
Scarlett, Paul Calendar

Monday, February 06, 2017 – Sunday, February 12, 2017

February 2017

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5	6	7	8	9	10	11	
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26	27	28					

February 2017

▲ Mon, Feb 6

- 9:00 AM – 9:30 AM [Jeff Baer \(Chief Technology Officer\) Laurie Levý \(Portland Online Permitting System Manager\) Check-in](#)
Paul's Office
Baer, Jeff
 - 10:30 AM – 11:00 AM [Leanne Torgerson \(Executive Assistant\) one on one](#)
Paul's Office
Torgerson, Leanne
 - 11:00 AM – 12:00 PM [Senior Managers re: Strategize Meet the Commissioner](#)
Director's Conf. Room
Torgerson, Leanne
 - 2:15 PM – 2:30 PM [HR Issue](#)
Paul's Office
Torgerson, Leanne
 - 2:30 PM – 3:00 PM [Deborah Sievert Morris \(Business Operations & Finance Services Manager\), and Ron Zito \(BHR Site Team Manager\) meeting](#)
1900 SW 4th Ave, 5th Floor, Director's Conf. Room
Torgerson, Leanne
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▲ Tue, Feb 7

- 8:30 AM – 9:30 AM ["Meet the Commissioner" bureau-wide](#)
2500 A/B
Moore, Beth
- 10:00 AM – 10:30 AM [Krystal Ngene \(Recruitment & Hiring staff\)](#)
AM

- 10:30 AM – 11:00 AM [Andy Peterson \(Plan Review & Permitting Services Manger\) one on one](#)
Paul's Office
Torgerson, Leanne
 - 11:00 AM – 12:00 PM [Development Review Advisory Committee Agenda Planning Meeting](#)
1900 SW 4th Ave- 5th floor - Director's Conf. Room
Torgerson, Leanne
 - 2:00 PM – 2:45 PM [Catherine Heeb, Jody Orrison, Chris Pagnota \(Sr. Plans Examiners\) re: Plan Review and Catch-up](#)
Director's Conf. Room
Torgerson, Leanne
 - 3:00 PM – 3:30 PM [meet up with Kathy Sharp \(BHR Business Partner\)](#)
deli
BDS Leadership Team
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▲ **Wed, Feb 8**

- 9:30 AM – 10:00 AM [Ross Caron \(Public Information & Enforcement Services Manager\) one on one](#)
Paul's Office
Torgerson, Leanne
 - 10:30 AM – 11:00 AM [meet up with Christy Pierce \(Permitting Services Manager\)](#)
Sunny's Deli
BDS Leadership Team
 - 2:30 PM – 3:30 PM [Mitch Nickolds \(Inspections Services Manager\)](#)
Paul's Office
Torgerson, Leanne
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▲ **Thu, Feb 9**

- 9:30 AM – 10:15 AM [Leanne Torgerson \(Executive Assistant\) one on one](#)
Paul's Office
Torgerson, Leanne
 - 10:30 AM – 12:00 PM [P&D Directors Meeting](#)
Bull Run Room -- Portland Buidling, 5th Floor, Water Bureau
Dacanay, Radcliffe
 - 1:00 PM – 4:00 PM [Equity Consultant Training - 3 x 3 hour sessions](#)
BDS CH2M Conf Lincoln Room (80)
Maris, Peter
-

▲ **Fri, Feb 10**

- 9:00 AM – 9:15 AM [Welcome Equity Training Attendees at the Lincoln Room](#)
 - 10:30 AM – 11:00 AM [Carmen Gaston re: Pre-meeting for Catholic Education Endowment Board](#)
Starbucks, 603 SW Jackson St, #116,
Portland, Oregon 97201
Torgerson, Leanne
 - 11:30 AM – 12:30 PM [Becky Chiao \(Sr. Claims Analyst\) re: Complaint](#)
1900 SW 4th Ave, 5th floor, Director's Conf. Room
Torgerson, Leanne
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▲ **Sunday, Feb. 05, 2017**

- All Day [Worked from 9:45am to 12:45pm; filing, emails and reviewing documents](#)
Office
-

