



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
September 3, 2010
10:00 – 11:00 AM

- Welcome & Introductions – Board members, staff and audience

- Approval or Correction of Minutes (*August 13, 2010*)

- Monthly Staff Update --Tracy Workman

- Employee Suggestion Adopts
--Reviewer: George Masten

- Employee Suggestion Non-Adopts
--Reviewer: Rich Tomsinski

- Adjournment

**If you have questions regarding the Employee Suggestions please contact Shad Bell at 360.704.5212.*



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Productivity Board Meeting Minutes
August 13, 2010

WELCOME & INTRODUCTIONS

Brian Sonntag called the meeting to order at 10:04 a.m., welcomed all in attendance and began the round of introductions of board members, staff and guests.

ATTENDANCE

Board Members present: Brian Sonntag, Martin Casey, Mike Kerschbaum, George Masten, Rich Tomsinski and Scott Turner

Board Members absent: Sam Reed, Kathy Goebel and Wanda Riley

Staff present: Philip Kerrigan, Dawn Sanquist and Tracy Workman

Guests present: Lynn Hicks, Department of Transportation

APPROVAL OF MINUTES

The Board reviewed, moved, seconded, and voted unanimously to approve the July 2, 2010 minutes as written.

MONTHLY UPDATE

Tracy Workman reported that the Productivity Board ended fiscal year 2010 with \$769,848 in savings. The program received a total of 427 suggestions and five Teamwork Incentive Program (TIP) teams.

Meetings have been scheduled for Sam Reed and Tracy to meet with and discuss the Productivity Board programs with the new agency directors of the Department of Information Services, Department of Ecology, Department of Fish & Wildlife and Washington State Lottery and encourage marketing efforts throughout their respective agency.

This will be Philip Kerrigans last meeting. He has been hired as the Marketing Coordinator with the Combined Fund Drive.

EMPLOYEE SUGGESTION ADOPTS

Shad Bell reported for reviewer Sam Reed 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

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.*

NEXT BOARD MEETING

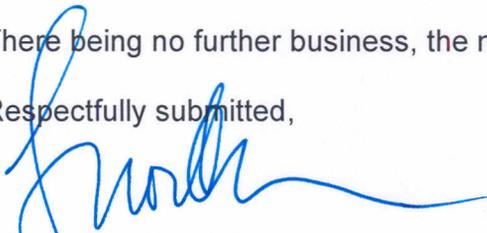
The next Board meeting is scheduled for September 3, 2010 in the Office of the Secretary of State, Legislative Building at 10:00 AM.

- **Reminder:** The reviewers for September are Rich Tomsinski and George Masten. *Reviewers will also review any Appeals and Teamwork Incentive Program applications presented.*

ADJOURNMENT

There being no further business, the meeting was adjourned at 10:15 a.m.

Respectfully submitted,



TRACY WORKMAN
Special Programs Manager
TW/ds 08/13/10

Washington State Productivity Board

ADOPT REPORT

September, 2010

Department of Corrections

<i>Suggestion Number</i>	<i>Suggester Name:</i>	<i>City:</i>	<i>Award:</i>
<i>Entry Date:</i> 200800447 Sep2008	Jessica Poston Karla Clover	Gig Harbor Gig Harbor	Recognition

Savings/Desc

Suggestion: The Department of Corrections (DOC) should have offenders utilize the kiosk machines in the units to order canteen and to kite high traffic areas (records, medical, grievance, counselors, etc.) to save on paper along with being safer and more security minded.

Evaluation: Modified adopt. This suggestion will be modified to add "mail boxes" to the kiosk system to service specific areas. Though there will be increased efficiency, a hard cost savings was not able to be identified resulting from this idea. Recognition is given to the suggester with appreciation from the department.

Department of Social & Health Services

<i>Suggestion Number</i>	<i>Suggester Name:</i>	<i>City:</i>	<i>Award:</i>
<i>Entry Date:</i> 201000087 Mar2010	Eileen Stokes	Ellensburg	Recognition

Savings/Desc

Suggestion: When Department of Social & Health Services (DSHS) gets a court mandated order to cover a child of a state employee, they should use the FUZE system and ask the Health Care Authority if that child is already covered on the employer's health care plan. If that child is covered it would save postage, paper and time.

