

Suggestion List

01-Oct-09

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
--------	--------	---------	-------------	--------------------------	---------	-------------

Agency for Health Care Administration

2846	6/30/2009	0	Once	Y	9/3/2009
------	-----------	---	------	---	----------

INSTEAD OF TRAVELING ALL OVER THE STATE FOR MEETINGS YOU COULD SIGN UP FOR A WEBSITE THAT LETS YOU HOLD AN UNLIMITED AMOUNT OF MEETINGS ONLINE FOR A LOW MONTHLY PRICE.

I ONLY SUGGEST BECAUSE I HAVE HEARD OF WWW.GOTOMEETINGS.COM SEEMS LOGICAL AND COULD SAVE A LOT

Has Merit? Y **Explanation**

Implementation The Agency is currently using gotomeeting until our license expires. At that time the Agency will be using Glance, which is a similar service. Glance allows employees to conduct virtual meetings through the intranet and share such work products as Power Point presentations. Also, Net meeting and Live meeting by Microsoft are used for AHCA internal meetings.

Net meetings and Live meetings are used internally and user user desktops are configured with web service. The Agenct IT Department is ensuring that all licenses are obtained and complied with and is testing Glance.

Steps Taken Please see answer above.

Efficiency: It will provide better training and communication capabilities, but not save dollars since we have already eliminated all travel that is not mission essential. Inspections, for example, are mission essential and will still require travel in order to conduct them.

2881	7/1/2009			Y	9/3/2009
------	----------	--	--	---	----------

In an effort to reduce utility costs; installing motion detectors to control lighting in areas/halls/rooms that have emergency lighting and rooms that have windows will save electricity. This is currently being done in some handicapped bathrooms.

Has Merit? Y **Explanation**

Implementation This is normally done in new building construction, or remodeling when office space is built out and new lighting is being installed. The cost of installing motion detectors would be prohibitive due to the time it would take to recoup these costs.

Steps Taken

Efficiency:

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
	2962	7/29/2009		Recurring	Y	9/30/2009

Have an some kind of work assessment or time evualtion done by the admin (work log) recorded by the admin and signed off by the stff personel requesting the work. The admin could not even dream up enough work to fill a 40 hour week.

Compare staffing to industry standards and decrease the number of admin through attrition.

Has Merit? Y **Explanation**

Implementation

Review current organizational structure and staffing patterns for administrative support in each bureau/division. Have supervisors review administrative support duties and responsibilities. Create generic position descriptions for OPS positions. Develop evaluation procedure for OPS positions when justifying pay increases.

Steps Taken

Efficiency: Review of organizational structure and staffing patterns will eliminate overstaffing administrative support positions in the Agency. By creating generic position descriptions, OPS employees will know exactly what duties and responsibilities they are responsible for. Spread out duties and responsibilities equally among administrative support employees in all occupations. Justify giving pay increases to deserving OPS employees by completing an evaluation.

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
--------	--------	---------	-------------	--------------------------	---------	-------------

Department of Community Affairs

2173	4/29/2009		Recurring	Y	9/23/2009
------	-----------	--	-----------	---	-----------

Very simple suggestion turn off office lights when employee has left for the day or if employee is not in for the day turn off the light. Save energy, Save money.

Has Merit? Y **Explanation**

Implementation

Lighting motion detectors were installed at the time of building construction. In addition, selected public area lights throughout the building automatically turn off at a time certain each day.

Steps Taken Lighting motion detectors were installed at the time of building construction. In addition, selected public area lights throughout the building automatically turn off at a time certain each day.

Efficiency: The lighting motion detectors and timed lighting features result in savings on the Department's electric bill.

2855	6/30/2009		Recurring	Y	9/23/2009
------	-----------	--	-----------	---	-----------

INSTEAD OF TRAVELING ALL OVER THE STATE FOR MEETINGS YOU COULD SIGN UP FOR A WEBSITE THAT LETS YOU HOLD AN UNLIMITED AMOUNT OF MEETINGS ONLINE FOR A LOW MONTHLY PRICE.