Details

Monday, February 06, 2017

- ▲ **Time** 9:00 AM – 9:30 AM
Subject Paul S/Laurie Check-in
Location Paul's Office
Recurrence Occurs every 2 week(s) on Monday effective 2/6/2017 until 2/6/2017 from 9:00 AM to 9:30 AM
Show Time Busy
As

Attendees	Name <E-mail>	Attendance
	Baer, Jeff <Jeff.Baer@portlandoregon.gov>	Organizer
	Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Required
	Levy, Laurie <Laurie.Levy@portlandoregon.gov>	Required
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- ▲ **Time** 10:30 AM – 11:00 AM
Subject Paul and Leanne one on one

Location Paul's Office

Show Time Busy

As

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** 11:00 AM – 12:00 PM

Subject Senior Managers re: Strategize Meet the Commissioner

Location Director's Conf. Room

Show Busy

Time As

Rescheduling due to the inclement weather on Friday.

Hi, All –

Paul wants to meet to strategize regarding the Meet the Commissioner event on Tuesday, 2/7/17. I hope this time works for all.

Leanne

Attendees	Name <E-mail>	Attendance
	Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
	BDS Division Managers <BDSManagers@portlandoregon.gov>	Required
	Morris, Deborah Sievert <Deborah.SievertMorris@portlandoregon.gov>	Optional
	Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Optional
	Nickolds, Mitch <Mitch.Nickolds@portlandoregon.gov>	Optional
	Peterson, Andy <Andy.Peterson@portlandoregon.gov>	Optional
	Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Optional

Perry, Dora <Dora.Perry@portlandoregon.gov> Optional

Caron, Ross
<Ross.Caron@portlandoregon.gov> Optional

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

▲ **Time** 2:15 PM – 2:30 PM

Subject HR Issue

Location Paul's Office

Show Time Busy

As

▲ **Time** 2:15 PM – 3:15 PM

Subject Paul and Deborah one on one

Location Paul's Office

Recurrence Occurs every Monday effective 2/6/2017 until 2/6/2017
from 2:15 PM to 3:15 PM

Show Time Busy

As

Moving the time back to 2:15 due to Commissioner meeting.

Leanne

Attendees	Name <E-mail>	Attendance
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	Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
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	Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Required
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	Morris, Deborah Sievert <Deborah.SievertMorris@portlandoregon.gov>	Required
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▲ **Time** 2:30 PM – 3:00 PM

Subject Paul, Deborah, and Ron Zito meeting

Location 1900 SW 4th Ave, 5th Floor, Director's Conf. Room

Show Busy

Time As

This is an opportunity for Ron Zito to meet with Paul and Deborah to get to know the bureau and understand the HR priorities.

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

Morris, Deborah Sievert
<Deborah.SievertMorris@portlandoregon.gov> Required

Zito, Ronald
<Ronald.Zito@portlandoregon.gov> Required

Tuesday, February 07, 2017

▲ **Time** 8:30 AM – 9:30 AM
Subject "Meet the Commissioner" bureau-wide
Location 2500 A/B
Show Time Busy
As
"Meet the Commissioner" bureau-wide on 2/7/17 from
8:30 - 9:30

Attendees	Name <E-mail>	Attendance
	Moore, Beth <Elizabeth.Moore@portlandoregon.gov>	Organizer
	Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Required
	BDS List (All Employees) <OPDRList@portlandoregon.gov>	Required

▲ **Time** 8:30 AM – 9:30 AM
Subject BDS bureau-wide meet the new Commissioner
Location 1900 Building, 2nd floor room 2500A/B
Show Busy
Time As

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
	Runkel, Marshall <Marshall.Runkel@portlandoregon.gov>	Required

