



ALCOHOLIC
BEVERAGES
DIVISION
State of Iowa

Terry E. Branstad *Governor of Iowa*
Kim Reynolds *Lieutenant Governor*
Stephen Larson *Administrator*

December 16, 2013

TO: State Government Efficiency Review Committee
FR: Stephen Larson, Administrator, Alcoholic Beverages Division
RE: Employee Suggestions and Boards & Commissions

A handwritten signature in blue ink, appearing to be 'SL', located to the right of the recipient information.

EMPLOYEE INPUT - GOVERNMENT EFFICIENCY:

In November 2013, the Alcoholic Beverages Division conducted a Kaizen event to review its order entry process with the goal of improving efficiency, eliminating duplication and outdated processes, reducing costs, and increasing accountability. Employees identified several areas within the order entry process where changes could be made to increase efficiency. A second Kaizen event will be conducted in 2014 to review specific warehouse operations.

A link to the committee's public comment internet site was forwarded to Division staff. In addition, the Division continually solicits input from its employees through various means including open-door dialogue with the Administrator and conveniently located suggestion boxes which allow for anonymity.

BOARDS AND COMMISSIONS:

A single commission rests within the purview of the Division. The Alcoholic Beverages Commission acts as a policy-making body and serves in an advisory capacity to the Administrator.