



Washington
Secretary of State
SAM REED

PRODUCTIVITY BOARD
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AGENDA

WASHINGTON STATE PRODUCTIVITY BOARD

Office of the Secretary of State
Legislative Building
May 2, 2008
10:00 – 11:00 AM

- Welcome & Introductions – Board members, staff and audience

- Approval or Correction of Minutes (*April 4, 2008*)

- Monthly Staff Update --Tracy Workman

- Appeal presentation – (*Gold report**)
-- Reviewers: George Masten and Linda Villegas Bremer

- Adopts (*Pink report**)
--Reviewer: George Masten

- Employee Suggestion Non-Adopts (*Blue report**)
--Reviewer: Linda Villegas Bremer

- Adjournment

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



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Productivity Board Meeting Minutes
April 4, 2008

WELCOME & INTRODUCTIONS

Sam Reed called the meeting to order at 10:03 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, Mike Kerschbaum, Roselyn Marcus, George Masten, Wanda Riley and Scott Turner

Board Members absent: Brian Sonntag, Kathleen Brockman and Terry Teale

Staff present: Shad Bell, Linnaea Jablonski and Tracy Workman

APPROVAL OF MINUTES

The Board reviewed, moved, seconded, and voted unanimously to approve the March 7, 2008 minutes as written.

MONTHLY UPDATE

Tracy Workman reported that Public Service Recognition Week is going strong.

Vancouver's event is scheduled for Tuesday May 6th. So far 13 agencies and 7 vendors signed up to attend. Food will be provided: Costco is providing the hotdogs, condiments, buns, plates, napkins, the potato commission is providing 500 bags of potato chip, and Department of Corrections will provide 200 cookies. Speakers will be Brian Sonntag and Representative Jaime Herrera.

Olympia's event is scheduled for Wednesday, May 7th and is growing by the minute. It will be held on the East Plaza Lawn again this year. There are 22 agencies and 17 vendors signed up to attend. A free lunch will be provided; hotdogs, cookies, potato chips, apples, and water. State Employees Day with the Mariners is scheduled for Saturday May 10th vs. the White Sox.

Spokane's event will be on Thursday, May 8th at the new Fish & Wildlife Building in Spokane Valley. Secretary Sam Reed, Fish & Wildlife Commissioner Orr and Q-6 weatherman George Maupin will be speaking. 9 agencies and 5 vendors have signed up to attend.

Richland's (Tri-Cities) event will also be held on Thursday, May 8th, which will be an evening **barbeque sponsored by Federation Employees Union, State Patrol, Department of Corrections and Health**. The event will take place at Howard Amon Park with Senator Jerome Delvin as the keynote speaker.

EMPLOYEE SUGGESTION ADOPTS

Roselyn Marcus reviewed and reported that she 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

Mike Kerschbaum reviewed and reported that he concurred with the agency evaluations and recommended 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 May 2, 2008 in the Office of the Secretary of State, Legislative Building at 10:00 AM.

- ***Reminder:*** The reviewers for May are Linda Villegas Bremer and George Masten. *Both reviewers will also review any Appeals and Teamwork Incentive Program applications presented.*

ADJOURNMENT –There being no further business, the meeting was adjourned at 10:25 a.m.

Respectfully submitted,

TRACY WORKMAN
Special Programs Manager
TW/ds 04/18/08

Washington State
Productivity Board

Employee Suggestion Appeal

May 2008

The following appeal is presented to the members of the Productivity Board for final determination. Staff has compiled information from the suggester and the evaluating agency.

Non-Adopt

200600074 COD Brad Avy

Agency Recommends

Uphold non-adopt

Reviewers: George Masten and Linda Villegas Bremer

APPEAL
SUMMARY OF SUGGESTION #200600074

Suggester: Brad Avy

Evaluating Agency: Office of the Code Reviser

Suggestion: Received 5/5/06. The Legislative Service Center should post redlined Word versions of a bill as it goes through the multiple revision processes. Currently, during legislative sessions, each agency requires many staff hours when performing bill analysis to determine what exactly was changed from the previous version of a bill to the new version, i.e.; substitute bill, second substitute, engrossed second substitute, third, etc., before the bill analysis can be completed.

Original Evaluation: Received 8/31/06. Agencies currently do this for themselves using "off-the-shelf" document compare programs or through the efforts of personnel who monitor legislation in a manner that meets their agencies' unique needs. Electronic versions of drafts in Word, Word Perfect, and PDF are provided by the Code Revisers Office when requested. Further, it would require a temporary FTE during legislative session, when there are currently processes in place.

