

**RESOLUTION  
BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON**

In the matter of accepting the recommendation )  
of the Employee Suggestion Committee regarding )  
Employee Suggestion Number DHS-013 )

RESOLUTION  
# 92-130

WHEREAS, the Board of County Commissioners passed resolution number 91-80 which established an Employee Suggestion System to improve the overall effectiveness and work environment of Multnomah County,

WHEREAS, the Board of County Commissioners directed an Employee Suggestion Committee to review the submitted employee suggestions and recommend action to be taken by the Board,

THEREFORE BE IT RESOLVED THAT:

The Board of County Commissioners accepts the recommendation of the Employee Suggestion Committee and requests the Chair consider the suggestion for implementation.

Adopted this 23rd day of July, 1992.



BOARD OF COUNTY  
COMMISSIONERS  
MULTNOMAH COUNTY, OREGON

By: Gladys McCoy  
Gladys McCoy, County Chair

APPROVED AS TO FORM

LAURENCE KRESSEL, COUNTY COUNSEL  
OF MULTNOMAH COUNTY, OREGON

By: Sandra Duffy  
Sandra Duffy  
County Counsel



# MULTNOMAH COUNTY, OREGON

COMMITTEE USE ONLY

Date Received: 4/10/92

File No: DHS-013

## EMPLOYEE SUGGESTION FORM

IMPORTANT: Please read the instructions on back before completing.

BE SURE YOUR IDEA IS THOROUGHLY UNDERSTOOD. WRITE YOUR SUGGESTION CLEARLY AND COMPLETELY. ATTACH EXTRA PAGES, CHARTS OR DRAWINGS, IF NECESSARY. IF YOU NEED ASSISTANCE, PLEASE CONTACT A MEMBER OF THE SUGGESTION COMMITTEE. IT IS NOT ENOUGH TO IDENTIFY A PROBLEM, YOU MUST OUTLINE ITS SOLUTION. PLEASE BE AS DETAILED AS POSSIBLE

### PRESENT METHOD, CONDITION, or PROBLEM:

Present Cost:

Multnomah County/TB Clinic is currently purchasing padded mailing envelopes. Two sizes are currently being purchased, large and small. Padded envelopes are heavier thus more costly for postage and they are also more cumbersome to handle thus hampering efficiency in processing time. Because of the thickness of the padding they hold less in contents therefore making it necessary to use two envelopes instead of one to mail TB medicine.

During the period March, 1991 - February, 1992, 4,350 small padded envelopes were purchased at a cost of .52¢ per envelope(2) for a total cost of \$4,524.00. During the same period 1,050 large padded envelopes were used at a cost of .98¢ per envelope for a total cost of \$1,029.

Cost referred to being mailing(postage) cost.

Subtotal: \$5,553.00

### PROPOSED SOLUTION:

Estimated Cost:

Bubble mailing envelopes can be purchased at a cost of .39¢ per small and .52¢ per large in postage fees. 4,350 small bubble envelopes at at cost of .39¢ for a total of \$1,696.50 and large bubble envelopes at .52¢ for a total of \$546.00.

As well as the dollar savings in postage, the lighter envelopes would would speed up the mailing process and hold more medications thus using less smaller envelopes.

For the record, I first made this proposal in August, 1990 and for a time were receiving bubble envelopes but now find that padded envelopes are again being purchased.

Subtotal: \$2,242.50

Total Anticipated Savings(per year): \$3,310.50

### Type of Suggestion:

- Increased Efficiency
- Improved Methods
- Improved Service
- Improved Equipment

- Reduced Costs
- Waste Prevention
- Increased Worker Health and/or Safety
- Other-Please Specify \_\_\_\_\_

Date Submitted: 3-6-92	Request confidentiality: YES NO X	Name of Suggestor: (please print) (Optional) Margie Schuenemann
Phone Number: (Optional) 248-3417	Dept/Div: (Optional) Health Dept./TB	Mailing Address: (Optional) 426 SW Stark/Gill/3rd Floor

PRESENT THIS FORM TO A MEMBER OF THE SUGGESTION COMMITTEE OR SEND IT TO THE ESC, AT: B/101, R/134

Suggestor Signature: *Margie Schuenemann*  
(OPTIONAL)