



Washington  
**Secretary of State**  
SAM REED

PRODUCTIVITY BOARD  
Employee Suggestion Program • Teamwork Incentive Program  
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## AGENDA

### WASHINGTON STATE PRODUCTIVITY BOARD

Office of the Secretary of State  
Legislative Building  
March 5, 2010  
10:00 – 11:00 AM

- Welcome & Introductions – Board members, staff and audience
  
- Approval or Correction of Minutes (*February 5, 2010*)
  
- Monthly Staff Update --Tracy Workman
  
- Employee Suggestion Adopts  
--Reviewer: Brian Sonntag
  
- Employee Suggestion Non-Adopts  
--Reviewer: Mike Kerschbaum
  
- Adjournment

*\*If you have questions regarding the Employee Suggestions please contact Shad Bell at 360.704.5212 or for TIP, contact Philip Kerrigan at 360.704.5259.*



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**Productivity Board Meeting Minutes**  
February 5, 2010

**WELCOME & INTRODUCTIONS**

Sam Reed called the meeting to order at 10:00 a.m., welcomed all in attendance and began the round of introductions of board members, staff and guests.

**ATTENDANCE**

**Board Members present:** Sam Reed, Linda Villegas Bremer, Kathy Goebel, Mike Kerschbaum, George Masten, Rich Tomsinski and Scott Turner

**Board Members absent:** Brian Sonntag, Roselyn Marcus and Wanda Riley

**Staff present:** Philip Kerrigan, Dawn Sanquist and Tracy Workman

**Guests present:** DiAnna Bohart, Kelly Higbee, Stacii McKeon, Charles O'Donnell, Brian Smith and Casey Walker, Liquor Control Board; Lynn Hicks, Department of Transportation; and Art Mead, FTE Magazine

**APPROVAL OF MINUTES**

The Board reviewed, moved, seconded, and voted unanimously to approve the January 8, 2010 minutes as written.

**MONTHLY UPDATE**

Tracy Workman reported the Innovations in State Government Awards Ceremony is scheduled for February 17, 2010 at 11:30 AM. The script is almost complete and will be sent out to board members who have said they would be presenters. A light lunch will be provided after the ceremony since it will be held during the lunch hour.

The Extra Mile and Leadership Award nomination forms have been released and about twenty for each have been received so far.

Public Service Recognition Week (PSRW) planning is in full force for all areas. This year staff is having a bit of a hard time finding locations for the events because most of the parks or facilities charge and this year, because of the economy most places are asking us to pay.

Philip Kerrigan is working with the Department of Transportation on a marketing contest along with marketing plans for the Department of General Administration and Department of Licensing, which will deploy at the end of session.

**TEAMWORK INCENTIVE PROGRAM – FINAL REPORT**

Liquor Control Board, Print & Shipping Reduction Plan Team

Scott Turner reviewed and concurred with agency and staff recommendations. It was moved, seconded and *the board voted unanimously to accept the team's award recommendation and final report.*

**Total savings: \$113,524.88**

**Total Team Award: \$21,352.48**

**TEAMWORK INCENTIVE PROGRAM – FINAL REPORT**

Department of Transportation, Eastern Region Technology in the Field Team

Scott Turner reviewed and concurred with agency and staff recommendations. It was moved, seconded and *the board voted unanimously to accept the team's award recommendation and final report.*

**Total savings: \$422,480**

**Total Team Award: \$40,000**

**EMPLOYEE SUGGESTION ADOPTS**

Scott Turner reported that he concurred with the agency evaluations and recommended approval. It was moved, seconded, and *the board voted unanimously to accept agency recommendations.*

**EMPLOYEE SUGGESTION NON-ADOPTS**

Tracy Workman reported for reviewer Wanda Riley that she concurred with the agency evaluations and recommended approval: It was moved, seconded, and *the Board voted unanimously to accept agency recommendations.*

**NEXT BOARD MEETING**

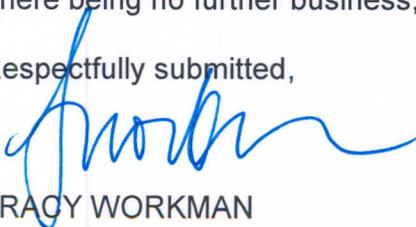
The next Board meeting is scheduled for March 5, 2010 in the Office of the Secretary of State, Legislative Building at 10:00 AM.

