

Meeting Notes  
February 18, 2016  
Conference Room D

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

Member Absent: Joe Walsh, but the County Attorney's Office was represented by Heather Griesert

Guests: None

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

1. Approve January Meeting Notes and Assign Notes Person  
The January Meeting Notes were approved by consensus.

Michele agreed to take and prepare the meeting notes.

2. Update: Integrated Communication-Work Plan  
Michele reviewed the updated Integrated Communication-Work Plan. She noted that it now encompassed not only the various articles but also the work plan tasks that had been previously identified.

There was discussion regarding the deadline for the March article and a lead-in to the April article on 7 Wastes that will be prepared by Bruce.

3. Update: March Newsletter Piece (Joe Walsh)  
Joe was not present, but Heather noted the deadline date and suggestions to the article to be passed on.
4. CI Committee Website Review and Planning  
Karly reviewed the website changes. The Committee felt that the new layout was very well done.

Lisa B asked if the tools that will be in the tool box should be reviewed by an individual or small group and then presented to the Committee for highlighting.

Pat suggested that two or three individuals review the various tools available on different CI websites and bring back recommendations to the Committee. He noted that not all tools would be helpful or even applicable to County work.

Lisa B noted that the next tool will be 7 Wastes which Bruce will be highlighting. She looked for additional volunteers to assist with the task.

Pat reviewed the goals that had been previously established. He questioned whether a formal or other “rewards” program had been developed. Nancy noted that there is a need to focus on the positive. There was discussion regarding adding an additional objective to the goal to have an ongoing recognition program. Ideas for recognition included: presentations to the Board, e-mail blasts regarding projects, year-end recap on ROI during budget presentation, adding information to Board members’ meeting folders, or committee reports at Board meetings as appropriate.

Pat asked the Committee to consider the Mission Statement. Usually, mission statements include some type of “how-to” within them.

There was further discussion regarding the website.

Additional tabs for:

- ✓ Suggest an Event
- ✓ Tool Box (with a cool graphic)
- ✓ Past Events

A way to encourage testimonials. There was discussion regarding a “contact us” form or an e-mail. The “contact us” is fairly anonymous so it may not allow for follow up with the submitter.

The new website will be live March 1, 2016

#### Assignments:

- Nancy/Mary – assemble information on past and future events
- Lisa – assemble information for the tool box on Kaizen events
- Bruce – April Newsletter article on 7 Wastes
- Karly – website updates
- Michele – meeting notes, update to Communication-Work Plan with additional article ideas and dates for CI Committee meetings, newsletter submittal deadlines and newsletter issuance.
- Pat – assemble information on performance measures, work with Karly to add an additional objective regarding recognition

The meeting adjourned at 10:14 am.