
Esau, Rebecca Calendar

Monday, October 30, 2017 – Sunday, November 05, 2017

October 2017

Su Mo Tu We Th Fr Sa

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29	30	31				

November 2017

Su Mo Tu We Th Fr Sa

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26	27	28	29	30		

October 2017

▲ Mon, Oct 30

- 8:00 AM – 2:30 PM [Inspection Supervisor Interviews](#)
BDS CH2M Conf 1 (15); BDS CH2M Conf 3 (4)
BDS Recruitment Activity Calendar
-

▲ Tue, Oct 31

- 8:30 AM – 9:00 AM [Matt Grumm \(Commissioner Saltzman's Office\) check in](#)
BDS - Rebecca's office
Esau, Rebecca
- 9:00 AM – 9:30 AM [Kara Fioravanti \(Design & Historic Resources Manager\), Staci Monroe \(Land Use staff\), Grace Jeffreys \(Land Use staff\) re: the Zidell master plan project](#)
Rebecca's Office
Torgerson, Leanne
- 10:00 AM – 10:15 AM [travel](#)
- 10:15 AM – 10:45 AM [Marshall Runkel \(Chief of Staff, Commissioner of Public Safety Office\) one on one](#)
Marshall's Office
Torgerson, Leanne
- 1:00 PM – 1:45 PM [Development Review Advisory Committee Agenda Planning](#)
1900 Bldg, 2nd Floor, Room 2500 B
Fetters, Mark
- 2:00 PM – 2:30 PM [Ross Caron \(Public Information & Enforcement Services Manager\) one on one](#)
Rebecca's Office
Torgerson, Leanne
- 2:30 PM – 3:00 PM [Dave Austin \(Interim Communications Manager\) one on one](#)

- Rebecca's Office
Torgerson, Leanne
 - 3:00 PM – 4:00 PM [Kim Tallant \(Interim Principal Planner\)check-in](#)
Rebecca's Office
Tallant, Kimberly
 - 4:00 PM – 4:30 PM [Kathy Sharp \(BHR Business Partner\) re: Performance Improvement Plan \(PIP\)](#)
Rebecca's Office
Sharp, Kathy
 - 4:30 PM – 4:45 PM [Connie Jones \(DCTU Chapter Chair\) one on one](#)
Rebecca's Office
Torgerson, Leanne
-

November 2017

▲ Wed, Nov 1

- 9:00 AM – 10:00 AM [Andy Peterson \(Plan Review & Permitting Services Manager\) one on one](#)
Rebecca's Office
Torgerson, Leanne
 - 10:00 AM – 11:00 AM [BDS Labor Management Committee Subcommittee to discuss RPN, equity issues, scheduling, compensation](#)
BDS Conf 4h (8)
Esau, Rebecca
 - 11:00 AM – 12:00 PM [Dora Perry \(Equity & Policy Manager\) one on one](#)
Rebecca's Office
Torgerson, Leanne
 - 1:30 PM – 3:00 PM [Labor-Management Committee Meeting](#)
1900 building, Conference room 2500 B
Storey, Oretha
 - 3:30 PM – 4:00 PM [Mike Liefeld \(Enforcement Program Manager\) one on one](#)
Rebecca's Office
Torgerson, Leanne
-

▲ Thu, Nov 2

- 9:00 AM – 12:00 PM [Sexism Workshop \(part 2\) For Managers](#)
BDS CH2M Conf Lincoln Room (80)
BDS Training & Conferences
- 1:30 PM – 2:00 PM [Jamie Waltz \(Office of Management & Finance staff\) check-in](#)
your office
Waltz, Jamie
- 2:30 PM – 3:00 PM [Bill Quillin \(Plan Review staff\) Retirement Gathering in 2500C](#)

- 3:00 PM – 3:30 PM [Leanne Torgerson \(Executive Assistant\), Colleen Poole \(Customer Service & Outreach Coordinator\) meeting](#)
Rebecca's Office
Torgerson, Leanne
 - 3:30 PM – 4:00 PM [Bureau of Internal Business Services staff, Katie Salazar \(Facilities Coordinator, Kyle O'Brien \(Interim Finance Manager\) re: 1900 Building Water Damage](#)
1900 SW 4th, 5th floor, Director's Conf. Room
Torgerson, Leanne
 - 4:10 PM – 4:30 PM [HR Issue](#)
Rebecca's Office
Torgerson, Leanne
-

