



Process Improvement Steering Committee

January 29, 2020 at 3:30PM
Building 1, Conference Room #350
Virginia Beach, VA, 23456

Present: Richard Tuck Bowie, Larry Dotolo, Mayor Bob Dyer, Thomas Etter, Brad Martin, Preston Midget,

Absent: Councilmember Jessica Abbott, Neva White, Councilmember Sabrina Wooten

Call to Order: 3:34pm 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 3:34pm.

He made the announcement that PISC member David Browning has passed away. Mr. Browning was a great asset to this team and will be greatly missed.

2. Approval of September 25, 2019 & October 30, 2019 Meeting Minutes

Larry Dotolo motioned to approve September's & October's meeting minutes. Tom Etter seconded. Preston Midget abstains as he was not present.

Motion unanimously approved.

3. Old Business

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

Tuck Bowie has not heard any updates from council, this item is still on hold.

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

Bill Brunke, who was the lead of this subcommittee, is no longer on the PISC. He has resigned due to other commitments. Tuck announced that during the November 19th City Council meeting, a Resolution (attached) was adopted to reestablish the Citizens Committee on Boards and Commissions. He would like to know if this Citizen Committee and the PISC are to work together or if they are two separate work groups.



Mayor Dyer will find out the status of that Citizen Committee and inform the PISC.

c. Development Review Process (Discuss strategy moving forward)

This issue is still considered unfinished. The PISC would like Bobby Tajan (Planning Director) and Taylor Adams (Economic Development Director) to attend February's meeting to discuss the progress of the Development Review Process White Paper and the Small Business Subcommittee Report (both located on PISC website) that were previously handed over to those Departments.

Brad Martin will invite Taylor Adams to attend February's PISC meeting and Neva White will reach out to Bobby Tajan to attend.

d. Small Business Subcommittee Report

Not further discussed.

4. New Business

a. Real Estate Tax Abatement for Seniors

Not Discussed.

b. Community Engagement for the Comprehensive Plan

Not Discussed in Neva's absence.

c. Agriculture Reserve Program

Not Discussed.

d. Additional Committee Member

There are three vacant PISC membership positions that need to be filled. After the last meeting, Tuck spoke with the Deputy City Clerk, Terri Chelius, to go through talent bank applications. Only one person had expressed interest through the Talent Bank to join PISC, Christopher Thomas, who works for Atlantic Union Bank. Taryn Denham is asked to provide the group with an electronic copy of the Talent Bank Application. (attached)

Concerns are expressed about using the Talent Bank as the Committee does not want members who are just "checking the box". The PISC feels it is important for potential new members to come to meetings, meet the Committee, and understand that this is a working group before committing to the meetings.

Tuck Bowie asked PISC members to reach out to anyone who they think would be a good, contributing member and ask them to attend February's meeting. If they come to the meeting and decide they would like to join PISC, they must fill out a Talent Bank



Application. Tuck will reach out to Barry Frankenfield who would bring institutional knowledge of the City as the past Planning Director. He will also reach out to Karen Eagle.

Brad Martin suggested thinking of people who have the skill set/credentials that the Committee has recently lost in members who are no longer here; accounting as an example.

Larry will reach out to Bill Coley, Workforce Services Officer with Opportunity Inc of Hampton Roads.

Preston Midgett will reach out to Tony DiSilvestro, Ynot Pizza owner, for membership interest. Mr. DiSilvestro chairs the Process Improvement Committee for VB Vision. Preston also suggested Mike Eason, who recently retired from the City of Virginia Beach as the Resort Administrator for the Convention and Visitors Bureau. Preston will reach out to Mike.

Tuck Bowie asked Mayor Dyer if Councilmember Jessica Abbott will continue serving on the PISC? Mayor Dyer will speak to Councilmember Abbott about attendance. There is discussion questioning if Councilmembers are considered voting members of the PISC or if they are Council Liaisons who do not fill a seat as a Board member. Mayor Dyer will speak to City Clerk, Amanda Barnes, to get this rectified.

