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## Scarlett, Paul Calendar

Monday, February 20, 2017 – Sunday, February 26, 2017

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### February 2017

Su Mo Tu We Th Fr Sa


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5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	<a href="#">20</a>	<a href="#">21</a>	<a href="#">22</a>	<a href="#">23</a>	<a href="#">24</a>	<a href="#">25</a>	
<a href="#">26</a>	27	28					

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### February 2017

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#### ▲ Mon, Feb 20

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

#### ▲ Tue, Feb 21

-  10:00 AM – 11:00 AM [2017 BDS Leadership Team Meeting](#)  
2500B  
Torgerson, Leanne
-  1:00 PM – 3:00 PM [Inspection supervisor \(FPP/FIR\) - final round interviews](#)  
BDS CH2M Conf 1 (15); BDS CH2M Conf 3 (4)  
BDS Recruitment Activity Calendar

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#### ▲ Wed, Feb 22

-  Before 8:00 AM Free
-  8:35 AM – 9:05 AM [Rachel Whiteside \(Labor Management Committee Labor Co-chair\) re: Voluntary Retirement Incentive Program](#)  
Paul's Office  
Torgerson, Leanne
-  9:10 AM – 10:10 AM [Andy Peterson \(Plan Review & Permitting Services Manager\) one on one](#)  
Paul's Office  
Torgerson, Leanne
-  10:30 AM – 11:00 AM [Ross Caron \(Public Information & Enforcement Services Manager\) one on one](#)  
Paul's Office  
Torgerson, Leanne
-  11:00 AM – 11:30 AM [Mark Feters \(Business Operations staff\) to join Paul and Deborah's one on one re: Strategic Plan](#)  
Paul's Office  
Torgerson, Leanne

- 11:00 AM – 12:00 PM [Deborah Sievert Morris \(Business Operations & Finance Services Manager\) one on one](#)  
Paul's Office  
Torgerson, Leanne
- 2:30 PM – 3:00 PM [Deborah Sievert Morris \(Business Operations & Finance Services Manager\) continued one on one](#)  
Paul's Office  
Torgerson, Leanne

▲ **Thu, Feb 23**

- 9:30 AM – 10:15 AM [Commissioner Eudaly Check-in with Paul Scarlett](#)  
Commissioner Eudaly's Office  
Eudaly, Chloe
- 10:20 AM – 10:50 AM [Laurie Levý \(Portland Online Permitting System Manager\) one on one](#)  
Paul's Office  
Torgerson, Leanne
- 10:50 AM – 11:30 AM [Leanne Torgerson \(Executive Assistant\) one on one](#)  
Paul's Office  
Torgerson, Leanne
- 11:30 AM – 12:00 PM [Ross Caron \(Public Information & Enforcement Services Manager\), Mieke Keenan \(Code & Policy Management Analyst\) re: BDS Records Retention Project](#)  
Paul's Office  
Torgerson, Leanne

▲ **Fri, Feb 24**

- 9:00 AM – 10:00 AM [Labor Management Committee Hiring Subcommittee Meeting](#)  
5b  
Storey, Oretha
- 11:00 AM – 12:30 PM [Due Process Meeting](#)  
Director's Conf. Room  
Torgerson, Leanne

**Details**

**Monday, February 20, 2017**

▲ **Time** All Day  
**Subject** President's Day  
**Show Time** Out of Office  
**As**  
**Attendees** Name <E-mail>

**Attendance**

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

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

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

▲ **Time** All Day  
**Subject** worked in office 3:00pm to 5:30pm, emails, reviewing POPS documents, etc.  
**Location** Paul's Office  
**Show Time** Free  
**As**

**Tuesday, February 21, 2017**

▲ **Time** 10:00 AM – 11:00 AM  
**Subject** 2017 BDS Leadership Team Meeting  
**Location** 2500B  
**Show** Busy  
**Time As**  
 The 2/21/17 meeting is shortened to 1-hour.

