

Sarah Coghill
AGC Columbia Chapter

Marcela Alcantar
Alcantar and Associates

Herb Fricke
Cascade Design Professionals

Valerie Solorzano
Chick of All Trades, LLC

Andrew Colas
Colas Construction

Willy Meyers
Columbia Pacific Building Trades
Council

Pat Daniels
Constructing HOPE

Diana Nunez
Hispanic Metropolitan Chamber
of Commerce

Shirlene Warnok
Innovative Growth Solutions

Tony Jones
MCIP

Nate McCoy
NAMC Oregon

Melinda Dailey
NUCA

Bob Strader
NWCOC

Maurice Rahming
O'Neill Electric

Jorge Guerra
OAME

Eddie Sherman
ONACC

Kelly Kupcak
Oregon Tradeswomen, Inc.

HQ, LA
Pacific Asian Chamber of
Commerce

Michael Burch
Pacific NW Regional Council of
Carpenters

Mark Matthews
Pacificmark Construction

Rosa Martinez
PMG Environmental Services

Vicqui Guevara
Professional Business
Development Group (PBDG)

Alando Simpson
Small Business Advisory Council

Curtrina Huff
Urban League of Portland

Neil Schulman
Venture Portland



CITY OF PORTLAND Fair Contracting Forum Meeting

Meeting Summary
Thursday, Jan. 25, 2018
10:00 a.m. to 11:30 a.m.
City Hall, 3rd Floor, Rose Room
1221 SW 4th Ave., Portland, Oregon

In attendance: Willy Meyers, Nate McCoy, Melinda Dailey, Bob Strader, Kelly Kupcak, Maurice Rahming, Jorge Guerra, Rosa Martinez, Ranfis Villatoro for Vicqui Guevara, Kelly Haines for Andrew McGough, Tiffani Penson, Larry Pelatt, Cathleen Massier, Jennifer Cooperman, Matteo Russo, Connie Ashbrook, and John Cardenas.

Welcome and Introductions

Jennifer Cooperman, the City's new Chief Financial Officer presided over the meeting. She explained that others from the City who normally attend were unable to attend. There were self-introductions around the room. Jennifer then gave a brief history of the responsibilities and positions that she has held while working for the City. Jennifer said that in her new position she is the director over Procurement Services.

Chief Procurement Officer Recruitment

Jennifer spoke about the initial recruitment for the Chief Procurement Officer (CPO). in September 2017 and her reasons for opening the recruitment again. She indicated that the initial recruitment didn't match her vision for the CPO. The CPO she suggested should be a strategic visionary that will help in guiding the City's procurement efforts. Jennifer noted that she rewrote the job description in a way that best describes a strategic leader. The recruitment ends February 5, 2018 and there are great efforts to publicize the CPO opening and getting the word out nationally. Currently there are 16 applicants. Once the recruitment closes an eligibility list will be developed from those most qualified for the position. Jennifer indicated that she is looking forward to having contractors participate in the evaluation panel and she hopes to have someone in the CPO seat in early to mid-March.

Organizational Assessment by Team HR, LLC

Jennifer explained that once the new CPO is hired there will be an Organizational Assessment of Procurement Services. She announced that The City has retained Team HR, LLC to oversee the assessment and that Team HR's principal Judy Clarke was not available to attend today. Jennifer indicated that Judy is familiar with the City. She clarified that she is looking for an evaluation by Team HR of our Procurement Division and that this is an assessment of where we are today; the way we do that, is through several focus groups. We will invite in Procurement staff to talk about their perspective of the division that they work for and other bureaus to come in (10 people max in a room) and have focus group conversations where Judy will lead the discussion about working with Procurement. Jennifer stated that she wants every idea on the table to

make us a better organization. She indicated that they will invite FCF members to participate as well in the focus groups because “we impact you and visa-versa”. This is not a reorganization of Procurement Jennifer is just looking to make it a better working machine because she hears from bureaus that they are not getting the information and timely responses they need. She suggested she wants to know more about these issues.

Action Item: In April or May 2018 send out invites to FCF community members to participate in a focus group.

Once the assessment is done Jennifer will share it with Procurement staff while it is in the draft staff and share it with the FCF members. She indicated that she expects it to be a roadmap to improving the way we do business.

Nate McCoy asserted that there is something that would be critical to the formation and for setting the stage for the framework you’re discussing, the City Auditor’s report that was done of Procurement in 2015. He implied that Mary Hull Caballero, or member of her staff should be added to the team. Jennifer thanked Nate for the suggestion.

Kelly Haines questioned if ASME is going to be involved because they represent the Procurement staff. Larry Pelatt replied that we are not that far along in the make up yet but that all Procurement staff (represented and non-rep) will be part of the process. Kelly recommended the City consider additional staff to help with CEIP and CBA projects, to track the additional data and the additional work to be done. Jennifer spoke about the work Linda Lewis did on funding methodology, particularly Human Resources and Procurement Services issues around funding.

Jennifer remarked on how the City budget process works and that there was a 5% mandated cut across the bureaus. So even though the report acknowledges the need for more FTEs the City budget makes adding staff very challenging.

Action Items:

Send the group the link to the OMF Funding Methodology by Linda Lewis that is on the City website.

Send out survey regarding “What to look for in a CPO”.

We will need to check with Stacey Foreman to see if we can send a Survey Monkey link out to external customers (FCF Members), or, copy and paste the four questions into an email.

Jennifer will reach out by email to identify FCF members who can serve on the CPO hiring panel.

There was a question regarding the identity of persons serving on the interview panel and are the names available. Jennifer indicated those names will be available and that she is happy to provide those to whom ever requests them.

