

**SUMMARY OF EMPLOYEE SUGGESTIONS RECEIVED BY BOARD
IN FISCAL YEAR 2010 (JULY 1, 2009 - JUNE 30, 2010)**

ESP No.	Name & Agency	Suggestion Description & Benefits	Board Decision
FY10-01	Kim Vonnahme and Laura Hood, DOJ	The Department had revised their Physical Evidence Handbook which is utilized by local law enforcement officers. In evaluating the printing options, the employees found that the printing option through the State Contract was substantially higher than was available through other printers. The employees proceed to obtain the necessary quotes and approval from DOA to use other than the contract vendor. By doing so, they saved the Department of Justice \$5,810 in printing costs and also saved end users (local law enforcement agencies) \$2.50/copy for each handbook that will be purchased. Cost Savings: \$5,811 per year.	Certificate of Commendation and Cash Award of \$174.00 (\$87 each)
FY10-02	Ray D'Costa, DOT/DMV	Orders of Revocation have to be folded and manually inserted on a daily basis. The process involves two hours of processor time (average), and longer if the folding machine is out of order. Additionally, an Affidavit of Mailing (required by State Statutes) is prepared and indexed/scanned into the image system. Language detailed in the affidavit can be transferred and incorporated on each Order of Revocation that will serve as the Affidavit of Mailing and comply with State Statutes. The Orders of Revocation are mailed directly by DOA to the address listed on the Order. Cost Savings: \$5,609/year	Certificate of Commendation and Cash Award of \$168.00
FY10-03	Barney Hall, DOT/DMV	If a Transportation Customer Representative does not sign their station onto CICS and enters cash/check into an account, the monies are not recorded. This will lead to financial errors and can tempt employee dishonesty. Create a patch or permanent fix to correct the problem. Cost Savings: \$1,315 per year.	Certificate of Commendation and Cash Award of \$50.00
FY10-04	Brooke Hanson, DOT/DMV	If a school bus driver is not fingerprinted within the required time, their school bus endorsement will be surrendered by the department. A new license, without the school bus endorsement, will then be issued and mailed to the driver. If the driver decides they want the school bus endorsement back, they can meet the requirements of the surrender by having their fingerprints taken. This new process would be the similar to that of the hazardous material drivers who do not get fingerprinted within the required time.	Certificate of Commendation
FY10-05	Peter Skaar, DOT/DMV	Someone should look at all the bank accounts for the department and see if any of the fees that the state is incurring could be avoided. In one case that I know of, the state has been paying \$20/month since 2003. The bank teller said there is an account available that would have no fees. Cost Savings: \$540 per year.	Certificate of Commendation and Cash Award of \$50.00
FY10-06	Emilia Wood, DOT/DMV	Put the Web address for the Sales Manual on the MV2184 Salesperson Application so both the applicant and the employer have access to it in writing.	Certificate of Commendation
FY10-07	Jennifer Engebretsen, DOT/DMV	Provide a coat rack or hooks on the wall for DMV customers to temporarily hang their things when they are getting their license or ID photo taken.	Certificate of Commendation
FY10-08	Emilia Wood, DOT/DMV	The MV2514 License Plates Cancellation Application serves no purpose when the customer appears in person at the CSC. They fill it out, we cancel the plate, and then we shred the form. It does not get forwarded to Madison for microfilming, etc. When I have a customer that wants to cancel a plate, I ask for identification, verify the plate number and vehicle, and then cancel the plate. No form is required. I think it should still be available on-line for those who want to mail it in. Cost Savings: \$295 per year.	Certificate of Commendation
FY10-09	Ronald Spataro, DOT/DMV	Stop checking out-of-state junked vehicles for Wisconsin records for notation. Only about 5% of the time is there actually a record on our system. Cost Savings: \$6,362 per year.	Certificate of Commendation and Cash Award of \$191.00

