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| **Facilitator**: Jason Deneau | **Meeting Number**: ONE |
| **Meeting date**: 6/12/2019 | **Meeting start time**: 9:00 am |
| **Minutes taken by:** Kathy B | **Meeting end time**: 10:30 am |

1. **Meeting Objectives:**

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| 1. | Plan a shorten NEO with updated timing. |
| 2. | Outline and gather suggestions for updating and shortening NEO. |
| 3. | Create an agreed upon plan/deadline for finishing NEO updates. |
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1. **Requested Attendance:**

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| Paige R | Kristy S | Stephanie B | Melva A |
| Carmen C (absent) | Kathleen B |  |  |

1. **Discussion/Decision Items:**

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| **Topics** | | **Minutes** |
| 1.1 | Introduction on the goal and reason of updating and shortening NEO | 9:00 |
| 1.2 | Data to support shortening NE0 | 9:10 |
| 1.3 | Training and Development updates - Presentation slides/software – and content | 9:15 |
| 1.4 | Wellness / OakFit - suggestions | 9:25 |
| 1.5 | Benefits - suggestions | 9:45 |
| 1.6 | Retirement - suggestions | 10:05 |
| 1.7 | Establish action items and deadlines | 10:25 |
| 1.8 | End | 10:30 |
| 1.8 |  |  |
| 1.9 |  |  |
| 2.0 |  |  |
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1. **Action Assignments:**

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| **Description** | | **Person Responsible** | **Due Date** |
| 1. | Send reduced PowerPoint to Paige, Stephanie, Carmen, end of day | Jason D | 6/12/19 |
| 2. | Receive edited PP, by end of day | Paige, Carmen, Stephanie | 6/13/19 |
| 3. | List of items to cover on website, end of day | Paige, Carmen, Stephanie | 6/14/19 |
| 4. | Schedule NEO not on Mon-Tues of pay weeks | Jason D | 9/1/19 |

1. **Next meeting:**

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| Meeting date: | 5/10/2019 |
| Meeting start time: |  |
| Meeting end time: |  |

1. **Unabridged minutes:**

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| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |