

March 29 - April 04

March 2010							April 2010						
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28	29	30	31				25	26	27	28	29	30	

Monday, March 29		Thursday, April 01	
8:00am 1:00pm Prepare Budget Presentation 1:00pm 5:00pm Budget sessions		8:00am 9:00am Meeting with March & Flynn (LGV office) 9:00am 11:30am Budget Sessions 11:30am 1:00pm Comments at Dedication of PSU Recreation Center (PSU Recreation Center on Campus) 1:00pm 2:00pm Police Bureau hiring ceremony 2:00pm 5:00pm Administrative	
Tuesday, March 30		Friday, April 02	
9:00am 12:00pm Budget Sessions 11:30am 12:00pm Canceled: Commander Dave Benson from PPCOA Re: IPR Reform c: 3-0240 (our office) 2:00pm 5:00pm Budget Sessions		8:00am 10:00am New Survey 10:00am 10:30am Weekly Check In w/LaVonne (tbd) 10:30am 12:00pm IPR changes 12:00pm 5:00pm Administrative; Check in with DB1	
Wednesday, March 31		Saturday, April 03	
9:30am 10:30am Reserve for Council 12:30pm 1:00pm Update before Council (Commissioner Leonard's Conference Room) 2:00pm 5:00pm Budget Sessions 5:00pm 9:00pm Council session on IPR Ordinance at 6:00			
		Sunday, April 04	

April 05 - April 11

April 2010							May 2010						
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Monday, April 05		Thursday, April 08	
8:00am 1:30pm Perpare	1:30pm 2:00pm (Warren) MEET: LaVonne Griffin Valade RE: Campaign Finance Fund Referral (Mayor's Office)	2:00pm 3:00pm Updated: Pre-meeting for PCPA Mayor briefing (ASD library)	3:00pm 3:30pm Feedback on document (Room 140)
3:30pm 5:00pm Administrative			
		10:00am 10:30am Updated: Greg = Meeting (LaVonne's Office)	11:30am 12:00pm MEET: Campaign Finance Fund Referral Briefing-Betsy (Cmmr. Fish's Office)
		12:00pm 2:00pm Discussion re: Stakeholder Group	2:00pm 2:30pm John Campbell Re: IPR Work Group Facilitating c: (503) 221-2005 x205 (our office)
		2:30pm 5:00pm Follow up on John Campbell meeting	
Tuesday, April 06		Friday, April 09	
10:00am 10:30am Regular Check-in w/ Ombudsman	11:00am 11:30am Review of Drug Dogs Working Draft (ASD Library)	11:30am 1:00pm Prepare for internal meetings	1:00pm 1:30pm Canceled: MEET: Jennifer Yocom/ Andrew Carlstrom/ Auditor LaVonne Griffin-Valade RE: Campaign Finance Fund referral (Mayor's Office)
1:30pm 2:00pm (Jennifer) MEET: LaVonne Griffin-Valade and Others RE: Audit Entrance Conference for PCPA (Mayor's Office)	2:30pm 3:30pm Loren Erikson & Michael Bingham from CRC Re: IPR changes c: Loren 503.233.0296 (our office)	3:30pm 4:30pm Review annual schedule document / discuss next steps	
		9:30am 10:00am Updated: MEET: Campaign Finance Fund Referral Briefing (Auditor's Office)	10:00am 10:30am Weekly Check In w/LaVonne (tbd)
		10:30am 1:00pm Review of upcoming reports	1:00pm 1:30pm Updated: Auditor Griffin-Valade & Andrew Carlstrom Re: Briefing of presentation at Council on 5/24 c: Andrew 3x3546 (our office)
		2:30pm 3:00pm Updated: Ombudsman Annual Report (LaVonne's Office)	3:00pm 7:00pm Review of upcoming reports
Wednesday, April 07		Saturday, April 10	
9:00am 1:00pm Review IPR revisions; prepare for public campaign financing discussions; contact Bob Caldwell	1:00pm 2:00pm Meeting with Chief Sizer re Changes to IPR Authority (Your Office)		
3:00pm 4:00pm Updated: Updates (Room 140)	4:30pm 5:00pm Updated: Andrew Carlstrom, LaVonne Griffin-Valade, and Linly Rees (Tim will attend) (Commissioner Fritz's Office)		
		Sunday, April 11	

