

## **Productivity Board Meeting Minutes**

March 3, 2006

### **WELCOME & INTRODUCTIONS**

Secretary of State, Sam Reed, called the meeting to order at 10:01 a.m., and welcomed all in attendance, then began introductions.

### **ATTENDANCE**

**Board Members present:** Sam Reed, Brian Sonntag, Linda Villegas Bremer, Mike Kerschbaum, George Masten, Wanda Riley, Terry Teale, Joyce Turner, and Scott Turner.

**Board Members absent:** Kathleen Brockman.

**Staff present:** Josi Brooks, Chana Clark, and Linnaea Jablonski.

**Staff absent:** Tracy Workman

### **APPROVAL OF MINUTES**

The Board reviewed, moved, seconded, and voted unanimously to approve the February 3, 2006 minutes as written.

### **MONTHLY UPDATE**

Chana Clark gave the Monthly Update in Tracy's absence.

Chana reported that Innovations in State Government Awards Ceremony was held Wednesday, February 8, 2006 in the Capitol Rotunda. 29 State employees were formally recognized for saving more than \$511,005 in 2005. The event opened with the Wenatchee High School Mariachi Band performing 2 songs, which was greatly enjoyed.

Linnaea and Tracy met with 25 Liquor Control Board employees and gave a presentation on the Productivity Board programs. The agency has had two TIP teams in the last few months and had a previous TIP team address the employees on how they decided to form a team and obtain agency approval.

Dates for PSRW are set across the state, and are published on the Secretary of States' website. Meetings are now being held twice monthly, and plans are coming together well as far as attendees, guests, and refreshments.

The State Employees Day with the Mariners is set for May 6<sup>th</sup> at 6:05 pm and the flyer was distributed as a Payday FYI with the February 24<sup>th</sup> payroll, plus was distributed to all higher education representatives.

State employees' day with the WSU Cougars is scheduled, also for the 6<sup>th</sup> of May, against Utah Valley. The flyer for this will go out with the March 10<sup>th</sup> payroll for general government employees and again, sent to all higher education representatives.

The Smart Government Newsletter will feature Secretary Doug McDonald of DOT and is set to be released at the end of March. However, is coming along nicely and should be done with in the next week.

Chana ended her report by saying that the Employee Suggestion form is being automated, and will be up and running on the website soon, so that any state employee can submit their ideas electronically.

Linda Villegas Bremer asked about PSRW, and the Military Department's concern regarding the Tacoma PSRW event last year. Chana assured Linda that communication was made with Major General Lowenberg at that time. A future meeting is in the offing in the spring with top administrators at the Military Department.

Secretary Sam Reed inquired from the board members for feedback on the Innovations in State Government Awards ceremony. The setting was lovely; however, the acoustics left something to be desired and that no matter how loudly, or softly one spoke, it still was not the best. Linda commented on the scripts, and said they were terrific, and how thankful she was to have them. She felt the flow was smooth. The empty chairs in the front row were discussed, and Chana said they were for the Legislators and agency directors who were invited, and did not end up attending. In the future, the board members will fill the front row to make it more appealing on video. TVW did an outstanding job covering the event. Sam's concern was that the event was too scripted, or too formal, but then he stated that those in attendance commented to him on how much they enjoyed the event.

### **TEAMWORK INCENTIVE PROGRAM – BEFORE**

Linnaea gave a brief overview of the Liquor Control Board: Manufacturers, Importers, and Wholesalers (MIW) Product Approval process improvement. Linda Villegas Bremer and George Masten reviewed, and concurred with agency and staff recommendations. It was moved, seconded, and *the Board voted unanimously to accept agency and staff recommendations.*

**Total Anticipated Savings: \$7,307.00**

### **EMPLOYEE SUGGESTION ADOPTS**

Linda Villegas Bremer reviewed and commented that even though the savings were small, she was pleased that the suggesters were being recognized. She concurred with the agency and staff recommendations. It was moved, seconded, and *the Board voted unanimously to accept agency and staff recommendations.*

### **MULTIPLE AGENCY SUGGESTIONS**

Linda reviewed and commented and said that although she had had a question on the suggestion concerning IKON coming before the board again, staff had answered her question explaining the workings of the Multiple Agency Suggestions, and she concurred with the agency and staff recommendations. It was moved, seconded, and *the Board voted unanimously to accept the agency and staff recommendations.*

### **EMPLOYEE SUGGESTION NON-ADOPTS**

George Masten reviewed and said he concurred with agency and staff recommendations. It was moved and seconded. Mike commented that he had a question on suggestion #200500028. After discussion, and an explanation from George, Mike was in agreement, and the vote was taken, and *the Board voted unanimously to accept agency and staff recommendations.*

### **NEXT BOARD MEETING**

The next Board meeting is scheduled for April 7, 2006 in the Office of the Secretary of State, Legislative Building at 10:00 AM.

- ***Reminder:*** The reviewers for April are Terry Teale (Adopts/Multiple Agency) and Joyce Turner (Non-Adopts). *Both reviewers will also review any Appeals and Teamwork Incentive Program applications presented.*

**ADJOURNMENT** –There being no further business, the meeting was adjourned at 10:29 a.m.

Respectfully submitted,

TRACY WORKMAN  
Special Programs Manager  
TW/jb 03/03/06