

J. Scott Andrews
Commissioner Chair

Aneshka Dickson
Commissioner

John C. Mohlis
Commissioner

Steven Straus
Commissioner

Charles A. Wilhoite
Commissioner

Charlie Hales
Mayor

Patrick Quinton
Executive Director

This document represents the official meeting record of the January 9, 2013, Portland Development Commission (PDC) Board of Commissioners' Meeting held at 222 NW Fifth Ave., Portland, OR 97209. The full video recording of this meeting can be found at: <http://www.youtube.com/watch?v=30-Z2kT0Fps>.

1. Call to Order and Roll Call

Chair Scott Andrews called the meeting to order at approximately 3:01 p.m. Ms. Gina Wiedrick, Board recording secretary, called the Commission roll:

| | |
|-------------------------------|---------|
| Chair Scott Andrews | PRESENT |
| Commissioner Aneshka Dickson | PRESENT |
| Commissioner John Mohlis | PRESENT |
| Commissioner Steven Straus | ABSENT |
| Commissioner Charles Wilhoite | ABSENT |

2. Commissioner Reports

Commissioner Dickson

- On December 5, 2012 participated in a ride-along with PDC staff, Fred Atiemo and Stephen Green, to visit the Portland Tissue Processing Lab; an African-American-owned company that has been around for over 25 years.
- On December 7, 2012 attended the Neighborhood Economic Development Leadership Group meeting; there is a lot of good work going on and looks forward to presentations to the Board in 2013.
- On January 3, 2013 went a tour of The Fields park site.

Commissioner Mohlis

- In December, spent time in Salem for the legislative days and the one-day special session that Governor Kitzhaber called to pass the economic bill.
- Currently preparing for the upcoming legislative session.

3. Executive Director Report

- On December 13, 2012 the City of Portland's Auditor's Office presented a very favorable audit on economic growth in the Urban Renewal Areas (URAs).
- On December 14, 2012 along with the Oregon Department of Transportation (ODOT), announced a Request for Information for redevelopment opportunities of ODOT-owned properties in Produce Row in SE Portland.
- On December 14, 2012 along with Chair Andrews, attended the Portland Housing Bureau (PHB) Gray's Landing opening, an affordable housing project in North Macadam URA.
- On December 19, 2012 a Brookings Institution report said that Portland has the fourth best performing economy out of the 100 largest metros listed.
- On January 5, 2013 the Parkrose Neighborhood Prosperity Initiative (NPI) announced that they are hiring for a Revitalization Manager; visit <http://www.historicparkrose.com> for details.

- On December 11, 2012 Vizify, a software cluster firm and graduate of the Portland Seed Fund’s first class, partnered with Twitter on a new Twitter feature.
- On December 18, 2012 the Portland Business Journal announced the move of software cluster firm Acquia, from Boston, to PDC’s building, sharing the third floor with Technology Association of Oregon.
- On January 8, 2013 Simple, a local software company, was featured in the *New York Times*.
- On December 12, 2012 Keen, an athletic and outdoor cluster firm, opened a new store in the Pearl District.
- On December 18, 2012 clean tech cluster firm Lucid Energy reached an agreement with the City of Portland for the first in-pipe hydropower renewal energy system.
- On January 3, 2013 great news for local clean tech firms like Iberdrola and Vestas, as part of the fiscal cliff action, the Production Tax Credit was extended.
- January 7, 2013 was the deadline for receipt of applications for the fourth startup class of the Portland Seed Fund. KJW and K2 ran stories of the Portland Seed Fund. On their websites and on PDC’s are videos of the various interviews.
- Today, January 9, 2013 is the deadline for applications to Oregon Entrepreneurs Network’s Angel Oregon.
- February 3, 2013 is the deadline for applications to the Nike+ Accelerator.
- On January 8, 2013 along with John Jackley, spoke at the African American Chamber of Commerce.
- On January 15, 2013 will attend the Governor’s Office of Film and TV’s annual meeting.
- Chair Andrews and his wife had a cameo appearance on the second episode of Portlandia.
- Introduce new employees:
 - Amy Nagy, Business Development Coordinator in the Central City Division;
 - Victor Caesar, Central Eastside Entrepreneurial Student in the Central City Division;
 - Jeff Fish, Human Resources Director;
 - Courtney Cohn, Neighborhood Economic Development Student in the Neighborhood Division; and
 - Justin Douglas has taken on the role of Policy Manager and will be working with the Board on a regular basis.
- On January 8, 2013 PDC posted a video online that highlights a year-end review:
<http://www.youtube.com/watch?v=8OlyEyT2-94&list=UUsXKnmpwO4bSn0JNszjhSRw&index=3>

