

RECEIVED DEC 24 1991

METROPOLITAN EXPOSITION-RECREATION COMMISSION

RESOLUTION NO. 160

Approving the January-June, 1991 Hiring and Purchasing Report for the Metropolitan Exposition-Recreation Commission to the Joint Committee on Trade and Economic Development.

The Metropolitan-Exposition Recreation Commission finds:

1. That House Bill 3075 was adopted by the 65th Oregon Legislative Assembly during the 1990 Regular Session;
2. That House Bill 3075 requires that the Metropolitan Service District pursue a policy of providing first opportunity for available jobs to economically disadvantaged residents living in economically distressed neighborhoods in the immediate vicinity of the convention center site;
3. That the Metropolitan Service District has charged the Metropolitan Exposition-Recreation Commission with the responsibility for complying with House Bill 3075;
4. That the Metropolitan Exposition-Recreation Commission extended the first opportunity hiring program to all facilities operated by the Commission in Resolution No. 38;
5. That the Commission has a responsibility to report to the Joint Legislative Committee on Trade and Economic Development on the implementation of House Bill 3075 not less than every six months;
6. That the Commission created an Advisory Committee on the Development of Economic Opportunities to assist in implementation of the first opportunity program;

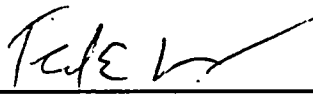
Metro E-R Commission
Resolution No. _____
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7. That the Advisory Committee on the Development of Economic Opportunities has met; reviewed the January-June, 1991 Hiring and Purchasing Report; and recommends approval of same.

BE IT THEREFORE RESOLVED:

That the Metropolitan Exposition-Recreation Commission approves adoption of the January-June, 1991 Hiring and Purchasing Report to the Joint Committee on Trade and Economic Development and recommends the report be submitted to the Legislative Committee.

Passed by the Commission on this 17th day of December, 1991.



Chairman



Secretary/Treasurer

APPROVED AS TO FORM:



Metro General Counsel

December 12, 1991

M E M O R A N D U M

TO: Metropolitan Exposition-Recreation Commission

Ted Runstein, Chair
Sam Brooks
Ben Middleton
Rich Ares
Richard Waker
Mitzi Scott
Ron Kawamoto

FROM: Advisory Committee on the Development of Economic Opportunities and Staff

SUBJECT: January-June, 1991 Hiring and Purchasing Report

Background

During the 65th Oregon Legislative Assembly Regular Session, House Bill 3075 was adopted. The Bill requires the Metropolitan Service District to pursue a policy of providing first opportunity for available jobs to economically disadvantaged residents living in economically distressed neighborhoods in the immediate vicinity of the convention center site.

As you will recall, Metro has charged the Commission with responsibility for compliance with this bill. Further, the Commission extended the first opportunity hiring program to all facilities operated by the Commission through adoption of Resolution No. 38. Purchasing of goods and services is also covered under the provisions of this bill.

Memo to Metro E-R Commission
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January-June, 1991 Hiring and Purchasing Report

The Advisory Committee on the Development of Economic Opportunities met on December 4, 1991 to review the January-June, 1991 Hiring and Purchasing Report.

Seventeen (17) openings occurred during the reporting period; fourteen (14) positions were filled. Of the positions filled, six (6) were filled in-house (1 American Indian female; 3 white females and 2 African American males).

Six (6) positions were filled from target area recruitments. Of the positions filled from target area recruitments four (4) were African American females; one (1) was a white female; and one (1) was an African American male.

Two (2) positions were hired from general recruitments; both positions were filled with white females.

Approximately 129 openings occurred in part-time positions during the reporting period; 66 positions were filled.

Two (2) positions were filled in-house. One of the positions was filled with a white female and the other was filled with an African American female.

Twenty-four (24) positions were filled from the target area. The breakdown of hiring statistics follows: 5 African American females; 5 white females; 5 white males; 7 African American males; 1 Asian male and 1 American Indian male.

Forty (40) individuals were hired during general recruitment for part-time positions. Of those hired 18 were white females; 1 was an Hispanic female; 8 were African American females; 12 were white males and 1 was an African American male.

Memo to Metro E-R Commission
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An individual has been hired to assist in recruiting and selection of employees at Commission facilities. Joann Phillips came on board in November and is shared equally with Metro Center personnel. Joann works at the Metro E-R Commission facilities on Wednesday afternoon, Thursday and Friday each week.

Discussions at the Advisory Committee also took place regarding a "shadowing" or "mentoring" program for employees. Such a program would provide an opportunity for employees to become acquainted with other areas of facility operation and offer the employees an opportunity for cross training.

The idea of utilizing "exit" interviews was discussed. These interviews would be conducted by the Personnel Department with full-time employees to assess why they were leaving the organization. Such an interview would be an important tool to use in considering changes which need to be implemented within the organization.

Training programs were also discussed by the Committee. The Committee again stressed the need for cultural diversity, supervisory and sexual harassment training in the organization.

Purchasing highlights for the reporting period include changes in the Commission purchasing guidelines as follows:

1. Informal purchases up to \$2,500 do not require competitive quotes (see first opportunity target area below)
2. Informal purchases over \$2,500 through \$31,000 require four (4) competitive quotes (at least one must be from a state certified DBE or WBE and at least one from target area vendor).
3. The preceding rules also apply to informal procurement of personal services, however, the formal threshold amount is \$25,000.

