

To: Portland Utility Board Members

From: Melissa Merrell, PUB Analyst

Re: Recruitment Plan FY 2018-19

On: March 2, 2018

Summary

The appointments of three PUB members and 3 ex-officio members will expire on June 30, 2018. City ordinance, PUB bylaws, and PUB procedures govern recruitment and appointment of members.

The following provides an overview of the recruitment process.

I propose opening applications March 12 – April 13 for the voting member positions, PUB subcommittee meeting and in-person interviews in April, and board consideration in May for Council approval in June prior to the first meeting of the new fiscal year in July.

I request members review the following recruitment plan and this item be discussed at the March 6 meeting of the board.

City Ordinance, PUB Bylaws, and PUB Procedures

The PUB city [code](#) and [bylaws](#) state how members and ex-officio members are appointed, the length of the terms, reappointments, and board recommendations of new members. The relevant items of the board bylaws (Section III Membership) are:

- (b) **Members shall be appointed by the Mayor in consultation with the Commissioner(s)-in-Charge of the bureaus, and confirmed by the Council. Any Council member may submit nominations to the Commissioner(s)-in-Charge. In consultation with the Commissioner(s)-in-Charge, the Mayor shall appoint the Co-Chairs of the Board.**
- (f) **Members will serve for a term of 3 years. The term of each Member shall run from the date of the City Council's confirmation of the Member's appointment to the end of the fiscal year cycle, or other date as the Council may establish.**
- (g) **The Board may make recommendations to the Mayor regarding the reappointment of existing Members for a second and final consecutive term. Members wishing to be reappointed will be required to reapply. Notwithstanding the limitations of this Section, a Member may continue to serve in an extended second term until a replacement is appointed.**

- (j) The Mayor shall appoint three ex-officio, non-voting members to assist in the Board's budget process. The term of ex-officio members shall be for one year. Ex-officio members may be re-appointed up to three times.
- (k) The Board may make recommendations to the Mayor regarding the reappointment of existing ex-officio Members. In making such recommendations, the board will consult with the bureau Directors and consider the impact of ex-officio member turnover and introduction of new ex-officio members to ensure staggered membership.
- (l) The PUB will follow approved board procedures when evaluating and making recommendations for filling vacancies.

PUB [Procedures](#) state:

14. When a vacancy occurs on the board, a subcommittee will be formed to make recommendations to the full board. When filling positions, the following process will be used:
 - Staff will maintain a matrix of member skills and experiences to identify areas where new members can augment the expertise of the board.
 - An application will be available year-round on the PUB and Office of Neighborhood Involvement website.
 - Staff will reach out to current members, Commissioners' staff, the bureau Directors, neighborhood associations, and trade groups to encourage applicants when vacancies need to be filled. Strong support from the Commissioners' offices and the Bureaus is fundamental to the success of the PUB.
 - Subcommittee will meet to identify on top candidates. The subcommittee will evaluate candidates based on the experience and skills identified in City Code 3.123.040 (A).
 - The subcommittee will include members and non-members to get stakeholder input and recommendations for filling skill gaps.
 - Subcommittee members will request coaching session n implicit biases from the Office of Equity and Human Rights.
 - Staff will make initial call to confirm interest and availability.
 - Subcommittee will meet with top candidates and forward recommendation to full PUB.
 - PUB will vote to recommend candidates to Commissioner's and Mayor's office.

Bureau Staff Composition

Composition of the board is set out in city [ordinance](#) that requires one voting member be a current employee in a represented bargaining unit at BES or PWB. In addition, three ex-officio members are appointed. That mix has to be one represented and two non-represented. The 1 voting and 3 ex-officio members shall be evenly distributed.

Current structure of bureau staff on the PUB:

| | Represented | Non-Represented |
|-----|-------------|-----------------|
| BES | ex-officio | ex-officio |
| PWB | voting | ex-officio |

Recruitment

Item #1 Expiring Terms

All ex-officio terms expire at the end of the fiscal year. In addition, Allan Warman, Colleen Johnson, and Rob Martineau's terms are set to expire June 30, 2018.

Item #2 Reappointments of Voting Members

City ordinance and PUB bylaws allow members to be reappointed for a second 3-year term and for ex-officio members to be reappointed for 1-year terms up to 3 times. Members wishing for reappointment have to reapply.

Task: Notify members of the pending expiration of their terms and ability to reapply.

Item #3 Directors and Ex-officio Members

The directors manage the recommendation of the ex-officio members.

Task: Remind Mike S. and Mike J. of the ex-officio terms and selection responsibility.

Task: Coordinate processes – ex-officios can't be selected until represented voting staff member is recommended (because of bureau allocation requirements in code).

Item #4: Voting Member Who is a Current Employee in a Represented Bargaining Unit

The term of the person on the board who is a voting member and a current employee in a represented bargaining unit the BES or PWB is expiring.

Task: Amend application to include this demographic info for selection.

Task: Contact bargaining units for help recruiting.

Task: Coordinate with Mike S. and Mike J. for input on staff resources.

Item #5 Materials

On November 8, City Council approved templates for applications and outreach materials for all boards and commissions in the Fall. In addition to other changes, this requires PUB to modify its application to include demographic information and the conflict disclosures (which had previously been required after selection).

In addition, other items should be added to accurately reflect the time commitment. For example, the PUB added a second monthly meeting in the past year as well as subcommittee meetings and the expectation for that onboarding training is mandatory should be explicit.

Task: Update materials to include demographic and conflict disclosures.

Task: Update introductory information in materials to include increased anticipated time commitment.

Task: Update introductory information in materials to include training requirement.

Item #6 Outreach plan

The application for PUB membership is available year-round on the websites for PUB and the Office of Neighborhood Involvement (ONI). In addition, I proactively reach out to each of the Commissioners' offices and the Mayor's office, as well as to the directors and leadership of both bureaus and current board members, for recommendations and assistance reaching highly qualified applicants. I also contact the Office of Equity and Human Rights and the Diversity and

Civic Leadership Program, and send the notice and application materials to the neighborhood associations list maintain by ONI. Finally, the social media managers in both bureaus, the City Budget Office, and the Commissioner's office publicize the openings.

Task: Solicit additional venues for outreach.

Task: Complete outreach activities.

Item #7 Subcommittee

Coordinate the subcommittee to review applicants including members and non-members.

Task: Invite current and past members to participate.

Task: Invite community member to participate.

Task: Send subcommittee implicit bias materials.

Task: Ask members for initial review of applicants to identify top candidates.

Task: Revise questions list.

Task: Schedule in person sessions.

Task: Finalize recommendation to the full board.

Task: Collect bios.

Item #8 Memo to Mayor and Commissioner

Prepare memo for the Mayor and Commissioner that includes the outreach activities and recommendations.

Task: Revise and send memo.

Task: Revise skill and experience matrix.

Task: Shephard appointment report.

Task: Schedule swearing in of newly appointed members.

Item #7 Training and Onboarding

New members will benefit from initial training on the two bureaus and city processes at the beginning of their service as well as specific budget training as the budget process begins in the fall.

Task: Schedule Bureau 101 training sessions and review/revise materials.

Task: Include Attorney's Office for Ethic and Public Officials training.

Task: Schedule Budget 101 trainings as pre-meetings to board meetings in the Fall.

Task: Review/revise materials with input from members and bureau staff.
