

Productivity Board Meeting Minutes

August 04, 2006

WELCOME & INTRODUCTIONS

Sam Reed, called the meeting to order at 10:02 a.m., and welcomed all in attendance, then began introductions.

ATTENDANCE

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

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

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

Staff absent: Tracy Workman

Guests present: Bonnie Jubb, Erin LeRoy, Nancy Lynn, Collin O'Neill, Shannon Reuell, and Randy Simmons, Liquor Control Board.

APPROVAL OF MINUTES

The Board reviewed, moved, seconded, and voted unanimously to approve the July 07, 2006 minutes as written.

MONTHLY UPDATE

Chana Clark reported in Tracy Workman's absence, and said that the Productivity Board Coordinator training was held on July 12. Coordinators in attendance were from the Board of Accountancy, State Patrol; Departments of Employment Security, Licensing, Military, Transportation, Interagency for Outdoor Recreation, General Administration, Veteran's Affairs, Parks and Recreation, and Central Washington University.

The training covered the Employee Suggestion and Teamwork Incentive Program in detail along with Public Service Recognition Week. Chana also said that ideas for internal marketing of the programs were also shared. Another Coordinator training session is scheduled for September/October time frame.

In addition to the training in July, Chana and Linnaea met individually with coordinators from the following agencies: Office of Administrative Hearings; Board of Accountancy; Natural Resources; Interagency Committee on Outdoor Recreation; Human Rights Commission, and the Arts Commission. The August schedule so far has the following: CTED; Legislative Evaluation and Accountability Program Committee (L.E.A.P.); Printing; Criminal Justice Training Commission; Ecology; Labor and Industries; and Revenue.

Chana reported that Sam will be speaking at the Staff training for Technical and Community Colleges of STTACC Conference Tuesday, August 8th at Bellevue Community College. These are professional development organizations for Washington state employees with 220 in attendance. The theme is "Unfolding the Future". Sam will speak about the purpose, activities and importance of the Productivity Board programs.

Linda Villegas Bremer commented and congratulated the Board in the "E-filing" of the employee suggestion application, and said she's heard in different circles that this is making it so much easier to submit suggestions.

TEAMWORK INCENTIVE PROGRAM - Final Report

Linnaea Jablonski gave a brief overview of Bankcard Database Team from the Liquor Control Board (LIQ). The current process for LIQ credit card processes at store locations sometimes led to customers being charged multiple times for a single transaction. The Bankcard Database Team was able to create an Access database that enabled the bankcard desk to find duplicate bankcard charges and unmatched charges, and simplify the process. This not only increased customer satisfaction, but also saves the store staff time from having to deal with upset customers and out of balance issues.

- **Financial Services Division Bankcard Database Team**

Savings: \$42,589.95

Team Award: \$10,647.87

Note: Wanda and Sam reviewed, and the Board voted unanimously to accept the team's TIP application.

The team was presented with certificates, and had pictures taken with Sam.

Linnaea then gave a brief update of all the TIP applications that are still outstanding. One needs a signature from DSHS (2.5 Million), another from DSHS; LIQ has another one in the works, and Lottery had just submitted one. DOT is at the midway point on their TIP.

EMPLOYEE SUGGESTION ADOPTS

Wanda Riley reviewed the August Adopt Suggestions with agency evaluations, recommending approval. It was moved, seconded, and *the Board voted unanimously to accept agency and staff recommendations.*

EMPLOYEE SUGGESTION NON-ADOPTS

Sam Reed reviewed the August Non-Adopt Suggestions with agency evaluations, recommending approval. It was moved, seconded, and *the Board voted unanimously to accept agency and staff recommendations.*

NEXT BOARD MEETING

The next Board meeting is scheduled for September 1, 2006 in the Office of the Secretary of State, Legislative Building at 10:00 AM.

- **Reminder:** The reviewers for September are Scott Turner (Adopts/Multiple Agency) and Linda Villegas Bremer (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 10:30 a.m.

Respectfully submitted,

TRACY WORKMAN
Special Programs Manager
TW/jb 08/04/06