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DATE: August 25, 1986
TO: Doris J. Hanson, Secretary
Department of Administration
FROM: Michael E. Lovejoy, Chairperson
State Employees Suggestion Program
SUBJECT: Annual Report - 1986

In 1986, the State Employees Suggestion Program (formerly the State Merit Award Board) considered 113 implemented suggestions from state employees, with combined estimated savings or generated income to the state of \$392,075. Cash awards totalled \$2,596 and 85 Certificates of Commendation were awarded. Since the program's inception in 1957, \$7.9 million in combined savings or income has been attained.

The Suggester of the Year for 1985-86 is an employe from the Department of Transportation who received \$496 for the suggestion to use thicker aluminum for cycle license plates.

There was a change in program coordinators in the last year. Shirley Fulton and Kathy Skalitzky were named the new co-coordinators for the program. However, Shirley left in June leaving Kathy as the program coordinator. Shirley and Kathy attended a Suggestion Systems Association of Wisconsin meeting in Milwaukee in January to get some new ideas on how other programs operated in private companies for use in updating our program. So far we have created a new poster, logo, and suggestion form. The Board has a new token gift for the next year - a pen under glass.

Winston Olson's term on the Board ended June 30, 1986, and a new member, Ernestine Griffin of Milwaukee was appointed by the Governor on July 21, 1986, with an ending term of July 1, 1989. Ms. Griffin will serve as the non-state representative to the Board.

The Board adopted a new policy on suggestions saving \$10,000 or more. From now on, each agency will have to secure the budget director's sign off on the suggestion verifying that the savings are accurate.

The delegation of authority bill failed to pass in the Legislature. The bill would have delegated authority to each state agency to make monetary awards from their own budget appropriations for suggestions that have been implemented. The Board would then decide at the quarterly meetings if additional money should be awarded.

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Doris J. Hanson

August 25, 1986

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Legislation will be introduced in January, 1987, to expand the length of term for each board member to four years instead of three years. A longer term would give each member a better background on how the program operates.

The Board has set ambitious goals for the new fiscal year which include: revision of the manual, the evaluation form and other forms used in the program. We also will be researching development of a word or list processing program that would list all the suggestions given an award or certificate within the last several years in order to maintain an up-to-date cross-reference list. This will aid in the review of suggestions and ensure that duplicate suggestions are not being submitted to the Board from different agencies or duplicate suggestions are not submitted in different years.

In addition, we have recently initiated discussions with the "Joint Committee on Health and Safety," a body created as part of the states's collective bargaining process. This committee has equal representation from union and management and has expressed interest in some cooperative efforts with the Board.

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ANNUAL REPORT
STATE EMPLOYEES SUGGESTION PROGRAM
1986 - 1987

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ANNUAL REPORT
STATE EMPLOYEES SUGGESTION PROGRAM
1986 - 1987

Authority and Organization

The State Employees Suggestion Program operates under provisions of Wis. Stats., 16.006, which states that the state merit award board: "Shall formulate, establish and maintain a plan or plans to encourage and reward unusual and meritorious suggestions and accomplishments by state employes promoting efficiency and economy in the performance of any function of state government."

The State Merit Award Board consists of three members appointed by the Governor to three year terms. Current members include:

- | | |
|--------------------|---------------------------|
| Wynn Davies, Chair | Term expires July 1, 1988 |
| Ernestine Griffin | Term expires July 1, 1989 |
| David Whitcomb | Term expires July 1, 1990 |

The Board wished to give special recognition to the leadership of its outgoing member and chairperson, Michael Lovejoy, whose term expired in July 1987 and extended until October 30 when a new board appointment was made.

The Department of Administration provides staff services to the Board for its program publicity, quarterly review of suggestions, and processing and evaluating suggestions.