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FY10-10	Sonam Marpa, Gina Hellenbrand, Raechel Koseck, Cindy Hefty, Val Nichols, and Mary Lalor, DOT/DMV	Reuse MV2821 after they are imaged from the title documents. This will save on initial printing costs and record center storage costs. Cost Savings: \$2,300 per year.	Certificate of Commendation and Cash Award of \$120.00 (\$20 each)
FY10-11	Robert DeFrang, DOT/DSP	Exchange left-over ammunition from the Police Corps program for rifles the division needs to support field operations. Cost Savings: \$10,000 per year.	Certificate of Commendation and Cash Award of \$300.00
FY10-12	Adam S. Michie and Carolyn Hackler, DOT/DMV	Discontinue supplying drive rivets for VIN plate assignment. Cost Savings: \$1,079 in Year 1 and \$729 in subsequent years (average annual savings \$800).	Certificate of Commendation and Cash Award of \$50.00 (\$25 each)
FY10-13	Georgia A. Taylor, DFI	Ms. Taylor researched the electronic return receipt program for certified mailings because the Division of Securities paid over \$5 each time it needed proof of mailing and proof of receipt. This information was needed as administrative rules mandated timeframes for compliance. Proof of receipt signature cards were not always being returned in a timely manner and even when returned may not have the date of receipt. Ms. Taylor began using electronic tracking available through USPS and is now able to use the "track and confirm link" to determine where a certified mailing is in the process, and obtain an electronic signature for division records in a much more timely and cost-efficient manner. Cost Savings: \$138 per year.	Certificate of Commendation
FY10-14	Mark Vanden Bergh, UW-Green Bay	Paint stripes on either side of center line on road to mark locations of storm drains and draining cutouts. In past winters, the Grounds department used steel fence posts to mark drains, but many posts went missing, broke off, or were damaged by snow removal equipment. Also, when clearing drains staff had to work around the post which would take more time and was not as effective. Posts would have to be installed before the ground froze and were then removed in spring. Posts that broke off would have to be located and then dug out by hand. Cost Savings: \$1,386 per year.	Certificate of Commendation and Cash Award of \$50.00
FY10-15	Tou X. Yang, DOT/DTID	Save the department time and money by using an innovative program/spreadsheet to create miscellaneous quantities which are the basis of calculating engineering estimates used for construction project lettings. Cost Savings: \$35,730 per year.	Certificate of Commendation and Cash Award of \$1,072.00
FY10-16	Carolyn Hackler, DOT/DMV	Create a button on product notation window that allows you to add the same notation to both registration and title records, instead of adding them one at a time.	Certificate of Commendation
FY10-17	Mary Kraus, DOT/DMV	Place signs in CDL Volume #2 book, so we do not need to hand out two books. Each time an "S" endorsed customer needs to renew their driver's license they need to take the "SIGNS" test. This compounds when drivers over 70 need to come in every 2 years. The problem is that the "SIGNS" are only in the "Motorist Handbook" but not in the "School Bus" book where they need to study. So we are giving out two booklets when in reality we should only have to give out one to renewing "S" endorsed drivers. This cost to produce a whole complete book for maybe 2 pages is high.	Certificate of Commendation
FY10-18	Emilia Wood, DOT/DMV	Many customers are unaware that with mopeds, license plates stay with the vehicle. Program the computer to print a brief note on moped registrations stating, "Moped plate stays with the vehicle when sold."	Certificate of Commendation
FY10-19	Jullie Geen, DOT/DMV	Eliminate mailing extra forms for sales, bid and buyer with renewal packets and include web site address on dealer renewal application. Cost Savings: \$1,639 per year.	Certificate of Commendation and Cash Award of \$50.00

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FY10-20	Carolyn Hackler, DOT/DMV	Train all customer service staff on Image (e-client) so they do not need to call Research and Information staff when they have the information right in front of them. Save Research & Information staff, customer service staff, and customer's time.	Certificate of Commendation
FY10-21	Jennifer Engebretsen, DOT/DMV	Broaden the reasons for issuance of the One Plus One hang tag to include other disabilities that would hamper their ability to get to their destination.	Certificate of Commendation
FY10-22	Valerie Curry, DOT/DMV	Omit the MV3759 form when stuffing envelopes for renewal that involve hazardous material, or make it clear that customers that need a hazardous material endorsement need to bring in proof of legal presence. The MV3759 form is misleading.	Certificate of Commendation
FY10-23	Carmen Pfeiffer, James Traynor, Joseph Bauknecht, Keiko Ehlert, Lori Grote, Jeffrey Mace, Karen Veltus, Khue Xion, DOT/DMV	Incorporate a check-off guide for new drives preparing for a driving test on the DOT web site and provide this guide to customers at Bureau of Field Services service centers.	Certificate of Commendation
FY10-24	Jason Hansen, DOT/DMV	In the "Work Flow Envelope Tasks" screen "after payment completion" designate check or cash. This could also be done at the "Payment" screen after saving "somewhere" it would be great to see what payment method was used (cash or check). This would allow us in the field to have a quick visual check to head off any financial errors and if an error occurred we could then submit the proper form to correct. In addition, this would cut down on the internal work for financial audit employee and cost savings to the state, so this employee can now dedicate time to other priorities.	Certificate of Commendation
FY10-25	Michael C. Collins, DOT/DMV	In order to eliminate the large backlog of Neurological Medical Reports to review to determine licensing eligibility, change follow-up procedures so the driver is on a 6-month follow-up until they have been seizure-free for one year. Our old procedure required the driver to be on a 6-month follow-up until seizure-free for 2 years. This also allows the driver's doctor to recommend removing the driver from medical follow-up by the Department of Transportation after the driver has been seizure-free for 2 years, rather than our previous procedure for making the driver file medical reports for at least 3 years prior to allowing the doctor to recommend removing the driver from medical follow-up by our agency. Cost Savings: \$2,960 per year.	Certificate of Commendation and Cash Award of \$89.00
FY10-26	Caroline Rabehl, DOT/DMV	On MV2300, delete the part about "solely-owned property value of deceased." The buyer does not need to know the value of the deceased person's estate.	Certificate of Commendation
FY10-27	Travis Lauer, DOT/DSP	Replace part for a piece of enforcement equipment cost from original vendor was \$95 per unit. This particular item has already had to be replaced due to use 3 times in the last year and a half. Cost Savings? \$126 per year.	Certificate of Commendation
FY10-28	Debra Riley, DOT/DMV	Change Registration and Titling System to ask if plate should be renewed for the coming two years after January 1 of current year.	Certificate of Commendation
FY10-29	Caroline Rabehl, DOT/DMV	Stop automatically folding MV3001 at printer. This form is unfolded many times in the process of completing. It would save time by each person if it was flat to begin with.	Certificate of Commendation
FY10-30	Caroline Rabehl, DOT/DMV	Current wording on MV2300 is awkward and confusing. Change wording to "I state that the information given above is true and correct and that the deceased leaves solely-owned property not exceeding \$50,000 in value according to the requirements of s. 867.03 Wis. Stats."	Certificate of Commendation

TOTALS:

30 suggestions received from 4 agencies/campuses

(DOT - 27 suggestions; DOJ - 1 suggestion; DFI - 1 suggestion; UW-Green Bay - 1 suggestion)

Total savings (annual): \$74,572

Total savings (up to 5 years): \$372,860