McGee, Travis <Travis.McGee@portlandoregon.gov>	Required
BDS Division & Section Managers <BDS-M&S@portlandoregon.gov>	Required
Pierce, Christy <Christine.Pierce@portlandoregon.gov>	Optional
Perkins, Kareen <Kareen.Perkins@portlandoregon.gov>	Optional
Morris, Tim <Tim.Morris@portlandoregon.gov>	Optional
Nickolds, Mitch <Mitch.Nickolds@portlandoregon.gov>	Optional
Fetters, Mark <Mark.Fetters@portlandoregon.gov>	Optional
Levy, Laurie <Laurie.Levy@portlandoregon.gov>	Optional
Tallant, Kimberly <Kimberly.Tallant@portlandoregon.gov>	Optional
Piercy, Janell <Janell.Piercy@portlandoregon.gov>	Optional
Appleyard, Richard <Richard.Appleyard@portlandoregon.gov>	Optional
Liefeld, Michael <Michael.Liefeld@portlandoregon.gov>	Optional
Shoemaker, Jay <Jay.Shoemaker@portlandoregon.gov>	Optional
Meyer, Cindy <Cindy.Meyer@portlandoregon.gov>	Optional
Morris, Deborah Sievert <Deborah.SievertMorris@portlandoregon.gov>	Optional
Whitehill, Terry <Terry.Whitehill@portlandoregon.gov>	Optional

▲ **Time** 10:00 AM – 10:30 AM
Subject Krystal Ngene
Show Time Busy
As

▲ **Time** 10:30 AM – 11:00 AM
Subject Paul and Andy one on one
Location Paul's Office
Show Time Busy
As

Bumping the start time and shortening the 2/7/17 meeting to 10:30 due to bureauwide event.

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

▲ **Time** 11:00 AM – 12:00 PM
Subject DRAC Agenda Planning Meeting
Location 1900 SW 4th Ave- 5th floor - Director's Conf. Room
Show Busy
Time As

Hope this time works for all.

Leanne

Attendees	Name <E-mail>	Attendance
	Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
	Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Required
	Fetters, Mark <Mark.Fetters@portlandoregon.gov>	Required
	Mh Kincaid <jamasu88@msn.com>	Required

rob@fasterpermits.com Required
<rob@fasterpermits.com>

Morris, Deborah Sievert Optional
<Deborah.SievertMorris@portlandoregon.gov>

▲ **Time** 2:00 PM – 2:45 PM
Subject Paul, Catherine, Jody, Chris re: Plan Review and Catch-up
Location Director's Conf. Room
Show Time Busy
As
This is an opportunity for Senior Plans Examiners to meet with Paul and discuss plan review and catch-up. I hope this time works for all. Another option would Mon, 2/6/17 at 10:30 to 11:15, if that works better.

Best,
Leanne
X37937

Attendees	Name <E-mail>	Attendance
	Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
	Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Required
	Heeb, Catherine <Catherine.Heeb@portlandoregon.gov>	Required
	Orrison, Jody <Jody.Orrison@portlandoregon.gov>	Required
	Pagnotta, Chris <Chris.Pagnotta@portlandoregon.gov>	Required

▲ **Time** 3:00 PM – 3:30 PM
Subject meet up of Kathy S and Paul
Location deli
Show Busy
Time As

Attendees	Name <E-mail>	Attendance
	BDS Leadership Team <BDSLeadershipTeam@portlandoregon.gov>	Organizer
	Sharp, Kathy <Kathy.Sharp@portlandoregon.gov>	Required

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

Torgerson, Leanne
<Leanne.Torgerson@portlandoregon.gov> Required

Wednesday, February 08, 2017

▲ **Time** 9:30 AM – 10:00 AM

Subject Paul and Ross one on one

Location Paul's Office

Show Time Busy

As

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

▲ **Time** 10:30 AM – 11:00 AM

Subject meet up with Christy P and Paul

Location Sunny's Deli

Show Busy

Time As

Attendees	Name <E-mail>	Attendance
	BDS Leadership Team <BDSLeadershipTeam@portlandoregon.gov>	Organizer
	Pierce, Christy <Christine.Pierce@portlandoregon.gov>	Required
	Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Required
	Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Optional

▲ **Time** 2:30 PM – 3:30 PM

Subject Paul and Mitch one on one

Location Paul's Office

Show Time Busy
As

Mitch - Your one on one meetings with Paul will be on the 2nd and 4th Wednesdays of each month beginning in June 2014. Please accept this meeting 2nd Wed. series to get this on your calendar. The 4th Wed. series will be coming soon.