▲ **Fri, Nov 3**

- 9:00 AM – 10:00 AM [LMC Hiring Subcommittee Meeting](#)
5b
Storey, Oretha
 - 10:00 AM – 10:30 AM [Rachel Whiteside \(PTE Union Representative\) one on one](#)
1900 SW 4th, 5th floor, Director's Conf. Room
Torgerson, Leanne
 - 10:30 AM – 11:00 AM [Bill Quilling re: exit interview one on one](#)
Rebecca's Office
Torgerson, Leanne
 - 11:00 AM – 12:00 PM [Cindy Meyer re: General process and inspections](#)
Rebecca's Office
Torgerson, Leanne
 - 1:00 PM – 1:30 PM [Laurie Levý \(Portland Online Permitting System Manager\) re: HR](#)
Phone Call
Poole, Colleen
 - 1:30 PM – 2:00 PM [Dan Coté \(Facility Permit Program/Field Issuance Remodel Manager\) one on one](#)
Rebecca's Office
Torgerson, Leanne
 - 2:00 PM – 2:30 PM [Jill Grenda \(Planning & Zoning Manager\) re: check-in and Bureau re-org](#)
Rebecca's Office
Torgerson, Leanne
 - 2:30 PM – 3:30 PM [Dan Coté \(Facility Permit Program/Field Issuance Remodel Manager\) one on one part 2](#)
-

Details


Monday, October 30, 2017

▲ **Time** 8:00 AM – 2:30 PM


Subject Inspection Supervisor Interviews
Location BDS CH2M Conf 1 (15); BDS CH2M Conf 3 (4)
Show Time As Busy
Attendees

Name <E-mail>	Attendance
BDS Recruitment Activity Calendar <BDSRecruitmentActCal@portlandoregon.gov>	Organizer
Nickolds, Mitch <Mitch.Nickolds@portlandoregon.gov>	Required
Garduno, Sara Flores <Sara.Flores@portlandoregon.gov>	Required
Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Required
Perry, Dora <Dora.Perry@portlandoregon.gov>	Required
Cote, Dan <Dan.Cote@portlandoregon.gov>	Required

Tuesday, October 31, 2017


Time 8:30 AM – 9:00 AM
Subject check in
Location BDS - Rebecca's office
Show Time As Busy
Attendees

Name <E-mail>	Attendance
Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Organizer
Grumm, Matt <Matt.Grumm@portlandoregon.gov>	Required


Time 9:00 AM – 9:30 AM
Subject Rebecca, Kara, Staci, Grace re: the Zidell master plan project
Location Rebecca's Office
Show Time As Busy
 This is an opportunity for Kara, Staci, and Grace to brief Rebecca on the Zidell master plan project. I invited Kim as optional but she has a conflict and will not be able to attend.

Attendees

Name <E-mail>	Attendance
Leanne X37937 Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Required

Fioravanti, Kara <Kara.Fioravanti@portlandoregon.gov> Required
 Monroe, Staci <Staci.Monroe@portlandoregon.gov> Required
 Jeffreys, Grace <Grace.Jeffreys@portlandoregon.gov> Required
 Tallant, Kimberly <Kimberly.Tallant@portlandoregon.gov> Optional

▲ **Time** 10:00 AM – 10:15 AM
Subject travel
Show Time As Busy

▲ **Time** 10:15 AM – 10:45 AM
Subject Rebecca and Marshall one on one
Location Marshall's Office
Show Time As Busy
 Marshall – Rebecca is on an interview panel on Monday, 10/30/17 so rescheduling this meeting only to Tuesday, 10/31/17. If you would prefer to cancel just let me know.

