Lafayette

Policy

Department of Human Services (DHS) Central Office meeting rooms, located in the Andersen and Lafayette Buildings, are for use by DHS Central Office employees for DHS-related business.

Permitted use

DHS Central Office meeting rooms may be used under the following circumstances:

- DHS Central Office employee(s) meeting in person or virtual for DHS-related business
- DHS Central Office employee(s) hosting an in person or virtual meeting with another state agency; this type of event must first be approved by the DHS Management Services Division (MSD)
- DHS Central Office employees and their exclusive representatives meeting in person or virtual as provided in collective bargaining agreements
- DHS employees meeting in person or virtual for purposes determined by MSD or the DHS Equal Opportunity and Access Division to be in the best interest of DHS and/or its employees, i.e., retirement celebrations and employee recognition/celebratory events

Prohibited use

DHS meeting rooms may not be used for the following:

- Any political activity
- Any religious activity except if approved by the Equal Opportunity and Access Division for an employee as a religious accommodation
- Any fundraising unless authorized by the DHS Human Resources and approved by the DHS Commissioner
- Solely for the purpose of another agency, organization, or its representatives conducting business outside of the business of DHS Central Office.

Hours and service provisions

- DHS Central Office employees can schedule and host meetings during business hours, Monday through Friday, 8:00 a.m. to 4:30 p.m.
 - Internal DHS-only meetings can be scheduled before 8:00 a.m., Monday through Friday
- Afterhours, DHS Central Office employees can schedule and host meetings in Andersen Monday through Friday, 4:30 p.m. to 10:00 p.m.
 - A two-week advance notice to MSD Facilities at dhs.co.facilities@state.mn.us is required for afterhours meetings
- CISCO virtual equipment technical support is available Monday through Friday, 8:00 a.m. to 4:30 p.m.
- The DHS Central Office host for the meeting is responsible for registering visitors and escorting visitors to and from the meeting location.
 - Neither Information Desk staff nor Security Officers can serve as the escort to the meeting location for visitors.
 - The DHS Central Office host is responsible for both attending the meeting and assuring that the room is clean and returned to standard configuration after the meeting ends.

Conditions

- All meetings shall adhere to meeting time frames to avoid conflict with other users.
- Meeting hosts are responsible for arranging network connections, operation of audiovisual equipment and use of their own laptop and media prior to the event. Training and testing of the equipment is strongly encouraged (see Pre-meeting preparation). Additional meeting setup time should be scheduled if operation of equipment is uncertain.
- Several DHS employees may be required to be in attendance during large events to assist in directing and monitoring visitors.
- Room furniture may be rearranged by users to meet the needs of the meeting.
- All furniture must be returned to the room's original configuration at the end of the meeting. Meeting room setup charts are available in the document holder located near the door.
- All furniture must remain in the meeting room and not moved to any other location or taken for personal use.
- If, for space reasons, the event requires furniture removal from the meeting room, arrangements must be made with the Management Services Division at least one week prior to the event. Monetary assessments may apply.
- Meetings shall be conducted in a manner so as not to disrupt or interfere with nearby workstation occupants or other meetings.
- Only manufacturer-approved white board marking pens shall be used. Costs to repair damaged white boards caused by use of permanent markers will be assessed to the sponsoring division.
- It is the responsibility of the meeting host to leave the meeting room in good order.
- All trash must be placed in waste receptacles.
- Leftover food and beverages shall be removed and arrangements made to remove any catered items immediately after the meeting.

- Tables must be cleaned if sticky or dirty from meeting users.
- Accidental spills, stains, or damage to furniture or carpeting must be promptly reported to by submitting [Facilities Work Order](#). White boards shall be erased and cleaned.
- Audiovisual equipment on loan must be returned to the Information Desk at the end of the meeting.

