

Continuous Improvement Committee

Meeting Notes

8/16/2022
1:00 PM

Topics Covered

- Trainings
- Guidance Around Facilities

Trainings

- 2 presentations
 - Board presentation
 - Presentation for department heads and/or all employees
 - Melissa will be getting the process started by looking at the LEAN and State's PowerPoints and the rest of the committee will add ideas/slides/comments.
 - Focuses on our culture (tie in with mission statement)
 - Changing the "government employee" stigma
 - Engaging/Hands on
 - Empowering employees to ask "why"
 - Stop using the "That's how we've always done it" phrase

Guidance Around Facilities

- Look into adding some sort of guidance to help the public/newer employees around the facilities
 - List what each department offers so people can find specifically what they are looking for, which could also help current employees understand what other departments do.
 - Possible solutions...
 - Descriptive signs on department doors
 - Maps or diagrams of buildings at entrances