

Suggestion List

05-Jan-10

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

SUGGESTION

Agency for Work Force Innovation

3446 11/24/2009

Y

12/8/2009

I have just had to file unemployment for the first time in 30 years and was dismayed by the practice of the unemployment center sending out separate checks for state unemployment and the \$25 federal unemployment. Both checks are written by the state of Florida, but it seems wasteful to me to send them out individually under separate mailings. It's costing 33.5 cents each mailing and should be sent as one, regardless if two checks are issued or not.

Has Merit? Y **Explanation**

Implementation The agency's goal was to get these much needed funds into the hands of our customers as quickly as possible realizing that there may not have been any monetary savings. The agency was able to expedite the payment of the stimulus money by issuing separate payments. Combining the additional \$25 stimulus payment into one payment was an ideal outcome; however, to do so required extensive programming to make deductions for child support, earnings, overpayment offsets, and other functions prior to adding the \$25 amount to the one payment. At the time, the Agency assessed the benefits and costs associated with issuing a combined check. We understood that almost every state utilized the same strategy and for the same reason Florida did.

Steps Taken

Efficiency:

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

AHCA -Information Technology

3112

9/16/2009

Y

12/3/2009

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 Currently, AHCA hires interns and sometimes volunteers depending on the job function. However, certain job functions require someone who already has the expertise, experience, education, and training in that field. Unless the applicant is already doing that type of work, it would take more time to train someone without the experience. Most vacant positions are critical to the Agency and are filled immediately by employees already working in state government who has the same experience and/or doing the same type of work.

Computer Monitoring software is installed to prevent users from browsing certain sites and monitor the network traffic

Steps Taken

Efficiency:

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

Department of Agriculture

1760	3/28/2009	Once	Y	12/17/2009
------	-----------	------	---	------------

Hello. I would like to suggest that Florida invest in agriculture to help increase efficiency, proficiency, and reduce waste. If Florida helped farmers switch from flood irrigation to micro irrigation, it would save billions of gallons of water every year and would increase productivity and efficiency for farmers. Perhaps, federal and state tax money could be used to generate jobs to make the switch and help the economy, conservation as well as investing in the future of agriculture in the state. It would also be setting a precedent for other agriculture states. Thank you.

Has Merit? Y **Explanation**

Implementation

See below

Steps Taken While flood irrigation is not widely used in Florida, sub-irrigation (also called seepage) is commonly used and can appear similar to a flood system. Seepage irrigation involves on-farm networks of canals, ditches, water furrows, and other hydraulic controls to allow management of water table levels in order to irrigate crops. However, research at the University of Florida Institute of Food and Agricultural Sciences has shown that great benefits in water quantity, water quality, and yield can be realized by the adoption of low-volume systems (which include micro-jet irrigation or drip irrigation) in lieu of, or in conjunction with, seepage systems. In fact, these low-volume irrigation methods have already been adopted by many citrus, strawberry, nursery, and vegetable operations that previously operated seepage systems.

The Florida Department of Agriculture Office of Agricultural Water Policy works with farmers to implement Best Management Practices (BMPs), which include conversion to more efficient irrigation methods. On-the-ground teams provide technical assistance to farmers enrolled in these BMP programs. The teams providing assistance include Mobile Irrigation Labs, which evaluate the efficiency of irrigation systems and provide recommendations for improvements, where needed. In the past, state cost-share funding has been available to assist farmers with implementation of BMPs such as micro-irrigation.

Unfortunately, the funding sources for state cost-share programs have been affected by the economic downturn in recent years. We hope to restore cost-share funding for irrigation efficiency improvements in the future.

Efficiency: Even without financial assistance, more growers are using low-volume irrigation systems because of the associated production and water conservation benefits. We expect this trend to continue.

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

	1883	4/7/2009		Recurring	Y	12/30/2009
--	------	----------	--	-----------	---	------------

The state has cut back on the heating and a/c temperatures to save power and reduce the cost the state is paying for power. Also, we've all been asked to remove several items (coffee pot, space heaters, etc) to help with this. I believe the state may have overlooked one large way to reduce the power consumption on a state wide level and significantly reduce the cost of electricity used by state facilities, Lighting.

Almost all of our state buildings have excessive lighting. On my floor I have 16x22 rows of light fixtures, give or take a few. That is 352 fixtures per floor with three light bulbs each. That's 1056 bulbs used on my floor. These bulbs use 45 watts of power every hour. If the math is done correctly, that is a very large amount of consumed power and is very costly.

I'm not sure what the state's cost in lighting alone is but by removing one bulb from every light fixture, it will decrease the lighting cost by 1/3, that would save the the state hundreds of thousands a year. If we remove two bulbs, it would reduce the lighting cost by 2/3, additionally, if we also remove all lights in cubicles/offices not used, the state could save millions on a state wide level.

Has Merit? Y **Explanation**

Implementation See below

See below

Steps Taken Agriculture implemented this initiative almost two years ago in response to the Governor's Greenhouse Gas Emissions Reduction program. Where opportunities and funding permit, buildings have and will continue to be retrofitted with higher efficiency lighting and motion detectors.

Efficiency:

	2050	4/23/2009			Y	12/30/2009
--	------	-----------	--	--	---	------------

We waste tons of office supplies, we buy things we don't need, we surplus things that are practically brand new. There is very little storage available for surplus so things are taken to the dump regularly. Employees should be able to buy the perfectly good furniture and computers that we regularly surplus. I put unknown because I don't want to be identified since it will be obvious who made this suggestion. I've been making it loud and clear for a long time. I'm sure this kind of activity is rampant throughout every agency.

Has Merit? Y **Explanation**

Implementation Due to the possibility of a conflict of interest and potential for poor internal controls, this Department has an Administrative Policy and Procedure prohibiting this practice and at this time, do not contemplate amending this policy.

