



Washington
Secretary of State
SAM REED

PRODUCTIVITY BOARD
Employee Suggestion Program • Teamwork Incentive Program
6880 Capitol Boulevard • PO Box 40244
Olympia, WA 98504-0244
Tel: 360.704.5203
Fax: 360.704.7830
TTY: 360.664.0515
www.secstate.wa.gov

AGENDA

WASHINGTON STATE PRODUCTIVITY BOARD

Office of the Secretary of State
Legislative Building
November 6, 2009
10:00 – 11:00 AM

- Welcome & Introductions – Board members, staff and audience
- Approval or Correction of Minutes (*October 2, 2009*)
- Monthly Staff Update --Tracy Workman
- Adopts (*Pink report**)
--Reviewer: Scott Turner
- Employee Suggestion Non-Adopts (*Blue report**)
--Reviewer: Terry Teale
- 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
October 2, 2009

WELCOME & INTRODUCTIONS

Brian Sonntag called the meeting to order at 10:05 a.m., welcomed all in attendance and began the round of introductions of board members, staff and guests.

ATTENDANCE

Board Members present: Linda Villegas Bremer, Roselyn Marcus, Wanda Riley, Brian Sonntag and Scott Turner

Board Members absent: Sam Reed, Kathleen Brockman, Mike Kerschbaum, George Masten and Terry Teale

Staff present: Shad Bell, 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 September 2, 2009 minutes as written.

MONTHLY UPDATE

Tracy Workman reported that planning for Public Service Recognition Week 2010 is underway. Dawn Sanquist sent letters to agency heads and college presidents asking for their support and assistance by designating a representative from their agency to volunteer to participate in planning sessions.

Productivity Board memberships expire on October 31st so members will either be contacted by Tracy or Kim Tanaka from the Governor's Office within the next couple of weeks.

With there being quite a few new agency directors, Productivity Board staff is working on setting up meetings for Sam Reed and Tracy to meet with them. Hopefully the meetings will spur some interest in agencies that previously did not promote participation.

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

Brian Sonntag reported that he concurred with the agency evaluations and recommended approval. It was moved, seconded, and *the Board voted unanimously to accept agency recommendations.*

OTHER BUSINESS

Tracy Workman presented the board with the new policy on Multiple Agency TIP teams for review. With a few minor changes, it was moved, seconded, and *the board voted unanimously to adopt the new policy.*

NEXT BOARD MEETING

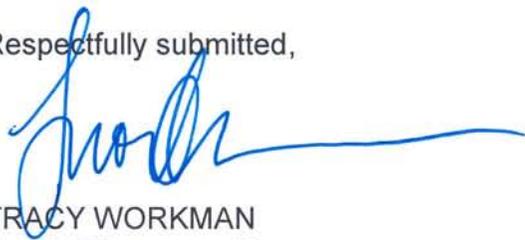
The next Board meeting is scheduled for November 6, 2009 in the Office of the Secretary of State, Legislative Building at 10:00 AM.

- **Reminder:** The reviewers for November are Terry Teale and Scott Turner. *Both 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 10/6/09

**Washington State
Productivity Board**

ADOPT REPORT

November, 2009

Centralia College

<i>Suggestion Number</i>	<i>Suggester Name:</i>	<i>City:</i>	<i>Award:</i>
<i>Entry Date:</i> 200900345 Jul2009	Lesona Hartman	Centralia	\$100.00
<i>Savings/Desc</i>	\$1,005.00		
<i>Suggestion:</i>	Centralia College (CEC) should have the forms required to attend training in an electronic format.		
<i>Evaluation:</i>	Some paperwork is necessary in order to process the various payments required for a training. The NCR Prior Approval form can be modified to a single page document as the number of copies needed fluctuates depending on the type of travel used for the training. Recommend modified adoption of this idea with implementation set for January, 2010 when current stock is depleted. First year estimated savings are \$1,005.		

Department of Social & Health Services

<i>Suggestion Number</i>	<i>Suggester Name:</i>	<i>City:</i>	<i>Award:</i>
<i>Entry Date:</i> 200900383 Aug2009	Richard Dexter	Steilacoom	Recognition
<i>Savings/Desc</i>			
<i>Suggestion:</i>	The Department of Social and Health Services (DSHS) should remove the instruction sheet for the Overtime Request form (03-423) from the printing cycle.		
<i>Evaluation:</i>	DSHS will instruct the forms and records office to remove the instructions page from form 03-423. A separate document will be created for the instructions to be printed only if necessary. A certificate of appreciation is recommended for the suggester		