Memo to Metro E-R Commission
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The Advisory Committee has also recommended that the Commission change its current recruitment policy from a three-tiered process (in-house; first opportunity target area; and open recruitment) to a simultaneous opening for in-house and first opportunity target area, followed by an open recruitment.

The Committee has also agreed that quarterly meetings would be helpful and have asked that meetings be scheduled quarterly on a regular basis.

Recommendation

The Advisory Committee on the Development of Economic Opportunities and the staff committee recommend that the January-June 1991 Hiring and Purchasing Report be approved and forwarded to the Joint Committee on Trade and Economic Development.


General Manager's Concurrence

REPORT TO THE TRADE AND ECONOMIC DEVELOPMENT COMMITTEE

Oregon Convention Center and all MERC Facilities (Civic Stadium, Memorial Coliseum, Portland Center for the Performing Arts)

First Opportunity Target Area Program

January 1, 1991 - June 30, 1991

The Metropolitan Exposition Recreation Commission's Advisory Committee on the Development of Economic Opportunities is pleased to present its third report the Trade and Economic Development Committee on recruitment, hiring and purchasing accomplishments during the January 1, 1991 through June 30, 1991 reporting period.

RECRUITMENT & TRAINING

A total of 29 different positions were open during the reporting period, with a total of approximately 46 openings.

Full-time Position Openings

Full-time position titles open during the reporting period totaled 17 in 14 separate job categories. A total of 14 full-time positions were filled during the reporting period as follows:

In-House:	6
Target Area:	6
Open Recruitment:	2

A complete breakdown of numbers of applicants for full-time positions including gender and race are included in the hiring summary marked "Exhibit A".

Part-Time Position Openings

Part-time position titles open during the reporting period totaled 15 with approximately 129 vacancies. Of those vacancies, 66 were filled during the January-June reporting period as follows:

In-House:	2
Target Area:	24
Open Recruitment:	40

OUTREACH & COMMUNITY SUPPORT

The MERC staff participated in two job fairs during the January-June reporting period. The KBMS-Soul Town Review Job Fair was jointly attended by the Metro/Merc personnel department. The Job Fair was held at Jefferson High School on May 15, 1991 with KBMS estimating that approximately 3,500 individuals from the north/northeast community attended this fair.

Another fair attended by MERC staff was the 1991 Cascade Job Fair which was held at the Student Center on the Cascade Campus of Portland Community College. This job fair was well attended by students who were seeking career and part time employment opportunities.

In addition, MERC Commissioner Brooks and MERC staff also participate on several committees in the north/northeast community to increase community awareness of the MERC Commission and the opportunities which exist for employment and purchasing. Those committees and organizations include: the Customer Service Advisory Committee at Portland Community College-Cascade Campus; Oregon Association of Minority Entrepreneurs, NE Jobs Committee; North Portland Job Service Employers Committee; Portland Community College Northeast Skills Center Advisory Committee.

A representative from the MERC personnel department also represented the Commission at the joint high school/community college advisory committee meeting which was held at Tigard High School on May 15, 1991. Speakers at the meeting included Representative Margaret Carter who discussed the latest information

on local, state and national legislation impacting vocational technical education (Workforce 2000, America's Choice, Carl Perkins, Measure 5) and how the state legislature is planning for the future; Dr. Dan Dunham, Director of Continuing Higher Education and Executive Director of Oregon Alliance for Program Improvement, Oregon State University, and Mr. Robert Baugh, Partnership Division Administrator, Oregon Economic Development Department and Mr. James Van Dyke, Vice President, Educational Services, Portland Community College discussed vocational technical education and developments on a regional level, including the role of advisory committees in meeting workforce needs.

In addition, representatives from the Metro/MERC Personnel Department were requested to speak to an older workers class at the Private Industry Council who were undergoing retraining. The purpose of the visit was to explain the scope of the Metro and MERC organizations and to acquaint those prospective employees with the employment process.

TRAINING

The Commission authorized implementation of a TEAM (Techniques for Effective Alcohol Management) training for employees during this reporting period. All full and part-time employees were trained in early and effective identification and management of alcohol-related concerns with patrons of the various public facilities operated by the Commission. Contracted services such as Fine Host and City Center Parking also participated in the early alcohol abuse identification training program which was held in January, February and March of 1991.

In addition, human resource training, including cultural diversity, was conducted with admissions and security personnel in several sessions in June, 1991. Training was accomplished with approximately 275 employees in this department who represent many of the first-line employees patrons of the facilities meet when attending events at the facilities. The training is specifically designed to provide awareness and information about cultural differences and assists individuals in utilizing effective strategies to deal with differences.

PURCHASING/PROCUREMENT

A new purchasing policy was adopted by the Metropolitan Exposition-Recreation Commission. This policy implements the Metro Code and applicable provisions of ORS Chapter 279.

Significant highlights of the Commission purchasing guidelines include:

1. Informal purchases up to \$2,500 do not require competitive quotes (see first opportunity target area below)
2. Informal purchases over \$2,500 through \$31,000 require four competitive quotes (at least one must be from a state certified DBE or WBE and at least one from target area vendor)
3. The preceding rules also apply to informal procurement of personal services, however, the formal threshold amount is \$25,000.

