



Process Improvement Steering Committee

September 25, 2019 at 3:30pm
Building 1, Conference Room #350
Virginia Beach, VA, 23456

- Present:** Richard Tuck Bowie, David Browning, Larry Dotolo, Mayor Bob Dyer, Brad Martin, Neva White
- Guests:** Amanda Barnes (City Clerk), Barry Frankenfield
- Absent:** Councilmember Jessica Abbott, Bill Brunke, Thomas Etter, Preston Midget, Jeff Smith, Councilmember Sabrina Wooten
- Call to Order:** 3:30pm by Richard Tuck Bowie
- Adjourned:** 4:21pm by Richard Tuck Bowie

MINUTES

1. Welcome and Call to Order

Tuck Bowie called the meeting to order at 3:30pm. He congratulated Larry for his one year of volunteer service and presented him with his one year pin. Tuck welcomed Barry Frankenfield to the meeting as his guest.

2. Approval of May 29, 2019 Meeting Minutes

Larry Dotolo motioned to approve the May's Meeting Minutes, Brad Martin seconded and the motion was unanimously approved.

3. Old Business

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

Councilmember Abbott was absent. Mayor Dyer offered to check in with Councilmember Abbott regarding the status. This is on the back burner for now. Mayor Dyer is still trying to get food truck owners to join the Restaurant Association to help improve communications between the two groups, especially now that so many restaurant have food trucks as well.

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

(Amanda Barnes to attend)

This subcommittee consists of Bill Brunke, Preston Midget, and Larry Dotolo. Amanda provided handouts and a brochure (attached). Amanda is working off a document from February 2003. On July 10, 2019, at the Council's Governance Issues Special Session, City Council approved the review of the process for Boards and Commissions. The whole process needs to be improved. Amanda has reached out to area City Clerk's to discuss their practices. Final information will go in Virginia Beach area libraries and recreation centers. She is also working with Rod Ingram on the City's process. Enforcing and policing absences (more than three unexcused) is a problem.



Brad asked for more information regarding the actual scope of work for this sub-committee and if there will be a Website?

Amanda stated that once you apply to the talent bank you will be added to a list (for five years) and the next time a vacancy becomes available (for the specific committee in which you applied) you are contacted.

Amanda would like to see City Councilmembers as liaisons. Rosemary Wilson was approached to serve as a Council liaison but had to decline at this time unless she is able to vacate on of her current liaison appointments. Perhaps Councilmember Berlucchi would be interested.

Larry complimented Amanda on her draft brochure and handout.

Amanda stated the Boards and Commission are on the Auditors report to be audited this year.

David asked if a citizen could attend any of the Board or Commission meetings just to see if they would be interested in serving. Amada stated the meetings are open to the public and encourages the public to attend or to contact the Board or Commission chair for more information.

Tuck asked Larry to reach out to Bill to fill him in on today's discussion.

c. Development Review Process

It was mentioned that any changes at this time would be a challenge given that we don't have a City Manager.

Tuck stated the Development Review process is still cumbersome. He suggested inviting Mark Johnson (Public Works director) to a future meeting to discuss the process, but that this group should put off doing that until after discussion of the Committee's scope of work.

This will be a point of focus at our October 30 meeting. There should be more PISC members present for the discussion. Once the Committee decides what they want to work on, we can invite people (staff) to attend future meetings.

Mayor Dyer stated he'd reach out to Taylor Adams and ask him to attend these meetings quarterly.

d. Small Business Subcommittee Report – *Discuss White Paper and Tom Etter's bulleted outline*

David suggested Taylor Adams serve on this committee again. What support can he incorporate into Economic Development. Brad said the problem is not expediting an item, it's getting a process that help gets the ball down the field.



e. Criteria for Process Improvement Steering Committee's selection of improvement opportunities – *Take to City Council as on ordinance/Letter to Mayor Dyer*

It was agreed that this document would not become an ordinance, but become internal guidance for the Committee.

4. New Business

a. Real Estate Tax Abatement for Seniors

Not discussed.

b. Agriculture Reserve Program

Not discussed.

c. Additional Committee Member

Previous discussions involved the need to recruit members to ensure diversity on this committee.

5. Announcements – Next Meeting is October 30, 2019

6. Adjournment

Meeting is adjourned at 4:21pm.