

Continuous Improvement Steering Committee

February 8, 2022

Meeting Notes

- Members present, Landon Padrnos, Jill Pelzel, Lora Wabel, Brenda VanderPol, Jeff Marlowe, Kyle Schloman, and Scott Refsland.
- Introduced new members to the Committee – Grayson Marsch and Kelsie Kingstrom.
- Reviewed the following short term goals from last meeting:
 - Identify new additions for the group
 - Have every department pick out three processes that they do in their office and document the steps for them.
- The first short term goal was achieved by finding new members to be part of the committee. The second was not meet as not all departments submitted processes to Landon.
- Landon and Jill will work with Stefanie Ryan on placing an article in the employee newsletter recognizing those departments that submitted their SOP's to Landon.
- Landon will reach back out to Department Heads to work on SOP's.
- Reviewed the following goals for 2022:
 - Get management on board/try to break down defensive walls.
 - Get every department to identify an area they can improve in some way.
 - Start developing SOP's in every department.
- Landon will ask someone from the Auditor/Treasures office to be on the Continuous Improvement Committee.
- Discussed having Ryan Thielen coming back for more training. The group decided not to have Ryan come until there is more by in from employees.
- Kelsie volunteered to be the Chair/Facilitator for 2022.
- Grayson volunteered to be the Secretary/Recorder for 2022.
- Meeting adjourned 2:45.