

AGENDA

Kaizen, Technology & Communications Committee

August 9th, 2016 – 6:30 pm

Committee Members: Michael Galey - (Chair)
Don Braceland
Diane LeBold

Department Head: Bill Mann

1. Comments, suggestions, petitions by residents in attendance regarding items not on the agenda.
2. Discuss agenda format and organization
3. Discuss formatting of Council Meeting Minutes
4. Discuss moving November 8th Committee Meetings to alternate date (voting day)
5. Discuss moving December Committee and Council WS and Council meeting up one week to avoid the holiday week
6. Discuss July Minutes
7. Other Business



Borough of West Chester

From the desk of the Chief Information Officer

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KAIZEN COMMITTEE – July 12, 2016

The meeting recording is available on the Borough's [website](#).

Diane LeBold chaired the committee meeting with Don Braceland in attendance as well. Brian Abbott was absent.

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. Document Management Project Update

CIO William Mann gave a report regarding the project. The SOW is completed and the kickoff meeting & first working session was today (July 12). [No action](#)

3. CIO Leadership 2016 Summit – Invitation to Participate

CIO William Mann reported that our organization was invited to speak at the 2016 CIO Summit this September in Florida. [No action](#)

4. Screen Capture Testing for Meetings

CIO William Mann reported that software has been purchased and we are testing its ability to screen capture the agenda presentation and display it on our media center along with the audio recording of our meetings. [No action](#)

5. Discuss Stream Protection Fee Program Policies Manual and Resolution

The Borough Manager, Michael Cotter provided a report on the program and discussed the documents, (1) *Appeals and Procedures Manual* and (2) *Credit & Rebate Programs*.

No Action at this time and the Borough Manager is looking for feedback at this time.

6. Community Initiatives - website

CIO William Mann reported that several elements for our community initiative program have been designed and are available for viewing (unpublished) on our webpage.

- <http://www.west-chester.com/474/Get-Involved>
- <http://west-chester.com/501/Borough-of-West-Chester-Community-Initia>
- <http://west-chester.com/FormCenter/Public-Forms-17/Community-Initiative-Request-69>

Worksession for discussion (2-0)

7. Discuss June Minutes

Approved 2-0.

8. Other Business

CIO William Mann reported that a RAMP partnership site has been designed on our website (www.west-chester.com/495/RAMP). The website provides a one stop place for our businesses to learn about RAMP and then connect with the PA Tavern Association where their employees will receive a substantial discount to complete the course. The PA Tavern Association also provides the service of managing the information for the business as well as providing RAMP certification reports to our staff.

Approved 2-0

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