

Scarlett, Paul Calendar
Monday, January 02, 2017 – Sunday, January 08, 2017

January 2017






Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2017




▲ **Mon, Jan 2**

 All Day [New Year's Day](#)
Torgerson, Leanne

▲ **Tue, Jan 3**

-  9:00 AM – 10:00 AM [Rebecca Esau \(Principal Planner\). one on one](#)
Paul's Office
Torgerson, Leanne
 -  11:00 AM – 12:00 PM [Colleen Poole \(Acting Executive Assistant\) one on one](#)
Paul's Office
Torgerson, Leanne
 -  2:30 PM – 3:00 PM [Mitch Nickolds \(Inspection Services Manager\) one on one re: recap of holiday coverage](#)
Paul's office
Poole, Colleen
 -  3:00 PM – 3:30 PM [Ross Caron \(Public Information & Enforcement Services Manager\) one on one](#)
Paul's office
Torgerson, Leanne
 -  4:15 PM – 4:45 PM [Katie Salazar \(BDS Facilities Coordinator\) re: CH2M](#)
-

▲ **Wed, Jan 4**

-  8:30 AM – 8:45 AM [Kim Tallant \(Land Use Manager\) re: Meet new LUS staff](#)
Paul's Office
Torgerson, Leanne
-  9:00 AM – 9:30 AM [Discovery Project Kickoff](#)
BDS CH2M Conf Lincoln Room (80)
ITAP Planning
-  9:30 AM – 10:30 AM [Discovery Project Governance Plan](#)

- BDS CH2M Conf 8 (25)
ITAP Planning
- 10:45 AM – 11:30 AM [Deborah Sievert Morris \(Business Operations & Finance Services Manager\) one on one](#)
Paul's Office
Torgerson, Leanne
 - 11:30 AM – 12:00 PM [Janell Piercy \(Residential Inspections Manager\) one on one](#)
Paul's Office
Torgerson, Leanne
 - 2:00 PM – 3:00 PM [Rachel Whiteside \(LMC Labor Co-Chair\), Oretha Storey \(LMC Support\) re: Labor Management Committee Work Plan](#)
Director's Conf. Room
Torgerson, Leanne
 - 3:30 PM – 5:00 PM [Out of office](#)
-

▲ **Thu, Jan 5**

- 8:30 AM – 9:00 AM [Leanne Torgerson \(Executive Assistant\) one on one](#)
Paul's Office
Torgerson, Leanne
 - 9:00 AM – 9:45 AM [Ross Caron \(Public Information & Enforcement Services Manager\), Mike Liefeld \(Enforcement Program Manager\), Ed Marihart \(Neighborhood Inspections Manager\), Deborah Sievert Morris \(Business Operations & Finance Services Manager\) re: Housing Inspectors obtaining Building Certs.](#)
Director's Conf. Room
Torgerson, Leanne
 - 10:00 AM – 11:00 AM [Rafael Colon, Debbie Rough-Mack \(Trust & Communications Facilitators\) re: findings](#)
via phone
Torgerson, Leanne
 - 11:30 AM – 1:00 PM [Bureau Directors Meeting](#)
Lovejoy Room, City Hall
Rinehart, Tom
 - 1:30 PM – 3:30 PM [CH2M Open House](#)
CH2M building
Torgerson, Leanne
 - 3:30 PM – 4:00 PM [Andy Peterson \(Plan Review & Permitting Services Manager\), Katie Salazar \(BDS Facilities Coordinator\), Randi Selleck \(BIBS Project Coordinator\) re: 2nd Floor Permitting Services Finishes](#)
Director's Conf. Room
Torgerson, Leanne
-

▲ **Fri, Jan 6**

Details

Monday, January 02, 2017

▲ **Time** All Day
Subject New Year's Day
Show Time As Out of Office
Attendees

Name <E-mail>	Attendance
Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Required
Poole, Colleen <Colleen.Poole@portlandoregon.gov>	Required

Tuesday, January 03, 2017

▲ **Time** 9:00 AM – 10:00 AM
Subject Paul and Rebecca E. one on one
Location Paul's Office
Recurrence Occurs every 2 week(s) on Tuesday effective 1/3/2017 until 1/3/2017 from 9:00 AM to 10:00 AM
Show Time As Busy
 New series begins March 17 – Tuesday of pay week at 9:00 a.m. Will end old series after March 2, 2:30 meeting.