During this fiscal year staff support has been provided by:

- | | |
|--------------------|------------------------------|
| Kathy Skalitzky | July 1, 1986 - January, 1987 |
| Nancy Endres | January, 1987 - May, 1987 |
| Jane Gould-McNally | June 1987 - present |

The most critical element of the program is a network of approximately 100 employe suggestion coordinators and committees in each state agency and institutions. These people provide publicity and promotion of the program within their organizations and ensure that all suggestions receive appropriate evaluation.

The program is currently budgeted at \$7,000 annually to cover cash awards and administrative expenses.

Program Objectives

Specific objectives of the program are:

1. To stimulate suggestions by state employes with ways to improve the quality, reduce the costs, and increase the efficiency of state government.
2. To develop a climate in state government which encourages employes to submit their ideas for improving state programs and services.
3. To provide expert and impartial evaluation of employes' suggestions.
4. To recognize and reward employes for their suggestions.
5. To increase job interest and improve morale by assuring employes that their good ideas will be studied and implemented if possible.

1987 Accomplishments

During calendar year 1987 the Board considered 96 suggestions and granted 42 cash awards totalling \$3,495.00. In addition, 54 certificates of commendation were awarded.

Agency suggestion program coordinators report a significant increase in suggestions during fiscal year 1987 (349 suggestions) in comparison to FY '86 (225 suggestions). New posters and efforts by some agencies to promote the suggestion program appear to have borne results. While many agencies have active programs, 51 agencies or institutions reported no activity whatsoever.

The annual recognition luncheon was held on October 28, 1987 with Lt. Governor Scott McCallum as guest speaker. Twenty two individuals were honored as "Outstanding Suggesters" for the past fiscal year. Three state employes share the "Suggester of the Year" title:

John Mueller, UW - Oshkosh

Modifications to existing shower heads allowed the use of energy saving fixtures to be installed which also made them adaptable for use by the handicapped. State savings \$52,843.

Angelo Pellitteri, Dept. of Veterans Affairs

This suggestion was to have utility payments on vacant properties owned by the state held by the utility companies until a minimum bill of \$50.00 was reached. State savings \$50,000 the first year.

Dean Terhall, Dept. of Transportation, Motor Vehicles.

A suggestion to discontinue the microfilming of Registration Plan files sent to the State Records Center. Annual Savings of \$47,982.

The Department of Transportation, Division of Motor Vehicles was named "Agency of the Year" for its outstanding participation in the program. Suggestions implemented by this division generated annual savings of \$69,832. Marcia Kasieta, program coordinator for Motor Vehicles was given special recognition by the Board for her achievements in promotion of the program within her division.

AWARDS AND CASH SAVINGS BY DEPARTMENT
JULY 1, 1986 - JUNE 30, 1987

Department	Awards		Total	
	Certificates	Cash	Cash Awards	Savings
Administration	9	1	\$ 46	\$ 4,750
Agriculture	3	-	-	2,885
H & SS	11	13	960	61,761
Natural Resources	--	1	100	Intangible
Revenue	1	3	750	5,300
Transportation	16	12	939	69,832
University of WI	13	10	865	83,918
Veterans Affairs	1	2	510	50,000
TOTALS	54	42	\$ 3,495	\$ 278,466

PROGRAM SUMMARY
JULY 1, 1953 - JUNE 30, 1987

Fiscal Year	Annual Savings
1953-1973	\$ 812,274 (20 Yrs)
1974-1978	2,997,978 (4 Yrs)
1979-1981	1,162,209 (3 Yrs)
1982-83	420,999
1983-84	110,660
1984-85	2,053,298
1985-86	392,075
1986-87	278,466
TOTAL PROGRAM SAVINGS	\$ 8,298,693

Goals for 1988

- Passage of Legislation (AB-422) supported by DOA and the Board that would change the name of the Board from "Merit Award Board" to "State Employes Suggestion Program" to better reflect its purpose. The passage of the bill would also lengthen the term of the board members from three to four years to provide greater continuity.
- Increase the number of suggestions submitted by at least 15% (from 349 to 400).
- Increase the number of agencies and institutions with active suggestion programs. 51 of 100 reported no activity last fiscal year.
- Issue a current program manual for agency coordinator use. The present manual has not been updated since 1983.
- Increase program publicity to encourage more state employes to make suggestions.
- Obtain more adequate staff support for the Employe Suggestion Program. Approximately 50% of a position is required; however 10% has been made available.
- Improve the suggestion evaluation process so that it is more relevant to the Board's criteria for making awards and are evaluated by agency personnel in a more timely manner.

