

PROSPER PORTLAND

Portland, Oregon

RESOLUTION NO. 7585

**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 three times to, among other things, 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, the Consultant has integrated with Prosper Portland to provide tailored, strategic HR leadership and support, which includes day-to-day leadership and support of HR team members, regular check-ins with HR team members, assistance with leading HR team meetings, holding office hours, and responding to employee inquiries (the “Existing Services”); and

WHEREAS, it is in Prosper Portland’s interest to amend the Contract again, so that the Consultant may help provide onboarding coordination for new hires, managing Americans with Disabilities Act obligations and leave processes, coaching for managers, assistance with workforce engagement, and such other related HR support as determined to be necessary by the Interim Executive Director (collectively, the “Additional Services”).

NOW, THEREFORE, BE IT RESOLVED, that the Prosper Portland Board of Commissioners hereby authorizes the Executive Director to execute an amendment to the Contract for Consultant to perform the Additional Services at a cost to Prosper Portland not to exceed \$4,000 per week;

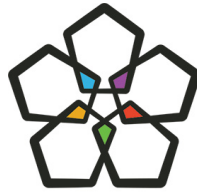
BE IT FURTHER RESOLVED, that the Executive Director is delegated authority to approve future changes and extensions to the Contract through June 30, 2025, provided such changes do not materially increase Prosper Portland’s obligations or risks, as determined by the Executive Director in consultation with Prosper Portland’s General Counsel, nor increase the weekly cost to Prosper Portland above that of the current cost of the Existing Services and the cost of the Additional Services authorized by this resolution; and

BE IT FURTHER RESOLVED, that with the affirmative vote of at least four members of the Prosper Portland Board and of all members 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 November 13, 2024



Pam Feigenbutz, Recording Secretary



**PROSPER
PORTLAND**
Building an Equitable Economy

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RESOLUTION TITLE:

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


Adopted by the Prosper Portland Commission on November 13, 2024

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 type="checkbox"/>	Commissioner Marcelino J. Alvarez	<input 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 checked="" type="checkbox"/>	Commissioner Serena Stoudamire Wesley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Consent Agenda <input type="checkbox"/> Regular Agenda				

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.

	Date: November 15, 2024
Pam Feigenbutz, Recording Secretary	