

**SUMMARY OF EMPLOYEE SUGGESTIONS RECEIVED BY BOARD
IN FY 1999 (JULY 1, 2008 - JUNE 30, 2009)**

SESP Number	Employee Name	Agency	Suggestion Summary	Board Decision
FY99-01	Kathleen Olson	DOT/DMV	Use white envelopes for 26.1¢ mail and colored envelopes for 32¢ mail to avoid mixing them and to save money.	Certificate
FY99-02	Gladys Varner	DOT/DMV	Enter date paid on court order index only for those that have multiple fines in one case. Cost savings: \$19,755.00 per year.	Certificate and cash award of \$197.55
FY99-03	Helen Cleveland	DOT/DMV	Add a sign and mirror at the newly remodeled counter in RLIS.	Certificate
FY99-04	Debra Kraemer, Nancy Liegel and Wendy Ziegler	DOT/DMV	Discontinue insurance acknowledgment letters and change order of revocation due to cancellation of financial responsibility, and rewrite the order of revocation due to cancellation of financial responsibility letter. Cost savings: \$10,278.00 per year.	Certificate and cash award of \$150.00 (\$50.00 each)
FY99-05	Carolyn Hackler	DOT/DMV	Pre-coding could be eliminated if staff used county names similar to what is now done on DCONV. Cost savings: \$6,270.00 per year.	Certificate and cash award of \$75.00
FY99-06	Jean Slavin	DOT/DMV	Develop and implement telephone desk reference manual.	Certificate
FY99-07	Irene Stoll	DOT/DMV	Have a drop box on the centigram line for commercial driving school messages.	Certificate
FY99-08	Carolyn Hackler	DOT/DMV	Create a box on the production cards for the pre-code number for Milwaukee. Cost savings: \$3,375.00 per year.	Certificate and cash award of \$33.75
FY99-09	Debbie Kraemer, Wendy Ziegler, and Nancy Liegel	DOT/DMV	Change description on occupational license to indicate a letter has been mailed.	Certificate

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FY99-10	Nancy Wilms	DOT/DMV	Add to chapter 425 CDL information for converting a farm CDL to a regular CDL.	Certificate
FY99-11	Carolyn Hackler	DOT/DMV	Don't create new number for someone because an officer makes an error on a ticket. Cost savings: \$22,275.00 per year.	Certificate and cash award of \$222.75
FY99-12	Marcia Williams	DOT/DMV	Revise DMV Service Center schedule so it is easier to read.	Certificate
FY99-13	Jean Piechowski	DOT/DMV	Add statement to MV3118 regarding reinstatement procedures.	Certificate
FY99-14	Caroline Rabehl	DOT/DMV	Improve highway signs directing customers to Rice Lake Customer Service Center.	Certificate
FY99-15	Mary Rothwell	DOT/DMV	Place signs at Hill Farms and the East side station stating that driver license records can be purchased only in Room 334.	Certificate
FY99-16	Daniel Balfanz	DOT/DMV	Provide informational printouts that identify requirements for obtaining a permit and taking a road test.	Certificate
FY99-17	Gary Liebert	DWD/DVR	Eliminate the printing of the Transaction Log copy as it is no longer needed as a method to guard against data loss.	Certificate
FY99-18	Carolyn Hackler	DOT/DMV	Attempt to get all states to enter driver license number on their tickets.	Certificate
FY99-19	David Leucinger	DOT/DMV	Update guide for obtaining vehicle records information from other states.	Certificate
FY99-20	Janet Cumber	DOT/DMV	In an effort to save paper and money, change MV1 form from 3-ply to 2-ply. (Note: Did eliminate the "sellers" copy and used that space for instructions. Idea was implemented, just no savings realized.)	Certificate

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FY99-21	Bruce Donicht and Dale Hintz	UW-Stout	Designed and built a hoist system to lift a 72-lb. propane tank in the air and rotate it to place it in a lock-down cradle on the power boss floor cleaner. Special Health & Safety Benefit.	Certificate and cash award of \$100.00 (\$50.00 each)
FY99-22	Nancy Liegel, Debbie Kraemer, Wendy Ziegler, Laurie Wolter, and Rick Kleist	DOT/DMV	Add a sentence to the Filing Termination letter requesting the customer contact their agent, informing them the SR-22 Insurance Certificate is no longer required. Cost savings: \$5,000.00 per year.	Certificate and cash award of \$125.00 (\$25.00 each)
FY99-23	Helen Cleveland	DOT/DMV	Vehicle Registration address changes should not be done unless drivers license number is listed. Cost savings: \$12,510.00 per year.	Certificate and cash award of \$125.00
FY99-24	Mel Cleveland	DOT/DMV	Include Registration information on certificates of registration.	Certificate
FY99-25	Nancy Wilms	DOT/DMV	Place bar codes on MV2118 when reprinted.	Certificate
FY99-26A	David Singer, JoAnn Achammer, Connie McVay, Jane Henn, Diana Rettenmund, Sharon Koeller, Melony Marshall, and Laurie Wolter	DOT/DMV	Informing probationary out of state and non-license holders that tickets issued have two points added.	Certificate
FY99-26B	Laura Fraser	DOT/DBM	Purchase re-manufactured furniture that uses a combination of reused and recycled materials. Cost savings: average of \$73,626.67 per year.	Certificate and cash award of \$440.00
FY99-27	John Collard	DOT/DMV	Phone information form should be made into a motor vehicle form.	Certificate
FY99-28	David Singer	DOT/DMV	Print a copy of traveling Bureau of Field Services Team Stations in alphabetical order by home city.	Certificate