Steps Taken

Efficiency:

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
	2169	4/29/2009		Recurring	Y	12/23/2009
<p>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.</p> <p>Has Merit? Y Explanation</p> <p>Implementation</p> <p>Actions mentioned in this suggestion have been in place for a number of years in an effort to reduce energy costs.</p> <p>Steps Taken The largest users of energy, and therefore generate the greatest energy cost, are from a buildings' mechanical systems, not lightning. As buildings are rennovated or as opportunities arise, motion detectors for lighting are installed and fixtures converted to more effcient lighting fixtures.</p> <p>Efficiency: The Department has and will continue to replace mechanical systems and lighting as time and money allows.</p>						
	2438	5/13/2009		Recurring	Y	12/23/2009
<p>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!</p> <p>Has Merit? Y Explanation</p> <p>Implementation</p> <p>See below</p> <p>Steps Taken An e-mail to all employees was sent on June 16, 2009, referencing this suggestion from the Get Lean Program and requesting employees to set their copiers and printers to "duplex" and "grayscale."</p> <p>Efficiency:</p>						
	2597	5/26/2009		Recurring	Y	12/23/2009
<p>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.</p> <p>I'd much rather spend the afternoon at home with my dog or in the garden than just about anything else.</p> <p>Has Merit? Y Explanation</p> <p>Implementation In part. Letters can and have been sent to employees recognizing superior performance. Granting days off is not within the authority of the agencies.</p> <p>Legislative action and rule changes by DMS.</p> <p>Steps Taken</p> <p>Efficiency:</p>						

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

SUGGESTION

	2705	6/16/2009		Recurring	Y	12/23/2009
--	------	-----------	--	-----------	---	------------

I scan everything and email copies instead of making copies upon copies upon copies of documents. It serves as a great filing system as well that I save to CD-RWs.

Has Merit? Y **Explanation**

Implementation This suggestion has already been implemented when and where deemed appropriate based upon the business need of the operating unit.

See above

Steps Taken See above

Efficiency:

	2707	6/16/2009		Recurring	Y	12/23/2009
--	------	-----------	--	-----------	---	------------

Reuse old paper for note sheets or to take messages.

Recycling bins at government buildings, we take all of our paper and recyclable materials to a local drop off but there are no bins (we made our own) for recycling in the building and we often have meetings here.

Has Merit? Y **Explanation**

Implementation The process is already in place as prescribed by the Department of Environmental Protection that oversees this program.

See above

Steps Taken See above

Efficiency:

	2710	6/16/2009		Recurring	Y	12/23/2009
--	------	-----------	--	-----------	---	------------

As we all know, printer ink can get pretty expensive. When using a printer if the 'fast draft' option under printing preferences is selected, not only will you decrease the amount of time it takes to print but you will use a significantly less amount of ink to print your documents. If you compare most documents side by side...one printed with fast draft and the other printed with normal...you won't be able to tell the difference.

Has Merit? Y **Explanation**

Implementation

See below

Steps Taken An e-mail to all employees was sent on June 16, 2009, referencing this suggestion from the Get Lean Program and requesting employees to set their copiers and printers to "duplex" and "grayscale."

Efficiency:

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

SUGGESTION

	2712	6/16/2009			Y	12/23/2009
--	------	-----------	--	--	---	------------

Stop outdated our brochures by putting, Governor,Director, Chief, etc names on them. When we do this, every term of leadership we have to scrap letter head and and brochures.

Has Merit? Y **Explanation**

Implementation Public brochures and documents should identify the Department's name and responsible person for various agency programs and activities so the public can have first hand information as to whom to communicate with for information, issues or concerns. Most of these brochures are now available in electronic format and not printed in large volumes for storage.

Steps Taken

Efficiency:

	2744	6/16/2009			Y	12/23/2009
--	------	-----------	--	--	---	------------

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 This Agency's Forms database already uses black and white forms versus color.

Steps Taken

Efficiency:

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
	2790	6/20/2009			Y	12/4/2009

D.O.F. could charge for its o.s.i. (on site inspections) \$5.00 - \$10.00 each time and, \$5.00-\$10.00 for each permit other departments do it, and other counties do it all the time, but we do not. It would bring in some money. D.O.F. could also have a 3 -day permit for \$20.00 for farmers, Grove farmers. Think about it their a 18 Fire District in the state everyone needs a permit from us to burn or o.s.i. from D.O.F. Thanks

Has Merit? Y Explanation

Implementation The Division of Forestry actively promotes the use of prescribed burning as a safe and cost effective land management tool that helps ensure ecosystem health while reducing wildfire risk. On Site Inspections (O.S.I.s) are first and foremost an effective education and prevention tool for burners that helps ensure safe burning practices. While a potential additional revenue source, attaching a small fee to each O.S.I. and Open Burning Authorization (O.B.A.) issued will likely (1) dissuade burners from asking for a voluntary O.S.I., (2) encourage burners to attempt burns without authorization, (3) further complicate and lengthen the O.B.A. issuance process, and (4) be an additional fee to those already being assessed by some municipalities within the state. The administrative costs involved in collecting small fees on 122,000 O.B.A.s issued annually across 15 field units would be both labor intensive and cost prohibitive.

Steps Taken

Efficiency:

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
	2795	6/22/2009		Recurring	Y	12/30/2009

Some items of reference from the Division of Plant Industry Cost Savings Task Team:

- Turn off every other light in hallways
- use in-house shredded paper for packing material rather than purchasing peanuts, bubble wrap or other fillers.
- over-stock office supply bartering system – (check other sections to see if they have what you need instead of just ordering, only order if no one else has it.
- We are able to share files electronically rather than using the US Postal Service.
- Turn off the lights when you leave the room.
- Turn off your computer, printer and other office equipment when you go to lunch or leave for the day or better yet leave the printer off until you need to run a print job.
- Keep your thermostat set at 76 ° F during the summer and 70° F during the winter. This does not apply to areas requiring critical temperature settings
- Turn the thermostat to 80° F during the summer and to 65° F in the winter when you leave your office. This does not apply to areas requiring critical temperature settings.
- Turn off the water while you are lathering your hands and then turn it back on to rinse.
- Reduce the Hot Water temperature
- Turn off the coffee pot as soon as possible.
- Turn off copiers when not in use.
- Close window blinds or other treatments in unoccupied spaces.
- Take advantage of the natural sunlight when adequate sunlight is available
- Do not leave outside doors propped open.
- Ensure outdoor lighting is OFF during the day
- Make sure outside doors and windows are properly sealed.
- Make sure tires are properly inflated. This can save up to 3% on gas mileage
- Reduce phantom loads. Phantom loads are when an electrical device is still plugged into the socket. You can stop the load by unplugging the devise.
- Educate employees and designate a “responsible party” to promote and monitor good energy practices
- Report observations of leaking faucets, excessive energy use

