

# Continuous Improvement Committee

## Meeting Notes

10-11-2023  
2:00 PM

### Training

- Present to public health employees
  - Check scheduling and work with Robyn and Scott to select date.

### AppXtender Training

- Follow up with Kyle to see if there is a recording, if not, other material that would be available.
- Attendance: 15-20 per day

### New Resident Flyer

- Map needs an update

### Reviews

- Lisa N would prefer to keep the 3 and 6 month reviews, but promoted employees could do just the annual.
- Update the 3 and 6 month reviews in the personnel policy if recommended.
  - Necessary to have documentation in case it is needed.
  - Could add a narrative box to be able to give more detail.

### Employee Reimbursement Form 2024

- Get feedback from other departments/employees on improvements they would like to see.
- Work Group
  - Stef will put a section in the newsletter.

### Member Terms

- Lisa and Stef will send out emails to department heads to look for new members.

### Next Agenda

- Employee Reimbursement Form update
- Update member list
- Look for members to review the 3 and 6 month performance reviews.

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**Possible New Projects**

- Paperless
- Bil's office would like a consistent form for money coming in
  - Bil and Landon project
- Purchase order form
  - Make fields required
- Building Inspector
- Update Record Retention

Next Meeting January 10, 2023 at 2:00 PM

Agenda for 10/11/2023 Meeting:

- CI Training
  - Recording to be made with PH ee's as audience members
  - Sara – will schedule w/Scott R. and Robyn
  - Will record and get on website
- AppXtender training
  - What was the turnout
  - Will the sessions be recorded and posted on the website
- New resident info newsletter
  - Cities and bank
  - Updates w/be forthcoming
- 3 & 6 month performance evaluations for promoted employees – can the process be improved to eliminate duplicated/redundant eval's
  - 3 & 6 month perf eval
  - Task force to improve form
    - Sara B.
    - Robyn S.
  - We will post for volunteers
  - We will work on revising policy language
- Employee reimbursement form improvement for 2024
  - Taxable - payroll
  - Non-taxable – cmsr claims
- Review member terms on committee

Next agenda –

- Employee reimbursement form
- Updated membership list
- 3 and 6 month eval update
- Receipt submittal process
  - Standardized form for submission
- PO form
  - Required fields
- Building Inspector – facilitate shared model with cities
- Record Retention Policy