

Meeting Notes

REVENUE DIVISION LABOR-MANAGEMENT COMMITTEE

June 23, 2015

Attendance: Adrienne Brown-Dunn, Rachel Cleveland, Karla Frahler, Josh Gregor, Thomas Lannom, Scott Karter, Mary Pinero, Jayden Dotson, Terri Williams, Julie Shervey
Facilitator: Karla Frahler
Note Taker: Scott Karter
Handouts Distributed: Draft LMC Meeting Notes 5-26-15

Announcements

Jayden Dotson was introduced as a new (labor) member of the LMC.

Meeting Notes – May 26

No changes were proposed. Approved.

New Employee Onboarding Peer

TW presented Revenue Division's draft verbiage for peer explanation and request for volunteers.

The group provided feedback.

TW will consider the feedback and present an updated draft for the group.

"What's Going on in the Division" News Forum

Labor expressed that they would like more Division-wide information and that it would be helpful to get reports from individual workgroups on items that would be of interest to the entire Division.

Management proposed all-staff meetings be scheduled every other month (scheduling odd months to avoid April and October meetings). Management also requested ongoing participation from Labor in creating agendas for these meetings.

The group brainstormed the following agenda items for future meetings:

Committee/Workgroup Updates (This would be an agenda item at all meetings. Supervisors and committee representatives would provide any announcements/updates that would be useful to the Division.)

Arts Tax

Short-term Rentals

Portland Building Remodel

Staff Changes/Introductions

Google Fiber

FTI/IRS/Confidentiality

Refund Fraud

Onboarding

Guest Speaker (TBA)

Some of these items would likely need to carry forward to later all-staff meetings.

Citywide Average Sick Leave Usage

Per Management, we are still waiting for guidance from BHR. We discussed how to move forward.

The Division will continue to use the 2014 figures until further notice.

This item will be removed from future agendas.

Updates:

Budget Process

Per Management, the budget has been approved.

This includes the continuation of the IRS liaison position and the additional of a Revenue Auditor for OCT programs.

OMF LMC

The agenda from the last meeting was discussed.

Staffing Recruitments/Movement

There will be an RTS V vacancy with the filling of the Revenue Auditor position.

There are currently two RTS II (Arts Tax) and one RTS I (Mail Room) vacancies that are in the process of being filled.

There will also be the OCT Revenue Auditor vacancy on 7/1/15.

Management presented some potential future staffing ideas.

Regulatory Has Moved- What next?

Use of Former Space

Per Management, this space is still being held open as we wait for the Oregon Legislature and City Council to address street funding. In the meantime, we may convert the open office into a conference room.

Lobby Traffic / Front Counter Responsibilities

A "traffic study" is underway and should be completed by the end of this month.

TW will report back to the group with the results and we will discuss at our next meeting.

Did we fully address issues and was our time well spent?

Yes.