Has Merit? Y **Explanation**

Implementation

See below

Steps Taken In regards to the suggestion list, many of them have great merit and are already implemented in our everyday activities, e.g., turning off every other light in the hallways where safe; maximizing over-stocked items through bartering within offices and buildings; turning off electronic equipment at the end of the day; turning off lights when gone from an office for extended periods or end of the day; ensuring efficient control of building thermostats; not leaving outside doors open; preventive maintenance for window and door weather-stripping; outdoor lights off during the day; good automobile maintenance beyond just tire pressure; and encouragement of reporting observations of excessive energy use. In general, we have through different mechanisms attempted to educate our work force to use these common sense approaches to saving state funds. In fact, we submitted a Davis Productivity Award nomination earlier this year with most of these suggestions as were formulated by a DPI Cost Savings Task Team. Only a few are not feasible such as turning copiers off when not in use due to excessive times most copiers need to warm up to do the job; and, we recycle packing materials that come with items that are shipped to us rather than use shredded paper or purchase new packing materials.

Efficiency:

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

SUGGESTION

	2798	6/23/2009		Recurring	Y	12/23/2009
--	------	-----------	--	-----------	---	------------

Set the quality settings on printers to Draft. This should save the amount of ink used, and therefore reduce the numbers of ink cartridges that need to be purchased for replacement. Use the Normal setting for final versions of documents, maps, etc.

Has Merit? Y **Explanation**

Implementation

See Below

Steps Taken An e-mail to all employees was sent on June 16, 2009, referencing this suggestion from the Get Lean Program and requesting employees to set their copiers and printers to "duplex" and "grayscale."

Efficiency:

	2813	7/1/2009			Y	12/23/2009
--	------	----------	--	--	---	------------

Mow the grounds less frequently. I.E. If the grounds are mowed once a week, make it once ever 1.5 weeks. Thats over a month's worth of mowing saved in a year along with gas, wear and tear on mowers,and employee time.

Has Merit? Y **Explanation** Only to a certain degree. Mowing frequency is very dependent upon the weather and growing conditions.

Implementation The maintenance section develops and follows a targeted maintenance schedule, but mowing is based on conditional needs such as drought, extreme rain, and events at facilities. Mowing is adjusted based on these conditions. Generally, mowing less frequently, allows the grass to grow in height and thickness thereby increasing mowing times, and wear and tear on equipment which generally offsets any fuel savings.

Steps Taken

Efficiency:

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

SUGGESTION

	2819	6/29/2009		Recurring	Y	12/30/2009
--	------	-----------	--	-----------	---	------------

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** To some extent.

Implementation

See below

Steps Taken This suggestion is implemented locally for many types of office supplies(bindings, binder clips, file folders, etc.)not just paper clips.

Efficiency:

	2850	6/30/2009		Once	Y	12/18/2009
--	------	-----------	--	------	---	------------

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 currently uses DMS WebEx offering to reduce travel costs for meetings and training.

The Department currently uses DMS WebEx offerings.

Steps Taken The Department currently uses DMS WebEx offerings.

Efficiency: DMS works with different vendors to come up with more cost saving offerings since the state has a large number agencies that can utilize the WebEx services, thereby getting a better discount for bulk use.

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

	2930	7/11/2009		Recurring	Y	12/30/2009
--	------	-----------	--	-----------	---	------------

COLLECT EMPTY INK CARTRIDGES FOR \$\$!

THERE ARE SEVERAL REPUTABLE WEBSITES WHICH WILL PAY FOR THE EMPTY INKJET CARTRIDGES, TONER CARTRIDGES, AND OLD CELL PHONES, SUCH AS WWW.ECYCLEGROUP.COM.

THIS WOULD BE A GREEN EFFORT TO RECYCLE AND WOULD OFFSET A PORTION OF OUR OFFICE OPERATING COSTS EACH YEAR.

Has Merit? Y **Explanation**

Implementation See below

See below

Steps Taken The Administrative Division of the Department has undertaken a pilot program to purchase recycled printer cartridges and offers old cellphones to local not-for-profits groups.

Efficiency:

	3162	9/25/2009		Once	Y	12/23/2009
--	------	-----------	--	------	---	------------

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 The suggestion is written as an editorial comment and may more appropriately be directed to the agency from which this individual retired to look into the allegations of abuse.

Recovering Sky Miles is a purchasing issue and would need to be referred to DFS or DMS.

Our Department already periodically reviews the applicability and appropriate use of all land-lines.

Steps Taken

Efficiency:

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

SUGGESTION

	3204	10/7/2009		Recurring	Y	12/23/2009
--	------	-----------	--	-----------	---	------------

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

See below

Steps Taken An e-mail to all employees was sent on June 16, 2009, referencing this suggestion from the Get Lean Program and requesting employees to set their copiers and printers to "duplex" and "grayscale."

Efficiency:

	3455	11/24/2009			Y	12/4/2009
--	------	------------	--	--	---	-----------

instead of printing paper salary form given to all state employees, monthly, bi-weekly; have the form available by each agency's personnel system, DFS site, or the personnel system, for each employees can log on and see it or print it if needed. Most of us, do not need the pay statement, just the end of the year statement. When there is a change in the pay, then, send email to the employee and let them know there is a change to their normal pay, then can be viewed to verify it online. This would save tons of paper/printer/labor costs.