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

Thursday, February 09, 2017

▲ **Time** 9:30 AM – 10:15 AM

Subject Paul and Leanne one on one

Location Paul's Office

Show Time Busy
As

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** 10:30 AM – 12:00 PM

Subject P&D Directors Meeting

Location Bull Run Room -- Portland Buidling, 5th Floor, Water Bureau

Show Busy

Time As

Meeting announcement for 2017.

This is the MAIN MEETING for the P&D directors.
We meet the 2nd Thursday of every month.

A supplementary meeting will be scheduled for the 4th Thursday every month, if necessary.

Attendees	Name <E-mail>	Attendance
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Dacanay, Radcliffe <Radcliffe.Dacanay@portlandoregon.gov>	Organizer
Abbate, Mike <Mike.Abbate@portlandoregon.gov>	Required
Alarcon Morris, Amalia <Amalia.AlarconMorris@portlandoregon.gov>	Required
Anderson, Susan <Susan.Anderson@portlandoregon.gov>	Required
Creager, Kurt <Kurt.Creager@portlandoregon.gov>	Required
Jordan, Michael <Mike.Jordan@portlandoregon.gov>	Required
Merlo, Carmen <Carmen.Merlo@portlandoregon.gov>	Required
Myers, Mike <Mike.J.Myers@portlandoregon.gov>	Required
Reeve, Tracy <Tracy.Reeve@portlandoregon.gov>	Required
Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Required
Scott, Andrew <Andrew.Scott@portlandoregon.gov>	Required
Branam, Kimberly <BranamK@pdc.us>	Required
Kepler, Richard <Richard.Kepler@portlandoregon.gov>	Required
Rinehart, Tom <Tom.Rinehart@portlandoregon.gov>	Required
Stuhr, Michael <Michael.Stuhr@portlandoregon.gov>	Required
Treat, Leah <Leah.Treat@portlandoregon.gov>	Required
Ames, Betsy	Optional

<Betsy.Ames@portlandoregon.gov>	
Armstrong, Tom <Tom.Armstrong@portlandoregon.gov>	Optional
Bacchieri, Jane <Jane.Bacchieri@portlandoregon.gov>	Optional
Edmunds, Sallie <Sallie.Edmunds@portlandoregon.gov>	Optional
Horner, Brett <Brett.Horner@portlandoregon.gov>	Optional
Wood, Sandra <Sandra.Wood@portlandoregon.gov>	Optional
Zehnder, Joe <Joe.Zehnder@portlandoregon.gov>	Optional
Armstrong, Michael <Michael.Armstrong@portlandoregon.gov>	Optional
Braaten, Jane <Jane.Braaten@portlandoregon.gov>	Optional
Crail, Tim <Tim.Crail@portlandoregon.gov>	Optional
Gibson-Hartnett, Susan <Susan.Hartnett@portlandoregon.gov>	Optional
Lisle, Karl <Karl.Lisle@portlandoregon.gov>	Optional
Pearce, Art <Art.Pearce@portlandoregon.gov>	Optional
Uchiyama, Dawn <Dawn.Uchiyama@portlandoregon.gov>	Optional
Walkiewicz, Marie <Marie.Walkiewicz@portlandoregon.gov>	Optional
Chatman, Rich <Rich.Chatman@portlandoregon.gov>	Optional
Villalvazo, Ramiro <Ramiro.Villalvazo@portlandoregon.gov>	Optional

Engstrom, Eric
<Eric.Engstrom@portlandoregon.gov> Optional

Abuaf, Lisa <AbuafL@pdc.us> Optional

▲ **Time** 1:00 PM – 4:00 PM

Subject Equity Consultant Training - 3 x 3 hour sessions

Location BDS CH2M Conf Lincoln Room (80)