First Opportunity Target Area

The purchasing policy adopts recommendations from the Economic Advisory Committee by extending the first opportunity concept to procurement. This aggressive outreach program targets State of Oregon certified DBEs, MBES, WBEs and ESBs located in the identified target area.

An in-house Target Area Directory is used to identify certified vendors located in the target area. Strict first opportunity is afforded target area businesses provided they meet the needs of the department (i.e., price, delivery and quality).

Contractor Compliance

Compliance reports were submitted by firms who are major contractors with the Metropolitan Exposition-Recreation Commission. These reports are attached as Exhibit "C" at the end of this report.

ACTIVITIES EXPECTED IN THE NEXT SIX MONTHS

The staff is continuing to work toward implementation of an affirmative action plan for MERC and expects to be near completion by the end of the July-December reporting period.

MERC personnel policies are currently being updated and revised so that the administrative rule development for personnel can be implemented.

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CPR, cultural diversity, supervisory, Word Perfect and Lotus 1, 2, 3 training will be implemented during the upcoming reporting period.

Purchasing procedures will be implemented and distributed to staff. A contract for temporary agency services will be awarded.

In addition, the MERC/Metro Personnel Department will be participating in community job fairs and will hire an outreach recruiter.

HIRING SUMMARY

FULL TIME POSITIONS OPEN JANUARY - JUNE, 1991

Number of Position Titles Open:									
									14
Number of Positions to Fill:									15-17
Total Applicants:									381
Total Applied In-House: 30		W	AF	H	AS	AI			
	F:	14	4	1					1
	M:	7	3						
Total Applied Target Area: 120		W	AF	H	AS	AI	Unsp		
	F:	30	31	1					
	M:	15	37		3	1	2		
Total Applied General: 231		W	AF	H	AS	AI	Unsp		
	F:	107	10	2	2	2	1		
	M:	80	11	4	5	5	2		
Number of Positions Filled (Total Hired):									14
Positions Filled from In-House:									6
Positions Filled from Target Area:									6
Positions Filled from General Recruitment:									2

KEY: W=White AF=African American H=Hispanic AS=Asian
 AI=American Indian Unsp.=Unspecified F=Female M=Male

POSITIONS FILLED JANUARY - JUNE, 1991
FEDERAL JOB CLASS CATEGORIES BREAKDOWN

Paraprofessionals Hired 2	F:	W 1	AF 1	H	AS	AI
Ticket Services Supervisor In-House	F:	1				
Event Coordinator-OCC Target Area	F:		1			
Clerical/Secretarial Hired 7	F:	W 5	AF 2	H	AS	AI
Office Clerk-Technical Services General Recruitment	F:	1				
Special Services Secretary Target Area	F:		1			
Office Clerk-Special Services In-House	F:	1				
Executive Secretary Target Area	F:		1			
Payroll Clerk Target Area	F:	1				
Secretary PCPA General Recruitment	F:	1				
Accounting Clerk In-House	F:	1				
Service/Maintenance: Hired 4	F: M:	W	AF 3	H	AS	AI 1
Utility Worker I Target Area	M:		1			
Utility Worker II In-House	F: M:		2			1
Protective Service: Hired 1	F:	W 1	AF 1	H	AS	AI
Facility Security Agent Target Area	F:		1			

(See position opening breakdowns on following pages)

GENERAL OFFICE CLERK, TECHNICAL SERVICES

Open October 1990 - February 1991

1 position open

Total applied: 58

Total hired: 1

In-House: Received 1
Source: posting

	W	AF	H	AS	AI
F:	1				

Target Area: Received 4
Source: 1 walkin, 3 Employment Div.

	W	AF	H	AS	AI
F:	1	3			

In-House and Target Area applicants lacked English, math and word processing skills.

General Recruitment: Received 53

	W	AF	H	AS	AI
F:	38	7	2		1
M:	2		1	2	

Source: Oregonian-31, This Week-7, NE Workforce-1, Word-3, Caller-3, JobLine-2, Unspecified-1, Walkin-4, City posting-1

Hired 1 white female, J. Wittman, from General Recruitment, source: Oregonian ad.

SPECIAL SERVICES SECRETARY

Open January - February 1991

1 position open

Total applied: 10

Total hired: 1

In-House: Received 3
Source: Posting

	W	AF	H	AS	AI
F:	3				

Target Area: Received 7
Source: Skanner-1, Observer-1, word-3, JobLine-1, Employment Div.-1

	W	AF	H	AS	AI
F:	4	2	1		

Hired 1 African American female, D. Bernard, target area, source: word

TICKET SERVICES SUPERVISOR

Open December 1990; decision in January 1991

1 position open

Total Applied: 4

Total hired: 1

In-House: Received 4
Source: posting-3, word-1

	W	AF	H	AS	AI
F:	2	1			
M:	1				

Hired 1 white female, S. Hortsch, in-house, posting

GENERAL OFFICE CLERK, SPECIAL SERVICES

Open March 1991

1 position open

Total applied: 2

Total hired: 1

In-House: Received 2

	W	AF	H	AS	AI
F:	2				

Source: posting

Hired 1 white female, E. Hall, in-house, posting

EXECUTIVE SECRETARY

Open October-November, 1990; decision in January 1991

1 position open

Total applied: 13

Total hired: 1

In-House: Received 0

	W	AF	H	AS	AI
Target Area: Received 13	F: 5	8			

Source: Urban League-1, Skanner-3, word-1, posting-1, Brooks office-1, JobLine-1, Employment Div.-3, NE Workforce-1, unspecified-1

Hired 1 African American female, D. Peterson, target area, source: NE Workforce Center

PAYROLL CLERK (Temporary - through 6/30/91)

Open January - February 1991

1 position open

Total applied: 14

Total hired: 1

In-House: Received 2

	W	AF	H	AS	AI
F:		1			

Source: posting

M: 1

Target Area: Received 12

	W	AF	H	AS	AI
F:	7	2			

Source: Skanner-2, Employment Div.-6, word-1, City Hall-1, JobLine-1, walkin-1

M: 3

Hired 1 white female, W. Ballenberg, target area, source: Employment Div.

