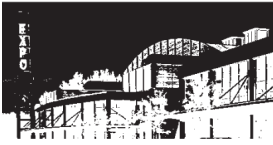

MERC Commission Meeting

November 4, 2015
10:30 am

Oregon Convention Center
777 NE Martin Luther King Jr. Blvd.
VIP Suite B



600 NE Grand Ave.
 Portland, OR 97232
 503-797-1780

www.oregonmetro.gov



Metro | *Exposition Recreation Commission*

Agenda

Meeting: Metro Exposition Recreation Commission Meeting
 Date: Wednesday, November 4, 2015
 Time: 10:30- 11:00 p.m.
 Place: Oregon Convention Center, VIP Suite B

CALL TO ORDER

- | | | | |
|--------------|------------|--|-----------------------|
| 10:30 | 1. | QUORUM CONFIRMED | |
| | 2. | OPPORTUNITY FOR PUBLIC COMMENT ON NON-AGENDA ITEMS | |
| 10:32 | 3. | COMMISSIONER/COUNCIL LIAISON COMMUNICATIONS | Terry Goldman |
| 10:35 | 4. | METRO DEPUTY COO COMMUNICATIONS | Scott Robinson |
| 10:40 | 5.0 | CONSENT AGENDA | |
| | 5.1 | Ethics Form for December FAM, page 20 | |
| | 5.2 | October 7, 2015 Record of MERC Actions, pages 21-22 | |
| 10:45 | 6.0 | PROPOSED CHANGES TO MERC PERSONNEL POLICIES, pages 24-55 | Mary Rowe |
| 10:50 | 7.0 | ACTION AGENDA | |
| | 7.1 | Resolution 15-19: For the purpose of approving changes to MERC Personnel Policies, pages 57-72 | Mary Rowe |
| | 7.2 | Resolution 15-20: For the Purpose of Delegating Authority to the Metro Chief Operating Officer or Her Designee To Waive User Fees, pages 73-74 | Robyn Williams |
| | 7.3 | Resolution 15-21: For the purpose of approving and transmitting to the Metro Council budget amendments to the Metropolitan Exposition Recreation Commission (MERC) Fund Approved Budget for fiscal year 2015-16, and requesting amendment of the Capital Improvement Plan FY 2015-16 (CIP), pages 75-76 | Ben Rowe |

ADJOURN

MERC Commission Meeting

November 4, 2015
10:30 am

Financial Report

SEPTEMBER 2015

FINANCIAL INFORMATION

For Management Purposes only



OREGN

Oregon
Convention
Center





Date: November 4, 2015

To: Commissioner Terry Goldman, Chair
 Commissioner Karis Stoudamire-Phillips, Vice Chair
 Commissioner Judie Hammerstad, Secretary-Treasurer
 Commissioner Ray Leary
 Commissioner Elisa Dozono
 Commissioner Deidra Krys-Rusoff
 Commissioner Damien Hall

From: Ben Rowe – MERC Finance Manager

Re: MERC Financial Information for the month of September, Fiscal Year 2015-16

MERC Venues Events & Attendance

MERC venue September events and attendance are respectively 1% below and 13% above the three-year historical monthly average. Total first quarter events and attendance are respectively 13% and 34% above the three-year historical first quarter average.

	2014		2015		Change from Prior Year	
	Events	Attendance	Events	Attendance	Events	Attendance
Total MERC Venues						
July	79	111,423	88	78,276	9, 13%	(33,147), (-58%)
August	73	62,846	100	132,028	27, 49%	69,182, 233%
September	117	106,410	105	119,532	(12), (-10%)	13,122, 12%
1st Quarter	269	280,679	293	329,836	24, 9%	49,157, 18%

MERC Venues Revenues & Expense

Each of the three venues hosted their best first quarter ever! Both OCC and Portland’5 hosted their best September ever. Year to date event revenues (rent and food and beverage) are 34% (\$2.9 million) above prior year, 54% above the three-year historical YTD average, and 13% above YTD budget projections. Total venue expenses are 19% above the prior year, 24% above the three-year historical YTD average, and at YTD budget projections.

Food & Beverage

The total MERC venues food and beverage margin for September is 7.9%, 2% higher than the three-year historical monthly average, however, 23% below the prior September due to timing of expenses from the prior month. The YTD margin is 31.7%, 5.6% above the prior YTD and 10% above budget projections.

Net Operations

Total MERC YTD net operations is (-\$89,040), 90% or \$800 thousand, greater than the prior year.

Historical Actual Comparison FY 2013-2015 to FY 2016

	Fiscal Year:	2013	2014	2015	2016	2012-14	% Diff.	% Diff.
Revenues		YTD	YTD	YTD	YTD	Average	Average	2015
Food & Beverage		3,324,382	3,606,315	3,962,339	5,871,773	3,631,012	61.7%	48.2%
Charges for Services		3,730,553	3,326,806	4,746,085	5,820,033	3,934,482	47.9%	22.6%
Lodging Tax		576,196	-	1,120,046	1,010,102	565,414	78.6%	-9.8%
Other		76,431	39,788	88,075	42,765	68,098	-37.2%	-51.4%
Total Revenue		7,707,563	6,972,909	9,916,545	12,744,674	8,199,006	55.4%	28.5%
Expenses								
Food & Beverage		2,710,636	3,034,314	2,926,216	4,012,011	2,890,388	38.8%	37.1%
Personnel Services		3,998,434	3,850,278	4,179,376	4,536,292	4,009,363	13.1%	8.5%
Materials & Services		2,333,598	2,415,077	2,707,383	3,147,316	2,485,353	26.6%	16.2%
Other		970,102	981,634	1,001,788	1,138,094	984,508	15.6%	13.6%
Total Expense		10,012,770	10,281,302	10,814,763	12,833,713	10,369,612	23.8%	18.7%
Net Operations		(2,305,207)	(3,308,393)	(898,219)	(89,040)	(2,170,606)	-95.9%	-90.1%
Food & Beverage Margin		18.5%	15.9%	26.1%	31.7%	20.4%	11.3%	5.5%

Oregon Convention Center

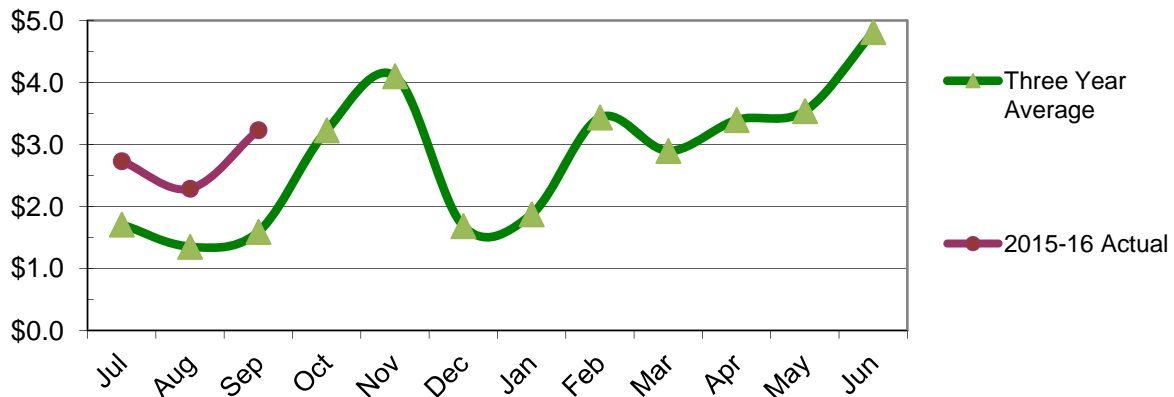
OCC hosted its highest grossing July, August, and September ever! FY 2015 was OCC best year ever and the first quarter of FY 2016 is 34% above the prior year. OCC's gross revenue increase over the prior year to date (1st quarter) is due to its 20% increase in number of events and 17% (11,700) increase in attendance over the prior year, facilitating record Food and Beverage sales. September revenues are 2% above the prior year, 43% greater than September budget projections, and 59% (\$1,200,000) above the three-year historical monthly average. OCC September events and attendance are respectively 18% below and 18% above the prior year, and 2% below and 35% above the three-year historical monthly average. Expenses are 15% above the prior year, 15% above September budget projections, and 29% above the three-year historical September average. OCC's food and beverage margin is 24.1% for September and 33.6% for the first quarter.

Highest Grossing Events

Event	Gross Event Revenue	% of September Event Revenue
Viewpoint User Conference	\$540,933	24%
Airline Passenger Experience Association	444,085	20%
Rose City Comic Con	273,804	12%
Oregon Health Care Association	137,993	6%
All other Events	842,373	38%
Total	\$2,239,189	100%

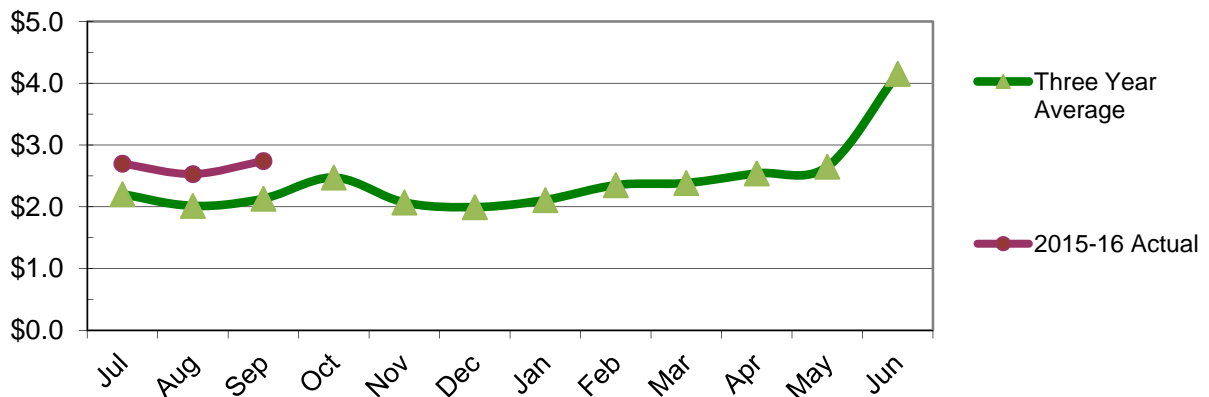
OCC Program Revenues by Month

Shown in Millions



OCC Program Expense by Month

Shown in Millions



Portland'5 Centers for the Arts

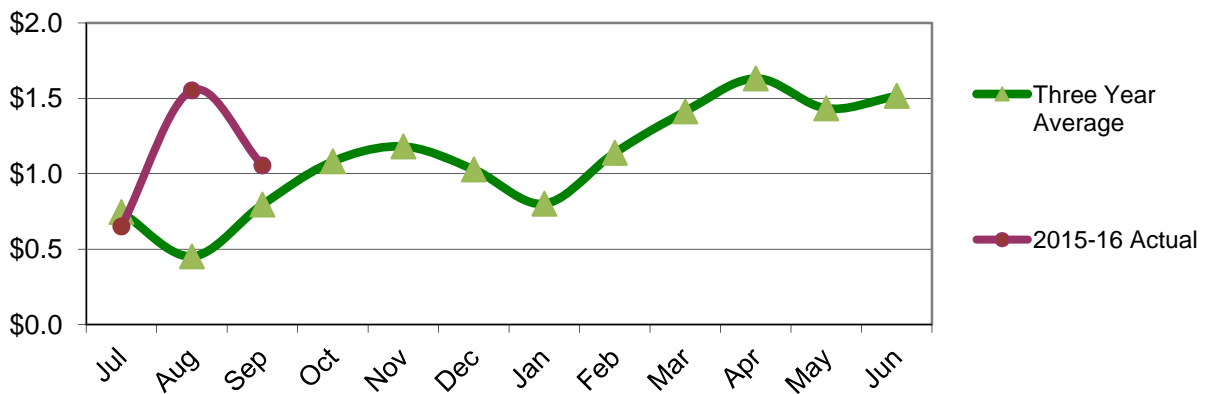
Portland'5 achieved the highest grossing September and first quarter ever. Portland'5 September revenues are 17% above the prior year, 33% above the three-year historical average, and 14% above budget projections. Year to date revenues are 7% above budget projections. In September there were 4 (-7%) less performances, and 6,560 (15%) more attendees compared to the prior year. September performances and attendance are 3% and 7% respectively above the three-year historical monthly average. September expenses are 47% above the prior year, 46% above the three-year historical monthly average, and 18% above budget projections. Portland'5 YTD food and beverage margin is 30%, 2% below the prior year to date.

Highest Grossing Events

Event	Gross Event Revenue	% of September Event Revenue
Pippin	\$221,415	25%
Mark Knopfler	67,346	8%
My Morning Jacket	54,701	6%
Kraftwerk	52,539	6%
All other Events	501,458	56%
Total	\$897,460	100%

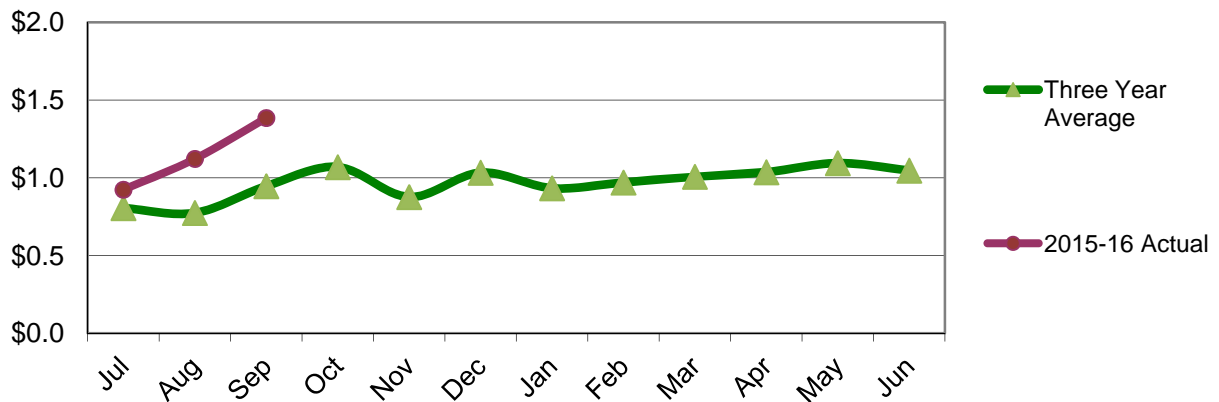
P5CA Program Revenue by Month

Shown in Millions



P5CA Program Expense by Month

Shown in Millions



Portland Expo Center

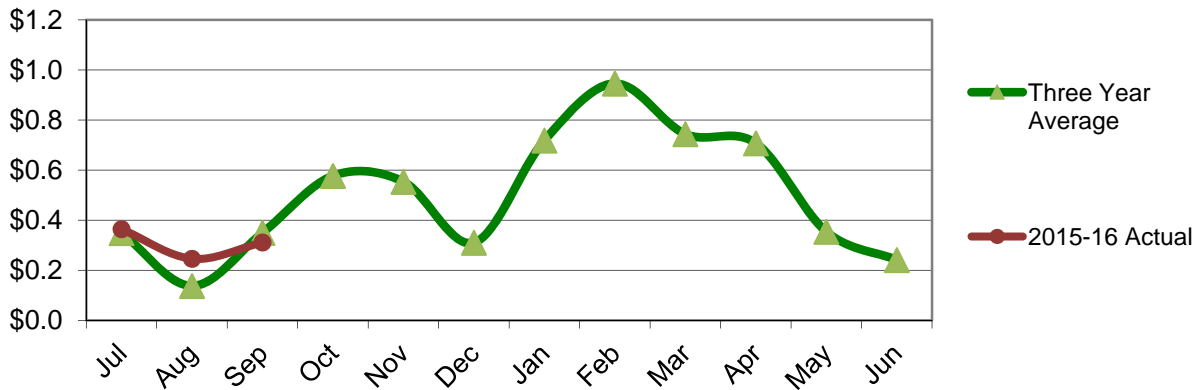
Expo hosted the highest grossing first quarter ever. September revenues are flat compared to the prior year, and 11% below the three-year historical September average, and 5% below budget projections. Year to date revenues are 1% above budget expectations. Expo hosted 1 (10%) more event however 1,000 (-5%) fewer attendees in September than the prior year. September events and attendance are -11% and -8% respectively below the three-year historical monthly average. Expo's September expenses are 3% below the prior year, 2% above the three-year historical average, and 11% below budget projections. Expo's food & beverage margin year to date is 7.9%.

