



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
December 5, 2008
10:00 – 11:00 AM

- Welcome & Introductions – Board members, staff and audience
- Approval or Correction of Minutes (*November 7, 2008*)
- Monthly Staff Update --Tracy Workman
- Adopts (*Pink report**)
--Reviewer: Kathleen Brockman
- Employee Suggestion Non-Adopts (*Blue report**)
--Reviewer: Brian Sonntag
- Adjournment

**If you have questions regarding the Employee Suggestions please contact Shad Bell at 360.704.5212 or for TIP, contact Philip Kerrigan at 360.704.5259.*



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Productivity Board Meeting Minutes
November 7, 2008

WELCOME & INTRODUCTIONS

Sam Reed called the meeting to order at 10:03 a.m., welcomed all in attendance and began the round of introductions of board members, staff and guests.

ATTENDANCE

Board Members present: Sam Reed, Linda Villegas Bremer, Kathleen Brockman, Mike Kerschbaum, Roselyn Marcus, George Masten, Wanda Riley, and Scott Turner

Board Members absent: Brian Sonntag and Terry Teale

Staff present: Shad Bell, Philip Kerrigan, and Tracy Workman

APPROVAL OF MINUTES

The Board reviewed, moved, seconded, and voted unanimously to approve the October 3, 2008 minutes as written.

MONTHLY UPDATE

Tracy Workman reported that Philip Kerrigan completed the 17th edition of Smart Government, which has a new look. It features the Department of Veterans Affairs (DVA) with John Lee on the back cover. DVA was featured since a marketing effort will be deployed in within the agency in January.

Productivity Board staff are gearing up for PSRW 2009 with the first meeting held on November 18th. There are quite a few new representatives and about five from the Seattle area. Shad Bell and Philip Kerrigan will be focusing on getting an event going there.

Staff is beginning to coordinate the annual Innovations in State Government Awards ceremony, which will be held February 11th, 2009 to recognize outstanding achievements during 2008.

APPEAL – SUGGESTION #200800241
Liquor Control Board

Kathleen Brockman and Scott Turner reviewed the suggestion and after an overview from Shad Bell concurred with the agency to recognize the suggester with a ten percent award of \$7,174. It was moved, seconded, and *the board voted unanimously to accept the agency recommendation.*

EMPLOYEE SUGGESTION ADOPTS

Scott Turner 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.*

EMPLOYEE SUGGESTION NON-ADOPTS

Kathleen Brockman reviewed and reported that she concurred with the agency evaluations and recommended approval: with the exception of suggestion #200800356, which was pulled for further review. It was moved, seconded, and *the Board voted unanimously to accept agency recommendations.*

Page 3 200800356 **Board PULL:** The board would like the agency to re-evaluate the suggestion.

NEXT BOARD MEETING

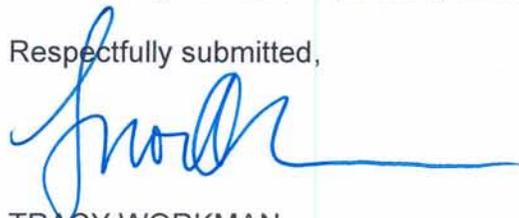
The next Board meeting is scheduled for December 5, 2008 in the Office of the Secretary of State, Legislative Building at 10:00 AM.

- **Reminder:** The reviewers for December are Brian Sonntag and Kathleen Brockman. *Both will also review any Appeals and Teamwork Incentive Program applications presented.*

ADJOURNMENT

There being no further business, the meeting was adjourned at 10:21 a.m.

Respectfully submitted,



TRACY WORKMAN
Special Programs Manager
TW/ds 11/13/08

Washington State
Productivity Board

ADOPT REPORT

December, 2008

Department of Corrections

<i>Suggestion Number</i> <i>Entry Date:</i>	<i>Suggester Name:</i>	<i>City:</i>	<i>Award</i>
200800391 Sep 2008	Julie Ayres	Nine Mile Falls	

Savings/Desc

Total Award Recognition

Suggestion: The Department of Corrections (DOC) should use a one-page checklist to cover all 23 DOC policies that the employee would then initial as they read it online. The list would be added to the employee's personnel file after receiving a supervisor's signature. This would save approximately \$15.50 per packet in printing costs.

