

Productivity Board Meeting Minutes

April 7, 2006

WELCOME & INTRODUCTIONS

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

ATTENDANCE

Board Members present: Kathleen Brockman, Mike Kerschbaum, George Masten, Wanda Riley, and Joyce Turner

Board Members absent: Sam Reed, Brian Sonntag, Linda Villegas Bremer, Terry Teale, and Scott Turner.

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

APPROVAL OF MINUTES

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

MONTHLY UPDATE

Tracy reported that the May 3rd PSRW Celebration is drawing closer and there are three meetings this month in preparation. Everything is lining up well. Chana and Linnaea, along with the Celebration Committee walked Heritage Park to make sure it was dry enough to set up tents. Things are going well, and we anticipate a large attendance from local agencies.

Linnaea completed her first edition, which is the 8th edition of Smart Government newsletter, which features the Department of Transportation, with Secretary Doug MacDonald on the front cover.

Tracy said that staff is working toward streamlining the programming, and beginning next week, employees will be able to submit suggestions online.

Along the same lines, also, next month, board packets will be sent out electronically instead of printing and mailing out over 100 packets. We will continue to send out hard copies to the board members, but everyone else will receive the electronic version.

Tracy said that a few weeks ago, staff sat down to work on a new marketing strategy for 2006 in order to increase awareness and participation. Linnaea and Chana are in charge of coordinating the effort, and have come up with Coordinator Campaign 2006. The main focus will be building relationships and providing more of a leadership role with coordinators, staff and management. Linnaea and Chana are setting up meetings and plan on beating the pavement in June, July and August meeting with anyone and everyone they can.

Josi is benchmarking other public and private employee suggestion programs across the country for best practices, which will give us ideas to use in this campaign as well.

EMPLOYEE SUGGESTION ADOPTS

Chana Clark reported for Terry Teale, and with the exception of one question regarding a recognition award, which will be reflected in next months' reports. After discussion, it was recommended to concur with agency recommendation. It was moved, seconded, and *the Board voted unanimously to accept agency and staff recommendations* with a recognition award of \$200.00.

EMPLOYEE SUGGESTION NON-ADOPTS

Joyce Turner reported that while she had a few original questions, that after talking with Chana, those had been answered, and therefore, concurred with agency recommendation, and *the Board voted unanimously to accept agency and staff recommendations*.

NEXT BOARD MEETING

The next Board meeting is scheduled for May 5, 2006 in the Office of the Secretary of State, Legislative Building at 10:00 AM.

- **Reminder:** The reviewers for May are Brian Sonntag (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 10:10 a.m.

Respectfully submitted,

TRACY WORKMAN
Special Programs Manager
TW/jb 04/07/06