



Washington  
**Secretary of State**  
SAM REED

PRODUCTIVITY BOARD  
Employee Suggestion Program • Teamwork Incentive Program  
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## AGENDA

### WASHINGTON STATE PRODUCTIVITY BOARD

Office of the Secretary of State  
Legislative Building  
October 3, 2008  
10:00 – 11:00 AM

- Welcome & Introductions – Board members, staff and audience
- Approval or Correction of Minutes (*September 5, 2008*)
- Monthly Staff Update --Tracy Workman
- Adopts (*Pink report\**)  
--Reviewer: Mike Kerschbaum
- Employee Suggestion Non-Adopts (*Blue report\**)  
--Reviewer: Roselyn Marcus
- 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**

September 5, 2008

**WELCOME & INTRODUCTIONS**

Linda Villegas Bremer called the meeting to order at 10:05 a.m., welcomed all in attendance and began the round of introductions of board members, staff and guests.

**ATTENDANCE**

**Board Members present:** Linda Villegas Bremer, Mike Kerschbaum, Roselyn Marcus, Terry Teale and Scott Turner

**Board Members absent:** Sam Reed, Brian Sonntag, Kathleen Brockman, George Masten, and Wanda Riley

**Staff present:** Shad Bell, Philip Kerrigan, Dawn Sanquist and Tracy Workman

**Guests present:** Sandra George, Department of Retirement Systems

**APPROVAL OF MINUTES**

The Board reviewed, moved, seconded, and voted unanimously to approve the August 1, 2008 minutes as written.

**MONTHLY UPDATE**

Tracy Workman reported that Philip Kerrigan finalized the 16<sup>th</sup> edition of the Smart Government newsletter featuring Department of Corrections (DOC) Secretary, Eldon Vail, and the "Bright Idea" campaign.

Tracy said Shad Bell and Philip went over to the DOC warehouse to help label and address all the boxes of light bulbs so they could be shipped out to all DOC employees.

A letter went out from Sam Reed to ten agencies informing them about the successful marketing campaigns in the Departments of Corrections and Transportation and asking them to partner with the Productivity Board in the same manner.

### EMPLOYEE SUGGESTION ADOPTS

Mike Kerschbaum 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 with one note: Suggestion #200800237 will be tracked for six months for additional savings, the board will also look at suggesting an award recommendation to the agency at this time.*

### 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 recommendations.*

### NEXT BOARD MEETING

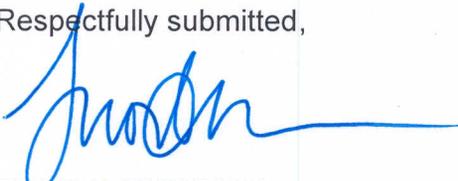
The next Board meeting is scheduled for October 3, 2008 in the Office of the Secretary of State, Legislative Building at 10:00 AM.

- **Reminder:** The reviewers for October are Roselyn Marcus and Mike Kershbaum. *Both will also review any Appeals and Teamwork Incentive Program applications presented.*

### ADJOURNMENT

There being no further business, the meeting was adjourned at 10:28 a.m.

Respectfully submitted,



TRACY WORKMAN  
Special Programs Manager  
TW/ds 09/08/08

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Washington State  
Productivity Board

ADOPT REPORT

October, 2008

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**Department of Transportation**

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<i>Suggestion Number</i> <i>Entry Date:</i>	<i>Suggester Name:</i>	<i>City:</i>	<i>Award</i>
<b>200800272</b> Aug 2008	Greg Hansen	Tumwater	

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*Savings/Desc*    **\$1,801,800**

*Total Award* Recognition

*Suggestion:* The Department of Transportation (DOT) should install a shift indicator light in the 525 large trucks that have manual transmissions. This light will indicate the optimum time to shift up or down to maximize fuel economy.

*Evaluation:* Studies have shown more efficient shifting can reduce fuel consumption by 2 mpg or more. DOT has 525 large trucks with manual transmissions which average 3,000 gallons per year in fuel use. Based on \$4.00 per gallon, increasing the fuel efficiency of 525 trucks by 2 mpg will save our agency \$1,801,800 in first year savings. Because this suggestion falls within the suggester's job duties, an internal recognition award will be given.

Washington State  
Productivity Board

NON-ADOPT REPORT

October, 2008

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## Department of Ecology

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*Suggestion Number*   *Entry Date*

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200800265      Jul 2008

**Suggestion:** The Department of Ecology (DOE), Seattle offices, should contract with a car sharing company instead of having the state motor pool at smaller agencies.

**Evaluation:** Not a new idea. In 2005, Ecology contracted a consultant to perform a car sharing service feasibility study. This study determined this was not a feasible approach and as a result we have invested in hybrid vehicles to reduce fuel costs.

