

**PROSPER PORTLAND**

Portland, Oregon

**RESOLUTION NO. 7614**

**AUTHORIZING AN AMENDMENT TO A PERSONAL SERVICES CONTRACT  
WITH WORKPLACE CHANGE, LLC**

**WHEREAS**, in November 2023, Prosper Portland conducted an intermediate solicitation for human resources (“HR”) consulting services, seeking proposals from qualified firms able to provide professional HR services to Prosper Portland;

**WHEREAS**, on December 8, 2023, Prosper Portland entered into a Personal Services Contract with Workplace Change, LLC, an Oregon limited liability company (the “Consultant”), for various HR services, including staffing support, bargaining assistance, and evaluation of existing policies and procedures (the “Contract”);

**WHEREAS**, Prosper Portland has amended the Contract four times to, among other things, increase the maximum compensation, extend the expiration date, and provide for additional interim HR coverage to Prosper Portland as improvements are implemented to Prosper Portland’s HR service delivery and as key vacancies are filled;

**WHEREAS**, it is in Prosper Portland’s interest to amend the Contract again, so that the Consultant may continue to provide HR support as described in the proposed Amendment Number 5 attached as Exhibit A to this resolution).

**NOW, THEREFORE, BE IT RESOLVED**, that the Prosper Portland Board of Commissioners hereby authorizes the Executive Director to execute an amendment to the Contract, in the form attached as Exhibit A to this resolution, to extend the Contract through September 30, 2025, in order for the Consultant to perform the HR services as described in the Proposal, thereby increasing the maximum compensation payable under the Contract to \$912,000;

**BE IT FURTHER RESOLVED**, that the Executive Director is delegated authority to exercise the option to extend the Contract further for the Consultant to provide management trainings and continued HR support through September 30, 2026, increasing the maximum compensation payable under the Contract to \$1,104,000;

**BE IT FURTHER RESOLVED**, that the Executive Director is delegated authority to approve future changes and extensions to the Contract, provided such changes do not materially increase Prosper Portland’s obligations or risks, as determined by the Executive Director in consultation with Prosper Portland’s General Counsel; and

**BE IT FURTHER RESOLVED**, that with the affirmative vote of no fewer than four commissioners for this resolution and of all of those present, this resolution will become effective immediately upon its adoption, and otherwise it will take effect thirty days after adoption.

Adopted by the Prosper Portland Commission on

July 9, 2025

A handwritten signature in blue ink that reads "Pam Feigenbutz". The signature is written in a cursive, flowing style.

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Pam Feigenbutz, Recording Secretary

**AMENDMENT NUMBER 5 TO  
PERSONAL SERVICES CONTRACT #223013**

**PROSPER PORTLAND**, the economic development and urban renewal agency of the City of Portland, and **WORKPLACE CHANGE LLC** (“Consultant”), entered into a Personal Services Contract #223013 dated December 8, 2023 (the “Original Contract”), for a certain scope of services set forth in the Original Contract.

The Original Contract was amended by (a) Amendment Number 1, dated February 1, 2024 (the “First Amendment”), which extended the term of the Original Contract to June 30, 2024; (b) Amendment Number 2, dated May 9, 2024 (the “Second Amendment”), which extended the time that Consultant would provide Bargaining Support; (c) Amendment Number 3, dated June 28, 2024 (the “Third Amendment”), which extended the term through December 31, 2024; and (d) and Amendment 4, dated November 22, 2024 (the “Fourth Amendment”), which extended the term through June 30, 2025.

Collectively, the Original Contract, the First Amendment, the Second Amendment, the Third Amendment, and the Fourth Amendment are referred to in this Amendment Number 5 (“Fifth Amendment”) as the “Contract.” Capitalized terms but not defined in this Fifth Amendment have the meanings given to them in the Contract. The parties hereby agree as follows:

1. Reinstatement. The parties acknowledge that the Contract expired on June 30, 2025, and hereby reinstate the Contract, which is deemed to have remained in full force and effect, notwithstanding the termination. The Expiration Date of the Contract is extended to September 30, 2025 (the “First Expiration Date”).
2. Option to Extend the Term. Prosper Portland has the option to notify Consultant (via email from the HR Director or the Executive Director) by September 12, 2025 that Prosper Portland desires to extend the term of the Contract, in which event the Expiration Date will be automatically extended through September 30, 2026 (the “Extended Expiration Date”). The period from September 30, 2025, to and through September 30, 2026, is referred to in this Fifth Amendment as the “Extended Term.”
3. Scope.
  - a. From the Effective Date until the First Expiration Date, Consultant will perform the services described in the proposal attached as Exhibit A to this Fifth Amendment (the “Proposal”) and described therein as the “Extended Scope.”
  - b. If Prosper Portland notifies Consultant in writing that it wishes to extend the term, as described in paragraph 2, above, then during such Extended Term Consultant will perform the services described in the Proposal as the “Future Proposed Scope.” Prosper Portland’s written notice must set forth Prosper Portland’s election regarding the number of hours that Prosper Portland desires Consultant to devote to “On-Call HR Support” set forth in the Future Proposed Scope during the Extended Term.
4. Maximum Compensation.
  - a. The parties acknowledge and agree that through June 30, 2025, the maximum compensation payable under the Contract was \$792,000.

