

# AGENDA

## Kaizen, Technology & Communications Committee

March 8<sup>th</sup>, 2016 – 6:30 pm

Committee Members: Brian Abbott - (Chair), Don Braceland, Diane LeBold  
Department Head: **Bill Mann**

1. Comments, suggestions, petitions by residents in attendance regarding items not on the agenda.
2. Rail Road Commission Update
3. Strategic Visioning Wrap-up
4. Update on initiative and funding projects for web-page
5. Update on the Skype For Business Project
6. Discuss Deputy Borough Manager position
7. Other Business



# Borough of West Chester

## *From the desk of the Chief Information Officer*

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### **KAIZEN COMMITTEE – February 9, 2016**

Meeting Recording is available on the Borough's [website](#).

Brian Abbott chaired the committee meeting. Council Members Don Braceland & Diane LeBold were in attendance as well.

CIO William Mann & Borough Manager Michael A. Cotter were present.

1. Comments, suggestions, petitions by residents in attendance regarding items not on the agenda.

**None.**

2. Discuss creation of a new position, Asst. Borough Manager, responsible for HR and Communications.

**This was discussed and the Borough Manager provided a presentation describing the new position. Addition discussion schedule for the March Kaizen meeting.**

3. Discuss authorizing a Request for Proposal for architectural and design services for the Borough Hall renovation.

**This was discussed and extended to the March Kaizen meeting for further discussion.**

4. Discuss continuing to retain Keystone Management (Nursing services for WC issues).

**The Borough Manager requested to table this until next month as more information has been received from our new carrier, Travelers or possibly this month's Worksession if possible.**

5. Discuss moving November 8<sup>th</sup> Committee meeting to Monday, November 7<sup>th</sup> as it is "election day".

Approved 3-0.

6. Discuss Skype for Business Voice – Service Agreement

CIO William Mann gave an update of the project which is scheduled for a "kickoff meeting" on Friday, February 12. No action.

7. Discuss CIO Monthly Report

No action.

8. Discuss CIO Annual Report

No action.

9. Other Business

Brian Abbott discussed the idea of hosting a place on the borough webpage for identified funding projects and initiatives that are in the public good.

CIO William Mann will work on this initiative and present information at the March Kaizen Committee meeting.