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Leanne X37937 Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
	BDS Division & Section Managers <BDS-M&S@portlandoregon.gov>	Required
	Garcia, Tony <Tony.Garcia@portlandoregon.gov>	Required
	Kraut, Lory <Lory.Kraut@portlandoregon.gov>	Required
	Levy, Laurie <Laurie.Levy@portlandoregon.gov>	Required
	Lewis, Lynda <Lynda.Lewis@portlandoregon.gov>	Required
	Meyer, Cindy <Cindy.Meyer@portlandoregon.gov>	Optional

Hajiyev, Elshad <Elshad.Hajiyev@portlandoregon.gov>	Optional
Perkins, Kareen <Kareen.Perkins@portlandoregon.gov>	Optional
Tallant, Kimberly <Kimberly.Tallant@portlandoregon.gov>	Optional
Grenda, Jill <Jill.Grenda@portlandoregon.gov>	Optional
Jonak, Ross <Ross.Jonak@portlandoregon.gov>	Optional
Wolley, Greg <Greg.Wolley@portlandoregon.gov>	Optional
Morris, Deborah Sievert <Deborah.SievertMorris@portlandoregon.gov>	Optional
Marihart, Ed <Ed.Marihart@portlandoregon.gov>	Optional
Nickolds, Mitch <Mitch.Nickolds@portlandoregon.gov>	Optional
Fetters, Mark <Mark.Fetters@portlandoregon.gov>	Optional
Morgan, Douglas <Douglas.Morgan@portlandoregon.gov>	Optional
Liefeld, Michael <Michael.Liefeld@portlandoregon.gov>	Optional
Piercy, Janell <Janell.Piercy@portlandoregon.gov>	Optional
Appleyard, Richard <Richard.Appleyard@portlandoregon.gov>	Optional
Pierce, Christy <Christine.Pierce@portlandoregon.gov>	Optional
Morris, Tim <Tim.Morris@portlandoregon.gov>	Optional
Sharp, Kathy <Kathy.Sharp@portlandoregon.gov>	Optional

Peterson, Andy <Andy.Peterson@portlandoregon.gov>	Optional
Hardy, Douglas <Douglas.Hardy@portlandoregon.gov>	Optional
Sponsel, Rebecca <Rebecca.Sponsel@portlandoregon.gov>	Optional
Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Optional
Caron, Ross <Ross.Caron@portlandoregon.gov>	Optional

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▲ **Time** 1:00 PM – 3:00 PM  
**Subject** Inspection supervisor (FPP/FIR) - final round interviews  
**Location** BDS CH2M Conf 1 (15); BDS CH2M Conf 3 (4)  
**Show** Busy

**Time As**

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	BDS Recruitment Activity Calendar <BDSRecruitmentActCal@portlandoregon.gov>	Organizer
	Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Required
	Perry, Dora <Dora.Perry@portlandoregon.gov>	Required
	Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Required
	Garduno, Sara Flores <Sara.Flores@portlandoregon.gov>	Required
	Nickolds, Mitch <Mitch.Nickolds@portlandoregon.gov>	Required
	Viers, Glova <Glova.Viers@portlandoregon.gov>	Required

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**Wednesday, February 22, 2017**

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▲ **Time** 8:35 AM – 9:05 AM  
**Subject** Paul and Rachel re: VRIP

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

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▲ **Time** 9:10 AM – 10:10 AM  
**Subject** Paul and Andy one on one  
**Location** Paul's Office  
**Show Time** Busy  
**As**  
Rescheduling due to a calendar conflict.

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

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▲ **Time** 10:30 AM – 11:00 AM  
**Subject** Paul and Ross one on one  
**Location** Paul's Office  
**Show Time** Busy  
**As**  
Changing the start time to the 2/22/17 meeting to 10:30 due to a calendar conflict.

**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

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▲ **Time** 11:00 AM – 11:30 AM

**Subject** Mark to join Paul and Deborah's one on one re: Strategic Plan

**Location** Paul's Office

**Show** Busy

**Time As**

Mark – Please plan on joining the first 30 minutes of Paul and Deborah's one on one to discuss the Strategic Plan.