- **Reminder:** The reviewers for March are Mike Kerschbaum and Brian Sonntag. *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/ds 02/08/10

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# **Washington State Productivity Board**

## **ADOPT REPORT**

March, 2010

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**Department of Corrections**

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<i>Suggestion Number</i>	<i>Suggester Name:</i>	<i>City:</i>	<i>Award:</i>
<i>Entry Date:</i> 200900326 Jun2009	Joel Eskes	Everett	
<i>Savings/Desc</i>	\$0.00		
<i>Suggestion:</i>	The Department of Corrections (DOC) should combine the forms for Offender Conditions Statements into one form that includes all the court ordered conditions along with the standard conditions, requirement, and instructions.		
<i>Evaluation:</i>	After assessment by the Information Technology department, it was recommended this suggestion be adopted with an implementation date of September 2009. Since this suggestion saves staff time only, will recognize this employee with appreciation.		

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**Department of Corrections**

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<i>Suggestion Number</i>	<i>Suggester Name:</i>	<i>City:</i>	<i>Award:</i>
<i>Entry Date:</i> 200900361 Jul2009	Ronald Dixon David Base Sr.	College Place Prescott	
<i>Savings/Desc</i>	\$16,500.00		
<i>Suggestion:</i>	The Department of Corrections, Correctional Industries, should become a distributor for the Telespar Posts and components to reduce the cost of them for other state agencies.		
<i>Evaluation:</i>	As a state-owned business, Correctional Industries continuously looks for opportunities to increase sales revenue and at the same time, provide a cost savings to the state of Washington. On July 14, 2009, a business partnership was approved between Correctional Industries Sign Shop and Pacific Products and Services to provide a complementary product to our customers under the current sign contract. First year savings are \$16,500. Since this suggestion falls within the suggester's job duties, recognition for the suggestion is recommended.		

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**Washington State  
Productivity Board**

**NON-ADOPT REPORT**

March, 2010

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**Department of Commerce**

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*Suggestion Number*      *Entry Date:*

200900527                      Dec2009

*Suggestion:*      The Department of Commerce should use volunteers to run the Retired Senior Volunteer Program instead of eliminating it.

*Evaluation:*      Resources not available. The Governor's Supplemental 2009-11 Budget eliminates state funds for the Retired Senior Volunteer Program. For that reason, Department of Commerce does not plan to evaluate or make changes to the program's administration.

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**Department of Corrections**

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*Suggestion Number*      *Entry Date:*

200800428                      Sep2008

*Suggestion:*      The Department of Corrections (DOC) should construct large outdoor clothes lines at each facility in secured locations that receive plenty of sunlight. DOC could then hang offender laundry during the summer months on the clothes lines for drying to save on the natural gas used for drying the clothes.

*Evaluation:*      Due to health and sanitation requirements pertinent to processing and storage of laundry, DOC must control the laundry production environment and assure hygienically clean laundry is being provided to the offender population.

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**Department of Corrections**

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*Suggestion Number*      *Entry Date:*

200900276                      May2009

*Suggestion:*      The Department of Corrections (DOC) should discontinue placing free feminine hygiene products in staff, public and visitor bathrooms.

*Evaluation:*      Staff and visitors are not allowed to bring cash into a secured facility and not providing feminine hygiene products for free would increase sanitation deficiencies and violate sanitation requirements.

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**Department of Corrections**

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*Suggestion Number*      *Entry Date:*

200900433                      Oct2009

*Suggestion:*      The Department of Corrections (DOC) should use a product called Laundry Loops to cut down on drying time.

*Evaluation:*      Not a new idea. This product has been in use since May 2009.

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**Department of Corrections**

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*Suggestion Number*                      *Entry Date:*

200900478                                      Nov2009

*Suggestion:*     The Department of Corrections (DOC), Airway Heights Corrections Center, should identify offenders by using colored ID tag clips instead of colored t-shirts.

*Evaluation:*     A study was conducted prior to purchasing the colored shirts, and it was found that though the colored shirts are more expensive than the white shirts, the white shirts are of such poor quality they have to be replaced more often. Replacement cost for colored shirts for one cycle is \$39,037; the replacement cost for white shirts in the same amount of time is \$49,548.

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**Department of Corrections**

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*Suggestion Number*                      *Entry Date:*

201000002                                      Jan2010

*Suggestion:*     The Department of Corrections (DOC) should charge offenders a penalty fee when they turn in a recreation application, form 20-433, and do not have enough funds to cover it.

*Evaluation:*     If offenders do not have the funds to pay for the fee based program, creating a debt for the offender because of lack of funds would increase the workload and time for business staff. Increasing offender debt does not help create resources for offenders to return to the community.

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**Department of Health**

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*Suggestion Number*                      *Entry Date:*

200900548                                      Dec2009

*Suggestion:*     The Department of Health (DOH) should bar code all computer equipment so it can be scanned for inventory purposes instead of hand writing it.