I ONLY SUGGEST BECAUSE I HAVE HEARD OF WWW.GOTOMEETINGS.COM SEEMS LOGICAL AND COULD SAVE A LOT

Has Merit? Y **Explanation**

Implementation

This suggestion has already been implemented. The Department recently subscribed to Go To Meeting and is in the process of subscribing to WebEx - both offer online meeting services but with different benefits. In addition, the Department installed videoconferencing equipment to further reduce travel expenses and facilitate outreach to its customers.

Steps Taken This suggestion has already been implemented. The Department subscribed to Go To Meeting and is in the process of subscribing to WebEx - both offer online meeting services but with different benefits. In addition, the recently Department installed videoconferencing equipment to further reduce travel expenses and facilitate outreach to its customers.

Efficiency: The online meeting and videoconferencing services save staff travel time and money and allows us to reach out to customers we might not otherwise have the ability to visit.

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
	2887	7/1/2009		Recurring	Y	9/23/2009

In an effort to reduce utility costs; installing motion detectors to control lighting in areas/halls/rooms that have emergency lighting and rooms that have windows will save electricity. This is currently being done in some handicapped bathrooms.

Has Merit? Y **Explanation**

Implementation

This suggestion was implemented when the Sadowski Building was constructed.

Steps Taken Lighting motion detectors were installed at the time of building construction. In addition, selected public area lights throughout the building automatically turn off at a time certain each day.

Efficiency: The lighting motion detectors and timed lighting features result in savings on the Department's electric bill.

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
--------	--------	---------	-------------	--------------------------	---------	-------------

Department of Corrections

	2975	8/5/2009			Y	9/14/2009
--	------	----------	--	--	---	-----------

The Department of Corrections spends a considerable amount of money to buy boots that inmates must wear while performing certain job duties. Currently, the institution that I work at is out of boots. Inmates aren't allowed to work because the state can't provide the proper foot wear. I suggest that inmates that need boots for certain jobs, check out boots, just like they do other tools. When they are done working they turn the boots in. The boots are then sanitized just like bowling alleys do every day in the general public. If this was done at every institution, I think the state could save a considerable amount of money. The institution would need to buy the sanitizer and that has to be cheaper than boots.

Has Merit? Y **Explanation**

Implementation Each institution would have to have a certain quantity of boots in every possible size. The number of boots that would have to be kept on hand to accommodate the multitude of sizes would need a large storage area and also dry enough to not acquire mold and mildew when not in use. The process of issuing, collecting, and sanitizing the boots everyday would also be very staff intensive.

Steps Taken

Efficiency:

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
--------	--------	---------	-------------	--------------------------	---------	-------------

Department of Education

2444	5/13/2009	0	Once	Y	9/11/2009
------	-----------	---	------	---	-----------

Set the default setting on all state agency copiers/printers to "duplex", "greyscale". When people need single sided copies or color copies they can still select those options. This should save \$\$ in several ways - the cost of paper, the cost of ink, the cost of mailing/shipping, the cost of storing and archiving documents, the cost of rent associated with space needed to store and archive documents. It will also save trees!

Has Merit? Y **Explanation**

Implementation Yes. Currently all network copiers used throughout the Department of Education (Department) have been set to default to "grayscale" printing. Additionally, the Department has continuously encouraged staff to reduce the usage of desktop printers and use the duplex option in instances where more than one page will be printed.

See previous response.

Steps Taken See previous response.

Efficiency: The largest estimated savings would be generated by the need to use less paper when staff utilize the duplex option on each printer. This would create recurring monetary savings.