April 12 - April 18

April 2010							May 2010						
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Monday, April 12		Thursday, April 15	
8:00am 5:00pm ALGA training 5:00pm 7:30pm Citizen Campaign Commission		9:00am 10:30am extra read -- Emergency Mgmt working draft 10:30am 11:30am Discuss Emergency Management audit (working draft) (ASD Library) 11:30am 4:30pm Prepare -- 2010 and 2011 budgets; meetings; audits; IPR 4:30pm 5:30pm Budget check in -- Portland Building Room C	
Tuesday, April 13		Friday, April 16	
8:00am 5:00pm ALGA Training		10:00am 10:30am Weekly Check In w/LaVonne (tbd) 10:30am 12:00pm MBB & CS 12:00pm 5:00pm Administrative Calendar	
Wednesday, April 14		Saturday, April 17	
9:00am 9:30am Prep 9:30am 10:00am Meeting with Mr. John Wish re his Proposal for Audit of City's Pension Systems (LaVonne's Office) 10:00am 11:30am Discussion on Community Survey Questions (ASD Library) 11:30am 1:00pm off site meetings 1:00pm 2:00pm Updated: Resched from 4/13: LaVonne Griffin-Valade, City Auditor, Monthly Check-Ins (Tom will attend) (Comissioner's office) 2:00pm 5:00pm Review of upcoming reports 5:00pm 7:30pm CRC			
			Sunday, April 18

April 26 - May 02

April 2010							May 2010						
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Monday, April 26		Thursday, April 29	
<p>9:00am 10:00am FW: Working Draft Meeting with DVD - Drug Dogs Audit (Chief's Office Conference Room- PPB)</p> <p>10:00am 11:00am Private Appointment</p> <p>1:00pm 2:00pm Private Appointment</p> <p>2:00pm 3:00pm Debrief</p>		<p>8:00am 5:00pm Out of office -- vacation</p>	
Tuesday, April 27		Friday, April 30	
<p>8:30am 9:30am Prep for Exec session</p> <p>9:30am 11:30am Executive session</p> <p>11:30am 12:00pm Floy Jones and Paul Leisner</p> <p>3:00pm 4:00pm Updated: Updates (Room 140)</p>		<p>8:00am 5:00pm out of office -- vacation</p> <p>10:00am 10:30am Weekly Check In w/LaVonne (tbd)</p>	
Wednesday, April 28		Saturday, May 01	
<p>10:00am 11:00am Discuss Annual Audit Schedule (Auditor's Large Conference Room)</p> <p>11:00am 11:30am Auditor Lavonne Griffin-Valade & Mary Beth Baptista (our office)</p> <p>1:00pm 2:00pm Campaign Finance Fund Referral Document Review (Auditor's Office Conference Room, Room 140, City Hall)</p>			
		Sunday, May 02	

May 03 - May 09

May 2010							June 2010						
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Monday, May 03		Thursday, May 06	
8:00am 5:00pm out of office -- vacation		10:00am 10:30am Updated: Greg = Meeting (LaVonne's Office)	
		10:30am 11:00am Emergency Management Audit Meeting (Mayor's Office)	
		11:00am 11:30am Taser - end of fieldwork (ASD Library)	
		11:30am 2:30pm Report review -- drafting	
		2:30pm 3:00pm Updated: Review of Ombudsman Annual Report	
		3:00pm 6:30pm Report review -- drafting	
Tuesday, May 04		Friday, May 07	
9:00am 12:00pm Note from the auditor - Ombudsman annual report		8:30am 10:00am Prep	
12:00pm 3:00pm IPR annual report review		10:00am 10:30am Weekly Check In w/LaVonne (tbd)	
3:00pm 4:00pm Discuss reference results and next steps in recruitment (LaVonne's Office)		10:30am 11:30am Private Appointment	
4:00pm 5:00pm IPR annual report review			
Wednesday, May 05		Saturday, May 08	
12:30pm 1:30pm ADS event			
3:00pm 3:45pm Updated: Briefing Police Bureau Drug Training Aid Audit (Saltzman ofc) - Griffin-Valade*Kahn*Adams-Wannberg*MacKay*Cowar SC*BF			
4:00pm 5:00pm Updates			
		Sunday, May 09	