Highest Grossing Events

Event	Gross Event Revenue	% of September Event Revenue
Fall RV & Van Show	\$128,648	44%
Northwest Quilting	67,676	23%
Just Between Friends Children's Consignment	33,574	11%
Rose City Gun & Knife	32,207	11%
All other Events	32,879	11%
Total	\$294,983	100%

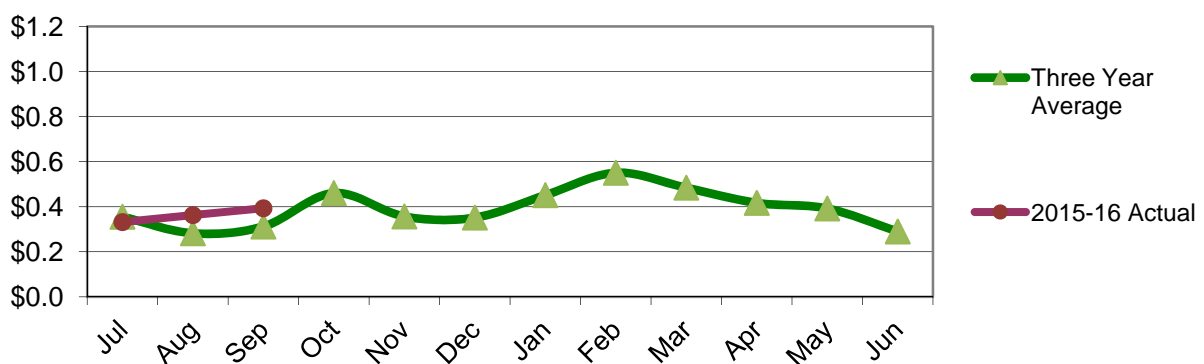
Expo Program Revenue by Month

Shown in Millions



Expo Program Expense by Month

Shown in Millions



MERC Statement of Activity with Annual Budget

Metropolitan Exposition-Recreation Commission

All Departments

September 2015

	Current Month Actual	Prior Year Month Actual	Current Year to Date Actual	Prior Year to Date Actual	Current Year Budget	% of Prior Year	% of Annual Budget
Operations							
Charges for Services	2,143,939	1,799,734	5,820,033	4,746,085	24,711,900	122.63%	23.55%
Contributions from Governments	-	-	-	-	853,950	0.00%	0.00%
Contributions from Private Sources	-	-	-	-	15,000	0.00%	0.00%
Enhanced Marketing VDF	-	-	-	-	472,781	0.00%	0.00%
Food and Beverage Revenue	1,517,808	1,564,775	5,871,773	3,962,339	16,325,143	148.19%	35.97%
Interest Earnings	29,712	11,072	24,182	61,290	91,000	39.45%	26.57%
Lodging Tax	1,010,102	1,120,046	1,010,102	1,120,046	11,443,458	90.18%	8.83%
Miscellaneous Revenue	4,358	7,433	18,583	26,785	95,477	69.38%	19.46%
Transfers-R	(0)	(0)	(0)	(0)	1,015,132	0.00%	0.00%
Visitor Development Fund Alloc	-	-	-	-	2,215,901	0.00%	0.00%
Total Revenues	4,705,918	4,503,060	12,744,674	9,916,545	57,239,742	128.52%	22.27%
Capital Outlay	(846)	-	-	-	-	0.00%	0.00%
Food & Beverage Services	1,397,382	1,084,551	4,012,011	2,926,216	13,694,997	137.11%	29.30%
Materials and Services	1,448,576	946,775	3,147,316	2,707,383	15,484,426	116.25%	20.33%
Personnel Services	1,533,256	1,448,349	4,536,292	4,179,376	19,860,619	108.54%	22.84%
Transfers-E	328,045	294,300	1,138,094	1,001,788	9,001,335	113.61%	12.64%
Visitor Development Marketing	-	-	-	-	472,781	0.00%	0.00%
Total Expenditures	4,706,411	3,773,976	12,833,713	10,814,763	58,514,158	118.67%	21.93%
Net Operations	(493)	729,084	(89,040)	(898,219)	(1,274,416)		
Capital							
Contributions from Private Sources	-	-	-	-	372,501	0.00%	0.00%
Grants	-	-	-	-	-	0.00%	0.00%
Transfers-R	-	-	-	-	110,000	0.00%	0.00%
Total Revenues	-	-	-	-	482,501	0.00%	0.00%
Capital Outlay	530,068	465,561	686,901	2,023,747	8,393,800	33.94%	8.18%
Materials and Services	10,010	-	10,010	-	-	0.00%	0.00%
Total Expenditures	540,078	465,561	696,911	2,023,747	8,393,800	34.44%	8.30%
Net Capital	(540,078)	(465,561)	(696,911)	(2,023,747)	(7,911,299)		
12 Month Fund Balance Increase	(540,571)	263,523	(785,950)	(2,921,965)	(9,185,715)		

MERC Statement of Activity with Annual Budget
 Metropolitan Exposition-Recreation Commission
 Convention Center Operating Fund
 September 2015

	Current Month Actual	Prior Year Month Actual	Current Year to Date Actuals	Prior Year to Date Actual	Current Year Budget	% of Prior Year to Date	% of Annual Budget
Operations							
Charges for Services	1,140,682	919,435	2,849,851	2,322,692	10,236,686	122.7%	27.8%
Enhanced Marketing VDF	-	-	-	-	472,781	0.0%	0.0%
Food and Beverage Revenue	1,242,835	1,332,899	4,673,767	3,014,543	11,750,000	155.0%	39.8%
Interest Earnings	12,250	4,608	4,570	22,119	30,000	20.7%	15.2%
Lodging Tax	892,604	984,408	892,604	984,408	10,097,485	90.7%	8.8%
Miscellaneous Revenue	2,458	946	5,502	3,540	16,000	155.4%	34.4%
Transfers-R	(58,987)	(58,987)	(176,960)	(176,960)	(66,242)	100.0%	267.1%
Visitor Development Fund Alloc	-	-	-	-	1,548,281	0.0%	0.0%
Total Revenues	3,231,842	3,183,309	8,249,333	6,170,342	34,084,991	133.7%	24.2%
Food & Beverage Services	943,153	855,651	3,105,701	2,159,862	9,815,867	143.8%	31.6%
Materials and Services	790,467	596,615	1,758,875	1,593,627	9,153,855	110.4%	19.2%
Personnel Services	814,778	754,433	2,430,809	2,240,243	10,737,796	108.5%	22.6%
Transfers-E	191,339	181,007	669,933	622,346	6,040,444	107.6%	11.1%
Visitor Development Marketing	-	-	-	-	472,781	0.0%	0.0%
Total Expenditures	2,739,737	2,387,706	7,965,318	6,616,077	36,220,743	120.4%	22.0%
Net Operations	492,105	795,603	284,015	(445,735)	(2,135,752)		
Capital							
Contributions from Private Sources	-	-	-	-	242,188	0.0%	0.0%
Grants	-	-	-	-	-	0.0%	0.0%
Transfers-R	-	360,000	-	360,000	650,000	0.0%	0.0%
Total Revenues	-	360,000	-	360,000	892,188	0.0%	0.0%
Capital Outlay	200,521	16,751	203,192	1,172,319	3,913,900	17.3%	5.2%
Materials and Services	10,010	-	10,010	-	-	0.0%	0.0%
Total Expenditures	210,531	16,751	213,202	1,172,319	3,913,900	18.2%	5.4%
Net Capital	(210,531)	343,249	(213,202)	(812,319)	(3,021,712)		
12 Month Fund Balance Increase	281,574	1,138,852	70,813	(1,258,054)	(5,157,464)		

MERC Statement of Activity with Annual Budget

Metropolitan Exposition-Recreation Commission

Portland's Centers for the Arts Fund

September 2015

	Current Month Actual	Prior Year Month Actual	Current Year to Date Actuals	Prior Year to Date Actual	Current Year Budget	% of Prior Year to Date	% of Annual Budget
Operations							
Charges for Services	748,783	626,711	2,331,532	1,730,003	10,091,678	134.8%	23.1%
Contributions from Governments	-	-	-	-	853,950	0.0%	0.0%
Food and Beverage Revenue	210,651	167,374	888,518	699,501	2,663,978	127.0%	33.4%
Interest Earnings	11,946	4,594	17,356	28,958	31,000	59.9%	56.0%
Lodging Tax	117,499	135,638	117,499	135,638	1,345,973	86.6%	8.7%
Miscellaneous Revenue	1,763	5,195	9,985	20,196	56,227	49.4%	17.8%
Transfers-R	(35,701)	(35,701)	(107,103)	(107,103)	(382,213)	100.0%	28.0%
Visitor Development Fund Alloc	-	-	-	-	667,620	0.0%	0.0%
Total Revenues	1,054,940	903,811	3,257,786	2,507,191	15,328,213	129.9%	21.3%
Food & Beverage Services	364,309	141,877	621,276	472,603	2,243,543	131.5%	27.7%
Materials and Services	415,632	250,165	1,017,918	750,192	4,368,968	135.7%	23.3%
Personnel Services	507,647	476,225	1,476,510	1,336,789	6,494,395	110.5%	22.7%
Transfers-E	97,369	71,871	314,992	238,894	1,219,558	131.9%	25.8%
Total Expenditures	1,384,956	940,138	3,430,697	2,798,478	14,326,464	122.6%	23.9%
Net Operations	(330,016)	(36,327)	(172,911)	(291,286)	1,001,749		
Capital							
Contributions from Private Sources	-	-	-	-	58,125	0.0%	0.0%
Grants	-	-	-	-	-	0.0%	0.0%
Total Revenues	-	-	-	-	58,125	0.0%	0.0%
Capital Outlay	201,894	131,166	320,763	508,482	3,156,100	63.1%	10.2%
Total Expenditures	201,894	131,166	320,763	508,482	3,156,100	63.1%	10.2%
Net Capital	(201,894)	(131,166)	(320,763)	(508,482)	(3,097,975)		
12 Month Fund Balance Increase	(531,910)	(167,493)	(493,674)	(799,768)	(2,096,226)		

MERC Statement of Activity with Annual Budget

Metropolitan Exposition-Recreation Commission

Expo Fund

September 2015

	Current Month Actual	Prior Year Month Actual	Current Year to Date Actuals	Prior Year to Date Actual	Current Year Budget	% of Prior Year to Date	% of Annual Budget
Operations							
Charges for Services	254,474	253,588	638,651	693,369	4,383,536	92.1%	14.6%
Contributions from Private Sources	-	-	-	-	15,000	0.0%	0.0%
Food and Beverage Revenue	64,321	64,502	309,489	248,294	1,911,165	124.6%	16.2%
Interest Earnings	2,534	919	1,025	5,462	18,000	18.8%	5.7%
Miscellaneous Revenue	137	1,292	3,096	3,049	23,250	101.5%	13.3%
Transfers-R	(10,278)	(10,278)	(30,834)	(30,834)	203,997	100.0%	-15.1%
Total Revenues	311,189	310,023	921,427	919,340	6,554,948	100.2%	14.1%
Food & Beverage Services	89,920	87,023	285,034	293,752	1,635,587	97.0%	17.4%
Materials and Services	125,611	79,629	238,541	279,683	1,482,018	85.3%	16.1%
Personnel Services	138,209	151,548	410,836	402,827	1,797,467	102.0%	22.9%
Transfers-E	39,337	41,422	153,169	140,548	1,741,333	109.0%	8.8%
Total Expenditures	393,077	359,622	1,087,579	1,116,810	6,656,405	97.4%	16.3%
Net Operations	(81,888)	(49,599)	(166,152)	(197,470)	(101,457)		
Capital							
Contributions from Private Sources	-	-	-	-	72,188	0.0%	0.0%
Grants	-	-	-	-	-	0.0%	0.0%
Transfers-R	-	360,000	-	360,000	280,000	0.0%	0.0%
Total Revenues	-	360,000	-	360,000	352,188	0.0%	0.0%
Capital Outlay	127,653	317,644	162,946	342,945	1,323,800	47.5%	12.3%
Total Expenditures	127,653	317,644	162,946	342,945	1,323,800	47.5%	12.3%
Net Capital	(127,653)	42,356	(162,946)	17,055	(971,612)		
12 Month Fund Balance Increase	(209,541)	(7,243)	(329,098)	(180,415)	(1,073,069)		

MERC Statement of Activity with Annual Budget

Metropolitan Exposition-Recreation Commission

MERC Admin Sub Fund

September 2015

	Current Month Actual	Prior Year Month Actual	Current Year to Date Actuals	Prior Year to Date Actual	Current Year Budget	% of Prior Year to Date	% of Annual Budget
Operations							
Charges for Services	-	-	-	22	-	0.0%	0.0%
Interest Earnings	2,982	951	1,231	4,752	12,000	25.9%	10.3%
Transfers-R	104,966	104,966	314,897	314,897	1,259,590	100.0%	25.0%
Total Revenues	107,948	105,917	316,128	319,671	1,271,590	98.9%	24.9%
Capital Outlay	(846)	-	-	-	-	0.0%	0.0%
Materials and Services	116,867	20,367	131,983	83,881	479,585	157.3%	27.5%
Personnel Services	72,621	66,143	218,137	199,518	830,961	109.3%	26.3%
Transfers-E	-	-	-	-	-	0.0%	0.0%
Total Expenditures	188,642	86,509	350,120	283,399	1,310,546	123.5%	26.7%
Net Operations	(80,694)	19,407	(33,992)	36,272	(38,956)		
Capital							
Transfers-R	-	(720,000)	-	(720,000)	(820,000)	0.0%	0.0%
Total Revenues	-	(720,000)	-	(720,000)	(820,000)	0.0%	0.0%
Net Capital	-	(720,000)	-	(720,000)	(820,000)		
12 Month Fund Balance Increase	(80,694)	(700,593)	(33,992)	(683,728)	(858,956)		

MERC Visitor Venues
Events-Performances-Attendance
FY 2015-16

OCC	September 2014		September 2015		Net Change from Prior Year		September 2014	
	Events	Attendance	Events	Attendance	Events	Attendance	Revenue	% of Rev.
Tradeshows/Conventions	8	9,039	7	7,686	(1)	(1,353)	381,066	17%
Consumer Public Shows	2	25,832	1	30,000	(1)	4,168	1,374,174	61%
Miscellaneous					-	-		0%
Miscellaneous -In-House	18	257	14	260	(4)	3	9,900	0%
Meetings	15	3,858	14	8,566	(1)	4,708	170,301	8%
Catering	7	2,859	5	2,926	(2)	67	303,749	14%
Totals	50	41,845	41	49,438	(9)	7,593	\$ 2,239,190	100%

Expo Center	September 2014		September 2015		Net Change from Prior Year		September 2014	
	Events	Attendance	Events	Attendance	Events	Attendance	Revenue	% of Rev.
Consumer Public Shows	7	21,208	6	20,152	(1)	(1,056)	287,364	97%
<i>Cirque Du Soleil</i>	-	-	-	-	-	-		0%
Miscellaneous	-	-	3	37	3	37	3,111	1%
Meetings	2	30	1	20	(1)	(10)	1,436	0%
Catering	-	-	-	-	-	-		0%
Tradeshows/Conventions	1	50	1	50	-	-	3,072	1%
Totals	10	21,288	11	20,259	1	(1,029)	\$ 294,983	100%
Totals w/Cirque du Soleil	10	21,288	11	20,259	1	(1,029)	\$ 294,983	100%

Portland '5	September 2014		September 2015		Net Change from Prior Year		September 2014	
	Performances	Attendance	Performance	Attendance	Performances	Attendance	Revenue	% of Rev.
Commercial (Non-Broadway)	23	22,980	9	18,133	(14)	(4,847)	424,919	47%
Broadway	-	-	8	14,660	8	14,660	262,510	29%
Resident Company	9	15,903	9	12,849	-	(3,054)	3,492	0%
Non-Profit	23	4,234	24	3,456	1	(778)	203,885	23%
Promoted/Co-Promoted	1	103	2	607	1	504	3,275	
Student	-	-	-	-	-	-		0%
Miscellaneous	1	57	1	130	-	73	(622)	0%
Totals	57	43,277	53	49,835	(4)	6,558	\$ 897,459	100%

MERC Visitor Venues
Events-Performances-Attendance
FY 2015-16

OCC	1st Quarter 13-14		1st Quarter 14-15		1st Quarter 15-16		Net Change from Prior Year	
	Events	Attendance	Events	Attendance	Events	Attendance	Events	Attendance
Tradeshows/Conventions	16	23,195	16	30,243	16	36,002	-	5,759
Consumer Public Shows	13	29,138	16	39,183	9	37,202	(7)	(1,981)
Miscellaneous	-	-	-	-	-	-	-	-
Miscellaneous -In-House	25	504	36	628	45	873	9	245
Meetings	22	9,141	22	6,218	34	12,252	12	6,034
Catering	10	6,486	9	7,468	12	9,113	3	1,645
Totals	86	68,464	99	83,740	116	95,442	17	11,702

