

January 8, 2025 | 2:00 P.M. – 3:00 P.M. Minutes
Government Services Center Conference Room #121A

1) Welcome/Introductions/Icebreaker:

- a) Present: Landon Padrnos, Stefanie Ryan, Lisa Herges, Kjersti Bastian, Melissa Swyter, Jason Mathwig, Kyle Schlomann, Bil Schmitz, Commissioner Craig Carlson, and Commissioner Greg Mertens

2) Review Member Roster for 2025:

a) Select Co-Chairs

- i) Stefanie Ryan and Kjersti Bastian volunteered to be co-chairs.

b) Select Secretary

- i) Connie Swoboda volunteered for secretary (per previous conversation with Stefanie).

c) Open Positions:

- i) Jason Mathwig replaced Sheriff Hable for a 2-year term. Avi Sukhwal's position remains open. Up to four additional labor personnel can be added to the committee. Landon will check with the Attorney's Office to see if someone would like to join the committee.

3) Trainings:

a) Outlook Guide

- i) The Outlook Guide is complete. It is located on the [Staff Page](#) under Staff Resources → Information Technology → Outlook tab → [Renville County Microsoft Outlook Guide](#)
- ii) Two in-person trainings will be scheduled before the April CI meeting. Kjersti volunteered to look into the best way to record the training for evening/overnight staff to watch.

b) Webex

- i) The training sub-committee (Stefanie, Sara Benson, Kjersti, and Jan Steffel) will meet to discuss what Webex features may be beneficial to include in an in-person Webex training.

4) New Website:

a) Review "New Resident" page

- i) A [new resident page](#) has been added to the website under Housing. It includes all the information on the new resident flyer, along with landlord contact information. An agenda item will be added to the next County Convening meeting, asking each city if or what they provide in a "new resident" packet for people moving to their communities.

b) Need to add "Job Description" page

- i) The communications team will add a link to the committee applications on the apply for a job page to make it easier to find. The team will also look into switching the FB and LinkedIn icons around.



5) Afternoon Post Office Runs:

- a) Not necessary via department director feedback

6) Other Discussion:

- a) Stefanie and Kjersti will work on sending another CI Employee Survey out. They will come up with a drawing prize for those who submit ideas and will also include a few past projects that have been completed. (911 addressing process, new resident letters, etc.)

7) Set Tentative Agenda for Next Meeting (April 9, 2025 at 2:00 P.M.)

- a) Review Operating Guidelines
- b) A/T Template for Receipting
- c) Training Updates
- d) Review CI Survey Results
- e) pEach CI Committee member should bring two CI project ideas to the April meeting to compile a list. This can be ideas you come up with or ideas you get from talking to staff/employees.

Tabled:

- *License Tabs Project*