(subsequently discharged, position not re-opened.)

UTILITY WORKER I - OCC

Open November-December 1990; no decision until February 1991
1 position open

Total applied: 39

Total Hired: 1

In-House: Received 1
Source: Posting

F: W AF H AS AI
1

Target Area: Received 38

F: W AF H AS AI Unsp.
4 3
M: 7 20 2 2

Source: Employment Div.-7, word-16, unspecified paper-2, walkin-3, Observer-2, unspecified-3, HVRPC(?) -1, caller-1, posting-1, NE Workforce-1, PCC-1

Hired 1 African American male, T. Odoms, target area, source: word

UTILITY WORKER II - OCC

Open February 1991

3 positions open

Total applied: 6

Total Hired: 3

In-House: Received 6

F: W AF H AS AI
1 1 1
M: 3

Source: posting-5, word-1

Hired 3 in-house:

F: W AF H AS AI
M: 2 1

Source: posting-2, word-1

SECRETARY - PCPA

Open January - March 1991

1 position open

Total applied: 73

Total Hired: 1

In-House: Received 0

Target Area: Received 6

F: W AF H AS AI
2 3
M: 1

Source: caller-1, Skanner-1, word-1, Observer-1, unspecified paper-1, JobLine-1

Target Area applicants lacked English, math and word processing skills.

General Recruitment: Rec'd 67

F: W AF H AS AI Unsp.
62 2 1
M: 1 1

Source: Oregonian-55, This Week-4, unspecified paper-3, Employment Div.-2, word-3

Hired 1 white female, M. Deuchler, general recruitment, source: OR

EVENT COORDINATOR - OCC
 Open February - March 1991
 1 position open
 Total applied: 35

Total Hired: 1

In-House: Received 3	F:	W	AF	H	AS	AI
	M:	1				
		2				

Source: posting-3

Target Area: Received 32	F:	W	AF	H	AS	AI
	M:	7	9			
		7	7		1	1

Source: Skanner-6, Observer-4, JobLine-3, Word-8, Employment Div.-2, Walkin-5, unspecified-3, Vocational Rehab.-1

Hired 1 African American Female, C. Emerson, target area, source: word

FACILITY SECURITY AGENT - OCC
 Open January - March 1991; no decision by June 1, 1991
 1-2 positions open
 Total applied: 120

Total Hired:

In-House: Received 1	M:	W	AF	H	AS	AI
Source: Jobline-1		1				

Target Area: Received 8	F:	W	AF	H	AS	AI
	M:					
			1			
			7			

Source: walkin-5, caller-1, word-2

Hired 1 African American Female, K. Burrell, target area, source: caller

Target Area applicants lacked assertiveness, pleasant demeanor, English usage and security experience.

General Recruitment: Rec'd 111	F:	W	AF	H	AS	AI	Unsp.
	M:	7	3			1	
		77	10	3	3	5	2

Source: Oregonian-77, This Week-15, JobLine-1, Word-4, Walkin-2, Unspecified Paper-3, Unspecified-3, Job Fair-3, Siletz-2, Skanner-1

Hired (No decision as of June 30)

ACCOUNTING CLERK

Open May 1991

1 position open

Total applied: 1

Total hired: 1

In-House: Received 1

Source: posting

	W	AF	H	AS	AI
F:	1				

Hired: 1 white female, E. Hunt, in-house, posting

SALES REPRESENTATIVE - COLISEUM/STADIUM

Open June 1991

1 position open

Total applied: 4

Total hired:

In-House: Received 4

	W	AF	H	AS	AI
F:	2	1			
M:	1				

No decision as of June 30; filled In-House in July

SALES AND MARKETING MANAGER - PCPA

Open June 1991

1 position open

Total applied: 2

Total hired:

In-House: Received 2

	W	AF	H	AS	AI
F:			1		
M:	1				

No decision as of June 30; filled In-House in July

PART TIME POSITIONS
HIRED JANUARY - JUNE, 1991

Number of Position Titles Open:	15						
Number of Positions to Fill:	106 - 129						
Total Applicants:	622						
Total Applied In-House: 14	F:	W	AF	H	AS	AI	
	M:	10	1				
		3					
Total Applied Target Area: 168	F:	W	AF	H	AS	AI	Unsp.
	M:	22	51	3	3		1
		24	57	4	1	2	
Total Applied General Recruitment: 440							
	F:	W	AF	H	AS	AI	Unsp.
	M:	137	44	1	4	4	2
		153	65	7	11	10	2
Number of Positions Filled (Total Hired):							66
Number of Positions Filled from In-House:							2
Number of Positions Filled from Target Area:							24
Number of Positions Filled from General Recruitment:							40