Has Merit? Y **Explanation**

Implementation See above

Steps Taken

Efficiency:

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

	3519	12/15/2009			Y	12/23/2009
--	------	------------	--	--	---	------------

The State sends out monthly telephone bills to each of the State employees who are assigned a cellular telephone. Each employee is required to print out the bill, then to sign it to verify that the charges are for business purposes only. Though I have a cell phone, I often do not use it and the only charges are the monthly service charge, yet I still need to print and sign and return the bill--a huge cost to the State when you consider that each bill is a minimum of two (2) pages. Perhaps those bills having only service charges assessed could be culled out and not sent to the employee for verification as it is obvious that the service charge is a required business expense. It would save lots of paper, equalling lots of dollar savings.

Has Merit? Y **Explanation**

Implementation To ensure appropriate use of State assets each employee's bill must be reviewed and verified. DMS handles the state contract for phone service. Perhaps an electronic solution to this suggestion could be developed during the contract negotiation process.

Steps Taken

Efficiency:

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

Department of Children and Families

3457	11/24/2009		Once		Y	12/3/2009
------	------------	--	------	--	---	-----------

instead of printing paper salary form given to all state employees, monthly, bi-weekly; have the form available by each agency's personnel system, DFS site, or the personnel system, for each employees can log on and see it or print it if needed. Most of us, do not need the pay statement, just the end of the year statement. When there is a change in the pay, then, send email to the employee and let them know there is a change to their normal pay, then can be viewed to verify it online. This would save tons of paper/printer/labor costs.

Has Merit? Y **Explanation**

Implementation This is already available on the Chief Financial Officer's website. DCF employees have access to this site and are encouraged to view earnings statements on-line.

This is already available on the Chief Financial Officer's website. DCF employees have access to this site and are encouraged to view earnings statements on-line.

Steps Taken This is already available on the Chief Financial Officer's website. DCF employees have access to this site and are encouraged to view earnings statements on-line.

Efficiency: Saves taxpayer dollars by saving paper.

3521	12/15/2009		Recurring		Y	12/22/2009
------	------------	--	-----------	--	---	------------

The State sends out monthly telephone bills to each of the State employees who are assigned a cellular telephone. Each employee is required to print out the bill, then to sign it to verify that the charges are for business purposes only. Though I have a cell phone, I often do not use it and the only charges are the monthly service charge, yet I still need to print and sign and return the bill--a huge cost to the State when you consider that each bill is a minimum of two (2) pages. Perhaps those bills having only service charges assessed could be culled out and not sent to the employee for verification as it is obvious that the service chage is a required business expense. It would save lots of paper, equalling lots of dollar savings.

Has Merit? Y **Explanation**

Implementation Already implemented. At DCF, the cell telephone invoices are available on-line.

Already implemented. At DCF, the cell telephone invoices are available on-line.

Steps Taken Already implemented. At DCF, the cell telephone invoices are available on-line.

Efficiency:

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

Department of Citrus

2747	6/16/2009	0	Once	Y	12/28/2009
------	-----------	---	------	---	------------

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

Memo to staff; we create only a very few forms each year and currently have no graphics on forms.

Steps Taken

Efficiency:

2854	6/30/2009			Y	12/28/2009
------	-----------	--	--	---	------------

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 We already utilize GoToMeetings and have recognized time and travel savings. This also makes our public meetings more accessible to taxpayers.

Steps Taken

Efficiency:

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

	3244	10/7/2009			Y	12/28/2009
--	------	-----------	--	--	---	------------

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 Action will be taken with suggestion #3207 if warranted

Steps Taken

Efficiency:

	3458	11/24/2009			Y	12/28/2009
--	------	------------	--	--	---	------------

instead of printing paper salary form given to all state employees, monthly, bi-weekly; have the form available by each agency's personnel system, DFS site, or the personnel system, for each employees can log on and see it or print it if needed. Most of us, do not need the pay statement, just the end of the year statement. When there is a change in the pay, then, send email to the employee and let them know there is a change to their normal pay, then can be viewed to verify it online. This would save tons of paper/printer/labor costs.

Has Merit? Y **Explanation**

Implementation Has already been implemented

Steps Taken

Efficiency:

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
	3522	12/15/2009		Recurring	Y	12/28/2009

The State sends out monthly telephone bills to each of the State employees who are assigned a cellular telephone. Each employee is required to print out the bill, then to sign it to verify that the charges are for business purposes only. Though I have a cell phone, I often do not use it and the only charges are the monthly service charge, yet I still need to print and sign and return the bill--a huge cost to the State when you consider that each bill is a minimum of two (2) pages. Perhaps those bills having only service charges assessed could be culled out and not sent to the employee for verification as it is obvious that the service charge is a required business expense. It would save lots of paper, equalling lots of dollar savings.

Has Merit? Y **Explanation** To a very limited extent. Only two employees use the blackberry cell phone for e-mails on a regular basis.

Implementation At most we would save \$1 per month on the two employees who regularly use only the blackberry feature. The special handling during copying the statements and follow up on the receipt of the "No Personal Calls" statements would require more time in the process for accountability for personal usage, offsetting any minimal savings generated.

Steps Taken

Efficiency:

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

Department of Community Affairs

2054	4/23/2009		Recurring		Y	12/21/2009
------	-----------	--	-----------	--	---	------------

We waste tons of office supplies, we buy things we don't need, we surplus things that are practically brand new. There is very little storage available for surplus so things are taken to the dump regularly. Employees should be able to buy the perfectly good furniture and computers that we regularly surplus. I put unknown because I don't want to be identified since it will be obvious who made this suggestion. I've been making it loud and clear for a long time. I'm sure this kind of activity is rampant throughout every agency.

Has Merit? Y **Explanation**

Implementation A system implementing this suggestion is already in place.

Per DCA Procedure 1302.1C, a standard operating procedure for the disposition of unneeded or unusable tangible personal property purchased by DCA with state or federal funds is already in place. This policy allows property with additional useful life remaining to be offered to other state agencies, local governments and non-profit organizations through the surplus property Internet site developed by the Dept. of Management Services. Any other entity requesting to acquire surplus DCA property will be notified that it shall do so at its own expense and during the normal hours of operation for DCA.

