

METROPOLITAN EXPOSITION-RECREATION COMMISSION

Resolution No. 124

Authorizing a request for proposals to develop administrative rules for personnel policies for the Metropolitan Exposition-Recreation Commission.


The Metropolitan Exposition-Recreation Commission finds:

1. That the personnel policies for the Commission are currently being updated and revised;
2. That the Commission and Metro jointly recognize and agree on the need for development of specific rules to assist in interpretation of the personnel policies on a daily basis;
3. That this work is a project which should be undertaken by a consultant who is familiar with organizational consulting and who can dedicate time to the project;
4. That the development of administrative rules will be an effective tool for managers and supervisors in dealing with their employees;

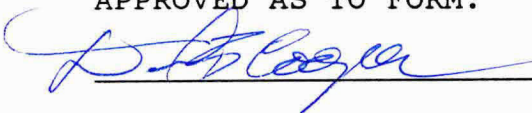
BE IT THEREFORE RESOLVED that the Commission authorizes development of a request for proposals to develop administrative rules for personnel policies for the Metropolitan Exposition-Recreation Commission.

Passed by the Commission on this 10th day of April, 1991.

  
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Chairman

  
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Secretary/Treasurer

APPROVED AS TO FORM:

  
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# Metropolitan Exposition-Recreation Commission

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April 8, 1991

## M E M O R A N D U M

TO: Metropolitan Exposition-Recreation Commission  
Ted Runstein, Chair  
Richard Ares  
Sam Brooks  
Ron Kawamoto  
Ben Middleton  
Mitzi Scott  
Richard Waker

FROM: Lee Fehrenkamp

SUBJECT: Development of Administrative Rules For Personnel Policies

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### Background

Since the transfer of the facilities of the Commission from the City of Portland to the Metropolitan Service District, many policies and procedures have been identified for clarification. Commission staff and Metro legal counsel are in the process of revising current MERC personnel policies so that development of administrative rules can begin.

A meeting was held last week with Metro representatives Dick Engstrom and Kim Huey as well as Commissioner Sam Brooks and Nancy Meyer. Discussions centered around the cooperative efforts which could be achieved in the development of affirmative action plans for both organizations. It was anticipated at the meeting that development of an affirmative action plan could be accomplished within the guidelines of the Commission's current \$10,000 personal services agreement limitation. Additional discussions explored the possibilities of jointly identifying and securing needed supervisory training for appropriate Metro and Commission staff during the upcoming fiscal year. It is anticipated that this training may need to be awarded through a request for proposal (RFP) process.

Significant progress was made during these discussions, and it was agreed that additional staff work is needed to carefully identify specific supervisory training which will be appropriate for all concerned.

With regard to administrative rules for personnel policies, Commissioner Brooks is recommending that the Commission authorize development of a request for proposals (RFP) for approval at the next meeting of the Commission.

#### Recommendation

It is recommended that this RFP be authorized for the development of administrative rules for personnel policies at the April 10, 1991 Commission meeting. It is anticipated that the development of the RFP including the scope of work will be ready for Commission approval at the May meeting.