Leanne
 X37937

Attendees	Name <E-mail>	Attendance
	Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
	Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Required
	Runkel, Marshall <Marshall.Runkel@portlandoregon.gov>	Required

▲ **Time** 1:00 PM – 1:45 PM
Subject DRAC Agenda Planning
Location 1900 Bldg, 2nd Floor, Room 2500 B
Show Time As Busy

Attendees	Name <E-mail>	Attendance
	Fetters, Mark <Mark.Fetters@portlandoregon.gov>	Organizer
	Mh Kincaid <JAMASU88@msn.com>	Required
	Rob Humphrey <rob@fasterpermits.com>	Required
	Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Required

Hajiyev, Elshad <Elshad.Hajiyev@portlandoregon.gov> Required
Leon, Christine <Christine.Leon@portlandoregon.gov> Required
Reese Cadigan, Elisabeth
<Elisabeth.Reese@portlandoregon.gov> Required
Huggins, Sarah <Sarah.Huggins@portlandoregon.gov> Required
Mai, Vu <Vu.Mai@portlandoregon.gov> Required

▲ **Time** 2:00 PM – 2:30 PM
Subject Rebecca and Ross one on one
Location Rebecca's Office
Show Time As Busy
Rescheduling this occurrence due to a calendar conflict.

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

▲ **Time** 2:30 PM – 3:00 PM
Subject Rebecca and Dave one on one
Location Rebecca's Office
Show Time As Busy
Rescheduling this occurrence only due to a calendar conflict.

Leanne
X37937

Attendees

Name <E-mail>	Attendance
Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Required
Austin, David <David.Austin@portlandoregon.gov>	Required

▲ **Time** 3:00 PM – 4:00 PM
Subject Rebecca and Kim check-in

Location Rebecca's Office
Show Time As Busy
Attendees

Name <E-mail>	Attendance
Tallant, Kimberly <Kimberly.Tallant@portlandoregon.gov>	Organizer
Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Required

▲ **Time** 4:00 PM – 4:30 PM
Subject Performance Improvement Plan (PIP)
Location Rebecca's Office
Show Time As Busy
Discuss PIP.

Kathy Sharp, PHR, SHRM-CP
Human Resources Business Partner
Ph: 503.823.7423 | Fax: 503.865.3147

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Attendees

Name <E-mail>	Attendance
Sharp, Kathy <Kathy.Sharp@portlandoregon.gov>	Organizer
Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Required

▲ **Time** 4:30 PM – 4:45 PM
Subject Rebecca, Connie one on one
Location Rebecca's Office
Show Time As Busy
Attendees

Name <E-mail>	Attendance
Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Required
Jones, Connie <Connie.Jones@portlandoregon.gov>	Required

Wednesday, November 01, 2017

▲ **Time** 9:00 AM – 10:00 AM
Subject Rebecca and Andy one on one
Location Rebecca's Office
Recurrence Occurs every 2 week(s) on Wednesday effective 11/1/2017 until 11/1/2017 from 9:00 AM to 10:00 AM
Show Time As Busy

Attendees	Name <E-mail>	Attendance
	Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
	Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Required
	Peterson, Andy <Andy.Peterson@portlandoregon.gov>	Required

▲ **Time** 10:00 AM – 11:00 AM
Subject LMC Subcommittee to discuss RPN, equity issues, scheduling, compensation
Location BDS Conf 4h (8)
Show Time As Busy

Attendees	Name <E-mail>	Attendance
	Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Organizer
	Pike-Salas, Breah <Breah.Pike-Salas@portlandoregon.gov>	Required
	Peterson, Andy <Andy.Peterson@portlandoregon.gov>	Required
	Tallant, Kimberly <Kimberly.Tallant@portlandoregon.gov>	Required
	Partch, Priscilla <Priscilla.Partch@portlandoregon.gov>	Required
	Sharp, Kathy <Kathy.Sharp@portlandoregon.gov>	Required
	Whiteside, Rachel <Rachel@pte17.org>	Required
	BDS Conf 4h (8) <BDS4h@portlandoregon.gov>	Resource

▲ **Time** 11:00 AM – 12:00 PM
Subject Rebecca and Dora one on one
Location Rebecca's Office
Recurrence Occurs the first Wednesday of every 1 month(s) effective 11/1/2017 until 11/1/2017 from 11:00 AM to 12:00 PM
Show Time As Busy

1st and 3rd Wed from 11:00 to noon. This series is for the 1st Wed.

