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## Scarlett, Paul Calendar

Monday, February 13, 2017 – Sunday, February 19, 2017

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### February 2017

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### February 2017

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#### ▲ Mon, Feb 13

- 9:00 AM – 10:00 AM [Andy Peterson \(Plan Review & Permitting Services Manager\), Rebecca Esau \(Principal Planner\), Mitch Nickolds \(Inspection Services Manager\), Deborah Sievert Morris \(Business Operations & Finance Services Manager\), Elshad Hajiyev \(Finance Manager\) re: Mayor's Memo on waiving or reducing fees](#)  
Director's Conf. Room  
Torgerson, Leanne
  - 10:00 AM – 11:00 AM [Leanne Torgerson \(Executive Assistant\) one on one](#)  
Paul's Office  
Torgerson, Leanne
  - 2:15 PM – 3:15 PM [Deborah Sievert Morris \(Business Operations & Finance Services Manager\) one on one](#)  
Paul's Office  
Torgerson, Leanne
  - 2:30 PM – 3:30 PM [Andy Peterson \(Plan Review & Permitting Services Manager\), Vic Remmers \(Developer\) re: Follow up meeting DSC Issues](#)  
1900 SW 4th Ave - 5th floor - Director's Conf. Room  
Torgerson, Leanne
- 

#### ▲ Tue, Feb 14

- 8:30 AM – 10:30 AM [Senior Managers only re: Communication & Trust Training with Rafael and Debbie](#)  
CH2M Building - Lincoln Room

- 10:30 AM – 12:30 PM Torgerson, Leanne  
[Leadership Team Communications & Trust Session with Rafael & Debbie](#)  
 CH2M Lincoln Room  
 Torgerson, Leanne
  - 12:30 PM – 1:00 PM [Leanne Torgerson \(Executive Assistant\), Katie Salazar \(BDS Facilities Coordinator\), Randi Selleck \(BIBS Project Manager\) re: CH2M 10th floor walk-through](#)  
 meet in CH2M lobby  
 Torgerson, Leanne
  - 2:15 PM – 2:45 PM [HR Issue](#)  
 Paul's Office  
 Poole, Colleen
- 

▲ **Wed, Feb 15**

- 8:30 AM – 8:45 AM [Permitting Services staff](#)  
 Poole, Colleen
  - 9:00 AM – 9:20 AM [Kristin Cooper \(Sr. Planner\) to join Paul and Rebecca Esau's one on one re: Major changes in RICAP 8](#)  
 Paul's Office  
 Torgerson, Leanne
  - 9:00 AM – 10:00 AM [Rebecca Esau \(Principal Planner\) one on one](#)  
 Paul's Office  
 Torgerson, Leanne
  - 10:00 AM – 10:30 AM [Ross Caron \(Public Information & Enforcement Services Manager\) one on one](#)  
 Paul's office  
 Torgerson, Leanne
  - 11:30 AM – 12:00 PM [Laurie Levý \(Portland Online Permitting System Manager\) one on one](#)  
 Paul's Office  
 Torgerson, Leanne
  - 2:00 PM – 2:30 PM [Connie Jones \(Plan Review staff\) re: follow up meeting](#)  
 Paul's Office  
 Torgerson, Leanne
  - 3:00 PM – 5:00 PM [RICAP 8 at City Council, 3:00 TC](#)  
 Council Chambers  
 Torgerson, Leanne
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▲ **Thu, Feb 16**

- 8:00 AM – 10:00 AM [Development Review Advisory Committee](#)  
 1900 Building, 2nd floor, Room 2500B  
 Fetters, Mark
- 10:30 AM – 11:00 [Leanne Torgerson \(Executive Assistant\) one](#)

- AM [on one](#)  
Paul's Office  
Torgerson, Leanne
  - 11:00 AM – 12:00 PM [HR Issue](#)  
Director's Conf. Room  
Torgerson, Leanne
  - 2:00 PM – 3:00 PM [Strategic Plan Preview Meeting](#)  
Conf. Rm. 4A (4th floor)  
Fetters, Mark
  - 3:00 PM – 3:30 PM [Brief BDS Director on the Bureau Equity Committee](#)  
Director's Conf. Room  
Torgerson, Leanne
  - 3:00 PM – 3:45 PM [Dora Perry \(Equity & Policy Manager\) one on one](#)  
Paul's office  
Torgerson, Leanne
  - 3:50 PM – 4:00 PM [Aldo Gonzalez](#) (Graphic Designer)  
Paul's Office
- 

