

Copied
10/25/07
Small folded
invitation sent by
mail for 1979 swear in

You are cordially invited to attend the
Swearing-In Ceremony

for the

Metropolitan Service District Council

Donna Stuhr	district 1	Betty Schodeen	district 7
Charles Williamson	district 2	Caroline Miller	district 8
Craig Berkman	district 3	Cindy Banzer	district 9
Corky Kirkpatrick	district 4	Gene Peterson	district 10
Jack Deines	district 5	Marjorie Kafoury	district 11
Jane Rhodes	district 6	Mike Burton	district 12

and

Executive Officer - Rick Gustafson

3 p. m. - January 1, 1979

Western Forestry Center

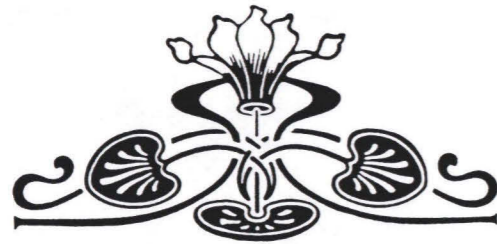
3044 S.W. Canyon Rd. - Portland

reception following ceremony
compliments of Friends of the Zoo

r.s.v.p. Barbara Higbee 221-1646

Metropolitan Service District

Swearing-in Ceremony
January 1, 1979
Western Forestry Center
3:00 p.m.



Metropolitan Service District



Welcome Commissioner
Robert Schumacher,
former MSD
Board Chairman

Swearing-in Ceremony The Honorable
Arno H. Denecke,
Chief Justice, Oregon
Supreme Court

Tribute to Tri-County
Local Government Commission. . . Rick Gustafson

Reception

MSD Council

- Donna Stuhr District 1
- Charles Williamson District 2
- Craig Berkman District 3
- Corky Kirkpatrick District 4
- Jack Deines District 5
- Jane Rhodes District 6
- Betty Schedeen District 7
- Caroline Miller District 8
- Cindy Banzer District 9
- Gene Peterson District 10
- Marjorie Kafoury District 11
- Mike Burton District 12

MSD Executive Officer

Rick Gustafson

We're glad you could share in this occasion today... you are seeing a unique concept in government officially getting under way. The nation's first voter-approved regional government with directly elected councilors and executive officer will now take on for this metropolitan area solid waste disposal management, land use and transportation planning, operation of the Washington Park Zoo, and drainage and flood control studies, with possible authority for several other metropolitan functions in the future.

The regional government concept was approved in May but had its beginnings years ago, aided by the formation of such groups as the Metropolitan Study Commission in 1963, looking at situations crossing local government boundaries and resulting in the formation of the Columbia Region Association of Governments, reviewing local applications for federal grants and later involved in regional planning; the Boundary Commission, assuring orderly and logical extension of local government boundaries; and the Metropolitan Service District, providing regional solid waste disposal, studies in drainage control, and operation of the zoo.

Then, in 1975, the Tri-County Local Government Commission was formed to study new ways to deliver and finance public services in the urban area. Their recommendations to the Legislature resulted in the passage of House Bill 2070, establishing the new Metropolitan Service District.

The new MSD begins its work today with the belief that many aspects of the metropolitan area can be handled more efficiently at a regional level. We are hopeful for its success in solving problems that are truly regional in concern, and believe the hard work necessary to achieve this will be well worth the effort in proving the value of the Metropolitan Service District for the people of this area.



Handwritten:
10/25/79

Metropolitan Service District

527 SW Hall Portland, Oregon 97201 503/221-1646

Memorandum

Date: January 4, 1979
To: MSD Council
From: Caroline Miller and Gene Peterson
Subject: Changes to Consider in Joint Personnel Rules

Assuming an appropriate committee will be charged with reviewing the Interim Personnel Rules for the purpose of subsequently amending them in the next three months in order to establish a set of standard Personnel Rules, we request that the following items be assigned to the committee for consideration during its review of the Interim Rules:

General

1. Need to establish which staff appointments, if any, will require confirmation by Council.
2. Which staff employees, if any, will be directly responsible to the Council.
3. Need to compare proposed rules against other public agency rules.

Specific

- ✓ 4. Sec. 5 Variances. Suggest that this section require that any variances granted be reported to the Council.
- ✓ 5. Sec. 9 Probationary Period. (e) Termination of a probationary employee should require notification, in writing, citing the reasons, although not necessarily reasons constituting "cause."
16. Sec. 11 Personnel Records. (d) (2) Committee should consider requiring that an employee's authorization be obtained before anyone other than pre-selected authorized officials be given access to her/his personnel file. In addition, the employee may authorize in writing her/his representative to give access.

