

**SUMMARY OF EMPLOYEE SUGGESTIONS RECEIVED BY BOARD  
IN FISCAL YEAR 2006 (JULY 1, 2005 - JUNE 30, 2006)**

<b>ESP Number</b>	<b>Name &amp; Agency</b>	<b>Suggestion Description &amp; Benefits</b>	<b>Board Decision</b>
FY06-01	Sandra Anderson, Drew Kottke, Candace Bettinger, DOT/DTID	Create a form that district region offices can use to communicate sign drawings for highway improvement projects. Cost Savings: \$31,200/year.	Certificate and Cash Award of \$624 (\$208 each)
FY06-02	Jillian Cori, DOT/DMV	Revise form MV2014 to include a place to enter the social security number and driver's license number.	Certificate
FY06-03	Doris Stickler, DOT/DMV	Add a statement to the FPF letter, clarifying that customers must send payment of their fines to the convicting court, not to DOT-DMV.	Certificate
FY06-04	Evelyn Lommen, Mary Kroda, Anna Gent, DOT/DTD	Implement the use of double window envelopes, replacing the printing of 68 commercial envelopes and redesign WDOT letterhead. Cost Savings: \$30,306/year.	Certificate and Cash Award of \$606 (\$202 each)
FY06-05	Glenn Saeger, Maria Krueger, John Brophy, Richard Flick, Ruth Ann Whitehorse, DOT/DTD	Have WisDOT update the language in the Construction White Book requiring the contractor to supply a safer chair that is ergonomic correct, more adjustable and offers better lumbar support than what is being supplied.	Certificate
FY06-06	Frank Huitt, DOT/DSP	Have professionally made signs for the Hill Farms Transportation Building (HFSTB) security information.	Certificate
FY06-07	Caroline Rabehl, DOT/DMV	Revise the new RATS program to show that the new vehicle registration fee starts when the old plate ends.	Certificate
FY06-08	Glenn Saeger, DOT/DTD	Add the STAR web address to STAR posters and brochures.	Certificate
FY06-09	Tony Johnson, DVA	Created design concept, assembly and completion of casket carriers for Northern and Southern Veterans Cemeteries. The completed casket carriers fulfilled the Cemetery Director expectations, and are functional and visually acceptable. The work requirements included a metal enclosure to accommodate moving a casket, permanently attached to the frame of a utility vehicle, to rotate a minimum of 90 degrees with inside rollers and a roll-up rear door. After assembly was completed, painting and graphics were completed by an outside vendor so the casket carrier would represent the cemetery and ensure the dignity and respect that moving a veteran's casket would require. Net Cost Savings: Total, \$33,853.00. Average annual savings: \$6,770.	Certificate and Cash Award of \$135.00

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FY06-10	Danny Dahle, UW-La Crosse	After several heavy rains and building floods, Mr. Dahle worked outside of the scope of his position to install a six-foot standing pipe on the existing pipe so that water would not enter the building. Since the time the pipe was installed, the building has not experienced any flooding. Savings: Potential savings of \$10,000 (average annual \$2,000).	Certificate and Special Cash Award of \$50.00
FY06-11	Daniel Hoyt & Andrew Knoke, UW-Oshkosh	Developed an energy-saving policy by placing inactive computers into a "sleep state." By placing computers into a "sleep state," specific software and system settings have allowed UW-Oshkosh to reactive sleeping computers for required updates and maintenance. The "deep sleep" enacts after 20 minutes for lab computers and one hour for faculty and staff computers. Previously, only monitors and printers were put into a standby mode. In the "sleep state," a computer will use 4% of the normal wattage.	<i>Awaiting more information from agency with better budget numbers to determine appropriate cash award.</i>
FY06-12	Christina Stapleton, DOT/DSP	Give statewide Family Medical Leave Act (FMLA) training to payroll and personnel supervisors.	Certificate of Commendation
FY06-13	Lynn Oestreich, DOC	As part of a committee, this suggestion established an alternative discipline for inmates that did not extend their sentences or time spent in prison. In theory, one might assume that money would be saved by this change. In reality, the costs of running a prison are pretty much fixed regardless of the actual number of inmates there on a day-to-day basis. However, the suggestion from the committee was implemented and some recognition is due to the suggester who was the chairperson of the committee.	Certificate of Commendation
FY06-14	Reche House, DNR	Creation of e-mail newsletter for offices who order publications showing publication number and ordering instructions. This eliminated need to send samples of publications to all offices. Cost Savings: Average \$975/year.	Certificate of Commendation and Cash Award of \$50
FY06-15	Joann Miller, Barry Gilbeck & Mary Fradette, DNR	Revision of two forms used by customers to purchase hunting and fishing licenses to make them easier to understand while also updating the list of licenses available and the purchase price for each of those items.	Certificates of Commendation