Attendees	Name <E-mail>	Attendance
	Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
	Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Required
	Perry, Dora <Dora.Perry@portlandoregon.gov>	Required

▲ **Time** 1:30 PM – 3:00 PM

Subject Labor-Management Committee Meeting

Location 1900 building, Conference room 2500 B

Recurrence Occurs the first Wednesday of every 1 month(s) effective 11/1/2017 until 11/1/2017 from 1:30 PM to 3:00 PM

Show Time As Busy

Our meetings have resumed in the 1900 Building - 2500B as of 11/1/17

BDS LMC meeting occurs on the first Wednesday of every month from 1:30 p.m. to 3:00 p.m.

Updated members list below as of 09/06/2017:

Labor:

COPPEA (PTE 17)
Lisa Buellesbach, Union Member, Engineering Plan Review
Priscilla Partch, COPPEA Representative, Permitting Services, LMC Co-Chair, (Co-Chair since 8/2017)
Elizabeth Duncan, Union Member, LUS Records Management
Breah Pike-Salas, Union Member, LUS Planning & Zoning
Lauren Russell, Union Member, LUS Title 33

IBEW, Local 48
Brian Crise, Union Steward, Commercial Inspections

AFSCME, Local 189
Connie Jones, Chapter Chair, Plan Review
Jeff Donnelly, Union Member, Facility Permit Program
Laura Duvall, Union Member, LUS Records Management
John Duran, Union Member, Budget & Finance

U.A. Local Union No. 290
McKenzie James, Union Member, Commercial Inspections

Non- Represented Members
Lisa Dibert, Compliance Services
Lisa Gill, Portland Online Permitting System (POPS)

Management:
Kimberly Tallant, Interim Land Use Services Manager

Mitch Nickolds, Inspection Services Manager
 Dora Perry, BDS Equity & Policy Manager
 Andy Peterson, Plan Review & Permitting Services Manager
 Rebecca Esau, Bureau Director & LMC Co-Chair, (Co-Chair since
 4/2017)
 Elshad Hajiyev, Interim Business Operations & Finance Services
 Manager
 Tim Morris, Residential Inspections Manager
 Ross Caron, Public Information & Enforcement Services Manager
 Mike Liefeld, Enforcement Program Manager

LMC Support:
 Oretha Storey

Attendees	Name <E-mail>	Attendance
	Storey, Oretha <Oretha.Storey@portlandoregon.gov>	Organizer
	Buellesbach, Lisa <Lisa.Buellesbach@portlandoregon.gov>	Required
	Partch, Priscilla <Priscilla.Partch@portlandoregon.gov>	Required
	Pike-Salas, Breah <Breah.Pike-Salas@portlandoregon.gov>	Required
	Crise, Brian <Brian.Crise@portlandoregon.gov>	Required
	Jones, Connie <Connie.Jones@portlandoregon.gov>	Required
	Donnelly, Jeff <Jeff.Donnelly@portlandoregon.gov>	Required
	Duvall, Laura <Laura.DuVall@portlandoregon.gov>	Required
	Duran, John <John.Duran@portlandoregon.gov>	Required
	James, Mc Kenzie <McKenzie.James@portlandoregon.gov>	Required
	Dibert, Lisa <Lisa.Dibert@portlandoregon.gov>	Required
	Gill, Lisa <Lisa.Gill@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, Tim <Tim.Morris@portlandoregon.gov>	Required
Liefeld, Michael <Michael.Liefeld@portlandoregon.gov>	Required
Hajiyev, Elshad <Elshad.Hajiyev@portlandoregon.gov>	Required
Sharp, Kathy <Kathy.Sharp@portlandoregon.gov>	Required
Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Required
Tallant, Kimberly <Kimberly.Tallant@portlandoregon.gov>	Required
Alanna Hein <heinconsultinggroup@gmail.com>	Required
Russell, Lauren <Lauren.Russell@portlandoregon.gov>	Required
Austin, David <David.Austin@portlandoregon.gov>	Required
Carroll, Bob <bob@ibew48.com>	Optional
Christensen, Pat <christensen@ua290.org>	Optional
Grumm, Matt <Matt.Grumm@portlandoregon.gov>	Optional
Hammond, Donna <Donna.Hammond@IBEW48.com>	Optional
Wheaton, Rob <rwheaton@oregonafscme.com>	Optional
Runkel, Marshall <Marshall.Runkel@portlandoregon.gov>	Optional
Whiteside, Rachel <Rachel@pte17.org>	Optional

Time 3:30 PM – 4:00 PM
Subject Rebecca and Mike one on one
Location Rebecca's Office
Recurrence Occurs every 2 week(s) on Wednesday effective 11/1/2017 until 11/1/2017 from 3:30 PM to 4:00 PM
Show Time As Busy
 New Series effective 10/18/17, 3:30 to 4:00 every 2 weeks.