Steps Taken Per DCA Procedure 1302.1C, a standard operating procedure for the disposition of unneeded or unusable tangible personal property purchased by DCA with state or federal funds is already in place. This policy allows property with additional useful life remaining to be offered to other state agencies, local governments and non-profit organizations through the surplus property Internet site developed by the Dept. of Management Services. Any other entity requesting to acquire surplus DCA property will be notified that it shall do so at its own expense and during the normal hours of operation for DCA.

Efficiency: A system is already in place to determine and post the condition and 'remaining useful life' of surplus DCA property on the DMS surplus property Internet site. Other state agencies, local governments, non-profit organizations, and other entities may request to acquire this surplus, saving money, and increasing efficiency through recycled use of said property.

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

	2123	4/27/2009			Y	12/29/2009
--	------	-----------	--	--	---	------------

By following a similar program as State's Attorney Willie Meggs' walking program for his employees, state offices will have healthier and more efficient employees. Allow state employees to walk 30 minutes a day and reward them with four hours off a month.

This will result in less time off for sick leave. When the employee earns the four hours off then it save on electricity and water.

American Heart Association's Start!

<http://www.americanheart.org/presenter.jhtml?identifier=3053031>

This is what Start! is all about — employees stepping away from their desks to get some quick and easy physical activity at work. Remember, walking can help a person reduce their risk of heart disease and stroke. And healthier employees help you reduce healthcare costs. So why wouldn't you want employees up and moving?

Promote this healthier lifestyle with our menu of tools to help get your workers up and moving. It's easy and free. It also celebrates the many health benefits of simply walking! MyStart! Online Tracker is one of these tools. It's a great way for you to track your employees' fitness progress.

The Start! Walking Program encourages employers to set up walking routes that can motivate employees to walk around the office. National Start! Walking Day, April 8, 2009, is our special day that calls on all employees to become more active.

And keep your employees informed year-round with healthy tips from our quarterly Start! at Work newsletter. Use our information in your own company newsletters.

Has Merit? Y **Explanation** Encouraging employees to exercise and remain active has value for individuals and their organizations. Implementation of this suggestion, however, would require: A change in the State of Florida Personnel rules with a change in Title X, F.S. 110 governing State of Florida employment.

Implementation Encouraging employees to exercise and remain active has value for individuals and their organizations; Implementation of this suggestion, however, would require: A change in the State of Florida Personnel rules and a change in Title X, Florida Statute 110, governing State of Florida employment.

Steps Taken

Efficiency:

	2442	5/13/2009		Recurring	Y	12/28/2009
--	------	-----------	--	-----------	---	------------

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 we do have that policy and we did go through all the printers that would allow that option to be set. Unfortunately, most color printers were of the smaller variety and did not have that option.

Per Steve Grantham, we have implemented setting Department printers to default to greyscale and duplex if that option was available. Only the smaller color printers, lacking that option could not be set.

Steps Taken Yes, per Steve Grantham, all printers that allow the change to greyscale and duplex have been set by our IT Department.

Efficiency: In using a "duplex" setting, savings is generated by using less paper. In stting printers to default to "greyscale" savings in use of color toner is generated.

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

SUGGESTION

	2551	5/20/2009	0	Once	Y	12/28/2009
--	------	-----------	---	------	---	------------

This applies to all state operations. The consumer suggests the state look at all free "perks" provided to state employees at taxpayer expense. Perks would include any free additional hotel night stays when away on state business, as well as receiving air miles at taxpayer expense.

Has Merit? Y **Explanation**

Implementation See below

See below

Steps Taken In following the Governor's Code of Ethics, Chapter 112, Part III, Florida Statutes, along with Department policy and procedure 1101.9, the employees of this Department must adhere to specific standards of conduct. (listed in 1101.9). Regarding air miles: we follow the Governor's Code of Ethics which allows a traveler to use for personal use any miles earned while on state business. This is provided in Section XII of the Governor's Code of Ethics dated January 7, 2007.

Efficiency:

	2748	6/16/2009		Recurring	Y	12/28/2009
--	------	-----------	--	-----------	---	------------

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

These suggestions have already been implemented. We set printer defaults to greyscale and duplex when those options are available. It is also our policy to print out one copy and use this to reproduce duplicates if required on a copy machine. Our FAX cover sheet is in simple, memo style black and white format.

Steps Taken These suggestions have already been implemented. We set printer defaults to greyscale and duplex when those options are available. It is also our policy to print out one copy and use this to reproduce duplicates if required on a copy machine. Our FAX cover sheet is in simple, memo style black and white format.

Efficiency: Savings are generated in use of color toner, black toner, and use of less expensive copy paper, using both sides when possible.

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

	3086	9/16/2009		Recurring	Y	12/21/2009
--	------	-----------	--	-----------	---	------------

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** #1: this idea would require additional staff to monitor the "book" and prepare reports so that managers can determine any problems. Also, it is our belief that individual supervisors are the best ones to keep track of the time worked by their employees. These supervisors know the specific instances when employees are approved to work different schedules, to work late, and to leave early. When the supervisors correctly do their jobs, there is no need for a separate sign-in/sign-out system.
#2: Yes and is being implemented.
#3: No, it puts applicants at an unfair advantage. In order to provide equal consideration to all employees who submit applications for advertised vacancies, the applicants must be treated consistently. Allowing one applicant who happens to be willing and able to "volunteer" the chance to be in the job over other applicants who cannot volunteer gives the volunteer a unique advantage to be hired permanently. The volunteer has a chance to actually do the job responsibilities, work with the supervisor, and gain on-the-job training ahead of the non-volunteers. Although our agency supports volunteerism, the volunteer service is not initiated in connection with the application for a specific job.

Implementation #1 No, for reasons explained above.
#2: Yes, already being implemented.
#3: No. See below.

#1: Not applicable.
#2: Purchasing monitoring software.

