Expense Reduction Proposal

Proposal Prepared by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Controlling expenses within available resources required special skills.

1. **Lights, Computers, Heat (Heading 1)**

Remind employees to turn off lights when leaving a room and turn off computers at the end of each day; use lights that are more energy efficient; install motion sensors so that lights turn off automatically; and lower heat and raise air conditioning temperatures (also a proposal to raise/lower them in order to improve productivity).

Designate an energy conservation officer for each building to make sure that guidance related to energy savings is followed and to identify additional ways to reduce energy consumption. Winterize buildings to make them more energy efficient.

1. **Reduce work week to 4 days (Heading 2)**

Change to a four day work week in order to reduce energy consumption at work. Several proposals noted that there would be savings to the employee from eliminating the cost of travel for one day, including wear-and-tear on personal vehicles.

At least 1 proposal suggested staggering the four day work week so that services will continue to be available five days each week.

1. **Technology (heading 3)**

Use technology to eliminate printing and related costs (e.g. toner, paper) and to cut down on mailings and related costs (e.g. paper, envelopes, postage). Allow agencies to purchase their own desktop and laptop computers.

Make programming changes to systems that cause printed mailings to be sent out unnecessarily; further enhance systems in order to streamline various activities; and develop systems in house instead of paying contractors and outside vendors.

Improve the coordination of IT; further reduce rates; improve level of detail available to help managers to make better decisions. Review current cell phone contracts; eliminate cell phones and provide monthly phone allowance.

1. **Video/Teleconferencing (Heading 4)**

Increase the use of video and teleconferencing in order to eliminate unnecessary travel and related costs. There was also a suggestion to look at companies that offer this service at rates cheaper than the State’s “prime contractors.”

1. **Procurement (Heading 5)**

Allow agencies to shop around when purchasing office and printer supplies to determine if they are able to find prices that are lower than those charged by the central warehouse. Apply stricter limits on the purchase of certain office supplies (no specialty items); control the distribution of office supplies to employees through the use of an internal requisition process; and limit the distribution of office supplies through the mail and deliver them instead.

Recycle supplies such as binders, pens, pencils and notepads and store them in a central location for others to access.

1. **Mailings / Paperless (Heading 6)**

Eliminate postage paid envelopes; use vendor-provided envelopes to pay vendors; eliminate unnecessary mailings; review necessity of inter-office mail; and look at what the State Postal Center can offer agencies for services.

Increase the availability of on-line applications and use technology (including e-mail) to cut down on mailings and related costs. Require recycling of paper waste rather than pay for disposal of garbage.

1. **Printing (Heading 7)**

Reduce the amount of printed materials (e.g. BMV); go to more paperless jobs; use Central Printing more; coordinate copy jobs rather than have everyone make their own copies; less frequent changes to printed forms; use templates rather than ordering letterhead; eliminate unnecessary materials (e.g. cardboard backings) on printed materials; and don’t replace toner cartridges (remove and shake) until they have run out. Stop sending out renew notices for drivers licenses.

1. **Vehicles (Heading 8)**

Issue vehicles only if needed on a daily basis; do not allow vehicles to be used to commute to and from work, even if used daily; and buy instead of lease. There were also proposals to use vehicles rather than reimburse for mileage and to stop buying vehicles every year. Do not run vehicles excessively and reduce speed (State Troopers) to 70 MPH.

1. **Alternate Work Schedules (Heading 9)**

Apply stricter limits on travel; require carpooling when possible and only reimburse at 50% if not used; eliminate conferences at resorts and require the use of brown bag lunches to cut down on costs; review per diem rates for food expenditures; fewer meeting and catered meetings and minimize travel for non-front line employees.

Issue laptops to employees required to travel to allow them to work on the road rather than return to the office and pay the mileage; work from home and go to regional office on an as-needed basis and encourage case managers to work from home. Alternate schedules and allow telecommuting in order for employees to share space and technology.

1. **Buildings (Heading 10)**

Use state-owned rather than leased; and reduce the number of branch offices (BMV). Allow BGS to do electrical work at all State buildings, including IF&W.

1. **Employees / Contractors (Heading 11)**

Eliminate laptops for students and keep the teachers; contract out security and custodians; use state employees to achieve savings rather than contract out; train/cross-train employees to do transcription and other work rather than contract. Don’t extend contracts if there is an over-run. Allow training to be done locally rather than centrally to make it easier to address local issues. No age requirement to allow those at higher steps to retire (newer employees at lower steps); offer retirement incentives; make more enticing to save jobs for other employees.

Reviews of numbers of administrative staff, supervisors, deputies, assistants and associates (compare to previous years); too many heads and assistants at regional offices with no supervision; and licensing workers can do their own paperwork. Allow employees to take voluntary days off without pay, volunteer their services and make tax deductible contribution to pay off state debt; and take personal budgeting and other enrichment courses; take one paid Friday off each month. Allow employees to help out in other areas where required based on workload; have Sam McKeeman conduct cost-savings brainstorming sessions.

1. **Legislative (Heading 12)**

Reduce the number of legislators; revisit benefits for legislators.

1. **Health and Human Services (Heading 13)**

Require TANF and food stamp recipients to work in order to receive benefits; require a waiting period for welfare recipients; increase rates for foster parents who take children from expensive residential programs; change from cost-based billing to statewide percentile and allow a surcharge for very small hospitals; do not allow duplication of services within a 25 mile radius

Office of Child & Family Services provides access to numerous services for the purpose of reunifying parents & children. When parents lose custody they lose MaineCare; contract out for costly services centrally rather than have caseworkers locate, price out and submit rates for approval.

1. **Miscellaneous (Heading 14)**

Allow jails to build their own barns and farm enclosures, plant gardens, have chickens and “milkers”, preserve food for winter, root cellar crops, bees and work with maintenance on building upkeep.

Improve transparency and reporting of data; and set ground rules related to the public process to improve efficiency; and combine all state labs under one roof.

1. **Revenue (Heading 15)**

Charge fees for services, programs and copies. Raise sales taxes by 1 or 2 cents; raise sales taxes by 2% for two years.