▲ **Fri, Feb 17**

- 8:30 AM – 9:00 AM [Deborah Sievert Morris \(Business Operations & Finance Services Manager\) one on one](#)  
Paul's Office  
Torgerson, Leanne
  - 9:15 AM – 9:30 AM [Terry Whitehill \(Building Official\), Nancy Thorington \(Sr. Code & Policy Analyst\) re: HB Testimony in Salem](#)  
Paul's Office  
Torgerson, Leanne
  - 10:00 AM – 10:30 AM [DRAC Subcommittee re: Service Levels](#)  
2500A
  - 10:30 AM – 11:30 AM [February Prep for Residential Permit Night](#)  
BDS Conf 6g (20)  
Peterson, Andy
- 

▲ **Sun, Feb 19**

- All Day [Worked 10:30am to 11:45am, emails, filing, etc.](#)  
Paul's office
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Details

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**Monday, February 13, 2017**

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▲ **Time** 9:00 AM – 10:00 AM  
**Subject** Paul, Andy, Rebecca, Mitch, Deborah, Elshad re: Mayor's  
Memo on waiving or reducing fees  
**Location** Director's Conf. Room

**Show** Busy

**Time As**

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
	Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Required
	Peterson, Andy <Andy.Peterson@portlandoregon.gov>	Required
	Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Required
	Nickolds, Mitch <Mitch.Nickolds@portlandoregon.gov>	Required
	Morris, Deborah Sievert <Deborah.SievertMorris@portlandoregon.gov>	Required
	Hajiyev, Elshad <Elshad.Hajiyev@portlandoregon.gov>	Required

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▲ **Time** 10:00 AM – 11:00 AM  
**Subject** Paul and Leanne one on one  
**Location** Paul's Office

**Show Time** Busy

**As**

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
	Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Required
	Poole, Colleen <Colleen.Poole@portlandoregon.gov>	Required

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▲ **Time** 2:15 PM – 3:15 PM  
**Subject** Paul and Deborah one on one  
**Location** Paul's Office

**Recurrence** Occurs every Monday effective 2/13/2017 until 2/13/2017  
from 2:15 PM to 3:15 PM

**Show Time** Busy

**As**

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

Leanne

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
	Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Required
	Morris, Deborah Sievert <Deborah.SievertMorris@portlandoregon.gov>	Required

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▲ **Time** 2:30 PM – 3:30 PM

**Subject** Paul, Andy, Vic Remmers re: Follow up meeting DSC  
Issues

**Location** 1900 SW 4th Ave - 5th floor - Director's Conf. Room

**Show Time** Busy

**As**

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
	Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Required
	Peterson, Andy <Andy.Peterson@portlandoregon.gov>	Required
	Vic Remmers <vic@everetthomesnw.com>	Required

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▲ **Time** 8:30 AM – 10:30 AM

**Subject** Senior Managers only re: Communication & Trust Training  
with Rafael and Debbie

**Location** CH2M Building - Lincoln Room

**Show** Busy

**Time As**

Hello, Senior Managers –

This is to confirm the continued Communication & Trust  
Training from 8:30 to 10:30 with Rafael and Debbie.

The rest of the Leadership Team will join us from 10:30 to 12:30.

All are expected to attend.

Best,  
Leanne  
X37937

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
	BDS Division Managers <BDSManagers@portlandoregon.gov>	Required
	Morris, Deborah Sievert <Deborah.SievertMorris@portlandoregon.gov>	Optional
	Peterson, Andy <Andy.Peterson@portlandoregon.gov>	Optional
	Caron, Ross <Ross.Caron@portlandoregon.gov>	Optional
	Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Optional
	Nickolds, Mitch <Mitch.Nickolds@portlandoregon.gov>	Optional
	Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Optional
	Perry, Dora <Dora.Perry@portlandoregon.gov>	Optional

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- ▲ **Time** 10:30 AM – 12:30 PM
  - Subject** Leadership Team Communications & Trust Session with Rafael & Debbie
  - Location** CH2M Lincoln Room
  - Show** Busy
  - Time As**

Hi, All –

This is to confirm the Communications & Trust Training Wrap-up Session with Rafael & Debbie. All managers are expected to attend.

The Leadership Team will join the Senior Managers from 10:30 to 12:30 in the Lincoln Room at the CH2M Building.

