

Meeting Summary – State Employee Suggestion Board

October 14, 1998

10:30 a.m. – 12:00 noon

DER, 137 E. Wilson St., Madison

Present:

Board Members: James Behrend, Chairman; Roger Cross, Member; Ken Berg, Member
DER Staff: Robert Toomey, Statewide Program Coordinator; Bob Van Hoesen, Administrator, Division of Administrative Services

There was discussion about marketing of the program, including “stuffers” in employee mailboxes or payroll checks. The Board also was introduced to Robert Toomey, who is now the statewide program coordinator.

The Board discussed that it’s important to get division administrators involved and have a coordinator at each agency. The program should have a presence on the DER web site, be mentioned in the training catalog, and promoted via e-mail to department coordinators.

The Board members each confirmed their mailing addresses for the records, and that the Board meets two to three times per year up to 4 meetings. At times, Board members have participated by telephone when necessary.

The Board reviewed the following employee suggestions and made awards as follows:

| SESP Number | Employee Name | Agency | Suggestion Summary | Board Decision |
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| 1 | Kathleen Olson | DOT/DMV | Use white envelopes for 26.1¢ mail and colored envelopes for 32¢ mail to avoid mixing them and to save money. | Certificate |
| 2 | Gladys Varner | DOT/DMV | Enter date paid on court order index only for those that have multiple fines in one case. Cost savings: \$19,755.00 per year. | Certificate and cash award of \$197.55 |
| 3 | Helen Cleveland | DOT/DMV | Add a sign and mirror at the newly remodeled counter in RLIS. | Certificate |

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| 4 | Debra Kraemer, Nancy Liegel and Wendy Ziegler | DOT/DMV | Discontinue insurance acknowledgment letters and change order of revocation due to cancellation of financial responsibility, and rewrite the order of revocation due to cancellation of financial responsibility letter. Cost savings: \$10,278.00 per year. | Certificate and cash award of \$150.00 (\$50.00 each) |
| 5 | Carolyn Hackler | DOT/DMV | Pre-coding could be eliminated if staff used county names similar to what is now done on DCONV. Cost savings: \$6,270.00 per year. | Certificate and cash award of \$75.00 |
| 6 | Jean Slavin | DOT/DMV | Develop and implement telephone desk reference manual. | Certificate |
| 7 | Irene Stoll | DOT/DMV | Have a drop box on the centigram line for commercial driving school messages. | Certificate |
| 8 | Carolyn Hackler | DOT/DMV | Create a box on the production cards for the pre-code number for Milwaukee. Cost savings: \$3,375.00 per year. | Certificate and cash award of \$33.75 |
| 9 | Debbie Kraemer, Wendy Ziegler, and Nancy Liegel | DOT/DMV | Change description on occupational license to indicate a letter has been mailed. | Certificate |
| 10 | Nancy Wilms | DOT/DMV | Add to chapter 425 CDL information for converting a farm CDL to a regular CDL. | Certificate |

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| 11 | Carolyn Hackler | DOT/DMV | Don't create new number for someone because an officer makes an error on a ticket. Cost savings: \$22,275.00 per year. | Certificate and cash award of \$222.75 |
| 12 | Marcia Williams | DOT/DMV | Revise DMV Service Center schedule so it is easier to read. | Certificate |
| 13 | Jean Piechowski | DOT/DMV | Add statement to MV3118 regarding reinstatement procedures. | Certificate |
| 14 | Caroline Rabehl | DOT/DMV | Improve highway signs directing customers to Rice Lake Customer Service Center. | Certificate |
| 15 | Mary Rothwell | DOT/DMV | Place signs at Hill Farms and the East side station stating that driver license records can be purchased only in Room 334. | Certificate |
| 16 | Daniel Balfanz | DOT/DMV | Provide informational printouts that identify requirements for obtaining a permit and taking a road test. | Certificate |
| 17 | Gary Liebert | DWD/DVR | Eliminate the printing of the Transaction Log copy as it is no longer needed as a method to guard against data loss. | Certificate |
| 18 | Carolyn Hackler | DOT/DMV | Attempt to get all states to enter driver license number on their tickets. | Certificate |
| 19 | David Leucinger | DOT/DMV | Update guide for obtaining vehicle records information from other states. | Certificate |