Evaluation: Modified adopt. We do not recommend adoption as written, however this suggestion has prompted us to review the new employee checklist and policy acknowledgement forms, including evaluating whether we need to be copying as many policies as we do now. Human Resources offices throughout the agency were asked for input on this suggestion. All responses indicated the need for employees to have these critical policies in hand, and with training and limited access to computers, this means providing hard copies. Should the need arise to take a negative employment action against an employee for non-compliance with these policies, it has to be very clear that s/he had the policy information available.

Department of Social & Health Services

<i>Suggestion Number</i> <i>Entry Date:</i>	<i>Suggester Name:</i>	<i>City:</i>	<i>Award</i>
200800226 Jun 2008	Antonio Fuoco	Tacoma	

Savings/Desc

Total Award Recognition

Suggestion: The Department of Social and Health Services (DSHS), Western State Hospital (WSH), should have all new and existing employees register their vehicles and be issued a parking sticker with identification that's accessible by Security Offices during all three shifts.

Evaluation: The adoption of this suggestion will speed response time for officers and allow WSH to adopt employee parking lots that the officer could very quickly identify which vehicles are authorized to park in. WSH plans to implement this suggestion in July 2009. Though this suggestion does not allow for hard cost savings, we recommend a recognition award to the suggester.

Department of Transportation

<i>Suggestion Number</i> <i>Entry Date:</i>	<i>Suggester Name:</i>	<i>City:</i>	<i>Award</i>
200800282 Aug 2008	John Wheeler	Spokane	\$3,250.00

Savings/Desc \$32,500.00

Total Award \$3,250.00

Suggestion: The Department of Transportation (DOT) should provide survey personnel with a form to document survey control points established by region surveyors. This would help to create a database of survey control points available to all potential users of the data and would help alleviate resetting additional points in the future.

Evaluation: By using the suggested form and creating a data base for survey monuments, the idea will eliminate the duplication of resetting new monuments around the state. We estimate \$32,500 in monument materials that would be saved the first year.

Washington State
Productivity Board

NON-ADOPT REPORT

December, 2008

Department of Corrections

Suggestion Number *Entry Date*

200800269 Aug 2008

Suggestion: The Department of Corrections (DOC) should have the transportation and receiving staff go to a four ten work week to save on the fuel and other costs associated with transporting offenders the extra day each week.

Evaluation: The DOC statewide transportation schedule is built around the cooperative county sheriff shuttle system and the 39 counties' superior court schedules. Changing the work week would affect the level of service required to ensure other staff at county facilities are able to provide basic levels of service in the areas of medical, mental health, records, and custody interviews. DOC is submitting a decision package requesting additional transportation resources for the future biennium as our current needs are barely being met. Changing the scheduled work week would stress that even further.

200800311 Aug 2008

Suggestion: The Department of Corrections (DOC) should discontinue using the American Correctional Association accreditation and work with the State Auditor's Office to develop a simpler, more cost effective audit process to ensure DOC is meeting or exceeding Federal and State standards.

Evaluation: The American Correctional Association (ACA) is internationally recognized as the best practice standards in corrections. It ensures the compliance of policies as ACA standards are incorporated into policy. The State Auditors are not correctional professionals and while they are good auditors, they will not view the operations through the same lens as correctional professionals from other facilities and states.

200800337 Sep 2008

Suggestion: The Department of Corrections should stop printing new policies since staff get them via email.

Evaluation: Time frames for sending the Interim Assistance Reimbursement Agreement (IARA) to Social Security are based on Social Security's federal rules for processing applications. It is not feasible to hold LARAs indefinitely, then send them to Social Security when they go into pay status. Social Security needs the IARA soon after it is signed to make sure it meets its processing timelines. Renegotiating this agreement would not result in a change in the processing timelines.

Suggestion Number *Entry Date*

200800339 Sep 2008

Suggestion: The Department of Corrections (DOC) should scan and email public disclosure requests to the appropriate person instead of faxing and mailing the hard copy to save on costs associated with paper, postage, etc.