Leanne  
X37937

<b>Attendees Name &lt;E-mail&gt;</b>	<b>Attendance</b>
Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
BDS Division & Section Managers <BDS- M&S@portlandoregon.gov>	Required
Tallant, Kimberly <Kimberly.Tallant@portlandoregon.gov>	Optional
Jonak, Ross <Ross.Jonak@portlandoregon.gov>	Optional
Appleyard, Richard <Richard.Appleyard@portlandoregon.gov>	Optional
Sharp, Kathy <Kathy.Sharp@portlandoregon.gov>	Optional
Grenda, Jill <Jill.Grenda@portlandoregon.gov>	Optional
Morris, Tim <Tim.Morris@portlandoregon.gov>	Optional
Hajiyev, Elshad <Elshad.Hajiyev@portlandoregon.gov>	Optional
Piercy, Janell <Janell.Piercy@portlandoregon.gov>	Optional
Meyer, Cindy <Cindy.Meyer@portlandoregon.gov>	Optional
Fetters, Mark <Mark.Fetters@portlandoregon.gov>	Optional
Peterson, Andy <Andy.Peterson@portlandoregon.gov>	Optional
Deis, Fred <Fred.Deis@portlandoregon.gov>	Optional
Morris, Deborah Sievert <Deborah.SievertMorris@portlandoregon.gov>	Optional
Pierce, Christy <Christine.Pierce@portlandoregon.gov>	Optional

Nickolds, Mitch <Mitch.Nickolds@portlandoregon.gov>	Optional
Shoemaker, Jay <Jay.Shoemaker@portlandoregon.gov>	Optional
Morgan, Douglas <Douglas.Morgan@portlandoregon.gov>	Optional
Perry, Dora <Dora.Perry@portlandoregon.gov>	Optional
Fioravanti, Kara <Kara.Fioravanti@portlandoregon.gov>	Optional
Whitehill, Terry <Terry.Whitehill@portlandoregon.gov>	Optional
Perkins, Kareen <Kareen.Perkins@portlandoregon.gov>	Optional

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▲ **Time** 12:30 PM – 1:00 PM  
**Subject** Paul, Deborah, Mitch, Katie, Randi re: CH2M 10th floor walk-through  
**Location** meet in CH2M lobby  
**Show** Busy  
**Time As**  
I hope this time works for all. FYI - Paul, Deborah, and Mitch will be in a meeting ending at 12:30 at CH2M.

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Leanne Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
	Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Required
	Morris, Deborah Sievert <Deborah.SievertMorris@portlandoregon.gov>	Required
	Nickolds, Mitch <Mitch.Nickolds@portlandoregon.gov>	Required
	Salazar, Katie <Katie.Salazar@portlandoregon.gov>	Required



Selleck, Randi  
<Randi.Selleck@portlandoregon.gov>

Required

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▲ **Time** 2:15 PM – 2:45 PM  
**Subject** HR Issue  
**Location** Paul's Office  
**Show Time** Busy  
**As**

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**Wednesday, February 15, 2017**

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▲ **Time** 8:30 AM – 8:45 AM  
**Subject** Permitting Services staff  
**Show Time** Busy  
**As**

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▲ **Time** 9:00 AM – 9:20 AM  
**Subject** Kristin to join Paul and Rebecca's one on one re: Major changes in RICAP 8  
**Location** Paul's Office  
**Show Time** Busy  
**As**  
This meeting is to brief Paul on the major changes in RICAP 8 prior to the Council Hearing on 2/15/17, 3:00 TC. Kristin will join the 1st 20 minutes of Paul and Rebecca's one on one.

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Leanne Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
	Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Required
	Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Required
	Cooper, Kristin <Kristin.Cooper@portlandoregon.gov>	Required

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▲ **Time** 9:00 AM – 10:00 AM  
**Subject** Paul and Rebecca E. one on one  
**Location** Paul's Office  
**Show Time** Busy  
**As**

Rescheduling this meeting only due to the Leadership Team training on 2/14/17.

Leanne  
X37937

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
	Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Required
	Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Required

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▲ **Time** 10:00 AM – 10:30 AM  
**Subject** Paul and Ross one on one  
**Location** Paul's office  
**Recurrence** Occurs every 2 week(s) on Wednesday effective 2/15/2017 until 2/15/2017 from 10:00 AM to 10:30 AM  
**Show Time** Busy  
**As**  
When: Occurs every 2 weeks on Wednesday effective 3/19/2014 from 10:00 AM to 10:30 AM (UTC-08:00) Pacific Time (US & Canada).  
Where: Paul's office  
  
Note: The GMT offset above does not reflect daylight saving time adjustments.