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FY99-29	Richard Handrich	DOT/DD	Create a web page linked to WisDOT site or create e-mail address for the districts so they can be contacted directly.	Certificate
FY99-30	Robert Fochs	DOT/DSP	Replace factory original wiper blades on cruisers with Trice High Performance wiper blades for safety and cost efficiencies.	Certificate
FY99-31	David Kipp	DOT/DD	Develop automated system for storing data, accessing information, completing and printing letters for use by district utility coordinators.	Certificate
FY99-32	Robert Swartz	DOT/DD	Have WisDOT establish a bulletin board on the intranet with topical subdivisions allowing employees to post questions.	Certificate
FY99-33	Lawrence Vine	DNR	Create standard electronic form in word processing to include examples of the required data, and adjust settings to allow printing onto blank federal form.	No action taken. Letter to agency requesting summary information. If provided, Board will reconsider at future date.
FY99-34	Gary Lazarz	DHFS/NWC	Sewer utility bill has been reduced based on deducting the amount of water lost through evaporation. Cost savings: approximately \$2,500.00 per year.	Certificate and cash award of \$25.00
FY99-35	Glen Pedretti	UW-La Crosse	Dust control invention saves coal, reduces price per ton, and greatly enhances the work environment (clean air) and reduces cleaning and maintenance. Savings: average of \$5,920.00 per year.	Certificate and cash award of \$60.00
FY99-36	Michael Horsfall and Gary Maier	UW-La Crosse	Spray painting door holder saves 50% of labor per door.	Certificate

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FY99-37	Carolyn Hackler	DOT/DMV	Amended tickets with no adjudication marked should be treated as guilty and not sent back as errors. Cost savings: \$2,281.00 per year.	Certificate and cash award of \$25.00
FY99-38	Caroline Rabehl	DOT/DMV	Put RHELP/phonetic function back on computer or give staff a chart with this information.	Certificate
FY99-39	Kathy Beaulieu	DOT/DMV	Letter from DMED for demand re-exams needs to be updated.	Certificate
FY99-40	Nancy Wilms	DOT/DMV	Improving the process of replacing hologram on DL printers by taping the end of the old one to the new hologram.	Certificate
FY99-41	Raymond Sondelski	DOT/DSP	Discontinue using a single source vendor to provide replacement tires for police vehicles in Wausau. Cost savings: \$1,462.80 per year.	Certificate and cash award of \$25.00
FY99-42	G. Joe Johnson	DOT/DTD	Put the STAR program on the DOTNET.	Certificate
FY99-43	Nancy Wilms	DOT/DMV	When changing the cleaning ribbon on the digital printer, attach the new ribbon to the tail of the old roll and hand-wind to get tape up the roll.	Certificate
FY99-44	Mary Lalor	DOT/DMV	Allow title and registration processors to accept copies of originals of certified legal documents for certain transactions. Cost savings: \$13,113 per year.	Certificate and cash award of \$150.00
FY99-45	Wendy Ziegler, Nancy Liegel, Marjorie Uphoff, Debra Kraemer, Laurie Wolter	DOT/DMV	Have the insurance system automatically create a lapse letter in the same way that cancel orders are created. Cost savings: \$6,188.00 per year.	Certificate and cash award of \$100.00 (\$20.00 each)

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FY99-46	Roger Tesch, Wendy Ziegler, Nancy Liegel, Marjorie Uphoff, Debra Kraemer, Laurie Wolter	DOT/DMV	Include financial proof termination date on Orders of Suspension due to cancellation of insurance filing forms. Cost savings: \$713.00 per year.	Certificate and cash award of \$30.00
FY99-47	Jenny Kluever	DOT/DMV	One set of legislative materials should be maintained in a central location instead of having each bureau in DMV receive a complete set. Cost savings: average of \$3,705.60 per year.	Certificate and cash award of \$50.00.
FY99-48	Helen Cleveland	DOT/DMV	Eliminate notating miles over the speed limit on all out of state convictions. Cost savings: \$2,245.00 per year.	Certificate and cash award of \$25.00
FY99-49	Emilia Wood	DOT/DMV	Revise motor vehicle form 3058 to eliminate confusion when completing the address change notice.	Certificate
FY99-50	Linda Collard	DOT/DMV	Whenever possible, have road test vehicles turn their headlights on.	Certificate
FY99-51	Maureen Daniels	DOT/DMV	Creation of a new form (MV3640) that used a standard side opening style envelope instead of the top opening envelopes. Cost savings: average of \$712.44 per year.	Certificate and cash award of \$25.00
FY99-52	Nancy Wilms	DOT/DMV	Revise the system to prompt staff to add the additional class info with an MS endorsement when renewing multi-class/endorsement Probationary Licenses.	Certificate
FY99-53	Debra Marsolek	DOT/DMV	Revise operators license reinstatement form to be more efficient.	Certificate
FY99-54	Caroline Rabehl	DOT/DMV	Revise MV3006 to reduce confusion regarding taking a photo.	Certificate

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FY99-55	Caroline Rabehl	DOT/DMV	Revise MV3006 moving the name change section to a spot where it won't be overlooked.	Certificate
FY99-56	Debra Marsolek	DOT/DMV	Revise operators license form (BFS-D7 95) to be more efficient.	Certificate
FY99-57	Robert Schenck	DHFS/MMHI	Take photos of patient admissions (approx. 700 per year) by using a digital camera instead of a Polaroid because photos are more legible and can be stored in the computer in their original condition for an unlimited timeframe. Multiple copies can be produced much quicker at minimal cost and be sent electronically to other state, county and local agencies in the event of an escape.	Certificate
FY99-58	Claudia Orvis	DOT/DBM	Develop a video to celebrate WisDOT employees.	Certificate
FY99-59	Claudia Orvis	DOT/DBM	Invite employees to Senior Management meetings.	Certificate
FY99-60	Michael Zelm	DOT/DBM	DOT should provide information to its employees on the impact of year 2000 on their personal lives.	Certificate
FY99-61	Lloyd Bethke	DOT/DD	DOT should purchase 4-foot automatic levels for speed and accuracy in the field.	Certificate
FY99-62	Wendy Ziegler, Jeanette Martin, Melody Marshall, Nancy Liegel, Karen Lawler, David Singer, Debra Kraemer, Sharon Koeller, Randall Dyer	DOT/DMV	When Revocation and Suspension unit works on Saturdays, stagger the dates their letters are mailed to Monday, Tuesday and Wednesday, to avoid the heavy workload on Mondays and Fridays, since they tend to be our busiest days.	Certificate
FY99-63	Linda Collard	DOT/DMV	Revise the Driver License Renewal application to show that the renewal is for 8 years.	Certificate

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FY99-64	Janet Theobald	DOT/DMV	DOT should provide information concerning year 2000 on the DOTNET and Internet.	Certificate
FY99-65	Diana Grann, James Boshers	DOT/DMV	Revise the Convictions Status Report (MV-3435) to add a box for "minor passenger."	Certificate
FY99-66	Linda Sager	DOT/DMV	Revise MV2301 to provide a better explanation of Wis. Statutes s. 867.03.	Certificate
FY99-67	Emilia Wood	DOT/DMV	Reformat motor vehicle form MV3006 so all questions and spaces to fill in are together.	Certificate
FY99-68	Kenneth Brandt	DOT/DD	Purchase adjustable ladder feet for employees working on DOT sign trucks for efficiency and safety.	Certificate
FY99-69	Lorraine Riedl	DOT/DD	Develop a web page on the DOTNET for the Sane Lane to communicate health related activities.	Certificate
FY99-70	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)
FY99-71	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
FY99-72	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
FY99-73	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

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FY99-74	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
FY99-75	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
FY99-76	Larry Butson	DOT/DD	Use retrofit sheeting on beam guard ends.	Certificate
FY99-77	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
FY99-78	John Collard	DOT/DMV	Revise Special Examination Report form MV-3137 so sensitive information can be indicated using a numeric number.	Certificate
FY99-79	Linda Galarneau	DOT/DMV	Revise form BFS-011 to clarify what is needed to replace a permit.	Certificate
FY99-80	George Johnson	DOT/DD	Change the process to notify the public of informational meetings by sending property owners personal invitations.	Certificate
FY99-81	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
FY99-82	James Pierce	DOT/DMV	Develop a printout informing commercial truck drivers to expect three air brake checks during pre-trip inspections.	Certificate

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FY99-83	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
FY99-84	Jean Piechowski	DOT/DMV	Revise form MV3001, question 4, concerning a federal medical certificate allowing operation of a commercial vehicle in interstate commerce.	Certificate

TOTALS:

85* suggestions received from 6 agencies/campuses

Total savings (annual): \$197,994

Total savings (up 5 years): \$989,970

DOT – 78 suggestions
DHFS – 2 suggestions
UW-LaCrosse – 2 suggestions
DWD – 1 suggestion
DNR – 1 suggestion
UW-Stout – 1 suggestion

* an error in numbering resulted in #26-A and #26-B, so there are 85 separate suggestions

NOTE: Some of these suggestions were holdovers from FY98 when the statewide program coordinator position was vacant.