

Suggestion List

01-Dec-09

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
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AHCA -Information Technology

	3199	10/7/2009	0	Once	Y	11/18/2009
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It was recently brought to my attention that a suggestion had been made to set all printers to "greyscale" mode. While this will save toner, it also has the potential to REDUCE efficiency. Most of the offices I work with (FDOT) that need a color printer have separate color and black & white printers. So people print to the black and white unless they specifically need color. Having the default set to greyscale on the color printers will only add an extra step for whoever is printing something and waste paper by having to print a document twice.

Has Merit? Y **Explanation**

Implementation

In AHCA IT, we have set our Savin MFD to default to black and white (grayscale) and duplex (just as the comment below states has been done in their office). To change to color, you have to change it manually from the print job (i.e. MS Word...).

Steps Taken AHCA's green initiative from August 09 already has begun moving in this direction

Efficiency: We have found that there is no extra effort or any loss of productivity by choosing color when needed. We believe it saves resources and money with the default are set to black and white (grayscale).

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Department of Agriculture

	3068	9/9/2009		Once	Y	11/30/2009
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Florida can save money on its DO NOT CALL program.

I participate in the Florida Dept. of Agriculture & Consumer Services DO NOT CALL program.

My original registration and payment was good for five years. Now I must update annually and pay \$5 each year.

If we implement a multiple-year renewal instead of annual, then Florida will reduce the cost of generating and mailing renewal notices, plus reduce the cost of receiving and depositing renewal payments.

The process savings would depend upon the number of years in the renewal term.

Additionally, Florida would have the use of the cash generated by these advance payments.

If we are concerned about the cost to the participant, then the notice could allow each participant to select the number of years of the renewal.

Many of us would prefer to renew for multiple years instead of issuing \$5 checks every year.

This is especially true now that we retain our phone numbers if we switch phone service providers. This was not the case when the program was established.

Has Merit? Y **Explanation** Thank you for participating in the Florida Do Not Call program. Your feedback and suggestions are valuable to us as we work to improve our delivery service in this ever changing communication environment. Close to 100,000 Floridians are registered on the state’s “Do Not Call” list which gives Florida consumers privacy from unwanted sales calls. Florida residents who do not wish to receive sales calls may have their residential, mobile or paging device telephone number included on this list. The cost of subscription per telephone number is \$10.00 for the first year and then \$5.00 per number per year thereafter. Consumers may subscribe for more than one year at a time and may renew for a maximum of five years at any time. We encourage Florida residents to go "Paperless" and go online at www.fldnc.com to sign up as well as renew their subscription. One may also print the form and submit by mail as well as call our consumer assistance center at 1-800-HELP-FLA (435-7352) for assistance with this process.

Implementation We will strive to make sure that our paperwork and website clearly state that multiple year initial registrations and renewals (up to 5 years per phone number) are available.

Modification of the paper renewal form and in the future, the on-line renewal process.

Steps Taken Modification to the paper renewal form has occurred.

Efficiency:

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
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Department of Environmental Protection

	3170	9/25/2009			Y	11/6/2009
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CFO Sink, I applaud your action regarding the blackberries. I recently retired from the State of Florida government and can assure you that my agency definitely had a "blackberry" abuse. As a budget officer, I often took the other side when it came to purchasing blackberries but with little effect. Many users didn't even know how to use the functions other than the cellphone. In addition, the blackberries, IPODS and cellphones were used most often for personal use without the employee contributing a dime. In addition, one of our divisions said it would give up its landlines if the cellphones were approved. The landlines are still in place four years later.

One other area that you should review is the amount of money the State of Florida is not recovering from Skymiles earned on state funded flights. These Skymiles have a dollar value and are being used for personal use instead of being used to purchase other State flights. CFO, I can assure you that this is a significant sum of money.

Has Merit? Y **Explanation**

Implementation Inconclusive

Steps Taken

Efficiency:

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
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Department of Financial Services

	1519	3/9/2009	0	Recurring	Y	11/10/2009
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We should have "basic" requirements on office supplies. For example, everyone wants post-it notes in all these different colors, etc. They are post-it notes. Yellow should be fine and a lot cheaper. Everyone wants their own favorite writing pens. Some are very expensive. A good stock pen works just as well, even if it isn't fancy. I see a lot of waste in office supplies. Not just our office, you can see it on the desks of others, etc. Just a thought.

Has Merit? Y **Explanation**

Implementation

Each division in the Department of Financial Services is allotted a specific dollar amount each fiscal year to purchase office supplies. Those purchases are managed and approved in each management area based on need, functionality, and budget. Some divisions and departments rely on special supplies to code, track, mark, and organize items and information.

Nevertheless, there are basic items used by every office and division, and we should regularly review those purchases to make sure everyone is getting the best deal. We have been working closely with our vendor, Office Depot, to create and identify a list of core items used by departments. Office Depot has further reduced the pricing of those items and we will continue to evaluate purchases and the vendors we use. The establishment of a workgroup to continuously review practices and opportunities for savings in commodity items is a good idea and should be implemented in any case. Good working links with DMS to follow up on and coordinate with their efforts are suggested. Development of core lists with other vendors as necessary, based on the model above, would be an effort that can be implemented and monitored through the (suggested name) "Commodities Review and Efficiency Workgroup (CREW).