Department of Transportation

<i>Suggestion Number</i>	<i>Suggester Name:</i>	<i>City:</i>	<i>Award:</i>
<i>Entry Date:</i> 200900344 Jul2009	Brad Kuhlmann	Yakima	\$200.00
<i>Savings/Desc</i>			
<i>Suggestion:</i>	The Department of Transportation (DOT) should use the device developed by the suggester for loading and unloading heavy traffic barrels to help eliminate back injuries to employees.		
<i>Evaluation:</i>	The device suggested contributes to employee safety by substantially reducing the risk of back strains and sprains during barrel placing/removing operations. Tangible savings are impossible to predict as the severity of back injuries varies significantly, and it is unreasonable to assume all such injuries will be avoided. However, this device reduces exposure to injury and promotes safer working conditions for employees. Recommend recognition award be given to the suggester.		

Department of Veteran's Affairs

<i>Suggestion Number</i>	<i>Suggester Name:</i>	<i>City:</i>	<i>Award:</i>
<i>Entry Date:</i>	Bradley Hess	Tacoma	Recognition
200900355			
Jul2009			

Savings/Desc

Suggestion: The Department of Veterans Affairs (DVA), Port Orchard home, should fix the leak in the washroom.

Evaluation: The leak was repaired and we appreciate this being brought to our attention.

**Washington State
Productivity Board**

NON-ADOPT REPORT

November, 2009

Centralia College

Suggestion Number *Entry Date:*

200800534 Oct2008

Suggestion: Centralia College (CEC) should revise application program WS92 to not print out the blank pages that are printed out after every file request.

Evaluation: The printing of a blank paper between reports is hard-coded into the CIS computer system used by CEC, and recoding the system would not be cost effective. The blank page is often used as a cover sheet on the report to cover confidential information as well as assisting staff in separating the numerous reports to ensure correct routing. If the blank sheet is not used in that manner, it is recycled to the campus daycare as drawing paper or processed into notepads for the college.

Centralia College

Suggestion Number *Entry Date:*

200800656 Dec2008

Suggestion: Centralia College (CEC) should adopt a petty cash system, with appropriate accountability and guidelines, for certain small purchases.

Evaluation: Centralia College already has a petty cash system in place for purchases under \$25.

Centralia College

Suggestion Number *Entry Date:*

200800342 Sep2008

Suggestion: Centralia College (CEC) should have trainings/conferences done via teleconference or video conference instead of having employees travel to them.

Evaluation: Not a new idea, suggestion already in use. Where possible, CEC uses technology to gain knowledge conferences provide. As technology has advanced, so has the use of teleconferencing for that purpose. Each conference is evaluated on the type of conference and the value of knowledge gained to prioritize dollars spent.

Department of Fish and Wildlife

Suggestion Number *Entry Date:*

200800146 Apr2008

Suggestion: The Department of Fish & Wildlife (FIS) should eliminate hard copies of State Employees Desk Manual(s) and have them available on the agency's intranet instead to save on costs.

Evaluation: Not a new idea. This is currently an option for all employees. Fish and Wildlife does not have a policy in place requiring employees to print desk manuals. All manuals are saved or printed based on the operators.

Department of General Administration

Suggestion Number *Entry Date:*

200800449 Sep2008

Suggestion: The Department of General Administration (GA) should partner with local businesses to recycle used toner cartridges instead of paying for shipping to send them out to be recycled. Many of these local businesses provide this service for free.

Evaluation: Not a new idea. There is currently a contract policy in place for recycling of cartridges. The awarded vendor has visited the site and is working with the agency to comply with the contract terms and conditions.

Department of Licensing

Suggestion Number *Entry Date:*

200900052 Jan2009

Suggestion: The Department of Licensing (DOL) should only replace license plates when necessary instead of at certain intervals whether needed or not.

Evaluation: The manufacturer of the reflective material used on license plates guarantees the coating for 5 years. Legislation requires a plate change every 7 years.

Department of Social & Health Services

Suggestion Number *Entry Date:*

200900402 Sep2009

Suggestion: State agency's should utilize the Premium level technical support offered by the Department of Information Services for their BlackBerry devices instead of using Research in Motion for these services.

Evaluation: Resources not available. DSHS contacted the current vendor for BlackBerry technical support, Research in Motion, to determine if the support contract can be combined with DIS' support contract and what, if any, differences in access to support to the agency this would cause. The response received is that the vendor cannot agree to covering multiple agencies under one contract due to logistic issues and the mechanics issue of keeping records streamlined for analysis to quickly respond to hot issues. Allowing multiple environments per customer would be far too complex. Additionally, from a legal perspective, one contract covers Research in Motion's relationship with one legal entity (one agency), and each support contract is limited to one BlackBerry Enterprise environment. Due to Research in Motion's inability to combine support contracts across multiple environments, this suggestion is inapplicable to multiple agencies.

