

Leadership through Innovation

“We encourage innovative and effectively run government by listening to public employee suggestions to improve workplace efficiency.”



- Secretary of State Sam Reed

Why was the Board Created?

- Recession in 1982.
- To encourage innovative employees.
- An avenue for ideas to be heard.
- Ensure fairness and consistency.
- To facilitate employee involvement programs.

Board Members

- Secretary of State Sam Reed
- State Auditor Brian Sonntag
- Kathleen Brockman – Asst. Secretary DSHS
- Linda Villegas-Bremer – General Administration
- Mike Kerschbaum – PEMCO
- George Masten – Speaker of the House Appointee
- Wanda Riley – Federation of State Employees
- Terry Teale – Council of College Presidents
- Roselyn Marcus – Office of Financial Management
- Scott Turner – Department of Personnel

Staff

TRACY WORKMAN
Special Programs Manager

DAWN SANQUIST
Board Coordinator

SHAD BELL
ESP / PSRW

PHILIP KERRIGAN
Marketing / TIP

Public Service Recognition Week

- PSRW is celebrated the first week of May
- Honors federal, state, and local government employees
- Ralph Munro Longevity Award
- Extra Mile Award



Suggestion Programs Across America




- Arizona
- California
- Iowa
- Kansas
- Kentucky
- Maine
- Missouri
- New Jersey
- New York
- North Carolina
- Oregon
- Ohio
- Oklahoma
- Rhode Island
- Texas
- Virginia
- Wisconsin

Employee Suggestion Program



Application Form



WASHINGTON STATE PRODUCTIVITY BOARD
EMPLOYEE SUGGESTION FORM

USE A SEPARATE APPLICATION FORM FOR EACH SUGGESTION

Please attach any supporting data:

In simple terms, summarize the current problem or condition. (Please do not use acronyms)

Suggestion Number

 Date Received

 Evaluation Due Date

 Other Agencies Routed to:

In simple terms, summarize your proposed solution and include projected cost savings. (Please do not use acronyms)

Does this suggestion fall within your regular job duties? Yes No
 How did you research your suggestion and/or come up with the savings amount? (i.e. contact information)

PROVIDE THE FOLLOWING INFORMATION

Use additional sheets for additional suggestions and attach to this form.

Total Number of Suggesters _____	Please check the box if you wish to remain ANONYMOUS <input type="checkbox"/>	In the event this suggestion is adopted, I understand I will no longer be anonymous <small>Type or sign name</small>
<input type="checkbox"/> Mr. <input type="checkbox"/> Ms.	First Name _____	Last Name _____
Social Security # <small>(Optional - for payment purposes only)</small>	City of Residence _____	County of Residence _____
Employing Agency _____	Division/Office _____	
Mailing Address (Campus Mail or Postal Address) _____		City, State, ZIP Code _____
Your Job Title _____	Contact Information Phone () _____ / e-mail: _____	
<small>I understand that if my suggestion is adopted and I receive an award, monetary or otherwise, my idea becomes the property of the State of Washington and may be published. My signature or e-mail transmittal indicates I have read the rules and regulations included with this application and agree to the terms.</small>		
Signature _____		Date _____

Now available online at www.secstate.wa.gov/productivityboard/forms.aspx

Circle of Excellence

Founded in January 2005 by Secretary Reed to recognize individuals whom have made consistent efforts to help improve state government operations.

Members are invited to Secretary Reed's office to receive an award, their picture is posted on the website, and are lifetime VIP guests at all PB Sponsored events.

Once an employee submits 10 suggestions, they automatically become a member of the Circle.


Teamwork Incentive Program

- A team of 2 or more develops AND implements a plan to change a process.
- Completed and approved application is sent to the Productivity Board.
- Board votes to accept application.
- If project has tangible savings each team member is paid 25% up to \$10,000.



First year savings of \$14,790
“DSA 2 Claims Consultants”

TIP Application Form

 **WASHINGTON STATE PRODUCTIVITY BOARD**
TEAMWORK INCENTIVE PROGRAM

Complete this form BEFORE you begin a project.

