



## Process Improvement Steering Committee

September 24, 2025, at 3:00 p.m.  
City Hall, Building 1, Rooms 1009 & 1010  
2401 Courthouse Drive

### Meeting Minutes

#### Members Present

Brad Martin (Chair), Tuck Bowie (Vice Chair), Billy Almond, Lawrence Dotolo, Buce Johnson, Donna Turner, Sarah Welch

#### Members Absent

Bill Coley, Mike Eason, Clenise Platt, Stephen Romine

#### City Staff Present

Thepiolus Aspiras (City Staff Liaison), Ginny Sosh (City Staff Recorder), Curtis Weaver (City Staff), Councilmember Stacy Cummings (Council Liaison)

### Welcome and Call to Order

Chairman Martin welcomed members and called the meeting to order at 3:00 p.m.

### Approval – August 20, 2025, Meeting Minutes

A motion was made to approve the minutes by Larry Dotolo and seconded by Bruce Johnson. The motion passed unanimously.

### Old Business

#### “Little Book of Data”

Larry Dotolo recommended *The Little Book of Data* for all committee members and will coordinate with the Hampton Roads Planning District Commission to obtain copies.

#### Community Current

Discussion noted the Virginia Beach version created by Monica Croskey as a model for data sharing.

#### Attendance Policy

Members reviewed the policy on excused and unexcused absences:

- Absence determinations are not at the discretion of the Chair.
- Missing 25% of meetings is considered problematic.
- Virtual attendance presents technical and logistical challenges.

- Councilmember Cummings emphasized consistent participation to maintain effectiveness.

## New Business

### Budget Project Update

Bruce Johnson reported two productive sessions refining the project scope.

Key points:

- Clarify the project's deliverables and maintain a process-focused approach aligned with PISC's mission.
- Establish a rotating annual review cycle for departments to ensure sustained evaluation.
- Incorporate lessons learned from each review phase.

Members agreed to provide recommendations to Council, noting that unpopular options (e.g., staffing cuts) may arise.

Monica Croskey confirmed budget targets will be issued to departments by Friday, September 26, 2025, and that Council values third-party input from PISC.

Donna Turner raised the importance of committee diversity in evaluating citywide impacts. Members discussed the possibility of conducting community surveys to gauge resident priorities. Brad Martin noted that City services provide high value for residents' tax dollars.

### Standby Pay Project Update

Thepiolus Aspiras reported that IT, Public Utilities, and Public Works are participating in data collection. Donna Turner clarified that the intent is to capture standard operations, excluding emergencies.

**Stormwater** will present findings to the City Council in October 2025.

## Announcements

**November 29 meeting will be rescheduled or canceled.**

**December 31 meeting is canceled.**

**Details of the next meeting will be shared via email.**

## Adjournment

Meeting adjourned at 4:05 p.m.

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Called to order by  
Brad Martin, Chair  
Improvement Steering Committee

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Minutes prepared by  
Ginny Sosh, Recorder  
Office of Performance and Accountability