

**SUMMARY OF EMPLOYEE SUGGESTIONS RECEIVED BY BOARD
IN FISCAL YEAR 2005 (JULY 1, 2004 - JUNE 30, 2005)**

ESP Number	Name & Agency	Suggestion Description & Benefits	Board Decision
FY05-01	Glenn Saeger, Bernie Gehrman, Jean Peters, Judy Johnson, Carolyn Sampson, Candy Bettinger, Michelle Britsch, Penny Rollins, Cindy McCallum, Sandy Anderson, and Rod Wing – all DOT/DTD	Automate and centralize the updating of standard plotting and CADD files, thus making the process more efficient. Net savings: 26,880 per year.	Certificate and \$550 cash award to be split between the 11 suggesters (\$50 each)
FY05-02	Asit Patel, DOT/DTID	Automate the bid review process by importing existing reports from the Trns-port program through various macros that link and forward files automatically. Net savings: \$23,303 per year.	Certificate and \$466 cash award
FY05-03	Tomas Thomas, DOT/DTID	In the Hill Farms State Transportation Building, coordinate the numbering in the first floor central stairwell with the floor numbers and Braille code found on other floors. This suggestion could be used by other agencies/campuses.	Certificate
FY05-04	Tomas Thomas, DOT/DTID	Relocate an unused clock from a conference room in the Hill Farms State Transportation Building to the men's locker room located on ground floor	Certificate
FY05-05	Robert Hauser, DOT/DMV	Update the DMV/Bureau of Driver Services phone queue to automatically route calls to CNR when the RNS phone queue is filled.	Certificate
FY05-06	Kathy Beaulieu, DOT/DMV	Update DMV form MV3291 to include all the Hill Farms areas that the form is routed to.	Certificate
FY05-07	Doug Hennick, DOT/DMV	Create a service log to schedule regular cleaning of Vilsage printers to reduce printer downtime.	Certificate
FY05-08	James Burchell, DOT/DBM	Allow DOT contractors and consultants to submit suggestions to the DOT STAR program.	Certificate

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FY05-09	Lynn Nachreiner & Steve Anderson, DOT/DMV	Work with the vendor for the Automated Road Test Systems (ARTS) to reduce costs by reprogramming the way repeat contacts are batched, thus reducing the number of times the system is accessed. Savings: Average of \$70,000 per year.	Certificate & \$1,000 cash award (\$500 each)
FY05-10	Carolyn Hackler, DOT/DMV	Have the DOT Bulletin and DMV Reporter include articles featuring employees from all levels of the department, not just management	Certificate
FY05-11	Danny Dahle, UW-La Crosse	An innovative way to remove black scuff marks from tile floors. By using a tennis ball attached to the end of a broomstick or long wooden pole, the employee saves him/herself from putting strain on his/her back from bending down to remove the mark in the traditional fashion. This suggestion could be used by other agencies/campuses.	Certificate
FY05-12	Carolyn Hackler, DOT/DMV	Clarify the telephone message system by adding a short explanation for customers regarding the replacement of a lost, stolen, or misplaced sticker.	Certificate
FY05-13	Melbourne Cleveland, DOT/DMV	Make the Division of Motor Vehicles form MV-2117 available on the DOT Internet site.	Certificate
FY05-14	Daniel A. Young, DOT/DMV	Develop procedures for the employees of the DMV Dealer Section to answer questions.	Certificate
FY05-15	Diane Paoni, DOT/DTIM	Alter evacuation routes during Hill Farms fire drills to simulate a real emergency. This suggestion could be used by other agencies/campuses.	Certificate
FY05-16	Kathy Beaulieu, DOT/DMV	Create a pamphlet for each DMV district office which shows locations that do title and plate renewals.	Certificate
FY05-17	Barbara Dull, DOT/DBM	Inform DMV customers that a copier is available for their use in the DOT Hill Farms library.	Certificate
FY05-18	A.L. Steven King, DOT/DMV	Ask the City of Madison to install a Hill Farms directional sign at the intersection of Whitney Way and Sheboygan Ave.	Certificate

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FY05-19	Daniel Balfanz, DOT/DMV	Clarify the wording on the DMV web page to aid in vehicle registration.	Certificate
FY05-20	Mary Pagliaro, DOT/DMV	Assign certain employees the responsibility to check the paper in printers that print overnight.	Certificate
FY05-21	Carolyn Hackler, DOT/DMV	Have maps available that can be mailed to customers requesting directions to various DMV locations.	Certificate
FY05-22	Sharon Mohr, DOT/DMV	Create a DMV policy that will encourage fee checking between vehicle record sales, revenue accounting, and computer reports. Savings: Average of \$1,595 per year.	Certificate and cash award of \$50.00
FY05-23	Diana Dunham, DOT/DMV	To make an easily updated quick reference for ID/SSN/residency requirement that is accessible by all DMV employees.	Certificate
FY05-24	Caroline Rabehl, DOT/DMV	Create a new form letter informing drivers what is needed to meet Wisconsin requirements to obtain various types of driver licenses.	Certificate
FY05-25	John Kaska, DOT/DMV	Use the deceased entry on DMV records to establish proof of death in cases where vehicle ownership is separated and both parties are deceased.	Certificate
FY05-26	Nancy Wilms, DOT/DMV	Create a document to assist employees and customers on refunding registration for vehicles renewed in error.	Certificate
FY05-27	Caroline Rabehl, DOT/DMV	To update dual-purpose and dual-purpose farm plate information on the DMV Internet Web site.	Certificate
FY05-28	Craig Carlson, UW-River Falls	Created a wooden jig into which a Suttle jack fits snugly, providing a stable platform for punching down the cable and speeding up the process. This jig also reduces, or eliminates, the hazard to the installer's fingers from a forceful, sharp cutting edge. No tangible savings. (Special Health & Safety Benefit)	Certificate and cash award of \$50

TOTALS:

28 suggestions received from 3 agencies/campuses (DOT-26 suggestions, UW-La Crosse-1 suggestion, UW-River Falls-1 suggestion)

Total savings (annual): \$121,778

Total savings (up 5 years): \$608,890