May 10 - May 16

May 2010							June 2010						
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Monday, May 10		Thursday, May 13	
<p>9:00am 10:30am Supervising Deputies (Large Conference Room)</p> <p>10:30am 10:45am Canceled: Quick checkin / finalize annual audit schedule (Rm 140 Conf Room or LaVonne's Office)</p> <p>11:00am 12:30pm Sarah Landis</p> <p>12:30pm 5:30pm edit annual report; write cover letter</p>		<p>7:00am 9:30am Mayor -- logistics; comments on audit/IPR reports; editing; comments to AO management concerns; response to email</p> <p>9:45am 10:30am Baby shower for Kristine (Large Conf Room, 140)</p> <p>10:30am 11:00am Kristen</p> <p>11:00am 2:30pm reports; editing; comments to staff; response to email</p> <p>11:30am 12:00pm Canceled: Update on Taser Audit (Chief's Office, PPB, 15th Floor)</p> <p>3:30pm 4:30pm reports; editing; comments to staff; response to email</p> <p>4:30pm 5:00pm Meeting with Warren Jimenez (Your Office)</p> <p>5:00pm 6:30pm Joanna Hixson memorial</p>	
Tuesday, May 11		Friday, May 14	
<p>9:30am 10:00am Spring BUMP</p> <p>10:30am 2:00pm IPR annual report</p> <p>3:00pm 4:00pm Updated: City Auditor Griffin-Valade Monthly Meeting (Tim and Tom will attend) (Comissioner's office)</p>		<p>10:00am 10:30am Weekly Check In w/LaVonne (tbd)</p>	
Wednesday, May 12		Saturday, May 15	
<p>9:00am 9:30am Title 29 changes (Conf Room)</p> <p>10:00am 11:00am Long-Range SEA Planning (LaVonne's Office)</p> <p>11:00am 12:00pm Meet with LaVonne re: Annual Report (LaVonne's Office)</p> <p>1:15pm 2:15pm Updated: Check in re Fraud Hotline/K.Erbes</p> <p>2:00pm 3:30pm 2:30 Molly</p>			
		Sunday, May 16	

May 17 - May 23

May 2010							June 2010						
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23	24	25	26	27	28	29	27	28	29	30			
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Monday, May 17		Thursday, May 20	
9:00am 4:30pm IPR and Audit Services Report -- review and edit		Embargo Emergency Management report today (afternoon)	
4:30pm 5:30pm Campaign Finance Fund referral documents		Release Drug Dog Report Today (about 11:00 AM)	
5:30pm 7:00pm Citizen Campaign Commission		10:30am 11:30am Drug Dog Audit Report	
		12:00pm 1:00pm second review of Fire audit working draft	
		1:00pm 2:30pm Fire audit working draft (ASD library, if available, or my office)	
		2:00pm 2:30pm Canceled: Local Stimulus end-of-fieldwork / draft	
		3:00pm 5:00pm POEM final report review	
Tuesday, May 18		Friday, May 21	
10:00am 10:30am Check-in w/ Ombudsman		10:00am 10:30am Weekly Check In w/LaVonne (tbd)	
10:30am 11:30am fraud line, report, and other...		11:30am 1:00pm Sarah Landis meeting	
11:30am 1:30pm PARC Grand Opening PARC (PSU) noon to 4 (PARC at PSU)		2:00pm 3:00pm Updated: Updates (Room 140)	
2:00pm 3:00pm Meeting with Chief Reese (Chief's office, Justice Center)		3:00pm 5:00pm Evaluations -- draft	
Wednesday, May 19		Saturday, May 22	
9:00am 2:00pm Fire Bureau Response Time Audit			
2:00pm 4:00pm Council			
4:00pm 5:30pm Fire Bureau Response Time Audit; PPB Drug Security report			
		Sunday, May 23	