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ANNUAL REPORT

STATE EMPLOYEES SUGGESTION PROGRAM

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State of Wisconsin
EMPLOYEE SUGGESTION BOARD

March 7, 1989

James Klauser, Secretary
Department of Administration
101 S. Webster Street, 7th Floor

Dear Secretary Klauser:

It is my pleasure to transmit to you the latest annual report of the
Employee Suggestion Program.

This program, with an annual state budget of \$7,000 has produced
tangible savings to Wisconsin's taxpayers of over \$3.5 million during
the last five years. The Employee Suggestion Program demonstrates that
a tremendous reservoir of creativity and dedication exists among
Wisconsin's state employees. At this time the program is only scratching
the surface of this reservoir. More adequate staffing of the Employee
Suggestion Program would be a wise investment that would be repaid many
fold with tangible and intangible savings and improved quality of the
State's programs and services. I am disappointed that the Governor's
recent budget proposal does not make this modest investment.

Sincerely Yours,

Wynn Davies, Chairman
State Employee Suggestion Program

cc: Governor Thompson
Constance Beck, DER Secretary

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ANNUAL REPORT
STATE EMPLOYEES SUGGESTION PROGRAM
1988

Authority and Organization

The State Employees Suggestion Program operates under provisions of Wis. Stats., 16.006, which states that the State Employee Suggestion Board: "Shall formulate, establish and maintain a plan or plans to encourage and reward unusual and meritorious suggestions and accomplishments by state employes promoting efficiency and economy in the performance of any function of state government."

The Board consists of three members appointed by the Governor to four year terms. Current members include:

- | | |
|--------------------|--------------------------|
| Wynn Davies, Chair | Term expires May 1, 1989 |
| Dorothy Dederich | Term expires May 1, 1989 |
| Vacant | |

The Department of Administration provides staff services to the Board for its program publicity, quarterly review of suggestions, and processing and evaluating suggestions. Jane Goold McNally currently serves as program coordinator.

The most critical element of the program is a network of approximately 100 employe suggestion coordinators and committees in each state agency and institutions. These people provide publicity and promotion for the program within their organizations and ensure that all suggestions receive appropriate evaluation.

The program is currently budgeted at \$7,000 annually to cover cash awards and administrative expenses.

Program Objectives

Specific objectives of the program are:

1. To stimulate suggestions by state employes to improve the quality, reduce the costs, and increase the efficiency of state government.
2. To develop a climate in state government which encourages employes to submit their ideas for improving state programs and services.
3. To provide objective evaluation of employes' suggestions.
4. To recognize and reward employes for their suggestions.
5. To increase job interest and improve morale by assuring employes that their good ideas will be studied and implemented if possible.

Accomplishments During 1988

During calendar year 1988, the Board considered suggestions and granted 50 cash awards totalling \$4,945. In addition, 54 certificates of commendation were awarded.

Agency Suggestion Program coordinators reported a substantial increase in suggestions during fiscal year 1988 (July 1, 1987 - June 30, 1988). 491 suggestions were made during this period. This compares to 349 suggestions in fiscal 1987 and 225 suggestions reported in fiscal 1986.

Suggestions in fiscal 1988 resulted in tangible savings to Wisconsin taxpayers of \$680,580 plus numerous intangible improvements in the quality of State of Wisconsin programs and services. During the last five years, over \$3.5 million in savings have resulted from the Employees Suggestion Program.