Chair Andrews stated that he appreciated the video; we do not focus enough on our accomplishments, but rather look forward to the next hurdle and made him think of three other issues: (1) it is unfortunate that the latest auditor’s report did not catch the attention of the media like others have done in the past, (2) the reporting on the state of office, retail, and industrial occupancy noting that while downtown was flat the suburban market absorbed 2,000,000 square feet of space over the past two years, and (3) it was announced today that the wage growth in Washington County was the highest of any county in the United States.

4. Meeting Minutes

Chair Andrews called for a motion to approve the November 29 and December 12, 2012, Board meeting minutes with the following three amendments:

- (1) November 29, page 3, the last sentence of Commissioner Dickson’s statement should read: “. . . second matter before the Board, and will thus participate in this matter.”;

- (2) November 29, page 12, E. Goal 5, item (2) should be deleted and replaced with: “adopting an internal equity plan”; and
- (3) December 12, page 3, paragraphs 3 and 4 were amended with the correct spelling of Mr. A. Philip Randolph.

Commissioner Dickson moved and Commissioner Mohlis seconded the motion.

AYES: Andrews, Dickson, Mohlis

NAYS: None

5. Public Comment for Items Not on Agenda

Connie Ashbrook, Executive Director, [Oregon Tradeswoman, Inc.](#) Ms. Ashbrook passed out flyers (attached at the end of these minutes as Attachment 1), tee-shirts, and presented a plaque thanking the Board and staff for its support of Women in Trades Career Fair 2012.

Commissioner Mohlis spoke in favor of the program and stated that it does work.

REGULAR AGENDA

6. Action Item: Adopting the Equity Policy of the Portland Development Commission

Portland Development Commission staff presenting this item:

Mr. John Jackley, Director – Business & Social Equity

Mr. Jeff Fish, Director – Human Resources

Ms. Patricia Weekley, Contracts Compliance Coordinator

With this action the Board will replace the existing Business and Workforce Equity Policy with a new Equity Policy that 1) expands the Board’s equity policies and principles beyond PDC-sponsored construction projects to include other external and internal activities of PDC and 2) delegates to the Executive Director the authority to adopt administrative procedures to implement the equity policies of the Board.

This action creates a broad Equity Policy for the agency that is designed to support equitable outcomes in all PDC investments, projects, and programs; ensure that significant PDC investments in development projects provide opportunities for living-wage construction jobs, career advancement, and business opportunities for historically disadvantaged populations; and establishes internal business practices that increase diversity and social equity within PDC and support partnerships with community stakeholders.

Chair Andrews called forward guests to testify.

Jodi Parker, Executive Secretary, [Columbia Pacific Building and Construction Council](#). Ms. Parker stated that they work to ensure that women and men in trades have access to education and apprenticeship opportunities. Ms. Parker spoke in favor of the Equity Policy and added that it is important to have stability and continuity when educating the workforce who in return has the chance to become responsible members of the community.

Gale Castillo, President, [Hispanic Metropolitan Chamber](#). Ms. Castillo spoke in favor of the Equity Policy and stated that not only PDC but also its partners must create equal opportunities for everyone. She added that the policy is the next step and it supports PDC's goals and efforts.

Jeff Moreland, Owner, [Raimore Construction, LLC](#). Mr. Moreland spoke in favor and in support of the Equity Policy stating that it is the most comprehensive policy that he has ever seen and it addresses some of the barriers that has placed limits on minority contractors.

Connie Ashbrook, Executive Director, [Oregon Tradeswoman, Inc.](#) Ms. Ashbrook spoke in favor of the Equity Policy stating that it brings economic development for low-income Portlanders, that it works to build economic vitality, and provides an opportunity for those that want to participate in the economic development initiatives of the Board. She also spoke in favor of the next item on the agenda, Adopting Program Guidelines for the Economic Opportunity Initiative Adult Workforce Development Program, stating that it significantly contributed to their program which prepares low-income residents to be able and ready to work on PDC projects.