Key: W = White, AF = African-American, H = Hispanic, AS = Asian-American, AI = American Indian, Unsp. = Unspecified
F = Female, M = Male

POSITIONS FILLED JANUARY - JUNE, 1991
 FEDERAL JOB CLASS CATEGORIES BREAKDOWN

PART TIME POSITIONS

		W	AF	H	AS	AI
PARAPROFESSIONAL	F:	1				
House Manager - PCPA In-House	F:	1				
CLERICAL	F:	8	7	1	AS	AI
	M:	1				
Checkroom Attendant General Recruitment	F:	2		1		
Ticket Seller In-House, Target, General	F:	3	4			
Telephone Reservation Clerk Target, General	F:	3	3			
	M:	1				
Event Receptionist Undecided						
Seat Marker Undecided						
SERVICE/MAINTENANCE	F:					
	M:					
Elevator Operator General Recruitment	F:	2				
Usher Target, General	F:	10	4			
	M:	7	4			
Event Custodian - OCC Target, General	F:		3			
	M:	2	3		1	1
Event Custodian - MCC/CS, PCPA Target, General	F:	2				
	M:	2	1			
Matron - MCC/CS, PCPA Undecided						
Gate Attendant Undecided						

FEDERAL JOB CLASS CATEGORIES BREAKDOWN, CONTINUED

TECHNICAL	F:	W	AF	H	AS	AI
	1					
	5					

Message Center Operator/AV Production Assistant
Target, General
Medical Specialist
Cancelled recruitment

See attached pages for individual position opening breakdowns.

CHECKROOM ATTENDANT - PCPA
 Open January - February 1991
 3 positions open
 Total applied: 111

Total Hired: 3

In-House: Received 0

Target Area: Received 10		W	AF	H	AS	AI
	F:	3	4			
	M:	1	2			

Source: word-4, walkin-3, unspecified-1, JobLine-1, caller-1
 Applicants lacked assertiveness, clerical skills, availability.

General Recruitment: Received 101		W	AF	H	AS	AI
	F:	52	7	1	2	1
	M:	22	12	2	2	

Source: OR-35, TW-27, Unspecified paper-14, JobLine-3, caller-3, unspecified-3, word-7, IRCO-1, walkin-4, City Hall-1, posting-1

Hired 3 from General Recruitment		W	AF	H	AS	AI
Source: Oregonian-1, This Week-2	F:	2		1		

ELEVATOR OPERATOR - PCPA
 Open January - February 1991
 2-3 positions open
 Total applied: 33

Total Hired: 2

In-House: Received 0

Target Area: Received 3		W	AF	H	AS	AI
	M:	2	1			

Source: word-1, walkin-1, cerebral palsy office-1
 Applicants lacked availability, public experience, or wanted full time.

General Recruitment: Received 30		W	AF	H	AS	AI
	F:	9	4		1	
	M:	8	7	1		

Source: OR-8, TW-3, Unspecified paper-7, Jobline-3, Word-2, walkin-3, unspecified-1, caller-2, posting-1

Hired 2 white females from General Recruitment, 1-word, 1-unspecified paper

TICKET SELLER

Open September - November 1990, no decision till February 1991
4-6 positions open

Total applied: 73

Total Hired: 7

In-House: Received 4

	W	AF	H	AS	AI
F:	2	1			
M:	1				

Source: posting-2, Jobline-1, note in schedule-1

Hired: 1 African-American female, in-house, posting

Target Area: Received 15

	W	AF	H	AS	AI
F:	4	6	2		
M:	3				

Source: Jobline-2, walkin-6, unspecified paper-2, NE Workforce-1, word-2, unspecified-1, Employment Div.-1

Hired: 2 African American females, target area, 1-jobline, 1-word

General Recruitment: Received 54

	W	AF	H	AS	AI
F:	24	5		1	3
M:	17	2		1	1

Source: OR-29, TW-6, unspecified paper-2, word-5, walkin-4, unspecified-7, posting-1

Hired: 4 from general recruitment

	W	AF	H	AS	AI
F:	3	1			

Source: Oregonian-2, unspecified paper-1, unspecified - 1

TELEPHONE RESERVATION CLERK - PCPA TICKET CENTER

Open November 1990; held till February 1991 with no further hires
7-10 positions open

Total applied: 34

Total Hired: 7

In-House: Received 0

Target Area: Received 3

	W	AF	H	AS	AI
F:	1	2			

Source: word-2, Observer&Skanner-1

Hired 3 from target area:

	W	AF	H	AS	AI
F:	1	2			

Source: word-2, papers-1

General Recruitment: Rec'd 31

	W	AF	H	AS	AI	Unsp.
F:	14	9				1
M:	5	1		1		

Source: OR-11, TW-4, posting-1, Employment Div.-1, caller-1, word-7, walkin-3, JobLine-1, Unspecified-2

Hired 4 from general recruitment:

	W	AF	H	AS	AI
F:	2	1			

Source: 1-posting, 2-word, 1-unspecified

MESSAGE CENTER OPERATOR/AV PRODUCTION ASSISTANT

Open December 1990 - January 1991

6 positions open

Total applied: 28

Total Hired: 6

In-House: Received 0

Target Area: Received 7

	W	AF	H	AS	AI
F:	2				
M:	3		2		

Source: Jobline-1, Unspecified-2, Employment Div.-2, word-2

Hired 3 from target area:

	W	AF	H	AS	AI
F:	1				
M:	2				

Source: 2-word, 1-unspecified

General Recruitment: Received 21

	W	AF	H	AS	AI
F:	2	2			
M:	13	3			1

Source: PCC-3, Unspecified-1, National Broadcasting School-3, PIC-1, OR-6, word-4, TW-2, Employment Div.-1

Hired 3: white males from general recruitment, 2-word, 1-Oregonian

USHER

Open January - March 1991
15-25 positions open
Total applied: 123

Total Hired: 25

In-House: Received 0

Target Area: Received 38		W	AF	H	AS	AI
	F:	7	12		2	
	M:	5	12			

Source: posting-1, walkin-2, Oserver-2, Skanner-3, JobLine-1, Unspecified paper-5, word-19, King Neighborhood-1, caller-1, NE Workforce-1, Urban League-1, Employment Div.-1

Hired 7 from target area:		W	AF	H	AS	AI
	F:	2	1			
	M:	1	3			

Source: walkin-1, Jobline-1, caller-1, unspecified paper-1, word-2, Skanner-1

General Recruitment: Received 85		W	AF	H	AS	AI
	F:	32	8			
	M:	33	10	1		1

Source: word-18, JobLine-4, walkin-11, Oregonian-32, Red Cross-1, This Week-12, PSU-1, unspecified-2, Urban League-1, Employment Division-1, unspecified paper-2

Hired 18 from General Recruitment:		W	AF	H	AS	AI
	F:	8	3			
	M:	6	1			

Source: word-4, This Week-4, Oregonian-5, walkin-2, Jobline-1, unspecified paper-1, unspecified-1

MEDICAL SPECIALIST

Open October-November 1990
1-3 openings
Total Applied: 4

Total Hired: 0

In-House: Received 0

Target Area: Received 4		W	AF	H	AS	AI
	F:	1				
	M:	3				

Source: Oregonian-3, word-1

Cancelled recruitment as of 3/31/91.

EVENT CUSTODIAN - OCC
 Open January - February 1991
 10 positions open
 Total applied: 90

Total Hired: 10

In-House: Received 0

Target Area: Received 20		W	AF	H	AS	AI
	F:		1	1		
	M:	2	13	1	1	1

Source: Urban League-2, posting-1, word-8, JobLine-1, Walkin-3, Skanner-1, unspecified-1, NE Workforce-2, PCC-1

Hired 6 from Target Area:		W	AF	H	AS	AI
	M:	1	3		1	1

Source: posting-1, word-2, Jobline-1, unspecified-1, walkin-1

General Recruitment: Rec'd 70		W	AF	H	AS	AI	Unsp.
	F:	2	5				1
	M:	31	19	3	3	4	2

Source: Oregonian-26, This Week - 10, walkin-8, unspecified-8, Job Opportunity Bank-1, word-15, Urban League-1, unspecified paper-1

Hired 4 from Gen'l Recruitment:		W	AF	H	AS	AI
	F:		3			
	M:	1				

Source: Oregonian - 3, unspecified-1

EVENT CUSTODIAN - COLISEUM/STADIUM, PCPA
 Open January-April 1991
 4-6 openings
 Total Applied: 75

Total Hired: 5

In-House: Received 0

Target Area: Received 27		W	AF	H	AS	AI
	F:	2	2			
	M:	4	18	1		

Source: unspecified-11, word-10, walkin-3, NE Workforce-1, JobLine-1, Employment Div.-1

Hired 3 from Target Area:		W	AF	H	AS	AI
	F:	1				
	M:	1	1			

Source: word-2, unspecified-1

General Recruitment: Received 48		W	AF	H	AS	AI
	F:	2	4			
	M:	24	11		4	3

Source: unspecified-2, PIC-1, Oregonian-17, word-8, This Week-12, JobLine-3, walkin-4, Employment Div.-1

Hired 2 from Gen'l Recruitmt:		W	AF	H	AS	AI
	F:	1				
	M:	1				

Source: 1-This Week, 1 - word

HOUSE MANAGER - PCPA

Open April 1991

1 position open

Total Applied: 9

Total Hired: 1

In-House: Received 9

	W	AF	H	AS	AI
F:	7				
M:	2				

Source: posting-6, word-3

Hired 1 white female from in-house, source: posting

MATRON - COLISEUM/STADIUM

Open April-May 1991

1-3 positions open

Total applied: 4

Total Hired: 0

In-House: Received 0

Target Area: Received 4

	W	AF	H	AS	AI	Unspec.
F:	1	2				1

No decision made as of June 30, 1991.

EVENT RECEPTIONIST

Open June

3 positions open

Total applied: 16

Total Hired: 0

In-House: Received 1

	W	AF	H	AS	AI
F:	1				

Target Area: Received 15

	W	AF	H	AS	AI
F:		13			

In progress 6/30/91

M:	1	1			
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SEAT MARKER

Open April-May

1-2 positions open

Total Applied: 22

Total Hired: 0

In-house: received 0

Target Area: received 22

	W	AF	H	AS	AI
F:	1	9		1	

Source:

M:		10			1
----	--	----	--	--	---

In progress 6/30/91

USHER

Open late June
33 positions open (approximately)
Total Applied: 0

Total Hired: 0

In progress 6/30/91

GATE ATTENDANT

Open late June
15 positions open (approximately)
Total Applied: 0

Total Hired: 0

In progress 6/30/91



April 12, 1991

FREDA WALKER
PURCHASING & OUTREACH COORDINATOR
M.E.R.C.
PO BOX 2746
PORTLAND, OR 97208

Dear Freda:

RE: Contract #910485 - Concession & Catering Mgmt reporting for DBE/WBE Purveyors.