Leanne
X37937

Attendees

Name <E-mail>	Attendance
Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Required
Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Required

▲ **Time** 11:00 AM – 12:00 PM
Subject Paul and Leanne one on one
Location Paul's Office
Show Time As Busy

Attendees

Name <E-mail>	Attendance
Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer

Scarlett, Paul <Paul.Scarlett@portlandoregon.gov> Required

Poole, Colleen <Colleen.Poole@portlandoregon.gov> Required

▲ **Time** 2:30 PM – 3:00 PM
Subject Paul and Mitch one on one re: recap of holiday coverage
Location Paul's office
Show Time As Busy
Attendees

Name <E-mail>	Attendance
Poole, Colleen <Colleen.Poole@portlandoregon.gov>	Organizer
Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Required
Nickolds, Mitch <Mitch.Nickolds@portlandoregon.gov>	Required

▲ **Time** 3:00 PM – 3:30 PM
Subject Paul and Ross one on one
Location Paul's office
Show Time As Busy
Attendees

Name <E-mail>	Attendance
Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
Caron, Ross <Ross.Caron@portlandoregon.gov>	Required
Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Required

▲ **Time** 4:15 PM – 4:45 PM
Subject Katie Salazar re: CH2M
Show Time As Busy

Wednesday, January 04, 2017

▲ **Time** 8:30 AM – 8:45 AM
Subject Paul and Kim T re: Meet new LUS staff
Location Paul's Office
Show Time As Busy
Attendees

Name <E-mail>	Attendance
Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
Tallant, Kimberly	Required

<Kimberly.Tallant@portlandoregon.gov>

Scarlett, Paul <Paul.Scarlett@portlandoregon.gov> Required



Time 9:00 AM – 9:30 AM
Subject Discovery Project Kickoff
Location BDS CH2M Conf Lincoln Room (80)
Show Time As Busy
Adding a WebEx:

<https://meetings.webex.com/collabsres01031/local_domain_res/images/emails/meeting.png>

Discovery Project Kickoff
<<https://meetings.webex.com/collabs/meetings/view?uuid=M7SQ2SPB5C7M27X1C4SBT8XEY1-3UA1&ucs=email>>

Wed, Jan 4, 2017, 9:00 am | 1 hr 30 min

San Francisco (Pacific Standard Time, GMT-08:00)

Host: Donah Baribeau

Start <<https://meetings.webex.com/collabs/meetings/join?uuid=M7SQ2SPB5C7M27X1C4SBT8XEY1-3UA1>>

<https://meetings.webex.com/collabsres01031/local_domain_res/images/emails/calender.png>

Add the attached iCalendar (.ics) file to your calendar.

<https://meetings.webex.com/collabsres01031/local_domain_res/images/emails/access-info-16.png>

Access Information

Where:

WebEx Online

Meeting number:

196 275 923

Password:

This meeting does not require a password.

Host key:

472695 (Use this key in the meeting if you have made someone else the host and then want to reclaim the host role.)

<https://meetings.webex.com/collabsres01031/local_domain_res/images/emails/audio-16.png>

Audio Connection

+1-415-655-0001 US TOLL

Access code: 196 275 923

Agenda

Opening Remarks—Laurie Levy

Brief Overview, Connections & Next Steps

Project Admin—Tylene/Rachel
 Governance—Tylene/Rachel
 Change Management—Ross/Kim
 Evaluation—Robert
 Architecture—Paul Rothi/Richard
 ProjectDox Pilot—Leigh
 Vendor Relationships—Robert
 Amanda 6 (Short Term)—Lori
 Business Requirements—Chris C.
 Reporting--Fardad

