

**SUMMARY OF EMPLOYEE SUGGESTIONS RECEIVED BY BOARD
IN FISCAL YEAR 2004 (JULY 1, 2003 - JUNE 30, 2004)**

ESP Number	Name & Agency	Suggestion Description & Benefits	Board Decision
FY04-01	Troy Stapelmann, DOT/DTD	Implement a Health and Safety Plan for each drilling project where there is potential for injury and provide emergency phone numbers and directions to the nearest hospital.	Certificate
FY04-02	Becky Artus, DOT/DSP	Discontinue using the contract for the Pitney Bowes postage meter and replace it with a less expensive contractor. Savings: \$1,300/year; \$6,500 over 5-year period.	Certificate
FY04-03	Jean Ann Stronach, DOT/DSP	Bill large insurance companies quarterly for traffic accident information.	Certificate
FY04-04	Jenni Engebretsen, DOT/DMV	Revise the occupational license form to clearly show what forms are required.	Certificate
FY04-05	Rodney Key, DOT/DTID	Install faucet mounted eyewash units instead of using eyewash bottles.	Certificate
FY04-06	Anne Mallory, DOT/DMV	Laminate a list of DMV Bureau of Driver Services phone numbers and post it next to the public phones.	Certificate
FY04-07	Dennis Mulholland, DOT/DMV	Discontinue producing VIN tags and contract with a dealer to have VIN tags embossed. Savings: \$2,877/year; \$14,385 over 5-year period.	Certificate and cash award of \$100.00
FY04-08	Mary K. Byrne, DOT/DMV	Return for credit, registration and driver record update cartridges. Savings: \$90/year; \$450 over 5-year period.	Certificate
FY04-09	Caroline Rabehl, DOT/DMV	Edit the registration manual to include more information regarding an administrative suspension on a title.	Certificate
FY04-10	Daniel Balfanz, Kathleen Beres, Dorothy Crockett, and Emilia Wood -- DOT/DMV	Clarify the tax-exempt code 4 on MV forms to read, "Purchaser is State of WI or other federal or government agency."	Certificate
FY04-11	Jillian Cori, DOT/DMV	Provide seating for those waiting in the hallway at the Madison West, Hill Farms DMV Service Center.	Certificate
FY04-12	Janet Turja, DOT/DMV	On Spanish disqualification forms, add "driving in the incoming traffic lane."	Certificate
FY04-13	Mari Smith, DOT/DTIM	Create a WisDOT showcase section in the weekly bulletin.	Certificate
FY04-14	Susan Elskamp, DOT/DMV	Create an alphabetical list of email addresses by subject that will be used by DMV employees working in customer service.	Certificate
FY04-15	Cheryl Hogue, DOT/DMV	Laminate colored currency size paper and use it between larger bills in cash drawers to reduce errors.	Certificate

ESP Number	Name & Agency	Suggestion Description & Benefits	Board Decision
FY04-16	Pao Chang, UW-Oshkosh	Similar to a carpenter using a chalk line, Pao's suggestion uses a rope, placing it flat on the floor, stretching it across the width of the assembly, and then setting up and aligning chairs using the rope as a guide. This process takes the guesswork/"eye-balling" out of aligning chairs in a straight row. Set-ups are done more efficiently by doing it once without having to constantly adjust chairs. Plus, the final set-up looks very professional! <i>This suggestion could apply to other agencies/campuses.</i>	Certificate
FY04-17	Diane Hilston, DOT/DBM	Attach a mirror to a traffic intersection light pole or stop sign and angle it towards turning lanes that are difficult to see. (This suggestion was integrated into consideration as part of a statewide traffic study.) <i>This suggestion could apply to other agencies/campuses.</i>	Certificate
FY04-18	Ted Smith, DOT/DTD	Attach the brochure, "Have I Received My Full Wage," to the construction site wage board.	Certificate
FY04-19	Sharon Koeller, DOT/DMV	Put the DMV/BFS directory on the dotnet. Savings: \$1,000/year; \$5,000 over 5-year period.	Certificate
FY04-20	Vanessa King, DOT/DMV	Revise MV3001 form to make it less confusing.	Certificate
FY04-21	Mark Henn, DOT/DMV	Modify MV2118 form.	Certificate
FY04-22	Lynn Nachreiner, DOT/DMV	Create templates for labels and place them on the network drive. Savings: \$500/year; \$2,500 over 5-year period.	Certificate
FY04-23	Linda Galarneau, DOT/DMV	Revise the Good Faith Statement on the MV2541 form.	Certificate
FY04-24	Carolyn Hackler, DOT/DMV	Revise a DMV voice message to advise the caller that they will need their license plate number.	Certificate
FY04-25	Sharon Koeller, Janet Wurtzler, and Kent Buehler -- DOT/DMV	Revise an existing driver record policy to purge images. Savings: \$864/year; \$4,320 over 5-year period.	Certificate
FY04-26	Joe Wilson, DOT/DTID	Use a Missouri flat free tire sealant for maintenance vehicles. <i>This suggestion could apply to other agencies/campuses.</i>	Certificate
FY04-27	Cary Graf, Doug Johnson, Marsha Mason-Siegenthaler, Judy Carlson, and Paul Geen -- DOT/DMV	Instruct Badger State Industries to pre-bundle renewal stickers for delivery to car dealers. Savings: \$180/year; \$900 over 5-year period.	Certificate
FY04-28	Anne Mallory, DOT/DMV	Place information regarding the maintenance and care of a paper shredder next to it. <i>This suggestion could apply to other agencies/campuses.</i>	Certificate

ESP Number	Name & Agency	Suggestion Description & Benefits	Board Decision
FY04-29	Mary Jane Drexler, UW-Oshkosh	Mary Jane pays the monthly telephone bills. In this particular work unit, any number of different telephone carriers were used with varying long-distance telephone rates, ranging from .03 to .39 cents per minute. With help from the Telecommunications department, a single telephone carrier was contacted and a statewide contract was developed which resulted in savings of \$618.27 in the first month. Savings: \$9,183/year; \$45,915 over 5-year period. This suggestion could apply to other agencies/campuses.	Certificate and cash award of \$185.00
FY04-30	Julia Albis-Hutchings, DOT/DMV	Broadcast messages on Spanish language radio stations regarding safety belt use and child passenger safety, and updated the corresponding printed Spanish booklet.	Certificate
FY04-31	Emilia Wood, DOT/DMV	Require area codes to be entered with phone numbers in DMV's Research and Information Section file handler system.	Certificate
FY04-32	Suzy Koplin, Julie Butler, Vicki Harkins, Gina Hellenbrand, Susan Jewell, Steve King, Judy Schulz, Sharon Sennhenn, Marji Stephens, and Cyndy Williams -- DOT/DMV	Provide a public literature rack at Hill Farms so DMV customers can pick up forms after hours.	Certificate

TOTALS:

32 suggestions received from 2 agencies/campuses

Total savings (annual): \$15,994.00

Total savings (up 5 years): \$79,970.00

DOT-30 suggestions

UW-Osh-2 suggestions