



Process Improvement Steering Committee

May 25, 2016, 3:30 p.m.

Building 1, Conference Room 218

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			
Carla Bailey			
David Browning	X		
Bill Brunke	X	Staff	
Tom Etter	X	Catheryn Whitesell, Mgmt. Services	
Brad Martin	X	Sandi Thompson (Recorder)	X
Preston Midgett	X		
Bob Scott	X		

3. Meeting Notes, Decisions, Issues

Welcome and Call to Order.

The minutes of the meeting of April 27, 2016 were approved.

Barriers to Business Survey – Chair Bowie thanked Mr. Etter and Mr. Browning for their tireless efforts in bringing the final report to fruition. The revised Report with a cover letter, naming all the participants, was given to the City Manager during a meeting attended by Councilman Dyer, Tuck Bowie, Brad Martin and Bob Scott. Regarding process improvement recommendations at the DSC, it was agreed that PISC has done all it can to bring its concerns. It is now up to Mr. Hansen to respond.

Chair Bowie advised if there is no direction from the Manager regarding any further action for the Committee to take, meetings will be deferred for the summer months.

Mr. Etter will email a copy of the letter and report to members of the small business group.



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Other Discussion - Mr. Brunke noted it would be interesting to have data of the in/outflow of cash created by incentives to small vs. large businesses. Ms. Whitesell advised this would be difficult to measure because of lack of accurate data.

The matter of automation of business licenses and tax payments was mentioned. Ms. Whitesell said if anyone knew of a Virginia locality that has the software, she would be interested in knowing.

Mr. Browning would like to explore the definition of "small business".

Next Meeting - June 29, at 3:30 PM - **As needed**

Adjournment - 4:30 PM