Board Action: The Board voted on 10/6/06 to concur with agency's non-adopt recommendation.

Appeal Request: Received 11/6/06. The suggester states the updates to bill analyses are based on the latest version posted and that the suggestion was evaluated from the perspective of possible impact on its own operations, rather than cumulative benefit by external parties, which is the current problem. Further, agencies should not be expected to have to request electronic versions of drafts in any other format than PDF, thus making the cost incidental because the staff person posting the amended PDF version would simultaneously post the draft as well.

Appeal Evaluation: Received 1/14/2008. The Office of the Code Reviser believes that the previous evaluation was accurate and asks that the board uphold the non-adopt status.

Board Action: The Board voted on 02/1/08 to pull the appeal, due to questions, and rehear it at the May board meeting when a representative from the Office of the Code Reviser can be present.

Washington State
Productivity Board

ADOPT REPORT

May, 2008

Department of Health

<i>Suggestion Number</i> <i>Entry Date:</i>	<i>Suggester Name:</i>	<i>City:</i>	<i>Award</i>
200800063 Feb 2008	Melanie Panoke	Seattle	\$50.00

Savings/Desc \$358.00

Total Award Recognition

Suggestion: The Department of Health should provide a proficiency testing schedule with the proficiency provider for the remainder of the year and years to come in order to receive a 10% discount.

Evaluation: This suggestion will not only help our lab save money, our purchasing section will save time processing orders. Because the suggestion falls within the suggester's job duties, a \$50 recognition award is recommended.

Department of Transportation

<i>Suggestion Number</i> <i>Entry Date:</i>	<i>Suggester Name:</i>	<i>City:</i>	<i>Award</i>
200800024 Feb 2008	Alice Fiman	Olympia	\$200.00

Savings/Desc

Total Award Recognition

Suggestion: The Department of Transportation (DOT) should set the default on printers to black and white instead of color.

Evaluation: Beginning May 2008, all new printers purchased will be set to a default of black and white. Printing black and white copies more and color copies less will result in lower printing service costs. However, this is extremely difficult to quantify for the 1,202 devices currently in service within DOT. Because cost savings can not be identified, a \$200 recognition award is recommended.

<i>Suggestion Number</i> <i>Entry Date:</i>	<i>Suggester Name:</i>	<i>City:</i>	<i>Award</i>
200800049 Feb 2008	Helen Simmonds	Olympia	\$50.00

Savings/Desc

Total Award Recognition

Suggestion: The Department of Transportation (DOT) should change the Adopt-a-Highway agreement from every two years to every four or five years.

Evaluation: Adopting this suggestion will reduce paperwork and allow maintenance personnel to complete other work. Because cost savings cannot be calculated, a \$50 recognition award is granted.

Washington State
Productivity Board

NON-ADOPT REPORT

May, 2008

Department of Corrections

Suggestion Number *Entry Date*

200800017 Jan 2008

Suggestion: The Department of Corrections (DOC) should partner with County Clerk's offices to gain access to computer programs that would allow DOC employees to check availability of files before going over to the clerk's office in person.

Evaluation: Not a New Idea - In October, 2007 a contract was signed with Snohomish County and access was gained to the Corrections Tracing System. This allows staff to access public records directly in order to build offender files.

Department of Health

Suggestion Number *Entry Date*

200800089 Mar 2008

Suggestion: The Department of Health (DOH) should install motion sensor lights in bathrooms to save on energy.

Evaluation: Cost outweighs the benefit - Currently the lighting system is on a timer that runs until 8:00pm daily, Monday through Friday. The lights are off on weekends. The initial purchase of the motion sensors for DOH's 51 restrooms is \$19,890 which far exceeds the possible savings of using them instead of having the lights on the timer system.

Department of Licensing

Suggestion Number *Entry Date*

200700202 Dec 2007

Suggestion: The Department of Licensing (DOL), Should mark current driver licenses with a "Not proof of US citizenship" statement. As to encourage people to purchase the new enhanced Drivers License that has US citizenship information on it.

Evaluation: This additional text would pose a risk to DOL capabilities to include all the required data on the driver license with limited space and keeping the data legible. The approximate cost of \$60k to modify the card and issuance system and an unknown additional cost to the Drivers Field System to include a new restriction, outweighs the benefit.

Suggestion Number Entry Date

200800047 Feb 2008

Suggestion: The Department of Licensing (DOL), Real Estate and Appraiser Licensing Programs, should allow the in house staff attorneys to process routine disciplinary files, draft Statements of Charges and Final Orders without referral to Assistant Attorney Generals for review and correction.