Attendees	Name <E-mail>	Attendance
	ITAP Planning <ITAPTeam@portlandoregon.gov>	Organizer
	Eckels, Adam <Adam.Eckels@portlandoregon.gov>	Required
	Miles, Alan <Alan.Miles@portlandoregon.gov>	Required
	Bejarano, Alex <Alex.Bejarano@portlandoregon.gov>	Required
	Peterson, Andy <Andy.Peterson@portlandoregon.gov>	Required
	DiSalvo, Angie <Angie.DiSalvo@portlandoregon.gov>	Required
	Jogerst, Casey <Casey.Jogerst@portlandoregon.gov>	Required
	Caruso, Christine <Christine.Caruso@portlandoregon.gov>	Required
	Paidhrin, Christopher <Christopher.Paidhrin@portlandoregon.gov>	Required
	Wier, Christopher <Christopher.Wier@portlandoregon.gov>	Required
	Dietz, Cindy <Cindy.Dietz@portlandoregon.gov>	Required
	Cliff Smith <Cliff@caseassociates.com>	Required
	Morris, Deborah Sievert <Deborah.SievertMorris@portlandoregon.gov>	Required
	Baribeau, Donah <Donah.Baribeau@portlandoregon.gov>	Required
	Reese Cadigan, Elisabeth <Elisabeth.Reese@portlandoregon.gov>	Required
	Kordmahaleh, Fardad	Required

<Fardad.Kordmahaleh@portlandoregon.gov>

Pham, Francis <Francis.Pham@portlandoregon.gov> Required

Raschke, Glenn <Glenn.Raschke@portlandoregon.gov> Required

Supriano, Greg <Greg.Supriano@portlandoregon.gov> Required

Nguyen, Huy <Huy.Nguyen@portlandoregon.gov> Required

Salazar, Ida <Ida.Salazar@portlandoregon.gov> Required

Brown, Jake <Jake.Brown@portlandoregon.gov> Required

Baer, Jeff <Jeff.Baer@portlandoregon.gov> Required

Blanco, Joe <Joe.Blanco@portlandoregon.gov> Required

Welliver, Joseph
<Joseph.Welliver@portlandoregon.gov> Required

Taylor, Kalei <Kalei.Taylor@portlandoregon.gov> Required

Schimel, Kari <Kari.Schimel@portlandoregon.gov> Required

Shorey, Kathy <Kathy.Shorey@portlandoregon.gov> Required

Wallace, Keesha
<Keesha.Wallace@portlandoregon.gov> Required

Freeman, Kimberly
<Kimberly.Freeman@portlandoregon.gov> Required

Krueger, Kurt <Kurt.Krueger@portlandoregon.gov> Required

Levy, Laurie <Laurie.Levy@portlandoregon.gov> Required

Nichols, Lee <Lee.Nichols@portlandoregon.gov> Required

Wheeler, Leigh <Leigh.Wheeler@portlandoregon.gov> Required

Gill, Lisa <Lisa.Gill@portlandoregon.gov> Required

Mitchell, Liz <Elizabeth.Mitchell@portlandoregon.gov> Required

Langdon, Lloyd <Lloyd.Langdon@portlandoregon.gov> Required

Baumgartner, Lori <Lori.Baumgartner@portlandoregon.gov>	Required
Do, MaiThy <MaiThy.Do@portlandoregon.gov>	Required
Shonya, Martha <Martha.Shonya@portlandoregon.gov>	Required
Grumm, Matt <Matt.Grumm@portlandoregon.gov>	Required
Henderson, Maurice <Maurice.Henderson@portlandoregon.gov>	Required
Linehan, Melissa <Melissa.Linehan@portlandoregon.gov>	Required
Jordan, Michael <Mike.Jordan@portlandoregon.gov>	Required
Nickolds, Mitch <Mitch.Nickolds@portlandoregon.gov>	Required
Stark, Nan <Nan.Stark@portlandoregon.gov>	Required
Rothi, Paul <Paul.Rothi@portlandoregon.gov>	Required
Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Required
Van Orden, Paul <Paul.VanOrden@portlandoregon.gov>	Required
Wafula, Philip <Philip.Wafula@portlandoregon.gov>	Required
Whiteside, Rachel <Rachel.Whiteside@portlandoregon.gov>	Required
Torres, Raul <Raul.Torres@portlandoregon.gov>	Required
Galinat, Ray <Ray.Galinat@portlandoregon.gov>	Required
Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Required
Appleyard, Richard <Richard.Appleyard@portlandoregon.gov>	Required
Walker Jr, Robert <Robert.Walker@portlandoregon.gov>	Required
Caron, Ross <Ross.Caron@portlandoregon.gov>	Required
Mace, Ryan <Ryan.Mace@portlandoregon.gov>	Required