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
	Fetters, Mark <Mark.Fetters@portlandoregon.gov>	Required

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▲ **Time** 11:00 AM – 12:00 PM

**Subject** Paul and Deborah one on one

**Location** Paul's Office

**Show** Busy

**Time As**

2/20/17 meeting at 11:00 due to holiday.

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 – 3:00 PM

**Subject** Paul and Deborah continued one on one

**Location** Paul's Office

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

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**Thursday, February 23, 2017**

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▲ **Time** 9:30 AM – 10:15 AM

**Subject** Check-in with Paul Scarlett

**Location** Commissioner Eudaly's Office

**Show Time** Busy

**As**

Meeting Coordinator: Leanne Torgerson x37937

In attendance:

Paul Scarlett, BDS Director

Commissioner Chloe Eudaly

Marshall Runkel, Chief of Staff

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Eudaly, Chloe <Chloe.Eudaly@portlandoregon.gov>	Organizer
	Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Required
	Runkel, Marshall <Marshall.Runkel@portlandoregon.gov>	Required

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▲ **Time** 10:20 AM – 10:50 AM

**Subject** Paul and Laurie 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	Required



<Paul.Scarlett@portlandoregon.gov>

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

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▲ **Time** 10:50 AM – 11:30 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** 11:30 AM – 12:00 PM

**Subject** Paul, Ross, Mieke re: BDS Records Retention Project

**Location** Paul's Office

**Show Time** Busy

**As**

Rescheduling due to a calendar conflict.

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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
	Keenan, Mieke <Mieke.Keenan@portlandoregon.gov>	Required

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▲ **Time** 12:00 PM – 2:00 PM

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**Friday, February 24, 2017**

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▲ **Time** 9:00 AM – 10:00 AM  
**Subject** LMC Hiring Subcommittee Meeting  
**Location** 5b  
**Recurrence** Occurs every 2 week(s) on Friday effective 2/24/2017 until 2/24/2017 from 9:00 AM to 10:00 AM  
**Show Time** Busy

**As**  
 LMC Hiring Subcommittee Members,

Please accept this invitation to add the scheduled LMC Hiring Subcommittee meeting dates to your calendar for 2017.

I have reserved Conference Room 5B for all of these dates.

The 2017 LMC Hiring Subcommittee meeting dates are:

January 13 and 27  
 February 10 and 24  
 March 10 and 24  
 April 7 and 21  
 May 5 and 19  
 June 2, 16 and 30  
 July 14, and 28  
 August 11 and 25  
 September 8 and 22  
 October 6 and 20  
 November 5 and 17  
 December 1, 15, 29

Division Managers and T&WD key staff have been included on this invite to “optionally” add these dates to your calendars, too.

Thank you.  
 Oretha Storey, x35764  
 LMC Support backup - Kathy Robertson, x37358

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Storey, Oretha <Oretha.Storey@portlandoregon.gov>	Organizer
	Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Required
	Jones, Connie <Connie.Jones@portlandoregon.gov>	Required
	Partch, Priscilla <Priscilla.Partch@portlandoregon.gov>	Required
	Perry, Dora <Dora.Perry@portlandoregon.gov>	Required
	Quattlebaum, Brian	Required

<Brian.Quattlebaum@portlandoregon.gov>

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

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

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

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

Wolley, Greg Optional  
<Greg.Wolley@portlandoregon.gov>

Edwards, Adrienne Optional  
<Adrienne.Edwards@portlandoregon.gov>

Lewis, Lynda Optional  
<Lynda.Lewis@portlandoregon.gov>

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▲ **Time** 11:00 AM – 12:30 PM

**Subject** Due Process Meeting

**Location** Director's Conf. Room

**Show Time** Busy

**As**

This is to put a placeholder on your calendars for a due process meeting.

Leanne

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

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

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

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

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