

Productivity Board Meeting Minutes

June 3, 2005

WELCOME & INTRODUCTIONS

Secretary of State Sam Reed called the meeting to order at 10:04 a.m. and welcomed all in attendance, and began introductions.

ATTENDANCE

Board Members present: Sam Reed, Linda Villegas Bremer, Kathleen Brockman, Wanda Riley, Joyce Turner and Scott Turner.

Board Members absent: Brian Sonntag, Mike Kerschbaum, George Masten, and Terry Teale.

Staff present: Josi Brooks, Chana Clark, Lonni Rickard and Tracy Workman.

Guests Present: Kim Tanaka, Office of the Governor

APPROVAL OF MINUTES

The Board moved, seconded, and voted unanimously to approve the May 6, 2005 minutes as written.

MONTHLY UPDATE

Tracy Workman reported Public Service Recognition Week wound down with Brian Sonntag attending the Celebration in Kennewick on May 12th. Tracy went on to say that an Extra Mile Award recipient from the WSP was honored for his work to provide bicycles and helmets for kindergarten and first graders in Quincy. Sam said the event in Vancouver was a huge success with lots of awards, and He said he noticed who was there, and who was not. Sam feels we need to emphasize attendance to ALL agencies. Tracy said Chana Clark will be working with new areas for events for next year.

The Seattle Storm has finished promotions for State Employees Day which will incorporate a 4 game package with one game beginning in June. Tickets went on sale May 25th, and reports are sales are good.

Tracy went on to say that the Productivity Board has met, and developed a marketing plan which is in the process of being implemented, with the following taking place:

- Lonni Rickard is creating a logo that will be used on promotional items, flyers, brochures, etc., as well as continuing the Payday FYI. Other venues will include Inside WA and Access WA, as well as Washington Works.
- Agency webmasters will be contacted as well to post links to the Productivity Board.

- Lonni will be going out in the field to take pictures of employees in the work place, and use those for additional 'testimonials'.
- Chana has been contacting agencies and Higher Education Institutions with presentations, and these are being scheduled.

Tracy then mentioned Lonni is working on tag lines for the new logo. Tracy passed around copies, and Sam suggested the Productivity Board text font be made a bit larger. The Board thought the new marketing ideas were good, and after further discussion, approved the efforts put forth.

EMPLOYEE SUGGESTION ADOPTS

Joyce Turner reviewed and concurred with the agency and staff recommendation. It was moved, seconded, and *the Board voted unanimously to accept agency and staff recommendations.*

MULTIPLE AGENCY SUGGESTIONS

Joyce Turner reviewed and concurred with the agency and staff recommendation with the following notation. It was moved, seconded, and *the Board voted unanimously to accept the agency and staff recommendations.*

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SHS

Board Member Question: Is there anything in the SAAM manual that inhibits/prohibits someone from taking special equipment is purchased for an individual (like an ergonomic chair) that chair or equipment with them if they transfer to another agency. Do agencies have to charge another agency for that item? Do agencies charge the expense to another agency and are there any guidelines about such exchanges?

Response: Joyce Turner researched and found the State Administrative and Accounting Manual (SAAM) does not provide guidance either permitting or prohibiting transferring special equipment with an individual when they change agencies. One consideration might be source of funds used to purchase the equipment, for example, if the equipment was purchased with federal funds and the person transfers to a position that is not federally funded, then there might be an issue.

EMPLOYEE SUGGESTION NON-ADOPTS

Chana Clark reported in Terry Teale's absence, and said that Terry concurred with agency and staff recommendations. It was moved and seconded, and *the Board voted unanimously to accept agency and staff recommendations.*

NEXT BOARD MEETING

The next Board meeting is scheduled for July 1, 2005 in the Office of the Secretary of State, Legislative Building from 10:00 – 11:00 AM.

Reminder: The reviewers for July are George Masten (Adopt and Multiple Agency reports), and Wanda Riley (Non-Adopt reports)

ADJOURNMENT –There being no further business, the meeting was adjourned at 10:35 a.m.

Respectfully submitted,

TRACY N. WORKMAN
Special Programs Manager
TW/jb 6/15/05