Expo Center	1st Quarter 13-14		1st Quarter 14-15		1st Quarter 15-16		Net Change from Prior Year	
	Events	Attendance	Events	Attendance	Events	Attendance	Events	Attendance
Consumer Public Shows	11	40,127	13	44,960	9	38,734	(4)	(6,226)
<i>Cirque Du Soleil</i>	-	-	-	-	-	-	-	-
Miscellaneous	6	2,260	12	10,479	12	16,013	-	5,534
Meetings	5	105	4	75	3	61	(1)	(14)
Catering	-	-	1	52	1	37	-	(15)
Tradeshows/Conventions	3	3,739	1	50	3	13,736	2	13,686
Totals	25	46,231	31	55,616	28	68,581	(3)	12,965
Totals w/Cirque du Soleil	25	46,231	31	55,616	28	68,581	(3)	12,965

PCPA	1st Quarter 13-14		1st Quarter 14-15		1st Quarter 15-16		Net Change from Prior Year	
	Performances	Attendance	Performances	Attendance	Performances	Attendance	Performances	Attendance
Commercial (Non-Broadway)	30	26,249	42	62,686	29	53,281	(13)	(9,405)
Broadway	8	16,152	17	46,603	33	82,895	16	36,292
Resident Company	9	15,538	10	17,453	21	17,307	11	(146)
Non-Profit	23	9,086	33	6,953	28	4,495	(5)	(2,458)
Promoted/Co-Promoted	-	-	9	2,556	12	4,809	3	2,253
Student	28	4,050	22	2,518	23	2,758	1	240
Miscellaneous	16	4,226	6	2,554	3	268	(3)	(2,286)
Totals	114	75,301	139	141,323	149	165,813	10	24,490

MERC Food and Beverage Margins

September 2015

	Current Month Actual	Prior Year Month Actual	Current Year to Date	Prior Year to Date Actual	Annual Budget
Convention Center Operating Fund					
Food and Beverage Revenue	1,242,835	1,332,899	4,673,767	3,014,543	11,750,000
Food & Beverage Services	943,153	855,651	3,105,701	2,159,862	9,815,867
Food and Beverage Gross Margin	299,682	477,248	1,568,066	854,682	1,934,133
Food and Beverage Gross Margin %	24.11%	35.81%	33.55%	28.35%	16.46%
Portland'S Centers for the Arts Fund					
Food and Beverage Revenue	210,651	167,374	888,518	699,501	2,663,978
Food & Beverage Services	364,309	141,877	621,276	472,603	2,243,543
Food and Beverage Gross Margin	(153,657)	25,497	267,241	226,899	420,435
Food and Beverage Gross Margin %	-72.94%	15.23%	30.08%	32.44%	15.78%
Expo Fund					
Food and Beverage Revenue	64,321	64,502	309,489	248,294	1,911,165
Food & Beverage Services	89,920	87,023	285,034	293,752	1,635,587
Food and Beverage Gross Margin	(25,598)	(22,521)	24,455	(45,458)	275,578
Food and Beverage Gross Margin %	-39.80%	-34.92%	7.90%	-18.31%	14.42%
MERC Fund Total					
Food and Beverage Revenue	1,517,808	1,564,775	5,871,773	3,962,339	16,325,143
Food & Beverage Services	1,397,382	1,084,551	4,012,011	2,926,216	13,694,997
Food and Beverage Gross Margin	120,426	480,224	1,859,762	1,036,123	2,630,146
Food and Beverage Gross Margin %	7.93%	30.69%	31.67%	26.15%	16.11%

MERC Statement of Fund Balances and Reserves

August 2015

	FY 2016 Through September	FY 2015 Through September	FY 2015 Through June	FY 2016 Annual Budget
<u>Oregon Convention Center</u>				
Beginning Fund Balance	18,574,045	14,769,677	14,769,677	14,174,771
Fund Balance Inc (Dec)	70,813	(1,258,054)	3,804,368	(3,553,564)
Ending Fund Balance	18,644,858	13,511,623	18,574,045	10,621,207
<i>Contingency - Operating</i>				1,500,000
<i>Contingency - New Capital-Business Strategy</i>				1,274,078
<i>Contingency - Renewal & Replacement</i>				7,847,129
Ending Fund Balance				10,621,207
<u>Portland'5 Centers for the Arts</u>				
Beginning Fund Balance	10,622,451	9,837,692	9,837,692	8,789,652
Fund Balance Inc (Dec)	(493,674)	(799,768)	784,759	(1,380,726)
Ending Fund Balance	10,128,777	9,037,924	10,622,451	7,408,926
<i>Contingency - Operating</i>				600,000
<i>Contingency - New Capital-Business Strategy</i>				1,957,300
<i>Contingency - Renewal & Replacement</i>				4,851,626
Ending Fund Balance				7,408,926
<u>Expo</u>				
Beginning Fund Balance	3,167,865	3,367,237	3,367,237	3,039,644
Fund Balance Inc (Dec)	(329,098)	(180,415)	(199,372)	(610,969)
Ending Fund Balance	2,838,767	3,186,822	3,167,865	2,428,675
<i>Contingency - Operating</i>				350,000
<i>Contingency - New Capital-Business Strategy</i>				2,078,675
<i>Contingency - Renewal & Replacement</i>				-
Ending Fund Balance				2,428,675
<u>MERC Administration</u>				
Beginning Fund Balance	8,001,481	4,085,353	4,085,353	4,349,393
Fund Balance Inc (Dec)	(33,992)	(683,728)	3,916,128	(858,956)
Ending Fund Balance	7,967,489	3,401,625	8,001,481	3,490,437
<i>Contingency - Operating</i>				65,000
<i>Contingency - Renewal & Replacement</i>				811,772
<i>Contingency - TLT Pooled Capital</i>				2,613,665
Ending Fund Balance				3,490,437
<u>MERC Fund</u>				
Beginning Fund Balance	40,365,842	32,059,959	32,059,959	30,353,460
Fund Balance Inc (Dec)	(785,950)	(2,921,964)	8,305,883	(6,404,215)
Ending Fund Balance	39,579,892	29,137,995	40,365,842	23,949,245

MERC Commission Meeting

November 4, 2015
12:45 pm

5.0 Consent Agenda

**Authorization to Represent MERC/METRO
on Trade-Promotion Mission; Fact-Finding Mission
(Food Travel, Lodging Expenses - exception (H))**

In accordance with ORS 244.020(6)(b)(H), the following public officials: **all current MERC Commissioners and current Metro Councilors** are hereby authorized to represent Metro/MERC in an official capacity; and

The MERC Commission and Metro Council hereby approves the receipt of reasonable expenses for food, travel, and lodging for the above-named public officials and his/her accompanying relative, household member, or staff member, for attendance at (*check one*):

- trade-promotion mission;**
- fact-finding mission;**
- economic development activity; OR**
- negotiation;**

as follows:

A Portland familiarization tour ("fam tour") where meals will be paid for by Travel Portland, to familiarize potential meeting planners and association executives with Portland and with the Oregon Convention Center, which activity(ies) will take place in Portland on December 3-5, 2015.

Being approved by the MERC Commission, at its regular meeting on November 4, 2015, the above activity is hereby officially sanctioned by MERC.

MERC Commission Chair

Being approved by the Metro Council, at its regular meeting on _____, the above activity is hereby officially sanctioned by Metro.

Metro Council President

Metropolitan Exposition Recreation Commission

Record of MERC Commission Actions

October 7, 2015

Portland Expo Center, Room D202-203

Present:	Terry Goldman, Damien Hall, Judie Hammerstad, Deidra Krys-Rusoff, Ray Leary, Karis Stoudamire-Phillips, Metro Council Liaison Sam Chase
Absent:	None
1.0	A regular meeting of the Metropolitan Exposition-Recreation Commission was called to order by Chair Terry Goldman at 12:50 p.m. Goldman introduced new MERC Commissioner, Damien Hall.
2.0	QUORUM CONFIRMED A quorum of Commissioners was present
3.0	OPPORTUNITY FOR PUBLIC COMMENT ON NON-AGENDA ITEMS <ul style="list-style-type: none"> • None
4.0	COMMISSION/COUNCIL LIAISON COMMUNICATIONS <ul style="list-style-type: none"> • Council Liaison Sam Chase reported on the progress of the Oregon Zoo Education Center and on Metro Council’s approval of Community Planning and Development grants for new construction in the region. • Commissioner Stoudamire-Phillips reported on an interaction she had with a new P’5 development employee at a recent MODA event. She was impressed with the employee’s enthusiastic report on opportunities for MODA to partner with P’5 in programs that benefit the community. Stoudamire-Phillips offered thanks to P’5 director, Robyn Williams, for her work in the community. • Commissioner Goldman reported on his attendance at the Congressional Black Caucus activities with Travel Portland in Washington, D.C. last month.
5.0	METRO DEPUTY COO COMMUNICATIONS Scott Robinson, Metro Deputy COO and Interim Visitor Venues General Manager, provided updates to the Commission including: <ul style="list-style-type: none"> • Final FOTA Task Force meeting is scheduled for 10/19 and will focus on OCC hotel project equity outreach. • MERC Budget Retreat will be held November 4 at OCC in VIP Suite B. • Final FY2014-15 financial close numbers for the venues. • Columbia River Levee study progress.
5.1	FINANCIAL REPORT Benjamin Rowe reported the third financial close numbers as well as the venues’ finances for the month of August, FY2015-16. <ul style="list-style-type: none"> • Commissioner Leary offered congratulations to the venue directors for their good work.
6.0	VENUE BUSINESS REPORTS <ul style="list-style-type: none"> • The venue directors updated the commission on their business highlights for the past month. • Following Scott Cruickshank’s report, Commissioner Leary suggested that when the artwork by Isaac Shamsud-Din is re-installed at the OCC, a ceremony be scheduled and the artist as well as his family

	be notified.
7.0	<p>PROPOSED CHANGES TO MERC PERSONNEL POLICIES</p> <p>Mary Rowe, Metro Human Resources Director, explained changes being proposed to MERC personnel policies. The changes will be presented to the Commission next month as a resolution.</p> <ul style="list-style-type: none"> • Council Liaison Chase inquired, regarding the suggested cost range for the sick leave policy, where the actual cost might fall. Rowe responded that it would most likely fall in the middle of the range. • Chase also suggested that the term “temporary” be used with caution. Rowe noted that use of the the word has been suppressed on pay stubs and these changes include sensitivity to that language use.
8.0	<p>CONSENT AGENDA</p> <p>Includes:</p> <ul style="list-style-type: none"> • September 2, 2015 Record of MERC Actions <p>A motion was made by Commissioner Hammerstad and seconded by Commissioner Stoudamire-Phillips to approve the Consent Agenda.</p> <p>VOTING: AYE: 5 (Goldman, Hammerstad, Krys-Rusoff, Leary, Stoudamire-Phillips) ABSTAIN: 1 (Hall) NAY: 0 MOTION PASSED</p>
9.0 9.1	<p>ACTION AGENDA</p> <p>Resolution 15-18 for the purpose of approving rental rates for the fiscal years of 2016-17, 2017-18, and 2018-19 at the Portland Expo Center (Expo). Matthew P. Rotchford and Alicia Crawford Loos of the Expo Center presented the resolution and staff report.</p> <ul style="list-style-type: none"> • Commissioner Leary inquired whether the 3-year agreement is open to all Expo vendors. Rotchford stated that to qualify, events must have been held at Expo for over a 10 year period and must use 180,000 or more square feet of space. • Commissioner Krys-Rusoff inquired if the policy would be flexible if there is an economic downturn. Rotchford responded that it locks in rates for the first two years; there is flexibility for rate negotiations in the third year. • Councilor Chase asked if a situation could occur where sales teams at both the Expo and OCC would be negotiating with the same vendor. Rotchford noted that this does occur however sales teams at the two venues work together to make sure the client ends up with the best and most productive deal that works best for both properties. Cruikshank added that approximately once every year and a half, a potential client will ask both venues for a proposal. <p>A motion was made by Commissioner Leary and seconded by Commissioner Krys-Rusoff to approve the resolution as presented.</p> <p>VOTING: AYE: 6 (Goldman, Hall, Hammerstad, Leary, Krys-Rusoff, Stoudamire-Phillips) NAY: 0 MOTION PASSED</p>
	As there was no further business to come before the Commission, the meeting was adjourned at 1:40 p.m.

MERC Commission Meeting

November 4, 2015
10:30 am

6.0 Proposed Changes to
MERC Personnel Policies

**EXHIBIT A: SUMMARY OF PROPOSED PERSONNEL POLICIES FOR PRESENTATION TO MERC COMMISSION
NOVEMBER 4, 2015**

Below is a list of draft policies for your review. These proposed policies are intended to supersede those listed from the Metro Employee Handbook (EO #88) and the MERC Personnel Policies Handbook (8/1/07).

Policy	Existing MERC Policy	Existing Metro Policy	Applicable Legal Provisions	Policy Summary/Explanation of Change	Fiscal Impact	Business Impact
Drug and Alcohol Use	MERC Personnel Policies (2007) §12.8	HR Administrative Guidelines for Metro's Drug and Alcohol Policy	METRO CODE § 2.02.080; Drug-Free Workplace Act of 1988; Federal Motor Carrier Safety Administration (FMCSA) regulations, 39 CFR 382 et seq	Consolidates current Metro (non-MERC) and MERC policies on Drug and Alcohol Use. Establishes that being under the influence of alcohol is .02, per the current Metro policy. Establishes that controlled substances covered by the Policy include all of schedules I-V of the Controlled Substances Act. Modifies provisions prohibiting possession and use of controlled substances and alcohol at work/on Metro premises and procedures for reasonable suspicion testing.	N/A	Promotes consistency across agency.
Information Security	N/A	N/A	3 rd Party PCI Contracts/ Standards	Establishes guidelines and procedures for ensuring Metro information systems (electronic, computer, etc), mobile devices, data and selected hardcopy systems are secure. Ensures compliance with PCI standards and contracts.	Estimated cost of implementation is \$9,000 - 11,000 for training Metro staff and technical consulting services for IS.	Increases security for information systems, mobile devices and selected hardcopy data to ensure PCI compliance. Requires use of passwords and updated operating systems for

						Metro information systems/mobile devices and ones accessing Metro systems.
Driving and Vehicle Use	N/A	N/A	<p>ORS Chapter 742 – Insurance Policies</p> <p>ORS 153 – Violations and Fines</p> <p>ORS Chapter 811 – Rules of the Road for Drivers</p>	<p>Outlines standards for employees, interns and volunteers driving and operating vehicles for Metro business. Developed to maximize the safety of drivers, passengers and the public and to limit Metro’s liabilities. Driving records checks required for Metro employees driving for Metro business. Requires employees to notify Metro of specified driving violations.</p>	<p>Estimated cost is \$7500 annually to conduct background checks.</p>	<p>Management of driving records. Periodic checks of driving records for employees driving for Metro business and applicants required to driving.</p>

DRAFT
10/16/15

Subject Drug and Alcohol Use

Section Human Resources

Approved by

POLICY

The purpose of Metro's Drug and Alcohol Use policy is to promote a safe, healthy, and productive work environment for employees and a safe and high quality service delivery system for the public. This policy outlines expectations for employee conduct and procedures for drug and alcohol testing.

Applicable to

All employees and interns.

Where provisions of an applicable collective bargaining agreement directly conflict with this policy, the provisions of that agreement will prevail.

Definitions

Controlled Substances: Drugs or substances that under federal law have been declared illegal for sale or use except for medical or other limited purposes. Some controlled substances are legal to use under a physician's prescription but may nonetheless impair an employee's ability to work safely and effectively. These substances are regulated under schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812) and 21 C.F.R. 1308.11 through 1308.15. Examples of controlled substances include but are not limited to methamphetamines, cocaine, heroin, oxycodone, hallucinogens, and cannabis. *Note:* Marijuana is still considered an illegal controlled substance within the definition of this policy.

Employee Assistance Program (EAP): A confidential service that can provide support, guidance and resources to address issues with drug or alcohol abuse and other problems that interfere with your day-to-day activities. This service is provided by Metro as an employee benefit and administered by a third party provider.

Impairment: An effect on the employee's mental or physical abilities that is likely to deprive him or her of the clearness of intellect and control the employee would otherwise possess. Note that the possession or use of drugs or alcohol may violate Metro policy even if the employee's abilities are not impaired.

Positive test for alcohol: When an employee has an alcohol test result showing an alcohol concentration level of 0.02 or greater.

Positive test for drugs: A confirmed positive test result for use of controlled substances per this policy. In addition, it means the misuse of legal drugs (prescription and possibly over-the-counter)

Reasonable suspicion: An articulable belief based on specific, observable facts and reasonable inferences drawn from those facts.

Substance abuse professional: Licensed medical professional or a licensed and certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substance-related disorders.

Guidelines

1. Compliance with Metro's Drug and Alcohol Use policy is a condition of employment for all employees. Employees are expected to report to work in an appropriate mental and physical condition to work safely and effectively and to represent Metro's values to co-workers and the public. The possession and use of unlawful controlled substances and the misuse of alcohol, prescription drugs or over-the-counter drugs in the workplace are inconsistent with Metro's values of public service, excellence, and respect. Violations of this policy may lead to discipline, up to and including termination.
2. Employees may be required to undergo drug and alcohol testing under certain circumstances, following the procedures outlined below.
3. Metro encourages employees with substance abuse problems to seek voluntary assistance through Metro's Employee Assistance Program (EAP) and/or a chemical dependency rehabilitation program.
 - a. It is the employee's responsibility to seek help before drug and alcohol problems adversely affect his or her work performance or lead to violations of this or other employment policies.
 - b. Often, an employee's health benefits provide resources for a drug or alcohol problem. The EAP may also be a resource for employees seeking counseling and referral assistance for a drug or alcohol problem.