This report serves as the application for teams that apply to the Productivity Board before their team project has started. Teams must meet the following criteria:

1. Submit the completed application form prior to starting the team project with agency head approval.
2. Teams should demonstrate plans to operate at a lower cost or with an increase in revenue with no decrease in the level of services rendered.
3. Provide a list of all team members and the percentage of savings the team will share. Note: The percentage of savings/revenue is up to 25%, with a maximum of \$10,000 per person. Also, include the percentage of the share each team member will receive.
4. The team will need to set a project period (i.e., 3, 6, 9, 12 months). The team will be entitled to a percentage of savings derived during the project period.
5. The completed team application should include the Team Member Authorization Form, and the Agency Authorization Form.
6. The team will need to submit a midpoint review during the project period and a final report at the conclusion of the project. Productivity Board staff will assist agencies during this process.

APPLICATION FORM

TEAM NAME _____

AGENCY _____

PROJECT PERIOD _____

TEAM OVERVIEW
Provide a brief summary of the project. Please include attachments if needed.

TEAM OVERVIEW (continued)

GOALS & MISSION
Provide an overview of the goals and mission of the project.

PERFORMANCE MEASURES
The team will need to show how the improvement will be measured, as the process currently exists, and with the anticipated improvements. Please describe and provide the following:

1. Flow chart showing origins, handling, and destination of the process before and after project.
2. List specific team tasks and their associated costs (current costs of doing business, i.e., number of forms per year, number of forms processed per day, etc.).
3. Process used to track the team's progress.

Performance measures that will be used:

TOTAL ANTICIPATED NET SAVINGS AND/OR REVENUE
Please provide information showing how the savings will be derived.

\$ _____

Note: Awards are paid by the agency in which the team is located and/or from the benefiting fund. Awards are based on the total actual net savings or revenue generated by the team during the project period.

PERCENTAGE OF SAVINGS AND/OR REVENUE THE TEAM IS ENTITLED TO FOR AN AWARD:

_____ %

Note: Awards are paid by the agency in which the team is located and/or from the benefiting fund. Awards are based on the total actual net savings or revenue generated by the team during the project period. The percent of savings or revenue (up to 25%, with a maximum of \$10,000 per person) the team is entitled to for an award, shall be agreed upon by the agency and team, prior to submitting this report to the Productivity Board.

AGENCY AUTHORIZATION FORM

AGENCY _____

UNIT/DIVISION _____

TEAM NAME _____

As certified by my signature below, I approve the above named unit/division to participate and receive the agreed upon award in the Teamwork Incentive Program. Awards up to 25 percent of net savings or revenue gains resulting from improvements made during the project period will be distributed according to the agreements made by the agency and team. The Agency Head may determine whether to waive the requirement of signatures from the unit supervisor, and/or fiscal/budget officer. The Agency Head must sign the report if he/she agrees with the team becoming an official Teamwork Incentive Program team.

As certified by my signature below, I have reviewed and agree with the information provided in the team report, and support the team receiving the award recommended in the report.

AGENCY PRODUCTIVITY BOARD COORDINATOR _____ Date _____

AGENCY HEAD _____ Date _____

Note: The agency head has the authority to waive the following signatures:

UNIT SUPERVISOR _____ Title/Date _____

AGENCY FISCAL OFFICE _____ Title/Date _____

Who is and isn't eligible to participate?

Any present state employee in a state agency or institution of higher education can participate except for:

- Elected officials;
- Institution presidents, agency heads, their confidential secretaries and administrative assistants;
- Productivity Board members and staff

Participation Strategies



- Think outside the box and conduct research.
- Brainstorm how to improve your job and the job of your co-workers.
- Search for new and efficient ways to work with less money.

Current Ideas in Use

- Irene Ritchie with the Washington State Lottery submitted a suggestion through the Productivity Board Suggestion Program. Her idea was to have agencies recycle old, outdated banners through companies who produce consumer products such as purses, wallets, eyeglass cases, etc from the material.
- Department of Ecology employee Rodger Sesna created a tire puller for the Youth Corps litter crew. The device fits easily in a pocket and can be looped around a tire to pull it up or down and embankment. This suggestion helps eliminate incidents where tires roll into traffic, keeping the youth crews and Washington State drivers safer.



Applying the Concept: Advantages

- Simplicity
- Proven program - 23 year track record
- \$52 million in first year savings alone with 20,000 suggestions and growing
- Parallel to budget atmosphere of early 1980's when the Board began
- Taxpayer / employees / legislature welcome the program and recognize the potential

Contact Information



Contact the Productivity Board at:

360.704.5203

innovate@secstate.wa.gov