

# **AGENDA**

## **Kaizen, Technology & Communications Committee**

**May 10<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. Skype For Business – post project report
3. Strategic Visioning Update
4. Discuss Digital Document Management – Project Outlook
5. Discuss April Minutes
6. Other Business



# Borough of West Chester

## From the desk of the Chief Information Officer

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### **KAIZEN COMMITTEE – April 12, 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. Rail Road Commission Update

**Council Vice President gave a short report on the status of the commission including the news that SEPTA did include the WC study in their 2017 budget to include in their feasibility study.**

3. Strategic Visioning Wrap-Up

**Tabled until next month.**

4. Review HB-240 (new Executive Mandates)

**The Borough Manager will draft a letter (from Council) in opposition to this HB.**

5. Discuss proposed Revolution #8-2016 (documents to be shredded).

**Passed 3-0.**

6. Discuss Diane LeBold's request to be Voting Delegate for the Borough at the PSAB conference.

**Passed 3-0.**

**7.** Update on Skype for Business project.

CIO William Mann gave an update on the project.

**8.** Government Transparency & Website Articles

CIO William Mann gave a report on the two articles that appeared in the Daily Local News on March 20 and 27 regarding transparency initiatives and government websites.

**9.** Other Business

Brian Abbott asked for an update from Item #4 from last month's Kaizen meeting.  
*"Update on the initiative and funding webpage"*

CIO William Mann has created the webpage itself.

The Borough Manager will write a policy for the initiative page and an online form will be created afterward for interested parties. This should be completed during the following month.