Discussion

Tiffani Penson questioned where Procurement fits into the City's overall procurement process, and she noted that there isn't anything definitive about where. Larry explained that it is part of the bureaus' project management process and that Procurement isn't invited in until they are well in to the process. Jennifer suggested that that it is a hand in glove process and that she suggested to the CAO that the Mayor would be the right person (given his financial background) to convey that, that there needs to be a greater integration. She asked Tiffani for suggestions on how we can make it happen. Tiffani indicated her willingness to talk about it internally.

There was a discussion within the group about the challenges to getting Procurement involved early in the project development process. Nate McCoy suggested that bureaus should identify Procurement Staff dedicated to work with them early on. Jennifer hopes that the assessment will be helpful and that through that when talks about a project start that Procurement will be invited to join in the conversation.

Ranfis Villatoro spoke to what we should look for in a CPO. He suggested that the new CPO should have a vision for compliance. Jennifer asked if he knew of any organizations that are "doing it right" (verifying facts around compliance) Ranfis named the City of Seattle, King County, LA School District and LA Metro and offered to provide contacts.

Jennifer asked the group what their thought are for this group, is it working for you? Is this the right vehicle to accomplish what the various ordinances that have been passed over time by council are getting at?

Kelly Haines shared her thoughts that the group has not had a lot of formality or consistency in its make-up, in frequency, or minutes, so the question was a hard one. She suggested that they would all appreciate more clarity on the role of this entity going forward. She asked about bylaws. Jennifer took it to a higher level explaining that the City recognizes there are a lot boards, tasks force, commissions and they recognize they haven't done a great job of tracking all of those. In October 2017, the City Attorney's Office undertook a formal process for every entity to go through that addresses exactly that. What are the various groups and commissions? What document gives them the authority to do what they think they are doing? When Jennifer requested a formal document on the Fair Contracting Forum she was given a 2013 Resolution #37041. Nate shared comments about the members of the group and that of adding new members, that there should be a vetting process. Jennifer read from the resolution that clarifies the FCF as a recommendation body. She suggested that the group can work on bylaws and make sure that the right folks are at the table, and amend the resolution as needed or find a way that the resolution doesn't have to be continuously amended, and that we have the authority at a lower level to make those changes. Action Item: Send the group a link to Resolution #37041.

The group discussed writing bylaws and how to develop those perhaps through a subcommittee. Who should be in the room so that it is a balanced group and writing bylaws in a way that allows the composition to be current all the time.

Another topic related to frequency of the meeting. Does it happen often enough for what the group is doing. Tiffani suggested that sometimes things can't wait until the next meeting and that is why committees are useful. Nate McCoy indicated that he has no staff so he is hard pressed to offer more of his time to serve on committees. Maurice spoke to having bylaws and how they would help identify who said what and what was agreed upon. He indicated that bylaws would add clarity once they are developed. Larry recalled that the City Attorney's Office put out a template on bylaws and it might be easy to start with that. Jennifer asked Larry to locate that document. Action: Larry Pelatt will locate the bylaws template.

Jennifer called for volunteers for an initial group to flesh out the City Bylaws template and then that group would bring those to the back to the larger FCF group for review. Maurice Rahming, Kelly Haines, and Kelly Kupcak. Tiffani suggested they need additional members because it appears one sided. Nate recommended that we want to hear from the rest of the members of this group. Jennifer asked everyone to look at the Outlook list and let her know if we are missing anyone. Action Items: Send out an email to the list of members to see who is interested in serving on the committee. Identify FCF members (by January 31, 2018) to serve on a subcommittee to flesh out the City Bylaws and bring them to the group at the next FCF meeting

Jennifer asked what she could do to get up to speed with this group. Nate McCoy recommended understanding the tracking data and the MWESB programs. He wants a good baseline and needs real time data to work with. She mentioned websites that provide percentages of completion on projects. Jennifer asked the group "How" it could be provided. Prosper Portland's John Cardenas spoke about how they use the B2G, and how it works for them and that they provide the information on their website. They get the reporting from the City and they take the data and put it through Tableau and Tableau makes it look good. They put it on their website and look at all 14 of their current projects and see exactly where they are in terms of meeting their participation goals. Jennifer clarified that Tableau visualizes data. She asked if the City has a portal where we could look at B2G data. Cathleen Massier said no, we would have to take it out of B2G and then put it into something like Tableau. Larry indicated there are two people with Tableau licenses. Jennifer asked John where on Prosper's website the data can be found. John's instruction was to go to the Prosper Portland website – What We Do, then Social Equity and then projects. The data can be found there. He mentioned that real time to them means the last 30-days because there are corrections to be made first to the data so it is presentable. The record of hits on the site indicate they are hitting the right audience. There was a question regarding payments being posted. John is working on that but it is complicated and cumbersome, and that there is a lot of work still to be done. Jennifer asked how easy it is to work with Tableau? John responded he could do it from his phone.

Kelly Haines inquired about the next steps for implementing the CBA and the CEIP and how will this body be part of it?

Ranfi suggested that when contractors work with multiple bodies there are different requirements and MWESB goals and it would be nice if there was more consistency. Requirements are not standard.

Jennifer asked if all the government agencies work under the same codes? Larry said the codes can be made stronger but not less than what the state has passed.

Kelly Haines announced that Metro has a Construction Workforce Study that is due out in February.

Jennifer wrapped up the meeting commenting that we have lots of take-aways and let her know if we should add anyone to the group.

Next Meeting:

Thursday, April 26, 2018, 10:00 a.m. to 11:30 a.m.

Portland City Hall, 3rd Floor - Rose Room

Visit the FCF webpage for meeting schedule, notes, agendas and handouts.

[Fair Contracting Forum page on the City of Portland website](#)