Evaluation: Not a new idea. The DOC unit responsible for this discussed this as an option in 2007. At that time it was decided for staff coverage reasons and making certain that someone is attending to a request, the fax machine is currently our best option. In the future, if we are able to make certain that sending records requests to individual email accounts will not hinder action on a request, we may move to this method of assignment.

200800348 Sep 2008

Suggestion: The Department of Corrections (DOC) should allow maintenance workers to utilize vendors that may not have a contract with the state to save money on renting the equipment.

Evaluation: Not a new Idea. All State of Washington contracts have a clause in them that allows the state to purchase items off contract if they can receive the same items at a lesser cost.

200800354 Sep 2008

Suggestion: The Department of Corrections (DOC) should combine the daily medical runs from Cedar Creek Correctional Center to Washington Corrections Center in order to condense the runs from four to five days a week to one to two days weekly. This would reduce fuel costs.

Evaluation: Medical trips are scheduled per the availability of the doctors and dentists at the Washington Corrections Center. Consolidation of appointments have taken place where appropriate, however emergencies cannot be predicted or pre-scheduled.

200800358 Sep 2008

Suggestion: The Department of Corrections (DOC) should allow Correction Officers (CO) to create a volunteer list of CO's willing to trade duties with injured staff (that were injured off the job) until they are again 100 percent fit for duty like they do for officers injured under Labor and Industries.

Evaluation: The essential functions for a Correction Officer are the same for all posts. Adhering to this practice is necessary to maintain safety for offenders and staff.

Suggestion Number *Entry Date*

200800360 Sep 2008

Suggestion: The Department of Corrections (DOC), Clallam Bay Corrections Center, should have the form used for area checks, Levels, made available on the shared drive to be filled out electronically instead of printing multiple sheets.

Evaluation: By reviewing the document in hand and submitting the form to the Shift Commander assures that we do not miss any potential security breaches. We do appreciate the suggestion but believe that safety and security would be put at risk if we were to waver from the existing process.

200800379 Sep 2008

Suggestion: The Department of Corrections should put a monthly fee cap on legal copy services for offenders.

Evaluation: DOC contacted the Office of the Attorney General for information regarding this suggestion and was informed that only the courts or the Attorney General could, under certain circumstances, impose such restrictions or limitations as it restricts an offender's access to legal material.

200800393 Sep 2008

Suggestion: The Department of Corrections (DOC) should charge inmates more for cable or only supply televisions in the common areas with digital FM transmitters to save on cable charges currently being paid by the institutions.

Evaluation: The Department of Corrections is not currently paying for offender's television sets or cable. This is all paid utilizing the Offender Betterment Fund, state resources are not used.

200800396 Sep 2008

Suggestion: The Department of Corrections (DOC) should start charging offenders ten cents per meal.

Evaluation: DOC researched this suggestion with the Office of the Attorney General. DOC was advised they are responsible for providing "care and custody" for offenders under its jurisdiction, to which providing meals is included. The bookkeeping involved in tracking and deducting the money from offender accounts would create additional staff work and would not justify the cost savings.

Suggestion Number *Entry Date*

200800424 Sep 2008

Suggestion: At the Department of Corrections (DOC), Monroe Correctional Complex, if a return trip has dropped off their custody charge and an on hill transport is awaiting a ride, that Transport team should do the transport instead of calling in additional staff.

Evaluation: Not a new idea. This is the current practice at the Monroe complex. Transport requires approx. 45 minutes for entry and exit which impacts time specific transport schedules. If they have enough spread time between trips they will do the transfer.

200800426 Sep 2008

Suggestion: The Department of Corrections (DOC) should reuse offender clothing that is in good condition rather than disposing of it. This would decrease the amount of money spent to purchase new clothing.

Evaluation: Not a new idea. All state issued serviceable clothing and coveralls are laundered, boxed, labeled with description, size, and quantity and returned to WCC/WCCW on a regular schedule. Upon receipt at the facilities, the clothing is again reissued to offenders.

200800439 Sep 2008

Suggestion: The Department of Corrections (DOC) should have recycling bins to collect plastic and aluminum that could then be sold and turned into revenue for DOC.

