

Meeting Notes
July 21, 2016
Conference Room D

Member Present: Lisa Brown, Mary O'Brien, Nancy Eibes, Michele McPherson, Bruce Cochran, Karly Fetters

Member Absent: Pat Oman, Joe Walsh, Lisa Roxbury, Missy Paulson

Guests: None

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

1. Approve June Meeting Notes
The June Meeting Notes were approved by consensus.
2. Additions to Agenda
There were no additions to the agenda.
3. Update on 5 S's
The article on the 5 S's was reviewed with no changes.
4. Assign A3 Article and Toolbox Item
It was noted that the next article is on Workout. Given that two meetings have been cancelled, the communication plan is now off. Bruce volunteered to coordinate the drafting of the article. Michele agreed to update the communication plan.
5. Review Progress of Assignments from June Meeting
 - Michele – status update for SSTS event – **pending**
 - Lisa B – Lean 101/Continuous Improvement Training - **Lisa reported that she has researched both off and on campus training. Off campus training is typically free but staff would need to travel and be off site for the day. On campus training can run between \$185 and \$500 per hour.**

There was discussion regarding how many staff need training (new hires absent Sheriff's staff). Do other counties have staff that could provide the training at a lower rate? Are other counties seeking similar training? This training is not mandatory, so we would need pre-registration and commitments from departments to ensure a proper return on investment.

Lisa will continue to research trainers and training options.

Karly will compile a list of new hires for the last five years.

6. New Member Training

At least two of the Steering Committee members need the basic required training.

7. Recognition alignment with Goals and Objectives

There was discussion regarding the various ways to recognize Continuous Improvement.

Karly noted that 4H has not been able to implement its bulk mailing change to save postage.

Ideas included an annual report and presentation to the County Board, quarterly recognition similar to the employee service awards. Recognition can be for any improvement, no matter how small. Lisa B will research recent financial management improvements in CVS and report back on the savings.

Assignments:

- Bruce/Missy – “Workout” newsletter article
- Lisa B – additional research regarding trainers and training options
- Karly – compile a list of new hires since 2011
- Michele – meeting notes, update communication plan; include quarterly employee recognition dates, SSTS event status report

The meeting adjourned at 9:40 am.