

# Continuous Improvement Committee

## Meeting Notes

7-19-2022  
1:00 PM

### Reimbursement Process

Bil's Findings



Bil's Findings  
7-19-2022.pdf

- Make improvements to current forms
  - Non-payroll form
- Make sure that reimbursements are reviewed/approved by the appropriate people before sending them off to payroll.

### (Parking Lot Ideas for Reimbursement)

- Training for employees on how to properly fill out forms.
- Look at options for reimbursement once we switch to the new system

### Parks reservations payments (Parking lot idea still)

### Training

Reach out to current employees to host a training by August 2, 2022

#### Possible Trainers

- Scott Refsland
- Scott Hable,
- Sara Benson
- Stef Ryan
- Melissa Swyter
- Melissa Koford?
- Bil Schmitz

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**Meeting Notes**  
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**Meeting with Continuous Improvement Committee and possible trainers August 16, 2022**

- Attendees will be asked to bring ideas to use for training examples.

**(Training Parking Lot Ideas)**

Ridgewater Continuous Improvement Training – seems expensive (\$4,350 for 1 day), but could maybe be negotiated. (Who is this training intended for? Manufacturing?)

Reach out to Gary Foster to talk about price with less employees attending.

**August 16<sup>rd</sup> for next meeting**