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<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
	Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Required
	Caron, Ross <Ross.Caron@portlandoregon.gov>	Required

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▲ **Time** 11:30 AM – 12:00 PM  
**Subject** Paul and Laurie one on one  
**Location** Paul's Office  
**Recurrence** Occurs every 2 week(s) on Wednesday effective 2/15/2017 until 2/15/2017 from 11:30 AM to 12:00 PM  
**Show Time** Busy

**As**

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
	Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Required
	Levy, Laurie <Laurie.Levy@portlandoregon.gov>	Required

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▲ **Time** 2:00 PM – 2:30 PM

**Subject** Paul and Connie re: follow up meeting

**Location** Paul's Office

**Show Time** Busy

**As**  
Connie – This is to reschedule the 2/6/17 meeting.

Leanne

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
	Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Required
	Jones, Connie <Connie.Jones@portlandoregon.gov>	Required

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▲ **Time** 3:00 PM – 5:00 PM

**Subject** RICAP 8 at City Council, 3:00 TC

**Location** Council Chambers

**Show Time** Busy

**As**  
Just to get this on your calendars.

Leanne  
X37937

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
	Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Required

Esau, Rebecca  
<Rebecca.Esau@portlandoregon.gov>

Required

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**Thursday, February 16, 2017**

▲ **Time** 8:00 AM – 10:00 AM

**Subject** Development Review Advisory Committee

**Location** 1900 Building, 2nd floor, Room 2500B

**Recurrence** Occurs the third Thursday of every 1 month(s) effective 2/16/2017 until 2/16/2017 from 8:00 AM to 10:00 AM

**Show Time** Busy

**As**

City Staff,

In canceling the July DRAC meeting, it appears that Outlook also canceled all future DRAC meetings. I am sending this request to put the meetings back in your calendar.

Mark Feters  
BDS Business Operations  
(503) 823-1028  
Mark.feters@portlandoregon.gov  
<mailto:Mark.feters@portlandoregon.gov>

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Feters, Mark <Mark.Feters@portlandoregon.gov>	Organizer
	Adamsick, Claire <Claire.Adamsick@portlandoregon.gov>	Required
	Alpert, Josh <Josh.Alpert@portlandoregon.gov>	Required
	Anderson, Susan <Susan.Anderson@portlandoregon.gov>	Required
	Armstrong, Michael <Michael.Armstrong@portlandoregon.gov>	Required
	Bejarano, Alex <Alex.Bejarano@portlandoregon.gov>	Required
	Caron, Ross <Ross.Caron@portlandoregon.gov>	Required
	Collentine, Mary Ellen <MaryEllen.Collentine@portlandoregon.gov>	Required
	Dietz, Cindy	Required

<Cindy.Dietz@portlandoregon.gov>	
Engstrom, Eric <Eric.Engstrom@portlandoregon.gov>	Required
Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Required
Finn, Brendan <Brendan.Finn@portlandoregon.gov>	Required
Fioravanti, Kara <Kara.Fioravanti@portlandoregon.gov>	Required
Grumm, Matt <Matt.Grumm@portlandoregon.gov>	Required
Hajiyev, Elshad <Elshad.Hajiyev@portlandoregon.gov>	Required
Hales, Charlie <Charlie.Hales@portlandoregon.gov>	Required
Heron, Tim <Tim.Heron@portlandoregon.gov>	Required
Huggins, Sarah <Sarah.Huggins@portlandoregon.gov>	Required
Kane, Alisa <Alisa.Kane@portlandoregon.gov>	Required
Krueger, Kurt <Kurt.Krueger@portlandoregon.gov>	Required
Lam, Trang <Trang.Lam@portlandoregon.gov>	Required
Leon, Christine <Christine.Leon@portlandoregon.gov>	Required
Martin, Lyne <Lyne.Martin@portlandoregon.gov>	Required
Morgan, Douglas <Douglas.Morgan@portlandoregon.gov>	Required
Morris, Deborah Sievert <Deborah.SievertMorris@portlandoregon.gov>	Required
Nickolds, Mitch	Required

