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STATE OF OKLAHOMA  
DEPARTMENT OF CONSUMER CREDIT

**DEPARTMENT OF CONSUMER CREDIT**  
**ENERGY EFFICIENCY AND**  
**CONSERVATION PLAN**

**November 2, 2009**

**Department Of Consumer Credit Energy Efficiency and Conservation Plan**

**Department Of Consumer Credit Energy  
Efficiency and Conservation Plan**

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**The purpose of this plan is to:**

- Implement the requirements stipulated in Senate Bill 833.
- Create short-term and long-term goals for reducing the department's energy consumption and reduce negative environmental impact from its operations.

**The Department of Consumer Credit is organized into two primary operational areas:**

***Administrative:***

- Human Resources (includes Procurement and State Surplus Program)
- Database Management
- Director of Licensing
- Legal Counsel
- Director of Examinations
- Executive Management

***Services:***

- Examinations
- Licenses

***Facilities:***

- Building, utilities

| Division              | Operation                | Roles and Responsibilities   |
|-----------------------|--------------------------|--|
| <b>Administrative</b> | Human Resources          | Supports DOCC's operational areas to hire, promote, reward, & discipline; manages DOCC's safety and affirmative action programs. Implements purchasing policy and obtains bids for goods and services rendered.<br>Manages department's Surplus Program which includes recycling, reuse, and disposal of state property via the Oklahoma Department of Central Services. |
|                       | Database Management      | Develops and maintains databases for examinations and licensing  |
|                       | Director of Licensing    | Advises agency personnel, all licensees and the general public regarding statutes and rules of the ten industries the Department regulates. Responsible for developing policies and procedures for effective organization of processing and issuing licenses.  |
|                       | Legal Counsel            | Writes and proposes legislation, renders legal opinions, processes consumer and industry complaints, enforces statutes by legal hearings when necessary  |
|                       | Director of Examinations | Supervises examiners, schedules examinations of licensees, verifies examinations for correctness, ensures exams reach licensees in a timely manner   |
|                       | Executive Management     | Responsible for day-to-day operations, supervises operational area management, works closely with legal counsel to develop and implement legislation, policies, and procedures   |
|                       | <b>Services</b>          | Examinations   |
| Licensing             |                          | Reviews license applications for correctness and issues licenses   |
| <b>Facility</b>       | Building, utilities      | This department does not own the building: our suite is rented.  |

| Goals   | Objectives for 2010  | Accountability  |
|---|--|---|
| <b>Maximize recycling</b>                         | <p>1.1 20% of portable printer ink cartridges will be recycled</p> <p>1.2 100% of purchased printer/copy paper will be 100% recycled content</p> <p>1.3 Shred documents will be 100% recycled</p>  | Empty ink cartridges and shred documents will be delivered to a recycling center on a weekly basis                                |
| <b>Conservation</b>                               | <p>1.1 Implement/build an on-line database for license examination, thereby reducing multiple paper copies of examination by 25%</p> <p>1.2 Implementation of on-line licensing process for license renewal, thereby reducing paper copies by 25%</p>  | Progress will be monitored by the Administrator of the department   |
| <b>Reduce Transportation Associated Pollution</b> | <p>1.1 Schedule in-house examinations of licensees for first quarter to determine feasibility and decrease consumption of fuel and harmful emissions by 25%.</p> <p>1.2 Schedule multiple on site examinations for second quarter within a 10 mile radius in an effort to have 3-4 examiners in a single car at the same time, which will decrease harmful emissions by 25%.</p> | Scheduling of examinations will be conducted by the Director of Examinations and monitored by the Administrator of the department |
| <b>Reduce Energy Consumption</b>                  | <p>1.1 Reduce electrical consumption by implementing a flexible work week whereby 2 shifts will work 4 day work weeks, ensuring coverage Monday through Friday, utilizing 50% of department staff 2 days a week, reducing consumption by 25%.</p>  | Savings will be monitored by building management  |

| Goals   | Objectives for 2011-2015   | Accountability  |
|---|--|---|
| <b>Maximize recycling</b>                         | <p>1.1 50% of portable printer ink cartridges will be recycled</p> <p>1.2 100% of purchased printer/copy paper will be 100% recycled content</p>   | Empty ink cartridges and shred documents will be delivered to a recycling center on a weekly basis                                |
| <b>Conservation</b>                               | <p>1.1 Utilization of on-line database for license examination, thereby reducing multiple paper copies of examination by 50%</p> <p>1.2 Utilization of on-line licensing process for new licenses and renewal licenses, thereby reducing paper copies by 50%</p> | Progress will be monitored by the Administrator of the department   |
| <b>Reduce Transportation Associated Pollution</b> | <p>1.1 Schedule multiple on site examinations utilizing 2 teams of examiners in 2 different cars at the same time, which will decrease harmful emissions by 50%.</p>   | Scheduling of examinations will be conducted by the Director of Examinations and monitored by the Administrator of the department |
| <b>Reduce Energy Consumption</b>                  | <p>1.1 Reduce electrical energy consumption by implementation of a 4 day work week for all department staff, thereby reducing consumption by 50%.</p>  | Savings will be monitored by building management  |