

## 1996 Employee suggestions

<u>DEPT</u>	<u>SUGGESTION</u>	<u>AWARD</u>
01/96 DOT/DMV	Do emission letters on Office Vision rather than purchasing two PC's with printers. Rebecca Reible (10/15/94)	Cert
02/96 DOT/DMV	Change wording on license plat envelope indicating "Do Not Forward". Orazio Aiello	\$500.
03/96 DOT/DMV	DMV Bureaus form a team to be responsible for correct, concise and clearly stated phone messages to customers on the automated centigram system. Susan Elskamp (2/16/95)	Cert
04/96 DOT/DMV	Change alias resolution policy so when two or more drivers records obviously for the same person can be combined. Rhonda Alley (2/22/95)	Cert
05/96 DOT/State Patrol	Include winter road condition reporting information on Official Ten Signal Card as well as update to include Ten Signals not printed on card. Jeffery Radtke (1/6/94)	Cert
06/96 UW- Oshkosh	Eleven residence halls used 3 different master key systems, six used Sergeant. To create a master key system 700 standard cylinders were machined to fit the Corbin and Russwin locks, making everything Sergeant. David Meyer (Summer '90)	Resmt 350
	Modify a standard, in-stock Sergeant cylinder to fit Sergeant and non-Sergeant mailbox locks. David Meyer (Summer 1990)	Resmt 80
08/96 DOR/BIS	A sidewalk should be built along the north edge of the Hill Farms parking lot to facilitate pedestrian traffic. James Paul-Washes (11/94)	Cert
09/96 DOR/ISET	Provide Exemption Certificates to vendors for Native Americans and Non-Wisconsin residents. Kevin M. Steffens (11/04/94)	Cert
10/96 DOR/ISET	Redesign and combine tax form #I-438 & #I-865 to streamline processing. Donald Denton, Robert Doorneck (7/7/92)	Cert
11/96 DOT/DMV	On pending or "doc" letters, and pre-printed informational sheets sent in those situations requesting titles, mention that replacement title application may be sent directly to the unit holding plates application when the title is missing. David Olson (7/20/95)	Cert
12/96 DOT/DMV	Free parking for vanpool employes when the need to drive their own car to work because of an appointment for the doctor etc. Lois Pollei (8/4/95)	Cert

Suggester of Year



13/96 DOT/DMV Create a booklet that addresses vehicle registration period changes due to storage or out-of-state for winter vehicles. Bonnie L. Perry-Rodriguez (3/2/95) Cert

14/96 DOT/DMV Since processors accept written request for duplicate titles, just as they would an MVI request, it is not necessary to send each individual an MVI form. The letter that is sent out with the MVI form can be changed to request a written statement for a duplicate title. The letter could also give information as to how to receive and MVI Application if they would need one. Jim Anderson, Scott Chatman, Sheri Harris, Kathy Reichardt, Nonna Meyer, Jim Chaja, Virginia Norland, Jim Marsden, Paul Niemeyer, Denis Bass, Robert Goddake, and Irene Rogerio (3/28/95) Cert

15/96 DOT/DMV Create a supplemental CDL study guide for Haz. Mat. and School Bus, it is not necessary to give them the entire CLD manual. Caroline Rabehl (3/3/95) & Sue Tiry (2/13/95) \$50. \$25. @

Resubmit 57/95 DH&SS/ WMHI *A form was developed to collect information on an employes family members to contact in case of an emergency. Margaret Cox, Thomas Schunk, Patricia Segura (12/12/94).* Cert

Resubmit 59/95 DH&SS/ DCTF *Designed a sorting table and deck arrangement that integrates a overhead trolley and left system. Joseph D. Anderson (3/3/95).* Resubmit \$150.

16/96 DOT/DMV Changes to the Wisconsin Motorist's Handbook: Cert  
**pages 1-2** Clarification necessary regarding restrictions of instruction permit. As presently worded, it insinuates that a person under 16 can drive only with a licensed parent or guardian with at lease two years licensed driving experience.  
**pages 2-3** No mention is made of new residents who have a license expired less than 6 months, are over 21 years old and have more than 3 years licensed driving experience. They may qualify for a license which is a regular license good for three years from their next birthday.  
**page 3** "Where do you take the test" This program states "For an appointment contact a local Motor Vehicle Customer Service Center." Appointments are not necessary for the written test, only the road test. It would cause less calls to Customer Service Centers if it were stated that no appointment is necessary for written test or for further information regarding the hours for written test call a Customer Service Center.  
**page 5 paragraph 1 sentence 2** You must notify the Department of a address change within 10 days of moving.  
**page 7** Duplicate license required for change of name on any license.

