



Process Improvement Steering Committee

July 27, 201, 3:00 p.m.

Building 1, Conference Room 350

1. Purpose of Meeting

The committee shall serve in an advisory capacity to City Council. The function of the committee will be to work in harmony with City Council and City management to identify problems and barriers that may have negative impact on City operations, efficiency and effectiveness and facilitate solutions.

2. Attendees

<i>Name</i>		<i>Name</i>	
Tuck Bowie - Chair	<input checked="" type="checkbox"/>	Dan Brockwell – Vice Chair	<input checked="" type="checkbox"/>
David Browning	<input checked="" type="checkbox"/>	Bill Brunke	<input checked="" type="checkbox"/>
Wanda Cooper	<input type="checkbox"/>	Brad Martin	<input checked="" type="checkbox"/>
Osmay Torres	<input type="checkbox"/>	Bob Dyer	<input checked="" type="checkbox"/>
Vacant Seat	<input type="checkbox"/>		
Catheryn Whitesell - Staff	<input checked="" type="checkbox"/>	Monica Dudek (Recorder)	<input checked="" type="checkbox"/>

3. Agenda

- Welcome and Call to Order
- Introduction – Guests: James Spore, Dave Hansen, Steve Herbert, Cindy Curtis, Mary Hancock, Todd Solomon – Hampton Roads Center for Civic Engagement, Ken Shandelson – interested party, Frank Sacramento – student, Nas Kalel - student
- Old Business – Approval of the minutes from July 13, 2011
- New Business/Discussion Items – Brainstorming Session with the City Management Leadership Team
- Announcements – Committee vacancy due to resignation
- Adjournment

4. Meeting Notes, Decisions, Issues

- There are a lot of advantages the City gets because it is in Virginia, but there are some disadvantages as well in terms of barriers to effectiveness and efficiency. Constitutional Officers that set up hands-off to processes that could be more seamless might be an example of a disadvantage. Some of the positives are consolidated City/County structure, no over lapping taxing authorities and the Council/Manager form of government.
- There are also a lot of outside issues that will impact how the City does business in the future:
 - Storm water TMDL’s
 - Changes to the Federal budget
 - Health care reforms
 - Changing demographics – who we will serve in the future



Process Improvement Steering Committee

July 27, 2011, 3:00 p.m.

Building 1, Conference Room 350

-
- There will need to be decisions in the future as to what we can afford to do as a City

 - Ideas for the Committee to possibly look into:
 1. Value added procurement vs. current low bid requirements – could increase minority participation and quality
 2. An after action report on the Blue Ribbon Committee, status of recommendations, and what worked or didn't work
 3. How the City conducts public input. Are there better ways, technology, etc. Research into best practices would help.
 - a. Need to help the public understand complex issues like the need for garbage fees, investment strategies, transit
 4. Review of City payroll process and possible changes such as payment in arrears
 - a. How do we pay employees
 5. Change State law to truly allow City Council to eliminate a tax and its assessment work not just set a low rate as is current practice
 6. There seems to be duplication of effort in “back office” functions such as payroll, purchasing, ComIT and vehicle replacement between the City and Schools are there more efficient ways to approach these functions.
 7. Strategies to keep small businesses open and expand those businesses
 8. City online payments made easier
 9. Lobby the General Assembly – give localities the ability to change tax laws
 10. Improving mobility and investment strategies

 - Mary Hancock was asked about marketing the committee through VBTV, the newspaper, and the City employee paper, The Beam.

 - Monica Dudek was asked to reword the current Process Improvement website to include welcoming City employees and public suggestions/input through email to the committee. – Completed 7/28/11

 - Group members were asked to:
 - Look over the minutes and prioritize the above listed suggestions and add any other items they feel the committee could review. Items should be emailed to: improvevbprocess@vbgov.com.
 - Tuck encouraged all members to read the Blue Ribbon Report [Final Blue Ribbon Report](#)
 - Councilman Dyer to provide an update to the group regarding Wanda Cooper and her continuance on the committee
 - Be prepared to suggest to City Council a new member to replace the vacant seat left by Barry Ezell

5. Next Meeting

DATE: August 31, 2011

TIME: 3:00

LOCATION: Bldg. 1, Conference Room 350

Agenda:

Welcome and Call to Order

Introduction

Old Business – Approval of the minutes from July 27, 2011

New Business/Discussion Items –



Process Improvement Steering Committee

July 27, 201, 3:00 p.m.

Building 1, Conference Room 350

Prioritizing the idea list

Update from Councilman Dyer on Wanda Cooper

Discussion on the replacement of Barry Ezell

Discussion on the Blue Ribbon Committee report

Announcements

Adjournment
