

**SUMMARY OF EMPLOYEE SUGGESTIONS RECEIVED BY BOARD
IN FISCAL YEAR 2002 (JULY 1, 2001 - JUNE 30, 2002)**

ESP Number	Name & Agency	Suggestion Description & Benefits	Board Decision
FY02-01	Charles Thorman DOT/DMV	Create a brochure which has a flow chart indicating who can drive with whom on a driver's instruction permit.	Certificate
FY02-02	Gwendolyn DeLaOssa, DOT/DMV	When printing an image document, a cover sheet prints first with logon ID and no other information; these sheets are disposed of. Paper usage could be reduced by one-third if logon ID's were printed directly on the document, eliminating the cover sheet.	Certificate
FY02-03	Susan Elskamp, DOT/DMV	Revise DMV form BDS2126 in order to decrease the number of separate documents sent to customers in a "valid without photo" packet.	Certificate
FY02-04	Glenn Saeger, DOT/DTID	Create a macro in the CAiCE system to automate the creation of files. In the system, we view and save the horizontal alignment chains three times. There is a series of repetitive tasks performed to accomplish this and it is prone to errors if the tasks are not followed in an exact sequence. The end result are 3 files for each scale. Anytime there is a change to the alignment this process is repeated. The creation of the macro would automate the creation of the 3 files. Savings: \$25,000/year; \$125,000 over 5-year period.	Certificate and \$500.00 cash award
FY02-05	John Brophy, DOT/DTD	Create an electronic materials forms index for use in all districts to expedite the submission process and keep reports organized for future reference. Savings: \$1,800/year; \$9,000 over 5-year period.	Certificate
FY02-06	Caroline Rabehl, DOT/DMV	Eliminate confusion by changing the wording of instructions in the database for new customer entry.	Certificate
FY02-07	Carolyn Hackler, DOT/DMV	Include a tour of the parking lot so new employees in the DOT/DMV/Research & Information Section can see, firsthand, the different types of plates on vehicles.	Certificate
FY02-08	Nancy Wilms, DOT/DMV	Update the DMV/Bureau of Driver Services/Driver License Information page within the DOT website to clarify the section on issuance of probationary licenses for persons with foreign or international licenses.	Certificate
FY02-09	Rodney Korth, DOT/DMV	Add automated phone messaging to the CNR phone queue. Savings: \$13,710/year; \$68,550 over 5-year period.	Certificate and \$275.00 cash award
FY02-10	Melbourne Cleveland, DOT/DMV	In addition to structured training offered to new employees, also assign a senior staff member as a mentor.	Certificate
FY02-11	Patricia Byrd, DOT/DMV	Reformat the front of the license plate renewal form to explain that the \$3.00 counter fee and any other required late fees must be paid at the time the renewal form is brought to the customer service center.	Certificate
FY02-12	Daniel Balfanz, DOT/DMV	Revise the wording on two motor vehicle tests (MV2198 and MV2199) to make it easier to understand and to decrease the failure rate.	Certificate
FY02-13	Donna Holzman, DOT/DMV	Reformat the names on the routing slip used in the DMV Revocation & Suspension Unit to show group order rather than alphabetically.	Certificate

ESP Number	Name & Agency	Suggestion Description & Benefits	Board Decision
FY02-14	Joyce Genske, DOT/DMV	Include a paragraph in the cover letter for the "Driver Record Certification" that explains that the triscalion symbol on DOT letterhead actually serves the same purpose as a gold seal.	Certificate
FY02-15	Donna Holzman, DOT/DMV	Revise the programmed system for processing driver records to accept the purge of the "Failure to Pay Suspension" which will decrease the number of tiebreaker records. Savings: \$9,110/year; \$45,550 over 5-year period.	Certificate and \$200.00 cash award
FY02-16	Marjorie Uphoff, DOT/DMV	Revise the computer program to automatically remove the financial responsibility restriction on the driver record after the filing time is over.	Certificate
FY02-17	Kathryn Johnson, DOT/DMV	Revise DMV form MV2896 (Vehicle/Driver Record Information Request) to have the highlighting printed on the form instead of doing it manually. Savings: \$600/year; \$3,000 over 5-year period.	Certificate
FY02-18	A.L. Steven King, DOT/DBM	Designate a parking space at the Hill Farms State Office Building that is large enough to accommodate a tractor/trailer.	Certificate
FY02-19	EOS Team: Jan Theobald (Leader), Julie Moyer, Jim Chaja, Wendy Margenau, Marge Knuth, and Ruth Gundlach, DOT/DMV	Create options for using the Enterprise Output Solution (EOS) software as a storage medium for data converted from microfiche. Savings: \$52,867/year; \$264,335 over 5-year period.	Certificate and Cash Awards of \$200.00 for each employee
FY02-20	Daniel Balfanz, DOT/DMV	Insert the Federal Medical/Physical requirements on page 1 of the handbook for Commercial Driver's License.	Certificate
FY02-21	Caroline Rabehl, DOT/DMV	DMV central office and field office employees should be notified as to why flags are flying at half-mast. <i>This suggestion could apply to other agencies/institutions/campuses.</i>	Certificate
FY02-22	Marjorie Uphoff, DOT/DMV	Revise a computer program in the DMV Traffic Accident Section to print accident profiles as soon as the evaluation forms are returned. <i>This suggestion could apply to other agencies/institutions/campuses.</i>	Certificate
FY02-23	James Hugenroth, UW-Green Bay	Mr. Hugenroth designed a metal post protector to cover the wood posts currently utilized at UW-Green Bay. This device allows the campus to re-use the broken posts instead of purchasing new ones. The suggestion saves the expense of new wooden posts, as well as labor time. Savings: \$310/year; \$1,550 over 5-year period. <i>This suggestion could apply to other agencies/institutions/campuses.</i>	Certificate
FY02-24	David Krueger, UW-Madison, WI Veterinary Diagnostic Lab	Develop a new rapid BVD immunoperoxidase monolayer assay method -- the standard method of detecting BVD virus in serum of persistently infected animals -- that results in time and money savings, test efficacy, improved customer service, improved ergonomics, less storage space needed, and less wasted materials. Net Savings: \$16,900/year; \$84,500 over 5-year period. <i>This suggestion could apply to other agencies/institutions/campuses.</i>	Certificate and \$300.00 cash award
FY02-25	Georgia Taylor, DFI	Each agency should review how higher-cost paper is being used in their agency. An example would be to use a less expensive paper for everyday use for laser printers rather than using bond paper. Savings: \$610/year; \$3,050 over 5-year period. <i>This suggestion could apply to other agencies/institutions/campuses.</i>	Certificate

