



Process Improvement Steering Committee

October 30, 2019 at 3:30pm
Building 1, Conference Room #350
Virginia Beach, VA, 23456

Present: Richard Tuck Bowie, David Browning, Larry Dotolo, Neva White

Guests: Amanda Barnes, Terri Chelius

Absent: Councilmember Jessica Abbott, Bill Brunke, Mayor Bobby Dyer, Thomas Etter, Brad Martin, Preston Midget, Councilmember Sabrina Wooten

Call to Order: 3:45 pm by Richard Tuck Bowie

Adjourned: 4:30 pm by Richard Tuck Bowie

MINUTES

1. Welcome and Call to Order

Tuck Bowie called the meeting to order at 3:45pm.

2. Approval of September 25, 2019 Meeting Minutes

There was no motion to approve the September notes since there were only three members present.

3. Old Business

a. Subcommittee to create standards for Food Trucks (On Hold)

No discussion.

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

Since Bill Brunke has resigned, this subcommittee will need another member. There was no further discussion.

c. Development Review Process (Discuss strategy moving forward)

No discussion

d. Small Business Subcommittee Report

Not discussion



4. New Business

a. Real Estate Tax Abatement for Seniors

No discussion.

b. Comprehensive Plan Survey.

Neva showed the Committee members the Public Input web page with the Comp plan video. She also gave the members 10 cards and asked them to hand out to 10 others. City staff is meeting people where they are. Staff has attended events like the Senior Showcase, Santa Stocking, SITW ticket sales at the Amphitheatre, Civic League and TBA meetings, Restaurant Association, Hotel/Motel Association, RAC and Phil-a-fest to name a few. Neva suggested members put a link to the video on their Facebook page. STiR is helping the Planning Department staff with the community engagement.

c. Agriculture Reserve Program

No discussion.

d. Additional or Replacement of Committee Member

Previous discussions involved the need to recruit members to ensure diversity on this committee. There is one application in the talent bank for this committee. Tuck can stop by Amanda's office and review the application. Since the applications are considered a personnel issue, Tuck is the only member that can review the application. Terri volunteered to send a list of the talent bank applicants to Tuck. He can call or invite them to a meeting so both parties can determine if their membership would be a good fit.

Currently there is no expiration date on the term for serving on the PISC. There does have to be a quorum for any formal decisions. This is an eight-person committee presently. The number of committee members can be changed with the assistance of the City Attorney's Office.

Amanda confirmed that there is an attendance requirement for the PISC. If you have three **unexcused** absences you are off the PISC. Excused absences are a death, illness of yourself or family member, or reason outside your control. Amanda will talk with Councilmember Abbott about her membership on the PISC.

5. Announcements – The November and December meetings are cancelled. The next meeting is January 29, 2020.

6. Adjournment

Meeting is adjourned at 4:30pm.