Evaluation: All dry garbage which is everything with the exception of wet food waste and administrative area waste is recycled. The current dumpsters are completely sorted by types of materials and recycled accordingly. Currently there is no need for separate receptacles.

200800445 Sep 2008

Suggestion: The Department of Corrections (DOC) should not implement the new offender badge program as it's expensive and unnecessary.

Evaluation: Not a new idea. The addition of the offender signature to the offender ID card will allow the Department of Licensing (DOL) to upgrade the status of the offender ID badge to that of a primary document from its current status as a supporting document. Without this change, many offenders are currently unable to obtain a valid Washington State ID card as they often lack necessary documentation to do so under DOL guidelines.

Suggestion Number *Entry Date*

200800451 Sep 2008

Suggestion: The Department of Corrections (DOC) should discontinue installing tile floors in institutions and replace existing ones with concrete or cement to save on the costs associated with upkeep.

Evaluation: Not a new idea. The Department of Corrections Capital Programs is aware of the advantages of sealed concrete and prefers this flooring system for new construction. This approach has been implemented for a number of years and will continue to be the preferred floor for new construction.

200800457 Sep 2008

Suggestion: The Department of Corrections (DOC) should set up pages on their Intranet for Safety, Staff Resources, monthly/regular reports, newsletters, etc. and send the links in an email instead of sending the whole document(s) in the email.

Evaluation: Not a new idea. The Department of Corrections (DOC) started a pilot project, using a program called SharePoint in July, 2008 and is scheduled to wrap up with recommendations to DOC executives by the end of February 2009. The implementation of SharePoint will accomplish the suggester's goals.

200800460 Sep 2008

Suggestion: The Department of Corrections (DOC) should install motion detector light switches in staff areas and some unoccupied offender areas to save on energy costs.

Evaluation: After researching the cost of these switches, combined with the cost of labor to replace them, we find that the cost outweighs benefits.

200800474 Oct 2008

Suggestion: The Department of Corrections (DOC) should replace all ballasts in fluorescent lighting fixtures with electronic ballasts to save energy.

Evaluation: Not a new idea. Site audits have been conducted and numerous Energy Service Company (ESCO) projects and plant operations projects have been completed that included power factor mitigation and lighting retrofitting.

200800504 Oct 2008

Suggestion: The Department of Corrections, Clallam Bay and Coyote Ridge Correction Centers, should look into solar and/or wind power for their facilities.

Evaluation: Not a new idea - The agency has been using grants to install solar power where it is cost effective to do so or when grant funds are available since 1990.

Suggestion Number *Entry Date*

200800509 Oct 2008

Suggestion: The Department of Corrections (DOC) should replace duty weapons on an as-needed case by case basis instead of replacing them all.

Evaluation: The Department of Corrections currently uses the Heckler and Koch USP pistol. Our history with this firearm has been less than spectacular with many maintenance problems. The life-expectancy of this pistol is estimated at 20,000 rounds which leads to the need to replace them on average every 5 years. Unfortunately, we have seen many of these firearms fail with less than 20,000 rounds. We have been testing new firearms and have found the Smith and Wesson MP9 to improve safety, accuracy, reliability, and reduce procurement costs. Based on the age of our current firearms, we project needing to replace 250-300 this year. Smith and Wesson will replace all our firearms without any cost to the tax payer by allowing DOC to utilize their procurement program. The Smith and Wesson also includes a lifetime warranty.

Eastern Washington University

Suggestion Number *Entry Date*

200800483 Oct 2008

Suggestion: Eastern Washington University should allow Information Technology workers to telecommute from home.

Evaluation: EWU's IT team members are working hard to develop relationships among internal units within the Office of the Information Technology, external campus customers, and with various business units we have partnered with. A requirement of meeting these needs and creating the team environment is a physical presence when called upon. Also, problem solving and developing new projects and initiatives requires the team to be available to stimulate discussion, generate ideas, and for creativity to flow.

200800551 Oct 2008

Suggestion: Eastern Washington University should broadcast basketball and football games on their own radio station.

