

Meeting Notes

REVENUE DIVISION LABOR-MANAGEMENT COMMITTEE July 28, 2015

Attendance:	Adrienne Brown-Dunn, Jayden Dotson, Karla Frahler, Josh Gregor, Scott Karter, Thomas Lannom, Karen Obana, Mary Pinero, Julie Shervey, Terri Williams
Facilitator:	Joe Hertzberg
Note Taker:	Meghann Fertal
Handouts Distributed:	LMC Meeting Notes 06-23-15 version 1

1. Review of Meeting Notes
 - a. June 23, 2015
 - i. Approved, no edits
2. Updates
 - a. Training (F)
 - i. Recent trainings for BLT MCBIT Staff
 - a) Exemptions
 - b) Business Writing
 - c) Code
 - ii. Possible upcoming trainings
 - a) Plain Talk
 - b) Code
 - c) Property transactions
 - d) In partnership with BTS – Securing the Human
 - b. Lobby Hours – Results of Traffic Review (F)
 - i. Similar amount of walk-in traffic from 8am-9am to 4pm-5pm
 - ii. Calls vary, but lower from 8am-9am than 4pm-5pm
 - iii. Both caucuses to discuss further
 - c. Staffing (F)
 - i. RTS V
 - ii. Auditor (OCT)
 - iii. RTS I
 - iv. RTS III opening – holding until Fall BMP
 - v. Summer Works Intern - Riley
 - d. Arts Tax (F)
 - i. Auditor's Office released Arts Tax Audit today, 07/28
 - e. OMF LMC (F)
 - i. Agenda
 - a) Vendor Payment Checkbook
 - b) Recent Audits
 - (a) Procurement
 - (b) Financial Services
 - c) Memorial Coliseum

Meeting Notes

- d) Portland Building Renovation
 - e) Multnomah County Courthouse
 - f) Innovation Fund and Projects
3. All-Staff Meeting, July 29 @ 9:30am – 10:30am (D)
- a. Agenda
 - i. Staff Introductions and Changes
 - ii. Office Updates
 - a) Mailroom
 - b) Conference Room
 - iii. Arts Tax Audit - brief
 - iv. Short Term Rentals - brief
 - v. Security Update
 - a) IRS FTI
 - b) Badge above the waist
 - c) Clean desk
 - d) Shred and recycle bins
 - vi. Onboarding Peer
 - vii. Equity Committee
 - viii. Safety Committee
 - ix. LMC Committee (Karla)
 - b. For next agenda
 - i. Workgroup updates
 - ii. Refund Fraud
4. Did we fully address issues and was our time well spent?
- a. Yes