



**Tom Rinehart**  
Chief Administrative  
Officer

**Ted Wheeler**  
Mayor

**CITY OF PORTLAND**  
**Office of Management  
and Finance**  
1120 SW 5<sup>th</sup> 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 20, 2020

**Members Present:** Don Bryans (Alt), P&D  
Kristin Wells, Facilities Operations Manager  
Michael Roy, CityFleet Manager  
Tom Rinehart, CAO/Co-Chair  
Manish Thakore, PROTEC17  
Rachel Whiteside, PROTEC17  
Rebecca Hatten (Alt), Facilities  
Thomas Lannom, Revenue Division Director  
Tim McCormack (Alt), Facilities  
Roger Koppy, AFSCME/DCTU  
Tony Bush, CityFleet Mechanic

**Members Absent:** Paul Cone, BTS/ PROTEC17/Co-Chair  
Jamaal Anthony, BHR  
Michelle Kirby (Alt), BRFS Interim Director  
Ray Lister, IBEW Local 48  
Carmen Merlo, DCAO  
Eddie Barton, Operating Engineers/Local 701  
Matthew Spitulski, P&D Manager  
Tyler Wallace (Alt), Revenue

**Other Staff Present:** Francisca Garfia, OMF; Ethan Cirimo, OMF

### Decisions:

- The meeting was chaired by Tom Rinehart.

### Discussion:

### Updates from OMF LMCs

- BTS (Rachel, filling in for Paul Cone)

BTS LMC continues to settle on a workplan based on the speed of trust survey. Priorities identified in the survey include loyalty, transparency, confront reality. The group has especially focused on transparency in hiring practices. Currently working on consolidating the internal site (trainings, resources, and links) and have a new resource for professional development and management trainings. P&D and BTS recently merged labor committees; integration between the two divisions is going well.

Background on speed of trust survey: This survey was a labor management initiative and is a bureau wide program that provides common between employees and management for the bureau's goals and priorities. By having those common terms, the bureau can build trust and increase productivity. The survey occurs on a regular basis

and asks employees to rate 13 trust behaviors. The behaviors that are scored the lowest are prioritized and worked on. For example, active listening in BTS was scored poorly. BTS employees created a class that defined active listening and how to practice it successfully. That class is now available to interested divisions in OMF.

- CityFleet (Michael Roy and Tony Bush)

Mike Roy introduced new representative, Tony Bush. CityFleet is looking to get members to utilize the professional development fund more and is exploring how to remove the barriers to reimbursing employees. Tom Rinehart offered to ask his team to investigate ways to reduce the reimbursement turnaround time (previously took over a month) if that's an issue.

Fleet labor governance established ground rules to ensure the group stays on topic during their meetings. Four technicians moved to the water bureau; management took care to avoid having to use seniority as a deciding factor in who moved. Fleet is currently recruiting for a CityFleet Superintendent (the recruitment was crafted but needs to be posted) and will need to fill an administrative role soon. They are developing skill testing with BHR as this is an opportunity to ensure the quality of candidates during these times of high recruitment. Management also took a moment to talk about how OMF's focus on long-range facility planning includes the future of CityFleet facilities like Kerby Garage.

- Facilities (Kristin Wells)

Facilities has hired one facilities maintenance technician, but still has two openings. Management is reviewing candidates for a dispatcher job posting that recently closed. This comes at a much-needed time as the dispatch team was affected during the cold and flu season, resulting in low coverage. The safety committee is putting together programs to address hazardous waste and helped technicians address safety issues in Kerby.

Facilities has had some challenges with change in the Portland Building. This includes adjusting the HVAC systems, building a new workplace culture, and determining optimal lighting. Facilities is working on turning over ownership from the contractor. They also want to ensure they have a full understanding of all the controls and are taking advantage of the fact that they still have contractor help. They are also working on ADA accommodations for some employees. As HVAC is at the tail end of commissioning, control will soon be coming to facilities and they are monitoring HVAC hotspots and noise levels throughout the building. As mentioned in the Fleet Update, Facilities is planning the future of City facilities; they are working on a capital plan that updates sites and ensure employees and community members have access to good facilities.

- Revenue (Thomas Lannom)

The Integrated Tax System (ITS) is set to go live on August 17 and is on target for budget, scope, and schedule. Decided to launch in August as it's in between busy systems and to avoid operational impacts. To avoid operational impacts, the division is also hiring additional staff to ensure tax questions and issues are resolved before the new system goes live. Revenue does not want to send letters to non-filers using the old system, while having to address customers' questions using the new platform. The extra staff will be hired for approximately 3 months, and the bureau will likely contract jobs out.

As they will need to train new staff, management is currently placing a hold on accepting summer vacation requests until there's a set training schedule (expected in March). An anonymous poll sent to Revenue employees indicated that generally employees

understand why this hold was put in place and that it's not a rejection of summer vacations, just holding off on approvals. The division has also created a correspondence committee to simplify language used in correspondence letters for taxes.

**Portland Building Update (Tom Rinehart)**

Moves have been going well. Tom Rinehart shared information for the Portland Building Celebration Event (open to all City employees) and the Portland Building Grand Reopening Celebration, open to all community members, happening on March 19, 2020.

Information for the employee event will be available soon, but information for the community wide celebration is already up on the website [\(linked here\)](#).