Evaluation: Eastern Washington University's radio station, KEWU, is a non-commercialized station thus the ability to underwrite broadcasts with commercial advertising is not available. Eastern uses the Radio Spokane family of stations and contractually they will broadcast our games on various stations depending on their commitments that particular day.

Employment Security Department

Suggestion Number *Entry Date*

200800332 Aug 2008

Suggestion: The Employment Security Department (ESD) should replace the IT field vehicles that are driven many miles and get low gas mileage with a Toyota Prius that is already in our fleet that gets better gas mileage.

Evaluation: The one Prius in our fleet is not available. The Employment Security Department currently has three hybrid vehicles and one Prius in their fleet of 63 vehicles. All are meeting or exceeding the monthly use requirements set forth by the Office of Financial Management.

Department of General Administration

Suggestion Number *Entry Date*

200800488 Oct 2008

Suggestion: Washington State agencies should purchase items together in bulk instead of individually in each agency to obtain lower prices.

Evaluation: Not a new idea. General Administration, Office of State Procurement (OSP) is responsible for overall state purchasing policy and consolidating the purchasing power from state agencies. OSP develops and administers over 300 contracts for various goods and services. OSP considers new contract opportunities when requested by state agencies. As a result of our collective buying efforts, the state enjoys best value contracts to include competitive pricing, warranty, service delivery, and terms & conditions to protect the state.

200800503 Oct 2008

Suggestion: The Department of Corrections (DOC) should register as a government entity with the Defense Reutilization Marketing Service to get free equipment and materials from the Department of Defense.

Evaluation: Not a new idea. The Department of Corrections has been an active participant in the Federal Surplus Property Program, managed by the Department of General Administration since the 1950's.

Suggestion Number *Entry Date*

200800557 Nov 2008

Suggestion: Require state agencies to use the contracted on-line agent for booking all travel, which would save 50% of their travel agent transaction fees.

Evaluation: Not a new idea - This suggestion was recently explored, during the bid development stage of the travel agency solicitation that was released in September '08. At that time, the stakeholders were almost unanimously opposed to solely utilizing the contracted on-line travel agency. This solicitation was cancelled on November 6, 2008, which gives the opportunity to explore the travel program and re-explore this as an option.

Department of Labor & Industries

Suggestion Number *Entry Date*

200800198 May 2008

Suggestion: The Department of Labor and Industries (L&I) should scan and file the Employment Standards Case Handling (ESCH) forms relating to Wage Claims/Complaints into Orion-IDM for viewing by the Industrial Relations Agents assigned to each case instead of having them manually entered into the database.

Evaluation: The application needs to be physically reviewed by the Industrial Relation Agents to ensure all information is included and entered into the system. Scanning the file will not change the need to enter the information into the database.

Department of Licensing

Suggestion Number *Entry Date*

200800427 Sep 2008

Suggestion: The Department of Licensing (DOL) should re-issue the existing license to clients renewing the 90 day motorcycle instruction permit with a new validation period rather than printing a whole new license with each instruction term.

Evaluation: Cost outweighs the benefits. To implement this suggestion would require significant changes to the Driver Field and Central Issuance Systems and Drives database to update the permit expiration date and not the control number that accompanies this type of transaction. It would be several years to realize any cost savings given these complex system changes.

Peninsula College

Suggestion Number *Entry Date*

200800524 Oct 2008

Suggestion: Peninsula College should conduct a baseline energy usage survey on all equipment and major systems within the organization to see where energy could be conserved.

Evaluation: Not a new idea. This suggestion is presently part of the Peninsula College Information Technology departments Annual Unit Plan. This plan is assessed and updated every fall and is tied to the College's Strategic Plan.

Department of Personnel

Suggestion Number *Entry Date*

200800527 Oct 2008

Suggestion: The Department of Personnel (PER) should continue to use the current Performance and Development Plan process until the budget is better and then come up with a plan that will last more than two years to save on the cost of training, printing new form, etc.

Evaluation: Prior Changes to the form resulted in substantive improvements. While there is no current intent to make further changes in the immediate future, flexibility is warranted to respond to changing business needs. Additionally, the agency choice to require additional training was not a result of changes to the form.