The annual recognition luncheon was held on October 26, 1988 with Department of Administration Secretary James Klauser as guest speaker. Twenty-eight individuals were honored as "Outstanding Suggesters". Martin Romero, Department of Administration, was named "Suggester of the Year" for his efforts to enable state facilities served by Wisconsin Electric & Power Company to utilize energy conservation rebates offered by the company. Over \$600,000 in savings have already resulted from this suggestion.

Other recognition went to:

Kettle Moraine Correctional Institution - "Agency of the Year"

Staff of this institution generated an average of one suggestion per eight employes.

Linda Lewis - "Agency Coordinator of the Year"

Linda, who was suggestion program coordinator for Division of Motor Vehicles, and her committee were recognized for outstanding efforts and success in promoting the program in their agency.

Legislative Changes

1988 Legislation changed the name of the Board from the "Merit Award Board" to the "Employee Suggestion Program Board". Terms of the three board members were lengthened from three years to four years to provide greater continuity.

Improved Policies and Procedures

During 1988 several changes were made in forms and procedures to assure more objective and consistent evaluations and speed processing. The Board also changed its policy on who is eligible for recognition. State employees are now encouraged to submit suggestions affecting their regular job duties. While not eligible for cash awards, certificates of recognition will henceforth be granted for such suggestions.

Goals for 1989

- Continue to increase the number of suggestions submitted. (from 491 to 600).
- Increase the number of agencies and institutions with active suggestion programs. 57 of 91 agencies and institutions reported no suggestions or failed to report for fiscal 1988. Little progress was made on a similar goal for 1988.
- Accomplish the transition of the Employee Suggestion Program from Department of Administration to Department of Employment Relations with minimal disruption. Governor Thompson's Budget Bill proposes the transfer.
- Issue a current program manual for agency coordinator use. The present manual has not been updated since 1983. (This is a 1988 goal that was not accomplished in 1988 due to inadequate staff support).
- Obtain more adequate staff support for the Employee Suggestion Program. This 1988 goal was not achieved. Hopefully, additional staff support will be available from the Department of Employment Relations.

Annual Tangible* Savings
 Wisconsin State Employee Suggestion Program
 By Fiscal Year : July 1 - June 30

1953 - 1981	\$4,972,461
1982 - 1983	420,999
1983 - 1984	110,660
1984 - 1985	2,053,298
1985 - 1986	392,075
1986 - 1987	278,466
1987 - 1988	680,580
Total	<u>\$8,908,539</u>

* In addition to tangible savings for Wisconsin's taxpayers, this program generates many additional intangible improvements in the quality of State programs and services.

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Suggestions, Awards and Cash Savings by Department
July 1, 1987 - June 30, 1988

<u>Department</u>	<u>Suggestions Made</u>	<u>Certificates Awarded</u>	<u>Cash Awards</u>	<u>Total Cash Awards</u>	<u>Tangible Savings</u>
Administration	10	0	1	\$1,000	\$149,354
Agriculture	6	2	0	0	0
Development	NR	0	0	0	0
Employee Trust Fund	0	0	0	0	0
Employment Relations	0	0	0	0	0
Health & Social Services	118	19	14	1,124	97,178
Higher Education Aids	NR	0	0	0	0
Historical Society	0	0	0	9	0
Industry Labor & Human Relations	45	3	0	0	0
Insurance Commission	3	1	0	0	0
Justice	0	0	0	0	0
Military Affairs	0	0	0	0	0
Natural Resources	37	5	7	997	199,637
Public Defender	NR	0	0	0	0
Public Instruction	2	0	0	0	0
Public Service Commission	6	1	0	0	0
Regulation & Licensing	0	0	0	0	0
Revenue	17	0	0	0	0
Transportation Motor Vehicles	123 (96)	13	11	734	122,212
University of Wisconsin Clinical Science	114 (97)	7	16	1,030	106,002
Veterans Affairs	9	3	1	60	6,197
Vocational, Technical & Adult Education	1	0	0	0	0
Total	491	54	50	\$4,945	\$680,580

* NR - No Report

-This list represents agencies with 100 employes or more.