ESP Number	Name & Agency	Suggestion Description & Benefits	Board Decision
FY02-26	Erik Humlie, Commerce	Convert old flash point testing equipment that was stationary in a testing laboratory into a portable unit. The portability of the flash point tester allows the petroleum inspector to conduct flash point tests on site rather than having to return to the laboratory with the liquid product for testing. Savings are derived from less time spent by the petroleum inspector traveling from the site to the laboratory to conduct the flash point tests. Savings: Intangible.	Certificate
FY02-27	Brenda Williams, DER	Brenda tirelessly researched ways to achieve cost savings in printing and mailing the Current Employment Opportunities Bulletin, above and beyond the requirements of her job duties. Numerous vendors and service packages were researched, including paper weights, colors, mailing labels, binding sizes, postage options, and printing costs. Testing and trial periods with vendors were negotiated. A cafeteria of options was presented to management along with a perceptive recommendation as to the best combination of services and format. Overall improvements have provided for a much-improved product, a shorter processing time, and substantial cost savings to both DER and its customers. Savings: \$60,000/year; \$300,000 over 5-year period.	Certificate and \$1,000 cash award
FY02-28	Dale Bachim, DOT/WSP	Alter old water coolers to fill fire extinguishers with Purple K Powder.	Certificate
FY02-29	Emilia Wood, DOT/DMV	Revise driver license instruction permits to include WisDOT's internet address.	Certificate
FY02-30	Charles Thorman, DOT/DMV	Revise the DMV Registration Drop Box Envelope, MV3691, to include information currently found on MV2016.	Certificate
FY02-31	Nancy Wilms, DOT/DMV	Create posters and handouts for DMV field offices that describe the different specialized plates and the fee for the first year and after.	Certificate
FY02-32	Doris Stickler, DOT/DMV	Revise documents in DMV Compliance and Restoration Section that would clarify why a customer's operating privilege was withdrawn and what actions are necessary to have it reinstated.	Certificate
FY02-33	Joyce Genske, DOT/DMV	Supply neon orange flags to Floor Captains so they can be easily identified in an emergency.	Certificate
FY02-34	Gustav Heinecke, Jr., UW-Oshkosh	Use a hose adapter that converts existing vacuum cleaner tubes (wands) and accessories to the newer model vacuum cleaner. Gus' idea eliminated the duct-taping of accessories to the vacuum cleaner tubes. Also, by utilizing the hose adapter, the department did not have to buy new sets of vacuum cleaner attachments for the new vacs. A set of attachments for a new vacuum cleaner would have cost \$94.50 per set; the department needed 20 sets. The total cost of purchasing new accessories would have cost the department \$1,890.00. An adapter cost \$3.39; 20 adapters cost \$67.80. Total savings = \$1,822.20. This suggestion could apply to other agencies/institutions/campuses.	Certificate and \$100.00 Cash Award

ESP Number	Name & Agency	Suggestion Description & Benefits	Board Decision
FY02-35	Russ St. Clair, DETF	Change the way the Department prepares fiscal estimates for legislation affecting the Department of Employee Trust Funds. Specifically calls for the development of an ad-hoc committee with membership representing the Secretary's Office and the divisions affected by the estimate. Committee would jointly identify assumptions and consider how ETF would most likely implement the legislation and the costs for each division involved. End result is a well-coordinated effort that culminates in the development of an accurate, realistic fiscal estimate.	Certificate
FY02-36	Kit Robbins, DETF	Fold the Beneficiary Designation form (ET-2320) in half for insertion into smaller envelope, which saves \$1,092.00 annually in material cost (envelopes) and postage. Savings: \$1,092/year; \$5,460 over 5-year period.	Certificate
FY02-37	Carolyn Hackler, DOT/DMV	Post suggestions in the DOT bulletin on how employees can save the state money.	Certificate
FY02-38	Michael O'Meara, DOT/DBM	Provide breakaway lanyards for identification badges.	Certificate

TOTALS:

38 suggestions received from 8 agencies/campuses

Total savings (annual): \$183,821.00

Total savings (up 5 years): \$909,995.00