Leanne	
Attendees	Name <E-mail>
	Attendance

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

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

Liefeld, Michael <Michael.Liefeld@portlandoregon.gov> Required

Thursday, November 02, 2017



Time 9:00 AM – 12:00 PM

Subject Sexism Workshop (part 2) For Managers

Location BDS CH2M Conf Lincoln Room (80)

Show Time As Busy

Welcome to more Gender Equity Training with Michael Hulshof-Schmidt of EqualityWorksNW.

We will continue to learn and practice tools that interrupt sexism in the workplace.

Specific content to be covered in October:

- Gender/Gender Identity/Gender Expression
- Race
- Power
- Allyship
- Cultural Shift at BDS
- Representation
- Intersectionality

Attendees	Name <E-mail>	Attendance
	BDS Training & Conferences <BDSTrainingConf@portlandoregon.gov>	Organizer
	BDS Division & Section Managers <BDS-M&S@portlandoregon.gov>	Required
	Sharp, Kathy <Kathy.Sharp@portlandoregon.gov>	Optional
	Piercy, Janell <Janell.Piercy@portlandoregon.gov>	Optional
	Tallant, Kimberly <Kimberly.Tallant@portlandoregon.gov>	Optional
	Denney, Ariana <Ariana.Denney@portlandoregon.gov>	Optional
	Meyer, Cindy <Cindy.Meyer@portlandoregon.gov>	Optional
	Jonak, Ross <Ross.Jonak@portlandoregon.gov>	Optional

Austin, David <David.Austin@portlandoregon.gov>	Optional
Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Optional
Perkins, Kareen <Kareen.Perkins@portlandoregon.gov>	Optional
Fetters, Mark <Mark.Fetters@portlandoregon.gov>	Optional
Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Optional
Singh-Ji, Hakim <Hakim.Singh-Ji@portlandoregon.gov>	Optional
Grenda, Jill <Jill.Grenda@portlandoregon.gov>	Optional
Morgan, Douglas <Douglas.Morgan@portlandoregon.gov>	Optional
Shoemaker, Jay <Jay.Shoemaker@portlandoregon.gov>	Optional
Whitehill, Terry <Terry.Whitehill@portlandoregon.gov>	Optional

▲ **Time** 1:30 PM – 2:00 PM
Subject check-in
Location your office
Show Time As Busy
 Rebecca – I want to sit down and talk with you about finalizing the charter but also check in on things with the process and talk about “things.”

Attendees	Name <E-mail>	Attendance
	Waltz, Jamie <Jamie.Waltz@portlandoregon.gov>	Organizer
	Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Required

▲ **Time** 2:30 PM – 3:00 PM
Subject Bill Q. Retirement Gathering in 2500C
Show Time As Busy

▲ **Time** 3:00 PM – 3:30 PM
Subject Rebecca, Leanne, and Colleen meeting
Location Rebecca's Office
Show Time As Busy

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

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

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

▲ **Time** 3:30 PM – 4:00 PM
Subject 1900 Building Water Damage
Location 1900 SW 4th, 5th floor, Director's Conf. Room
Importance High
Show Time As Busy
This meeting will be to discuss water damage, next steps, demolition, roles, and resources.