2537	5/20/2009			Y	9/11/2009
------	-----------	--	--	---	-----------

I am sure that the best way to look for waste is to ask the people working in each department. As the way things are structured now though, there is no incentive to stop waste. As things are now, the incentive is to waste more. I know of a particular department of two particular school districts that, at the end of their fiscal year, spend loads of money on things they do not need because of the way they are trained to be. If they do not spend all of their budget this year, they won't get as much next year. Or worse yet, their budget increase.

I would be all for giving bonuses to department employees for cutting waste. If you gave employees a 10% bonus for any money they cut out of their budget, just think of the money we could save.

Has Merit? Y **Explanation**

Implementation No, the Department does not have the authority to fund bonuses for district employees.

Steps Taken

Efficiency:

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
SUGGESTION						

	2603	5/26/2009			Y	9/11/2009
--	------	-----------	--	--	---	-----------

Occasionally awards are given for superior job performance. In the past luncheons were held. This is nice but I believe a better and more appreciated alternative exists. Rather than spend money on a frame or plaque, send a letter of congratulations and a pass for a day or half day off. Formal recognition and plaques are nice, but after a while the wall gets full and most end up in a file cabinet.

I'd much rather spend the afternoon at home with my dog or in the garden than just about anything else.

Has Merit? Y **Explanation**

Implementation Implementation would be a violation of Chapter 60L-34, Florida Administrative Code (see previous response). DOE does participate in a Summer Work Hours program approved annual by the Governor and Commissioner before being offered to employees.

Steps Taken

Efficiency:

	2750	6/16/2009	0	Once	Y	9/11/2009
--	------	-----------	---	------	---	-----------

When designing forms, do not include color images or text. Forms can be copied rather than printed when multiple copies are needed and still look just as good, but more economically! Also, reduce the amount of gray/black boxes, as that just uses more toner/ink. Design fax cover sheets with a minimum of text/artwork. They scan through faster and save on toner/film on the receiving end.

Has Merit? Y **Explanation**

Implementation The Department is currently implementing this suggestion and has continuously encouraged staff to consider print options that minimize the use of creating, reproducing, and/or printing in color. Additionally, the Department is in the process of having all color copiers and printers automatically set to print in black and white, thereby making the color print option inactive.

See previous responses.

Steps Taken See previous responses.

Efficiency: The largest estimated savings would be generated by the need to use less paper when staff use the duplex option, as the current maintenance agreement includes toner at no additional cost. This would create recurring monetary savings.

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
--------	--------	---------	-------------	--------------------------	---------	-------------

Department of Financial Services

	2860	6/30/2009	0	Once	Y	9/29/2009
--	------	-----------	---	------	---	-----------

INSTEAD OF TRAVELING ALL OVER THE STATE FOR MEETINGS YOU COULD SIGN UP FOR A WEBSITE THAT LETS YOU HOLD AN UNLIMITED AMOUNT OF MEETINGS ONLINE FOR A LOW MONTHLY PRICE.

I ONLY SUGGEST BECAUSE I HAVE HEARD OF WWW.GOTOMEETINGS.COM SEEMS LOGICAL AND COULD SAVE A LOT

Has Merit? Y **Explanation**

Implementation

The department has implemented a program called WebEx that will increase the ability to conduct training electronically. Usage is expected to continually increase as organizations become familiar with the platform and fit their IT infrastructures to be compatible with this and similar technologies.

Your suggestion is appreciated as we attempt to put new technologies such as this into place with the desire to reduce costs.

Steps Taken See above.

Efficiency: Cost savings to be determined.

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
--------	--------	---------	-------------	--------------------------	---------	-------------

SUGGESTION

	2984	8/10/2009	0	Once	Y	9/29/2009
--	------	-----------	---	------	---	-----------

My husband recently received a large envelope from your office with your name on it.

In the envelope was 1. File folder 11x14, 2. a personally signed by you letter, and 3. a holder for a drink / beverage.