Please find enclosed the Contract Compliance Reports for period 11/2/90 to 4/2/91.

Our expenditures with these purveyors vs approved budget during this reporting period reach these percentages overall:

WBE 3.5%
DBE 3.8%

Should you have any questions, please feel free to contact me.

Sincerely,

Cheryl Jorgensen
Acctg Mgr
Fine Host - MERC Accts

cc: Dennis Beaudoin
Dominic Buffeta

CJ:kt



December 9, 1989

Ronald M. Ikata
ABCO Supply Co.
3417 S.E. 22nd.
Portland, OR 97202

Dear Mr. Ikata:

Since my letter on November 2, 1989, we are still not doing business together. Fine Host recognizes the sensitivity of having local minority services and products for the Coliseum Complex and Civic Stadium, and we want to do business with you and your company.

When you went through our store room on November 7th, the only items or prices you came up with were cups, and the cups we use we get direct from the Solo Company with our Fine Host logo on them.

I am attaching a list of the items that we are presently getting from other suppliers. If you have any suggestions or questions, please call. Again, we are looking forward to doing business with you.

Respectfully yours,

A handwritten signature in cursive script, appearing to read 'Gary L. Shipp'.

Gary L. Shipp
General Manager
Fine Host Corporation

cc Dennis Beaudion
Randy Spector
Lee Fehrenkamp

Enclosure

METROPOLITAN EXPOSITION-RECREATION COMMISSION

Contract Compliance Report

Contractor: Portland Paper & Supply - WBE

Contract No.: 910485

Approved Budget: \$895,318 Expenditures to Date: 10845

Reporting Period: FROM 11/2/90 TO 4/2/91

Attachments: Yes
 No

Narrative:

- Approved Budget is for 6 month period by cost category.

METROPOLITAN EXPOSITION-RECREATION COMMISSION

Contract Compliance Report

Contractor: Rivergate Bakery - WBE

Contract No.: 910485

Approved Budget: \$895,318

Expenditures to Date: 730

Reporting Period: FROM 11/2/90

TO 4/2/91

Attachments: Yes
 No

Narrative:

- Approved Budget is for 6 month period by cost category.

METROPOLITAN EXPOSITION-RECREATION COMMISSION

Contract Compliance Report

Contractor: Portland Provisions - WBE

Contract No.: 910485

Approved Budget: \$895,318

Expenditures to Date: 62046

Reporting Period: FROM 11/1 TO 4/2/91

Attachments: Yes
 No

Narrative:

- Approved Budget is for 6 month period by cost category.

METROPOLITAN EXPOSITION-RECREATION COMMISSION

Contract Compliance Report

Contractor: Karla's Krabs - Product - WBE

Contract No.: 910485

Approved Budget: \$895,318

Expenditures to Date: 3522

Reporting Period: FROM 11/2/90 TO 4/2/91

Attachments: Yes
 No

Narrative:

- Approved Budget is for 6 month period by cost category.

METROPOLITAN EXPOSITION-RECREATION COMMISSION

Contract Compliance Report

Contractor: Ramona's House of Flowers - WRK

Contract No.: 910485

Approved Budget: \$136,687 Expenditures to Date: 100.00

Reporting Period: FROM 11/2/90 TO 4/2/91

Attachments: Yes
 No

Narrative:

- Approved Budget is for 6 month period by cost category.

METROPOLITAN EXPOSITION-RECREATION COMMISSION

Contract Compliance Report

Contractor: Personnel Pool - WBE

Contract No.: 910485

Approved Budget: 1,176,781 Expenditures to Date: 757

Reporting Period: FROM 11/2/90 TO 4/2/91

Attachments: Yes
 No

Narrative:

- Approved Budget is for 6 month period by cost category.

METROPOLITAN EXPOSITION-RECREATION COMMISSION

Contract Compliance Report

Contractor: Hallock Agency WBE

Contract No.: 910485

Approved Budget: \$37,589 Expenditures to Date: 0

Reporting Period: FROM 11/2/90 TO 4/2/91

Attachments: Yes
 No

Narrative:

- Approved Budget is for 6 month period by cost category.

We used this purveyor in the prior period, but have not had the opportunity to do so during this reporting period.

METROPOLITAN EXPOSITION-RECREATION COMMISSION

Contract Compliance Report

Contractor: ABCO

Contract No.: 190485

Approved Budget: \$895,318 Expenditures to Date: 0

Reporting Period: FROM 11/2/90 TO 4/2/91

Attachments: Yes
 No

Narrative:

- Approved Budget is for 6 month period by cost category.

This purveyor was unresponsive to our needs. Please find attached a letter to this effect.



November 2, 1989

Ronald M. Ikata
ABCO Supply Co.
3417 S.E. 22nd
Portland, OR 97202


Dear Mr. Ikata:

Since our first meeting on the 13th of September, Fine Host has expressed an interest to do business with your company, ABCO Supply, but we have received no immediate response from you.

