



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
February 1, 2008
10:00 – 11:00 AM

- Welcome & Introductions – Board members, staff and audience
- Approval or Correction of Minutes (*January 4, 2008*)
- Monthly Staff Update --Tracy Workman
- Adopts (*Pink report**)
--Reviewer: Scott Turner
- Multiple Agency Suggestions (*Yellow report**)
--Reviewer: Scott Turner
- Employee Suggestion Non-Adopts (*Blue report**)
--Reviewer: Sam Reed
- Appeal Presentation – (*Gold report**)
--Reviewers: Sam Reed and Scott Turner
- 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
January 4, 2008

WELCOME & INTRODUCTIONS

Sam Reed 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: Sam Reed, Brian Sonntag, Linda Villegas Bremer, Kathleen Brockman, Mike Kerschbaum, George Masten and Scott Turner

Board Members absent: Roselyn Marcus, Wanda Riley, and Terry Teale

Staff present: Shad Bell, Linnaea Jablonski, Dawn Sanquist and Tracy Workman

Guests present: Dawn Deck and Kevin Grover, Department of Corrections

APPROVAL OF MINUTES

The Board reviewed, moved, seconded, and voted unanimously to approve the December 7, 2007 minutes as written.

MONTHLY UPDATE

Tracy Workman reported that the Extra Mile Nomination form was released and staff are already receiving nominations; the nominations are due March 7, 2008. The Leadership Award Nomination form is scheduled to be released later this month with nominations due April 4, 2008.

The Innovations in State Government Awards ceremony is set for February 7, 2007 from 11:30 am to 1:00 pm in the Capitol Rotunda. The event will recognize achievers in the Employee Suggestion and Teamwork Incentive Programs

Shad Bell met with the coordinator from the Department of Fish & Wildlife to develop a marketing plan and gave a presentation to Child Support Enforcement with Social & Health Services. Shad also met with the Vancouver PSRW Group who is looking for a new event location that is more centrally located to all state agencies in the area.

APPEAL – SUGGESTION #200600045

Department of Corrections

Sam Reed and Linda Villegas Bremer reviewed the suggestion and after an overview from Shad Bell and hearing the agency's presentation, concurred with the agency to uphold the non-adopt recommendation. It was moved, seconded, and *the board voted unanimously to accept the agency recommendation.*

EMPLOYEE SUGGESTION ADOPTS

Sam Reed 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 recommendations.*

MULTIPLE AGENCY SUGGESTIONS

Sam Reed reviewed and reported that he concurred with agency evaluations, and recommended approval. It was moved, seconded, and *the board voted unanimously to accept agency recommendations.*

EMPLOYEE SUGGESTION NON-ADOPTS

Linda Villegas Bremer 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 and staff recommendations.*

NEXT BOARD MEETING

The next Board meeting is scheduled for February 1, 2008 in the Office of the Secretary of State, Legislative Building at 10:00 AM.

- **Reminder:** The reviewers for February are Sam Reed and Scott Turner. *Both reviewers will also review any Appeals and Teamwork Incentive Program applications presented.*

ADJOURNMENT –There being no further business, the meeting was adjourned at 10:26 a.m.

Respectfully submitted,



TRACY WORKMAN
Special Programs Manager
TW/ds 01/8/08

Washington State
Productivity Board

ADOPT REPORT

February, 2008

Department of Corrections

<i>Suggestion Number</i> <i>Entry Date:</i>	<i>Suggester Name:</i>	<i>City:</i>	<i>Award</i>
200700151 Aug 2007	Brian Buckner	Dupont	

Savings/Desc

Total Award Recognition

Suggestion: The Department of Corrections (DOC), Washington Corrections Center (WCC), should eliminate the requirement to use form DOC 20-414, making it a Correction Counselors choice only.

Evaluation: We agree with this suggestion to drop the requirement of this form. However, we will be modifying and updating the form to keeping it available, as it is helpful to newer Correction Counselors.

Liquor Control Board

<i>Suggestion Number</i> <i>Entry Date:</i>	<i>Suggester Name:</i>	<i>City:</i>	<i>Award</i>
200700205 Dec 2007	Tia Livingood	Olympia	\$25.00

Savings/Desc

Total Award Recognition

Suggestion: The Liquor Control Board (LCB) should create an internal weekly broadcast providing a link to all news releases, events, and updates from Human Resources and other miscellaneous information normally sent out daily to employees.

Evaluation: Modified adopt. Communications will now include a round-up of new announcements each time a news bulletin is launched. Because no savings are attributed to the suggestion, a Recognition Award will be given.

Department of Transportation

<i>Suggestion Number</i>	<i>Suggester Name:</i>	<i>City:</i>	<i>Award</i>
200600147 Aug 2006	Fran Mulcahy	Clinton	\$1,223.00

<i>Savings/Desc</i>	<i>Total Award</i>	\$1,223.00
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Suggestion: The Department of Transportation (DOT), Washington State Ferries (WSF), should remove the load governing unit and use the computer control circuit to position pitch on the Issaquah Class Vessels. The load governing unit no longer functions as was originally intended and by using the computer control circuit, the agency will save money by avoiding expensive maintenance overhauls of the units.

Evaluation: This suggestion was adopted at the 11/2006 meeting with a tracking period. 1/2008 - Pitch Positioners were replaced and tracked in three vessels and found that using the alternate piece of equipment saved \$14,234.