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
SUGGESTION						
		#3: Not applicable.				
Steps Taken		#1: No #2: Early in 2009, we instituted a new Internet policy, which includes blocking access to certain Web site categories to improve worker efficiency. #3: As with most state agencies, DCA has a volunteer policy that allows for citizens to volunteer. However, the volunteers need to seek to serve outside of any official employment process. When a position is formally advertised, all applicants must receive equal consideration (federal and state law). Allowing one applicant to "volunteer" for an advertised job would give them an unfair advantage over applicants who are currently working or cannot "volunteer."				
Efficiency:		#1: Not applicable #2: Increased worker efficiency by eliminating access to non-work related sites, such as chat, entertainment, sports, banking, dating, etc. #3: Not applicable.				
	3166	9/25/2009	8670	Recurring	Y	12/28/2009

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

Already implemented: Rather than completely eliminate the use of wireless devices, DCA has developed a policy in response to requirements specified in Section 51 of SB2602 (ch.209-82, L.O.F.), which was passed by the 2009 Legislature. This policy establishes stringent rules for device assignment and expanded monitoring of billing. The law was designed to ensure the cost-effective acquisition and use of wireless devices. Under this plan, some devices were eliminated, "anytime" minutes have been cancelled without specific approval from the Secretary and National plans covering cell phone calls made outside of FL are not allowed. Regarding Skymiles, we follow the Governor's Code of Ethics which allows a traveler to use for personal use any miles earned while on state business. This is provided in Section XII of the Governor's Code of Ethics dated January 7, 2007.

Steps Taken Rather than completely eliminate the use of wireless devices, DCA has developed a policy in response to requirements specified in Section 51 of SB2602 (ch.209-82, L.O.F.), which was passed by the 2009 Legislature. This policy establishes stringent rules for device assignment and expanded monitoring of billing. The law was designed to ensure the cost-effective acquisition and use of wireless devices. Under this plan, some devices were eliminated, "anytime" minutes have been cancelled without specific approval from the Secretary and National plans covering cell phone calls made outside of FL are not allowed. Regarding Skymiles, we follow the Governor's Code of Ethics which allows a traveler to use for personal use any miles earned while on state business. This is provided in Section XII of the Governor's Code of Ethics dated January 7, 2007.

Efficiency: As a result of prior actions, the Dept. estimated an annual savings of about 5% or \$1500 in 2007-08. As a result of this plan, additional savings were estimated at approximately 30% or more than \$8,670.

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

	3459	11/24/2009		Recurring	Y	12/28/2009
--	------	------------	--	-----------	---	------------

instead of printing paper salary form given to all state employees, monthly, bi-weekly; have the form available by each agency's personnel system, DFS site, or the personnel system, for each employees can log on and see it or print it if needed. Most of us, do not need the pay statement, just the end of the year statement. When there is a change in the pay, then, send email to the employee and let them know there is a change to their normal pay, then can be viewed to verify it online. This would save tons of paper/printer/labor costs.

Has Merit? Y **Explanation** Although the suggestion has merit, it was implemented years ago, and the savings generated from it have been recurring for all or most SOF agencies, since DFS implemented an electronic payroll system.

Implementation See above

DFS created an electronic payroll system, available to all State Agencies.

Steps Taken See above

Efficiency: Savings are generated in paper, toner, manpower, employee convenience.

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

Department of Corrections

3460	11/24/2009				Y	12/3/2009
------	------------	--	--	--	---	-----------

instead of printing paper salary form given to all state employees, monthly, bi-weekly; have the form available by each agency's personnel system, DFS site, or the personnel system, for each employees can log on and see it or print it if needed. Most of us, do not need the pay statement, just the end of the year statement. When there is a change in the pay, then, send email to the employee and let them know there is a change to their normal pay, then can be viewed to verify it online. This would save tons of paper/printer/labor costs.

Has Merit? Y **Explanation**

Implementation Already implemented.

Steps Taken

Efficiency:

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

Department of Environmental Protection

3463	11/24/2009		Recurring		Y	12/4/2009
------	------------	--	-----------	--	---	-----------

instead of printing paper salary form given to all state employees, monthly, bi-weekly; have the form available by each agency's personnel system, DFS site, or the personnel system, for each employees can log on and see it or print it if needed. Most of us, do not need the pay statement, just the end of the year statement. When there is a change in the pay, then, send email to the employee and let them know there is a change to their normal pay, then can be viewed to verify it online. This would save tons of paper/printer/labor costs.

Has Merit? Y **Explanation**

Implementation

The Department of Environmental Protection currently has a link on our home web page for employees to access their earnings statement online through the Department of Financial Services. DEP no longer provides monthly printed payroll statements to employees.

Steps Taken Identified above.

Efficiency:

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

SUGGESTION

Department of Financial Services

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

	3090	9/16/2009			Y	12/28/2009
--	------	-----------	--	--	---	------------

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** Relative to suggestion #1: Employee productivity and performance standards are a top priority for this agency. We continue to look for ways to reduce inefficiencies in light of declining budgets. We hold our front line supervisors accountable for ensuring that employees are working their scheduled hours. In addition, front-line supervisors are aware of the duties and responsibilities of each of their employees. Some managers may use various log-in/log-out methods to monitor employee performance.

Relative to suggestion #3: This suggestion cannot be implemented; the Fair Labor Standards Act (FLSA) does not permit individuals to volunteer in paid positions.

Implementation Regarding suggestion #2: Although the suggestion does have merit, this would not be a small cost. Licensing and recurring costs for thousands of devices, as well as the operational overhead, must be considered. Implementing "computer monitoring software on every employee's workstation" would be a major cost and work effort.

There is also a liability concern. DFS policy is clear that users of IT resources (i.e. DFS employees) "have no expectation of privacy." However, policy also allows employees to use DFS IT resources for personal use on a "limited and acceptable" scale. Monitoring software installed on the workstation may include a key-logger function that captures keystrokes. This is how what an employee types would be identified. Since an employee could visit a personal site that requires user authentication, DFS would be capturing an employee's personal identifier and password. Should a DFS employee be exposed to identify theft or personal data compromise, DFS could possibly have a liability concern.

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

SUGGESTION

Regarding suggestion #1 & #3: We have forwarded this suggestion to all other state agencies for response.