This was sent because he enrolled in Deferred Comp. While I appreciate that you wanted to give him a warm fuzzy

Have you thought about:

1. the folder was for a 11x14 documents. Legally all documents are suppose to be 8.5 x 11 so this folder really was too big
2. most folks don't have a file cabinet at home that holds 8.6 x 14 folders.
3. it cost the state of Florida 1.56 to mail this out
4. that's a lot of money considering you probably mail more than one a day

Your office is in charge of the FS 17.325(?) GET LEAN and it doesn't appear with this mailing that you are practicing what you preach. No I have nothing personal against you but I think it makes you look foolish.

Also considering the state is hurting for money, and my husband was told in a staff meeting that offices could not afford paper, pens etc. And staff was told that if they were anywhere where someone was giving pens and tablets away to get them and bring them back to the office, it really seems a waste to mail this envelope out from your office.

By the way, I tried to call GET LEAN but the phone is going to insurance.

Has Merit? Y **Explanation**

Implementation

Items and materials sent from the Deferred Compensation program are paid for by participating vendors, including mailing costs, and therefore do not require using any taxpayer funds.

As a result of your inquiry and suggestion, we will be adding information to our Deferred Compensation materials letting employees know that no state funding was used to print, mail, or purchase the materials.

Steps Taken The Bureau will continue distributing the materials, but we will add a banner to the envelope that reads "State of Florida funds were not used to produce these materials or pay for mailing costs."

Efficiency:

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
--------	--------	---------	-------------	--------------------------	---------	-------------

	3030	8/20/2009	900	Recurring	Y	9/29/2009
--	------	-----------	-----	-----------	---	-----------

I am a new employee and in the training program at DFS as an Insurance Specialist. My training called for sending some letters out to consumers, and referring some consumers to other departments within State government. When referring consumers to other agencies I have learned we use "inter-office mail" as a means of saving postage expenses. One of my consumer mail outs was to an inmate at the Jefferson Correctional Institute and I inquired how come we did not use "inter-office mail" for that one, no one knew why we did not as they are a state agency.

My suggestion is simply to incorporate any mailings to the Department of Corrections into the same system used for other state agencies by using the "inter-office mail" system. I do not know is that is possible or not, but if it is there would be obvious postal savings involved.

When I mentioned this idea to a co-worker, they suggested that I submit the idea to the Get Lean web site.

Has Merit? Y **Explanation**

Implementation

Procedural documentation to managers and staff with an explanation of the change in procedure.

Steps Taken An email documenting the procedure has been sent to all staff documenting the fact that when we respond to Department of Corrections inmates we will use inter-office email to send correspondence to the inmate. The correspondence envelope should be addressed as follows: Inmate John/Jane Doe, his/her DC # and the name of the correctional facility.

Efficiency: Using inter-office mail will reduce the amount of postage the Division was using to mail letters to inmates around the state.

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
--------	--------	---------	-------------	--------------------------	---------	-------------

SUGGESTION

Department of Management Services

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
SUGGESTION						

	3095	9/16/2009			Y	9/21/2009
--	------	-----------	--	--	---	-----------

Hello Ms. Sink

I have looked at your new Govt spending transparency website and found it enlightening. I respect what you are doing and I know the biggest cost to Florida are salaries- hence this email. I am currently unemployed and I live in Southwood's Twin Oaks, which is right across the street from several FL state agencies. Based on my observances and networking, I have a few suggestions on how to save Florida thousands (if not millions) of dollars, which will make your pda/blackberry crackdown look like candy from a vending machine.

1- Aside from the id card to allow access to buildings (which will not track work-time in buildings if the card is not required to exit), implement a sign-in/sign-out login book on each govt floor or dept. I have worked for federal govt. agencies, and this procedure forces employees (especially expensive contractors) to work the full 8 hour days. You can't lie on the time in or the time out since people who sign in after you will notice the time discrepancy. This will prevent long lunches or exercise breaks that allows less than an 8 hour workday. I can't tell you how many times I see people at the YMCA for 2 hours and also walk around mid-morning and mid-afternoons! Are they coming in at 7 am and leaving at 6+ pm? I doubt it since the parking lots start getting empty at 5:01 pm.

