

Continuous Improvement Committee

Meeting Notes

1-10-2024

2:00 PM

- Landon – update on reimbursement form
 - Landon presented a draft of the new form
 - He is looking for feedback on the form
 - Main goal is to go paperless
 - 1 or 2 sheets?
 - Use Excel
 - Map out the overall process
 - Have employees set up an electronic signature – Sarah Benson will look/send tutorial video to Landon
 - Select volunteers to help out with the changes
 - Bring changes to LMC for critiquing
- Selecting new positions
 - Co-chairs – Stef and Bil
 - Secretary – Robyn
 - Any questions about positions, refer to operating guidelines.
 - Recruit new members
- 3 and 6 month evaluations report from Lisa
 - Lisa confirming info with Lisa N
 - Make the employee form fillable
- CI Training
 - Went well
 - There is a recording
 - Upload handouts on the employee web page and newsletter
- New Projects
 - Updating the website
 - Starting with the homepage
 - Stef handed out an example with two options
 - Goal is to have updated by April
 - Update the new resident flyer with the correct info.

Next Meeting April 10