Department of Transportation

Suggestion Number *Entry Date:*

200900411 Sep2009

Suggestion: The Department of Transportation (DOT) should look into buying used steel deck bridges instead of purchasing new ones.

Evaluation: Acquisition of steel trusses may not be possible or may be outside DOT jurisdiction. Each bridge is unique in its load carrying capacity, length, width, and other geometric constraints. Therefore a bridge that functions at one location cannot necessarily be used at another location. Also, when bridges are replaced, the replacement structures are expected to conform to the latest version of the bridge design code. Older, recycled bridges will be in non-compliance with this requirement.

Department of Transportation

Suggestion Number *Entry Date:*

200900103 Feb2009

Suggestion: Washington State agencies should install Magnadrive Couplings products in facilities already scheduled for renovation to minimize energy use.

Evaluation: Ongoing DOT Capital Facility planning considers energy savings efforts and improvements as practicable, weighing them against program priorities and funding limitations. For retrofit and upgrade efforts, various vendors and technologies are considered. This suggestion provides the brochure and demonstration offer from a single vendor, and the data submitted is generalized and cannot be unilaterally assumed or accepted for DOT facilities. DOT routinely seeks to implement cost saving efficiencies whenever and wherever practical; therefore, this suggestion to use energy efficient technologies is not a new idea.

Department of Transportation

Suggestion Number *Entry Date:*

200900320 Jun2009

Suggestion: The Department of Transportation (DOT) should add rear vision cameras into the specifications of vehicles that will have poor or no rear visibility.

Evaluation: Not a new idea. Since 2004, vehicle owners/operators have had the ability to add back-up cameras to their vehicles based upon their operational needs.

Department of Transportation

Suggestion Number *Entry Date:*

200900331 Jul2009

Suggestion: When a two axel dump truck is up for replacement, the Department of Transportation should have it equipped with a swap loader with a standard dump box along with ordering a hopper sander with prewet system or tailgate sander.

Evaluation: The concept is good but has already been implemented. Examples include a truck chassis which carries a hopper in winter and an oil distributor or dump body in summer, and trucks which carry a liquid anti-icer tank in winter and a dump body during the summer. The bottom line is that many areas have already evaluated the need to increase equipment utilization and have implemented ways of doing so.

Department of Transportation

Suggestion Number *Entry Date:*

200900367 Jul2009

Suggestion: The Department of Transportation (DOT) should close highway rest stops

Evaluation: DOT strongly believes in the safety purpose of our rest areas to provide fatigued passenger and commercial drivers a spot to get off the road and rest before continuing on their journey. The rest areas are federally funded, and should DOT consider closing any of them, the state could be faced with reimbursing the federal program for funding used to purchase right-of-way and/or improvements to the areas.

Department of Transportation

Suggestion Number *Entry Date:*

200900375 Aug2009

Suggestion: The Department of Transportation (DOT) should create a PM cycle for changing out the fluorescent lamps instead of replacing them every year.

Evaluation: DOT does not replace all fluorescent lamps on a yearly basis. Replacement occurs by a predefined schedule entered into a computerized maintenance management system and is determined by factors known about the lamp's location and intended function. As lamps are upgraded to newer models and as energy savings controls are installed, lamp replacement schedules are extended to even longer, multi-year cycles.

Department of Transportation

Suggestion Number *Entry Date:*

200900393 Aug2009

Suggestion: The Department of Transportation, Ferries Division, should mount the Injenico device on a small platform attached to an arm that could be extended to the customer. This would reduce the amount of complications being caused in the neck, shoulder and arm.

Evaluation: Not a new idea. The Injenico device is being replaced by a small, handheld processor that can be passed from the ticket booth to vehicles without creating physical strains on the ticket sales employee. This project was in place prior to receiving the suggestion.

Employment Security Department

Suggestion Number *Entry Date:*

200800227 Jun2008

Suggestion: The Employment Security Division (ESD) should run a report in RDES that lists the names for Unemployment Insurance checks in order to catch the ones that have just a letter or number on them before they go out. This will save the time it takes to reissue the checks to those claimants that are unable to cash their check because of this.

Evaluation: Cost outweighs the benefit. ESD is not aware of a significant problem of information and checks are being returned due to claimants' last names containing only one letter. If this were the case, a report "listing all claimants" would not be beneficial unless it was reviewed and corrections made daily by staff which would require more staff resources than reissuing checks in this instance.