
Scarlett, Paul Calendar
Monday, April 10, 2017 – Sunday, April 16, 2017

April 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						

April 2017

▲ **Mon, Apr 10**

- 8:45 AM – 9:00 AM [Kim Tallant \(Land Use Services Manager\) to introduce new employee](#)
Paul's Office
Torgerson, Leanne
 - 9:15 AM – 9:30 AM [Mandatory Senior Managers Meeting](#)
Director's Conf. Room
Torgerson, Leanne
 - 9:45 AM – 10:00 AM [Mandatory Leadership Team Meeting](#)
BDS Conf 4a (30)
Torgerson, Leanne
 - 10:00 AM – 10:30 AM [Leanne Torgerson \(Director's Executive Assistant\) 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
-

▲ **Tue, Apr 11**

- 9:00 AM – 10:00 AM [Rebecca Esau \(Principal Planner\) one on one](#)
Paul's Office
Torgerson, Leanne
-

▲ **Wed, Apr 12**

- 10:00 AM – 10:30 AM [Ross Caron \(Public Information & Enforcement Services\)](#)

[Manager\) one on one](#)

Paul's office

Torgerson, Leanne

■ 10:30 AM – 11:00 AM [Commissioner Saltman \(Commissioner of Public Affairs\) \(via phone\)](#)

■ 10:45 AM – 11:30 AM [Rebecca Esau \(Principal Planner\), Deborah Sievert Morris \(Business Operations & Finance Services Manager\) re: Transition Information Part 1](#)

Director's Conf. Room

Torgerson, Leanne

■ 11:30 AM – 12:00 PM [Laurie Levý \(Portland Online Permit System\) Manager\) one on one](#)

Paul's Office

Torgerson, Leanne

■ 1:30 PM – 2:30 PM [Retirement Gathering for Fred Deis \(Facility Permit Program/Field Issuance Remodel Manager\)](#)

Room 4a

Nickolds, Mitch

▲ **Thu, Apr 13**

■ 1:30 PM – 2:30 PM [Rebecca Esau \(Principal Planner\), Deborah Sievert Morris \(Business Operations & Finance Services Manager\) re: Transition Part 2](#)

Director's Conf. Room

Torgerson, Leanne

▲ **Fri, Apr 14**

■ 11:20 AM – 11:40 AM [BHR David Rhys](#)
BDS Paul's Office
Rhys, David

■ 2:00 PM – 3:30 PM [Paul's Farewell Gathering](#)
2500 A/B
Torgerson, Leanne

Details

Monday, April 10, 2017

▲ **Time** 8:45 AM – 9:00 AM
Subject Paul, Kim to introduce new employee
Location Paul's Office
Show Time As Busy

Attendees **Name <E-mail>**
Torgerson, Leanne

Attendance
Organizer

<Leanne.Torgerson@portlandoregon.gov>

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

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

Steele, Morgan <Morgan.Steele@portlandoregon.gov> Optional

▲ **Time** 9:15 AM – 9:30 AM
Subject Mandatory Senior Managers Meeting
Location Director's Conf. Room
Importance High
Show Time As Busy
15 minute Senior Managers Meeting. See you at 9:15!

Attendees	Name <E-mail>	Attendance
	Leanne Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
	BDS Division Managers <BDSManagers@portlandoregon.gov>	Required
	Caron, Ross <Ross.Caron@portlandoregon.gov>	Optional
	Peterson, Andy <Andy.Peterson@portlandoregon.gov>	Optional
	Morris, Deborah Sievert <Deborah.SievertMorris@portlandoregon.gov>	Optional

▲ **Time** 9:45 AM – 10:00 AM
Subject Mandatory Leadership Team Meeting
Location BDS Conf 4a (30)
Importance High
Show Time As Busy

Attendees	Name <E-mail>	Attendance
	Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
	BDS Division & Section Managers <BDS-M&S@portlandoregon.gov>	Required
	Sharp, Kathy <Kathy.Sharp@portlandoregon.gov>	Optional

