

# Continuous Improvement Committee

## Meeting Notes

1-13-2023  
2:00 PM

Next meetings: April 12<sup>th</sup>, July 12<sup>th</sup>, and October 11<sup>th</sup>

### Introductions

- New members
  - Robyn, Stef, and Katie

### Operating Guidelines

- Review, modify
  - Change LEAN out for continuous improvement (Under goals)
  - Remove “Trained facilitators” (under committee members)
  - cap at 16 members and 6 management and 10 non-management
  - Terms – 2-year terms (starting in 2023)
  - Department recommendations for committee member, send out an annual reminder to department heads for recommendations. (Secretary)
  - Add a co-chair
  - Secretary – Reserve rooms, send out agenda, attach documents, send out reminders.

### Committee Goals

- Remove LEAN from #2

### Meetings

- have a virtual option
- quarterly meetings held on Wednesdays

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**2023 Committee Officers**

- **Co-Chairs**  
Lisa Herges and Stefanie Ryan
  
- **Secretary**  
Grayson Maresh

**Flyer**

- Waiting for Bil for final touches and then off to Stef to finish
- Add a “Welcome” on the letter page.

**PowerPoint**

- Trainers meet and present before a monthly department head meeting.

**2023 Goals**

- Look into staggering shifts to stay open to the public longer
- Look into peer to peer learning opportunities. Have people with similar jobs, programs, etc. share information with our staff.
- Updating record retention rule.

**April 12<sup>th</sup> Meeting Agenda**

- Update flyer
  
- Plan for meeting goals

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