

**From:** [Scott Stauffer](#)  
**To:** [ALBERT Todd \\* PRA](#); [LUO Yufeng \\* PRA](#)  
**Cc:** [Scott Stauffer](#)  
**Subject:** PRAC Bylaws Subcommittee Meeting 3/13 Notes  
**Date:** Wednesday, March 13, 2024 4:17:57 PM  
**Attachments:** [PRAC Hiring Flow Chart Proposal 240313.docx](#)

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Hi Todd and Yufeng – here are my brief notes from today’s meeting and an updated hiring practice proposal based on today’s conversation. I emailed you the documents to share with the group (from the LTCO), and you have the job description to share? Also, I emailed our DAS HR partner again (I sent it in January too). Did I miss anything? If this looks good, do you mind sharing with the subcommittee?

PRAC Bylaws Subcommittee – March 13, 2024, Advisory Meeting (no quorum present)

Members Present: Todd Albert, Mark Landauer, Scott Stauffer

Members Absent: Andrea Chiapella, Emily Gothard, Tony Hernandez, Rep. Andersen

1. Call to Order – 12:06 p.m. (no quorum present, advisory meeting noted)  
Approve Agenda. Reviewed, not approved due to no quorum present.
2. Review Hiring Practice Examples – Discussion.
  - a. PRA Job Description: there was agreement this document had been updated recently (2020) and was in pretty good shape.
    - i. Scott offered to send the subcommittee a copy of the job description.
  - b. Other Agency Examples: Scott suggested he would share the Long-Term Care Ombudsman (LTCO) information with the subcommittee.
  - c. The group discussed the 360 Review process, who would lead it for the PRA and the order in which the PRAC would commission and receive and act on a review; see the updated hiring proposal. It was noted that Yufeng Luo, Deputy PRA, was willing to lead the 360 Review.
  - d. A primary question for the Bylaws Subcommittee (and PRAC) is to decide who will negotiate on behalf of the PRAC? A subcommittee? The chair and vice chair?
2. Draft Hiring Procedures and Timeline – Discussion.
  - a. There was agreement to that the subcommittee should try to meet in the next 2-3 weeks, before the PRAC meeting if possible.
  - b. If subcommittee cannot meet before next PRAC meeting, Scott will provide a report and Mark may bring the proposed hiring process, as discussed on 3/13, to the entire PRAC for consideration. The need to move quickly to a review was noted given the October expiration date of the current PRA contract.
3. Public Testimony (none).
4. Adjourn – 12:58 p.m.

**SCOTT STAUFFER, CMC**

City Recorder  
he • him • his

City of Milwaukie  
10501 SE Main St • Milwaukie, OR 97222  
p: 503.786.7502 f: 503.786.7540

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