Evaluation: Modified adopt. Support Enforcement Officers (SEOs) are currently able to verify an employee's insurance coverage though the Public Employee Benefits Board (PEBB) website. This process has the potential to be quicker than using the FUZE system, but any savings from paper and postage would be nullified by the additional cost of time as it is not a routine task assigned to the SEO. DSHS will ensure SEO employees are aware they are able to complete this process on their own, but we will not make it mandatory at this time.

Washington State Productivity Board

NON-ADOPT REPORT

September, 2010

Department of Corrections

Suggestion Number *Entry Date:*

200800405 Sep2008

Suggestion: The Department of Corrections (DOC) should raise the offender's health care co-payment from \$3 to \$5.

Evaluation: This suggestion would require legislative change that the agency does not support at this time. Co-pays are not a source of income for Health Services nor a money making venture for the department.

Department of General Administration

Suggestion Number *Entry Date:*

201000216 Jul2010

Suggestion: The Department of General Administration (GA) should use free software like Camstudio to screen record concepts or tasks for training purposes.

Evaluation: Not a new idea. Training is already available on the internet and GA has an existing screen recording software package.

Department of Social & Health Services

Suggestion Number *Entry Date:*

201000223 Jul2010

Suggestion: The Department of Social and Health Services (DSHS) should have the Same Day Service letter that is translated into Spanish given to employees via email so they can change the information (date and times) and mail it out from the local Community Services office. Otherwise having these letters translated into Spanish to say the same thing is \$16 a piece.

Evaluation: Not a new idea. As of July 17, 2010, with the promotion of ACES Release BG, the Invite Letter (Same Day Service letter) is now automatically sent out of ACES. ACES is able to auto-generate this letter in 9 languages, Spanish being one of those 9. When generated in these "supported" languages, the letter does not require any additional translation.

Department of Social & Health Services

Suggestion Number *Entry Date:*

200900378 Aug2009

Suggestion: The Department of Social and Health Services (DSHS) should make it possible to attach documents from any program into ACES Online to cut down on the amount of printing that is done.

Evaluation: Major structural changes would have to be made to the existing computer systems to implement this suggestion. Modifications of this magnitude would be a major commitment of programmer resources, and at this time those resources are not available.

Department of Social & Health Services

Suggestion Number *Entry Date:*

200900417 Sep2009

Suggestion: The Department of Social and Health Services (DSHS) should send out a notification to staff to use 4x9 envelopes (folded in thirds) for one to four pages, use 5 3/4 x 9 to send out five to eight pages and more than eight pages should go into a 9x12 envelope.

Evaluation: This suggestion would not be viable to adopt for production mailing such as ACES or BarCode letters. Additional costs to implement would include warehouse space, set-up retooling machines, and increased inventory for various size envelopes.

Department of Social & Health Services

Suggestion Number *Entry Date:*

201000182 Jun2010

Suggestion: The Department of Social and Health Services (DSHS), Special Commitment Center (SCC), should use the five residential buildings that Department of Corrections (DOC) is vacating on McNeil Island instead of building a new facility.

Evaluation: Not a new idea. This idea was first discussed May 20, 2010. A project will be requested in the 2011-13 DSHS Capital Budget for the necessary improvements to the prison facility to appropriately accommodate some portion of the SCC program.

Department of Social & Health Services

Suggestion Number *Entry Date:*

201000215 Jul2010

Suggestion: The Department of Social and Health Services (DSHS), Division of Child Support (DCS), should mail documents when allowed instead of having them process served.

Evaluation: The existing statutes and regulation require the documents relevant to this suggestion must be served in the manner prescribed for service of a summons in a civil matter (personal service) or by certified mail, return receipt requested. The agency does not support a change to these existing statutes.

Employment Security Department

Suggestion Number *Entry Date:*

200800399 Sep2008

Suggestion: The Employment Security Department (ESD) and other state agencies should reduce energy costs by using only one light strip in fixtures instead of two when natural light from nearby windows is sufficient for the workspace.

Evaluation: Resources not available. ESD does not currently have funding to implement this suggestion as it would require retrofitting lighting fixtures in agency-owned sites and/or paying upfront cost at leased building sites. ESD has and is continuing to review and implement many energy conservation ideas and appreciates the thought behind this suggestion.