Productivity Board Meeting Minutes
July 1, 2005

WELCOME & INTRODUCTIONS
Secretary of State Sam Reed called the meeting to order at 10:03 a.m. and welcomed all in attendance, and began introductions.

ATTENDANCE
Board Members present: Sam Reed, Brian Sonntag, Linda Villegas Bremer, Mike Kerschbaum, George Masten, Wanda Riley, Terry Teale, Joyce Turner and Scott Turner.

Board Members absent: Kathleen Brockman.

Staff present: Josi Brooks, Chana Clark, Lonni Rickard and Tracy Workman.

Guests Present: David Cavender, Anne Meyers, Paulette Nelson and Deborah Ross, Department of Natural Resources.

APPROVAL OF MINUTES
The Board moved, seconded, and voted unanimously to approve the June 3, 2005 minutes as written.

MONTHLY UPDATE
Tracy Workman reported training has been held for the Productivity Board Coordinators in the following Agencies: The Departments of Information Services, Social and Health Services, Transportation, Printing, and Financial Institutions. Tracy also reported that training is currently being scheduled for other agencies to attend in the future. She went on to say that she found it very interesting that the coordinators brought their supervisors along on this training session. She said it was an indication of how excited these new coordinators are. Tracy said Lonni Rickard and Chana Clark had created Power Point presentations which enhanced their portion of the training. Sam Reed asked Lonni what kind of response she was having from the training. Lonni reported the response was somewhat mixed, but for the most part they are very receptive and “on board”.

Tracy reported that staff has been working with different media to gain visibility in the community, with Washington Works, Inside Washington, and currently working on Access Washington’s Agencies and Departments “How Do I?” listing. Tracy reported an article will be published in the September/October issue of Interagency Committee for State Employed Women’s newsletter.

Lonni Rickard has been working and gaining contacts with the Olympian and other area newspapers. This will be writing continuous articles about the Productivity Board's programs and Public Service Recognition Week.
Chana Clark is working closely with higher education and getting more information out to their staff publications. Chana had a presentation with Olympic College, which was very successful, and more scheduled with Cascadia Community College, with others being scheduled for Green River, Highline, Edmonds and Everett Community Colleges.

The Seattle Storm has finished promotions for State Employees Day by incorporating a package deal that includes: 4 tickets, 4 hotdogs, 4 sodas and 4 ropes of licorice for $72.

TEAMWORK INCENTIVE PROGRAM (TIP) – FINAL REPORT

Lonni Rickard gave background information on this Teamwork Incentive Program (TIP) Accounts Payable Team from the Department of Natural Resources, which operates the Webster Nursery which is certified by the Department of Agriculture for the resale of tree seedlings. The discovery of overpayments of taxes lead to the submittal of this TIP process. It was moved, seconded, and the Board voted unanimously to accept agency and staff recommendations.

TIP Team – Accounts Payable, Department of Natural Resources.

- Team members present: David Cavender, and Ann Meyers, both of DNR Financial Services
- Paulette Nelson, DNR HR and Deborah Ross, DNR Financial Mgmt.

The Board voted unanimously to accept the team’s TIP final report.
Total Savings: $65,148.68; Total Team Award: $10,000.00

Sam Reed congratulated the TIP Team members; presented each with a certificate, and posed for photos.

EMPLOYEE SUGGESTION ADOPTS

George Masten reviewed and concurred with the agency and staff recommendation. It was moved, seconded, and the Board voted unanimously to accept agency and staff recommendations.

MULTIPLE AGENCY SUGGESTIONS

George Masten reviewed and concurred with the agency and staff recommendation. It was moved, seconded, and the Board voted unanimously to accept the agency and staff recommendations.

EMPLOYEE SUGGESTION NON-ADOPTS

Wanda Riley reviewed and concurred with agency and staff recommendations. It was moved and seconded, and the Board voted unanimously to accept agency and staff recommendations.
**NEXT BOARD MEETING**

The next Board meeting is scheduled for August 5, 2005 in the Office of the Secretary of State, Legislative Building from 10:00 – 11:00 AM.

*Reminder:* The reviewers for August are Linda Villegas Bremer (Adopt and Multiple Agency reports), and Wanda Riley (Non-Adopt reports)

**ADJOURNMENT** – There being no further business, the meeting was adjourned at 10:35 a.m.

Respectfully submitted,

TRACY N. WORKMAN
Special Programs Manager
TW/jb 7/01/05