May 24 - May 30

May 2010							June 2010						
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23	24	25	26	27	28	29	27	28	29	30			
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Monday, May 24		Thursday, May 27	
<p>Release Emergency Management Report Today</p> <p>8:30am 9:30am Prep 9:30am 11:00am Attorney -- confidential discussion 11:00am 3:00pm Follow up on meeting 3:00pm 5:30pm OIR</p>		<p>9:00am 12:00pm stakeholder group 12:00pm 5:00pm Finalize projects and evaluations</p>	
Tuesday, May 25		Friday, May 28	
<p>9:00am 1:00pm evaluations 1:00pm 2:00pm M-BB evaluation 2:00pm 5:30pm prep for Council tomorrow</p>		<p>9:00am 5:00pm Out of the office 10:00am 10:30am Weekly Check In w/LaVonne (tbd)</p>	
Wednesday, May 26		Saturday, May 29	
<p>9:30am 1:00pm Council 1:30pm 3:30pm 2:00 Council time certain -- campaign finance program sunset, referral to voters 4:30pm 5:00pm Updated: Check-in with Jon Campbell c: (503) 221-2005 x205 and Lavonne 3x4808 (our office)</p>			
		Sunday, May 30	

May 31 - June 06

May 2010							June 2010						
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23	24	25	26	27	28	29	27	28	29	30			
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Monday, May 31		Thursday, June 03	
8:00am 5:30pm Memorial Day Commemoration		8:00am 5:30pm Out of the office 10:00am 10:30am Updated: Greg = Meeting (LaVonne's Office)	
Tuesday, June 01		Friday, June 04	
9:00am 5:00pm Out of the office 10:00am 10:30am Regular Check-in w/ Ombudsman		8:00am 5:30pm Out of the office 10:00am 10:30am Weekly Check In w/LaVonne (tbd)	
Wednesday, June 02		Saturday, June 05	
8:00am 5:30pm Out of the office 3:00pm 4:00pm Updated: Updates (Room 140)			
		Sunday, June 06	

June 07 - June 13

June 2010							July 2010						
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27	28	29	30				25	26	27	28	29	30	31

Monday, June 07		Thursday, June 10	
8:00am	5:00pm Updates and preparation for meetings	9:00am	11:00am Updated: ACL Training (Large Conference Room)
		10:30am	11:00am Meet with Nick Fish
		10:30am	11:00am MEET: Auditor & Drummond Kahn RE: Annual Audit Schedule-Jim (Cmmr's Office)
		11:00am	11:30am Draft letter re Condo agreement (LaVonne's office)
		11:30am	2:00pm Follow-up
		3:00pm	5:00pm Meeting with Rev. Ward (I'm) Everyday People (Large Conference Room)
Tuesday, June 08		Friday, June 11	
8:00am	2:30pm Review next draft of multiple reports	10:00am	10:30am Weekly Check In w/LaVonne (tbd)
2:30pm	3:30pm Updated: City Auditor Griffin-Valade Monthly Meeting (Tim and Tom will attend) (Comissioner's office)	11:00am	11:30am Meeting with Greg Frank (LaVonne's Office)
		11:30am	2:00pm Evaluations
Wednesday, June 09		Saturday, June 12	
9:30am	Council		
10:00am	5:00pm Administrative calendar		
5:00pm	8:00pm CRC		
		Sunday, June 13	

June 14 - June 20

June 2010							July 2010						
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27	28	29	30				25	26	27	28	29	30	31

Monday, June 14		Thursday, June 17	
<p>9:00am 10:30am Supervising Deputies (Large Conference Room)</p> <p>11:00am 12:00pm Updated: John Bloss - Interview - Elections Officer (Large Conference Room)</p> <p>12:00pm 1:00pm Interview - Ryan Kinsella - Elections Officer (Large Conference Room)</p> <p>1:00pm 2:00pm Phone Interview - Maureen Benitz - Washington, DC - Elections Officer (Large Conference Room)</p> <p>2:00pm 2:30pm Post-Interview Discussion (if necessary) (Large Conference Room)</p>	<p>10:00am 10:30am Updated: Greg = Meeting (LaVonne's Office)</p> <p>11:00am 1:00pm Meeting - Small Business Advisory Council re Legislative Process Ordinance (Large Conference Room)</p>	<p>Tuesday, June 15</p> <p>10:00am 10:30am Check-in w/ Ombudsman</p> <p>10:30am 11:00am performance evaluation (LGV's office)</p> <p>11:00am 6:00pm Administrative Calendar</p>	<p>Friday, June 18</p> <p>9:30am 10:00am Quick update on SAP -- message and outline</p> <p>10:00am 10:30am Weekly Check In w/LaVonne (tbd)</p> <p>10:30am 12:00pm IPR</p> <p>2:30pm 3:00pm Briefing about Audit of Fire Response Time c: Beth Woodward c: 3x3545 (our office)</p>
Wednesday, June 16		Saturday, June 19	
<p>9:30am 12:00pm Council</p> <p>12:00pm 1:00pm Interview - Kevin Parks - Elections Officer (Large Conference Room)</p> <p>1:00pm 2:00pm Updated: Interview - Jennifer Lewis - Elections Officer (Large Conference Room)</p> <p>2:00pm 2:30pm Post-Interview Discussion (if necessary) (Large Conference Room)</p> <p>2:30pm 3:00pm performance evaluation (LGV's office)</p> <p>3:00pm 4:00pm Updated: Updates (Room 140)</p> <p>4:00pm 5:00pm TSCC Rose Room</p>			
		Sunday, June 20	

