

Charter

Process Improvement and Technology - DRAC Subcommittee

November 2020

The Process Improvement and Technology Subcommittee (PITS) is a subcommittee of the Development Review Advisory Committee (DRAC). The PITS was established as a DRAC subcommittee by committee vote in June 2019.

Purpose:

To provide advice, guidance, and recommendations on business and technology improvements in order to make the development review process more equitable, transparent, timely, efficient, effective, predictable, and accountable.

Objectives:

1. Provide feedback and recommendations on how technology and processes can be improved to better serve all customers and the community, and on Bureau initiatives and implementation of projects.
2. Support BDS [Equity Goals](#) and consider the interests of all customers.
3. Review, track and report on technology and process improvement efforts.
4. Review and provide feedback and recommendations, in an advisory capacity, on technology and process improvement efforts post-implementation.
5. Other specific items as delegated by DRAC.

Roles and responsibilities:

Committee members:

Any interested DRAC member can be on the PITS. The Director and DRAC Chair have authority to appoint and remove non-DRAC members. Committee members will serve a two-year term with an option to serve two consecutive terms for a total of four years. Committee members are responsible for regularly attending meetings and actively participating in the efforts of the committee to achieve its purpose and objectives, as described in this Charter. It is the commitment and effort of the committee to be composed of diverse members that represent the array of BDS customer groups and experiences, including all sizes and advantages of consultant, development and construction organizations, and in all sectors.

Committee Chair:

The committee chair is appointed by DRAC, serves as a member of the committee and has all the same responsibilities as a committee member. In addition, the chair is responsible for running the meetings with the assistance of city staff, building consensus among committee members, and encouraging full and safe participation of its members. DRAC may appoint a vice chair.

City Support:

City support role is responsible for working with the chair and committee members to establish agenda items and create meeting notes. City Support can assist the chair by helping to facilitate the meeting, ensuring an efficient and productive meeting. Staff is responsible for tracking and managing action items, working with City groups and employees in order to complete committee action items, and arranging for subject matter experts to attend meetings as needed. Staff who fulfill this role are not voting members of the committee.

Voting

As needed, all subcommittee members – both DRAC members and non-DRAC members – can hold “informal” votes to help gauge the full subcommittee’s support of recommendations and reports of the subcommittee. However, per DRAC Bylaws:

Only [DRAC] members may vote to approve reports and recommendations to be forwarded to the full Body. When voting, the quorum for subcommittee members is the simple majority of the subcommittee (50% plus 1 or greater number of seats).

Meeting Logistics

Time, duration, location:

Meeting time and location, including any change, are announced no later than five (5) business days prior to the meeting time through the interested parties mailing list and the website.

Meeting Agenda and Minutes:

Meeting agendas and notes from the prior meeting will be emailed to committee members no later than five (5) business days prior to the meeting time. Hard copies of the agenda will be provided at in-person meetings.

Current Logistics*

Meeting time: PITSC meetings occur the third Thursday of each month from 10:15AM to 11:45AM.

Meeting location: virtual

Chair: Sean Green (green@aforma.co)

Vice Chair: Vacant

Committee Staff: Matt Wickstrom (matt.wickstrom@portlandoregon.gov), Ross Caron (ross.caron@portlandoregon.gov)

*This information is included for reference only and is not part of the official charter.