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FY06-16	Susan Cook & Jane Launderville, DNR	Cross-reference all active phone numbers assigned to facility with staff currently assigned. Avoids paying for phone numbers not used/needed. Cost Savings: Average \$4,320/year.	Certificates of Commendation and Cash Award of \$108 (\$54 each)
FY06-17	Paula Heiderscheit, DNR	When customers purchase a conservation patron license (approximately 70,000 annually) they are asked a number of questions (prompts) by the sales machine. Paula identified a prompt that was asking an erroneous (misleading) question and suggested a change to make it easy to understand and also correct in terms of what the customer will be able to do with the license.	Certificate of Commendation
FY06-18	Traci Brewer & Kathleen Koch, DNR	Update DNR's computer inventory prior to reviewing licensing agreement -- doing this revealed 569 computers that were no longer being used by the agency. Cost Savings: One year--\$359,289. Averaged over 5 years: \$71,857.80	Certificates of Commendation and Cash Award of \$1,000 (\$500 each)
FY06-19	Kellie Hedlund, DNR	Deer hunters receive a backtag when obtaining their hunting license. The backtag is a quick way to identify each hunter. Because of the weather elements, hunters place these tags in plastic holders so they last longer and wear longer. These protective holders were obstructing some important information (DNR #) which meant that staff at our registration stations (hunters have to report any deer taken) had to take the time to remove their tags to view the number. Kellie suggested moving this number so it continued to print but was no longer obstructed.	Certificate of Commendation
FY06-20	JD Smith, Jr., DNR	JD suggested creating a document that listed all payroll activity codes -- providing definitions and also examples of when each should be used -- for staff to use when completing their timesheets. This not only provides consistency, it also ensures meaningful time data is collected and reported on from staff throughout the state.	Certificate of Commendation
FY06-21	Myra Snippen, DNR	DNR has customer service staff located at service centers throughout the state. Laws, rules, and information needed to perform jobs are changing constantly given the high visibility of our hunting and fishing programs. This suggestion created a newsletter that is sent out to staff throughout the state, improving the timeliness of receiving information and also ensuring consistency in how this information is shared.	Certificate of Commendation

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FY06-22	Myra Snippen, DNR	DNR has contracted with businesses throughout the state (and even neighboring states) to sell our hunting and fishing licenses. There are many different seasons, deadlines, timeframes and law changes that our partners need to be aware of to represent our department effectively. Myra suggested sending out newsletters to our agents on a regular basis to keep them aware of changes and what was going to be happening.	Certificate of Commendation
FY06-23	Sandy Chancellor, DNR	Each year, DNR staffs a booth at the Deer Turkey Expo. In the past, the staffing has been provided by the South Central Region. Due to staffing limitations, it is difficult to provide ample coverage for this event. Working cooperatively with staff in the Central Office to coordinate coverage and staffing will give better customer service and alleviate the burden on any one Region and also help strengthen teamwork.	Certificate of Commendation
FY06-24	Dan Adams, DNR	Use staff that are fully trained in BATS processing to perform "train the trainer" training sessions so staff can process the entire spectrum of work from the simplest renewal or name change to full batches.	Certificate of Commendation and Cash Award of \$50
FY06-25	Franny Meyer-Briggs, DNR	Have Central Office staff spend an entire day working the Regional frontline in various areas of the state and have Regional staff spend time working in the Central Office so that both have a better understanding of the type of work and daily activities.	Certificate of Commendation
FY06-26	DNR-West Central Customer Service Team (19 people -- names attached to suggestion documentation)	Provide e-mail notification to Customer Service staff statewide when new regulations have been posted to the Internet. This will provide an opportunity for staff to review the regulations prior to receiving requests and questions from customers.	Certificate of Commendation
FY06-27	DNR-West Central Customer Service Team (19 people -- names attached to suggestion documentation)	Create and maintain a statewide accessible database of customers that have completed the Trapper Education course.	Certificate of Commendation
FY06-28	Jean Berens, DNR	Provide e-mail response notifying staff that a follow-up request has been completed. Notification will let all concerned know that the problem has been resolved. Staff will be able to save this response and better respond to repeat customers.	Certificate of Commendation

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FY06-29	Darlene Lushring, DNR	DNR offers a number of hunting licenses that have a fixed number of permits available. The demand for these is far greater than the supply, resulting in the need for an application and drawing system. Customers send in their applications and then contact the DNR to check on their status (if they won or not). The suggestion creates a database page that customers can access through the Internet that tells them if their application was received, if they were selected, and if not selected, whether they get a preference point for future drawings.	Certificate of Commendation
FY06-30	Sandra Green, DNR	Revise the wording on an existing form that tells customers that we no longer offer a Senior Citizen Recreation card; and those who have one of these prior to them being discontinued can obtain a license to hunt turkey at no charge. This change not only has stopped the misleading of customers, but also corrected misinformation that was being distributed to our customers.	Certificate of Commendation
FY06-31	Margaret Janovetz, DNR	Change the format of a database system used by DNR staff statewide that (among other things) provides information on drawing results for customers. The suggestion was to change the format of the information to make the system more user-friendly for our staff when assisting customers.	Certificate of Commendation
FY06-32	Carol Kunze, DNR	Since there are more customers than hunting permits available, for many of the various hunting seasons we offer, customers are required to apply for a drawing for these number-limited permits. These customers are quite anxious to see if they were selected to receive one of these permits. Prior to the form change that was implemented (on the form, include a timeframe for the drawings), customers were not aware of when a drawing would occur and would make numerous contacts to obtain this information.	Certificate of Commendation
FY06-33	Mary Hunter, DNR	Create a bureau-wide standard requiring staff to create and utilize an Outlook signature block when sending e-mails. This helps identify where the sender of the e-mail is from, what section/bureau, and ways (other than e-mail) they can be reached in the event the receiver wants to communicate using other means.	Certificate of Commendation

**TOTALS:**

**33 suggestions received from 6 agencies/campuses (DNR-20 suggestions, DOT-9 suggestions, DVA-1 suggestion, UW-La Crosse-1 suggestion, UW-Oshkosh-1 suggestion, DOC-1 suggestion)**

**Total savings (annual): \$149,255**

**Total savings (up to 5 years): \$746,274**