

**Meeting Summary – State Employee Suggestion Board
June 29, 1999**

11:00 a.m. – 12:00 noon

DER, 345 West Washington Avenue, Conference Room 2-B, Madison

Present:

Board Members: James Behrend, Chairman; Roger Cross, Member; Ken Berg, Member
DER Staff: Robert Toomey, Statewide Program Coordinator

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

SESP Number	Employee Name	Agency	Suggestion Summary	Board Decision
67	Emilia Wood	DOT/DMV	Reformat motor vehicle form MV3006 so all questions and spaces to fill in are together.	Certificate
68	Kenneth Brandt	DOT/DD	Purchase adjustable ladder feet for employees working on DOT sign trucks for efficiency and safety.	Certificate
69	Lorraine Riedl	DOT/DD	Develop a web page on the DOTNET for the Sane Lane to communicate health related activities.	Certificate
70	Debra Kraemer, Nancy Liegel, Marjorie Uphoff, Wendy Ziegler	DOT/DMV	Before letters are produced through the batch job, determine if the cancel order is necessary. Cost savings: \$3,057.54 per year.	Certificate and \$160.00 cash award (\$40.00 each)
71	John Collard	DOT/DMV	Driver education instructors should complete a uniform letter indicating if a student has passed the written and sign test to obtain an instructional permit.	Certificate
72	Carolyn Hackler	DOT/DMV	Revise the code sheet so there will be an asterisk next to each charge that has a CDL charge connected to it thus eliminating a need for 2 code sheets.	Certificate

73	Donald Kope Jr.	DOT/DD	Place a sign stating customer service center hours in the Rhinelander parking lot that can be seen sitting a vehicle.	Certificate
74	Steven Schwartz	DOT/DMV	Delete a situation 4 reinstatement which occurs when the time that a person is reinstated from a case is over 4 years old. Cost savings: Average of \$962.28 per year.	Certificate and cash award of \$50.00
75	Melbourne Cleveland	DOT/DMV	Post the location of handicapped restrooms at the handicapped entrances and on the walls in rooms 106 and 201 where disabled plates and ID's are issued.	Certificate
76	Larry Butson	DOT/DD	Use retrofit sheeting on beam guard ends.	Certificate
77	Norbert Affeldt, Sharon Bremser, Cheryl Sulzer, Jaime Boado Jr., Russell Glime, Ginnie Oliver and Mary Pamperin Volk	DOT/DTID, DOT/DD	The suggesters wrote and implemented new software documentation for the FDM.	Certificate
78	John Collard	DOT/DMV	Revise Special Examination Report form MV-3137 so sensitive information can be indicated using a numeric number.	Certificate
79	Linda Galarneau	DOT/DMV	Revise form BFS-011 to clarify what is needed to replace a permit.	Certificate

80	George Johnson	DOT/DD	Change the process to notify the public of informational meetings by sending property owners personal invitations.	Certificate
81	Helen Cleveland	DOT/DMV	Discontinue creating a non-driving record for those under the age of 21 who are convicted of juvenile alcohol. Cost savings: \$2,044.00 per year.	Certificate and cash award of \$100.00
82	James Pierce	DOT/DMV	Develop a printout informing commercial truck drivers to expect three air brake checks during pre-trip inspections.	Certificate
83	Helen Cleveland	DOT/DMV	Have the system convert the ACD code to reflect the proper OOS charge codes similar to the program that converts the WI Statutes number to the proper charge and points.	Certificate
84	Jean Piechowski	DOT/DMV	Revise form MV3001, question 4, concerning a federal medical certificate allowing operation of a commercial vehicle in interstate commerce.	Certificate

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