

# Continuous Improvement Committee

## Meeting Notes

4-12-2023  
2:00 PM

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

### 1. Operating Guidelines

- Review
  - Committee members
    - Specify members (ex: variety of different employees from a mix of departments) in 2024 when we have new members.
    - Terms

### 2. Flyer

- Review
  - Distribution
    - Handed out by attorneys or title companies at the time of closing.
    - Available in the recorders office.
  - Bil will send out the flyer for a final review.

### 3. CI Training Presentation

- Condense & brand the PowerPoint
- **May 17<sup>th</sup> for the department head meeting**
- **June 20<sup>th</sup> for Board presentation**
- How do we roll it out?
  - Identify process that could potentially use improvement.
  - Highlight process that have been improved and show employees for motivation.
  - Create a habit of asking department heads at the monthly meeting about improvements made in their office.
- Include AppExtender review with the training (Include Chris)

### 4. Goals for next meeting

- Go over presentation after the presentations for the department heads and Board