Procedures

Employee Conduct:

1. No employee shall report to work or engage in work after having consumed or while impaired by alcohol, controlled substances, including prescription drugs being used for a different purpose than as prescribed, and over-the-counter medications except as allowed below. The distribution, possession or use of alcohol or an unlawful controlled substance, including prescription drugs for which the employee does not have a current, valid prescription is prohibited in the workplace.

- a. These requirements apply:
 - i. While on duty;
 - ii. During work hours, including rest and lunch breaks;
 - iii. While on Metro premises or in Metro vehicles and equipment, whether on or off duty;
 - A. This provision is not intended to restrict the lawful and appropriate use of alcohol when patronizing Metro's visitor venues or other premises outside of work hours as a member of the public.
 - iv. While in uniform;
- b. Under limited circumstances, Visitor Venues General Manager or Chief Operating Officer (COO) may approve a Business Development Waiver for the job-related purchase and consumption of alcohol at business development or hospitality events. Please see the Business Development Waiver at Appendix A for applicable rules and procedures.
- c. The appropriate use of legal prescription and over-the-counter medication to treat a medical condition does not violate this policy, subject to the conditions listed below under Procedures (2).
- d. A positive test result obtained through drug or alcohol testing conducted upon a determination of reasonable suspicion in accordance with the procedures below will be sufficient to establish a violation of this policy.
- e. An employee who engages in conduct that has the purpose or effect of interfering with the enforcement of this policy or its collection and testing procedures or refuses to consent to drug and alcohol testing required under this policy is subject to disciplinary action up to and including termination. The reason for the refusal to consent to testing will be considered in determining the appropriate disciplinary action.

2. **Prescription and Over-the-Counter Medication:** This policy is not intended to prohibit the use of prescription and over-the-counter medication when taken in standard dosage and/or according to a physician's prescription. Employees may use such medication as long as it does not interfere with their ability to safely and effectively perform the essential duties of their position.

- a. An employee taking prescribed or over-the-counter medications is responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with the safe performance of his or her job. If the use of a medication could compromise the safety of the employee, fellow employees or the public, it is the employee's responsibility to avoid unsafe workplace practices and call in sick following normal procedures.
 - i. If appropriate, the employee may seek medical leave under the Family and Medical Leave Act (FMLA) and/or the Oregon Family Leave Act (OFLA) and/or reasonable disability accommodation under the Americans with Disabilities Act (ADA).

- ii. If an employee is taking medication that may impair work safety and effectiveness, he or she may be required to provide a release from his or her health care provider before returning to work. An employee who is not sure whether a medication or combination of medications will cause impairment should consult with his or her health care provider.
- b. An employee must promptly notify his or her supervisor if he or she is present at work while taking medication that contains a safety warning relevant to the employee's work duties, or that the employee knows may impede his or her ability to work safely. Depending on the circumstances and the nature of the employee's work duties, the supervisor may refer the matter to the Human Resources Benefits Manager for guidance. The HR Benefits Division may follow up to request more information from the employee if needed to evaluate the employee's fitness for work.
 - i. The employee must only report the present or anticipated effects of the medication as they relate to the performance of the employee's work duties and any medical restrictions related to work issued by the employee's health care provider. For privacy reasons, the employee should not tell the supervisor the name or nature of the underlying condition. The HR Benefits Division may require additional information to evaluate the need for leave or modified duty.
 - ii. Modified duty may be provided consistent with Metro's Modified Duty for Non-occupational Conditions policy.
 - iii. Medication that is known to cause drowsiness, dizziness or impaired perception, coordination or judgment must be reported because these effects can compromise safety regardless of the employee's specific work duties.
- c. The use of prescription or over-the-counter medication in a manner that is inconsistent with the prescription or patient information instructions may violate this policy if it interferes with work performance. It is a violation of this policy to intentionally misuse and/or abuse prescription medications.
- d. When an employee's work performance is affected by prescription medication, the employee may be required to submit a copy of a valid prescription.
 - i. The prescription must be current, lawfully issued by a health care provider with prescribing authority, and in the employee's name.
 - ii. The employee must provide this information to the Human Resources Benefits Manager as soon as possible and no later than within 48 hours of the request.
- e. The use of medical marijuana is illegal under federal law and is not excused under Metro's Drug and Alcohol policy even if recommended by a health care provider. Metro is not legally required to reasonably accommodate the use of medical marijuana.
- f. All medical information will be kept confidential consistent with applicable law.

3. Any employee who observes or has knowledge of another employee on duty in a condition that poses a hazard to their own or others' safety or welfare due to drug or alcohol use shall report the information to his or her immediate supervisor, the employee's supervisor, or the Human Resources Director.

Drug -related convictions:

4. An employee who is convicted of any criminal drug crime must notify the Human Resources Department in writing no later than five (5) calendar days after the conviction. Metro will take appropriate action within 30 days of notification.
 - a. If an employee who performs any activity under a federal grant or contract is convicted for a drug offense occurring in the workplace or while on duty, Metro will notify the granting or contracting agency within 10 days, consistent with the requirements of the Drug-Free Workplace Act of 1988. Such notification will be at the direction of the Office of Metro Attorney. This requirement applies even if the employee is not paid with grant funds.
5. Any Metro employee convicted for a criminal drug crime may be determined to have violated this policy and may be subject to discipline, up to and including termination.

Right to Inspect:

6. Entering Metro property constitutes a consent to searches and inspections. Metro reserves the right to inspect, without employee consent, all areas and property over which Metro maintains joint or full control. There is no expectation of privacy and all Metro vehicles, equipment, offices, desks and lockers are subject to search by management.
 - a. Inspections which are undertaken specifically to investigate violations of this policy shall be conducted in the presence of the employee, if practical. If the employee is not available, or if the employee so requests, a reasonable time will be allowed for a union representative or co-worker to be present before an inspection is conducted. This limitation on Metro's right to examine Metro property does not apply to property used jointly by more than one employee.
 - b. Metro may not inspect an employee's person or personal property (e.g. car, purse, or backpack) without the employee's permission.
7. If there is reason to believe a crime may have been committed while on duty or involving Metro premises or property (e.g. possession of unlawful controlled substances, including on Metro grounds; driving with an open container of alcohol in the vehicle) management should secure the Metro premises/property in question and immediately notify the police and either the Human Resources Department or the Office of Metro Attorney. Inspections which could result in criminal prosecution should be conducted only by sworn law enforcement personnel.

Drug and Alcohol Testing:

8. **Reasonable suspicion testing:** Employees may be required, as a condition of continued employment, to submit to testing for drugs and/or alcohol testing when there is a reasonable suspicion to believe that the employee has used or is impaired by a prohibited drug or alcohol during work hours.

- a. All managers who may be involved in the determination to require a reasonable suspicion drug and/or alcohol test will receive training to identify the physical, behavioral, and performance indicators of drug use and alcohol misuse.
 - b. The decision to require reasonable suspicion testing will be based on a trained manager's specific observations and reasonable inferences as to indicators of improper drug and alcohol use, supported by the concurrence of a second trained manager.
 - c. Relevant indicators of improper drug or alcohol use include, but are not limited to, an employee's appearance, odor, behavior, speech, work performance, and/or involvement in an accident.
 - d. The determination of reasonable suspicion will be based on the totality of the circumstances in recognition of the fact that these indicators may be caused by conditions other than drug and alcohol use.
9. **Post-accident testing:** Metro may require post-accident drug and alcohol testing in the event of a workplace accident, near miss, or safety-related incident. Post-accident testing will be required for any events that result in an injury for which someone seeks medical treatment or there is substantial damage to equipment, machinery or a vehicle. Even if no one seeks medical treatment or there is no substantial damage, the circumstances of the accident, near miss or incident may warrant a determination of reasonable suspicion of drug or alcohol use.
10. **Commercial Drivers:** All employees who hold a Commercial Drivers' License (CDL) and operate commercial vehicles on behalf of Metro will be subject to the federally mandated drug and alcohol testing requirements of the Federal Motor Carrier Safety Administration (FMCSA) in addition to the other requirements of this policy.
- a. Before performing an alcohol or controlled substances test required by the FMCSA, Metro will notify the employee that the test is required under those regulations.
 - b. If a CDL driver engages in conduct prohibited by the Drug and Alcohol Use policy, before returning to duty in an assignment requiring the performance of a "safety-sensitive function," he or she must pass a return-to-duty drug and alcohol test.
 - i. Safety-sensitive functions include, but are not limited to, the following: inspection activities; activities involving the servicing or conditioning of commercial motor vehicles; driving a commercial motor vehicle or time spent therein; loading or unloading a commercial vehicle; supervising or otherwise assisting in the loading or unloading of the vehicle; remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments so loaded or unloaded; and all time repairing, obtaining assistance, or remaining in attendance upon a disabled commercial motor vehicle.
 - c. Ongoing follow-up drug and/or alcohol testing may be required for CDL drivers found to have violated the Drug and Alcohol Use policy. Follow-up alcohol testing shall only be conducted during, just preceding or just after the performance of "safety-sensitive functions."
 - i. The number and frequency of such follow-up alcohol and/or controlled substance tests shall be directed by a substance abuse professional, but will consist of a minimum of 6 tests within the first 12 months

following the employee's return to duty, but will not continue beyond 60 months.

- ii. The tests may be unannounced.

11. **Testing procedures and protections:**

- a. A represented employee who is required to submit to a drug and/or alcohol test based on reasonable suspicion will be informed of a right to representation by a union representative; however, the securing of such a representative, if requested, shall not unreasonably delay the testing.
- b. An employee who has been notified that he or she will be required to submit to a drug and/or alcohol test must report immediately to the collection site designated by Metro. The employee will be transported to and from the collection site by two Metro managers or supervisors. The employee will not be permitted to use restroom facilities, consume beverages, or smoke until specimen collection is completed.
- c. All drug and alcohol testing will be conducted in a manner that assures a high degree of accuracy and reliability by using techniques, standards, chain of custody procedures, and equipment and laboratory facilities that have been approved by, or are comparable to, those certified by the U.S. Department of Health and Human Services.
 - i. Employees will have an opportunity to disclose any prescription medication to the testing facility to ensure that the use of lawfully prescribed medication will not result in a positive test result. This information will not be shared with Metro.

12. **Confidentiality:** Laboratory reports or test results will be retained in an employee's confidential medical file maintained by the HR Department. The reports or test results may be disclosed to Metro management on a strictly need-to-know basis and to the tested employee upon request. Disclosures without patient consent may also occur when:

- a. The information is compelled by law or by judicial or administrative process;
- b. The information has been placed at issue in a formal dispute between the employer and employee or applicant;
- c. The information is needed by medical personnel for the diagnosis or treatment of a patient who is unable to authorize disclosure.
- d. An employee may provide written authorization to allow a union representative to view or obtain copies of this information.

Consequences for violating Metro's Drug and Alcohol Use policy:

13. A violation of any part of the Drug and Alcohol Policy may result in discipline, up to and including termination, in accordance with disciplinary rules established by Metro policy or a collective bargaining agreement.

14. Any employee who has tested positive for drugs or alcohol, engaged in conduct that has the purpose or effect of interfering with the enforcement of the policy or its collection and testing procedures, or refused to be tested may be referred to a Substance Abuse Professional (SAP) for evaluation. The employee's willingness to accept a SAP referral and cooperate with a SAP-recommended course of treatment will be considered a mitigating factor in any disciplinary action arising from the employee's violation of the Drug and Alcohol Use policy.

Responsibilities

Employees/Interns:

- Do not report to work or engage in work while impaired by alcohol, controlled substances, or any other disabling substance, including prescription drugs being used for a difference purpose than prescribed and over-the-counter medications. Do not consume alcohol at work, before reporting to work, or during break periods except in limited circumstances covered by the Business Development Waiver (Appendix A), subject to manager approval.
- Do not engage in the unlawful possession, distribution, manufacture or use of alcohol or any controlled substance at any time while on duty, on Metro property, in a Metro-owned or operated vehicle, in uniform, or otherwise representing Metro to the public.
- Promptly notify your supervisor when you are at work and using any medication that contains a safety warning relevant to your work duties, or that you know may impede your ability to work safely. If you are not sure if it could impact your work performance or ability to work safely, err on the side of informing your supervisor. You do not have to tell your supervisor about the medical condition for which you are taking the medication.
- If you are convicted of a drug-related crime, report the conviction to the Human Resources Department no later than 5 calendar days after the conviction.
- If you observe or have knowledge of another employee on duty in a condition which poses a hazard to their own or others' safety or welfare due to drug and alcohol use, report the information to his or her immediate supervisor, your supervisor, or the Human Resources Director.
- If you have a substance abuse problem, seek assistance before drug and/or alcohol problems adversely affect your ability to perform your job or compromise your ability to comply with this policy.

Supervisors/ Managers:

- Attend training regarding the Metro Drug and Alcohol Policy and the physical, behavioral, and performance indicators of probable drug use and alcohol misuse.
- Monitor the workplace and ensure compliance with this policy.
- Contact HR if any question arises about an employee's fitness to work due to the use of prescription or non-prescription medications.

- Send any medical documents received from the employee directly to Human Resources without keeping a copy. Maintain confidentiality of any medical records received.
- Inform employees who exhibit signs of drug or alcohol related performance or behavioral problems that confidential employee assistance for drug and alcohol abuse, and other personal issues, is available through Metro's Employee Assistance Program. Do not refer the employee to EAP in lieu of sending the employee for reasonable suspicion testing when appropriate under this Policy.
- Advise an employee of his or her right to have either an available union representative (if any) or a co-worker present during an investigatory interview.
- Appropriately and immediately investigate any apparent violation of this policy in consultation with Human Resources.
- Notify CDL drivers if a drug or alcohol test is required by the Federal Motor Carrier Safety Administration (FMCSA).

Human Resources:

- Notify all employees of this policy.
- Provide training to all managers.
- Serve as a resource to managers who are investigating policy violations.
- Maintain contracts with appropriate resources to administer drug testing and the Employee Assistance Program.
- Advise supervisors/managers and employees about the availability of the Employee Assistance Program for counseling on drug and alcohol abuse and related performance issues.
- Maintain the confidentiality of laboratory reports and other medical information.

Attachments

Appendix A – Business Development Waiver

References

Drug-Free Workplace Act of 1988

Federal Motor Carrier Safety Administration (FMCSA) regulations, 39 CFR 382 et seq.

Appendix A: Business Development Waiver

Applicable to: MERC Venues only.

Under limited circumstances, the job-related purchase and consumption of alcohol may be permissible.

Business Development Waiver: The only on-the-job use of alcoholic beverages that Metro permits is those that are necessary to conduct or support official Metro business. Official business does not require alcohol consumption by employees or its agents. Metro employees will not be reimbursed for purchasing alcohol for co-workers nor are they permitted to use their Metro-issued purchase card to do so. However, due to business development needs or participation in business development events some employees may be approved for a Business Development Waiver that allows them to consume, purchase and/or be reimbursed for alcoholic beverages.

Nothing in this waiver is intended to authorize an employee to consume alcohol over the .02 limit and drive a motorized vehicle or to become intoxicated.

In order for Metro employees to purchase, be reimbursed or consume alcohol as part of their work, the following process must be followed:

- a. At the beginning of each fiscal year, the Department or Visitor Venue Director will submit a list to the Chief Operating Officer and/or Visitor Venue General Manager of the employees who they believe require a Business Development Waiver to consume alcohol while on Metro business. The list should include for each employee a statement that explains why a waiver is necessary; the specific event(s) for which the waiver will apply; the approximate dollar limit authorized; and any other information required by Financial and Regulatory Services Department procedures. From time to time unforeseen events may require permission to extend a waiver on a short-term basis to another employee or allow the employee to exceed the original dollar amount listed.
- b. Until approval is received from the Chief Operating Officer and/or Visitor Venue General Manager, employees should not assume they have approval for the Business Development Waiver.
- c. After receiving approval, itemized receipts that show both food and alcohol charges must be submitted as part of the purchase card and/or reimbursement process. Summary receipts will no longer be accepted for reimbursement.

- d. The waiver list will be forwarded to Metro Finance and Regulatory Services in order to monitor spending and reimbursement. If the pre-authorized limit is exceeded, notification should be sent to the Chief Operating Officer and/or General Manager.
- e. Employees who receive a Business Development Waiver are subject to the Metro Drug and Alcohol Use Policy if they are not participating in a pre-authorized event.
- f. Employees are prohibited from driving a motorized vehicle if they consume alcohol in excess of the .02 limit or becoming intoxicated.
- g. Approval for a Business Development Waiver may be rescinded at any time during the fiscal year without notice; however, it may not be done retroactively without evidence of abuse.
- h. Further restrictions, guidelines and limitations to the purchase and consumption of alcohol are at the discretion of the facility Director. i.e. (no alcohol consumed prior to 5pm) or (approval granted for a reception or dinner function only after the hour of 5pm).



