



Process Improvement Steering Committee

November 28, 2018 at 3:30PM
Building 1, Conference Room #350
Virginia Beach, VA, 23456

Present: Bill Brunke, Richard Tuck Bowie, David Browning, Kevin Curry (Citizen), Bob Dyer, Thomas Etter, Brad Martin, Preston Midgett, Kay Wilson (City Attorney's Office), Sabrina Wooten

Absent: Jessica Abbott, Taylor Adams, Larry Dotolo,

Call to Order: 3:31pm by Richard Tuck Bowie

Adjourned: 4:33pm by Richard Tuck Bowie

MINUTES

1. Welcome and Call to Order

Tuck Bowie called meeting to order at 3:31pm. Congratulations were given and discussion was had regarding Ms. Wooten's recent election to Virginia Beach City Council. All are in favor of her staying on as a Council Liaison if she chooses to. The Committee will now need to replace two members; Bob Scott & Sabrina Wooten.

Congratulations were given to newly elected Mayor Dyer on his win. Mayor Dyer stated that he will stay on the Committee as a Council liaison as this group has great potential to improve processes in the City of Virginia Beach.

Tuck shared with Mayor Dyer and Committee that the City of Chesapeake has just hired a "Process Improvement Project Manager" staff position, as something to consider for Virginia Beach.

2. Approval of October 31, 2018 Meeting Minutes

David Browning motioned to approve October's Meeting Minutes. Preston Midgett seconded. Motion unanimously approved.

3. Old Business

a. Subcommittee to create standards for Food Trucks (Update)

Mayor Dyer stated that there were a few hold-ups on this topic and would like to have another sub-committee meeting at the Bagel Baker to get back on track. Tom Etter gave an overview of why the process was stalled.

Some Names Mentioned to Attend:

- Bill Gambrel
- Bill Dillon
- Chris Evetis
- Mike Standing
- George Kotaritas

Taryn R. Denham

b. Subcommittee to review appointee process for Boards, Commissions, and Committees (Update)

Bill Brunke reported that the subcommittee has worked to define the scope and identify stakeholders and input opportunities based around the current Board Appointee Process. The subcommittee was on hold until after the election and will now move forward again. His next steps are to meet with Councilwoman Wilson who was on the original committee formed to write the specs for Boards and Commissions. He will also expand that discussion to an additional Councilmember who was not on the Council at that time. He will have more information to report out at the next meeting.

Brad Martin discussed the City's current voting system and the potential for process improvement. He would like to suggest adding this, and specifically reviewing the Talent Bank process and marketing, to the Future Projects list. He would also like to review and refresh old applications that have not been used from people who may no longer be interested in serving.

Bill Brunke paraphrased some feedback he received regarding the Talent Bank. The members of these boards/commissions/committees are appointed to conduct City business as an extension of City Council and to then report back to Council. Councilmembers tend to select people they know will represent them appropriately. The visibility and transparency needs to be revamped. Currently people are not chosen from the Talent Bank; they are chosen to serve and then added to the Talent Bank after.

Mr. Martin suggested a process of reaching out and connecting with people after they put in an application to the Talent Bank. Preston Midgett shared that showing up to meetings and meeting the people on the Boards and Commissions is a good start if those people are intending to join. David Browning agreed and states that potential candidates participate in a couple meetings before being officially appointed.

Mr. Kevin Curry (CVB Citizen sitting in on meeting) suggested a "technology talent" on this Committee. He stated that the Talent Bank application is a PDF document and is not easy to fill out and return and is not mobile friendly. This is a simple process improvement suggestion.

Tuck Bowie added that this Committee needs direction from City Leadership on what projects to work on. He asks Councilwoman Wooten to please keep this Committee in mind while on Council and hearing things that PISC could help with. Mr. Bowie also commented that he does not believe City Leadership has appropriately implemented this Committee's suggestions on the Development Review Process and from the Small Business Subcommittee. Ms. Wooten would like to work on the Small Business Process with this Committee as a Councilmember.

Mayor Dyer states that in January he would like the City Manager to attend the PISC meeting and review the White Paper on Small Business Processes & recommendations and suggested improvements for the Development Review Process.

c. Development Review Process

Briefly discussed during above agenda item. Will be discussed in January's meeting.

d. Small Business Subcommittee Report

Sometime in the first quarter of 2019, Tom Etter would like the Committee to discuss what the City has done to address the recommendations that this subcommittee has suggested. Mr. Bowie would like to make that request to the City Manager if he is able to attend in January.

Mr. Etter proposes forming a subcommittee to specifically look at the Employee Evaluation System and make recommendations for changes in that system to act as a catalyst to create the culture change citizens would like to see within the City.

4. New Business

a. Discussion of Committee’s Future Projects

Deferred to discuss with the City Manager present in January.

b. Additional Committee Member

Mr. Bowie asks the Committee if they have any suggestions for new members. Mr. Midgett brings up Barry Frankenfield who is soon retiring as Planning Department Director. Mr. Brunke asks if anyone is opposed to having a School Board member on this Committee. There were no issues around the table.

5. Announcements – Next Meeting – January 30, 2019

There will be no meeting in December as it would fall on the day after Christmas. The next meeting will be held January 30.

Mr. Bowie reiterates that the Committee will need serious consideration on respective candidates at January’s meeting. The Committee is instructed to send all suggestions to Mr. Bowie and to make sure to vet your potential members before suggesting them to the group to make sure they are available and willing to be active participants.

Mayor Dyer indicated he will take care of inviting the City Manager, Dave Hansen to January’s meeting.

Taryn Denham will invite Neva White, Virginia Beach Chief Strategy Officer and Department Head of the STiR (Strategy, Transparency, Innovation, and Resiliency) Office to the January meeting as well to help fill the gap between the PISC and Department implementation of recommendations.

Kay Wilson reminds PISC that all subcommittee groups must be advertised.

6. Adjournment

Meeting is adjourned at 4:33pm.