2- Institute computer monitoring software on every employee's workstation. I know personally and overhear govt. employees talk about facebook, writing their novel, or bidding on ebay at the workplace! Small cost for huge savings.

3- If there are several equally eligible applicants for the same open job position, and one of them volunteers for the position at no cost just to prove their capability, do not prevent this from transpiring due to all the red tape and govt. bureaucracy. The cost of hiring employees is a very expensive endeavor and going through an intern process can save a lot of money.

Thanks for your time

Has Merit? Y Explanation

Implementation Number of hours worked is already tracked through timesheets, which employees and supervisors must certify and approve subject to disciplinary action for falsification. We long ago moved away from time clocks to track hours because electronic timesheets provide data entry and processing efficiency. As we know, there are other ways to hold people accountable for their time, quality work product just being one of them, and that accountability ultimately lies with the supervisor. Agencies currently have the means to track and enforce employee time requirements. The ideas suggested would simply add additional monitoring costs for which there is no guaranteed return on investment. As we know, simply ensuring that someone is present for a given number of hours does not in and of itself ensure work product. That would still lie with the supervisor. Certainly, if the submitter of the suggestion has specific knowledge of individual incidents of time abuse that would be most welcome and could be dealt with appropriately.

As to tracking arrivals departures, there would be manpower and supply costs associated with such tracking. As well as storage of the records.

The suggestion to the use unpaid volunteers to fill regularly funded positions for some trial period to prove proficiency in the work has federal Fair Labor Standards Act ramifications. While volunteer programs are permitted by the act, volunteers cannot be used for such purposes. Further, even if permitted, there would be no cost savings related to recruitment and selection (hiring) because the same process would have to be followed to ensure that the person was qualified to perform the work.

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
--------	--------	---------	-------------	--------------------------	---------	-------------

SUGGESTION

Steps Taken

Efficiency:

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
--------	--------	---------	-------------	--------------------------	---------	-------------

Department of Transportation

2980

8/10/2009

Recurring

Y

9/3/2009

Train's , such as the ones California, mainly the Bart should be installed in FL. stop building roads. start using Nanosolar technology instead of gas. <http://www.nanosolar.com/>

in the fl constitution we said we would build a train system and then went back or are word that's a shame.

Has Merit? Y **Explanation** Partially. We need both transit and roads in Florida.

Implementation Ultimately we hope to have more rail transit services in the state. We are working towards that end.

Work with partners to develop good, cost effective projects. Obtain funding to implement them.

Steps Taken The department is currently applying for federal funding to help develop rail transit and intercity rail projects in Florida. Numerous studies are ongoing in the state.

Efficiency: In certain high density corridors with defined travel patterns, rail transit projects may improve personal mobility more efficiently than some highway expansion options.

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
--------	--------	---------	-------------	--------------------------	---------	-------------

Office of Financial Regulation

	2966	7/30/2009			Y	9/1/2009
--	------	-----------	--	--	---	----------

To whom it may concern,

It has come to my attention that the Banking Office of the Office of Financial Regulation is planning on holding a taxpayer paid conference at a beach resort in the near future. At a time when we are all struggling with higher and higher living costs, economic problems and unemployment this conference is a big waste of taxpayer money. I wonder what the newspaper would say about this type of reckless spending by a government run office. Especially since the person in charge of the office Alex Sink is running for governor. It seems to me that the banking office should be watching the banks and not going to a beach resort on taxpayer money. Aren't the banks in big trouble. I hope you have the power to stop this and return some common sense to government spending.

Has Merit? Y **Explanation** This suggestion was passed on to for further action.

Implementation This suggestion was passed on to for further action. I was advised that the conference being held by the Banking Division is critical to the mission and will actually serve as a training activity.

Steps Taken

Efficiency:

Total Suggestions: 17