DRAFT
9/22/15

Subject Information Security
Section Information Services
Approved by

POLICY

Metro recognizes digital information as a valuable asset necessary to its operations. The purpose of this policy is to establish the processes and procedures, and educate employees, about keeping Metro’s information systems secure.

Applicable to

All employees and other users of Metro agency information-related technology, services or systems.

Where provisions of an applicable collective bargaining agreement directly conflict with this policy, the provisions of that agreement will prevail.

Definitions

1. **Access:** To instruct, communicate with, store data in, retrieve data from, or otherwise make use of any resources of a computer, computer system or computer network.
2. **Computer Software:** Computer programs, procedures and associated documentation concerned with the operation of a computer system.
3. **Customer Confidential Data (confidential data):** This is private information provided directly or indirectly by Metro customers that is necessary for fulfillment of services provided by Metro. This includes private consumer information such as cardholder information, names, addresses, telephone numbers, etc., and account numbers, information about individual accounts, or any other information that can be individually tracked to a consumer or customer. Card Holder Information (including Primary Account Number or PAN) is ALWAYS considered “Confidential” and should be secured accordingly. Breaches of confidentiality may violate state or federal law, or third party legal agreements.
4. **Encryption:** Use of a process to transform data into a form in which the data is unreadable or unusable without the use of a confidential process or key.
5. **Information System:** Computers, hardware, software, storage media, networks, operational procedures and processes used in the collection, processing, storage, sharing or distribution of information within, or with access beyond ordinary public access to, Metro’s shared computer and network infrastructure.
6. **Metro Confidential Data (confidential data):** This is data or information kept by Metro that relates to its financials, personnel data, legal matters, technical

specifications, or other information that could significantly harm Metro or its employees, if it is not adequately protected. Breaches of confidentiality may violate state or federal law, or third party legal agreements.

7. Mobile Devices: Electronic devices used for mobile communications including mobile telephone, email, text messaging or data transmission, over a cellular network. In addition to the standard voice function, cellular devices known as smartphones and/or tablets may support many additional services and accessories, such as application software (third-party “apps”), text messaging, email, internet access, camera and GPS. Additionally, cards for the purpose of providing cellular network access (this type of card requires some type of monthly service plan) for mobile computing devices such as a laptop are also considered a cellular device.
8. Technology Asset: A data processing device that performs logical, arithmetic or memory functions, including the components of a computer and all input, output, processing, storage, software or communication facilities that are connected or related to such a device in a system or network. Technology assets include, but are not limited to, computers, tablets, telephones, and other messaging devices.
9. Technology Services: Information systems that are functioning on the public network subscribed to by Metro, including services found on the Internet that hold and process mail, files or streams of information.
10. Users: All Metro employees, elected officials, volunteers, vendors and contractors who access Metro information assets, and all others authorized to use Metro information technology for the purpose of accomplishing Metro’s business objectives and processes.

Guidelines

1. Departments working with Information Services (IS) are responsible to protect the confidentiality, integrity, security and availability of technology assets, customer and Metro confidential data, information systems, and technology services; this includes all payment card industry (PCI) data (soft and hardcopies) and systems.
2. Each user has a responsibility to protect the confidentiality, integrity, security and availability of technology assets, customer and Metro confidential data, information systems, and technology services. Therefore, it is important for users to be aware of security policies and procedures and reinforce these policies in interactions with others in the workplace.
3. Immediately after hire, and annually thereafter, each employee must affirm their commitment to information security by reading this policy and signing the acknowledgement form. The acknowledgement form is retained in each employee’s permanent record.
4. Password Protection: All information systems will be password protected. IS will activate automatic password protection systems where possible. Users are required to use passwords to protect those devices and activate them on devices without automatic password protections such as smartphones.
5. Confidential Data: Users working with and having access to confidential data are responsible for helping to ensure its confidentiality. IS is responsible for working with departments and as appropriate users to establish and implement systems to ensure the security of confidential data.

6. Confidential data requires strong security controls to prevent unauthorized access or modification of the data. Unauthorized access or disclosure of this level of data can result in significant legal, regulatory, or reputational damage to Metro.
7. All users are subject to and must comply with the provisions of the Information Systems: Acceptable Use Policy, and other policies as applicable, in addition to the provisions of this policy.

PROCEDURES

1. IS will develop further procedures for implementing the provisions of this policy and post them on its MetroNet page.

Password Protection and User Account Security

2. Employees must log off or lock all workstations (e.g., PCs and laptops) at the end of the day and at any time the employee is not in immediate control of the workstation (for example, if you leave your desk for any reason).
3. IS will enable and manage automatic password protected screen savers on all Metro workstations, mobile devices and cellular phones to prevent unauthorized access. The screen saver must automatically activate after 15 minutes of inactivity.
4. To ensure the security of Metro's information systems and applications, and to comply with numerous regulations and standards, users need to follow a strict password management protocol established by IS for accessing Metro's technology assets. Compliance with these policies is mandatory and will be automatically enforced by IS where possible.
5. Users are responsible for changing passwords whenever their passwords are reset by the IS help desk.
6. After a minimum of six failed logon attempts, accounts will automatically be locked out for a minimum of 30 minutes (or until an administrator enables the account).
7. Users must protect their passwords and must not reveal them to anyone. At no time will an authorized employee ask for a user's password. The use of group or shared passwords or other authentication methods by users is specifically prohibited.
8. Passwords must not be written down or stored unencrypted by users.
9. Users are responsible for changing their password and notifying the Help Desk should there be any suspicion the password has been compromised. Examples of potentially compromised passwords include stolen devices, passwords used on systems/devices that have been hacked, suspicious activity on a system, etc.
10. Users may not allow their Metro computers to be used by anyone other than Metro employees. Family and friends may not use Metro computers.

User Identification

11. Users will be assigned a unique ID before they are allowed to access business system components and or any systems containing payment card data.
12. System access for users will be assigned for each system based on the individual's job classification and function and the user's role in the system.

Restriction of access will be dependent upon the least access necessary to perform job responsibilities. All role and system access assignments must have documented approval (electronically or in writing) by authorized parties. Roles will be regularly reviewed and updated.

13. Physical access to sensitive areas will be authorized based on job function and shall be revoked immediately upon termination.
14. User's access will be deactivated or removed immediately upon termination.
15. Any user accounts that have been inactive in the past 90 days will either be removed or disabled.
16. No user will be provided with direct access to queries and/or databases except database administrators.

Confidential Data

17. Confidential data, is to be secured and protected while in transit over networks and while in storage per directions from IS.
18. The requirements to encrypt confidential data stored on electronic media vary depending on the sensitivity of the data and how the data is accessed and/or used. Departments are responsible for initiating requests for IS to assist them with encrypting and securing confidential data. IS will work with departments and users to ensure that these requirements are met based on the type of confidential data being accessed and/or used.

Electronic Media

19. Confidential or sensitive information must never be copied onto removable electronic media or removed from secured Metro facilities without authorization from the Department Director or IS.
20. Electronic media containing customer confidential or sensitive data must be stored securely, labeled as confidential and be physically retained, stored or archived only within secure Metro locations, subject to Metro's records retention schedules or third party agreements.
21. All media must be sent or delivered by a secured courier or other delivery methods that can be accurately tracked and that have been approved by IS.

Sharing Data with Service Providers

22. If cardholder data is shared with service providers (for example, back-up tape storage facilities, managed service providers such as Web hosting companies or security service providers, or those that receive data for fraud modeling purposes), the following policies and procedures must be followed:
23. Operations must maintain a documented list of any service provider that is given cardholder data, provided direct access to the cardholder network, or can affect the security of the cardholder network.
24. Any written agreement with a service provider that is given cardholder data, provided direct access to the cardholder network, or can affect the security of the cardholder network, must include an acknowledgement of the service providers' responsibility for securing all cardholder data they receive from Metro.
25. Prior to engaging with a service provider that is given cardholder data, provided direct access to the cardholder network, or can affect the security of the cardholder network, Metro will conduct due diligence and follow an established process to ensure that the security of cardholder data within the service provider's network has been addressed.
26. Metro will have an ongoing program to monitor the PCI Data Security Standard (DSS) compliance status of any service provider that is given cardholder data, provided direct access to the cardholder network, or can affect the security of the cardholder network.

Vendor Access

27. Accounts used by vendors to access, support or maintain system components via remote access must be approved by IS prior to use.
28. Such accounts will be enabled only during the time period needed and disabled when not in use
29. Vendor remote access accounts must be monitored by staff when in use.

Employee Facing Technologies

30. Metro has developed use policies for all critical employee-facing technologies (e.g. remote-access technologies, wireless technologies, removable electronic media, laptops, e-mail use and Internet use). Employee use of employee facing technologies under this policy, including cellular phones and mobile devices must comply with the provisions of the IT: Acceptable Use and Cellular Phone Policies.
31. Explicit management approval is required prior to using any employee-facing technology in the cardholder data environment.
32. Any employee-facing technology used must be authenticated with a user ID and password or other authentication item (for example, token).

Cloud Computing and Approved Cloud Storage Providers (CSPs)

33. Cloud computing resources may only be used for business purposes and with the written approval of the IS Director. CSP access is granted for specific use based on user job duties and business need.
34. Acceptable CSPs are those that have been approved by IS. IS will publish a list of approved CSPs on its MetroNet page.

35. Users are only allowed to access CSPs using Metro workstations or laptops for approved business needs.
36. Users may not use CSP to store any documents that contain the following:
 - a. Social security numbers
 - b. Credit card numbers, sensitive authentication data, cardholder names, or expiration dates (collectively and individually known as cardholder data or CHD)
 - c. Data protected by HIPAA (electronic protected healthcare information or ePHI)
 - d. Personally identifiable information (PII) or financial information (PIFI)
 - e. Data that, if advertently exposed to the general public, would cause material harm or bring discredit to Metro or related organizations

Metro Owned Mobile and Cellular Phones/Devices

37. Users with Metro owned mobile or cellular phones/devices must regularly update their cellular phone's operating system to the current version of the software. IS will not support cellular phones that are unable to be updated to a recent version of the operating system software. Users of phones that cannot run a recent version of their operating system should contact IS to arrange for a cellular phone upgrade in order to be in compliance with this Policy and the Cellular Phone Policy.
38. Users must activate the password protection on their cellular phone.

Remote Access

39. Remote access is restricted to users who have a valid business requirement for it. Metro will incorporate 2-factor authentication for remote user access originating from outside the Metro network by personnel and all third parties.
40. Users accessing Metro Webmail or other Metro information systems remotely are responsible for accessing it on a technology service that is running a recent version of its operating system, that is actively employing anti-virus software and have their system password protected.
41. IS is not able to provide support for individual users accessing Metro technology services remotely.

Employee Wireless Access

42. The Metro guest wireless network is provided for business purposes only. Rules for its use are the same as for use of other Metro information systems and devices. Department Directors may approve limited, incidental personal use consistent with the terms of this policy and the IT: Acceptable Use Policy. The Metro wireless network may only be used for business needs subject to supervisory approval. Access to Metro business resources will not be provided through the guest network.

Anti-Virus (Malware) Software

43. Users may not disable or attempt to disable or otherwise circumvent anti-malware systems.

Laptop Computer Security

44. It is employees' responsibility to maintain the physical security of their Metro-issued equipment when out of the office. Theft of equipment should be reported to the IS Help Desk immediately by employees. Employees are required to return Metro-issued information systems upon separation from Metro or when taking an extended leave of absence. When traveling users should not put Metro laptops or other information systems in checked baggage.

Incident Reporting

45. Breach of Security, Virus or Other Security Problem: Users suspecting that a security incident or breach of information systems security has occurred, a virus is on the system, or having concerns about any other security vulnerabilities or issues, should:
 - a. Contact the IS Help Desk immediately at x2222;
 - b. If off-site call 503-797-2222, or email "HelpDesk" and include the word "Critical" in the subject line; and
 - c. After normal work hours, send an email to the "HelpDesk" with a description of the security incident or breach, virus or other concern and in the subject line include the word "Critical." Do not wait until the next day.

Responsibilities

Employees:

- Immediately after hire, and annually thereafter, you are required to read the Information Security Policy and sign an acknowledgement of having done so. Questions about this policy should be directed to the Help Desk.
- Help ensure the security of Metro's information systems by following the password protection procedures in this policy and protocols issued by IS.
- Contact the Help Desk immediately if you suspect a breach of security, a virus or other security vulnerability.
- Any employee who is aware of a potential violation of this policy must immediately report the matter to his or her supervisor and to the IS Director, or to the Human Resources Director.
- Comply with provisions of other applicable policies including the IT: Acceptable Use and Cellular Phone Use Policies.

Supervisors:

- New users: Ensure that new employees are aware of the Information Security Policy.
- Ensure that employees in your unit are following the Information Security Policy.
- Notify Human Resources or IS when employees are transferring to a different work unit to ensure that their access is modified or terminated as appropriate.
- Notify IS when employees are inactive for 90 or more days.

Department Director:

- Is responsible for ensuring that work units with access to or using confidential data are working with IS to ensure the security of the data and information systems where it is maintained, stored and/or transmitted.
- Ensure that this policy is being implemented by supervisors and employees in your Department.
- Report any suspected information systems security issues to the IS Department Director immediately.
- Responsible for department implementing appropriate security systems for maintaining the confidentiality of electronic and hardcopy confidential data, including PAN, and periodically auditing electronic and hardcopy security of that data, including systems for storing and disposing of confidential data.

Human Resources:

- HR will notify IS when employees transfer or terminate. Upon notification of an employee's transfer or termination, information systems services must ensure that the user access is disabled.

Information Services:

- Will implement technology solutions designed to help Metro departments comply with this policy.
- Will issue and post on the MetroNet password protection protocols.
- Responsible for auditing information security on a periodic basis.
- Will work with departments to prevent and resolve issues with security breaches, viruses and other information systems security problems.

References

- Information Technology: Acceptable Use Policy
- Cellular Phone Use Policy
- Payment Card Industry Data Securities Standards



DRAFT
6/30/15
✓ Unions
✓ MERC

Subject Driving and Vehicle Use Policy
Section Risk Management
Approved by

POLICY

This policy sets forth the standards under which employees may drive vehicles for Metro business. Interns and volunteers, with written authorization from their Department Director and meeting the standards of this policy, may also operate vehicles for Metro business. It has been developed to maximize the safety of drivers, passengers and the public and to limit Metro’s liabilities.

Applicable to

All employees and elected officials, who drive for Metro business (“drivers”).

Where provisions of an applicable collective bargaining agreement directly conflict with this policy, the provisions of that agreement will prevail.

Definitions

Acceptable driving record: An acceptable driving record is one that meets the criteria set forth in Metro’s Motor Vehicle Record Evaluation matrix (Appendix A).

Driving record check: A driving abstract containing a history of the employee’s motor vehicle violations, convictions, accidents, collisions and other information maintained by motor vehicle licensing agencies.

Metro: All Metro properties and facilities, including but not limited to the Metro Regional Center, Parks, and all Visitor Venues.

Traffic crime: A conviction of any traffic offense that is punishable by jail sentence. Examples include but are not limited to criminal driving while suspended, hit and run, and failure to perform duties of a driver to an injured person in the event of a collision.

Class A, B, or C Traffic Violations: A conviction of a traffic offense that is designated as a traffic violation in the statute defining the offense or any other offense defined in the Oregon Vehicle Code that is punishable by a fine but that is not punishable by a term of imprisonment. Examples include but are not limited to failure to obey a traffic control device, driving while uninsured, and driving a vehicle without driving privileges.

Class D Traffic Violations: A conviction of a traffic offense that is designated as a traffic violation in the statute defining the offense or any other offense defined in the Oregon Vehicle Code that is punishable by a fine but that is not punishable by a term of

imprisonment. Examples include but are not limited to unlawful use of a disabled parking permit, failure to use a safety belt, and speeding 1-10 MPH over the limit.

Vehicles and Passengers

1. Vehicles covered under this policy include cars, motorcycles, trucks, electric bikes and other motorized equipment, including road maintenance equipment, All Terrain Vehicles (ATVs), tractors, forklifts, Zoomers and other golf cart type vehicles.
2. Only authorized passengers are allowed to ride in Metro vehicles and other vehicles while in use for Metro business. Authorized passengers are:
 - a. Metro employees, interns, volunteers and elected officials conducting Metro business;
 - b. Agents acting on behalf of Metro;
 - c. Vendors and contractors working on behalf of Metro;
 - d. Participants in official Metro business and programs;
 - e. Representatives of other governmental agencies or employers working with Metro in the course and scope of their employment; and
 - f. Anyone with prior authorization by the Metro Fleet Manager or a Department Director.