Attendees

Name <E-mail>	Attendance
Leanne Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Required
O'Longaigh, David <David.OLongaigh@portlandoregon.gov>	Required
Caron, Ross <Ross.Caron@portlandoregon.gov>	Required
Welch II, John <John.Welch@portlandoregon.gov>	Required
Salazar, Katie <Katie.Salazar@portlandoregon.gov>	Required
Selleck, Randi <Randi.Selleck@portlandoregon.gov>	Required
O'Brien, Kyle <Kyle.OBrien@portlandoregon.gov>	Optional

▲ **Time** 4:10 PM – 4:30 PM
Subject HR Issue
Location Rebecca's Office
Show Time As Busy

Attendees

Name <E-mail>	Attendance
Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Required

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

Required

Friday, November 03, 2017

▲ **Time** 9:00 AM – 10:00 AM
Subject LMC Hiring Subcommittee Meeting
Location 5b
Recurrence Occurs every 2 week(s) on Friday effective 11/3/2017 until 11/3/2017 from 9:00 AM to 10:00 AM
Show Time As Busy
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
	Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Required
	Jones, Connie <Connie.Jones@portlandoregon.gov>	Required
	Partch, Priscilla <Priscilla.Partch@portlandoregon.gov>	Required
	Perry, Dora <Dora.Perry@portlandoregon.gov>	Required

Sharp, Kathy <Kathy.Sharp@portlandoregon.gov>	Required
Massarello, Chloe <Chloe.Massarello@portlandoregon.gov>	Required
Duncan, Elizabeth <Elizabeth.Duncan@portlandoregon.gov>	Required
Duran, John <John.Duran@portlandoregon.gov>	Required
Nemes, Kyle <Kyle.Nemes@portlandoregon.gov>	Required
Hajiyev, Elshad <Elshad.Hajiyev@portlandoregon.gov>	Required
Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Optional

▲ **Time** 10:00 AM – 10:30 AM
Subject Rebecca Esau and Rachel Whiteside one on one
Location 1900 SW 4th, 5th floor, Director's Conf. Room
Show Time As Busy
 Hi, Rachel –

Rescheduling due to a calendar conflict. Please check-in at the 5th floor receptions when you arrive. I'd be glad to look for another day/time, if necessary.

This meeting will be to discuss the scheduling work that is being done by the LUS Records Management Group, touch bases on the BDS re-org, and give a heads-up regarding a member concern.

Leanne
 503.823.7937

Attendees	Name <E-mail>	Attendance
	Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
	Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Required
	Whiteside, Rachel <Rachel@pte17.org>	Required

▲ **Time** 10:30 AM – 11:00 AM
Subject Rebecca and Bill Q. one on one
Location Rebecca's Office
Show Time As Busy
 Bill – I rescheduled this meeting with Rebecca to 10:30 on 11/3/17 due to a calendar conflict.

This is an opportunity for Rebecca and Bill to meet prior to his retirement.

Leanne
X37937

Attendees	Name <E-mail>	Attendance
	Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
	Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Required
	Quillin, Bill <Bill.Quillin@portlandoregon.gov>	Required

▲ **Time** 11:00 AM – 12:00 PM
Subject Rebecca, Cindy re: General process and inspections
Location Rebecca's Office
Show Time As Busy

Attendees	Name <E-mail>	Attendance
	Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
	Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Required
	Meyer, Cindy <Cindy.Meyer@portlandoregon.gov>	Required

▲ **Time** 1:00 PM – 1:30 PM
Subject Rebecca and Laurie re: HR
Location Phone Call
Show Time As Busy
Rebecca will call you at 1 p.m.


Laurie's phone # 503-823-2729


Attendees	Name <E-mail>	Attendance
	Poole, Colleen <Colleen.Poole@portlandoregon.gov>	Organizer
	Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Required
	Levy, Laurie <Laurie.Levy@portlandoregon.gov>	Required

▲ **Time** 1:30 PM – 2:00 PM
Subject Rebecca and Dan one on one
Location Rebecca's Office
Show Time As Busy

Sorry Dan – Rebecca is running behind schedule this morning.

Attendees		Attendance
	Colleen	
	Name <E-mail>	
	Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
	Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Required
	Cote, Dan <Dan.Cote@portlandoregon.gov>	Required

	Time	2:00 PM – 2:30 PM	
	Subject	Rebecca, Jill re: check-in and Bureau re-org	
	Location	Rebecca's Office	
	Show Time As	Busy	
	Attendees	Name <E-mail>	Attendance
		Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
		Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Required
		Grenda, Jill <Jill.Grenda@portlandoregon.gov>	Required

	Time	2:30 PM – 3:30 PM	
	Subject	Dan Cote - part 2	
	Show Time As	Busy	