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7. Sec. 13 Layoff. (a) Suggest a provision be added giving laid-off employees rehire preference for ___ months following layoff.
8. Sec. 18 Disciplinary Action. (c) (12) This provision appears to be much too broad - possibly should be eliminated.
9. Sec. 18(d) (2) Oral Warning. Suggest that record should "temporarily" be placed in employee's personnel file, and that file may be purged by Executive Officer at a later date. Key issue is where documentation of an oral reprimand is kept and for how long.
10. Sec. 18(d) (b) Demotion. Suggest deletion of phrase that "demotion is the same as a reduction" since reduction is not a disciplinary matter. *Ray Ric feels the phrase should be deleted & agreed*
11. Sec. 18(d) (7) Discharge. Suggest this language is too broad and could be abused.
12. Sec. 18(e) the word, "reduce" should be deleted.
13. Sec. 18(g) Employee's answer. Provision should be made to permit the employee to be represented.
14. Sec. 18(h) Notice of Discharge. Provision should be made to purge personnel records should employee win case.
15. Sec. 19 Grievance Procedure. These procedures should be tightened up in this section and in (h) to specifically identify who and how it is decided whether an arbiter should be appointed, and whether the selection should be within or outside staff. Also, this section needs to be clarified as to its application to union employees. Also, Step 1 of the procedures should require that both the grievance and answer be required to be in writing.
- ✓ 16. Section 23. New Positions. (a) In the last sentence the use of the term "temporary positions" should be referenced to the term "supplemental (temporary) employee."
- ✓ 17. Sec. 25 Effect on Incumbents of Positions being Reclassified. (4) This provision may impose too stringent conditions on management in upward reclassifications.
- ✓ 18. Sec. 25 Effect of Incumbents . . . (5) Substitute the word "new" for "former" in the last line of this paragraph. Recommend exploration of the validity of this provision.

19. Sec. 25 Effect on Incumbents . . . (6) Committee should consider limiting "overfilling" to those employees who have been with the organization for a (minimum) number of years. Should an incumbent employee be layed off, she/he should have recall rights.
20. Sec. 26 Pay Plan. (a) This paragraph could be clarified by substituting the word, "range" for the words "minimum and maximum" rate of pay. The reference to "exempt status" refers to identifying whether an employee is exempt from overtime compensation as described in Sec. 29 Overtime Compensation. This paragraph should also reference the Supplemental Employee Pay Plan.
21. Sec. 27
22. Sec. 28 Appointee Compensation. This section could be clarified by adding a provision that "appointment at the minimum (entry) level should be the rule, with appointments above that level being the exception for outstanding qualifications and experience."
23. Sec. 31 Holidays. (a) In the second sentence, change "supplemental employees" to "employees other than permanent full-time employees."
24. Sec. 31 Holidays. (e) Should add a provision that compensatory time off be taken within () days from the point in time originally worked.
25. Sec. 34 Sick Leave (b) (2) Quarantine. Suggest accrued sick leave not be diminished as a result of being quarantined.
26. Sec. 34 Sick Leave. (d) Suggest committee consider an incentive provision for converting sick leave to pay or vacation under specific conditions. Also suggest that committee consider strengthening the requirement to verify sick leave by physician statement.
27. Sec. 35 (c) Other than Maternity or Disability Leave. Suggested permitting employee the right to elect to continue medical coverage with personal contribution.
28. Sec. 35 Leave of Absence. In second sentence substitute "recommend" for the word "judged" and, at the end of the sentence add the phrase, "all subject to review by the Executive Officer."

29. Sec. 36 (d) Military: Correct the second sentence by substituting "he/she" for he.

RM:kk
1900A

SWEARING-IN CEREMONY

JAN. 1 1979

ORDER OF PROGRAM:

SEATING ARRANGEMENT:

long table with podium in center

Rick to left of podium, Schumacher right of podium, Justice Denecke next to Rick and Council members on either side.

SCHUMACHER WILL OPEN CEREMONY

HE WILL NEXT INTRODUCE CHIEF JUSTICE ARNO DENECKE WHO WILL SWEAR IN COUNCILORS (each one to be recognized by standing)

DENECKE INTRODUCES CRAIG BERKMAN, TEMP. CHAIRPERSON, WHO MAKES A FEW REMARKS.

JUSTICE DENECKE THEN INTRODUCES RICK AND SWEARS HIM IN.

RICK THANKS DENECKE, SCHUMACHER, BERKMAN, CONGRATULATES THE COUNCIL, GIVES TRIBUTE TO THE TRI-COUNTY GOVERNMENT COMMISSION. TELLS THEM ABOUT SCRAP BOOK AND THE CERTIFICATE FOR EACH OF THEM, TO BE PICKED UP AFTER THE CEREMONY. HE SHOULD ALSO ASK MEMBERS PRESENT TO STAND.