16/96 DOT/DMV (cont.)	<p><b>page 8</b> The section making reference to stopping where you do not have a clear view may be better worded as "If there is no stop line or crosswalk, stop before the edge of the intersecting road."</p> <p><b>page 33</b> Sign # 1 the red should appear at the top, green at the bottom.</p> <p><b>page 39</b> The sentence "Tourists, often at complicated intersections." implies that we may be able to identify tourists on the road. It may be more plainly stated as "Persons driving cars with out of state plates." Nancy Wilms (1-10-92)</p>	
17/96 DOT/DMV	Whenever a FPF, FPN, FPJ, or DJN is indexed, regardless of the document being "new" or "old" conversion the Citation/Case number should be keyed. Then when the document has been scanned or the Image Optical Disc is in operative, the information will still be available and the customer will not be penalized. Sharon Koeller (7/27/92).	Resubmit 30. <sup>00</sup>
18/96 DOT/DMV	Fax assessments to DMED unit from the Customer Service Center. William Trimberger (11/20/92).	Cert
19/96 DOT/DMV	Change the T.I..M.E. System to provide all 'hits' for a plate inquiry regardless of the vehicle/plate type indicated. Kevin Huggins (6/6/94).	Cert
20/96 DOT/DMV	Allow BFS to do a VRE on an IM 45 day letter hard stop. Daniel Balfanz (8/4/94).	\$50
21/96 DOT/DMV	Enter financial accountability statistics and other data files on LAN shared X drive. Teamleaders and supervisors have immediate access to their stats as well as other stations stats. Patricia M. Oemig (7/21/95)	Cert
✓ 22/96 DOT/DMV	Expand information about Wisconsin Child Passenger Protection Laws included in BDS 104 - insert with drivers license renewals. Caroline Rabehl (7/21/95).	
✓ 23/96 DOT/DMV	Replace "Town" with "Township" on MV2016 substitute renewal notice. Caroline Rabehl (7/21/95).	

24/96 Revise and condense Legal Notices for procurement bids to improve clarity # 400  
UW-Stevens for potential bidders and substantially reduce advertising costs.  
Point Gerald L. Burling (12/28/94).

✓ 25/96 Install and use software which generates the Travel Expense Reimbursement  
UW-Madison form and calculates expense totals resulting in greater accuracy and time  
savings for both claimants and processors. Bryan D. Peters (8/2/95).

✗ 26/96 Create NON's without physical description. Many citations do not include 30  
DOT/DMV physical information and in other cases, the data is not valid if / when a person  
applies for a driver license. As a result, the keystrokes have eliminated  
workload and assisted the unit in decreasing its backlog.  
Helen Cleveland (10/5/95).

✓ 27/96 The EEO form, which is returned to the Affirmative Action Officer, be on  
UW- La paper with prepaid postage information on the back in the center. Therefor,  
Cross the applicant folds the form in thirds and sends it back, thus saving the cost  
of the envelope, and reduces the weight of the envelope being mailed to the  
applicant. The return envelopes have been used for materials other than the  
EEO form and then distribution has to be made to various departments.  
Kathy Ring (5/2/95).

✓ 28/96 The Department of Employee Trust Funds provide state agencies with  
ETF pre-printed return labels, rather than pre-printed envelopes to use when  
submitting their monthly retirement remittance reports. This saves the  
department as labels are less costly to produce and mail.  
Lillian Wales (1/9/96).

✗ 29/96 The Department of Employee Trust Funds hold an annual "clean - up" day 25.2  
ETF when employes would purge unnecessary paper and clean their work areas.  
Linda Stathis Thompson (6/13/95).

Resubmit  
06/96 *Eleven residence halls used 3 different master key systems, six used Sergeant.*  
UW- *To create a master key system 700 standard cylinders were machined to fit the*  
Oshkosh *Corbin and Russwin locks, making everything Sergeant. David Meyer (Summer '90)*

Resubmit  
07/96 *Modify a standard, in-stock Sergeant cylinder to fit Sergeant and non-Sergeant*  
UW- *mailbox locks. David Meyer (Summer 1990)*  
Oshkosh

Resubmit

17/96

DOT/DMV

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RECAP BY AGENCY

Department of Transportation = 19 (DOT/DMV = 18 DOT/DSP = 1)

Department of Revenue = 3

Department of Employee Trust Funds = 2

University of WI. - Oshkosh = 2

University of WI - Stevens Point = 1

University of WI - Madison = 1

University of WI - La Cross = 1