



**October 9, 2024 | 2:00 P.M. – 4:00 P.M.  
Government Services Center Conference Room #116**

**1. Welcome/Introductions/Icebreaker**

- a. Present: Landon Padrnos, Stefanie Ryan, Greg Snow, Lisa Herges, Jeff Marlowe, Kjersti Bastian, Avi Sukhwal, Melissa Swyter

**2. Welcome New Member(s)**

- a. Kristin Knutson, Human Services, Melissa Swyter, Jail/Sheriff, and Avi Sukhwal, Public Health

**3. New Secretary**

- a. Connie Swoboda volunteered to be the new secretary. Duties include taking notes, scheduling meeting rooms, sending committee calendar reminders, agenda, minutes, and keeping CI email distribution list up-to-date.

**4. CI Committee Outlook Group**

- a. Sub-committee (Stef, Sara and Jan) created an Outlook training document, which the group reviewed. It includes step-by-step instructions on many “how to’s” in Outlook. Sara will present this at the next Department Director’s meeting for feedback. Once finalized, it will be placed on the staff webpage, and a Lunch & Learn training will be held. Avi will join the sub-committee and assist with recording a training, and will use time stamps for training topics.
- b. Next training topic to review includes WebEx.
- c. Landon will gather data for all virtual meeting platforms the County currently has subscriptions for and bring a list to the January meeting to see if there’s an opportunity to create accounts more cost effectively.

**5. County Website Status Update**

- a. Communications team continues to work on the build of the new website. It has to be complete by December 4, with a December 10 go-live date. The current contract with ReVize expires at the end of the year.
- b. The idea to create a page for County job descriptions was brought up, since they are no longer listed on the UKG job openings page. This is possible and can be incorporated into the new website.

**6. Emergency Protocol / Assignments Discussion**

- a. The group had a discussion of who is responsible for communicating to individuals in the building during an emergency. (Example: tornado warning at 7:30am when staff are coming into the office). This agenda item will be brought to the Safety Committee for more discussion. (Stefanie will talk to Sam Best.)



**7. Afternoon Post Office Runs**

- a. Post office afternoon runs was a topic brought up on the last CI employee survey. Stefanie emailed department heads and supervisors to see which offices do afternoon post office runs.
  - i. Environmental Services, Sheriff/Jail, Driver and Vehicle Services, and Facilities said never.
  - ii. Drainage and Public Health said rarely.
  - iii. Veterans Services said 4-6 times per month.
- b. Stefanie will attend the next Department Director meeting to poll the rest of the departments, to see if it's worth appointment one department to do an afternoon run for all offices.

**8. Set Tentative Agenda for Next Meeting (January 8, 2025)**

- a. Outlook Training/Lunch & Learn
- b. WebEx Training
- c. Website
- d. Afternoon Post Office Runs
- e. License Tabs Project
- f. Employee Reimbursement Form