Authorization

Events may not be authorized by Management Services under the following conditions:

- Meeting room space is unavailable
- Topics would require extraordinary facility or security services
- Security of staff or confidential information could be jeopardized
- Substantial heating, cooling, or ventilation services are required
- Individual hosting the meeting has a documented history of not respecting the meeting room use requirements

Monetary assessments may be required if the approved event requires:

- Presence of additional heating or cooling technicians, Security Officers, Facilities Managers/Coordinators, Security Managers/Coordinators, Information Desk staff, information technology personnel, or other technical or event support personnel
- Special/nonstandard room setup, technology, or additional chairs
- Repair to damaged property or equipment caused by negligence

Use of scheduled meeting rooms may be canceled under the following conditions:

- Electrical or environmental systems fail
- Emergency maintenance is necessary
- Participants are disruptive to DHS employees or other meetings
- Any other reason as determined by Management Services to be in the best interest of DHS.

Telephone Services

Teleconferencing phone service is available in each meeting room supervised by Management Services. Phones are active at all times and designed to support any teleconferencing needs. Contact the DHS ITS Help Desk at 651-297-1111 for technical assistance on phone use.

Videoconferencing

The Telepresence Services Unit of Information Technology Services arranges and supports tele-health and tele-human services communication using Vidyo technology. To schedule this service, call 651-431-2070 or make a request via email.

Most of the meeting rooms are equipped with Cisco video conferencing technology. A list of available equipment can be on the [Meetings and Visitors](#) page on InfoLink. This is used to connect to Microsoft Teams,

WebEx, and Zoom meetings. The Conference Room Technology Guide will assist connecting to your hybrid meeting. For more information on hybrid meetings, refer to the [Hybrid Meeting Guide](#).

Audiovisual equipment for loan and approved supplies

- Management Services maintains portable media equipment for loan at either information desk for DHS in-house and off-site meeting use.
- To reserve media equipment, an Equipment Reservation Form must be completed at the information desk at either the Andersen Building or 444 Lafayette.
- Any equipment loss or damage due to negligence will be reviewed and possibly charged against the account number that the requestor entered on the Equipment Reservation Form.
- Equipment for loan includes:
 - Assisted listening devices
 - Data cables
 - Easles and flip chart pads
 - Extension cords
 - Speaker and microphone portable data projectors
 - Power strips
 - Headsets
 - Collar Microphone
 - PowerPoint clicker
- If the equipment is new technology to the user, training must be arranged with information desk staff by calling 651-431-2000 at least 48 hours prior to the event.
- Supplies, such as manufacturer-approved white board marking pens and cleaner, flip chart pads and tabletop or countertop cleaner are available from either information desk.

Assisted Listening Devices

- Andersen Building - Built-in assisted listening devices are located in:
 - C2360
 - C2370
 - C2380
- 444 Lafayette - Built-in assisted listening devices are located in:
 - L3148
 - All training center rooms

Portable assisted listening devices also can be obtained from either building's information desk for visitor use in any meeting room without built-in systems.

Pre-meeting preparation

Network

- Internet access is available in all meeting rooms at the Elmer L. Andersen Human Services Building and at 444 Lafayette. This service is found either in the floor box in the middle of the meeting room or on a wall jack.
- Wi-Fi password is updated every Monday morning
 - <https://dhs.intranet.mn.gov/technology/wifi-password/index.jsp>

Do not unplug any cables that are connected to existing jacks.

- DHS' intranet, InfoLink, is available in all meeting rooms located in secured work areas.
- DHS' intranet, InfoLink, is not activated on a daily basis in meeting rooms that are in public areas in the Andersen Building:
 - C2222
 - C2223
 - C2360
 - C2370
 - C2380
- If DHS' intranet, InfoLink, is required in a publicly accessible Andersen Building meeting room, advance arrangements must be made with the DHS ITS Help Desk at 651-297-1111 to activate the jack. Data jacks to access DHS' internal network are also located in the meeting room floor box or on the wall.
- Network connection information can be found in the document holder located near the door.

