

Meeting Notes
March 17, 2016
Conference Room D

Member Present: Pat Oman, Lisa Brown, Mary O'Brien, Nancy Eibes, Missy Paulson, Michele McPherson, Karly Fetters, Bruce Cochran, Lisa Roxbury

Member Absent: Joe Walsh

Guests: None

Lisa Brown called the meeting to order at 9:00 am.

1. Approve February Meeting Notes
The February Meeting Notes were approved by consensus.
2. Additions to Agenda
There were no additions to the agenda.
3. Update on Membership
Lisa explained the Mike had stepped down from serving on the committee due to other commitments. She noted that the Committee is now at its ideal number and composition based on the Charter. She noted that if a member leaves, they will be responsible for finding a replacement.

Pat noted that Mike will still attend when requested and should be considered a third party technological consultant.

4. Review Progress on Assignments from February Meeting
Event History for CI Website
The chart of events was reviewed. There was discussion on the improvement measures and the need to update the status column for the SSTS and Claim events. Nancy and Mary agreed to work on a list of improvement measures.

Kaizen Toolbox

The information regarding Kaizen was completed and is now in the Toolbox. There are forms and helpful items available for use.

April Article Newsletter

The article on Seven Wastes was reviewed. The submittal deadline was reviewed, there is still time to modify before submitting it for publication.

Website Updates

The website has been updated. There was a request to make the "Suggestion" link simpler to find and use.

Communication Work Plan

Michele explained the changes to the Communication Work Plan. She noted the article submittal dates are now in better alignment with the publication dates. She noted that she also added the dates of the meetings to the Work Plan.

Performance Measures

Pat suggested some changes to the goals and objectives. He noted that there is an opportunity to present information to the County Board on the various activities regarding continuous improvement.

The following items were identified as measures:

- Developing new ideas (quantitative)
 - Timely implementation
 - Return on Investment (ROI)
 - Lessons learned
 - Customer service/shareholder value documentation
5. May Newsletter, Toolbox Item – Poka-Yoke
Nancy volunteered to be the researcher and preliminary drafter of the article; Karly will help with the writing.
6. Information to be presented at the Management Team Meeting
The April Management Team Meeting will receive information regarding:
- Website update – Lisa B
 - Newsletter
 - Communication Plan – Michele
 - Update on Safety Radio CVS/PW/Sheriff Collaboration - Bruce

The recognition plan will be discussed at the April meeting.

Assignments:

- Karly – update the website by removing Mike and changing the Suggestion link
- Nancy/Mary – standard measures for each completed Kaizen event
- Nancy/Karly – May newsletter article on Poka-Yoke
- Missy – status update for Claim event
- Michele – status update for SSTS event
- Michele – meeting notes, update to Communication-Work Plan
- Pat – provide the County Board with meeting notes and Committee update

The meeting adjourned at 10:15 am.