

Suggestion List

30-Jul-10

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

SUGGESTION

Agency for Health Care Administration

4644

5/21/2010

Y

7/12/2010

No copies. Since all state agencies now communicate by email, don't print anything out. Simply transmit the document in electronic form, store it as a legally archived document (now legal in Florida), and only print it out if, in the unlikely event, it is needed for reading by someone who doesn't have a computer.

Save: On copiers and copying maintenance and supplies, on paper, staff time, file cabinets, file storage, etc.

Has Merit? Y **Explanation**

Implementation Agency management would have to make the determination and establish written policy regarding printing.

Steps Taken

Efficiency:

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

Department of Corrections

4636	5/21/2010				Y	7/26/2010
------	-----------	--	--	--	---	-----------

Insulate all public buildings including the uninsulated CBS structures being used by DOC which are air conditioned. Additionally, use dark tint and plastic storm windows to reduce heating and cooling costs. The insulation for such a project is relatively cheap, and the labor is already on site.

Thank you.

Has Merit? Y **Explanation**

Implementation Presently all of our newly constructed buildings are designed and built to meet or exceed industry standards for current “R” values regarding insulation. Unfortunately, due to current budget constraints and the need to address more critical infrastructure issues, the Department is not in a position to address upgrading the insulation factors our older existing buildings.

Steps Taken

Efficiency:

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

Department of Education

2084 4/23/2009 Recurring Y 7/2/2010

Hi,

All of my suggestions on ways to save the state money deal with personnel issues:

1. Some state offices/office buildings can be closed one day of the week, with employees working 10 hour days. If not now, perhaps the summer, specifically the DOE since most of the school districts are closed on Fridays in the summer.
2. When an employee's job changes or is demoted, require that the salary changes to reflect new/less responsibilities and/or change from SES to career service.
3. At the DOE, make FL Education Foundation employees be paid from that fund instead of state dollars.
4. Disallow retired employees to be re-employed at previous salary. This is a two-fold problem since this prevents new hires, as well as costs the state by "double-dipping".
5. Close state offices once/twice a month with no pay for employees or close day before or after holiday with no pay. Require key employees to report to work or be on call, if necessary.

Has Merit? Y Explanation

Implementation The Department currently has an evaluation system in place by which the Commissioner of Education assesses and makes the final determinations of personnel actions for current employees, which might include demotions, promotions, and transfers.

Florida Statutes provide that the employees who are appointed to SES or SMS positions serve at the pleasure of the agency head and are subject to dismissal, transfer, demotion, and reductions in pay at the discretion of the agency head. The Commissioner of Education reviews and evaluates employee evaluation actions on a case by case basis and considers factors such as workload, duties, responsibilities and salary increases or decreases during the review.

Steps Taken Department management evaluates the needs and priorities based on a number of factors including, legislative requirements, program needs, and federal guidelines. Once a thorough evaluation has taken place, recommendations are provided to the Commissioner for final review and determination.

Efficiency: Estimated savings could be recurring or one time. However, this would be based upon the type of personnel action generating savings. actual amounts of savings cannot be determined at this time.

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

Department of Financial Services

	3932	3/4/2010			Y	7/1/2010
--	------	----------	--	--	---	----------

This is an idea that can quite possibly save the State of Florida hundreds, if not thousands, of dollars monthly.

If the State of Florida were to make "EcoFont" the default font for printing documents on all State computer systems the savings would be phenomenal; with what would appear to be minimal costs to implement. I work at the Brooksville CSE Office and even if [just] CSE were to use this font Statewide, the savings in toner/ink would be quite large.

EcoFont has very tiny holes within it that are virtually imperceptible to the human eye at a normal font size(10 to 12 point). These "invisible" holes result in this font using up to 20% less ink and/or toner.

More info on EcoFont can be found at: <http://www.ecofont.com/> I recommend someone go to the website and check out the FREE (click on English) version and the PROFESSIONAL (click on English) version for further information.

I sent this cost savings idea up several months ago through the "Listening To You" program, but it seems to have gotten "stuck" somewhere along the way.

Thank you for your consideration.

Has Merit? Y **Explanation**

Implementation Ecofont's product could result in greater usage of both ink and paper, compared to standard fonts already in use at DFS. From a practical standpoint, DFS has already implemented many measures that accomplish the intended goal of this suggestion. Guidelines have been issued, for example, to avoid printing if not necessary, using economy print settings, printing front and back, not printing in color, not making copies unnecessarily, using recycled toner and economy print cartridges. Based on research and current DFS practices, no additional action on this suggestion is necessary at this time. In any case, product and pricing are not available for Ecofont at this time.

Steps Taken

Efficiency:

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
SUGGESTION	4657	5/21/2010	0	Recurring	Y	7/1/2010

No copies. Since all state agencies now communicate by email, don't print anything out. Simply transmit the document in electronic form, store it as a legally archived document (now legal in Florida), and only print it out if, in the unlikely event, it is needed for reading by someone who doesn't have a computer.

Save: On copiers and copying maintenance and supplies, on paper, staff time, file cabinets, file storage, etc.

Has Merit? Y **Explanation**

Implementation

The Commodities Review & Efficiency Workgroup (CREW) has already made suggestions along these lines and the Divisions have been reminded by the Chief of Staff to only make copies or reports when necessary, only in black and white, etc. In large part, this suggestion is already implemented on an operational basis.