Using audiovisual equipment

- The correct operation of all built-in equipment is based upon the coordination of ITS, the user and the Management Services Division.
- The ITS Help Desk assists with all computer network connections up to the cable floor/wall jacks and any telephone equipment already installed in the room and connected to the jack.
- The equipment user is responsible to:
 - Request activation of any network jack
 - Connect cables from jacks to laptop
 - Know laptop operation
 - Know software applications
- Know operation of any video or audio media equipment.
 - Management Services is responsible for the condition of audiovisual equipment and room settings (such as heating, cooling, and lighting).
 - If the presenter is not familiar with the use of the network, laptop, their software applications or audiovisual equipment, assistance should be sought prior to the meeting.
- The DHS ITS Help Desk should be contacted in advance at 651-297-1111 for any network or telephone setup-related issues.

- Training in the use of built-in or loaner audiovisual equipment is encouraged and should be scheduled with information desk staff at 651-431-2000 at least 48 hours prior to the meeting.

Although operational checks of equipment are made, reliability and compatibility issues with user-supplied devices may occur. Equipment should be tested prior to the presentation to ensure operability.

Visitor registration and authorization badges

- To access secured locations, visitors must be issued authorization badges.
- Visitor authorization badges are required for access to:
 - Andersen Building - 2 South and floors three through eight – visitors will need an escort.
 - 444 Lafayette - floors two through six.
- DHS employees should use the Visitor Registration system found on the left-hand column of DHS Today.
- Click on “Visitor Registration.”
 - Click on “Visitor Registration.”
 - Fill in meeting title, date, time, building, meeting room or use “other” if not in a meeting room, chairperson, contact phone and any special meeting notes that would assist information desk staff to welcome visitors.
 - Select “Add Visitors.”
 - Fill in visitor’s name next to “Add a Visitor” box.
 - After inserting visitor’s name, click on “Add another Visitor” to list additional names.
 - When all names have been inserted, click “Save and Submit to Information Desk.”
- Based on the information provided on the Visitor Registration system, information desk staff will prepare authorization badges, distribute and direct visitors to meeting room location or contact the meeting host for an escort.
- The meeting host should let their visitors know that they must check in at the information desk upon arrival, unless they are going to a publicly accessible meeting room. They will receive a daily hang tag for their vehicle.

Visitor Escorts

Strict Health Insurance Portability and Privacy Act (HIPPA) guidelines mandate a high level of security in any area that contains private information and is accessible by the general public. Adherence to this federal regulation may require DHS employees to escort their guests.

Andersen Building secured work area

- Visitors must pick up their prearranged authorization badges at the Andersen Building information desk.
- Visitors attending any meeting in secured work areas on floors 2 south and three through eight must be escorted by DHS employees from the first-floor lobby to the assigned meeting room.
- Visitors must remain in the meeting room or on routes directly to and from restrooms. DHS employee escorts are required when visitors travel outside these parameters.
- Visitors must be escorted by DHS employees to the elevator lobby area upon departure.

444 Lafayette

- Visitors may not enter secured private work areas or internal meeting rooms protected with card readers without a DHS employee escort.

Visitor parking

See complete parking and commuting information, including detailed guideline on visitor parking, on InfoLink at [Parking and commuting](#).

Lafayette

- See detailed rules for 444 Lafayette visitor parking at [Parking and commuting](#). All employees are expected to follow these rules.
- Visitor parking is available in the DHS Visitor Lot located on the south side of 444 Lafayette. Employees should not be parking in the DHS Visitor Lot.
- Short-term two-hour parking, located on the east side of 444 Lafayette, is designated for brief visits by either visitors or DHS staff.
- There is no charge for either the DHS Visitor Lot or two-hour parking.
- Vehicles parked in either the Visitor Lot or two-hour parking must be registered with the 444 Lafayette information desk.
- Parking enforcement is provided by the 444 Lafayette landlord. Failure to accurately register a vehicle could result in towing.