Evaluation: Not a new idea - In March 2006, the Business and Professions Division within DOL used this model to process licensee complaints and related actions. Over the years, procedures have been changed to better meet program needs.

Department of Personnel

Suggestion Number Entry Date

200800060 Feb 2008

Suggestion: The Department of Personnel should display, on the bi-weekly payroll report, the employee's total amount of annual leave when they have exceeded the 240 hour limit instead of just showing the 240 hours.

Evaluation: DOP currently provides a semi-monthly earnings and deductions statement to all employees that displays the total annual leave hours that are available. The beginning and ending balances on the statement include all annual leave hours available to the employee, including hours that are in excess of 240.

200800079 Mar 2008

Suggestion: The Department of Personnel (DOP) should provide a certificate of attendance at the end of classes so attendees will have proof that they have taken the class.

Evaluation: DOP currently produces a certificate of completion upon request and does maintain a statewide repository of employee training history that all state agencies may use. Also employees who attend courses sponsored by DOP have their training events captured in their individual training record.

200800116 Mar 2008

Suggestion: The Department of Personnel should email training notices to participants instead of mailing a hard copy.

Evaluation: Not a new idea - DOP is in the process of finding a new Learning Management System. One of our criteria is that the new system has the capability to send out email confirmations upon registration.

Department of Social & Health Services

Suggestion Number *Entry Date*

200800059 Feb 2008

Suggestion: The Department of Social and Health Services (DSHS), should program their Medical Assistance Payment System to recognize the items that are tax exempt.

Evaluation: Not a new idea - The Medical Management information system is currently programmed to apply and exempt sales tax as appropriate. As changes arise our specialist reviews and programs the system appropriately.

Department of Transportation

Suggestion Number *Entry Date*

200800028 Feb 2008

Suggestion: The Department of Transportation (DOT) should eliminate the need to print copies of the evaluation document produced during the electronic management program process.

Evaluation: Not a new idea - While the agency applauds the suggestor, this is not a new idea. With the implementation of a new electronic performance evaluation process, the option of electronic signatures was explored in 2005. Currently in our collective bargaining agreements we must provide hard copies to the employee and submit a hard copy for placement in their personnel file. During the next round of negotiations this issue could again be explored with the exclusive bargaining representatives.

200800029 Feb 2008

Suggestion: The Department of Transportation (DOT) should enhance the automated training management system to generate training notices via Microsoft Outlook.

Evaluation: Not a new idea - In October 2006, IT was tasked with the concept of emailing training notices rather than printing them. The task was completed and the implementation began in January 2008.

200800033 Feb 2008

Suggestion: The Department of Transportation (DOT) should install jersey barriers in front of the light pole at Interstate 5 (I-5) and Highway 14 at the west-bound on-ramp to Interstate 5.

Evaluation: Roadside safety solutions often involve a balance of risks and benefits. Currently errant vehicles departing the roadway on the right into the "clear zone" can do so without hitting anything other than a break-away light pole. Adding the concrete barrier removes the benefit of the clear zone and increases the risk of vehicles hitting an object which could result in more damage or injuries.

Suggestion Number *Entry Date*

200800035 Feb 2008

Suggestion: The Department of Transportation (DOT) should install small plows on pickups to knock small rocks and debris off the road in the Gorge area instead of using plow trucks.

Evaluation: Not a new idea - We applaud our employee for their innovative suggestion, however this is not a new idea to DOT. Since 1991, this practice has been utilized in neighboring regions. At this time we do not plan to modify our practice in the Gorge region because our newer dump trucks have higher miles-per-gallon fuel ratings and are capable of burning bio-diesel which also potentially lowers fuel expenditures.

200800038 Feb 2008

Suggestion: The Department of Transportation (DOT) should promote video conferencing through free/low-cost web-based software and webcams.

Evaluation: Not a New Idea - We have encouraged and supported the use of video conferencing since 1992. This service is limited to properly equipped conference rooms distributed throughout the agency. Currently research is being done to include peer to peer conferencing and unified messaging and when funding becomes available to implement this, we hope to move forward.

200800051 Feb 2008

Suggestion: The Department of Transportation (DOT) should have the columns on the payroll tracking sheet automatically total the schedule change penalty hours, compensation time earned, and shift pay under the "work week total" column.

Evaluation: This employee is using the tracking sheet for a purpose that it was not originally designed for in order to complete a unique work assignment applicable to that region only.

200800072 Mar 2008

Suggestion: The Department of Transportation (DOT), should just order the Interstate shield image overlay to install over the old shield when shield becomes faded. Currently, the shield image fades much more quickly than the rest of the green and white sheeting on Interstate signs. This will extend the life of some signs that are still in good condition except for the shield.