Maurice Rahming, [National Association of Minority Contractors-Oregon](#). Mr. Rahming spoke in favor and in support of the Equity Policy and its inclusion of DBEs (disadvantaged business enterprise) and added his hopes that as PDC looks through the equity lenses it will bring focus to DBEs.

Andres Montgomery, Chief Executive Officer, [Dreem Digital, Inc.](#) Mr. Montgomery gave a perspective of his experience in moving his company to Portland, noting that unlike many minority entrepreneurs, he had a positive networking experience. He spoke in favor of the Equity Policy stating that its success is dependent on its intentional and measurable goals otherwise inclusion cannot happen.

James Posey, Co-Founder, [National Association of Minority Contractors-Oregon](#). Mr. Posey was not present at the meeting, but rather addressed the Board through a video. Through this [online video](#) Mr. Posey expressed his support of the Equity Policy stating that addressing the historical barriers that minority contractors are faced with will help them succeed.

Chair Andrews thanked everyone for taking the time to attend the meeting and added that it is helpful to the Board to receive input from the community on items such as that of the Equity Policy. Chair Andrews expressed his excitement over the policy and agreed with comments made by various guests stating that PDC has raised the bar and set a new set of standards.

Commissioner Dickson asked the following questions:

- What was PDC's policy before regarding DBE firms? Did PDC not look at DBE firms before? Where did the consideration come from to add this to the policy? Mr. Jackley responded that in the past PDC would only look at DBE goals if the project had federal funds. He added that a recommendation came from a stakeholder advisory group on the disparity study asking PDC to look at DBE goals in non-federally-funded projects either in conjunction with (Minority/Women/Emerging Small Business (MWESB) or stand-alone.
- PDC's goals are at 20 percent; is the DBE goal part of that 20 percent calculation? Mr. Jackley responded that it would depend on the project and added that this new approach would allow staff to assess what percentage of the goal needs to be DBE on a project-by-project basis.
- What percentage of PDC staff is of color? Mr. Fish responded that he does not know the exact percentage but has asked staff to look at the local area minority population and stated that PDC is at or above the representative levels from an affirmative action plan point of view. Executive

Director Patrick Quinton added that the last numbers stated that PDC is at 15 percent, which is acceptable; however, it is the goal to reach a higher number.

- In terms of the delegation to the Executive Director, will that carry forward after Executive Director Quinton? Executive Director Quinton responded that this is not by person, but rather by the position itself, thus the delegation will be in effect as long as the policy is in effect. He added that the Board can at any time make changes to the policy if it sees that it is not achieving the goals that it sets or disagrees with the direction that staff is taking.

Commissioner Mohlis thanked the public for taking the time to come and share their thoughts and added that it is good to hear different perspectives. He thanked staff for the presentation and the work they have done, and agreed that PDC needs to look beyond the construction work and have a broader and encompassing policy. Commissioner Mohlis added that he expects staff to return to provide updates.

Executive Director Quinton stated that he had hoped to have this presentation in front of the Board sooner, but part of the delay had been in the efforts from staff to explore this topic in greater detail. He added that the work done on the Neighborhood Economic Development Strategy had been one of the primary tools that explored this topic. Executive Director Quinton stated that this is long overdue but he is proud with the end-result; he added that the delay was not because it lacked in importance, but rather because it was important to get this done right.

Chair Andrews called for a motion to approve Resolution 6988; Commissioner Dickson moved and Commissioner Mohlis seconded the motion.

AYES: Andrews, Dickson, Mohlis
NAYS: None

7. Action Item: Adopting Program Guidelines for the Economic Opportunity Initiative Adult Workforce Development Program

Portland Development Commission staff presenting this item:
Ms. Kate Deane, Neighborhood Manager

With this action the Board will adopt a set of guidelines for the Economic Opportunity Initiative Adult Workforce Development Program (EOI Adult Workforce). Program guidelines (Program Guidelines) do not currently exist because the program has been operating according to the policies and practices that were in place at the time of the program's transfer to PDC from the Bureau of Housing and Community Development, now PHB.

PDC anticipates working with Worksystems, Inc. (WSI) to develop a Request for Proposals (RFP) in February 2013 to select a new roster of approximately eight non-profit workforce development providers to provide vocational case management services for very low income multi-barriered populations of Portland residents who are unemployed or under-employed. Providers will oversee career planning, job training, job placement, retention, and advancement for individuals. Complementary resources will be leveraged from WSI, to accelerate participant progress. The RFP will be developed consistent with the Program Guidelines.

