

**April 10, 2024 | 2:00 P.M. – 4:00 P.M.  
Government Services Center Conference Room #121A**

- 1) Welcome/Introductions/Icebreaker
- 2) Review Member List
  - Connie has agreed to join the committee. 11 management, 4 personal
  - Brenda is not wanting to continue on. Her position will be replaced.
  - Avi from PH would be good addition per Sara. Will need to check with Kandiyohi Co if they are ok with him joining the committee.
- 3) Employee Reimbursement Form (Landon)
  - Goal is to get it electronic. Plan is to continue to use the same spreadsheet with one tab taxable and one tab non-taxable.
  - Updating procedure that will be available for staff - Description on what to do.
  - Added tab in Employee reimbursement tab under Finance on Staff page.
  - Landon to do a L&L on how to upload receipts to PDF, using iPhone to take picture and upload to PDF.
  - Retention – payroll 7 years, records 10 years
- 4) CI Training Video (Stef)
  - a) Posted on staff website and info will be included in May staff newsletter
- 5) New Resident Flyer (Bil)
  - a) Updated with new campus map and .GOV email addresses
  - b) File saved in Common → CI → CI Projects → New Resident Letter → New Resident Letter and Map Updates April 2024
- 6) County Website (Stef)
  - Viewed new website - will be organized differently once the launch happens.
  - Create a link for new residents that will have the new resident flyer available.
  - Purchased some add-ons for the website – chat box, custom form builder (mandated reporter/cp report)
- 7) Brainstorm Future Project Ideas (Bil/Stef)
  - a) Staff survey? Has one ever been completed? Form on staff website for people to fill out. Reviewed list.
    - Stef will send another survey out for ideas from staff for future projects.
  - b) Development of best practice tips/videos/presentations for the tools/resources utilized countywide



## Continuous Improvement Meeting Minutes

-How to better train staff? Create an area on the staff page for training resources?  
Have a Lunch & Learn to present information (include lunch), record these trainings to have them available?

-Start with Outlook, Adobe, UKG – form subcommittee to get started on this.

\*Outlook subcommittee: Stef, Sara, Jan, Robyn, Julie Kohout

8) Set Tentative Agenda for Next Meeting (July 10, 2024)