

Meeting Notes

REVENUE DIVISION LABOR-MANAGEMENT COMMITTEE September 22, 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 08-25-15 version 1

1. Review of Meeting Notes
 - a. August 25, 2015
 - i. Approved, with edits
2. Updates
 - a. Training (F)
 - i. Customer Service Movie Minutes – continuing
 - b. Payment Card Industry Standards (F)
 - i. Phone and computer entries for cards
 - a) Computer entry - Migrating to new Payment Gateway, hosted by NIC
 - b) Phone entry – Pin pads and analog phones **not a permanent solution
 - c. Lobby Hours – Results of Traffic Review (F)
 - i. Meetings have already been occurring
 - d. Staffing (F)
 - i. RTS IV List received 09/22/2015
 - ii. Program Coordinator – Hillary last day is 09/22
 - e. Arts Tax (F)
 - i. Collections are continuing
 - f. OMF LMC (F)
 - i. Budget Update
 - ii. OMF Policies
 - iii. Portland Building Construction
 - iv. Innovation Fund
 - v. Employer of Choice
3. Employee Satisfaction Survey
 - a. Sub-Committee Results and Carry Forwards (D)
 - i. Met one time in March – see meeting minutes for 03/24/2015
 - b. Review of Resulting Actions (D)
 - i. Identified improvements:
 - a) Communications
 - b) Trainings
 - c) New Staff
 - c. Next Survey Roll Out (F)
 - i. New Category – New Questions beginning 2015

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- a) Add: "I feel respected by my peers"
 - b) Add: "I feel respected by my direct supervisor"
 - c) Add: "I feel respected by management, as a whole"
 - ii. Print out 5-yr and all-year
 - iii. Meghann to get together with Thomas to go over Questions and presentation of data
4. All-Staff Meeting, September 23 @ 9:30am – 10:30am (D)
- a. Agenda
 - i. Guest Speaker – Emergency Management/Carmen Merlo
 - ii. New Staff Intros
 - iii. Tax Division – Update Agenda to include
 - a) PCI
 - b) Short Term Rental Enforcement
 - iv. RDEC – School Supplies Drive
 - v. Green Team – Bike Month
 - vi. LMC – creation of LMBAC
5. Budget (F)
- a. Guidance/direction has not been released or given
 - b. On-going requests: permanent positions for IRS/FTI Program:
 - i. IRS Compliance Officer (Jen's position)
 - ii. Business Systems Analyst
 - c. Fall BMP request: RTS IV for Transient Lodgings
 - i. RTS IV (Josh's current temporary position)
 - a) Possible request for this position to become an on-going request
 - d. Creation of LMBAC – allowing for more interested parties to participate
 - i. Compositon – any interested parties (including non-represented employees)s
6. Marijuana Taxation
- a. Stale for the time being
 - b. City of Portland passed 10% tax (prior to Measure 91)
 - i. Legislature made a change/fix – no local jurisdiction can pass a measure without a ballot measure and cannot exceed 3%; State would be the collecting agent
7. Did we fully address issues and was our time well spent?
- a. Yes