Steps Taken The CREW Committee has made this suggestion and members are practicing variations on this theme. The Chief of Staff has directed an email to be issued to the Directors earlier this year encouraging restraint in printing out documents, making copies of reports, etc, as previously noted. In order to emphasize this and extend it clearly to all copies, further CFO/Chief of Staff or CREW emails could be issued along these lines. Eliminating ALL copying is not feasible or desirable due to considerations noted in the merit section, above.

Efficiency: Resources would be conserved and unnecessary printing would be curtailed; the printer-copier reduction project is a step in this direction.

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

Department of Management Services

4702	6/30/2010		Recurring		Y	7/12/2010
------	-----------	--	-----------	--	---	-----------

Eliminate gas-guzzling vehicles from the State's fleet of vehicles. Purchase new vehicles that save gasoline (at least 25 miles per gallon or more; 30 miles per gallon or more is better). This applies to all State Departments or Agencies.

Has Merit? Y **Explanation**

Implementation See next three blocks for explanation longer than any one cell will hold....

1.The Department of Management Services, Division of Specialized Services, Fleet Management is currently proposing a pilot project to dispose of specific state vehicles in the state's vehicle fleet that are over a specific age or have exceeded a specific mileage threshold. The pilot project will be implemented and evaluated for potential statewide benefits before the next legislative session in March of 2011.

Steps Taken 2.The Department of Management Services, Division of Specialized Services, Fleet Management is the delegated State Fleet Approver for all state agency purchases of mobile equipment based on designated commodity codes. Note: Motor vehicle acquisition requests for appropriate EPA Size Class are reviewed and approved based on an agency's need to support its mission and comply with Executive Order 07-126/Section 5/Paragraph 3, Florida Statutes 287.151, DMS Administrative Rule 60B-1 and EPAAct of (1992). Specific Duties Of The Assignee and Equipment Justification is required on a completed DMS Request for Purchase of Mobile Equipment Form MP6301 (Currently being revised as a web based form). Recommendations for requested mobile equipment are provided to the requesting agency by the State Fleet Approver as needed based on the information provided.

Efficiency: Unknown

4708	7/6/2010		Once		Y	7/22/2010
------	----------	--	------	--	---	-----------

lock down internet games and play websites.

Has Merit? Y **Explanation** The Department already has a formal policy for all DMS employees - Internet and E-mail Usage Policy - Administration 99-104. We reviewed our policies with all staff last summer and will remind our employees again of the policy.

Implementation The Department already has a formal policy for all DMS employees - Internet and E-mail Usage Policy - Administration 99-104. We reviewed our policies with all staff last summer and will remind our employees again of the policy.

The Department already has a formal policy for all DMS employees - Internet and E-mail Usage Policy - Administration 99-104. We reviewed our policies with all staff last summer and will remind our employees again of the policy.

Steps Taken The Department already has a formal policy for all DMS employees - Internet and E-mail Usage Policy - Administration 99-104. We reviewed our policies with all staff last summer and will remind our employees again of the policy.

Efficiency: The Department already has a formal policy for all DMS employees - Internet and E-mail Usage Policy - Administration 99-104. We reviewed our policies with all staff last summer and will remind our employees again of the policy.

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

Department of Revenue

	4665	5/21/2010	0	Once	Y	7/12/2010
--	------	-----------	---	------	---	-----------

No copies. Since all state agencies now communicate by email, don't print anything out. Simply transmit the document in electronic form, store it as a legally archived document (now legal in Florida), and only print it out if, in the unlikely event, it is needed for reading by someone who doesn't have a computer.

Save: On copiers and copying maintenance and supplies, on paper, staff time, file cabinets, file storage, etc.

Has Merit? Y **Explanation**

Implementation Yes, we have been working toward the goal of this suggestion for many years, through technological innovation and process improvement. Eliminating unnecessary paper not only lowers costs, but also increases efficiency. We continue to streamline processes and increase the use of electronic communications to reduce costs and make the best possible use of the resources entrusted to us.

We have developed and continue to develop e-systems for the transmission of information between our offices and our customers. For example, in our General Tax Administration program, our system for electronic submission and storage of tax returns has dramatically decreased the amount of paper received and stored by the Department, as well as the amount of paper forms created and mailed out. Our Property Tax Oversight program has been receiving real property assessment rolls by electronic means for many years, and last year we expanded this process to non-ad-valorem tax rolls. In our Child Support Enforcement program, we have established e-services for the payment of child support and for employers to report new hires.

see response to next question

Steps Taken We are currently establishing document sharing software on our department-wide intranet to reduce the amount of paper used in document review and in transmitting documents internally. We have also eliminated most desktop printers and are developing department-wide printing and copying guidelines that will help us avoid unnecessary printing and use the most economical printing methods when printing is required.

Whether records are paper or electronic, we must maintain them in accordance with records management laws, and make them available in accordance with public records laws. As we have converted paper processes to electronic ones, we have created systems for managing, archiving, and retrieving the electronic information.

To improve the efficiency of our records management process, we are building a comprehensive records management program that will include options for the electronic storage of Revenue's documents and information, including e-mail. We are converting many paper records to electronic format to facilitate access, reduce storage costs, and eliminate the need for additional duplication of the records in paper format. In addition, we are attempting to ensure that records that are "born digital" do not have a paper counterpart.

Efficiency:

Total Suggestions: 8