Chair Andrews asked the following questions:

- Do the Community Development Block Grant (CDBG) funds come from PHB? Ms. Deane responded that yes, these federal CDBG funds are routed through PHB. She added that PDC and PHB have an agreement that disburses that money to PDC and guides the expenditure of those funds for the EOI program.
- Is the decrease in funding due to reductions from the federal government, City, or both? Ms. Deane responded both; PHB and PDC are planning for a 10 percent cut in the CDBG funds. She added that this cut could be more or less depending on what is done by Congress.
- Is there anything significantly different than what we have been working with before? Ms. Deane responded that there really is not and added that the program came to PDC in really good shape and is based on sound research on what works.

Commissioner Mohlis highlighted that the alignment with WSI makes a lot of sense and is a more effective use of the dollars. He asked if PDC tracks the records of the providers and their success and stated that he felt this was important. Ms. Deane responded that there is a strong interest in tracking deliverables and contractors must provide a report on a quarterly basis.

Commissioner Dickson asked for an explanation of PDC's involvement in the RFP process, and inquired how competitive the RFP process is and what strategies applicants should focus on. Ms. Deane responded that PDC is very involved and staff meets with the program manager and contractors on a monthly basis to hear about the work they are doing and the collaboration that is going on between the providers and WSI to develop and tweak the program. Ms. Deane added that she is also a member of the Youth Workforce Development Council. Ms. Deane responded that the RFP process will be highly competitive and encourages anyone interested in applying to reach out to her or review the details on the PDC website. She added that many do not understand how complex the work is, but encourages collaboration with providers who do not have experience doing workforce development but are interested in developing that capacity to form a partnership with another entity that has experience.

Chair Andrews called for a motion to approve Resolution 6989; Commissioner Mohlis moved and Commissioner Dickson seconded the motion.

AYES: Andrews, Dickson, Mohlis
NAYS: None

At approximately 4:38 p.m. Chair Andrews adjourned the PDC Board of Commissioners and convened the PDC Audit Committee and called for a five-minute break. At approximately 4:45 p.m. Chair Andrews called the meeting back to order.

8. Action Item: Accepting and Approving Comprehensive Annual Financial Report for Fiscal Year 2011-12 and Management Letter to the Audit Committee; Endorse Management's Responses to the Auditor's Letter

Portland Development Commission staff and others presenting this item:

Ms. Faye Brown, Chief Financial Officer

Ms. Catherine Kaminski, Accounting Manager

Mr. Drummond Kahn, Director – City of Portland Audit Services

Ms. Fiona Earle, Principal Management Auditor – City of Portland Audit Services

Mr. Jim Lanzarotta, Partner – Moss Adams, LLP

Ms. Nancy Young, Senior Manager – Moss Adams, LLP

With this action the Board will accept and approve the completed Comprehensive Annual Financial Report (CAFR) for the Fiscal Year (FY) ended June 30, 2012, and in addition, accept the Communication of Certain Audit Matters Management Letter from Moss Adams, LLP (Moss Adams), and endorse PDC management's responses thereto.

Ms. Earle stated that this is a new contract with Moss Adams. Last year the City put out an RFP (PDC had two members on the evaluation committee) and Moss Adams won the competitive bidding. She added that Moss Adams has audited PDC for the past five years under the old contract; this is the first year on a three-year contract with the option to extend.

Mr. Kahn stated that he and his staff meet regularly with the PDC Audit Committee, of which Commissioners Mohlis and Wilhoite are members of and work on regular audits, manage the external audit contracts, and perform any internal audits as requested by PDC management.

Mr. Lanzarotta listed the six elements in their audit service of PDC:

- (1) audit of the financial statements;
- (2) testing reporting related internal controls;
- (3) review/testing of information technology general and application controls;
- (4) testing for Oregon Minimum Standards / Legal Compliance;
- (5) testing compliance with Federal Grant requirements; and
- (6) technical review of PDC's CAFR

Mr. Lanzarotta stated that the overall opinion of the financial statements is an unqualified, or clean, opinion which means that it meets the requirements of governmental accounting standards and has the required disclosures within it. He turned the time over to Ms. Young for a presentation of the five significant deficiencies found. These can be found on pages 135 through 139 of the CAFR.

