



# Process Improvement Steering Committee

May 29, 2013, 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	X	Dan Brockwell – Vice Chair	
Tanya Arney	X	Dave Browning	X
Bill Brunke	X	Wanda Cooper	
Bob Dyer	X	Tom Etter	X
Brad Martin	X	Bob Scott	X
Catheryn Whitesell - Staff	X	Sandi Thompson (Recorder)	X

## 3. Meeting Notes, Decisions, Issues

1. Welcome and Call to Order
2. Introduction of Guests - **None**
3. Old Business
  - a. Approval of minutes from April 24, 2013 - **Approved**
  - b. Project 2013 - **Deferred**
  - c. Creation of a Process Improvement department or facilitator with the City - **Deferred**
  - d. Consultation to a group or department to assist them with process improvement - **Deferred**
4. New Business
  - a. Elect Chair and Vice Chair for new year –**After discussion, it was decided to cancel the June and July meetings for Summer break. At the next meeting on August 28, the new Chairs will be addressed**
  - b. Converting City Payroll to Arrears – **The City Manager was appreciative of PISC’s endorsement of this conversion, however it did not make it through the Budget process. The plan is to bring it back at a later date in the form of an Ordinance which may have a better chance of passage.**
  - c. Civic Engagement discussion/Barrier to Business – **Councilman Dyer noted he will be attending the Minority Business Council’s retreat on June 21<sup>st</sup> and invited everyone to join him. At that time he will open discussion with them on their perception regarding barriers to business. Afterward, he would suggest appointment of a subcommittee to assimilate their feedback and report back to this Committee for possible study and action.**



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- d. City's digital identity - **Deferred**
5. Report of Subcommittees
  - a. Development Review and Building Permit Process – **Mr. Martin indicated there is still some frustration with the processes. He would like to circle back to the private sector to, again, identify stakeholders. He was asked to continue work on this subcommittee during the break and bring back any suggestions for improvement at the next meeting.**
  - b. Events Permit Processes – **Councilman Dyer would like to investigate this subject and it was suggested he meet with Cindy Curtis and Mike Eason to see if PISC could offer assistance in the process of getting these permits.**
  - c. Publicity and Public Relations Action Items – Councilman Dyer's discussion with *Inside Business* – **Councilman Dyer is inviting their writer to the Minority Business Council's Retreat and will highlight PISC at the same time.**
  - d. Announcements – Next Meeting **August 28, 2013**
  - e. Adjournment