

Meeting Summary – State Employee Suggestion Board

February 23, 1999

10:30 a.m. – 12:00 noon

DER, 345 West Washington Avenue, 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

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

SESP Number	Employee Name	Agency	Suggestion Summary	Board Decision
37	Carolyn Hackler	DOT/DMV	Amended tickets with no adjudication marked should be treated as guilty and not sent back as errors. Cost savings: \$2,281.00 per year.	Certificate and cash award of \$25.00
38	Caroline Rabehl	DOT/DMV	Put RHELP/phonetic function back on computer or give staff a chart with this information.	Certificate
39	Kathy Beaulieu	DOT/DMV	Letter from DMED for demand re-exams needs to be updated.	Certificate
40	Nancy Wilms	DOT/DMV	Improving the process of replacing hologram on DL printers by taping the end of the old one to the new hologram.	Certificate
41	Raymond Sondelski	DOT/DSP	Discontinue using a single source vendor to provide replacement tires for police vehicles in Wausau. Cost savings: \$1,462.80 per year.	Certificate and cash award of \$25.00
42	G. Joe Johnson	DOT/DTD	Put the STAR program on the DOTNET.	Certificate

43	Nancy Wilms	DOT/DMV	When changing the cleaning ribbon on the digital printer, attach the new ribbon to the tail of the old roll and hand-wind to get tape up the roll.	Certificate
44	Mary Lalor	DOT/DMV	Allow title and registration processors to accept copies of originals of certified legal documents for certain transactions. Cost savings: \$13,113 per year.	Certificate and cash award of \$150.00
45	Wendy Ziegler, Nancy Liegel, Marjorie Uphoff, Debra Kraemer, Laurie Wolter	DOT/DMV	Have the insurance system automatically create a lapse letter in the same way that cancel orders are created. Cost savings: \$6,188.00 per year.	Certificate and cash award of \$100.00 (\$20.00 each)
46	Roger Tesch, Wendy Ziegler, Nancy Liegel, Marjorie Uphoff, Debra Kraemer, Laurie Wolter	DOT/DMV	Include financial proof termination date on Orders of Suspension due to cancellation of insurance filing forms. Cost savings: \$713.00 per year.	Certificate and cash award of \$30.00
47	Jenny Kluever	DOT/DMV	One set of legislative materials should be maintained in a central location instead of having each bureau in DMV receive a complete set. Cost savings: average of \$3,705.60 per year.	Certificate and cash award of \$50.00.
48	Helen Cleveland	DOT/DMV	Eliminate notating miles over the speed limit on all out of state convictions. Cost savings: \$2,245.00 per year.	Certificate and cash award of \$25.00

49	Emilia Wood	DOT/DMV	Revise motor vehicle form 3058 to eliminate confusion when completing the address change notice.	Certificate
50	Linda Collard	DOT/DMV	Whenever possible, have road test vehicles turn their headlights on.	Certificate
51	Maureen Daniels	DOT/DMV	Creation of a new form (MV3640) that used a standard side opening style envelope instead of the top opening envelopes. Cost savings: average of \$712.44 per year.	Certificate and cash award of \$25.00
52	Nancy Wilms	DOT/DMV	Revise the system to prompt staff to add the additional class info with an MS endorsement when renewing multi-class/endorsement Probationary Licenses.	Certificate
53	Debra Marsolek	DOT/DMV	Revise operators license reinstatement form to be more efficient.	Certificate
54	Caroline Rabehl	DOT/DMV	Revise MV3006 to reduce confusion regarding taking a photo.	Certificate
55	Caroline Rabehl	DOT/DMV	Revise MV3006 moving the name change section to a spot where it won't be overlooked.	Certificate
56	Debra Marsolek	DOT/DMV	Revise operators license form (BFS-D7 95) to be more efficient.	Certificate

57	Robert Schenck	DHFS/MMHI	Take photos of patient admissions (approx. 700 per year) by using a digital camera instead of a Polaroid because photos are more legible and can be stored in the computer in their original condition for an unlimited timeframe. Multiple copies can be produced much quicker at minimal cost and be sent electronically to other state, county and local agencies in the event of an escape.	Certificate
58	Claudia Orvis	DOT/DBM	Develop a video to celebrate WisDOT employees.	Certificate
59	Claudia Orvis	DOT/DBM	Invite employees to Senior Management meetings.	Certificate
60	Michael Zelm	DOT/DBM	DOT should provide information to its employees on the impact of year 2000 on their personal lives.	Certificate
61	Lloyd Bethke	DOT/DD	DOT should purchase 4-foot automatic levels for speed and accuracy in the field.	Certificate
62	Wendy Ziegler, Jeanette Martin, Melody Marshall, Nancy Liegel, Karen Lawler, David Singer, Debra Kraemer, Sharon Koeller, Randall Dyer	DOT/DMV	When Revocation and Suspension unit works on Saturdays, stagger the dates their letters are mailed to Monday, Tuesday and Wednesday, to avoid the heavy workload on Mondays and Fridays, since they tend to be our busiest days.	Certificate

63	Linda Collard	DOT/DMV	Revise the Driver License Renewal application to show that the renewal is for 8 years.	Certificate
64	Janet Theobald	DOT/DMV	DOT should provide information concerning year 2000 on the DOTNET and Internet.	Certificate
65	Diana Grann, James Boshers	DOT/DMV	Revise the Convictions Status Report (MV-3435) to add a box for "minor passenger."	Certificate
66	Linda Sager	DOT/DMV	Revise MV2301 to provide a better explanation of Wis. Statutes s. 867.03.	Certificate

Toomey shared with Board members copies of SESP web pages currently hosted on the DER web site and a copy of a Capital Times newspaper article on the 1998 annual awards.

The Board would like to see the suggestion form made available on the web page. The Board agreed that a letter should go out under the Chair's signature to all agency division administrators, bureau directors, HR directors, and agency coordinators to promote the program. The Board also agreed to have Toomey write an article about the program in the DER News & Views issue of May 1999.

The Board expects to meet again sometime in May.

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