

Meeting Notes

REVENUE DIVISION LABOR-MANAGEMENT COMMITTEE December 18, 2014

Attendance:	Stephen Bouffard, Adrienne Brown-Dunn, Rachel Cleveland, Leroy Creel, Karla Frahler, Josh Gregor, Mary Beth Henry, Scott Karter, Thomas Lannom, Terri Williams
Facilitator:	Joe Hertzberg
Note Taker:	Meghann Fertal
Handouts Distributed:	None

Labor and Management agreed to reschedule the December 18, 2014 LMC meeting to 2:15-2:45pm due to member's being required to attend the City Council session scheduled to begin at 3:30pm. The Facilitator arrived at approximately 2:30pm (as originally scheduled).

1. Review of November 25, 2014 Meeting Notes
 - a. Deferred topic to next LMC Meeting, January 27, as they had not been distributed yet
 - i. Labor to request notes for review from Karen due to Meghann's absence at prior meeting, 11/25.
2. 2014 Employee Satisfaction Survey (D)
 - i. Suspended until next meeting
3. Updates
 - a. Budget process (F)
 - i. No new information
 - (1) Presented to OMF Leadership Team and OMF Advisory Committee
 - (2) May be a third request, asking for an increase Attorney's budget
 - b. Portland Street Fund (F)
 - i. Council Work Session – discussion of logistics on ordinances
 - (1) Final vote on 01/14/2015
 - (2) Discussions revolve around personal side – quintile fee or income tax
4. Reorganization – Bureau of Revenue and Financial Services -BRFS (F)
 - a. No new information
 - b. Regulatory is able to stay here until the Portland Street Fee is (possibly) approved
 - i. Projected date is 06/30/15, perhaps longer depending on PSF

The Facilitator raised a question regarding the Agenda Item Scale. After very brief discussion, Labor and Management agreed to remove Item# A, G & H. Item # B-F will remain in use when classifying agenda items. This will also provide historical continuity with previous LMC agendas.

5. New Business
 - a. P-4 Review (B) - Handouts attached

Meeting Notes

- i. Labor stated there are misclassified positions, Revenue & Taxation Specialist II (RTS II), in the Audit and Accounting Division - Liens section.
- ii. Labor stated that the description of the work of the reclassified positions (RTS II) includes job responsibilities of an RTS IV and asked that this be corrected.
- iii. Labor and Management agree that there are three job responsibilities that are specific to the RTS IV classification
 - (1) Account Management
 - (2) Account Resolution
 - (3) Collection – Past Due or Delinquent Accounts
 - (a) Incoming/Outgoing collection calls
- iv. Management requested one month's time to review the P4's in question to review position workload, frequency and duration of certain tasks.
- v. Management also sought to clarify the following two options:
 - (1) The P4's could be revised to reclass the new two RTS II positions in Liens section to RTS IV positions
 - (2) OR - the RTS II job responsibilities could be changed to more accurately reflect the correct classification (RTS II) job description
- vi. Labor agreed to the one month timeframe for Management to review the information presented prior to completing this discussion, noting that the above two options are not the only potential solutions
 - (1) The timeframe has been revised to the next LMC meeting, January 27, 2015.
- vii. Leroy Creel, Revenue Division Union Shop Steward, AFSCME Local 189, stated that the Labor Caucus will bargain in the future at the LMC. Labor Co-Chair, Stephen Bouffard, called a caucus.
 - (1) After the LMC Meeting, Leroy notified the LMC via email that he misspoke and would like the LMC to discuss, not bargain, the P-4 issue listed above.



My mistake .msg

The meeting was adjourned at 2:45pm.

6. Did we fully address issues and was our time well spent?
 - a. N/A

Action Items:

- Labor to request notes for review from Karen due to Meghann's absence at prior meeting, 11/25.