Waraich, Saby <Saby.Waraich@portlandoregon.gov>	Required
Schneider, Scott <Scott.Schneider@portlandoregon.gov>	Required
Carpenter, Terry <Terry.Carpenter@portlandoregon.gov>	Required
Suico, Theresa <Theresa.Suico@portlandoregon.gov>	Required
Rinehart, Tom <Tom.Rinehart@portlandoregon.gov>	Required
Aldassy, Tylene <Tylene.Aldassy@portlandoregon.gov>	Required

▲ **Time** 9:30 AM – 10:30 AM
Subject Discovery Project Governance Plan
Location BDS CH2M Conf 8 (25)
Show Time As Busy
 Agenda

Open discussion on the governance track plan and strategies. This will include the concerns Jeff has raised regarding aligning with the Technology Exec Steering Committee.

Attendees	Name <E-mail>	Attendance
	ITAP Planning <ITAPTeam@portlandoregon.gov>	Organizer
	Aldassy, Tylene <Tylene.Aldassy@portlandoregon.gov>	Required
	Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Required
	Baer, Jeff <Jeff.Baer@portlandoregon.gov>	Required
	Levy, Laurie <Laurie.Levy@portlandoregon.gov>	Required
	Freeman, Kimberly <Kimberly.Freeman@portlandoregon.gov>	Required
	Caron, Ross <Ross.Caron@portlandoregon.gov>	Required
	Whiteside, Rachel <Rachel.Whiteside@portlandoregon.gov>	Required

▲ **Time** 10:45 AM – 11:30 AM

Subject Paul and Deborah one on one
Location Paul's Office
Show Time As Busy
Rescheduling due to the holiday.

Attendees	Name <E-mail>	Attendance
	Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
	Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Required
	Morris, Deborah Sievert <Deborah.SievertMorris@portlandoregon.gov>	Required
	Appleyard, Richard <Richard.Appleyard@portlandoregon.gov>	Optional

▲ **Time** 11:30 AM – 12:00 PM
Subject Paul and Janell one on one
Location Paul's Office
Recurrence Occurs every 2 week(s) on Wednesday effective 1/4/2017 until 1/4/2017 from 11:30 AM to 12:00 PM
Show Time As Busy
I'll set up a monthly meeting series starting in February 2017. Let me know if this time works. I'd be glad to look further, if necessary.

Leanne
X37937

Attendees	Name <E-mail>	Attendance
	Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
	Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Required
	Piercy, Janell <Janell.Piercy@portlandoregon.gov>	Required

▲ **Time** 2:00 PM – 3:00 PM
Subject Paul, Rachel, Oretha re: LMC Work Plan
Location Director's Conf. Room
Show Time As Busy

Attendees	Name <E-mail>	Attendance
	Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
	Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Required

Whiteside, Rachel
<Rachel.Whiteside@portlandoregon.gov> Required

Storey, Oretha <Oretha.Storey@portlandoregon.gov> Required

▲ **Time** 3:30 PM – 5:00 PM
Subject Out of office
Show Time As Out of Office

Thursday, January 05, 2017

▲ **Time** 8:30 AM – 9:00 AM
Subject Paul and Leanne one on one
Location Paul's Office
Show Time As Busy

Attendees

Name <E-mail>	Attendance
Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Required
Poole, Colleen <Colleen.Poole@portlandoregon.gov>	Required

▲ **Time** 9:00 AM – 9:45 AM
Subject Paul, Ross, Mike, Ed, Deborah re: Housing Inspectors obtaining Building Certs.
Location Director's Conf. Room
Show Time As Busy

Attendees

Name <E-mail>	Attendance
Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Required
Caron, Ross <Ross.Caron@portlandoregon.gov>	Required
Liefeld, Michael <Michael.Liefeld@portlandoregon.gov>	Required
Marihart, Ed <Ed.Marihart@portlandoregon.gov>	Required
Morris, Deborah Sievert <Deborah.SievertMorris@portlandoregon.gov>	Required

▲ **Time** 10:00 AM – 11:00 AM

Subject Paul, Rafael, Debbie re: findings
Location Via phone
Show Time As Busy
 I just wanted to get this on everyone's calendars and will update once it's decided whether the meeting will be in person or via phone.

Attendees	Name <E-mail>	Attendance
	Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
	Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Required
	Rafael Colon (rafaelcolon@comcast.net) <rafaelcolon@comcast.net>	Required
	Debbie Rough-Mack <debbieroughmack@aol.com>	Required

▲ **Time** 11:30 AM – 1:00 PM
Subject Bureau Directors Meeting
Location Lovejoy Room, City Hall
Show Time As Busy
 Monthly Bureau Directors meeting series for the calendar year 2017.

