

**SUMMARY OF EMPLOYEE SUGGESTIONS RECEIVED BY BOARD  
IN FISCAL YEAR 2003 (JULY 1, 2002 - JUNE 30, 2003)**

ESP Number	Name & Agency	Suggestion Description & Benefits	Board Decision
FY03-01	Jackie Hepler & Winfield MacDonald, Tourism	Design in-house direct marketing leads program. Label requests are generated from the Department of Tourism's fulfillment database rather than an outside vendor. The change has saved a significant amount of money and increased customer service to the tourism industry. Savings: Nearly \$9,000 per year (average); \$44,834 over 5-year period. <b>This suggestion could apply to other agencies.</b>	Certificate and cash award of \$180.00
FY03-02	Mark Dickinson, DOT/DMV	Revise the driver license re-exam letters to clearly state options such as surrendering a license and obtaining a state ID card.	Certificate
FY03-03	Jean Ann Alexander, DOT/DMV	Compile a list of e-mail addresses for service companies that send information to the Motor Carrier Section. Savings: \$64 per year; \$320 over 5-year period.	Certificate
FY03-04	Carol Mayfield, DOT/DMV	To meet the new mainframe requirements, create passwords for DOT1 applications using the 4-digit agency code and 5-digit password. Savings: \$10,399 per year.	Certificate and cash award of \$210.00
FY03-05	Steve Wiswell & Dale Kitelinger, DOT/DTID	Developed a new sealant to use when installing sensors on the road for the weigh-in-motion and vehicle classifier computers. Savings: \$43,000 first year, \$130,000 next 4 years; \$563,000 over 5-year period	Certificate and cash award of \$1,000.00
FY03-06	Steve Schultz, DOT/DSP	During routine traffic stops and public events, have State Patrol officers hand out brochures stressing safe driving.	Certificate
FY03-07	Linda Collard, DOT/DMV	Revise the driver license renewal form MV3006 to indicate that only cash or check is acceptable payment.	Certificate
FY03-08	Michael Livingston & John Hagen, DOT/DSP	Have the State Patrol district office work with the Highways district office to acquire and utilize furniture that was replaced due to building renovation. Savings: \$20,000 one-time.	Certificate and cash award of \$100.00
FY03-09	Shawn Kelly, UW-Oshkosh	Reeve Memorial Union (the student union on campus) underwent a fund-raising effort to pay for theater seating in its newly constructed theater. Employees were solicited for a gift of \$500 to have their names placed on a seat. At a cost of \$500/seat, few employees could afford to donate. However, Shawn's suggestion was to have employee donations deducted through payroll deduction, thus lessening the burden of payment. \$4,000 was raised through payroll deduction for theater seating. This suggestion was evaluated over a year and a half to determine the effectiveness of his suggestion. Theater seating was dedicated December 6, 2002. Savings: \$4,000 one-time. <b>This suggestion could apply to other agencies.</b>	Certificate
FY03-10	Tamara Licari, DETF	Print internally generated forms one per page and on a full sheet of paper. This would save the mailroom time in cutting the forms, paper, and records management staff time preparing document for imaging.	Certificate
FY03-11	Debra Marsolek, DOT/DMV	Indicate what was changed on publications when they are being reprinted. <b>This suggestion could apply to other agencies.</b>	Certificate
FY03-12	Nancy Watson, DOT/DMV	To reduce confusion when applying for an ID card, consolidate information from the MV3424 and Proof of Residency forms so only one form is needed.	Certificate

FY03-13	Mel Cleveland, DOT/DMV	Create signs for each Hill Farms building entrance to remind people to wipe their shoes on the mats.	Certificate
FY03-14	Jim Pierce, DOT/DMV	Process requests to reinstate a suspended driver's license over the counter and discontinue using paper applications.	Certificate
FY03-15	Karen McLain, DOT/DMV	Have forms available so customers will have the correct information on permission slips that allow titles to be handed over at the counter.	Certificate
FY03-16	Mel Cleveland, DOT/DMV	Discontinue including prepaid envelopes with notices of suspension due to unpaid registration. Savings: \$260 per year; \$1,300 over 5-year period.	Certificate
FY03-17	Marietta Smith, DOT/DBM	Paint large floor numbers on the walls directly at the base of the stairwell.	Certificate
FY03-18	Nancy Wilms, DOT/DMV	Add a measuring device on the photo background area to assist with determining the height of a child.	Certificate
FY03-19	Laurie Becker, DOT/DMV	Discontinue leasing microfiche reader/printers for each processor and use department-owned microfiche readers that are placed in a central location. Savings: \$21,200 per year; \$106,000 over 5-year period.	Certificate and cash award of \$425.00
FY03-20	Donna Meyer, DOT/DMV	Combine the supply storage cabinets for three sections and have one person do the ordering. Savings: 1,400 per year; \$7,000 over 5-year period.	Certificate
FY03-21	Mark Henn, DOT/DMV	Change DOT's policy for issuing replacements for stolen vehicle identification numbers.	Certificate
FY03-22	Carla Radl, DOT/DMV	Ask employees to update their emergency contact information during the yearly evaluation. <b>This suggestion could apply to other agencies.</b>	Certificate

**TOTALS:**

**22 suggestions received from 4 agencies/campuses**

**Total savings (annual): \$178,923.00**

**Total savings (up 5 years): \$756,853.00**

**DOT-19 suggestions  
UW-Osh-1 suggestion  
Tourism-1 suggestion  
DETF-1 suggestion**