*Evaluation:*     Cost outweighs the benefit. Bar coding equipment has been attempted in the past with less than acceptable results. Currently inventory is performed quarterly with a spreadsheet that allows employees to reference and cross-check equipment numbers and location. As Help Desk staff place or relocate items, an equipment sheet is completed with the information. A bar-code scanner would not speed up this process. If DOH were tracking sheer quantities without regard to location or staff assignment, a barcode system may be of value.

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**Department of Labor & Industries**

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*Suggestion Number*                      *Entry Date:*

200900532                                      Dec2009

*Suggestion:*      The Department of Labor & Industries (L&I) should have a place on their intranet for divisions to place surplus items that other divisions might be able to use.

*Evaluation:*      Cost outweighs the benefits.  
Creation of a website is fairly simple but maintaining it would be an administrative burden that would exceed the benefit. However, L&I has already created a successful process where surplus equipment and supplies are made available to other agencies through our warehouse staff.

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**Department of Social & Health Services**

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*Suggestion Number*                      *Entry Date:*

201000022                                      Jan2010

*Suggestion:*      The Department of Social and Health Services (DSHS) should use fact sheets instead of brochures to cut down on printing costs

*Evaluation:*      Not a new idea. Elements of this suggestion were implemented many years ago with the most recent policy revision review in fall 2009. Fact sheets are primarily used for legislators and other policy makers. Brochures are aimed to the public and general consumers and as such, are distinctly different. Local offices do make available both types of literature, and both brochures and fact sheets are also online.

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**Department of Transportation**

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*Suggestion Number*                      *Entry Date:*

200900504                                      Nov2009

*Suggestion:*      The Department of Transportation (DOT), Ferries Division (WSF), should move the monitoring of terminals and maintenance facility to the Washington State Ferries Operations Center instead of having Guardian Security monitor them.

*Evaluation:*      Not a new idea. Monitoring responsibilities for fire and other controls has been under discussion within WSF for the last two years. WSF will not make a final determination of responsibilities until the centralization of these services is completed under other agencies. Until that time, WSF will continue to use outside vendors.

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**Department of Transportation**

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*Suggestion Number*                      *Entry Date:*

200900506                                      Nov2009

*Suggestion:*     The Department of Transportation (DOT) should reformat the way contracts are printed. A reduction in the font, line spacing and margins would reduce the amount of paper currently necessary to print contracts.

*Evaluation:*     Though there is no argument that reducing the font size, line spacing, and margins would result in lowering printing costs, the changes would make the documents harder to read and interpret. DOT intentionally creates standardized, well defined section headers and clearly defined breaks which are critical when it comes to legal interpretations. Creating even one ambiguity which results in a claim could cost the state well in excess of the proposed savings.

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**Department of Transportation**

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*Suggestion Number*                      *Entry Date:*

200900522                                      Dec2009

*Suggestion:*     The Department of Transportation (DOT), New Halem Snow Camp "Area 2 NW Region" should install infrared heaters that would be focused directly at and into the bed of trucks, keeping the material in the truck usable.

*Evaluation:*     Cost outweighs the benefits. After reviewing the suggestion documentation and discussing the freezing material issue with other Maintenance employees, it is apparent the problem only occurs during very cold weather. The overall cost of installing this system would outweigh the benefits of heating up the material for a few annual events. Additionally, it was determined even after the material is heated in the truck bay, it would quickly lose the benefit of this heat once exposed to the elements.

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**Department of Transportation**

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*Suggestion Number*                      *Entry Date:*

200800459                                      Sep2008

*Suggestion:*     The Department of Transportation (DOT) should have a default statement on emails stating "please consider the environment before printing this e-mail" to save on paper.

*Evaluation:*     At DOT we do not have the ability to append a disclaimer to emails sent internally between employees. While our anti-virus/anti-spam application could add a disclaimer to Internet bound emails, we do not route our Internet bound emails through the application, so a disclaimer cannot be appended there either.

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**Department of Transportation**

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*Suggestion Number*            *Entry Date:*

200900528                      Dec2009

*Suggestion:*    The Department of Transportation (DOT) should use the Paper Saving 2 print option when printing construction contract specifications to cut down on paper/ink usage.

*Evaluation:*    Paper Saving 2 print option prints documents at a much smaller font and is used for the Standard Specifications documents because the Standard Specifications are already well understood and do not need to be interpreted. Construction contract specifications are printed at a larger font for easier reading and interpretation. However, our office is striving to be a paperless office, with all documents posted online. Once this is achieved, we will no longer have the need to print contracts.