



Process Improvement Steering Committee

March 25, 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>	
Tuck Bowie - Chair	X	COUNCIL LIAISON - Bob Dyer	X
Tanya Arney – Vice Chair	X		
Carla Bailey		OTHER ATTENDEES	
David Browning	X	Brad Martin	X
Bill Brunke		Dane Blythe -SBS	X
Tom Etter	X	Karen Eagle – Ad Hoc Committee	X
Preston Midgett		Elizabeth Dietzmann, SBS	X
Bob Scott	X	Maggie Khalifa, SBS	X
		Chance Wilson, SBS	X
		Olga Torres, SBS	X
		Staff	
		Catheryn Whitesell, Mgmt. Services	X
		Patti Phillips, Finance	X
		Sandi Thompson (Recorder)	X

3. Meeting Notes, Decisions, Issues

1. Welcome and Call to Order by Chairman Bowie – **Chairman Bowie advised agenda items will be deferred to allow for discussion of the launch of the Small Business Survey. He welcomed members of the Small Business Subcommittee.**
2. Barriers to Business Survey – **The mock-up Survey was presented and several suggestions for improvement were made. Karen Eagle is to incorporate those suggestions prior to the launch. Mr. Bowie noted it is imperative that each PISC and SBS member be responsible for forwarding the survey to their peer groups so the greatest sampling can be obtained. It will require at least 400 responses to consider the results valid.**

Group consensus was to launch it to prospective groups on March 30th and run it until June 15th.

The meeting then adjourned.