Mayor Dyer is on board with all of the suggested members. He agrees that the Committee should choose the members instead of random selection from the Talent Bank.

5. Announcements – Next meeting – February 26, 2020

Tom Etter motioned to formally accept the “Criteria for the Process Improvement Steering Committee’s Selection of Improvement Opportunities” as guidelines for the Committees project selection process. Brad Martin reads document to all.

Motion unanimously approved.

These guidelines serve the purpose of the mission & vision for the Committee and can be shared with new members.

Mayor Dyer suggests this Committee potentially look into affordable housing.

6. Adjournment

**ITEM-VI-I.6
ORDINANCES/RESOLUTIONS**

ITEM #69793

Upon motion by Vice Mayor Wood, seconded by Council Member Wilson, City Council ADOPTED, BY CONSENT, Resolution to REESTABLISH the Citizens Committee on Boards and Commissions

Voting: 11-0

Council Members Voting Aye:

Jessica P. Abbott, Michael F. Berlucchi, Mayor Robert M. Dyer, Barbara M. Henley, Louis R. Jones, John D. Moss, Aaron R. Rouse, Guy K. Tower, Rosemary Wilson, Vice Mayor James L. Wood and Sabrina D. Wooten

Council Members Absent:

None

November 19, 2019

REQUESTED BY MAYOR DYER

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**A RESOLUTION TO REESTABLISH THE
CITIZENS COMMITTEE ON BOARDS AND
COMMISSIONS**

WHEREAS, the City has been well-served by the hundreds of citizen volunteers who comprise the City's boards, commissions, committees, authorities, councils and other advisory bodies;

WHEREAS, in 2003, a City Council-appointed Citizens Committee on Boards and Commissions made recommendations regarding all aspects of the City's boards and commissions. Since then, most of the recommendations have been implemented, but the boards and commissions could benefit from a fresh look aimed at identifying potential improvements to the appointment process and best practices for board operations and staffing;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF VIRGINIA BEACH, VIRGINIA, THAT:

1. The City Council hereby reestablishes the Citizens Committee on Boards and Commissions.
2. The committee shall serve in an advisory capacity to the City Council, and the City Council shall appoint its members.
3. The Committee shall consist of up to eleven members and should include residents who have served on a City board or commission, including a designee of the Process Improvement Steering Committee.
4. Staff support shall be provided by the City Clerk's Office, the Office of Volunteer Resources, the STiR Office, and the City Attorney's Office.

Adopted by the City Council of the City of Virginia Beach, Virginia on the 19th day of November, 2019.

APPROVED AS TO CONTENT:

APPROVED AS TO LEGAL SUFFICIENCY:



City Clerk's Office



City Attorney's Office

Talent Bank Application

City Council Appointive Agencies



Instructions

You may attach your own resume or other supporting data. Each application is retained on file for five years and may be updated at any time by contacting the City Clerk at 385-4304 or 385-4036. Each applicant must be a resident of Virginia Beach.

Thank you for completing this application and for your interest in serving the City of Virginia Beach.

Contact Information

Name (last, first MI.)	
Street Address	
City ZIP Code	
Cell Phone	
Home Phone	
E-Mail Address	
Applicant's District (circle one)	Bayside / Beach / Centerville / Kempsville / Lynnhaven / Princess Anne / Rose Hall
Registered Voter? (circle one)	Yes / No
Are you currently serving any City Council Appointed Agency (circle one)	Yes / No If Yes, explain: _____ _____ _____

Current Occupation

Firm Name	
Address	
Title	
Describe Duties	

Please state your interest and/or reason to seek City Council's appointment to any Board / Commission / Committee

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Please provide experience you have that relates to the Board / Commission / Committee you wish to serve on

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Education

High School	
College	
Technical	
Military	
Graduate Profession	
Degrees or Certifications	

References (List three)

1. Name (last, first MI.)	
Street Address	
Cell Phone	
Home Phone	
E-Mail Address	
2. Name (last, first MI.)	
Street Address	
Cell Phone	
Home Phone	
E-Mail Address	
3. Name (last, first MI.)	
Street Address	
Cell Phone	
Home Phone	
E-Mail Address	