<Mitch.Nickolds@portlandoregon.gov>	
O'Brien, Kyle <Kyle.O'Brien@portlandoregon.gov>	Required
Perkins, Kareen <Kareen.Perkins@portlandoregon.gov>	Required
Perry, Dora <Dora.Perry@portlandoregon.gov>	Required
Peterson, Andy <Andy.Peterson@portlandoregon.gov>	Required
Reese Cadigan, Elisabeth <Elisabeth.Reese@portlandoregon.gov>	Required
Saltzman, Dan <Dan.Saltzman@portlandoregon.gov>	Required
Sandy, Emily <Emily.Sandy@portlandoregon.gov>	Required
Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Required
Shriver, Katie <Katie.Shriver@portlandoregon.gov>	Required
Spencer-Hartle, Brandon <Brandon.Spencer@portlandoregon.gov>	Required
Sponsel, Rebecca <Rebecca.Sponsel@portlandoregon.gov>	Required
Starin, Nicholas <Nicholas.Starin@portlandoregon.gov>	Required
Thorington, Nancy <Nancy.Thorington@portlandoregon.gov>	Required
Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Required
Torres, Raul <Raul.Torres@portlandoregon.gov>	Required
Wadsworth, Jasmine <Jasmine.Wadsworth@portlandoregon.gov>	Required

Wier, Christopher <Christopher.Wier@portlandoregon.gov>	Required
Wood, Sandra <Sandra.Wood@portlandoregon.gov>	Required
Wood, Shawn <Shawn.Wood@portlandoregon.gov>	Required
Lawrence, Asena <Asena.Lawrence@portlandoregon.gov>	Required
Jogerst, Casey <Casey.Jogerst@portlandoregon.gov>	Required
Faber, Rick <Richard.Faber@portlandoregon.gov>	Required
Nameny, Phil <Phil.Nameny@portlandoregon.gov>	Optional
Yates, Jody <Jody.Yates@portlandoregon.gov>	Optional

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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**

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
	Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Required
	Poole, Colleen <Colleen.Poole@portlandoregon.gov>	Required

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▲ **Time** 11:00 AM – 12:00 PM  
**Subject** HR Issue  
**Location** Director's Conf. Room  
**Show Time** Busy  
**As**

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▲ **Time** 2:00 PM – 3:00 PM

**Subject** Strategic Plan Preview Meeting

**Location** Conf. Rm. 4A (4th floor)

**Show** Busy

**Time As**

All,

We will be meeting in Room 4A (4th floor).

Mark

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Fetters, Mark <Mark.Fetters@portlandoregon.gov>	Organizer
	Appleyard, Richard <Richard.Appleyard@portlandoregon.gov>	Required
	Barnhart, David <David.Barnhart@portlandoregon.gov>	Required
	Buellesbach, Lisa <Lisa.Buellesbach@portlandoregon.gov>	Required
	Caron, Ross <Ross.Caron@portlandoregon.gov>	Required
	Caruso, Christine <Christine.Caruso@portlandoregon.gov>	Required
	Castleberry, Stacey <Stacey.Castleberry@portlandoregon.gov>	Required
	Disciascio, Joe <Joe.Disciascio@portlandoregon.gov>	Required
	Donnelly, Jeff <Jeff.Donnelly@portlandoregon.gov>	Required
	Edwards, Adrienne <Adrienne.Edwards@portlandoregon.gov>	Required
	Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Required
	Hunter-James, Rochelle <Rochelle.Hunter-James@portlandoregon.gov>	Required
	Jones, Connie <Connie.Jones@portlandoregon.gov>	Required



Kass, Steven <Steven.Kass@portlandoregon.gov>	Required
Knoll, Gail <Gail.Knoll@portlandoregon.gov>	Required
Langi, Norma <Norma.Langi@portlandoregon.gov>	Required
Linehan, Melissa <Melissa.Linehan@portlandoregon.gov>	Required
Marihart, Ed <Ed.Marihart@portlandoregon.gov>	Required
Morris, Tim <Tim.Morris@portlandoregon.gov>	Required
Perkins, Kareen <Kareen.Perkins@portlandoregon.gov>	Required
Peterson, Andy <Andy.Peterson@portlandoregon.gov>	Required
Pfaff, Anne <Anne.Pfaff@portlandoregon.gov>	Required
Pike-Salas, Breah <Breah.Pike-Salas@portlandoregon.gov>	Required
Poole, Colleen <Colleen.Poole@portlandoregon.gov>	Required
Rogers, Brandon <Brandon.Rogers@portlandoregon.gov>	Required
Scranton, David <David.Scranton@portlandoregon.gov>	Required
Seward, Michelle <Michelle.Seward@portlandoregon.gov>	Required
Tebeau, David <David.Tebeau@portlandoregon.gov>	Required
Truong, Andy <Andy.Truong@portlandoregon.gov>	Required
Whiteside, Rachel <Rachel.Whiteside@portlandoregon.gov>	Required

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

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

Nickolds, Mitch  
<Mitch.Nickolds@portlandoregon.gov> Required

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▲ **Time** 3:00 PM – 3:30 PM

**Subject** Brief BDS Director on the BEC

**Location** Director's Conf. Room

**Show** Busy

**Time As**

I hope this time works for most for the February Brief the Director on the BEC. I will be looking at calendars to set the regularly scheduled monthly meeting. More to come.

