

**OFFICE OF THE COUNTY ADMINISTRATOR**

600 West Fourth Street
Davenport, Iowa 52801-1030

Ph: (563) 326-8702 Fax: (563) 328-3285
www.scottcountyiowa.com

March 11, 2008

TO: C. Ray Wierson, County Administrator
FROM: Chris Berge, Administrative Assistant *Chris*
SUBJECT: Productivity Innovation Program (PIP) Award Winners

The goal of the Productivity Innovation Program (PIP) is to improve the efficiency of operations, safety, delivery of service and quality of work life. Every February proposals are reviewed by a selection committee and winners are presented with \$250 saving bonds.

The selection committee is made up of the County Administrator and four department heads that revolve on a yearly basis. All proposals were placed into one of four categories: Customer Service, Safety, Quality of Work Life/Environment, and Monetary Savings. After the proposals were placed in each category, the committee members individually graded each proposal. The committee came together and shared their grades and agreed upon five proposal winners.

The Productivity Innovation Program award winners are:

- 1. Wade Hamann – Conservation.** Wade suggested the purchase of anti-fatigue mats. This suggestion has been implemented and has relieved leg and back fatigue for those who spend a majority of the day reconditioning equipment during winter maintenance. This suggestion has improved the work environment and employee morale.
- 2. Jeff Renkes - FSS.** Jeff suggested that maintenance staff take digital photos of storage boxes of old files prior to destruction. This gives the department the opportunity to authorize the destruction of boxes without making a trip out to Tremont to verify the box and creates a record of the documents that have been destroyed. This idea was implemented in the Treasurer's Office and has been a big success.
- 3. Jane Morehouse – Health Department.** Jane conducted a cost analysis study on the use of disposal razors in the Jail. This suggestion was implemented and has been a savings of staff time and money.
- 4. Debbi Oleson – Health Department.** Debbi's idea was to develop a reference directory for use at the Bailiff Desk in directing the public to the appropriate office. This suggestion has been implemented and has been very helpful.

5. **Bob Buck – Planning and Development.** Bob suggested that we install a boot cleaning brush at the door of the Secondary Road and Planning and Development building to allow employees to clean off their boots. This suggestion would create a cleaner office environment because there wouldn't be so much mud tracked into the offices and less work for the custodian crew.

All of the award winners and the selection committee members have been invited to the Committee of the Whole on Tuesday, March 18 at 9:00 a.m. for the presentation of awards.

cc: Selection Committee
Denny Conard
Lori Elam
Matt Hirst
Mike Walton
Ray Wierson