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| 20 | Janet Cumber | DOT/DMV | In an effort to save paper and money, change MV1 form from 3-ply to 2-ply. (Note: Did eliminate the "sellers" copy and used that space for instructions. Idea was implemented, just no savings realized.) | Certificate |
| 21 | Bruce Donicht and Dale Hintz | UW-Stout | Designed and built a hoist system to lift a 72-lb. propane tank in the air and rotate it to place it in a lock-down cradle on the power boss floor cleaner. Special Health & Safety Benefit. | Certificate and cash award of \$100.00 (\$50.00 each) |
| 22 | Nancy Liegel, Debbie Kraemer, Wendy Ziegler, Laurie Wolter, and Rick Kleist | DOT/DMV | Add a sentence to the Filing Termination letter requesting the customer contact their agent, informing them the SR-22 Insurance Certificate is no longer required. Cost savings: \$5,000.00 per year. | Certificate and cash award of \$125.00 (\$25.00 each) |
| 23 | Helen Cleveland | DOT/DMV | Vehicle Registration address changes should not be done unless drivers license number is listed. Cost savings: \$12,510.00 per year. | Certificate and cash award of \$125.00 |
| 24 | Mel Cleveland | DOT/DMV | Include Registration information on certificates of registration. | Certificate |
| 25 | Nancy Wilms | DOT/DMV | Place bar codes on MV2118 when reprinted. | Certificate |

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| 26-A | David Singer, JoAnn Achammer, Connie McVay, Jane Henn, Diana Rettenmund, Sharon Koeller, Melony Marshall, and Laurie Wolter | DOT/DMV | Informing probationary out of state and non-license holders that tickets issued have two points added. | Certificate |
| 26-B | Laura Fraser | DOT/DBM | Purchase re-manufactured furniture that uses a combination of reused and recycled materials. Cost savings: average of \$73,626.67 per year. | Certificate and cash award of \$440.00 |
| 27 | John Collard | DOT/DMV | Phone information form should be made into a motor vehicle form. | Certificate |
| 28 | David Singer | DOT/DMV | Print a copy of traveling Bureau of Field Services Team Stations in alphabetical order by home city. | Certificate |
| 29 | Richard Handrich | DOT/DD | Create a web page linked to WisDOT site or create e-mail address for the districts so they can be contacted directly. | Certificate |
| 30 | Robert Fochs | DOT/DSP | Replace factory original wiper blades on cruisers with Trice High Performance wiper blades for safety and cost efficiencies. | Certificate |
| 31 | David Kipp | DOT/DD | Develop automated system for storing data, accessing information, completing and printing letters for use by district utility coordinators. | Certificate |

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| 32 | Robert Swartz | DOT/DD | Have WisDOT establish a bulletin board on the intranet with topical subdivisions allowing employees to post questions. | Certificate |
| 33 | Lawrence Vine | DNR | Create standard electronic form in word processing to include examples of the required data, and adjust settings to allow printing onto blank federal form. | No action taken. Letter to agency requesting summary information. If provided, Board will reconsider at future date. |
| 34 | Gary Lazarz | DHFS/NWC | Sewer utility bill has been reduced based on deducting the amount of water lost through evaporation. Cost savings: approximately \$2,500.00 per year. | Certificate and cash award of \$25.00 |
| 35 | Glen Pedretti | UW-La Crosse | Dust control invention saves coal, reduces price per ton, and greatly enhances the work environment (clean air) and reduces cleaning and maintenance. Savings: average of \$5,920.00 per year. | Certificate and cash award of \$60.00 |
| 36 | Michael Horsfall and Gary Maier | UW-La Crosse | Spray painting door holder saves 50% of labor per door. | Certificate |

With there being no other business, the board concluded its meeting.