Steps Taken

Efficiency:

3120	9/22/2009				Y	12/8/2009
------	-----------	--	--	--	---	-----------

I'm not sure if this is the right category or not. The department that the suggestion is geared toward is Insurance Fraud. The State of Florida provides the investigators with state cars to take home. I understand the need for investigators to have access to automobiles in the event that they are called out on an emergency and sometimes that call can come when the investigator is at home. However, I don't see how insurance fraud investigators could be called out so frequently to warrant a state car with state gas & state insurance on an emergency. Most fraud cases are non-emergency issues & most of the investigations are done in a regular 8 - 5 work day. If the free transportation is eliminated the state would reap enormous savings. If the program was not eliminated but scaled back to the use of state cars during the work day - the savings would still add up quickly. I truly admire the work that these investigators do. I just believe that this is a perk that we, as taxpayers, cannot currently afford. Thank you for the opportunity to have my opinion heard and for hosting this forum. I hope we can both find it a beneficial and cost savings contact. Thank you again for watching those state pennies which add up to state dollars. Keep up the good work, you've done great things, I just think there is a bit more to do. Thanks again.

Has Merit? Y **Explanation** This suggestion has some merit in that gas and vehicle maintenance does cost money. Most state, county, and local police departments provide take home vehicles for their sworn members. As the Division of Insurance Fraud moves to reduce and eliminate building leases and allow the officers to work from their vehicles and homes, the take home vehicle program will be a necessity. Recent rent reductions have provided a cost savings already for FY 10/11, of \$11,742.00. The Division of Insurance Fraud has the potential to save more money when we start negotiations on other targeted offices, such as Pensacola, St. Petersburg, and Tampa, whose leases expires in 2011. Detectives will be able to work from their vehicles utilizing sophisticated software programs.

Implementation This suggestion has some merit in that gas and vehicle maintenance does cost money. Most state, county, and local police departments provide take home vehicles for their sworn members. As the Division of Insurance Fraud moves to reduce and eliminate building leases and allow the officers to work from their vehicles and homes, the take home vehicle program will be a necessity. Recent rent reductions have provided a cost savings already for FY 10/11, of \$11,742.00. The Division of Insurance Fraud has the potential to save more money when we start negotiations on other targeted offices, such as Pensacola, St. Petersburg, and Tampa, whose leases expires in 2011. Detectives will be able to work from their vehicles utilizing sophisticated software programs.

Steps Taken

Efficiency:

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

SUGGESTION

	3171	9/25/2009			Y	12/8/2009
--	------	-----------	--	--	---	-----------

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 Thank you for your comment regarding our efforts with the reduction of wireless devices. We have forwarded our study to other agencies in the hopes that each will be able to pursue similar cost savings.

Regarding your suggestion on the use of frequent flyer miles, we are guided by the Governor's Code of Ethics as to the use of frequent flyer miles. This document is attached for your reference.

Steps Taken

Efficiency:

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
	3213	10/7/2009	0	Recurring	Y	12/28/2009

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

This suggestion has been forwarded to all agencies for response. The default to gray scale has been implemented at DFS and we have found it to be cost effective and efficient. We are continuing to monitor our printer costs and pursue efficiencies, such as through our Printer Consolidation Project. This project will analyze the Department of Financial Service's (DFS) current printer, fax, and scanner population as well as utilization statistics. Upon completion of the analysis, reports identifying any potential cost savings and recommended actions will be presented to management. The pilot's assessment results demonstrated that there could be significant savings to the Department.

In addition, we have recently we are starting a new initiative, the Commodities Review and Efficiencies Workgroup or the "CREW" Team. The CREW Team will be asked to look at ways to best purchase, use, and conserve office supplies. The opportunity for savings and good stewardship in this area was suggested by several Get Lean suggestions and it just makes sense.

Steps Taken

Efficiency: Unknown at this time.

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
	3250	10/7/2009	0	Recurring	Y	12/28/2009

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

This suggestion has been forwarded to all agencies for response. The default to gray scale has been implemented at DFS and we have found it to be cost effective and efficient. We are continuing to monitor our printer costs and pursue efficiencies, such as through our Printer Consolidation Project. This project will analyze the Department of Financial Service's (DFS) current printer, fax, and scanner population as well as utilization statistics. Upon completion of the analysis, reports identifying any potential cost savings and recommended actions will be presented to management. The pilot's assessment results demonstrated that there could be significant savings to the Department.

In addition, we have recently we are starting a new initiative, the Commodities Review and Efficiencies Workgroup or the "CREW" Team. The CREW Team will be asked to look at ways to best purchase, use, and conserve office supplies. The opportunity for savings and good stewardship in this area was suggested by several Get Lean suggestions and it just makes sense.

Steps Taken

Efficiency: Unknown at this time.

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

Department of Health

3214	10/7/2009		Once		Y	12/1/2009
------	-----------	--	------	--	---	-----------

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** This is a duplicate.

Implementation

This is a duplicate suggestion.

Steps Taken

Efficiency: This is a duplicate suggestion.

3251	10/7/2009		Once		Y	12/1/2009
------	-----------	--	------	--	---	-----------

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 This is already current practice.

This is already current practice.

Steps Taken This is already current practice.

Efficiency: No change is being made. This is already current practice. There will be no increased efficiency.

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

Department of Highway Safety

	3466	11/24/2009	0	Once	Y	12/17/2009
--	------	------------	---	------	---	------------

instead of printing paper salary form given to all state employees, monthly, bi-weekly; have the form available by each agency's personnel system, DFS site, or the personnel system, for each employees can log on and see it or print it if needed. Most of us, do not need the pay statement, just the end of the year statement. When there is a change in the pay, then, send email to the employee and let them know there is a change to their normal pay, then can be viewed to verify it online. This would save tons of paper/printer/labor costs.

Has Merit? Y **Explanation**

Implementation

Currently in implementation (see below).

Steps Taken The Department, as a general practice, does not print warrant summary sheets. Members are encouraged to visit the CFO website to view and if necessary print the warrant summary.

Efficiency: No associated savings, since this is currently general practice. Assuming \$0.15 per warrant summary (paper and associated cost) X 4,500 members = \$675 monthly.

