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## OMF Labor Management Committee Meeting Recap

January 16, 2020

**Members Present:** Jamaal Anthony, BHR  
Paul Cone, BTS/ PROTEC17/Co-Chair  
Shae Davies (Alt), CityFleet Superintendent  
Tom Rinehart, CAO/Co-Chair  
Manish Thakore, PROTEC17  
Rachel Whiteside, PROTEC17  
Franklin Wilson, CityFleet Mechanic/IAM 1005  
Thomas Lannom, Revenue Division Director

**Members Absent:** Don Bryans (Alt), P&D  
Michelle Kirby (Alt), BRFS Interim Director  
Ray Lister, IBEW Local 48  
Carmen Merlo, DCAO  
Michael Roy, CityFleet Manager  
Kristin Wells, Facilities Operations Manager  
Eddie Barton, Operating Engineers/Local 701  
Roger Koppy, AFSCME/DCTU  
Tim McCormack (Alt), Facilities  
Matthew Spitulski, P&D Manager  
Tyler Wallace (Alt), Revenue

**Other Staff Present:** Francisca Garfia, OMF; Dorothy Elmore, OMF; Cheryl Leon-Guerrero, G4S.

### Decisions:

- The meeting was chaired by Tom Rinehart.

### Discussion:

#### Portland Building Security Updates

- Security program has relocated under CAO's office and is now a direct report to DCAO Carmen Merlo. This is the first step in creating an enterprise Citywide program.
- Currently creating a Citywide Emergency Plan. Carmen, Tom, and Dorothy Elmore have contacted TRIAD (who previously did Facility security assessments) to create policies, security protocols, and roll out plans and information Citywide.
- Badging policy being rolled out; badges have to be visible and above the waist.
- Have security officers in Portland Building; one armed officer at customer service desk, uniformed officer by elevators, roving officer, and temporary officer stationed by the basement door to oversee package delivery.
- Information from when employees badge in goes directly to the Security Operations Center. This is an effort to know when employees are going into the building.

- There are cameras in the elevator lobby. There are no cameras in work areas though there is a camera facing the reception desk on the 9<sup>th</sup> floor.
- Employees have questions regarding employees who need to access the basement facilities but aren't Portland Building tenants. Will non-Portland Building employees be able to get a badge or able to access the gym/bike parking facilities?
  - Answers: If employees are there for a day then they get a day badge, but if they're there for three or more days per month or have frequent ad-hoc meetings, then they'll be considered for a Portland Building badge. Access coordinators need to be able to justify the reasons why an employee needs a Portland Building badge.
  - Employees brought up concerns regarding equity issues as employees who aren't in the downtown core or are not Portland Building employees won't be able to access the new facilities.

### **Updates from OMF LMCs**

- CityFleet (Shae Davies)

Shae Davies is leaving the City as she will be the Fleet manager for Clark County. Frank will also be stepping back from LMC duties. Fleet held its Kerby Derby, an annual employee recognition event. Fleet is currently hiring for three mechanics but is facing difficulties due to labor shortages. They are trying to find ways to connect to apprenticeship programs to help with recruitment efforts. Seeking to engage with national guard to connect and recruit female mechanics. The last LMC was regarding rules and engagement which were last revisited in 2012.

- Revenue (Thomas Lannom)

The Integrated Tax System (ITS) is moving to the base configuration phase. The project staff are ensuring the system's configuration is correct and are giving feedback on how it works. The project team is also working on replacing databases and have not had their LMC meeting due to long monthly staff meetings related to the project. This is a joint agreement between management and labor. The project is green across the board: timeline, scope, and budget.

- BTS (Paul Cone)

Labor has brought up concerns regarding transparency and equity in hiring practices. They hope to receive status updates on open positions and revisit equity initiatives to expand them beyond racial equity. They would also like to see accountability for diverse hiring panels. The group has also discussed on how they define diversity: non-homogenous interview panels or people from the same team. BTS has problems with communications or informing techs on who's being hired and the timeline for hirings. Suggested a hiring dashboard that would provide hiring timelines and let employees know if its an internal contractor or external hire.

### **Continuity of Operations Planning/Mapping (Paul Cone)**

As part of its Continuity of Operations Planning (COOP), BTS is creating a map of employee home addresses. This map will be produced in paper-form and online. The initiative has ignited several questions:

- Do employees know and understand this use case? Is this a good use case?

- Why can't we ask employees for this information for this specific purpose instead of leveraging HR data that employees did not expect to be used this way?
- Will managers make biased decisions based on where people live?
- How do we handle City workforce that are not employees? We likely do not have that information in HR for contractors, vendors and other non-employee workers.

Noted that the project might not need to know exactly where people live in order to work as expected. A possible solution would be to use the zip code or general neighborhood. A question asked was if employees needed to notify employees about how their information would be used. Currently talking about this with bureaus. PBEM is in the crux of this initiative as they have the information but are unsure of what they can release. During this discussion, employees also touched on the potential need for camera recognition and drone policy as community members are nervous about their information being gathered in that way.

### **Portland Building Update (Tom Rinehart)**

Moves have been going well. With each move, there are less complaints and one of the biggest sources of concern is the HVAC system. There has been positive feedback on the gathering spaces though employees have pointed out a need for napkins and towels in shared spaces. Question was asked regarding a commemorative Portland Building water bottle.