Leanne

**Attendees Name <E-mail>** **Attendance**

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

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

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

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

Thorington, Nancy  
<Nancy.Thorington@portlandoregon.gov> Required

Ngene, Krystal  
<Krystal.Ngene@portlandoregon.gov> Required

Butler-Brown, Jason <Jason.Butler-Brown@portlandoregon.gov> Required

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▲ **Time** 3:00 PM – 3:45 PM

**Subject** Paul and Dora one on one

**Location** Paul's office

**Show Time** Busy

**As**

Rescheduled due to a calendar conflict.

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
	Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Required
	Perry, Dora <Dora.Perry@portlandoregon.gov>	Required

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▲ **Time** 3:50 PM – 4:00 PM  
**Subject** Aldo Gonzalez (Graphic Designer)  
**Location** Paul's Office  
**Show Time** Busy  
**As**

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#### Friday, February 17, 2017

▲ **Time** 8:30 AM – 9:00 AM  
**Subject** Paul and Deborah one on one  
**Location** Paul's Office  
**Show** Busy  
**Time As**  
Just to get this on your calendars.

LT

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
	Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Required
	Morris, Deborah Sievert <Deborah.SievertMorris@portlandoregon.gov>	Required

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▲ **Time** 9:15 AM – 9:30 AM  
**Subject** Paul, Terry, Nancy re: HB Testimony in Salem  
**Location** Paul's Office  
**Show Time** Busy  
**As**  
Sending this meeting notice in hopes we can make this time work to touch bases for 15 minutes on the HB testimony in Salem on 2/15/17.

Leanne

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
	Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Required
	Thorington, Nancy <Nancy.Thorington@portlandoregon.gov>	Required
	Whitehill, Terry <Terry.Whitehill@portlandoregon.gov>	Required

▲ **Time** 10:00 AM – 10:30 AM  
**Subject** DRAC Subcommittee re: Service Levels  
**Location** 2500A  
**Show Time** Busy  
**As**

▲ **Time** 10:30 AM – 11:30 AM  
**Subject** February Prep for Residential Permit Night  
**Location** BDS Conf 6g (20)  
**Show Time** Busy  
**As**  
 Hi all.  
 Getting this on our calendars to meet up and lay the communication framework for the upcoming April start date.  
 More information will be provided as the meeting date gets closer.

See you then. Andy

Kristin, do you have a sub that you can provide if you can't get away?

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Peterson, Andy <Andy.Peterson@portlandoregon.gov>	Organizer
	Hunter-James, Rochelle <Rochelle.Hunter-James@portlandoregon.gov>	Required
	Orrison, Jody <Jody.Orrison@portlandoregon.gov>	Required
	Thomas, Eric <Eric.Thomas@portlandoregon.gov>	Required

Perry, Dora <Dora.Perry@portlandoregon.gov>	Required
Supriano, Greg <Greg.Supriano@portlandoregon.gov>	Required
Cooper, Kristin <Kristin.Cooper@portlandoregon.gov>	Required
Bird Jr, Wesley <Wesley.Bird@portlandoregon.gov>	Required
Berhow, Derek <Derek.Berhow@portlandoregon.gov>	Required
Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Required
Piercy, Janell <Janell.Piercy@portlandoregon.gov>	Required
Silleck, Janette <Janette.Silleck@portlandoregon.gov>	Required
Richling, Jason <Jason.Richling@portlandoregon.gov>	Optional
Grenda, Jill <Jill.Grenda@portlandoregon.gov>	Optional
Scholte, Cassandra <Cassandra.Scholte@portlandoregon.gov>	Optional
Sharp, Kathy <Kathy.Sharp@portlandoregon.gov>	Optional
Caron, Ross <Ross.Caron@portlandoregon.gov>	Optional

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**Sunday, February 19, 2017**

▲ **Time** All Day  
**Subject** Worked 10:30am to 11:45am, emails, filing, etc,  
**Location** Paul's office  
**Show Time** Free  
**As**

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