June 21 - June 27

June 2010							July 2010						
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27	28	29	30				25	26	27	28	29	30	31

Monday, June 21		Thursday, June 24	
1:00pm	2:00pm Interview - Ryan Kinsella - Elections Officer (Large Conference Room)	8:30am	5:30pm Administration; report review; internal discussions
2:00pm	3:00pm Interview - Jennifer Lewis - Elections Officer (Large Conference Room)		
3:30pm	4:00pm ADA issues		
4:00pm	5:30pm Reference Contacts		
Tuesday, June 22		Friday, June 25	
9:00am	9:30am Lay off process (City Hall Room 140)	10:00am	10:30am Weekly Check In w/LaVonne (tbd)
10:00am	10:30am ADA Issues (Comm. Fritz Conf Room)		
10:00am	10:30am FW: ADA Council Chamber accommodation (Commissioner Fritz' conference room)		
11:00am	11:30am Marieka Klawitter phone for reference		
11:30am	1:00pm HR issues; reference interviews and write up; staffing discussions		
1:00pm	2:00pm Beth Woodward -- finalize Fire Response Time audit report		
2:00pm	7:00pm HR issues; reference interviews and write up		
Wednesday, June 23		Saturday, June 26	
9:00am	9:30am (Warren) MEET: LaVonne Griffin-Valade and Drummond Kahn RE: Proposed Annual Audit Schedule (Mayor's Office)		
9:30am	12:00pm Council		
12:00pm	2:00pm Administrative Calendar		
2:00pm	2:30pm Reference checks (LaVonne's office)		
2:30pm	3:30pm Candidate Contact		
		Sunday, June 27	

June 28 - July 04

June 2010							July 2010							
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27	28	29	30				25	26	27	28	29	30	31	

Monday, June 28		Thursday, July 01	
8:30am 10:30am Dr. Zalada - 9:00		8:00am 5:00pm vacation	
10:30am 2:30pm Stimulus Audit			
3:00pm 3:30pm Discussion on ACL software and potential options on "Direct Link" from SAP to ACL (LaVonne's Office)			
4:00pm 5:00pm meet re: Police Board application			
Tuesday, June 29		Friday, July 02	
8:30am 10:30am Dr. Zalada 9:00		8:00am 5:00pm vacation	
10:30am 1:30pm Prep		10:00am 10:30am Weekly Check In w/LaVonne (tbd)	
1:30pm 2:00pm Auditor Griffin-Valade and Mary Beth Baptista Re: IPR stakeholder committee check-in c: Mary Beth 3-0146 (our office)			
2:00pm 2:30pm Meeting with Commissioner Leonard on Audit Schedule			
2:00pm 2:15pm Updated: Auditor Griffin-Valade & Drummond Kahn Re: audit schedule c: Drummond 3-3536 (our office)			
2:30pm 3:00pm Updated: Auditor LaVonne Griffin-Valade*Director Audit Services Drummond Kahn re:Proposed 2010-11 Audit Schedule c-robert x-3610 BF			
3:00pm 3:30pm Fraud/Ethics Training Plan			
Wednesday, June 30		Saturday, July 03	
10:00am 11:00am OIR Group		8:00am 5:00pm Ashland	
11:00am 3:00pm Fire Response Time audit			
3:00pm 4:00pm Updated: Updates (Room 140)			
4:00pm 4:30pm (Tom) MEET: LaVonne Griffin-Valade and Drummond Kahn RE: Draft Audit on Emergency Response Times (Mayor's Office)			
4:30pm 7:30pm IPR Annual Report			
		Sunday, July 04	
		8:00am 5:00pm Ashland	