Steps Taken

Efficiency: Price offsets and identification of core commodities and purchasing from core and price reduced listings will improve efficiency (cost savings) in commodity purchasing and hopefully, with proper promotion (Publications Unit to assist) result in greater overall efficiency.

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
	2829	6/29/2009	0	Recurring	Y	11/10/2009

I have a money saving suggestion, it may be a small one that some may not think will have a huge impact but every little bit helps. In my particular process, we are constantly receiving correspondence from other state's and we receive paper clips on almost all of our correspondence. So much so that we have bowls of them sitting around our office, in our file room and stuffed in empty drawers. I also worked for another service center and we had a similar issue so I am suspecting that this over-abundance is not limited to just our office, but perhaps is a state wide issue. I was thinking that perhaps somehow the paper clips could be re-distributed among other state offices and this would eliminate the need to purchase them from an outside agency.

I don't know if this would be a cost effective effort or not, but thought it was noteworthy.

Thank you for your consideration.

Has Merit? Y **Explanation**

Implementation

Many divisions in our department have re-usable items such as paperclips, folders, binders, etc. in a centralized location in an effort to reduce supply costs, and we will encourage all divisions and offices to do the same.

Your suggestion is appreciated and we are looking at ways to develop employee awareness campaigns promoting the re-use of items and materials as ways to save additional funds and we will also address updating the AP&P to reflect conservation of resources, including recycling.

The establishment of a workgroup to continuously review practices and opportunities for savings in commodity items is a good idea and should be implemented in any case. Good working links with DMS to follow up on and coordinate with their efforts are suggested. Development of core lists with other vendors as necessary, based on the model above, would be an effort that can be implemented and monitored through the (suggested name) "Commodities Review and Efficiency Workgroup.

Steps Taken See notes above, this is happening informally already, see suggested informational/awareness campaign on re-use/re-cycling of small office supply commodities. Publications has begun the production of posters, informational emails or notices on the Intranet could also be developed.

Efficiency: Awareness of recycling of small commodity items and promotion of reuse will likely decrease new purchases and make use of existing resources in a (more) cost effective manner. An Ap&P will codify and formally adopt as policy this type of approach.

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SUGGESTION

Department of Revenue

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

	3097	9/16/2009			Y	11/10/2009
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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 The writer raises good points about ensuring that state resources and employee time are not used for non-state purposes. The Department of Revenue assigns the responsibility for monitoring employee time and the use of resources to each employee's supervisor, and to the managers. All supervisors are trained on these responsibilities, and have access to automated resources and human resources specialists for guidance. We also have established clear policies about work time and the use of state resources, particularly computer technology. These are required reading for all employees.

Our computer and internet policies outline acceptable use of the state's computers. Employees acknowledge each time they sign on to a Revenue computer that their activities may be monitored. Employees are prohibited from accessing inappropriate websites. Revenue also has website filtering software installed on its network which is aligned with the computer and internet policies. Commonly known social networking sites such as My Space and Facebook, and streaming media sites such as You Tube, to name a few, are blocked by the software. We also have a process for investigating complaints of employee misuse of the Internet and state resources in general.

We agree that volunteering is a good option for saving the state money in certain situations. We are working on a volunteer policy to encourage volunteers to work in Revenue. However, we do not currently have statutory authority to complete criminal background checks on volunteers. Criminal background checks are necessary to be sure that citizens' confidential information is protected. We are proposing a law change this legislative session to allow the proper screening of Revenue volunteer applicants. We currently accept some student volunteers who have been properly screened at their school's expense.

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SUGGESTION

Steps Taken

Efficiency:

3178	9/25/2009				Y	11/6/2009
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Has Merit? Y Explanation

Implementation The Department of Revenue agrees that the use of PDAs and other wireless devices should be carefully monitored. On January 26, 2006, we adopted a Telecommunication Device Policy. In part, it states that a telecommunications device shall be issued only if necessary to assist the employee in carrying out their assigned duties. Factors to be considered include: the employee's job duties, time required away from the office, travel, and the need for accessibility. This determination is made by the Program Director or his or her designee.

Currently, the Department has 46 PDAs.

On the issue of Skymiles, the Department of Management Services and the Comptroller's Office looked into this question in the past. This suggestion should be referred to DMS and DFS.

Steps Taken

Efficiency:

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SUGGESTION						

Department of the Lottery

3101

9/16/2009

Y

11/23/2009

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.

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Thanks for your time

Has Merit? Y **Explanation**

Implementation See above.

Steps Taken

Efficiency:

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State Board of Administration

3271	10/7/2009				Y	11/16/2009
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Has Merit? Y **Explanation**

Implementation responsible printing habits are encouraged by management.

Steps Taken

Efficiency:

Total Suggestions: 9