

Meeting Notes

REVENUE DIVISION LABOR-MANAGEMENT COMMITTEE August 25, 2015

Attendance:	Adrienne Brown-Dunn, Karla Frahler, Josh Gregor, Scott Karter, Thomas Lannom, Karen Obana, Julie Shervey, Terri Williams
Facilitator:	Joe Hertzberg
Note Taker:	Meghann Fertal
Handouts Distributed:	LMC Meeting Notes 07-28-15 version 2

1. Review of Meeting Notes
 - a. July 28, 2015
 - i. Approved, no edits
2. Updates
 - a. Training (F)
 - i. Customer Service movie minutes – open to all Revenue
 - b. Lobby Hours – Results of Traffic Review (F)
 - i. Executive Team and TD supervisors discussed
 - a) Same shared goal – free one hour per day for Front Counter/Arts staff
 - (a) Limit ACD phones until 9am every day of the week for all staff
 - (b) Lobby hours remain open 8am – 9am
 - (i) BLT/UCT staff to cover for one hour
 - (c) Exception – Tax Season: Open ACD phone hours from 8am – 9am from March 1 through May 15 (potential dates)
 - ii. Labor: What kind of traffic came during 8am – 9am?
 - a) Executive: that information was not captured, only # of people
 - iii. Labor: Does this solve the All Staff Meeting attendance issue?
 - a) Executive: No, because All Staff begins at 9am or 9:30am
 - iv. Labor: What is the anticipated start date?
 - a) Executive: Barbra to put in a Cherwell requests and it is up to when BTS Communications schedules the change
 - c. Staffing (F)
 - i. RTS IV Recruitment: 08/31 – 09/11
 - a) Bid needs to begin
 - b) Internal recruitment only
 - ii. RTS V – Adrienne, begins 08/27
 - iii. RTS II
 - a) 08/25 – Daniel Hughart and Thomas Carrasco (temporary)
 - b) 08/31 – Adrien Pacheco (temporary)
 - c) 09/08 – Melissa Magana (permanent)
 - iv. RTS I
 - a) 08/31 – Paul Keppeler
 - v. Auditor
 - a) 08/31 – Seth Kabala (limited term)

Meeting Notes

- d. Arts Tax (F)
 - i. Non-filer letters going out
 - ii. Temporary new hires to help with phone call and data entry
 - iii. IRS data projected to come next year
 - e. OMF LMC (F)
 - i. Did not meet last month
3. All-Staff Meeting, September 23 @ 9:30am – 10:30am (D)
- a. Recap
 - i. Request
 - a) Meaningful division updates
 - b) Not such a full agenda
 - ii. Next agenda
 - a) Staff changes
 - b) Division updates – top 3 things (total 5 minutes each)
 - (a) OCT
 - (i) Google Fiber
 - (b) Tax Division
 - (i) Online Travel Companies
 - (ii) Short Term Rentals
 - (c) Guest Speaker
 - (i) Jaime Waltz – Portland Building
 - (ii) Carmen Merlo (PBEM) - “The Big One”
4. New topic: Annual Picnic
- a. Early Spring / Summer
 - b. Potluck/cater?
 - c. Budget/Monetary Contributions
 - d. Family/employee only?
 - e. Committee – the below will reach out to the rest of Revenue for volunteers:
 - i. Adrienne
 - ii. Rachel
 - iii. Terri
 - f. Bring back to LMC in February
5. Did we fully address issues and was our time well spent?
- a. Yes