Mr. Lanzarotta stated that most of the deficiencies were brought up by PDC management before Moss Adams began the audit. Commissioner Mohlis asked for confirmation that when these deficiencies are found, a process is put in place to prevent this from happening again. Mr. Lanzarotta responded yes and added that in the next audit they will review this year's deficiencies and evaluate if the processes put in place by management did indeed work. Commissioner Dickson asked whether this review has been done in prior years. Mr. Lanzarotta responded yes.

Ms. Young stated that they are required to report corrected and uncorrected misstatements to the Board; this was done as part of the earlier presentation on the five deficiencies. She added that there were no disagreements with management and they are not aware of management seeking a second opinion on the findings.

Mr. Lanzarotta spoke regarding new accounting standards that have been released but are not yet effective (Governmental Accounting Standards Board (GASB) 65, GASB 67, and GASB 68), most of which deal with financial and reporting implications. He urged PDC to look at these more closely, especially with regards to the pension plans and the sustainability of PDC's efforts, the impact on URAs, and generally how the underfunding will affect PDC, and to work with the City on the impact of the financial statements. Commissioner Mohlis asked if these were Congressional actions or how are they adopted. Mr. Lanzarotta responded that it is coming directly from the Governmental Accounting Standards Board.

Executive Director Quinton stated that PDC does forecasting and feels confident that PDC is prepared. With regards to the Oregon Public Employees Retirement System (PERS) implementation, Executive Director Quinton asked who would determine the PERS share that will be allocated to each government entity. Mr. Lanzarotta responded that there are two standards: (1) for the pension itself telling PERS how to implement, and (2) for the local governments telling them how to implement the standard; neither standard dictates who calculates those portions. He added that it is a problem that needs to be addressed, and the task force he is working with is looking for solutions and ideas on how the various agencies can voluntarily do something now to mitigate without working on the problem each on their own. Executive Director Quinton asked if the presumption is that shortfalls in PERS ultimately flow back to the agencies that participate in PERS. Mr. Lanzarotta responded that yes, it is, but it depends on each state and the agreement that is in place, but ultimately the local governments do pick up that shortfall and resolve it over time.

Mr. Lanzarotta commended PDC for establishing its own Audit Committee. *(Note that Commissioners Mohlis and Wilhoite are members of this committee.)*

Ms. Brown affirmed that PDC has already started to put procedures and controls in place and is certain that the mistakes made this past year and the findings that were presented today will not happen again.

Commissioner Mohlis commented that he receives a monthly report which tracks every single issue as it comes up, noting progress made or steps needed to resolve.

Executive Director Quinton stated that Ms. Brown brings findings to him as they come up and they take action immediately. He added that even though these are technically mistakes that came from Ms. Brown's department, Ms. Brown understands the importance of them and brings them to his attention immediately.

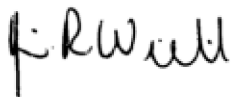
Chair Andrews called for a motion to approve Resolution 6990; Commissioner Mohlis moved and Commissioner Dickson seconded the motion.

AYES: Andrews, Dickson, Mohlis
NAYS: None


9. Adjourn

There being no further business, Chair Andrews adjourned the meeting at approximately 5:19 p.m.

Approved by Portland Development Commission on March 13, 2013



Gina Wiedrick, Recording Secretary



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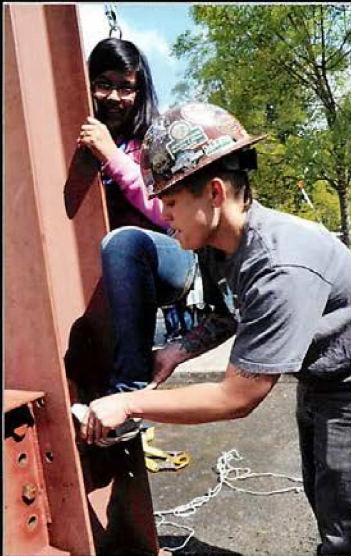
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2012 Women in Trades Career Fair *In Review*

A Report on the 20th Annual Women in Trades Career Fair

An interactive, three-day event changing the face of the next generation of tradesworkers.



Kat Lakey, Journey Level Ironworker with Pacific Northwest Ironworkers Local 29 and OTI pre-apprenticeship program graduate, instructs a middle school girl in proper climbing technique.



Cristi Sawtell, Bonneville Power Administration Central Work Planner, shows a high school girl the power she is generating on one of the gauges of BPA's electric bike.