Washington State
Productivity Board

MULTIPLE AGENCY REPORT

February, 2008

Suggestion: 200700113

Entry Date: 7/16/2007

Description: To reduce waste and costs, Office of the Secretary of State should purchase automated towel dispensers for the 8 restrooms and 1 kitchen in the State Library building.

Suggesters: Terri Nelson Olympia

85 SEC

The Office of the Secretary of State agrees that this suggestion will save money. However, until it is approved by the library building landlord and/or the General Administration (GA), the idea can not be implemented. We have estimated GA's first year savings at about \$100.

02/2008 Adopt

150 GEN

evaluation pending,

Suggestion: 200700189

Entry Date: 10/26/2007

Description: Department of Health (DOH) and Office of the Secretary of State (OSOS) should scan copies of Human Resource letters sent to various program staff. The documents should then be sent as email attachment files rather than sending multiple hard copies through campus mail.

Suggesters: Nancy Caldwell Olympia

85 SEC

When appropriate, documents will be scanned and emailed rather than sent via hard copy. Since there are no tangible savings attributed to the suggestion a Recognition Award will be given.

02/2008 Adopt *Savings/Desc:* Recognition

301 DOH

Not a new idea. This is a good suggestion, and was already implemented as of October 11, 2007.

02/2008 Non-Adopt

Washington State
Productivity Board

NON-ADOPT REPORT

February, 2008

Department of Agriculture

Suggestion Number *Entry Date*

200700012 Jan 2007

Suggestion: The Department of Agriculture (AGR) should use mobile computing software from a company called Mobile Data Force which would provide the ability to directly input information for inspection and investigation use while in the field.

Evaluation: In concept, the AGR agrees the development and employment of new software would likely result in some level of cost savings. However, our Information Technology office has determined the suggested software is not an appropriate fix for our concerns.

Department of Information Services

Suggestion Number *Entry Date*

200700179 Oct 2007

Suggestion: The Department of Information Systems (DIS) should utilize power management settings on desktop personal computers.

Evaluation: Not a new idea. The Governor's office asked DIS on October 4, 2007 to place power management software on all personal computers in State agencies. DIS holds a contract with a company, Verdiem, which supplies agencies with software that reduces the energy used by desktop and portable computers. DIS is currently providing agencies with instructions on how to purchase and distribute this capability.

Department of Licensing

Suggestion Number *Entry Date*

200700121 Jul 2007

Suggestion: The Department of Licensing (DOL) should have their vehicle titles processed on a daily basis by their business partner, Moore Wallace. Washington State residents would benefit by receiving their document 5-7 days sooner, increasing customer satisfaction.

Evaluation: From a customer service standpoint, this suggestion would speed up title delivery time. However, this would increase the cost by approximately \$.02 per title which would increase agency cost by approximately \$40,000 annually.

Suggestion Number *Entry Date*

200700198 Nov 2007

Suggestion: The Department of Licensing (DOL) should introduce new card designs for driver's licenses, identification cards, and instruction permits at an additional cost to customers.

Evaluation: This would require statutory change, significant system and card design changes at a high cost that is not in a current budget. Law enforcement agencies indicate new card designs would cause confusion and would further complicate law enforcement efforts as well as cause additional confusion for retailers and the banking industry.

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: Making changes to driver licenses is a very complicated lengthy process. This would require having to coordinate and consult with several agencies, industries and a change in legislation, which we do not support at this time.

200700203 Dec 2007

Suggestion: The Department of Licensing should make the expiration date on driver licenses, ID cards, etc. larger for those customers who are vision imparied.

Evaluation: Washington State Driver licenses are very limited on space. At a cost of \$60K to make this type of change, we find that if we increase the font size on one line of the card, then, we have to decrease something else. The cost outweighs the benefit. However, we are considering wallet sized magnifiers available for purchase.

Department of Revenue

Suggestion Number *Entry Date*

200700208 Dec 2007

Suggestion: The Department of Revenue (REV) should require employees that use LCD computer monitors to use the "no screen saver" option to help the State reduce its energy consumption.

Evaluation: Not a new idea. In September 2007, The Department of Revenue implemented a software program, Verdiem, which reduces the energy used by State agencies by placing PCs into low-power settings when not in use. The Verdiem software covers the suggested idea.

Department of Social & Health Services

Suggestion Number *Entry Date*

200600191 Nov 2006

Suggestion: The Department of Social and Health Services (DSHS), Western State Hospital (WSH), should complete background checks and verify qualifications prior to hiring employees and sending them through orientation.

Evaluation: Not a new idea. Since January 2006, Western State Hospital has had a process in place to ensure background checks are completed prior to new employee orientations. All hiring supervisors are reminded annually that background checks must be completed prior to employment anywhere at the hospital.

200700181 Oct 2007

Suggestion: The Department of Social and Health Services (DSHS) should use a product called PerfectAire throughout the Western State Hospital facility to neutralize the air.

Evaluation: This product is not approved by the Environmental Protection Agency or Food and Drug Administration for use in hospitals and would require a statutory change that the agency does not support seeking at this time.

200800001 Jan 2008

Suggestion: The Department of Social and Health Services (DSHS) should use either security or darker colored envelopes for all mail purposes to help prevent identity theft.

Evaluation: Not a new idea. DSHS recognized this as a problem on February 21, 2007 and decided to use the envelopes already in stock. Future envelopes will be ordered with inside tint to avoid peering through the envelopes to observe confidential data.

Washington State
Productivity Board

Employee Suggestion Appeal

February 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: Sam Reed and Scott Turner

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.