Evaluation: Not a New Idea - Regional Traffic personnel have been ordering route shield overlays and directing maintenance crews to install overlays on existing guide signs since 1990.

Suggestion Number Entry Date

200800073 Mar 2008

Suggestion: The Department of Transportation (DOT) should begin purchasing LED desk lamps instead of lamps with halogen or incandescent bulbs.

Evaluation: Cost outweighs the benefit. Any energy savings attained using the proposed new lamp with LED bulb is reduced by the initial replacement cost. The Office of State Procurement, lists the suggested lamp at \$129 verses the cost of a traditional lamp and bulb at \$39.

200800080 Mar 2008

Suggestion: The Department of Transportation (DOT) should institute a shadowing system/monitoring program to assist employees to be successful in their job classifications during their probationary or trial service periods.

Evaluation: Not a new idea. Since 1991, DOT has been using new employee probationary and trial service periods to provide training and mentoring with their immediate supervisors. The agency also uses in-training positions to provide employees the opportunity to complete defined training steps.

200800082 Mar 2008

Suggestion: The Department of Transportation (DOT) should add functionality that would allow a user to toggle between the "labor reporting" module and the "labor updating" module when reconciling labor reporting errors.

Evaluation: Our current system has the capability to allow this feature. However, the employee must submit a request to have the ability to access it. This option has been addressed with the suggestors.

200800085 Mar 2008

Suggestion: The Department of Transportation (DOT), Ferries Division, should train vessel engineers to fill self-contained breathing apparatus tanks after drills or actual emergency use instead of using outside vendors.

Evaluation: Not a new idea - DOT Ferries considered this in 2004 and the idea was not pursued due to the need to enhance job descriptions, increasing pay for those performing the function, training issues, and inadequate storage for SCBA tanks. The desire to utilize State workforce in this capacity would also require negotiation with the Marine Engineers Beneficial Association.

Suggestion Number Entry Date

200800086 Mar 2008

Suggestion: The Department of Transportation should have a full or part time IT person serve the Bellingham/Mt. Vernon/Burlington offices instead of having one commute daily from the Dayton Complex.

Evaluation: Not a new idea - Since February 2005 the IT manager has considered assigning a technician to the Mt. Vernon area and reevaluates the need yearly. A recent cost benefit analysis was conducted and again it was deemed not warranted at this time.

200800088 Mar 2008

Suggestion: The Department of Transportation (DOT), Ferries Division, should install transponder readers to the west side terminals where passenger fares are not collected to help speed up processing times.

Evaluation: Not a new idea - The Transponder Technology project was implemented in 2003 with this suggestion as a future enhancement. We have not been granted the budget to implement this portion of the project but it still remains in the project prospectus.

200800092 Mar 2008

Suggestion: The Department of Transportation should have portable speed bumps that can be used in Work Zone areas to increase safety.

Evaluation: Not a New Idea - This was first discussed in May 2007 as part of our New Product Evaluation Program and determined that speed bumps in work zones are limited to low-volume, low-speed application and more suitable for city street application than on our state highway system.

200800100 Mar 2008

Suggestion: The Department of Transportation, Ferries Division, should change state statutes to exclude Washington State Ferry employees from Jones Act remedies and incorporate them into general state worker Labor and Industries or worker's compensation claim processes.

Evaluation: Not a New Idea - DOT has been studying this issue and working towards a solution since 2005. We are currently in the process of drafting a change in legislation and will be proposing it in the next session.

Suggestion Number Entry Date

200800107 Mar 2008

Suggestion: The Department of Transportation (DOT) should install storage tanks at sites to collect rain water that can be recycled to use for washing vehicles, cleaning projects, mixing chemicals, and watering grass and plants.

Evaluation: Not a new idea - In 1998, DOT began collecting rain water at its Monroe, WA facility with limited benefit. The Department of Ecology regulates rain water collection through permits. They oppose this use because of lost benefit to ground water programs and stream recharge.

200800111 Mar 2008

Suggestion: The Department of Transportation (DOT), Ferries Division, should use Eureka brand vacuum cleaners on ferries instead of the Windsor Versamatic brand. The Eureka vacuums cost less and according to Consumer Reports, perform better with more features.

Evaluation: Not a new idea - In 2006, DOT tested the Eureka model vacuum cleaner but did not like the performance characteristics. Washington State Ferries is currently looking at a model manufactured by Royal which is approximately half the purchase price of the Versamatic and will be testing this machine prior to purchasing for the entire fleet.