Lisa Davis, OTI pre-apprenticeship program graduate and Sheet Metal Worker with Sheet Metal Institute, instructs an adult job seeker on how to use tools to build a sheet metal flower pot.



20th ANNUAL
WOMEN
in Trades
Career Fair
2012

 Oregon Tradeswomen, Inc.

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A SUMMARY OF RESULTS

Oregon Tradeswomen Inc.'s 20th Annual Women in Trades Career Fair

An interactive, three-day event changing the face of the next generation of tradesworkers

Oregon Tradeswomen, Inc. (OTI) has produced the annual Women in Trades Career Fair since 1993. A dynamic, three-day event introducing girls and women to high-paying, high-skill careers in the building, construction, mechanical, technical, utility, and highway trades, the Fair centers around hands-on workshops and activities designed to offer realistic experiences to school age girls and adult career seekers.

Thanks to dedicated industry sponsorship and participation, the annual event serves to introduce school-age girls to career possibilities in the trades as well as connect aspiring tradeswomen with available opportunities in apprenticeship training, employment, and careers.

OTI extends our gratitude to the businesses, organizations, and individuals who support the work of OTI at the Women in Trades Career Fair, and throughout the year, to inspire girls and women in their exploration of career pathways in the trades as viable options for their futures.



A middle school girl learns to solder copper from Sheena Piltz, Steamfitter Apprentice, in a workshop with Local 290 Plumbers and Steamfitters.



A middle school girl learns to climb a utility pole from Jenna Smith, Journeyman Line Worker and Training Coordinator for NW Line JATC.



After attending the Dads & Daughters workshop, Daniel Stinchfield, Construction Trainer/CPAT Trainer with Portland Youth Builders, and his granddaughter enjoy the Fair.



Middle school girls have a blast as they try to stop the break and shut off the flow of water in the Portland Water Bureau's "Fix a Water Main" workshop.

The 2012 Women in Trades Career Fair By The Numbers:

- 576 Students on middle school girls' day
- 585 Students on high school girls' day
- 142 Educators on school days
- 90 Schools from Oregon and SW Washington
- 884 Total miles Curlew Washington Job Corps traveled to attend the Fair
- 602 Adults on Careers for Women Day
- 103 Volunteers
- 38 Hands-on workshops
- 76 Exhibitors, including:
 - 30 Employers or educational institutions
 - 20 Government agencies
 - 19 Apprenticeship and other training programs
 - 7 Community colleges & technical institutes

What the Participants Said About the 20th Annual Women in Trades Career Fair

"I liked learning about all the different career options I didn't know about before."

- Middle school student

"I learned that you can do anything - no matter what!"

- Middle school student

"My favorite part of the Fair was seeing that women can work in the field where men are the majority and knowing that there are women who ARE strong enough!"

- High school student

"It was extremely fun operating the heavy equipment. I really loved the jackhammer!"

- High school student

"Students who told me they like helping do repairs around the house realized they have many career choices that they would love to do!"

- Educator, Fabion Middle School

"There are so many opportunities presented at this career fair! I could see the wheels turning when my students learned about the on-the-job training and wages."

- Educator, Pathfinder Academy

"I really appreciated seeing that there are other options for high-paying careers other than going to college."

- Educator, Madras High School

"Great booths and activities! I liked that I was able to talk directly to business personnel and receive useful info on possible careers".

- Job seeker on Careers for Women Day

"I liked that the Fair was fun and informative. I learned about things and jobs I never even thought about before".

- Job seeker on Careers for Women Day

"What I liked best is that you showed me I can have a new career without having to go to college."

- Job seeker on Careers for Women Day



A high school girl has fun operating the excavator in a heavy equipment workshop with Goodfellow Bros.



Irais Gandarilla, Apprentice with the Sheet Metal Institute, teaches a group of middle school girls in the workshop "Make a sheet metal flower pot".



A representative of Gunderson talks with two adult job seekers on Careers for Women Day.



Anitra Reed, OTI student and trades career seeker, works the cutting torch in a workshop with the Ironworkers Local 29.

Thank you to the 2012 Sponsors of the Women in Trades Career Fair!

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The Oregonian
Portland Development Commission
UA Local 290 Plumbers, Steamfitters, & Marine Pipefitters
Training Trust / Plumbing & Mechanical Contractors Association



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**ANNUAL
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in Trades
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2012**



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