



Process Improvement Steering Committee

May 27, 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		Rodney Jones	X
Tom Etter	X		
Preston Midgett			
Bob Scott	X		
		Staff	
		Catheryn Whitesell, Mgmt. Services	
		Patti Phillips, Finance	X
		Sandi Thompson (Recorder)	X

3. Meeting Notes, Decisions, Issues

- Welcome and Call to Order by Chairman Bowie
- Barriers to Business Survey – **The survey was launched with 128 respondents so far. The Committee would like more data and discussed ways to motivate businesses to participate including media and reaching out personally. It was suggested the survey not be closed until there is sufficient response with the goal of 300.**

Councilman Dyer will reach out to his contact at the Virginian Pilot and see if a story can be generated.

New Committee Member – With David Grochmal’s resignation, it is prudent to appoint a replacement. The consensus was to ask Brad Martin to serve again. Councilman Dyer will ask City Council to make the appointment.

Development Review and Building Permit process – Chairman Bowie noted there is a meeting with Deputy City Manager Doug Smith on this tomorrow. There is a report that the committee was never privy to and he would like to see what is said about it.

Publicity and Public Relations – There has been a small item in *Inside Business* about the Committee’s activities and there is a need for more publicity.



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The next meeting will be June 24, 2015. The meeting then adjourned.