

**Continuous Improvement Steering Committee**  
**May 17, 2022**  
**1:00 PM**  
**Meeting Notes**

**Members Present:** Kelsie Kingstrom, Grayson Maresh, Jeff Marlowe, Scott Hable, Sara Benson, Landon Padrnos, Lisa Herges, Randy Kramer, Kyle Schlomann

**Explored the idea of having more trained facilitators in the committee**

- Possible Lean 101 training.
  - Committee members will be reaching out to their contacts to determine someone to lead the training by June 1<sup>st</sup>.
  - Food incentive for employees who attend training.

**Improve the employee reimbursement process**

- Determine the entire reimbursement process (Landon, I believe)
- Hold a stakeholder meeting on June 21<sup>st</sup> to discuss how we can improve the process.
  - Stakeholders include: Landon, Ryan, Marc, Kyle, Grayson, Sara, Kelsie, Jeff/Rep, along with the rest of the Continuous Improvement Committee.
- Group will attempt to see if we can complete the improvement on our own, and if not, we will schedule and official facilitator based on facilitator schedule.

**Standard Operating Procedures**

- Have departments locate their SOPs and make sure all employees in their department know where they are located.