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## Department of General Administration

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*Suggestion Number*   *Entry Date*

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200800280      Aug 2008

**Suggestion:** The Department of General Administration (GA) should attach a fuel card holder to car keys to help reduce the amount of lost and stolen cards.

**Evaluation:** Not a new idea. The Motor Pool has been doing this for several years.

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200800309      Aug 2008

**Suggestion:** The Department of General Administration (GA) should postpone the restoration of the winged Victory statue on Capitol Campus and reallocate the money somewhere else.

**Evaluation:** The restoration of the Victory statue is currently underway and in the final stages of completion. Not completing the work at this time is no longer applicable.

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## Department of Labor & Industries

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*Suggestion Number*   *Entry Date*

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200800097      Mar 2008

**Suggestion:** The Department of Labor & Industries, Claims Management, should have a statement under the signature line of time-loss checks, that says: By signing this, I certify that if I make a false statement about my activities or physical condition, I will be required to refund my benefits and may face civil or criminal penalties.

**Evaluation:** Not a new idea. Currently, L&I uses very similar statements and believes adding an additional statement would not be sufficient enough to file civil or criminal charges against a worker.

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*Suggestion Number    Entry Date*

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200800184            May 2008

*Suggestion:* The Department of Labor & Industries should get a system in place that would allow automatic deposit for claimant checks. The bank information could then be used to collect from delinquent employers who have gone into uncollectible status on their Industrial Insurance accounts by issuing withholds and delivers to the new bank account information.

*Evaluation:* Not a new idea. This idea has been discussed at length since 2007. The implementation of this new process requires us to upgrade our BPS system which is already scheduled for an upgrade in the 2012/2013 biennium. Reprogramming the system earlier for this suggestion would not be cost effective.

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**Liquor Control Board**

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*Suggestion Number    Entry Date*

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200800129            Mar 2008

*Suggestion:* The Liquor Control Board (LIQ) should place all staff currently working for LIQ enforcement division on the same Verizon cell phone account to avoid having to pay for minute overage between the different plans.

*Evaluation:* Not a new idea. In February 2008, individual Verizon cell phone plans were changed to a shared minutes plan. Plans with other cell phone carriers were also changed to Verizon to utilize a free Verizon to Verizon plan.

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**Department of Revenue**

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*Suggestion Number    Entry Date*

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200800294            Aug 2008

*Suggestion:* The Department of Revenue should email the employee phone list instead of sending hard copies to save on costs associated with printing one for every employee.

*Evaluation:* Currently, DOR does not send hard copy employee listings to all employees.

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## Department of Social & Health Services

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*Suggestion Number*   *Entry Date*

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**200800118**                      Mar 2008

**Suggestion:** The Department of Social and Health Services (DSHS) should set printers to print double sided when printing CARE documents.

**Evaluation:** Not a new idea. New printers purchased in the last year have the capacity to print on both sides. As printers are replaced, more staff will have the ability to print double sided. DSHS encourages the use of double sided printing for all agency print jobs and has been purchasing these printers with this in mind.

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## Department of Transportation

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*Suggestion Number*   *Entry Date*

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**200800259**                      Jul 2008

**Suggestion:** The Department of Transportation (DOT) should purchase configurable power plugs for networked printers and set them to power off during non-operation hours to save on energy.

**Evaluation:** Following training with both HP and Xerox, we have learned that manufacturers and vendors do not recommend using surge protectors or in-line UPS units for their devices. These printers are designed to power up and down through menu based processes and controls. Simply cutting the power as a timed surge protector would do could cause damage to the printer, and lead to a shorter lifespan or decreased performance.

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**200800334**                      Sep 2008

**Suggestion:** The Department of Transportation(DOT) should not send surplus items to Olympia but have them surplused from the current location to save on the costs associated with shipping the items.

**Evaluation:** Not a new idea. This is currently being done in cases where it makes economic or practical sense. The Department of General Administration can authorize on-site disposal and has granted it to DOT on many occasions.

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## Washington State Patrol

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*Suggestion Number*   *Entry Date*

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200800267      Aug 2008

*Suggestion:* Washington State should make it illegal for repeat Driving Under the Influence (DUI) offenders to purchase alcohol for a period of time.

*Evaluation:* Not a new idea. This suggestion was presented to the Legislature during the 2008 Session by Representative Pearson. The passing of this bill would have prohibited individuals with two or more DUI's or similar offenses within ten years from purchasing or receiving liquor for a restricted period of time. This bill was struck down in 2008 but will be reintroduced in 2009.

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200800316      Aug 2008

*Suggestion:* The Washington State Patrol (WSP) should have managers/supervisors implement electronic filing for all documentation up to and including employee's sensitive documents to save on the need and costs associated with every manager/supervisor having their own printer.

*Evaluation:* Not a new idea. Since October 2007, WSP has been designing new office space to include "printer stations" for centralized printing. This will eliminate the need for a printer on everyone's desk.