Pierce, Christy <Christine.Pierce@portlandoregon.gov> Optional

Denney, Ariana <Ariana.Denney@portlandoregon.gov> Optional

Morris, Tim <Tim.Morris@portlandoregon.gov> Optional

Morgan, Douglas <Douglas.Morgan@portlandoregon.gov> Optional

Perkins, Kareen <Kareen.Perkins@portlandoregon.gov> Optional

Hajiyev, Elshad <Elshad.Hajiyev@portlandoregon.gov> Optional

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

Marihart, Ed <Ed.Marihart@portlandoregon.gov> Optional

Tallant, Kimberly <Kimberly.Tallant@portlandoregon.gov> Optional

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

▲ **Time** 10:00 AM – 10:30 AM

Subject Paul and Leanne one on one

Location Paul's Office

Recurrence Occurs every Monday effective 4/10/2017 until 4/10/2017 from 8:45 AM to 9:45 AM

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** 2:15 PM – 3:15 PM

Subject Paul and Deborah one on one

Location Paul's Office

Recurrence Occurs every Monday effective 4/10/2017 until 4/10/2017 from 2:15 PM to 3:15 PM

Show Time As Busy

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

	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

Tuesday, April 11, 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 4/11/2017 until 4/11/2017 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** 10:30 AM – 11:30 AM
Subject 2017 Senior Managers Meeting
Location BDS Conf 5e (10)
Show Time As Busy
Just adjusting the time to reflect when we actually met.

	Leanne X37937	
Attendees	Name <E-mail>	Attendance
	Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
	BDS Division Managers <BDSManagers@portlandoregon.gov>	Required

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

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

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

Peterson, Andy <Andy.Peterson@portlandoregon.gov> Optional

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

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

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

Wednesday, April 12, 2017

▲ **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 4/12/2017 until 4/12/2017 from 10:00 AM to 10:30 AM

Show Time As Tentative

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** 10:45 AM – 11:30 AM

Subject Paul, Rebecca, Deborah re: Transition Information Part 1

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

▲ **Time** 11:30 AM – 12:00 PM
Subject Paul and Laurie one on one
Location Paul's Office
Show Time As Busy
 Rebecca and Jeff – I hope you can make this meeting.

Leanne

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

▲ **Time** 1:30 PM – 2:30 PM
Subject Retirement Party for Fred Deis
Location Room 4a
Show Time As Busy

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

Thursday, April 13, 2017

▲ **Time** 9:00 AM – 10:00 AM
Subject Paul and Leanne one on one
Location Paul's Office
Recurrence Occurs every Thursday effective 4/13/2017 until 4/13/2017 from 9:00 AM to 10:00 AM
Show Time As Busy

Attendees	Name <E-mail>	Attendance
	Torgerson, Leanne	Organizer

<Leanne.Torgerson@portlandoregon.gov>

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

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

▲ **Time** 1:30 PM – 2:30 PM
Subject Paul, Rebecca, Deborah re: Transition Part 2
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
	Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Required
	Morris, Deborah Sievert <Deborah.SievertMorris@portlandoregon.gov>	Required

Friday, April 14, 2017

▲ **Time** 11:20 AM – 11:40 AM
Subject Meeting with BHR DR/PS
Location BDS Paul's Office
Show Time As Busy
Finalize document

Attendees	Name <E-mail>	Attendance
	David Rhys X 35219	
	Rhys, David <David.Rhys@portlandoregon.gov>	Organizer
	Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Required

▲ **Time** 2:00 PM – 3:30 PM
Subject Paul's Farewell Gathering
Location 2500 A/B
Importance High
Reminder 15 minutes
Show Time As Busy
Just to get this on your calendars.

Attendees	Name <E-mail>	Attendance
	Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
	Caron, Ross <Ross.Caron@portlandoregon.gov>	Required
	Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Required
	Nickolds, Mitch <Mitch.Nickolds@portlandoregon.gov>	Required
	Perry, Dora <Dora.Perry@portlandoregon.gov>	Required
	Peterson, Andy <Andy.Peterson@portlandoregon.gov>	Required
	Morris, Deborah Sievert <Deborah.SievertMorris@portlandoregon.gov>	Required
	Levy, Laurie <Laurie.Levy@portlandoregon.gov>	Required
	Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Required