Guidelines

1. Any individual who drives Metro vehicles or personal vehicles for Metro business must maintain a valid driver's license and an acceptable driving record.
 - a. If, by law, there is a certification requirement but no driver's license requirement to drive a particular type of vehicle (e.g. a forklift), that certification will be sufficient in lieu of a driver's license.
 - b. If, by law, neither certification nor a driver's license is required to drive a particular type of vehicle, the driver's license requirement will apply only if the vehicle will be driven in areas accessible to the public.
2. Employment finalists must pass a pre-employment driving record check if the position requires use of a vehicle for work.
3. Employees are responsible for complying with all laws and Metro policies related to driving, including all procedures below.

Procedures

1. **Eligibility Criteria.** All drivers must meet all of the following criteria in order to be allowed to drive on Metro business:
 - a. Be at least 18 years old;
 - b. Possess a valid driver's license;

- c. Possess a Commercial Driver License (CDL) if driving a vehicle requiring such; and
 - d. Maintain an acceptable driving record.
2. Departments shall only allow drivers who meet the above eligibility criteria to drive a personal vehicle on Metro business or fleet vehicle. Requests to deviate from this policy must be submitted to the Metro fleet manager in writing. The fleet manager will consult with HR, Risk Management and/or the Office of Metro Attorney as needed.
 3. Metro will conduct the acceptable driving record check on a periodic basis or use an automated driving record check system for all individuals who drive a Metro vehicle. If the driving record check indicates an unacceptable driving record, Metro will notify the employee and provide him or her with an opportunity to review the driving record report for accuracy.
 4. An acceptable driving record is calculated through the Motor Vehicle Record Evaluation matrix provided in Appendix A.
 5. Employees who drive personal vehicles must complete Appendix B.
 6. Employees who drive Metro vehicles must complete Appendix C in order to provide the information necessary for Metro to complete the Motor Vehicle Record Evaluation Matrix in Appendix A
 7. Failure to maintain an acceptable driving record will result in termination of driving privileges until such time that the employee's driving record returns to acceptable.
 8. For employees holding a position for which driving is an essential function, failure to maintain an acceptable driving record may result in disciplinary action up to and including termination.
 9. **Other Drivers.** Contractors and other non-employees may not drive Metro vehicles unless approved in writing by the respective Department Director and fleet manager. Drivers must meet the same criteria required for Metro employees.

Driver Responsibilities

1. It is of high importance that the trust of the public vested in Metro be protected and enhanced by appropriate behavior by any person who operates a motor vehicle in the course and scope of work. This includes safe driving, courteous behavior and avoiding the perception of misconduct while operating any motor vehicle.
2. Drivers shall comply with all applicable state and local driving laws, parking regulations, and all Metro fleet, vehicle and safety policies and rules.
3. All drivers and passengers shall wear safety belts when the vehicle is in motion.
4. The driver should take reasonable steps to remedy minor vehicle issues, consulting with the fleet motor pool administrator and/or fleet manager as needed. Recurrent issues and any concerns that cannot be resolved by the driver should be referred to the fleet manager as soon as possible.
5. Drivers shall be held personally responsible and liable for any parking tickets and may be held personally responsible and liable for any towing and impound fees for improperly parked vehicles.

- a. Parking fines received on Metro vehicles shall be paid or otherwise resolved promptly by the driver at his or her own expense. The employee will not face discipline for parking tickets that are timely paid unless the employee has repeated parking violations that disrupt Metro's operations or increase its costs.
 - b. A driver must notify his or her supervisor within 24 hours of receiving a parking citation on a Metro vehicle.
 - c. A driver must notify his or her supervisor as soon as possible if a Metro vehicle is towed or impounded.
6. Drivers shall be held personally responsible and liable for any failure to comply with the rules of the road for drivers while driving a vehicle on Metro business.
- a. A driver must notify his or her supervisor within 24 hours of receiving a traffic-related ticket while driving a Metro vehicle.
 - b. An employee who drives for Metro as an essential function of his or her position must report all driving-related suspensions and traffic crime convictions to the HR Department within 5 calendar days, even if the underlying incident did not occur while driving for Metro.
 - c. An employee whose driver's license has been suspended or revoked shall immediately notify his or her supervisor if the suspension or revocation will impact his or her ability to drive for work.
 - d. For photo radar or other citations issued against a Metro vehicle's registration, Fleet Services or the employee's department will identify the driver. The driver shall be personally responsible and liable for promptly paying the fine or otherwise resolving the citation.
7. In the event of an accident while driving on Metro business, the driver shall immediately notify his or her supervisor and Risk Management. If driving a Metro vehicle, the employee shall follow all instructions placed in each vehicle for that purpose and notify fleet staff as soon as it is practical to do so.
8. Drivers shall ensure that any passengers who ride with them in a Metro vehicle or in any vehicle while on Metro business are:
- a. Authorized passengers as defined in the "Vehicles and Passengers" section;
 - b. In the vehicle for Metro-related business;
 - c. Wearing safety belts in accordance with Oregon state law; and
 - d. Conducting themselves in a manner that does not impede safe driving.
9. Drivers shall not drive Metro vehicles or private vehicles for Metro business when they are taking prescription or over-the-counter medication that may impair their ability to safely operate a moving vehicle. If in doubt, the employee should first obtain approval from his/her physician that it is safe to drive while taking the medication.
10. When operating a vehicle, driving safely is the first responsibility. Concentration on driving should be the highest priority. Drivers may not text, operate a hand-held telephone, or use any other hand-held mobile communication device while driving. The

use of hands-free devices is prohibited while driving Metro vehicles, except that departments may authorize the use of two-way radios for business purposes if allowable by law. Additionally, drivers may not listen to music with a headset while operating a motor vehicle in the course and scope of work.

11. All personal miles driven using Metro vehicles, including miles driven to and from home for those assigned a take-home vehicle, are reportable as taxable income based on the current IRS mileage rates. These miles must be reported to the Payroll Division on a quarterly basis as follows:
 - a. Miles driven Jan–Mar: reported by April 10
 - b. Miles driven Apr–Jun: reported by July 10
 - c. Miles driven Jul–Sept: reported by Oct 10
 - d. Miles driven Oct–Dec: reported by Jan 10
12. All miles driven using a personal vehicle for work-related purposes may be reimbursed. To be reimbursed, drivers must submit a completed request for reimbursement form on a quarterly basis as follows:
 - a. Miles driven Jan–Mar: reported by April 10
 - b. Miles driven Apr–Jun: reported by July 10
 - c. Miles driven Jul–Sept: reported by Oct 10
 - d. Miles driven Oct–Dec: reported by Jan 10
13. Forms for reporting personal and work-related mileage can be obtained from the Payroll Division.

Vehicles

1. **Assigned vehicles.** When the Department Director and fleet manager agree that a particular position requires a vehicle for the performance of duties and responsibilities, Metro will assign a specific vehicle to the operator occupying that position.

Use of Metro vehicles to commute to and from work, except as stated above, is prohibited unless approved in advance in writing by the Department Director or the fleet manager. Before taking a Metro vehicle home, an employee who is not regularly assigned a vehicle must notify both the Department Director and the fleet manager and obtain written approval from either one.
2. **Privately-Owned Vehicles.** Metro allows use of privately-owned motor vehicles to conduct official Metro business. A privately-owned motor vehicle used for Metro business must be in safe mechanical condition to provide safe transport. Vehicles must conform to the mandatory vehicle equipment requirements of the state in which the vehicle is registered. Employees must meet or exceed mandatory insurance requirements and the vehicle registration must be current.
 - a. A motor pool vehicle shall be used when a personally-owned vehicle does not meet these standards.

- b. Employees should use Metro vehicles, when available, rather than privately-owned vehicles in all cases in which a vehicle is necessary for work-related travel.
 - c. Drivers based at facilities where fleet vehicles are located are first required to attempt to use a Metro fleet vehicle for Metro business.
 - i. In the event one is unavailable, the employee may use his or her personal vehicle, with supervisor or manager approval, and receive mileage reimbursement.
 - ii. Mileage reimbursement for the use of a privately-owned motor vehicle is considered full payment (including depreciation, insurance, deductible, maintenance, and operating costs) for its use.
3. **Worker's Compensation.** Employees injured in the course and scope of work should file a workers' compensation claim with Metro's workers' compensation insurer.

Insurance Requirements for Use of Privately Owned Vehicles

- 1. The driver of a privately-owned motor vehicle used to conduct Metro business must be insured against liability (person and property) in an amount not less than the minimum requirements of the state in which the vehicle is registered.
- 2. The driver's insurance is primary with respect to bodily injury and property damage; Metro's self-insurance shall apply only as excess of the employee's personal insurance.
- 3. Metro will investigate and defend any claim or action against Metro or its employees on behalf of drivers covered by this policy except:
 - a. When any claim is resolved by the employee's insurance; and
 - b. If the use of the vehicle was outside the scope of Metro business.
- 4. Use of privately-owned motor vehicles for Metro business in violation of the automobile financial responsibility laws (e.g. not having legal insurance coverage limits) will result in disciplinary action up to and including termination.
- 5. The vehicle owner is responsible for payment of personal auto insurance deductible related to an accident.

Metro Insurance

Automobile Liability

Metro self-insures auto coverage and receives authorization from the Oregon DMV to operate motor vehicles under certificate #118. Risk Management will maintain this authorization as required by Oregon DMV.

Metro's maximum policy and coverage limits will be the minimum limits required by ORS Chapter 742.

- 1. The limit of insurance under this coverage shall be reduced by:
 - 2. All sums paid or payable under workers' compensation, disability benefits or similar law, and

3. All sums paid by or for anyone who is legally responsible, including all sums paid for by the Risk Fund.
4. Any amount payable for damages under this coverage will be reduced by any amount an “insured” may be paid under Personal Injury Protection Coverage.
5. In no event will an “insured” be entitled to receive duplicate payment for the same element of loss.

Rental vehicles

1. Metro self-insures automobile and liability coverage, including for rental vehicles. Generally, departments should decline rental insurance coverage, especially if rental vehicles are obtained using a Metro Purchasing Card. However, circumstance may exist where the department desires to purchase this coverage with input from Risk Management.
2. If an accident occurs when the vehicle is used outside the scope of Metro business (e.g., if a rental vehicle is used for a non-job-related side trip) liability coverage, collision coverage deductibles, and other charges will not be paid by Metro.
3. For other types of vehicle services (such as Uber, Lyft, Car2Go, etc), please contact the Finance Department for questions about reimbursement and insurance.

Incidental Use of Metro-Owned Vehicles for Non-Business Purposes

1. When operating a Metro vehicle, drivers may:
 - a. Make stops for lunch or other meals if appropriate to the time of day, provided the stop is along the normal route and does not add any additional mileage to the trip; and
 - b. Make stops for restroom breaks as needed.
2. Stops or other uses of Metro vehicles are prohibited in all instances if it would create a reasonable public perception of misuse or abuse of the vehicle and/or the driving privilege.
 - a. Prohibited vehicle use includes, but is not limited to, stops at a liquor store, a bar or tavern, an adult bookstore, a gambling establishment, or any other business or location that the public may reasonably consider misuse of Metro vehicles.
 - b. Drivers may not purchase or transport alcoholic beverages for personal use at any time while using a Metro vehicle. Drivers may not consume alcoholic beverages and then drive a Metro vehicle or personal vehicle for Metro business.
 - c. Drivers may not transport unauthorized passengers while driving on Metro business or in a Metro vehicle.
 - d. Drivers may not smoke or use cigarette alternatives in a Metro vehicle.

Training

Metro may assign training requirements at any point for new or existing drivers.

Summary of Responsibilities and Duties:

Employees/Interns/Volunteers:

- Follow all rules and procedures outlined in this policy.

Supervisors/Department Directors:

- Supervisors and Department Directors are responsible for enforcing this policy, and shall ensure all employees who drive understand these policies and the potential consequences for violating them.
- Immediately notify Human Resources upon receiving information regarding any violations reported under this policy.
- Supervisors must ensure employees are trained on vehicles and equipment that they will use in their job duties.

Risk Management:

- Conduct driving record checks for existing employees, interns, volunteers and elected officials.

Human Resources:

- Conduct driving record checks at hire of employees, interns, volunteers and elected officials.

Property Services and Fleet Manager:

- Maintain Metro vehicles in proper working order in collaboration with assigned operators and programs as required by fleet procedures.

Attachments

Appendix A – Motor Vehicle Record Evaluation

Appendix B – Driver & Vehicle Statement of Qualification

Appendix C – Metro Driving Record Check Information for Metro Vehicles

References

ORS Chapter 742 – Insurance Policies

ORS 153 – Violations and Fines

ORS Chapter 811 – Rules of the Road for Drivers

APPENDIX A

Matrix

Motor Vehicle Record Evaluation

This form shall be completed for any finalists to a position in which driving is an essential job function, and for all other individuals who may operate a Metro vehicle.

Applicant name: _____ Driver's license number: _____

Date of motor vehicle record (within 30 days of evaluation): _____

Evaluation Completed by: _____ Date of Evaluation: _____

The applicant must hold a valid driver's license: Yes (Pass) No (Disqualified)

Category	Type of Offense (see definitions on page 1)	Allowance (as applied from date of conviction to date of evaluation)	Description	Date of conviction	Points (circle all that apply)
I.	Any traffic crime the applicant was convicted of within the last 36 months	None allowed	1.		<input type="checkbox"/> Disqualify
	Any traffic crime the applicant was convicted of within the last 60 months	1 within the past 60 months	1.		2
		2 or more within past 60 months are not allowed	2.		<input type="checkbox"/> Disqualify
II.	All Class A, B or C traffic violations	1 within the past 12 months	1.		1
		2 or more within past 12 months are not allowed	2.		<input type="checkbox"/> Disqualify
		2 within the past 36 months	1.		1
			2.		1
3 within the past 36 months are not allowed	3.		<input type="checkbox"/> Disqualify		
III.	Any class D traffic violations	2 within the past 12 months	1.		1
			2.		1
		3 or more within past 12 months are not allowed	3.		<input type="checkbox"/> Disqualify
		3 within the past 36 months	1.		1
			2.		1
3.			1		
4 or more within past 36 months are not allowed	1.		<input type="checkbox"/> Disqualify		
IV.	Diversion Agreement	Complete	No more than 1 within the past 120 months		2
		Not Complete	None allowed		<input type="checkbox"/> Disqualify
Total Points of all categories: (May not exceed 3 points or the applicant does not meet acceptable driver criteria)					

As of the date of this evaluation, applicant:

- Meets acceptable driving record criteria
- Does not meet acceptable driving record criteria

APPENDIX B

Driver & Vehicle Statement of Qualification for Employees Driving Personal Vehicles.

This form is required for all employees who use a personal vehicle for any work-related driving, travel or trips.

First Name Middle Name Last Name

Department Division Facility Location

() _____ x _____
Day time or work phone number

Driver's license# OR / WA/ Other _____ ____/____/_____
State of issue (circle or complete) Expiration MM/DD/YYYY

I may drive the following vehicles in the course and scope of work:

Year	Make	Model	License plate#	License Plate State of issue
1.				OR WA Other: _____
2.				
3.				

- 1) I will maintain vehicle registration as required by the State of Oregon or the state in which my vehicle is registered.
- 2) I will maintain at least the minimum level of insurance required by the State of Oregon or the state in which my vehicle is registered. The State of Oregon and Washington currently require \$25,000 per person and \$50,000 per crash for bodily injury to others.
- 3) I will maintain my vehicle safety equipment as required by Oregon Department of Transportation at http://www.oregon.gov/odot/ts/pages/veh_equipment.aspx, or the equivalent requirements of the state in which my vehicle is registered.
- 4) I have not been convicted of a Traffic Crime* within the last 30 months or 2 or more traffic crimes within the last 60 months.
- 5) I have not had two or more Class A, B or C traffic violations* within the last 12 months
- 6) I have not had 3 or more Class D traffic violations* within the last 12 months.
- 7) If any of the above conditions change, I will not drive for any Metro-related business, travel or trips.

*Note – please see the definitions on page 1 of this Policy for description of traffic crimes and Class A, B, C & D violations.

Signature

Date

APPENDIX C

Metro Driving Record Check Information for Employee Driving Metro Vehicles

This form should be completed by all Metro employees that drive Metro fleet vehicles. It is used to obtain driving record checks required by the Driving & Vehicle Use Policy.