Interests:

Please check up to five Appointive Agencies below in which you are interested:

- 2040 Vision to Action Community Coalition
- Advertising Advisory Committee
- Agricultural Advisory Committee
- Arts and Humanities Commission
- Audit Committee
- Bayfront Advisory Commission
- Beaches and Waterways Advisory Commission
- Bikeways and Trails Advisory Commission
- Board of Building Code Appeals – Circle One: Building Maintenance / Electrical / New Construction
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Plumbing and Mechanical

- Board of Zoning Appeals
- Chesapeake Bay Preservation Area Board
- Clean Community Commission
- Community Organization Grant Review and Allocation Committee (Minority Grants)
- Community Policy and Management Team (CSA-At Risk)
- Community Services Board
- Development Authority
- Eastern Virginia Medical School
- Green Ribbon Committee
- Health Services Advisory Board
- Historic Preservation Commission
- Historical Review Board
- Housing Advisory Board
- Human Rights Commission
- Investigative Review Panel
- Military Economic Development Advisory Committee
- Minority Business Council
- Oceana Land Use Conformity Committee
- Old Beach Design Review Committee
- Open Space Advisory Committee
- Parks and Recreation Committee
- Personnel Board
- Planning Commission
- Process Improvement Steering Committee
- Public Library Board
- Resort Advisory Commission
- Senior Services of Southeastern Virginia (Regional)
- Social Services Advisory Board
- Southeastern Tidewater Opportunity Project (Regional)
- Stormwater Appeals Board
- Tidewater Community College (Regional)

- Tidewater Youth Services Commission (Regional)
- Transition Area / Interfacility Traffic Area Citizens Advisory Committee
- Virginia Beach Community Development Corporation
- Virginia Beach Towing Advisory Board
- Wetlands Board

Agreement and Signature

By my signature to this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a Volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal. I further affirm my willingness to comply with the Virginia Financial Disclosure requirements, if applicable.

Name (printed)	
Signature	
Date	

Please submit this application via U.S. Mail to:

Amanda Barnes, MMC, City Clerk
 2401 Courthouse Drive, Suite 281
 Virginia Beach, VA. 23456

Or by email to:

Amanda Barnes
abarnes@vbgov.com



April 24, 2019

Criteria for the Process Improvement Steering Committee's Selection of Improvement Opportunities

The incremental process improvement of the Virginia Beach Strategy, Transparency, Innovation, and Resiliency (STiR) Office's Innovation Academy is important and we on the Process Improvement Steering Committee are confident that it will, over the years, result in significant savings of millions of dollars and improve City services. We applaud and fully support this effort. To complement this effort the Process Improvement Steering Committee will focus its efforts on improvement opportunities that go beyond small incremental improvements and select projects that have the potential to result in more substantial improvements. With this in mind, the following criteria for the Process Improvement Steering Committee selection of improvement opportunities is offered:

The project:

- 1) Could achieve a measurable reduction in the cost of government.
- 2) Could achieve a measurable reduction in the cost the citizens of Virginia Beach pay for government services.
- 3) Could achieve a measurable reduction in the time (man-hours) it takes to accomplish a task.
- 4) Could achieve a measurable reduction in the time it takes the businesses of Virginia Beach to get City services.
- 5) Has the potential to achieve measurable growth in revenue or protect an existing revenue base without raising taxes.
- 6) Could reduce the wait times the citizens of Virginia Beach experience to get the services they need.
- 7) Should be a process that is controlled by the City. This does not preclude the Process Improvement Steering Committee from making recommendations for change to other organizations such as neighboring cities, the State or Federal government and their agencies.
- 8) Once an improved process, should not require new resources or significantly increase costs unless a business case analysis shows a measurable cost benefit.
- 9) Could achieve a measurable improvement in the overall business environment in the City.
- 10) Could achieve a measurable improvement in the overall living environment in the City.
- 11) Could be specific opportunities identified by the Innovation Academy or by City departments where the City Council, the STiR office, or a City department head has asked the Process Improvement Steering Committee for its assistance.