Show Time Busy

As

Attendees	Name <E-mail>	Attendance
	Maris, Peter <Peter.Maris@portlandoregon.gov>	Organizer
	Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Required
	Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Required
	Morgan, Douglas <Douglas.Morgan@portlandoregon.gov>	Required
	Butler-Brown, Jason <Jason.Butler-Brown@portlandoregon.gov>	Required
	Liefeld, Michael <Michael.Liefeld@portlandoregon.gov>	Required
	Suico, Theresa <Theresa.Suico@portlandoregon.gov>	Required
	Marihart, Ed <Ed.Marihart@portlandoregon.gov>	Required
	Seward, Michelle <Michelle.Seward@portlandoregon.gov>	Required
	Whitehill, Terry <Terry.Whitehill@portlandoregon.gov>	Required
	Thorington, Nancy <Nancy.Thorington@portlandoregon.gov>	Required
	Caron, Ross <Ross.Caron@portlandoregon.gov>	Required

Perry, Dora <Dora.Perry@portlandoregon.gov>	Required
Hale, Diane <Diane.Hale@portlandoregon.gov>	Required
Morris, Tim <Tim.Morris@portlandoregon.gov>	Required
Appleyard, Richard <Richard.Appleyard@portlandoregon.gov>	Required
BDS Events Calendar <BDSEventsCal@portlandoregon.gov>	Required
Whiteside, Rachel <Rachel.Whiteside@portlandoregon.gov>	Required
Bhutani, Puja <Puja.Bhutani@portlandoregon.gov>	Required
Langi, Norma <Norma.Langi@portlandoregon.gov>	Required
Hardy, Douglas <Douglas.Hardy@portlandoregon.gov>	Required
Chan, Betty <Betty.Chan@portlandoregon.gov>	Required
Sandy, Emily <Emily.Sandy@portlandoregon.gov>	Required
Keenan, Mieke <Mieke.Keenan@portlandoregon.gov>	Required
Ngene, Krystal <Krystal.Ngene@portlandoregon.gov>	Required
Schneider, Jennifer <Jennifer.Schneider@portlandoregon.gov>	Required
St Pierre, Gerry <Gerald.St.Pierre@portlandoregon.gov>	Required
Howard, Anastasia <Anastasia.Howard@portlandoregon.gov>	Required

Maynard, Jack <Jack.Maynard@portlandoregon.gov>	Required
Greenauer, Megan <Megan.Greenauer@portlandoregon.gov>	Required
Rhoads, Amanda <Amanda.Rhoads@portlandoregon.gov>	Required
Wolley, Greg <Greg.Wolley@portlandoregon.gov>	Required
Eudaly, Chloe <Chloe.Eudaly@portlandoregon.gov>	Optional
Runkel, Marshall <Marshall.Runkel@portlandoregon.gov>	Optional
McGee, Travis <Travis.McGee@portlandoregon.gov>	Optional
Edwards, Adrienne <Adrienne.Edwards@portlandoregon.gov>	Required

Friday, February 10, 2017

▲ **Time** 9:00 AM – 9:15 AM
Subject Welcome Equity Training Attendees at the Lincoln Room
Show Time Busy
As

▲ **Time** 10:30 AM – 11:00 AM
Subject Paul Scarlett and Carmen Gaston re: Pre-meeting for Catholic Education Endowment Board
Location Starbucks, 603 SW Jackson St, #116, Portland, Oregon 97201
Show Time Busy
As Carmen's cell number is 971-219-3986.

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

<cgaston@archdpdx.org>

▲ **Time** 11:30 AM – 12:30 PM
Subject Paul Scarlett and Becky Chiao re: Complaint
Location 1900 SW 4th Ave, 5th floor, Director's Conf. Room
Show Time Busy
As
Becky requested a 1-hour meeting to interview Paul re: a bullying complaint.

Becky, I hope this time works for you. Paul's calendar is booked next week and I would have to discuss any changes with him. I'll watch for your response to this meeting request.

Leanne

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

Sunday, February 12, 2017

▲ **Time** All Day
Subject Worked from 9:45am to 12:45pm; filing, emails and reviewing documents
Location Office
Show Time Free
As
