



Tom Rinehart
Chief Administrative
Officer

Ted Wheeler
Mayor

CITY OF PORTLAND
**Office of Management
and Finance**
1120 SW 5th Avenue
Portland, OR 97204

P: (503) 823-1182
F: (503) 823-5384
TTY: (503) 823-6868
portlandoregon.gov/omf

OMF Labor Management Committee Meeting Recap

February 21, 2019

Members Present: Paul Cone, BTS/ PROTEC17; Rachel Whiteside, PROTEC17; Franklin Wilson, CityFleet Mechanic; Manish Thakore, PROTEC17; Jennifer Cooperman, BRFS Director; Shae Davies (Alternate), CityFleet Superintendent; Kristin Wells, Facilities Operations Manager; Tim McCormack (Alternate), Facilities; Thomas Lannom, Revenue Division Director; Tom Rinehart, CAO/Co-Chair

Members Absent: Ray Lister, IBEW Local 48; Michelle Kirby (Alternate), BRFS Deputy Director; Michael Roy, CityFleet Manager; Carmen Merlo (Alternate), DCAO; Matthew Spitulski, P&D Manager; Roger Koppy, AFSCME/DCTU; Eddie Barton, Operating Engineers/Local 701

Other Staff Present: Ethan Cirimo, Business Operations

Decisions:

- The meeting was chaired by Paul Cone.
- Committee staffer Ethan Cirimo will continue search for OMF-LMC founding documents, committee co-chair Paul Cone will analyze the BTS-LMC charter to see if such a document could be useful to the OMF-LMC.

Discussion:

The committee shared updates from OMF LMCs.

- BTS (Paul Cone) discussed BTS' recent Trust Survey results, in which there were the same number of responses as 2017 (around 40% response rate, 158 responses in total). This survey was first done in 2015, and again in 2017 and 2018, with plans to continue the practice in 2019. Common comments centered around the improvement of active listening, though comments indicate that active listening did improve over 2018. Focus areas are currently being reviewed, and Results from the survey will be shared with all staff at the BTS All Hands meeting on March 12.
- CityFleet (Shae Davies) shared that Fleet is hiring three mechanic positions, but that they are having difficulty finding candidates with the needed certifications. Current administrative supervisor Paula Peterson will be retiring soon, taking a vast amount of experience and knowledge with her. Fleet is evaluating her position with interest in capturing its regular duties, roles, and collaborations. Because of how critical her role in Fleet has become, there is interest in a potential apprenticeship track that would provide training and experience in preparation for the administrative supervisor role.



OMF OFFICE OF
MANAGEMENT
AND FINANCE

An Equal Opportunity Employer

To help ensure equal access to programs, services and activities, the Office of Management & Finance will reasonably modify policies/procedures and provide auxiliary aids/services to persons with disabilities upon request.

Davies also provided an update on Fleet's review of the graveyard shift currently in place. The initial plan of doing away with the graveyard shift was met with resistance, owing to the fact that employees on that shift have built a lifestyle around that shift, upon which a lot depends. Any actions related to the current graveyard shift were put on pause as the matter is looked into further.

Following up on the conversation from the previous meeting, Davies updated the LMC on its rental revenue from FY 2017/18, which was nearly \$1 million. Fleet is working on alternatives for other City bureaus, as bureaus are spending a great deal more than they need to on vehicles, generally due to either short notice or a lack of other methods to procure vehicles. Jennifer Cooperman (BRFS) announced that she was bringing a program and service budgeting document to Council, and that she would share the results of that presentation with Davies.

Last, Davies mentioned that PBOT expressed gratitude to CityFleet regarding its support of the City's snow and ice control efforts.

- Facilities (Kristin Wells) shared that they recently hired two Facilities Maintenance Tech (FMT) positions, but that like CityFleet, they are having a difficult time finding candidates with the proper certifications. Wells mentioned that Facilities will need to reconsider how they "sell" their positions.

A conversation about apprenticeships followed, in which Wells shared that FMT apprentices do get 4,000 hours of experience as part of the program. Wells wants to expand this number, however requirements make it difficult. Local 701 has offered to assist Facilities' apprentice program, however they currently lack the training space necessary for such a thing.

- It was noted that P&D was not present at the meeting, though they have been previously. It was also noted that P&D is now part of BTS, but that BTS management is not represented on the committee. It was suggested that P&D management discuss with BTS management how BTS (and P&D) management could be best represented on the committee.
- Revenue (Thomas Lannom) discussed that its LMC did not meet in February because the bureau was in the middle of preparations for tax season, its busiest time of the year. The bureau did however host a staff appreciation breakfast, which is an employee favorite. Lannom mentioned that they are bringing the Clean Energy Surcharge to Council on February 21 and planning their first collection on April 15, 2019.

Revenue's Integrated Tax System selection process is moving along, and Revenue staff are getting exposure to their software options via remote demonstrations. So far, the effort has captured 130 questions. The next step will be to fly to Kansas City and then Jefferson City for live demonstrations before any decisions are made.

Last, Revenue will be adding four senior auditor positions in 2020.

Portland Building Change Management

Citing that many bureaus have much less exposure to planned changes as employees move back in to the Portland Building, co-chair Tom Rinehart called for all OMF-LMCs to answer a basic questionnaire at their next meetings; the intent is to collect responses and present them at an OMF-LMC meeting in the near future.

The questions are:

1. Is information related to the Portland Building being well distributed? Is your bureau's Change Champion receiving the support and reinforcement needed from Directors, managers, and colleagues?
2. If yes to #1 above, why is it working? If no to #1 above, what do we need to do to ensure employees are engaged in the change management process?

Kristin Wells asked if managers are responsible for informing their employees, who clearly aren't getting the input they need. Tom answered this question with a yes but qualified it: "...but there is some management fatigue, and I get the feeling that many [managers] just want the process to be finalized and to be told what to do."

Founding Documents

Co-chair Paul Cone expressed interest in finding or making either a charter or some sort of foundational document for the OMF-LMC. He brought up the possibility of having a meeting of all OMF LMCs, which has not been done in recent history.

Tom Rinehart mentioned that Directors meetings contain not only learning and updates, but also decision-making. The question was then raised as to whether or not the OMF-LMC had decision-making power, and members in attendance could not come to a conclusion.

Staffer Ethan Cirimo will look in to founding documents and charters.