

Suggestion List

01-Nov-11

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

6744	7/22/2011	0	Recurring	Y	10/17/2011
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Agency by agency, a "turn out the lights" campaign can be initiated via e-mail reminders as well as in-building flyers or notices posted in gathering areas and next to or near exits/light switch sources.

Volunteers or assigned, rotating building or office monitors could be responsible to ensure that all unnecessary lights are off at the end of each work day. A brainstorming session can be utilized to bring forth innovative and successful strategies to be utilized by employees to save energy, turn out the lights.

Has Merit? Y **Explanatio**

Implementation Implementation is probably a good start; however, there are areas that reduced manning may create some issues in verification on a daily basis.

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Steps Taken Implementation is probably a good start; however, there are areas that reduced manning may create some issues in verification on a daily basis.

Efficiency: Undetermined

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Department of Elder Affairs

	2604	5/26/2009			Y	10/26/2011
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Occasionally awards are given for superior job performance. In the past luncheons were held. This is nice but I believe a better and more appreciated alternative exists. Rather than spend money on a frame or plaque, send a letter of congratulations and a pass for a day or half day off. Formal recognition and plaques are nice, but after a while the wall gets full and most end up in a file cabinet.

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

Has Merit? Y **Explanatio**

Implementation It will be at the discretion of the supervisor as to how individual employees are awarded for their superior job performance.

Steps Taken

Efficiency:

	5189	1/24/2011			Y	10/27/2011
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Forward to ALL agencies: Many documents can be processed using the docuSign.net program. Particularly the Legal files (Administrative Orders, etc) can be routed throughout the Agency electronically. New rules and policies can all be handled electronically. This should allow for a significant decrease in the need for resources in all of the internal mail rooms in agencies and the need for "runners". Businesses are using this type of software to handle very complex legal documents, mortgages, etc. The state agencies should be able to extensively implement this. HR forms could all be processed this way as well.

Has Merit? Y **Explanatio**

Implementation The agency's legal department does not process a significant volume of routine administrative orders or form legal documents, so I do not believe that there is the possibility of significant time or cost savings by using this technology.

Steps Taken

Efficiency:

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	5261	2/8/2011			Y	10/18/2011
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I see one of the largest costs for state government is travel. Millions of dollars are spent yearly on travel for each state agency, from the governor to the auditors. I came from a private sector job in which I traveled a great deal. One of the fringe benefits from that job was travel points. It enabled me to get free hotel rooms so my wife and I could vacation more. But, it also changed my spending habits. I only stayed in Hilton hotel brand, because I could earn points quicker. That meant that I would often spend more for a room, so that it would be part of the Hilton hotel chain. My boss did not care because money was good and he was not worried about these additional costs because they were being passed along to the client. I believe this type of spending is rampant throughout state government. I see the general rule is if the room is less than \$100 than it is allowed. But I think that is too much latitude during these trying times.

My suggestion is that the State looks at Hotwire.com. This is an amazing travel tool that can save a great deal of money. I am sure you know how it works, but I will give a brief subscription. This is an online travel site for booking flights and hotels. You go on and choose a location and dates. Then the service provides you with options based on a star rating. For example Hampton Inns are 2.5 stars and they improve all the way to 5 stars. Customers are guaranteed a specific group of brands for each star rating. This ensures that the customer is not staying in a run-down, off-brand hotel. Also for larger markets, the city is broken down into separate areas. This ensures that your hotel will be relatively close to where you are working. Example: The government rate for Hampton Inn Westshore, Tampa Florida, March 7-11 is \$99 per night. Hotwire Rate: 3 star \$57 per night. The amazing part is that a 3 star hotel, which is rated higher than the Hampton Inn. This savings can be transferred to almost any market throughout the state. Smaller communities and rural counties might not have travel options, but I would assume that a majority of travel is done to major cities. One potential downside to Hotwire.com is that rooms are pre purchased. This means that the reservations cannot be altered. This does reduce flexibility, but the dramatic cost saving far out weighs the less flexibility.

Next I will list the Pros and Cons:

Pros:

- 1.Travel costs are dramatically less than usual government rates.
- 2.Hotel brands are guaranteed with each star rating.
- 3.Hotels are defined specific area of city.

Cons:

- 1.Employees do not receive reward points
- 2.Rooms are pre purchased and cannot be changed or altered.

I know a policy like this would be very unpopular among those how travel as part of their job. But when we are talking about layoffs and reduction in government size, this could equal jobs for state employees. Personally I would give up my Hilton reward points for a job for myself or colleague. I think this idea at least warrants a study to see its potential savings.

Has Merit? Y **Explanatio**

Implementation Hotwire.com does not offer the flexibility to cancel or change reservations at no cost. Hotel reservations are made at the official website of the hotel, where changes to reservations can be made at no cost.

Steps Taken

Efficiency:

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SUGGESTION						

	5313	2/22/2011			Y	10/26/2011
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I would suggest utilizing the printer's "Preference -> Finishing" function and print on both sides of the paper. Requiring everyone to do this should reduce paper consumption by half.

Has Merit? Y **Explanatio**

Implementation Most documents produced and used by the Department are paperless. Hard copies are printed at the discretion of the author and based on the audience served. Since we serve Florida's elders we have to be cognizant of the special needs of seniors when we print documents for them to read. Policing any requirement to make copiers/printers statewide for mandatory duplex is cost prohibitive.

Steps Taken

Efficiency:

	5428	3/8/2011			Y	10/26/2011
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With Regular gas at \$5.49 in orlando florida today, why not encourage each employee to work only 3 days a week and take leave to reduce the florida taxpayers Employee Leave liability. This would help the state employees save money and reduce the cost to the state of florida. Remember most state employees has not rec a raise in 6 years.

Has Merit? Y **Explanatio**

Implementation Requiring employees to take 2 days off from work and take leave is not feasible. Some state employees are OPS (other personnel service) and do not acquire leave. For the employees that do acquire leave, the state would still have to pay for the time they take off. There is no cost savings to the state or the employee.

Steps Taken

Efficiency:

	6747	7/22/2011			Y	10/26/2011
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Volunteers or assigned, rotating building or office monitors could be responsible to ensure that all unnecessary lights are off at the end of each work day. A brainstorming session can be utilized to bring forth innovative and successful strategies to be utilized by employees to save energy, turn out the lights.

Has Merit? Y **Explanatio**

Implementation The Department is currently using motion sensed light switches. The lights will automatically turn off after a certain amount of time if there is no movement.

Steps Taken

Efficiency:

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SUGGESTION

Total Suggestions: 7