First Name	Middle Name	Last Name
Department	Division	Facility Location
Employee number	____/____/____ Date of Birth (MM/DD/YYYY)	(____) _____ x _____ daytime or work phone number
Driver's license#	OR / WA / Other _____ State of issue (circle or complete)	____/____/____ Expiration MM/DD/YYYY
Class of license	Endorsements	Restrictions
Supervisor's name	(____) _____ x _____ Supervisor's day time or work phone number	

Metro use only - Do not write below this line

Date driving record received ____/____/____

Circle one:

- 1) Acceptable
- 2) Requires review

Review Results	HR Acceptable/Not-Acceptable Notes: _____ OMA Acceptable/Not-Acceptable Notes: _____ Risk Management - Final determination Acceptable/Not-Acceptable Initials _____ Notes: _____ Supervisor notified date _____ Employee notified date _____ Date entered into PeopleSoft _____
----------------	--

MERC Commission Meeting

November 4, 2015
10:30 am

7.0 Action Agenda

METROPOLITAN EXPOSITION RECREATION COMMISSION

Resolution No. 15-19

For the purpose of adopting changes to the MERC Personnel Policies.

WHEREAS, the Metropolitan Exposition Recreation Commission (MERC) is authorized to adopt personnel policies pursuant to Metro Code Sections 2.02.010 (b) and 6.01.040 (a); and

WHEREAS, MERC periodically updates the MERC Personnel Policies (the Personnel Policies) in accordance with both legal requirements and agency-wide policies.

BE IT THEREFORE RESOLVED THAT:

The Metropolitan Exposition Recreation Commission adopts the changes to the Personnel Policies in a form substantially similar to the attached Exhibit B.

Passed by the Commission on November 4, 2015.

Chair

Secretary-Treasurer

Approved As To Form:
Alison R. Kean, Metro Attorney

By: _____
Nathan A.S. Sykes, Deputy Metro Attorney

MERC Staff Report

Agenda Item: For the purpose of adopting changes to the MERC Personnel Policies.

Resolution No.: 15-19

Date: November 4, 2015

Presented by: Mary Rowe, Metro Human Resources Director

Background and Analysis:

The MERC Commission last approved a complete personnel policy manual for venues staff in August 2007. Beginning in 2011, Metro's Human Resources Department began a project to review and update both the MERC policy manual and Metro's policy manual, Executive Order #88, with the goal of developing one set of agency-wide personnel policies and procedures. The policies are being updated and implemented on a rolling basis in an order determined by legal changes and business needs. Human Resources staff developed these policies in consultation with department managers, the Office of Metro Attorney, and the Metro Senior Leadership Team. The policies were presented to the Commission for discussion on October 7, 2015.

This resolution seeks the MERC Commission's approval of the following personnel policies:

- Sick Leave for Non-represented Benefits Eligible Employees
- Sick Leave for Temporary and Variable Hour Employees
- Temporary and Variable Hour Employees

Long Range Fiscal Impact: There is minimal fiscal impact associated with the sick leave for non-represented employees and the temporary/variable hours employees requested policy changes. The fiscal impact for the sick leave for temporary and variable hour employees' policy change has an estimated cost of \$85,637 - \$342,547.

Recommendation: Staff recommends that the Metropolitan Exposition and Recreation Commission, by Resolution No. 15-19, approve the changes to the Personnel Policies in a form substantially similar to the attached Exhibit B.

EXHIBIT A TO RESOLUTION 15-19: SUMMARY OF PROPOSED COMPENSATION POLICY FOR MERC COMMISSION

November 4, 2015

Below is the draft policy for your review. The proposed Personnel Policies are new or intended to supersede those listed from the Metro Employee Handbook (EO #88) and the MERC Personnel Policies Handbook (8/1/07). The proposed policies listed in this document were presented to the Commission on October 7, 2015. New edits made at the recommendation of the Commission, Office of Metro Attorney, and/or the Metro Senior Leadership Team following the October 7, 2015 Commission meeting are noted in bold italics.

Policy	Existing MERC Policy	Existing Metro Policy	Applicable Legal Provisions	Policy Summary/Explanation of Change	Fiscal Impact	Business Impact
Sick Leave for Non-represented Variable Hour and Temporary Employees	N/A	N/A	SB 454 Mandatory Sick Leave	Provides up to 40 hours of paid sick leave annually for non-represented temporary and variable hour employees to use for personal and family members' illnesses, medical appointments and care; domestic violence leave for employees and public health emergency. <i>Accruals are not paid on overtime hours. Failure to provide requested documentation may result in discipline.</i>	Estimated cost of unproductive time: \$85,637 - \$342,547	Some impact on providing services and coverage.
Temporary and Variable Hour Employees (Non-Represented)	All Metro Policy issued 11/11	All Metro Policy issued 11/11	N/A	Defines temporary employee, creates new definition of variable hour employee which includes seasonal employees and event driven employees.	Should not have impact	Minimal

<p>Sick Leave for Non-represented Benefits Eligible Employees</p>	<p>MERC Personnel Policies (2007), Section 16.3.</p>	<p>E. O. 88 (2005), Section 26.</p>	<p>SB 454 Mandatory Sick Leave</p>	<p>Current policy applies to all permanent Metro (non-MERC) employees, and all full-time MERC. This policy applies to all non-represented benefits eligible employees. Represented employees receive sick leave through union contracts or sick leave for temporary/variable hour employee policy. Transferred leave for Metro (non-MERC) is being moved to a new policy that is in process. Also modified to comply with SB 454. <i>Sick leave may be used for bereavement leave. Accruals are not paid on overtime hours. Failure to provide requested documentation may result in discipline.</i></p>	<p>Minimal or none</p>	<p>Minimal or none</p>
--	--	-------------------------------------	------------------------------------	---	------------------------	------------------------

EXHIBIT B to MERC Resolution 15-19



Metro | *Policies and procedures*

DRAFT
10/23/15

Subject Sick Leave for Non-represented Variable Hour and Temporary Employees

Section Human Resources

Approved by

POLICY

Metro provides paid sick leave to non-represented variable hour and temporary employees in accordance with this policy.

Applicable to

All non-represented variable hour and temporary employees.

The availability of sick leave for represented employees is determined by the applicable collective bargaining agreement.

Definitions

Qualifying Family Member: An employee's spouse, domestic partner, parent, parent-in-law, step parent, and in loco parentis; biological, adopted, step and foster child; grandchild, grandparent and grandparent-in-law; sibling and any other person for which the employee is a legal guardian; or as otherwise required by law.

Temporary: Temporary employees are hired to staff vacant, budgeted positions due to an employee's absence, to fulfill unbudgeted additional staffing needs as they arise or to fulfill seasonal needs. Temporary employees may not work more than 1040 hours per year, measured from the original hire date. For the purposes of this policy, interns paid by Metro are treated like temporary employees, except interns may exceed 1040 hours in a twelve month period (Interns who are students and provided employment opportunities for financial or vocational training through secondary or post-secondary educational institutions work study programs are not eligible for paid sick leave.)

Variable Hour: Variable hour employees are hired and scheduled for work as needed and to staff and support events at Metro and MERC facilities/venues. Variable hour employees include non-represented, part-time MERC employees. Variable hour employees' work schedules will be determined by business needs and may result in a period of routine and ongoing scheduling or more sporadic scheduling. Non-represented variable hour employees have no guarantee of a minimum or maximum number of work hours, nor are they limited to a certain number of work hours per year.

Guidelines

1. Non-represented variable hour and temporary employees may earn and use paid sick leave based on their hours **paid, excluding overtime**.
2. Employees must comply with attendance and call-in expectations for their position as outlined in procedures below. Misuse of sick leave may be grounds for discipline, up to and including termination.

Procedures

1. Rate of accrual: Non-represented variable hour and temporary employees accrue paid sick leave at a rate of .05 hours per hour **paid, excluding overtime**. Employees may accrue up to a maximum of forty (40) hours. Employees who reach the 40-hour maximum stop accruing sick leave until they use accrued sick leave and their accrual drops below the 40-hour maximum. Once an employee's accrual balance drops below the 40-hour maximum, the employee will begin accruing sick leave again based on hours paid. Sick leave shall not accrue during unpaid time.
2. Eligibility for Use:
 - a. Employees shall be eligible to use earned sick leave after 60 calendar days of service.
 - b. Sick leave cannot be used until the beginning of the pay period after which it is accrued.
3. Notification: For unforeseen absences, employees unable to report to work shall contact their supervisor and report the reason for their absence pursuant to their department notification procedures, unless it is not practicable to provide notice. Employees are then required to provide notice as soon as practicable. For foreseeable absences, employees should notify their supervisor of their need to use sick leave at least 10 days in advance. For qualifying unforeseeable leaves, employees should provide notice as soon as is practicable.
4. Reasons for sick leave use:

Employees may use accrued sick leave:

 - a. For mental or physical illness, injury or health condition, medical care, diagnosis and treatment, or preventive medical care of a mental or physical illness, injury or health condition, for themselves or for a qualifying family member.
 - b. When leave is authorized under the federal Family and Medical Leave Act (FMLA) or Oregon Family Leave Act (OFLA), the provisions of Metro's Family and Medical Leave Policy will apply.
 - c. To address domestic violence, harassment, sexual assault, or stalking in accordance with state law and Metro's Domestic Violence, Sexual Assault, Criminal Harassment and Stalking Protections Policy.
 - d. In the event of a public health emergency, which includes closure of the school or place of care of the employee's child, or by order of a public official due to a public health emergency.
 - e. To deal with the death of a family member within 60 days of the date on which the employee receives notice of the death of a family member.
5. Documentation: An employee's supervisor may require the employee to provide a note from a health care provider or other professional supporting the need for leave in the following situations:
 - a. If the employee takes more than three consecutive scheduled workdays of sick time.

- b. If the employee is suspected of misusing and/or abusing sick time.

Medical verification shall be provided within 15 calendar days after the supervisor requests the verification. Metro will pay any reasonable costs for providing medical verification or certification. **Failure to provide requested documentation may result in disciplinary action, up to and including termination.**

6. Rate of Pay: Sick leave will be paid at the employee's rate of pay for that job and shift for the hours the employee was scheduled to work on that day.
7. Unused Sick Leave at Termination: An employee's accrued sick leave will not be paid out upon termination, resignation, retirement or other separation from employment.
8. Reinstatement: Employees re-employed within 180 days of termination will have their accrued sick leave balance restored. Employees who leave Metro employment prior to 60 days after initial date of hire and return within 180 days of termination, shall be entitled to begin using their accrued sick leave after their total combined period of employment with Metro exceeds 60 days.
9. Reporting of Sick Leave to PERS: Metro shall participate in the PERS unused sick leave program. Metro shall report the number of unused sick leave hours to PERS as provided in ORS 238.350. As a result, once an employee is terminated from the agency, there is no carry-over of sick leave hours should the employee be rehired at a later date except as provided in the paragraph above regarding reinstatement within 180 days.
10. Written Notification of Accruals: Metro will provide notification on employees' pay statements of the amount of accrued and unused sick time available for use by an employee.
11. Misuse of sick leave: May be grounds for discipline, up to and including termination.

Responsibilities

Employees:

- Notify your supervisor as soon as possible of your absence for unforeseen absences following attendance and call-in policies applicable to your work group.
- For planned absences, when possible provide at least ten (10) days advance notice.
- Make a reasonable attempt to schedule the use of sick time in a manner that does not unduly disrupt Metro's operations.
- For unforeseen qualifying leaves, provide notice as soon as is practicable.
- If advance notice of sick leave has not been requested, provide medical verification of need for sick leave within fifteen (15) days after supervisor or HR requests it.
- Code leave appropriately in Metro's timekeeping system. Use sick leave for approved purposes only.

Supervisors:

- Request supporting documentation if needed to substantiate the employee's need for leave when employee has been absent for more than three (3) consecutive days or you have reason to believe the employee is misusing or abusing sick leave. (Note: Metro may need to pay costs of requesting documentation from medical provider that are not covered by health care benefits.)

- Address misuse of sick leave with employees in a timely manner, consulting with Human Resources as needed.
- Approve or deny advance requests for sick leave and notify the employee as soon as possible. You may not deny, interfere with, restrain or fail to authorize sick time to which an employee is entitled.
- You may not require employees using accrued sick leave to find replacement for or make-up their scheduled hours.
- You may not retaliate or in any way discriminate against an employee with respect to any term or condition of employment because the employee has inquired about, requested or taken sick time.
- Ensure that leave is coded appropriately in Metro's timekeeping system.

Conformity with State Law

The application of this policy is intended to comply with state law. Human Resources will notify employees of changes in guidelines/procedure for use of sick leave pending issuance of state regulations.

EXHIBIT B to MERC Resolution 15-19



DRAFT
8-31-15

Subject Non-Represented Temporary and Variable Hour Employee Policy
Section Human Resources
Approved by

POLICY
Metro hires non-represented temporary and variable hour employees to meet short-term, event driven or seasonal workload needs that are vital to the organization.

Applicable to

All non-represented employees who are hired to work in temporary or variable hour assignments, and applicants who are not currently employed by Metro.

Represented temporary and/or variable hour employees are covered by the provisions of the applicable collective bargaining agreement.

Definitions

Temporary: Temporary employees are hired to staff vacant, budgeted positions due to an employee’s absence, to fulfill unbudgeted additional staffing needs as they arise or to fulfill seasonal needs. Temporary employees may not work more than 1040 hours per year, measured from the original hire date. For the purposes of this policy, interns paid by Metro are treated like temporary employees, except that interns may exceed 1040 hours in a twelve month period.

Variable Hour: Variable hour employees are hired and scheduled for work as needed and to staff and support events at Metro and MERC facilities/venues. Variable hour employees include non-represented, part-time MERC employees. Variable hour employees’ work schedules will be determined by business needs and may result in a period of routine and ongoing scheduling or more sporadic scheduling. Non-represented variable hour employees have no guarantee of a minimum or maximum number of work hours, nor are they limited to a certain number of work hours per year.

Regular Employee: An employee who is appointed to fill a budgeted position, has passed a probationary period, and who is not temporary or variable hour.

Competitive recruitment: A recruitment for which a candidate submitted an application through an open recruitment process (either internal or external), interviewed for a position, and was selected for the position.

Guidelines

1. Temporary positions are not intended to undermine the competitive recruitment process, to replace regular employees, or to diminish regular employees' wages, hours or other conditions of work. Temporary employees are typically hired to ensure coverage of on-going business needs during a temporary vacancy of that position or during temporary employee absences; to provide additional staffing during peak seasons such as summer; or to perform necessary tasks or projects for which regular staffing is not available or suitable.
2. Temporary and variable hour employees are only eligible for an 'internal only' recruitment when hired as a result of a competitive recruitment. Temporary and variable hour employees work at-will, and are not guaranteed any set number of hours.

Procedures

1. Hiring Temporary and Variable Hour Employees:
 - a. A hiring manager will notify Human Resources when a need for a temporary or variable hour employee arises. Human Resources typically will conduct a competitive recruitment for temporary and variable hour employees unless Human Resources approves to hiring using an alternative method under (b.).
 - b. If the department's need for temporary assistance is urgent, Human Resources will:
 - 1) contact a temporary agency, typically a qualified rehabilitation facility, to request qualified candidates; or 2) assist the hiring manager to directly appoint a person to the temporary position provided the candidate possesses the specialized knowledge, skills and abilities required for the role.
2. Background checks: All temporary or variable hour employees are required to pass a background check prior to employment regardless of the recruitment method used.
3. Terms of employment:
 - a. Human Resources will complete employment confirmation letters for departments for all temporary or variable hour positions. Employment confirmation letters should clearly state employment terms including the start date and anticipated end date of the position. If the end date is not certain, the duration of employment will not exceed 1040 hours within 12 months from date of hire.
 - b. The initial rate of pay for temporary and variable hour employees will be set pursuant to Metro's Compensation Policy.
 - c. The department and Human Resources will ensure that any pay adjustments will be applied consistently to prevent inequity and adverse impact. With budget approval, supervisors have discretion to increase an employee's pay above the minimum pay or step in the respective range after a one year period of time, upon an annual seasonal rehire, or upon rehire into the same classification.
4. Classification: In cases where a temporary employee is not fulfilling the full responsibilities of a regular classification employee, Human Resources, in consultation with the department, may create temporary classifications at a lower pay range.

Responsibilities

Employee:

- Be aware of number of hours worked.

Supervisor:

- Anticipate and budget total costs of temporary and variable hour hires. This assessment includes potential PERS and unemployment costs.
- At the start of employment, a manager should indicate if a temporary or variable hour employee is projected to reach the PERS threshold of 600 hours and 12 months of service, and manage hours appropriately.
- Ensure that a temporary employee's period of employment does not exceed the 1040 hour limit.
- If there is an emergency that may make it necessary to use a temporary employee for more than 1040 hours, prior to exceeding the limit, request approval from the department director and Human Resources to extend the hours.
- Ensure that temporary employees near or at the 1040 hour limit are not scheduled to work until twelve or more months after their original start date unless human resources, and the appropriate union if applicable, approves the extension of hours..
- Ensure there is a distinction between regular staff and temporary staff with clear roles and responsibilities. Make it clear to all regular staff what the appropriate duties are for temporary employees.
- When work is offered to a temporary or variable hour employee and they decline the offer or report in advance that they will be unavailable for work, make note of that information and report it to Human Resources.
- Notify Human Resources when you know that a temporary employee will not be returning or be called back to work. Human Resources will then terminate the employee from the Human Resource Information System.

