

Meeting Notes
June 16, 2016
Conference Room D

Member Present: Lisa Brown, Mary O'Brien, Missy Paulson

Member Absent: Nancy Eibes, Bruce Cochoran, Lisa Roxbury, Pat Oman, Michele McPherson, Joe Walsh, Karly Fetters

Guests: None

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

1. Approve April Meeting Notes
The April Meeting Notes were approved by consensus.
2. Additions to Agenda
There were no additions to the agenda.
3. Work-Out Newsletter piece and Toolbox Item
Approved by the group for July Newsletter.
4. Review Progress on Assignments from April Meeting
Status Update for SSTS Event
Will review at July meeting as Michele was not in attendance.

Work-Out Toolbox

The information regarding Work-Out was completed and will be added to the toolbox.

Committee Update to Board

Pat has the previous meeting notes already included in the next Board packet for their review.

Customer Service Surveys

Lisa found that Chisago County has a "Report a Concern" option, Kanabec has a "Comments" tab but it does not lead you to a comments section (may just be an issue with the website), and Isanit and Pine do not have surveys available online.

5. August Newsletter Topic – 5S's: Mary O'Brien volunteered to complete the article.
6. The recognition plan will be discussed at the July meeting due low attendance.

Assignments:

- Lisa Brown – Meeting Notes
- Michelle – Status update for SSTS Event
- Mary O'Brien – 5S Article
- Lisa Brown – Gather information regarding cost and availability for Lean 101/Continuous Improvement training to be held at Mille Lacs

The meeting adjourned at 9:20am