



Process Improvement Steering Committee

June 24, 2015, 3:30 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 Present Denoted by X

<i>Name</i>		<i>Name</i>	
Tanya Arney – Vice Chair	X	COUNCIL LIAISON - Bob Dyer	X
David Browning	X		
Bill Brunke	X	OTHER ATTENDEES	
Tom Etter	X	Karen Eagle	X
Brad Martin	X	Rodney Jones	X
Preston Midgett	X	Lyndon Remias, City Auditor	X
Bob Scott	X	Chris Ford, Deputy City Auditor	X
		Staff	
		Catheryn Whitesell, Mgmt. Services	x
		Sandi Thompson (Recorder)	X

3. Meeting Notes, Decisions, Issues

1. Welcome and Call to Order by Vice-Chair Arney.
2. New Business
 - a. Barriers to Business Survey – **Ms. Eagle noted a survey response, so far, of 314. She would like to have at least 370. Mr. Browning noted that if that number is not reached prior to the subcommittee meeting on August 5th, then they may have to go with what is available. His goal is to formulate an interim report shortly thereafter. Councilman Dyer plans to update City Council at their retreat in August.**

Getting the word out about the survey was again discussed with everyone asked to assist in the effort.
 - b. PISC Questionnaire – **This will be discussed further and the meeting set with the City Manager.**
 - c. Appointment of Member – **Brad Martin has been reappointed to the Committee to replace David Grochmal.**



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3. Report of Subcommittees

- a. Development Review and Building Permit process – **Mr. Scott advised the meeting with Deputy City Manager Doug Smith to review the PISC “White Paper” was productive and believes he understands the issues and has the will to see it through. Mr. Dyer advised Mr. Smith understands that the culture needs to change from one of being adversarial to one of helpfulness.**

City Auditor Lyndon Remias advised his office is in the process of conducting an audit of DSC which will be led by Chris Ford, Deputy City Auditor. While the audit cannot compel change within the department, it can point out problems and suggestions for correction.

He was asked to report back to PISC as the audit progresses.

- b. Publicity and Public Relations – **Effort is progressing on this matter by Councilman Dyer.**

It was the consensus of the Committee that the **July meeting will be cancelled**. Therefore, the next meeting will be **August 26, 2015**. The meeting then adjourned.