Karen will have someone hand out programs at the door.

will get certificate prepared fro Tri-County Gov. Comm.

(to be signed by the Council) She will prepare scrap book.

Jack will check on the Forestry Center, long table, chairs, PA system

Need: logo for front of podium, possibly same as program. Maybe just a large MSD.

Copied
10/25/07

MSD METROPOLITAN SERVICE DISTRICT

527 S.W. HALL PORTLAND, OREGON 97201 503/221-1646

Rick Gustafson,
Executive Officer

MSD Council

Mike Burton,
Presiding Officer
District 12

Donna Stuhr,
Deputy Presiding
Officer
District 1

Charles Williamson
District 2

Craig Berkman
District 3

Corky Kirkpatrick
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Jack Deines
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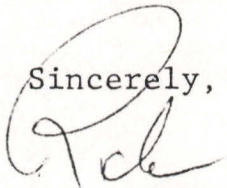
Marge Kafoury
District 11

March 5, 1979

Dear Carrie,

Thank you for sending the resume of Thomas Notos to my attention. I have given it to Bob McAbee, Manager of Personnel and Support Services and have requested that he notify Mr. Notos of any possible openings at MSD.

Sincerely,



Rick Gustafson

pft

**portland
federation
of teachers**

811 N. W. 23rd Avenue
Post Office Box 10165
Portland, Oregon 97210
503/223-1198



RECEIVED
MAY 10 1979

METRO SERVICE DISTRICT

5/9/79

*Per - Thank you.
We will keep them
on file.
cc: McAbee
Shell*

Rick Gustafsen
Executive Officer
Metropolitan Service District
527 SW Hall
Portland, Oregon
97201

Dear Rick,

First of all, thank you for your lead in helping me to find an Executive Secretary. Ironically, though Mrs. Kelly did not take shorthand and hence did not qualify for our vacancy, she did call a friend, Darla Swensen who was highly qualified. However, I did not hire Darla because she was confidential secretary to Ray Steed, Superintendent of AREA III of Portland Public Schools and I felt there would be some potential conflict. She is an impressive young lady with a great deal of poise and experience and so I thought I would return the favor and send you her resume in case you find yourself in need of additional or replacement staff. I have also sent the resume of Katherine Dickinson who struck me as an outstanding candidate and she, like Darla has extensive experience in word processing. Thought this information might prove to be of future help.

Sincerely,

Carole

MSD METROPOLITAN SERVICE DISTRICT

527 S.W. HALL PORTLAND, OREGON 97201 503/221-1646

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District 9

Gene Peterson
District 10

Marge Kafoury
District 11

Caroline Miller
811 NW 23rd Ave.
Portland, Oregon 97210

Dear Carrie,

Thank you for the resumes. I am sorry
that it did not work out with Cristi
Kelley.

People with word processing experience
are hard to find and we will keep their
resumes on file in the personnel department
since we have just hired a replacement for
the person who was transferred as secretary
for the Solid Waste Dept.

Sincerely,



Rick Gustafson
Executive Officer

RG:ph

RECEIVED
JAN 21 1980

1/18/80

METRO SERVICE DISTRICT

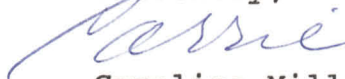
Rick Gustafson
Executive Officer
Metro
527 SW Hall
Portland, Oregon
97201

Dear Rick,

I hope you will find some way to make my "goodbyes" to the Metro staff and to tell them how much I have enjoyed getting to know them and working with them. The wealth of knowledge that I have gained about government is all because of their good work. They have proven themselves to be a very able group of professional who can suffer to slings and arrow of outrageous bureacracy with a great deal of grace and,happily for me, a great deal of humor.

I thank them for their patience and for the guidance they have given me as I learned to function as a small part of our new government. If the voters are willing, I look forward to continue working with them on joint MSD and county concerns.

Sincerely,



Caroline Miller

P.S. Send a very special "thank you" to Sue for guiding me through all those Resolutions and Ordinances!

And another "thank you" to Mary who has served the Council exceptionally well.

*copy sent to
Sue & Mary*

Rick We.

Metropolitan Service District

527 SW Hall Portland, Oregon 97201 503/221-1646

January 18, 1980

Honorable Norma Paulus
Secretary of State
136 State Capitol
Salem, Oregon 97310

Rick Gustafson,
Executive Officer

Attention: Greg McMurdo
Assistant Secretary

MSD Council

Mike Burton,
Presiding Officer
District 12

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Deputy Presiding
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Caroline Miller
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Cindy Banzer
District 9

Gene Peterson
District 10

Marge Kafoury
District 11

Dear Secretary Paulus:

I hereby resign my position as Metropolitan Service District Councilor representing District 8, effective today, January 18, 1980. The District 8 position is not scheduled for an election this year.