Human Resources:

- Manage and conduct competitive recruitments for temporary and variable hour employees.
- Draft employment confirmation letters for the managers for temporary and variable hour employees.
- Administer compensation for temporary and variable hour employees in accordance with applicable policies and procedures.
- When supervisor with approval of department director requests an emergency extension of a temporary employees hours in excess of 1040, if appropriate, approach union for agreement on extension of hours.
- Track all temporary hours based on hours from time of hire and notify departments and hiring managers appropriately.
- Terminate temporary and variable hour employees who have not worked any hours during previous twelve (12) months.

References

Recruitment and Selection Manual

EXHIBIT B to MERC Resolution 15-19

DRAFT
10/23/15



Subject Sick Leave for Non-Represented Benefits-Eligible Employees
Section Human Resources
Approved by

POLICY

Metro provides non-represented benefits-eligible regular and limited duration employees with paid sick leave for use by the employee or a qualifying family member in the event of illness, domestic violence related absences, bereavement leave and as otherwise allowed by law.

Applicable to

All non-represented benefits-eligible regular and limited duration employees.

Paid sick leave may be available for represented employees as determined by the applicable collective bargaining agreement.

Definitions

Qualifying Family Member: An employee’s spouse or domestic partner; biological, adopted or foster parent or child; parent-in-law; stepparent, grandchild, grandparent and grandparent-in-law; sibling and any other person for which the employee is a legal guardian or is in a relationship of in loco parentis; or as otherwise required by law.

Guidelines

1. Benefits-eligible regular status and limited duration employees will accrue sick leave with pay at a rate of .05 hours per hour paid, **excluding overtime**, up to a maximum of 104 hours per year for a full-time employee. There is no limit on an employee’s maximum accrued sick leave balance.
 - a. For benefits-eligible part-time employees, leave accruals will be prorated according to the employee’s assigned work hours (FTE).
 - b. Leave under this policy is distinct from unpaid protected sick leave for which the employee may be qualified under the Oregon Family Leave Act, federal Family and Medical Leave Act, or other laws. If leave granted under this policy is also covered by OFLA/FMLA, the two types of leave will run concurrently as allowed by law. Please see Metro’s Family and Medical Leave policy for more information.

Procedures

1. Employees shall be eligible to use sick leave at the beginning of the pay period after which it is accrued.

2. Reasons for sick leave use:

Employees may use accrued sick leave:

- a. For mental or physical illness, injury or health condition, medical care, diagnosis and treatment, or preventive medical care of a mental or physical illness, injury or health condition, for themselves or for a qualifying family member.
- b. When leave is authorized under the federal Family and Medical Leave Act (FMLA) or Oregon Family Leave Act (OFLA), the provisions of Metro's Family and Medical Leave Policy will apply.
- c. To address domestic violence, harassment, sexual assault, or stalking in accordance with state law and Metro's Domestic Violence, Sexual Assault, Criminal Harassment and Stalking Protections Policy.
- d. In the event of a public health emergency which includes closure of the school or place of care of the employee's child, or by order of a public official due to a public health emergency.

3. Sick Leave Notification: For unforeseen absences, employees unable to report to work shall contact their supervisor and report the reason for their absence pursuant to their department notification procedures, unless it is not practicable to provide notice. Employees are then required to provide notice as soon as practicable. For foreseeable absences, employees should request notice at least 10 days notice in advance.

4. Sick Leave Use in Conjunction with Workers' Compensation: An employee on a Workers' Compensation claim may elect to receive full net wages in paid sick leave while also receiving time loss payments. Employees who are receiving Workers' Compensation payments for an injury or illness may use sick leave to equal the difference between the Workers' Compensation payment for lost time to bring the employee to full net take-home pay for the pay period. In such instances, Metro will prorate charges against the employee's accrued sick leave. When an employee receives payments from Workers' Compensation and sick leave that exceed the employee's net pay, the employee will reimburse Metro for the overpayment of sick leave paid. Metro and the employee will work out a repayment plan for reimbursement. Upon repayment of the total amount of the excess, the employee's sick leave account shall be credited with that portion of the sick leave repaid.

5. Documentation: An employee's supervisor may require the employee to provide a note from a health care provider or other professional supporting the need for leave in the following situations:

- a. If the employee takes more than three consecutive scheduled workdays of sick time.
- b. If the employee is suspected of misusing and/or abusing sick time.

Medical verification shall be provided within 15 calendar days after the supervisor requests the verification. Metro will pay any reasonable costs for providing medical verification or certification. **Failure to provide requested documentation may result in disciplinary action, up to and including termination.**

6. Rate of Pay: Sick leave will be paid at the employee's regular rate of pay for that job, for the hours the employee was scheduled to work on that day.

7. Written Notification of Accruals: Metro will provide notification on employees' pay statements of the amount of accrued and unused sick time available for use by an employee.

8. Misuse of sick leave: May be grounds for discipline, up to and including termination.

Metro shall not conclude that any employee has misused sick leave without first notifying the employee in writing that the employee appears to be misusing sick leave, and giving the employee an opportunity to respond.

9. **Infrequent Absences of Exempt Employees:** When an exempt employee has an absence of four or more hours, such absences will be tracked in the leave management system and covered through the use of available leave accruals as appropriate for the situation.

Infrequent absences of less than four hours by an exempt employee that does not negatively impact expected work performance or productivity will not be covered through the use of leave accruals. In addition, this section would not apply if an employee has received prior approval from their manager to flex their schedule in a given workweek.

10. **Sick Leave Incentive:** Regular full-time employees who use twenty-four (24) hours or less of sick leave within one fiscal year period shall accrue eight (8) additional hours of vacation leave in exchange for eight (8) hours of sick leave at the end of the fiscal year period. Regular part-time employees who use twenty-four (24) hours or less of sick leave within one fiscal year period shall accrue up to eight (8) additional hours of vacation leave based on their FTE, in exchange for the same number of sick leave hours at the end of the fiscal year period.
11. **Unused Sick Leave at Termination:** No payment for accrued sick leave shall be provided for any employee upon termination, resignation, retirement or other separation from employment for any reason. Metro shall participate in the PERS unused sick leave program as provided in ORS 238.350. Metro shall report the number of unused sick leave hours to PERS for use in the calculation of the employee's final average salary.
12. **Reinstatement:** Employees re-employed within 180 days of termination will have their accrued sick leave balance restored up to 80 hours. Employees who leave Metro employment prior to 60 days after initial date of hire and return within 180 days of termination, shall be entitled to begin using their accrued sick leave after their total combined period of employment with Metro exceeds 60 days.

Responsibilities

Employee:

- Notify supervisor of unplanned absences in accordance with work unit or department procedures.
- For planned absences, when possible provide at least ten (10) days advance notice.
- For unforeseen qualifying leaves, provide notice as soon as is practicable.
- If advance notice of sick leave has not been requested, provide medical verification of need for sick leave within fifteen (15) days after supervisor or HR requests it.
- Code leave appropriately in Metro's timekeeping system.

Supervisor and Department Director:

- Request supporting documentation if needed to substantiate the employee's need for leave when employee has been absent for more than three (3) consecutive days or you have reason to believe the employee is abusing sick leave. (Note: Metro may need to pay costs of requesting documentation from medical provider that are not covered by health care benefits.)

- Address misuse of sick leave with employees in a timely manner, consulting with Human Resources as needed.
- Approve or deny advance requests for sick leave and notify the employee as soon as possible. You may not deny, interfere with, restrain or fail to authorize sick time to which an employee is entitled.
- May not require employees using accrued sick leave to find replacement for or make-up their scheduled hours.
- May not retaliate or in any way or discriminate against an employee with respect to any term or condition of employment because the employee has inquired about, requested or taken sick time.
- Ensure that leave is coded appropriately in Metro's timekeeping system.

Human Resources Department:

- Provide guidance and information as needed.

References

Metro Family and Medical Leave policy

Domestic Violence, Sexual Assault, Criminal Harassment and Stalking Protections Policy

Conformity with State Law

The application of this policy is intended to comply with state law. Human Resources will notify employees of changes in guidelines/procedure for use of sick leave pending issuance of state regulations.

METROPOLITAN EXPOSITION RECREATION COMMISSION

Resolution No. 15-20

For the Purpose of Delegating Authority to the Metro Chief Operating Officer or Her Designee To Waive User Fees.

WHEREAS, the Metropolitan Exposition Recreation Commission (MERC) has the authority to set User Fees at the MERC Visitor Venues under Metro Code Section 6.01.040(a);

WHEREAS, MERC may delegate this power to the Metro COO;

WHEREAS, MERC set the User Fee at 6% for all commercial and non-profit users and set a schedule of fees for Resident Companies at the Portland’5 Centers for the Arts (Portland’5) under Resolution 07-14;

WHEREAS, the minimum User Fee has been set at \$2.25 per ticket;

WHEREAS, certain non-resident company ticket prices or ticketing programs require a lower User Fee or waiver of the User Fee depending on the event;

WHEREAS, staff believes it is in the best interest of the Portland’5 for the COO or her designee to have the authority to waive or lower the User Fees for certain events with ticket prices below twenty dollars or if the waiver is in the public interest.

BE IT THEREFORE RESOLVED AS FOLLOWS:

MERC delegates authority to the Metro Chief Operating Officer or her designee to waive or lower User Fees for events with ticket prices below twenty dollars or if the User Fee waiver is in the public interest. MERC confirms that the User Fees set by Resolution 07-14 remain in effect and that the minimum User Fee remains \$2.25 per ticket if not waived or lowered by the Metro COO or her designee.

Passed by the Commission on November 4, 2015.

Chair

Secretary/Treasurer

Approved As to Form:
Alison R. Kean, Metro Attorney

By: _____
Nathan A. S. Sykes
Deputy Metro Attorney

MERC STAFF REPORT

Agenda Item: For the Purpose of Delegating Authority to the Metro Chief Operating Officer or Her Designee To Waive User Fees.

Resolution No.: 15-20

Date: November 4, 2015

Presented by: Robyn Williams

Background/Analysis:

The Metropolitan Exposition Recreation Commission (MERC) has the authority to set User fees. Currently the user fee is 6% for commercial and not for profit clients. The minimum user fee is \$2.25 per ticket. (User fee for resident companies is a flat fee schedule established under Resolution 07-14 and remains unchanged.)

Some arts companies are offering deeply discounted tickets for seniors, students, the military and-most recently-for people holding Supplemental Nutrition Assistance Program (SNAP) cards. One company is offering tickets for \$5.00, for example, in order to allow disadvantaged families to attend shows at the lowest possible cost. Portland's wishes to encourage and support these deep discounts by eliminating or dramatically lowering the user fees on these tickets.

Portland's desires to have the ability to waive or lower the user fees for certain events with ticket prices below twenty dollars or if the waiver is in the public interest.

User fees set by Resolution 07-14 remains in effect and the minimum user fee remains \$2.25 per ticket if not waived or lowered by the Metro COO or her designee.

Fiscal Impact:

Lowering or eliminating the user fee on low priced tickets will have minimal fiscal impact as this does not affect a high volume of tickets.

Recommendation:

Staff recommends approval of Resolution 15- 20: For the Purpose of Delegating Authority to the Metro Chief Operating Officer or Her Designee To Waive User Fees.

METROPOLITAN EXPOSITION RECREATION COMMISSION

Resolution No. 15-21

For the purpose of approving and transmitting to the Metro Council budget amendments to the Metropolitan Exposition Recreation Commission (MERC) Fund Approved Budget for fiscal year 2015-16, and requesting amendment of the Capital Improvement Plan FY 2015-16 (CIP).

WHEREAS, Metro Code 6.01.050 provides that MERC shall annually prepare and approve an annual budget which shall, to the maximum extent permitted by law, consist of one commission-wide series of appropriations; and

WHEREAS, MERC previously approved and transmitted to the Metro Council the fiscal year 2015-16 budget for the MERC Fund; and

WHEREAS, MERC staff request certain budget amendments to the approved budget for fiscal year 2015-16 for the reasons described in the attached Staff Report.

BE IT THEREFORE RESOLVED THAT,

1. MERC approves the budget amendments to the MERC Fund for the fiscal year beginning July 1, 2015 and ending June 30, 2016 for inclusion as part of the total Metro budget for this period and approves the requested changes to the CIP as described in the attached Staff Report and Exhibit A.
2. MERC requests that the Metro COO present these amendments to the Approved Budget to Metro Council for ratification.

Passed by the Commission on November 4, 2015.

Chair

Secretary/Treasurer

Approved as to Form:
Alison R. Kean, Metro Attorney

By: _____
Nathan A.S. Sykes, Deputy Metro Attorney

MERC Staff Report

Agenda Item/Issue:

For the purpose of approving and transmitting to the Metro Council a FY 2015-16 Budget and Capital Improvement Plan (CIP) amendment to the MERC Fund.

Resolution No: 15-21

Presented By: Ben Rowe

Date: November 4, 2015

Background and Analysis:

The Voice over Internet Protocol (VoIP) project is a Metro-wide effort to upgrade office phone systems to current technology, managed by the Metro Information Services department. The project is divided into two phases: 1) Infrastructure and remediation – upgrading the necessary wiring, cabling and switches in preparation for new VoIP communications equipment and 2) Business communications – installing telephone equipment, software, and conducting training. OCC and Expo’s portions of this project based on the site specific estimated remediation construction costs and the number of phones to be installed were calculated by Information Services contractors.

Recently, Martha Bennett approved the plan to proceed with the infrastructure and remediation phase of the project. This amendment transfers the specified budget amounts below for both OCC and Expo from contingency to capital. Portland’s portion of the infrastructure and remediation phase of this project is already budgeted in FY 2015-16.

The business communications phase amounts for all three venues will be budgeted in FY 2016-17.

Fund:	550 & 556						
<i>Line Item Title</i>	<i>Account</i>	<i>Fund</i>	<i>Dept</i>	<i>Prog</i>	<i>Class</i>	<i>Proj</i>	<i>Amount</i>
<i>Resources:</i>							
OCC R&R Contingency	706000	550	59500	55990	0000		52,500
Expo New Bus. Strat. Cont.	701003	556	59600	55990	0000		37,200
Total Resources							89,700
<i>Requirements:</i>							
OCC VOIP Project	572000	550	55999	55950	0000	65701B	52,500
Expo VOIP Project	572000	556	56999	55950	0000	65701B	37,200
Total Requirements							89,700

Fiscal Impact:

This action will amend the FY 2015-16 Approved Budget adding the line items amounts above transferring the amounts from contingency to capital.

Recommendation:

Staff recommends the Metropolitan Exposition Recreation Commission adopt Resolution 15-21.

**Materials following this page are
attachments to the public record.**

**Metropolitan Exposition Recreation Commission
2016 Regular Meeting Dates**

DATE	MEETING PLACE	TIME
Wednesday, January 6, 2016	Portland's Centers for the Arts Brunish Theater 1111 SW Broadway	12:00 Lunch 12:45 p.m. Meeting
Wednesday, February 3, 2016	Oregon Zoo Vista/Skyline Rooms 4001 SW Canyon Road	12:00 Lunch 12:45 p.m. Meeting
Wednesday, March 2, 2016	OCC E145 Meeting, E144 Lunch 777 NE MLK Jr. Blvd.	12:00 Lunch 12:45 p.m. Meeting
Wednesday, April 6, 2016	OCC A105 Meeting, A104 Lunch 777 NE MLK Jr. Blvd.	12:00 Lunch 12:45 p.m. Meeting
Wednesday, May 4, 2016	OCC A107-A108 Meeting, A109 Lunch 777 NE MLK Jr. Blvd.	12:00 Lunch 12:45 p.m. Meeting
Wednesday, June 1, 2016	Expo Meeting Rooms D202-D203 2060 NE Marine Drive	12:00 Lunch 12:45 p.m. Meeting
Wednesday, July 6, 2016	OCC A107-A108 Meeting, A109 Lunch 777 NE MLK Jr. Blvd.	12:00 Lunch 12:45 p.m. Meeting
Wednesday, August 3, 2016	OCC A107-A108 Meeting, A109 Lunch 777 NE MLK Jr. Blvd.	12:00 Lunch 12:45 p.m. Meeting
Wednesday, September 7, 2016	OCC A107-A108 Meeting, A109 Lunch 777 NE MLK Jr. Blvd.	12:00 Lunch 12:45 p.m. Meeting
Wednesday, October 5, 2016	Expo Center Meeting Rooms D202-D203 2060 NE Marine Drive	12:00 Lunch 12:45 p.m. Meeting
Wednesday, November 2, 2016	Oregon Zoo Vista/Skyline Rooms 4001 SW Canyon Road	12:00 Lunch 12:45 p.m. Meeting
Wednesday, December 7, 2016	Expo Center Meeting Rooms D202-D203 2060 NE Marine Drive	12:00 Lunch 12:45 p.m. Meeting

Meeting Dates/Locations Subject to Change