Thank you,
 Katy Schnoor
 Director's Executive Assistant for

CAO and CFO
 City of Portland, OR | Office of Management and Finance
 503.823.5160 | Katy.Schnoor@PortlandOregon.gov
 <mailto:Katy.Schnoor@PortlandOregon.gov>

Attendees	Name <E-mail>	Attendance
	Rinehart, Tom <Tom.Rinehart@portlandoregon.gov>	Organizer
	City Bureau Directors <CitywideBurDirDistList@portlandoregon.gov>	Required
	Henderson, Maurice <Maurice.Henderson@portlandoregon.gov>	Required
	Stuhr, Michael <Michael.Stuhr@portlandoregon.gov>	Optional
	Scott, Andrew <Andrew.Scott@portlandoregon.gov>	Optional
	Miller, Fred <Fred.Miller@portlandoregon.gov>	Optional
	Merlo, Carmen <Carmen.Merlo@portlandoregon.gov>	Optional

Anderson, Susan <Susan.Anderson@portlandoregon.gov>	Optional
Creager, Kurt <Kurt.Creager@portlandoregon.gov>	Optional
Clayton, Letimya <Letimya.Clayton@portlandoregon.gov>	Optional
Turley, Lisa <Lisa.Turley@portlandoregon.gov>	Optional
Branam, Kimberly <BranamK@pdc.us>	Optional
Braaten, Jane <Jane.Braaten@portlandoregon.gov>	Optional
Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Optional
Marshman, Michael <Michael.Marshman@portlandoregon.gov>	Optional
Hutchison, Sam <Sam.Hutchison@portlandoregon.gov>	Optional
Baer, Jeff <Jeff.Baer@portlandoregon.gov>	Optional
Jordan, Michael <Mike.Jordan@portlandoregon.gov>	Optional
Abbate, Mike <Mike.Abbate@portlandoregon.gov>	Optional
Enge, Bryant <Bryant.Engel@portlandoregon.gov>	Optional
Reeve, Tracy <Tracy.Reeve@portlandoregon.gov>	Optional
Pellegrino, Martha <Martha.Pellegrino@portlandoregon.gov>	Optional
James, Dante <Dante.James@portlandoregon.gov>	Optional
Kanwit, Anna <Anna.Kanwit@portlandoregon.gov>	Optional
Moore, Janice <Janice.Moore@portlandoregon.gov>	Optional
Ocken, Julie <Julie.Ocken@portlandoregon.gov>	Optional
Treat, Leah <Leah.Treat@portlandoregon.gov>	Optional
Ames, Betsy <Betsy.Ames@portlandoregon.gov>	Optional
Alarcon Morris, Amalia	Optional

<Amalia.AlarconMorris@portlandoregon.gov>

▲ **Time** 1:30 PM – 3:30 PM
Subject CH2M Open House
Location CH2M building
Show Time As Busy

Attendees

Name <E-mail>	Attendance
Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Required
Poole, Colleen <Colleen.Poole@portlandoregon.gov>	Required

▲ **Time** 3:30 PM – 4:00 PM
Subject Paul, Andy, Katie, Randi, (Deborah optional) re: 2nd Floor Permitting Services Finishes
Location Director's Conf. Room
Show Time As Busy

Confirming the meeting is still happening at 3:30 today. Thanks, L

This meeting will be to review 2nd floor permit finishes. They are changing out the reception casework and will be doing a new design with new materials Randi and Katie would like to present. Andy is returning from vacation on this day and Katie will be out of the office starting on 1/9/17, so I'm hoping this time works for all.

Best,
Leanne
X37937

Attendees

Name <E-mail>	Attendance
Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Required
Peterson, Andy <Andy.Peterson@portlandoregon.gov>	Required
Salazar, Katie <Katie.Salazar@portlandoregon.gov>	Required
Selleck, Randi <Randi.Selleck@portlandoregon.gov>	Required
Morris, Deborah Sievert <Deborah.SievertMorris@portlandoregon.gov>	Optional

Friday, January 06, 2017

▲ **Time** All Day
Subject Vacation Day
Show Time As Out of Office