If you wish to do business, please contact me at the Memorial Coliseum. My phone number is 235-9105.

Looking forward to hearing from you.

Respectfully yours,


Gary S. Shipp
Fine Host Corporation

GS:db

cc: Dennis Beaudoin
Randy Spector
Lee Fehrenkamp

METROPOLITAN EXPOSITION-RECREATION COMMISSION

Contract Compliance Report

Contractor: Coast Janitorial Service - DBE

Contract No.: 910485

Approved Budget: \$1,176,781 Expenditures to Date: 57658

Reporting Period: FROM 11/2/90 TO 4/2/91

Attachments: Yes
 No

Narrative:

- Approved Budget is for 6 month period by cost category.

METROPOLITAN EXPOSITION-RECREATION COMMISSION

Contract Compliance Report

Contractor: Flower King - MBE

Contract No.: 910485

Approved Budget: \$136,687

Expenditures to Date: 360-

Reporting Period: FROM 11/2/90 TO 4/2/91

Attachments: Yes
 No

Narrative:

- Approved Budget is for 6 month period by cost category.

METROPOLITAN EXPOSITION-RECREATION COMMISSION

Contract Compliance Report

Contractor: Karla Krabs - Comm. - DBE

Contract No.: 910485

Approved Budget: \$1,176,781

Expenditures to Date: 1329

Reporting Period: FROM 11/2/90

TO 4/2/91

Attachments: Yes

No

Narrative:

- Approved Budget is for 6 month period by cost category.

METROPOLITAN EXPOSITION-RECREATION COMMISSION

Contract Compliance Report

Contractor: O.L.C.C. Store 198 - Union Ave DBE

Contract No.: 910485

Approved Budget: \$895,318

Expenditures to Date: 23,496

Reporting Period: FROM 11/2/90

TO 4/2/91

Attachments: Yes
 No

Narrative:

- Approved Budget is for 6 month period by cost category.



715 S W MORRISON STREET - PORTLAND, OREGON 97205 - TELEPHONE 221-1666

June 3, 1991

copy (1/1/91)
1/1/91
2/3/91

Mr. Ed Contreras
Metropolitan Exposition and Recreation Commission
P. O. Box 2746
Portland, Oregon 97208

Dear Ed,

City Center Parking continues to put forth a successful effort to hire its employees for the Oregon Convention Center and the Memorial Coliseum from the Employee Target Area.

A full time employment ad has been running in The Skanner Newspaper since the inception of the current contract. City Center Parking plans to continue to run the ad through the duration of the contract.

Presently over 90% of all the Convention Center and Coliseum employees live in the Employee Target Area.

Ed, if I can answer any questions please do not hesitate to call.

Sincerely,

Gregory Goodman
Vice President

GG/gs

METROPOLITAN EXPOSITION-RECREATION COMMISSION

Contract Compliance Report

Contractor: HOLLYWOOD LIGHTS, INC.

Contract No.: 911586

Approved Budget: Ø Expenditures to Date: Ø

Reporting Period: FROM 1/1/91 TO 1/31/91

Attachments: Yes
 No

Narrative:

As stated in the original contract Hollywood Lights does not contract out for any services. If you would like to know more about what we do, please call me at 244-5808.

Richard M. Fuller
President

METROPOLITAN EXPOSITION-RECREATION COMMISSION

Contract Compliance Report

Contractor: Photo & Sound

Contract No.: 911618

Approved Budget: _____ Expenditures to Date: _____

Reporting Period: FROM _____ TO _____

Attachments: Yes
 No

Narrative:

Photo & Sound has not utilized subcontracted labor during the term of this contra

METROPOLITAN EXPOSITION-RECREATION COMMISSION

Contract Compliance Report

Contractor: _____

Contract No.: _____

Approved Budget: _____ Expenditures to Date: _____

Reporting Period: FROM _____ TO _____

Attachments: Yes
 No

Narrative:

METROPOLITAN EXPOSITION-RECREATION COMMISSION

Contract Compliance Report

Contractor: Oregon Ticket Co. dba Fastixx

Contract No.: 911617

Approved Budget: _____ Expenditures to Date: _____

Reporting Period: FROM October 1990 TO December 1990

Attachments: Yes
 No

Narrative:

See Attached.

Contract Compliance Report for Oregon Convention Center
Contract # 911617

Narrative:

Oregon Ticket Co., consistent with the proposal for ticketing services for the Oregon Convention Center, has complied with DBE/WBE Program in numerous areas.

All installation of Oregon Ticket Co. communication equipment, wiring and technical material was implemented by The Northeast Business Center, a minority owned business specializing in offering jobs and placement of disadvantaged/minority workers in the core area (N.E. Portland). James Berry, Owner / President coordinated all on site work. To date, Northeast Business has been the only subcontractor used for installation/technical work on site at the Convention Center and complies with Disadvantaged Business Enterprises (DBE) program..

Advertising material in the form of PMT's and other logo material for Oregon Ticket Co. is subcontracted to RFD Publication dba Downtowner Weekly, owned and operated by Maggi White which complies with Women Owned Business Program.

Oregon Ticket Company currently employs 7 people. One (1) of the mentioned employees is black, three (3) are female and the remaining three (3) employees are white males.