Sincerely,



Caroline Miller

CM:slr

Metropolitan Service District

527 SW Hall Portland, Oregon 97201 503/221-1646

January 18, 1980

MEMO: Rick Gustafson
Mike Burton

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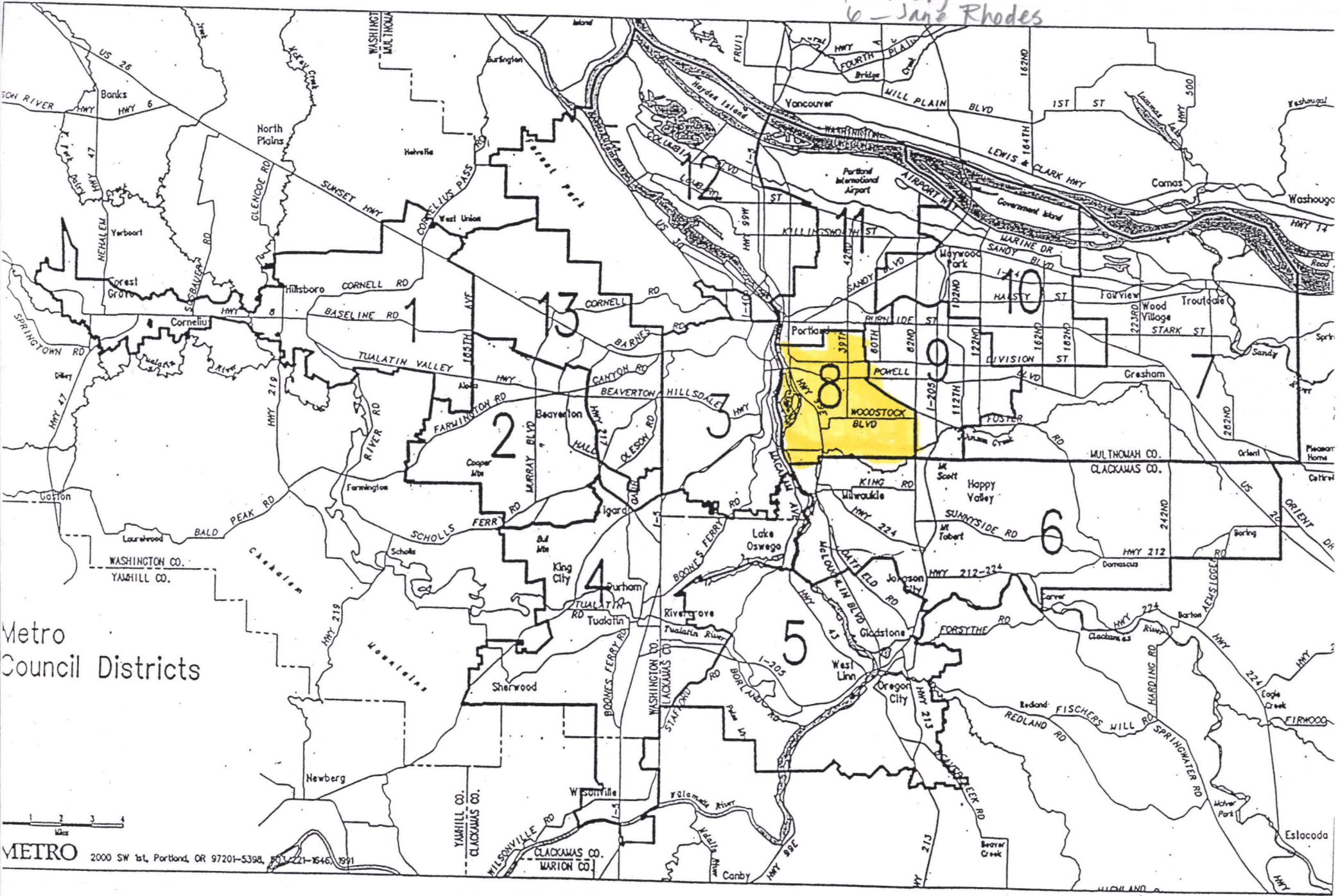
Marge Kafoury
District 11

It is with regret that I tender my resignation as
District 8 representative for the Metropolitan Service
District.

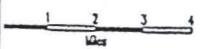

Caroline Miller

Caroline Millers district #8

11 - Marge Kafoury
9 - Cindy Banzer
6 - Jane Rhodes



Metro Council Districts



METRO 2000 SW 1st, Portland, OR 97201-5398, FAX 221-1546, 591

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