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Portland Building Change Management Committee Meeting Recap October 31, 2018 2:00 p.m. – 3:00 p.m.

Change Agents Present: Asha Bellduboset, CBO; Sheila Craig, BRFS; Maribeth Elmes, PBOT; Rachel Jamison, Water; Kalin Kelley, Water; Shelly Pendergrass, Parks; Aaron Rivera, OMF Business Operations; Katy Schnoor, OMF/BRFS; Amy Tuttle, BTS; Melissa Walton Hendricks, Facilities.

Bureaus Absent: BHR; BES.

Staff Present: Jen Clodius, OMF Business Operations; Molly Engelbert, Consultant; Max Johnson, Archives & Records Mgmt.; Michelle Ladd, OMF; Julian Massenburg, OMF Business Operations; William Warren, Facilities; Kristin Wells, OMF.

Discussion:

- Kristin Wells shared construction and timeline updates.
 - Demolition and construction work are ongoing.
 - New external panels will be installed in the coming weeks.
 - The shear wall is being constructed. Shear wall construction began in the basement and is continuing through the 15th floor.
 - BTS and Facilities are scheduled to move back into the Portland Building in November 2019.
 - The first floor service desk soft opening is scheduled for December 16, 2019; a grand opening is scheduled for January 2020.
 - All bureaus will be back in the Portland Building by spring 2020.
- Julian Massenburg surveyed the group regarding the Change Management kickoff memo.
 - The memo was sent on Oct. 30 and formally retired the Portland Building Change Management Committee and established the new process for change management moving forward.
 - This meeting served as the final meeting for the Portland Building Change Management Committee.
- Molly Englebert facilitated a discussion on lessons learned regarding previous Portland Building Change Management efforts.
 - In preparation for move backs, the following should be addressed sufficiently:
 - Communication surrounding technology and fiscal impacts on bureaus.
 - Meeting room sharing procedures/protocols.
 - Operations that may be sensitive to noise or disruptions.



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- Privacy concerns.
- Notable changes to be aware of were discussed and noted:
 - Pooling resources and assets on an enterprise level to minimize costs.
 - Technology resilience and training.
 - Etiquette in common areas and meeting rooms.
 - How to effectively communicate the “hard no’s.”
 - Enforcing new occupancy agreements.
 - Storage protocols.
 - Incoming/outgoing furniture
 - Emergency kits and safety protocols.
 - Communicating the timeline for vacating temporary spaces.
 - Waste disposal and recycling changes.
- The group discussed amenities that would be beneficial to bureaus:
 - Purge events to get rid of surplus items while in temporary spaces.
 - Having on-site resources for the duration of the move in.
 - Continued tour opportunities as the reconstruction continues.