Department of Social & Health Services

Suggestion Number *Entry Date*

200600171 Sep 2006

Suggestion: The Department of Social and Health Services (DSHS), Department of Vocational Rehabilitation (DVR), should investigate all potential recipients of training through DVR to establish the client is entitled to the training and future work given possible conflict with criminal records and working with vulnerable populations.

Evaluation: Training issue. Not a new idea. Department of Vocational Rehabilitation already has Washington Administration Code in place establishing this expectation. Specifically, DVR states "you must disclose information to DVR before you develop a plan for employment about conditions or circumstances, such as a criminal record, identity and work status, that restrict the type of employment you can legally perform."

Suggestion Number *Entry Date*

200800101 Mar 2008

Suggestion: The Department of Social and Health Services (DSHS) should renegotiate the agreement with Social Security that allows the State to be reimbursed for General Assistance Benefits. When a client applies for General Assistance benefits, it should be possible to obtain an Interim Assistance Reimbursement Agreement that is good for the life of the Social Security claim.

Evaluation: Time frames for sending the Interim Assistance Reimbursement Agreement (IARA) to Social Security are based on Social Security's federal rules for processing applications. Social Security needs the IARA soon after it is signed to make sure it meets its processing timelines.

200800222 Jun 2008

Suggestion: The Department of Social and Health Services (DSHS) should have a special place on the Application for Benefits form for clients to request telephone interviews.

Evaluation: Training issue. Question #15 on the existing Application for Benefits form already asks the client if they need a phone interview and gives the client space to enter the phone number where they can be reached.

200800224 Jun 2008

Suggestion: The Department of Social and Health Services (DSHS) should revise the Application for Benefits and Eligibility Review forms to have a space for the client's telephone number that is not close to the area that indicates "For Office Use Only" as many clients are not including their contact phone information because of confusion.

Evaluation: The existing Application for Benefits form (REV. 04/2008) is formatted so the "For Office Use Only" box is separate from the phone number and the client should not have trouble recognizing which sections they are responsible for.

200800251 Jul 2008

Suggestion: The Department of Health and Social Services (DSHS) should have a hyperlink under relevant topic headings in the eJAS system that can be used to get information for specific WorkFirst clients.

Evaluation: Information regarding medical providers working with WorkFirst clients is not available to eJAS. ACES receives information regarding Long-Term Care (LTC) providers working with clients who are receiving Long-Term Care services. Clients receiving LTC services are generally not part of the WorkFirst population. Because the requested information is not available in either application, we cannot display it in eJAS. It would require developing a new interface with ProviderOne in which case the cost would outweigh the benefit.

Suggestion Number *Entry Date*

200800254 Jul 2008

Suggestion: The Department of Social and Health Services (DSHS) should have a way to identify a client that requires Equal Access services in the eJAS system.

Evaluation: Training issue. Equal Access screening takes place in the ACES system. The information regarding whether a client requires Equal Access services is passed on the nightly interface file to eJAS.

200800268 Jul 2008

Suggestion: The Department of Social and Health Services (DSHS) should add an identifying barcode on appointment letters that could be scanned at the office which would alert case workers that their appointment has arrived. This would simplify the process and would also eliminate the need for a kiosk assist person.

Evaluation: Not a new idea. When the BlueSlip Kiosks were installed in Community Service Offices, it was considered and rejected to use barcode scanning to identify clients. DSHS chose instead to use EBT cards or client input of their name, Social Security number, or Client ID. Barcode scanning was rejected due to the need to select the most expensive option of fixed-mount scanners (wands would disappear) and that many barcodes are already in place for different reasons on client forms and letters. Existing barcodes are printed in different formats and the need to explain which was the correct one for scanning at the kiosk would be confusing and time consuming.

200800283 Aug 2008

Suggestion: The Department of Social and Health Services (DSHS) should add a place on DSHS form 14-417, Working Connections Child Care Application, Part 2, Provider Information where it can be indicated whether the care is in the child's home or a provider's home. Currently, this information must be obtained by a phone call or mail correspondence.

Evaluation: Not a new idea. The Working Connections Child Care Application is in process of revision. Since December 2007 when the new application was released, determining where the care is taking place has been an issue. This has been incorporated into the draft of the new application.

