

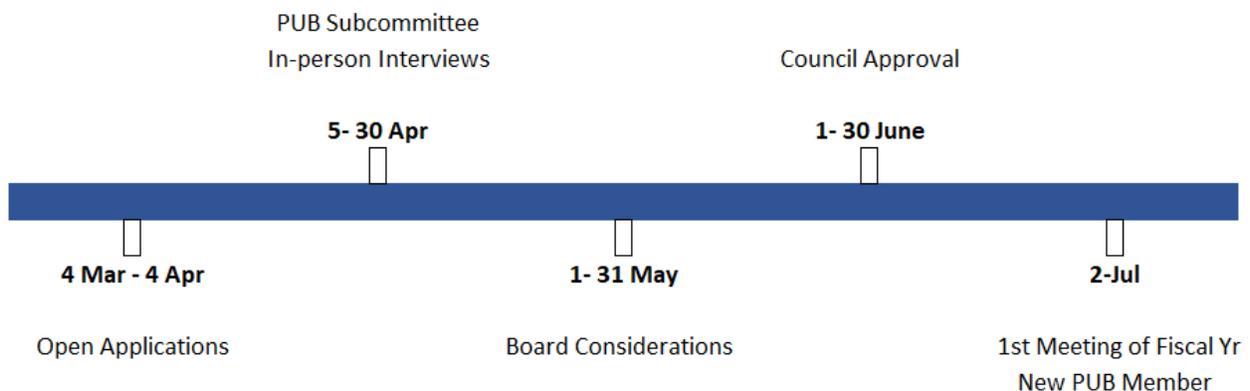
To: Portland Utility Board Members  
From: Cinthia Diaz Calvo, PUB Coordinator and Amy Archer-Masters, PUB Analyst  
Re: Recruitment Plan for FY 2019-20  
On: February 21, 2019

## Summary

One voting PUB member recently resigned leaving a vacancy. In addition, the appointments of two PUB members and three ex-officio members will expire on June 30, 2019. City ordinance, PUB bylaws, and PUB procedures govern recruitment and appointment of members. The following provides an overview of the recruitment process.

We propose opening applications March 4– April 4 for the voting member positions, PUB subcommittee meeting and in-person interviews in April, and board consideration and recommendations in May for Council approval in June prior to the first meeting of the new fiscal year in July.

We request members review the following recruitment plan and this item be discussed at the February 21 meeting of the board. Please also consider whether you are interested in volunteering to participate on the subcommittee to evaluate applications and recommend potential appointments to Commissioners.



## 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.

## **PUB Board Composition and Issues:**

### **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 must 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

### **Issue #1 Current Vacancy and Expiring Terms**

Two PUB voting members recently resigned, one effective earlier this year and one as of June 30, 2019. There are 2 vacancies to be filled through a coordinated recruitment for additional upcoming

vacancies. All ex-officio terms expire at the end of the fiscal year and are eligible to reapply for a second or third 1-year term. In addition, Lee Moore, and Mike Weedall's, (voting member) terms are set to expire June 30, 2019 and are eligible to reapply for a second and final 3-year term.

### **Issue #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.

### **Issue #3 Directors and Ex-officio Members**

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

## **Requirement Plan**

### **Item #1 Outreach plan**

The application for PUB membership is available year-round on the websites for PUB and the Office of Community & Civic Life (Civic Life, formerly Office of Neighborhood Involvement). In addition, CBO staff will proactively reach out to each of the Commissioners' offices and the Mayor's office, current board members, and the directors and leadership of both bureaus for recommendations and assistance reaching highly qualified applicants. CBO staff will also contact the Office of Equity and Human Rights, Civic Life, and Government Relations Tribal Liaison for recommended contacts for targeted outreach with a focus on equity along with the specific skill needs of the PUB. Notice and application materials will also be sent to the neighborhood associations and diverse community organizations lists maintained by Civic Life. Finally, we will request that the social media managers in both bureaus, the City Budget Office and the Commissioner's offices publicize the openings. The social media managers in both bureaus, the City Budget Office, and the Commissioner's office publicize the openings.

### **Item #3 PUB Subcommittee**

Coordinate the subcommittee to review applicants including members and non-members. The subcommittee will be taking in consideration the set of skills and experience of existing PUB members as well as those of the members leaving the board to determine the needs of the board. The subcommittee will aim to foster the continuity of the board's diverse set of skills and backgrounds and identify skills that will continue to enhance the board. Recommended subcommittee composition to include:

- PUB members (3-5, one representing bureau staff if interested)
- Commissioner staff (one from each office)
- Bureau leadership (one from BES and one from PWB)
- Supported by CBO staff (Analyst and Coordinator)

### **Item #3 Memo to Mayor and Commissioner**

Prepare memo for the Mayor and Commissioner that includes the outreach activities, skills and experience matrix and recommendations.

**Item #4 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.