

Minutes

Jan 11th

Introductions

Lyle Quasim, Chief of Staff
Van Collins AGC
Tiffany Speir, MBA
Mike Crowley, MBA
Rick Talbert, Pierce County Performance Audit
Joe Phillips, Pierce County Executive's Office
Claudia Finseth, Parkland-Spanaway-Midland Advisory Commission
Mitch Brells, DENG Supervisor
Vicki Diamond, Current Planning Supervisor
Kathleen Larrabee, Resource Management Supervisor
Carol Johnson, Development Center Supervisor
Gordon Aleshire, Building Official

Catherine Rudolph, Realtors - Absent

Reviewed Progress to date.

Briefly reviewed the progress the PALS team has made so far. Items are covered in first two newsletters. The discussion expanded on the pending space study on two points. First, that it will include the lobby. Second, that we will be looking at process, function and what makes sense in evaluating the best use of space.

Review the purpose and scope of our meetings.

1. Short term to help PALS develop a phase one implementation plan that is due to the County Council by March 1, 2005.
2. Identify key measures and recommendations for 2005.
3. Identify positive and negative impacts of any implementation strategy.

Review of the process and timing to develop the implementation plan.

The plan is due to the County Council by March 1, 2005. This committee will meet two or three more times to review the proposed plan. At the next meeting we are going to look at the overall list of recommendations and a draft plan.

Identify key audit recommendations that we need to focus on.

Items listed today included:

1. Reorganization of PALS
 - a. Project managers
2. Backlog Reduction Plan
 - a. Define backlog
3. Development Center
 - a. Space & layout
 - b. Wait times
4. Responding to phones and e-mail
5. Development of Policy manuals
6. LUAC process (under who's authority?, timing and function)

Identify items for future meetings.

An Excel spread sheet with all the recommendations will be sent out by the 18th. I will also forward a draft phase one implementation plan by the 20th.

I will keep sending the weekly newsletter. Add a section on the hiring status.

Develop a meeting schedule for Jan and Feb.

I hope that **Tuesday the 25th at 1:30 in conference room F** will work for everyone. The conference room was not available on the 26th.

Gordon