

## ***Process Improvement Steering Committee – June 20, 2011 in room 218 at 4pm***

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Members Present: Tuck Bowie; Dan Brockwell; David Browning; Bill Brunke; Brad Martin; Osmay Torres; Bob Dyer

Members Absent: Wanda Cooper; Barry Ezell

Staff in attendance: Catheryn Whitesell

### **Minutes of the Meeting:**

- **Roles and Participation – Mr. Rod Ingram, Deputy City Attorney discussed with the Committee three areas of concern:**
  - Attendance – members are appointed by the City Council with the expectation they will attend each meeting to provide input to the City Council on major processes of the city. Each member is allowed three unexcused absence per year, however the member should notify the chairperson of their inability to attend a meeting.
  - Freedom of Information Act (FOIA) Requirements – all emails, correspondences and reports of the committee are subject to FOIA. It was suggested that the Committee include Ms. Whitesell as the City staff person or the Committee’s email address on all correspondence to ensure timely response to FOIA requests. The Committee also decided to establish a web presence to ensure transparency of their discussions. Minutes will be posted along with meeting times and places.
  - Open Meeting Requirements - As a City Council Committee, the meetings of the committee and its appointed subcommittees are open to the public. Notices of the meetings will be posted outside of the FOIA office on the City’s meeting board and on the Committee’s web site once established.
  
- **Selection of a Chairperson** – The committee unanimously selected Mr. Bowie as Chairman with Mr. Brockwell serving as Vice-Chairman.
  
- **Presentation on June 28<sup>th</sup> to City Council –**

Mr. Bowie and Mr. Dyer will present the mission and plan of action to the City Council on June 28<sup>th</sup>. They expect the presentation to be short and request that those members who can attend do so. The specific time of the meeting will be emailed out to the committee members once it is established, however it will be in the afternoon.
  
- **Discussion of the Mission of the Committee –**
  - To look at both the macro and micro processes depending upon the issue under review and direction given the committee

- Examine both processes identified by the committee and those brought to the committee by senior leadership of the city
  - To receive and identify potential problems and to facilitate solutions
  - Put the right people together to provide input into the processes of the city (city staff, citizens and stakeholders)
  - To be non-political
  - To be a “think tank” for the City Council on process improvement strategies
  - To be a “bridge” between City Council and senior staff on process improvement strategies
- **Meeting Schedules** – after discussion it was decided to meeting from 3 to 5 pm on the last Wednesday of each month with the exception of July where there would be two meetings. The following dates were established by the Committee for meetings:
    - July 13<sup>th</sup>
    - July 27<sup>th</sup>
    - August 31<sup>st</sup>
    - September 28<sup>th</sup>
    - October 26<sup>th</sup>
    - November 30<sup>th</sup>

The committee will meet in room 350 on the third floor of City Hall (Building 1).

- **Email Address** - [ImproveVBprocess@vbgov.com](mailto:ImproveVBprocess@vbgov.com) Monica Dudek in Management Services will receive all emails and maintain the committee’s files.
- **Web Site** – Ms. Whitesell is working with the City’s Technology Department to get a web presence for the committee.

**Next meetings:**

- Agenda for the July 13<sup>th</sup> meeting –
  - Call to Order
  - Introduction of any public visitors present and an opportunity for public comment
  - Old Business (Review and approval of the June 20<sup>th</sup> meeting minutes)
  - New Business/Discussion Items
    - Mr. Torres will provide an overview of Lean Six Sigma
    - Ms. Whitesell will discuss current activities of the city in the areas of survey’s, process improvement, program evaluations, and efficiencies
  - Announcements including the date for the next meeting
  - Adjournment
- Items for the July 27<sup>th</sup> meeting –
  - If Jim Spore, Dave Hansen, Steve Herbert, Cindy Curtis can attend this meeting the members of the Committee would like to have a brainstorming session concerning possible processes for the Committee to consider.