- b. The cost of the Extended Scope is \$120,000 (\$40,000/month) through the First Expiration Date, which increases the maximum compensation payable under the Contract from \$792,000 to \$912,000.
- c. If Prosper Portland elects to extend the term, as described in paragraph 2, above, then the maximum compensation payable under the Contract will increase by \$192,000 to \$1,104,000, payable at the cost and rates set forth in the Future Proposed Scope of the Proposal.

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Except as expressly modified by this Amendment, all other terms and conditions of the Contract remain in full force and effect. By the signature of their authorized representatives, the parties have executed this Amendment on the date of the last signature below (the “Effective Date”).

**WORKPLACE CHANGE LLC**

Approved by:

\_\_\_\_\_  
Serilda Summers-McGee

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**PROSPER PORTLAND**

Approved as to form:

\_\_\_\_\_  
Prosper Portland Legal Counsel

Approved by:

\_\_\_\_\_  
Lisa Abuaf, Interim Executive Director

Exhibit A – Workplace Change, LLC Proposal

**I. Extended Scope: July 2025 – September 30, 2025**

- Support onboarding of the HR Director
- Coordinate recruitment and hiring processes
- Coordinate the pay equity review project
- Address classification and compensation questions
- Participate in the pay equity audit process in collaboration with the HR team
- Conduct and support investigations and address sensitive employee relations matters
- Respond to employee inquiries, taking immediate action on questions and concerns in the queue
- Protected leave and ADA process management
- Coordination with Finance and Payroll on HR matters
- Coaching and support for managers on performance management processes and concerns
- Regular union engagement and communication, including LMC support
- Provide day-to-day support of HR team members
- Provide regular check-ins with HR team members, supporting development and outcomes
- Attend HR team meetings
- Hold regular onsite office hours
- Provide regular communication to the workforce on relevant topics
- Coach and support alignment across the management team
- Create a trusted presence with employees and leaders in key spaces
- Enhance and communicate processes and practices that guide HR work

Cost: \$40,000 per month for Workplace Change to continue to provide this scope of work (\$120,000 total for 3 months).

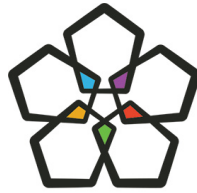
**II. Future Proposed Scope: October 1, 2025 – September 30, 2026**

- Manager Training through a 4-part Manager Training Series
- Investigations and Employee Relations support as complex, sensitive, and/or urgent matters arise
- Compensation support to continue work on the pay equity review project and provide guidance and structures to support sustainable, aligned, transparent position and pay decisions
- Other project-based support and consultation to provide strategic partnership to Human Resources around key initiatives
- On-call HR support via meeting, email, phone, and text to provide consultation around HR and People & Culture Topics, such as:
  - Coaching and consultation to HR and organizational leaders
  - Project-based HR support on compensation, recruitment, and other workloads and priorities

- HR strategy activation
- Partnership navigating organizational conflicts, challenges, complaints, and partnerships
- Consultation around complex, sensitive, or escalated people and culture concerns
- HR policy and procedure development and review
- Supporting other HR functions or activities
- Exclusions: Training and Presentations; Facilitated Sessions (focus groups, listening sessions, strategy or planning sessions); Executive Search; and Cultural Assessments.

Cost:

- \$16,000 per month for a 12-month contract: Includes 40 hours of HR managerial support and the 4-part leader training series.
- \$11,000 per month for a 12-month contract: Includes 25 hours of HR managerial support. and the 4-part leader training series.
- Additional On-call HR support charged at the hourly rate of \$350 (a not-to-exceed can be established)



**PROSPER  
PORTLAND**  
Building an Equitable Economy

**RESOLUTION NO. 77614**

**RESOLUTION TITLE:**

AUTHORIZING AN AMENDMENT TO A PERSONAL SERVICES CONTRACT WITH WORKPLACE CHANGE, LLC


Adopted by the Prosper Portland Commission on July 9, 2025

PRESENT FOR VOTE	COMMISSIONERS	VOTE		
		Yea	Nay	Abstain
<input checked="" type="checkbox"/>	Chair Gustavo J. Cruz, Jr.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Commissioner Marcelino J. Alvarez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Commissioner Felisa Hagins	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Commissioner Michi Slick	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	VACANT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> <b>Consent Agenda</b> <span style="margin-left: 200px;"><input type="checkbox"/> <b>Regular Agenda</b></span>				

**CERTIFICATION**

**The undersigned hereby certifies that:**

*The attached resolution is a true and correct copy of the resolution as finally adopted at a Board Meeting of the Prosper Portland Commission and as duly recorded in the official minutes of the meeting.*

	<p><b>Date:</b></p> <p>July 15, 2025</p>
<p><b>Pam Feigenbutz, Recording Secretary</b></p>	