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

Department of Law Enforcement

3468	11/24/2009		Recurring		Y	12/1/2009
------	------------	--	-----------	--	---	-----------

instead of printing paper salary form given to all state employees, monthly, bi-weekly; have the form available by each agency's personnel system, DFS site, or the personnel system, for each employees can log on and see it or print it if needed. Most of us, do not need the pay statement, just the end of the year statement. When there is a change in the pay, then, send email to the employee and let them know there is a change to their normal pay, then can be viewed to verify it online. This would save tons of paper/printer/labor costs.

Has Merit? Y **Explanation**

Implementation

None. This suggestion hs already been implemented.

Steps Taken For several years FDLE discontinued the distribution of paper copies of earning statements to members. Just this year, FDLE also discontinued distribution of paper copies of remittance advices for members' travel and other reimbursements. Members access the DFS website to print paper copies of the earning statements and remittance advices as needed.

Efficiency: There has been a definite savings when it comes to labor, printing and paper costs.

3532	12/15/2009				Y	12/22/2009
------	------------	--	--	--	---	------------

The State sends out monthly telephone bills to each of the State employees who are assigned a cellular telephone. Each employee is required to print out the bill, then to sign it to verify that the charges are for business purposes only. Though I have a cell phone, I often do not use it and the only charges are the monthly service charge, yet I still need to print and sign and return the bill--a huge cost to the State when you consider that each bill is a minimum of two (2) pages. Perhaps those bills having only service charges assessed could be culled out and not sent to the employee for verification as it is obvious that the service chage is a required business expense. It would save lots of paper, equalling lots of dollar savings.

Has Merit? Y **Explanation**

Implementation For some time now, FDLE has used an automated system called MARTS to review and approve usage of issued cellular phones. The monthly cell phone invoice is electronically provided to the member to verify and to mark calls that are non business. MARTS will then alert member to reimburse personal calls as necessary. If the personal calls are less than a dollar, the member is not required to reimburse. If the call is \$1 or more, the member will record the personal check number in MARTS to reimburse. Once the verification process is complete, the invoice is electronically sent to the supervisor for approval. The verification process is complete when the check is deposited and MARTS is updated. FDLE only requires members to print cell phone invoice when reimbursement is required. FDLE does not incur additional costs with the cell phone verification process.

Steps Taken

Efficiency:

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

SUGGESTION

Department of Revenue

3392	11/6/2009				Y	12/1/2009
------	-----------	--	--	--	---	-----------

I have a \$750 dollar on my desk. It was here when I was hired back in August 2006. It's a nice printer, copier, scanner. Just about everyone in my building has their own "expensive" printer on their desk. The problem is is that each team also has access to even better B&W and Color printers right outside their offices. So why does everyone have an additional printer on their desks? I'm sure there is plenty of rationale for having your own printer, but initial cost, maintenance, efficiency, a little exercise, and technical support are some pretty strong reasons for using shared printing resources.

Has Merit? Y **Explanation**

Implementation Although this suggestion does not provide any information that we can take specific actions on, we do agree that sharing printers is a good way to avoid costs and we use shared printers throughout the Department.

Steps Taken

Efficiency:

3471	11/24/2009				Y	12/28/2009
------	------------	--	--	--	---	------------

instead of printing paper salary form given to all state employees, monthly, bi-weekly; have the form available by each agency's personnel system, DFS site, or the personnel system, for each employees can log on and see it or print it if needed. Most of us, do not need the pay statement, just the end of the year statement. When there is a change in the pay, then, send email to the employee and let them know there is a change to their normal pay, then can be viewed to verify it online. This would save tons of paper/printer/labor costs.

Has Merit? Y **Explanation**

Implementation No. Eliminating the paper salary form is a good idea. Along with many other state agencies, we stopped issuing paper forms several years ago.

Steps Taken

Efficiency:

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

	3535	12/15/2009			Y	12/28/2009
--	------	------------	--	--	---	------------

The State sends out monthly telephone bills to each of the State employees who are assigned a cellular telephone. Each employee is required to print out the bill, then to sign it to verify that the charges are for business purposes only. Though I have a cell phone, I often do not use it and the only charges are the monthly service charge, yet I still need to print and sign and return the bill--a huge cost to the State when you consider that each bill is a minimum of two (2) pages. Perhaps those bills having only service charges assessed could be culled out and not sent to the employee for verification as it is obvious that the service charge is a required business expense. It would save lots of paper, equalling lots of dollar savings.

Has Merit? Y **Explanation**

Implementation We addressed this issue several years ago and do not require employees to return paper copies of bills that do not include any personal calls.

Steps Taken

Efficiency:

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

Fish and Wildlife Commission

	2873	6/30/2009			Y	12/29/2009
--	------	-----------	--	--	---	------------

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 FWC already provides this type of service.

Steps Taken

Efficiency:

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

Office of Financial Regulation

	3479	11/24/2009			Y	12/8/2009
--	------	------------	--	--	---	-----------

instead of printing paper salary form given to all state employees, monthly, bi-weekly; have the form available by each agency's personnel system, DFS site, or the personnel system, for each employees can log on and see it or print it if needed. Most of us, do not need the pay statement, just the end of the year statement. When there is a change in the pay, then, send email to the employee and let them know there is a change to their normal pay, then can be viewed to verify it online. This would save tons of paper/printer/labor costs.

Has Merit? Y **Explanation**

Implementation This suggestion has already been implemented by this agency. According to our personnel office, salary statements are not printed. Employees can go online and view or print their statements at their discretion.

Steps Taken

Efficiency:

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

SUGGESTION

	3485	11/24/2009		Recurring	Y	12/2/2009
--	------	------------	--	-----------	---	-----------

instead of printing paper salary form given to all state employees, monthly, bi-weekly; have the form available by each agency's personnel system, DFS site, or the personnel system, for each employees can log on and see it or print it if needed. Most of us, do not need the pay statement, just the end of the year statement. When there is a change in the pay, then, send email to the employee and let them know there is a change to their normal pay, then can be viewed to verify it online. This would save tons of paper/printer/labor costs.

Has Merit? Y **Explanation**

Implementation This has been implemented at SBA for over 10 years.

Already in effect

Steps Taken Already in effect

Efficiency: Saves paper & time

Total Suggestions: 58