

WEEKLY AGENCY OVERVIEW

Agency Name: Department of Whatever	Evaluation for week ending: Thursday, DATE										
Author of Report: Your Name Contact Information: (office) 608-266-xxxx (cell) 608-xxx-xxxx	Office: Representative XYZ										
HIGHLIGHTS <ul style="list-style-type: none">• This is a place for bullets, not lengthy explanations• There was a (Insert Board Here) meeting on Weds that covered topics a, b and c.• Did the Secretary speak to a group and make news• If there are 3 things to know from this report – what are they?											
Important Metrics <table><tr><td>Maybe MA Caseload</td><td>XXX</td></tr><tr><td>Maybe Prisoner Count</td><td>XXX</td></tr><tr><td>Maybe Jobs on Job Center</td><td>XXX</td></tr><tr><td>Maybe monthly revenue collections</td><td>XXX</td></tr><tr><td>Maybe something else</td><td>XXX</td></tr></table>		Maybe MA Caseload	XXX	Maybe Prisoner Count	XXX	Maybe Jobs on Job Center	XXX	Maybe monthly revenue collections	XXX	Maybe something else	XXX
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WHAT IS THE AGENCY PRIORITIZING <ul style="list-style-type: none">• Look for themes based on news stories, social media, press releases• What are you hearing from stakeholders?											
OPEN BOOK AND VENDORNET <ul style="list-style-type: none">• Major contracts signed<ul style="list-style-type: none">○ This is a place to dig in and use your research skills○ Are there things that seem unusual• Any (major) RFP or RFI opening OR closing											

VACANCY AND RECRUITMENTS
<ul style="list-style-type: none"> • Vacancy rates (update monthly) • Recruitments listed on Wisconsin Jobs site
AREAS WITHIN THE AGENCY TO WATCH
<ul style="list-style-type: none"> • Jobs reports, UI claims, etc • MA Surplus • Sting on card readers • Reports due in the next month • Board meetings • Trade mission • Federal action impacting agency(eg FoodShare)
LEGISLATIVE CONTACTS
<ul style="list-style-type: none"> • This would be a place to indicate what kinds of legislative questions and responses are outstanding • When you contact an agency with a constituent question not related to your committee consider (if you are comfortable) bcc'ing the RA of the committee on that agency on your communication to the leg liaison so the RA can track issues and response times. Optional, potentially useful.
MAJOR HEADLINES and SOCIAL MEDIA
<p>Headlines</p> <ul style="list-style-type: none"> • Brief topic explanation – Hyperlink to article • Brief topic explanation – Hyperlink to article <p>Social</p> <ul style="list-style-type: none"> • Identify Themes • Specific posts to highlight?

OTHER ITEMS OF NOTE
<ul style="list-style-type: none">• Is there a flu outbreak, or a major turkey plant fire• Is there a consumer protection issue – roofer scam artists in Polk Co?• Was there a problem with a major customer service phone/website outage?• Did the deputy post something questionable on a personal account?
WEEK AHEAD
<ul style="list-style-type: none">• Do we know anything about the schedule• Are there any upcoming meetings, reports,, conferences, presentations we can find out about<ul style="list-style-type: none">○ Most weeks there are such things happening in each agency