Suggestion Number Entry Date

200800285 Aug 2008

Suggestion: The Department of Social and Health Services (DSHS) should modify the payment system for Medicaid clients to pull information from award letters rather than relying on information supplied from people that could potentially benefit for errors.

Evaluation: For the initial billing, there is always a manual check done of the award letter to verify eligibility and the amount of participation. On later billings, verification is made on any participation amount changes that show a decrease of more than \$5.00 or that occur in the middle of the month. Any amounts that appear extraordinary or seem to be a drastic change from previous months are also verified against award letters in ACES. Further, once ProviderOne goes live, the information from the award letters in ACES will be uploaded directly into ProviderOne several times each day.

200800317 Aug 2008

Suggestion: The Department of Social and Health Services (DSHS), Division of Child Support, should have a box that could be checked when sending out non-assistance applications where the non-custodial parent lives out of state so Determination of Jurisdiction form could be included, saving processing time.

Evaluation: The need for the Determination of Jurisdiction form is determined by answers made by the client on the Child Support Referral form that is included in the package. If the Determination of Jurisdiction form is made available as an option in every case, there is a distinct possibility that staff will decide "it can't hurt to send it" thus inadvertently raising costs by increasing the number of forms printed and the size of forms packages sent out.

200800538 Oct 2008

Suggestion: The Department of Social and Health Services (DSHS) should forward processed employee information and benefit forms electronically to Payroll representative rather than sending hard copies that are later destroyed.

Evaluation: Not a new idea. This full electronic processing is and remains a vision for HR and Payroll processing. The current reality is the majority of documents submitted need to be corrected physically prior to processing. In addition, documents are sent through a minimum of two processing staff prior to the electronic storage.

State Board for Community and Technical Colleges

Suggestion Number *Entry Date*

200800343 Sep 2008

Suggestion: Community and Technical Colleges should use video conference when conducting interviews with out of town applicants to save on travel expenses.

Evaluation: Not a new idea. The Washington State Board for Community and Technical Colleges (SBCTC) has already incorporated video conferencing as an acceptable platform to conduct interviews.

200800344 Sep 2008

Suggestion: Community and Technical Colleges should post job announcements on www.Craigslist.com instead of the local newspapers and job-specific sites to save on the cost of posting the ad.

Evaluation: Not a new idea. The Washington State Board for Community and Technical Colleges (SBCTC) has already incorporated www.Craigslist.com as one of their recruitment sources and has been doing so on a case by case basis for several years.

Department of Transportation

Suggestion Number *Entry Date*

200800478 Oct 2008

Suggestion: The Department of Transportation (DOT) should program diesel powered dump trucks so the driver could only achieve a maximum RPM of 1700 in every gear to increase fuel mileage.

Evaluation: Not a new idea. This was discussed in August 2008 and it was decided that installing a shifting light and changing some gear ratios would achieve the same desired fuel savings.

200800480 Oct 2008

Suggestion: The Department of Transportation (DOT) should adopt the Michigan DOT's construction management software package to track thousands of work items and materials used on each project more efficiently

Evaluation: Not a new idea - DOT established a group called the Statewide Project Management Group to research engineering management software. The group considered the suggested software package in 2005. The software was not selected due to the initial costs, maintenance cost, compatibility with existing systems, and suitability with business practices.

Suggestion Number *Entry Date*

200800512

Oct 2008

Suggestion: The Department of Transportation (DOT) should require employees to use help files or free online training resources when possible prior to paying for training in Microsoft entry-level applications.

Evaluation: While some situations lend themselves to self-directed learning, the learning of basic Microsoft applications is not one. Because this method is unstructured and independent, it is easy for students to become unproductive. The one day classes scheduled by the agency are structured and efficient.

200800520

Oct 2008

Suggestion: The Department of Transportation (DOT), Shuksan facility, should use wind power instead of generators for their power source.

Evaluation: The premise of wind power electrical generation is based on a predicted consistent 20 mph wind. This does not appear to be realistic. The suggestion's economic calculations are based on a sole source vendor. All calculations provided would need to be verified by an electrical engineer and economist but proceeding to that level is not recommended since the wind needed for this proposal does not appear to be realistic.