

Scarlett, Paul Calendar
Monday, February 20, 2017 – Sunday, February 26, 2017

February 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				

February 2017

▲ **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

▲ **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.

Leanne
X37937

Attendees	Name <E-mail>	Attendance
	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

▲ **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

Attendees	Name <E-mail>	Attendance
	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

Wednesday, February 22, 2017

▲ **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

▲ **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

▲ **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

▲ **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

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

▲ **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

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

▲ **Time** 2:30 PM – 3:00 PM

Subject Paul and Deborah continued one on one

Location Paul's Office

Show Busy

Time As

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

Thursday, February 23, 2017

▲ **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

Attendees	Name <E-mail>	Attendance
	Eudaly, Chloe <Chloe.Eudaly@portlandoregon.gov>	Organizer
	Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Required
	Runkel, Marshall <Marshall.Runkel@portlandoregon.gov>	Required

▲ **Time** 10:20 AM – 10:50 AM

Subject Paul and Laurie 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	Required

<Paul.Scarlett@portlandoregon.gov>

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

▲ **Time** 10:50 AM – 11:30 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** 11:30 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.

LT

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

▲ **Time** 12:00 PM – 2:00 PM

Friday, February 24, 2017

▲ **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

Attendees	Name <E-mail>	Attendance
	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>

▲ **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>