Andersen

- Parking is available on streets, downtown ramps and the Andersen Building Ramp.
- The entrance to the Andersen Building Ramp is on Minnesota Street.
- Metered parking is available.
- Parking spaces are primarily designated for handicapped parking.
- Capitol Security patrols the ramp regularly.
- Meter expirations or unauthorized parking in contract areas could result in issuance of a St. Paul parking citation.
- Visitors are not required to register their vehicle at the Andersen Building Information Desk.
- Coins for parking are not available at the Andersen Building. The meeting host should advise attendees to have change for street and Andersen Building Ramp parking meters.

Information kiosks and bulletin boards

Lobby displays

- DHS employees interested in exhibiting a display in public lobbies must first contact their DHS communications officer for assistance in developing the display and obtaining departmental approval.
- All other requests to exhibit displays of public interest in the Andersen Building first-floor lobby must initially be made through the Department of Administration Facilities Management Division by calling 651-296-0797. More information about the application procedure for Facilities Management Division's public event permits is on the Admin website.
- Brochure displays in DHS lobbies are stocked with official DHS publications by the communications staff. Contact your area's communications officer if you would like to add a brochure to the display.
- See DHS Communications Standards for standards on content for displays.

Information Kiosks

- Signs with unique meeting-oriented information may be posted on the "way finding" information kiosks that have corkboard panels. The "way finding" signs are positioned at various locations in each DHS Central Office building.
- Any posted signs on a kiosk shall be removed by the meeting organizer immediately following the event.
- Signs shall not be posted by staff on walls, doors, columns, elevators, windows or any other surface in any DHS Central Office location. Signs posted in unauthorized areas will be removed by Management Services staff.

Bulletin boards and display cases

- Posters and fliers can be posted on bulletin boards located in service centers, cafeterias and lunchrooms at each of the Central Office locations. All posted materials must include a date and must be removed promptly after the advertised event.
- Post fliers in designated areas only. Using designated bulletin boards helps avoid clutter and damage to paint. Fliers posted in stairwells, on walls and in other undesignated spaces will be removed by Management Services staff. Bulletin boards labeled for AFSCME, MAPE and MMA are for union use only; union permission is required to post anything in that space.
- Glass display cases are located in the 444 Lafayette cafeteria and elevator lobby. Materials placed in these areas should pertain only to DHS employees.

Meeting room etiquette

The Department of Human Services is an open office environment and sound can travel from meeting rooms to adjacent employee work areas. Employees should be considerate of co-workers by adhering to meeting room etiquette.

- Partially close the meeting room door when assembling or waiting for latecomers.
- Close the door when the meeting begins.
- Conversations and phone calls outside the meeting room should be conducted in a common area such as the community center, not outside a meeting room next to where employees are working.
- Do not interrupt employees working near meeting rooms for supplies or to use their phone. Contact a receptionist or the information desk at 651-431-2000 for assistance.
- Courtesy phones are located on the first-floor main lobby at the Andersen Building and in the elevator lobbies near the stairwell at 444 Lafayette.
- Use only dry erase marking pens on whiteboards to prevent damage.
- Food and beverages may be served in the meeting rooms. Residual food and beverages, plastic ware, paper products, displays and supplies must be removed or put in the trash receptacle.
- Report equipment failure, any damage, soil to chairs or floor to the information desk at 651-431-2000 or dial "0."
- Chairs and tables must be returned to the original room setup at the end of the meeting. Room setup charts are available in the document holder located near the door.

For emergency calls dial 9-1-1 first; then DHS Security at (651) 431-3000.

- Public Meeting: Any meeting or event that includes individuals who do not have a DHS-issued access badge that grants entry to the Andersen Building or Lafayette building after business hours.
- Visitor: Individuals who do not have a DHS-issued access badge that grants entry to the Andersen Building or Lafayette building.
- Contractors and non-DHS parties may schedule meeting room facilities for permitted uses during nonbusiness hour periods if sponsored and attended by a DHS employee. The DHS sponsor is responsible for both attending the meeting and assuring that the room is clean and returned to standard configuration after the meeting ends.

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