
Esau, Rebecca Calendar

Monday, November 27, 2017 – Sunday, December 03, 2017

November 2017

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December 2017

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31							

November 2017

▲ Mon, Nov 27

- 8:45 AM – 1:45 PM [Permitting Services Manager Interviews](#)
BDS CH2M Conf 1 (15); BDS CH2M Conf 3 (4)
BDS Recruitment Activity Calendar
 - 2:00 PM – 2:30 PM [Colleen Poole \(Customer Service & Outreach Coordinator\), Leanne Torgerson \(Executive Assistant\) meeting](#)
Rebecca's Office
Torgerson, Leanne
 - 2:45 PM – 3:15 PM [Rebecca, Will Morita \(Enforcement Program staff\) re: informal discussion](#)
Rebecca's Office
Torgerson, Leanne
 - 3:30 PM – 4:30 PM [Elshad Hajiye \(Interim Business Operations & Finance Services Manager\) one on one](#)
Rebecca's Office
Torgerson, Leanne
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▲ Tue, Nov 28

- 9:30 AM – 2:30 PM [Permitting Services Manager Interviews](#)
BDS CH2M Conf 1 (15); BDS CH2M Conf 3 (4)
BDS Recruitment Activity Calendar
- 2:45 PM – 3:00 PM [Elshad Hajiye \(Interim Business Operations & Finance Services Manager\), Terry Whitehill \(Building Official\) meeting](#)
Director's Conf. Room
Torgerson, Leanne
- 3:00 PM – 4:00 PM [Senior Managers re: Pre-BHR Non-Rep Class Comp Meeting](#)

- 4:00 PM – 5:00 PM [BDS Conf 5e \(10\)](#)
Torgerson, Leanne
[City Attorney Meeting](#)
1900 SW 4th, 5th floor, Director's Office
Torgerson, Leanne
-

▲ Wed, Nov 29

- 9:00 AM – 9:15 AM [Maureen McCafferty \(Plan Review staff\) re: Professional Development Plan and Bureau Re-Org](#)
Rebecca's Office
Torgerson, Leanne
 - 9:30 AM – 10:00 AM [BDS New Supervisors Meeting - Performance Management](#)
5E
 - 10:00 AM – 10:30 AM [Ross Caron \(Public Information & Enforcement Services Manager\) one on one](#)
Rebecca's Office
Torgerson, Leanne
 - 11:00 AM – 12:00 PM [Andy Peterson \(Plan Review & Permitting Services Manager\) one on one](#)
Rebecca's Office
Torgerson, Leanne
 - 12:00 PM – 1:30 PM [BDS Financial Advisory Committee](#)
Room 2500B
O'Brien, Kyle
 - 2:00 PM – 3:30 PM [MHLC State of the City Preservation Report at Council](#)
Council Chambers
Torgerson, Leanne
 - 3:30 PM – 4:00 PM [Mike Liefeld \(Enforcement Program Manager\) one on one](#)
Rebecca's Office
Torgerson, Leanne
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▲ Thu, Nov 30

- 10:00 AM – 10:45 AM [Public Information & Enforcement Services Divisionwide Meeting](#)
2500 B
Torgerson, Leanne
- 11:00 AM – 11:30 AM [Discussion to Identify Permitting Pilot](#)
Lovejoy Room (location Change)
Henderson, Maurice
- 1:00 PM – 1:30 PM [Dan Coté \(Facility Permit Program & Field Issuance Remodel Manager\) re: IVR/Combo Project](#)
Rebecca's Office
Torgerson, Leanne
- 1:30 PM – 2:00 PM [Leanne Torgerson \(Executive Assistant\), Colleen Poole \(Customer Service & Outreach Coordinator\) meeting](#)

- 2:00 PM – 2:30 PM [Rebecca's Office](#)
Torgerson, Leanne
[Class Comp Director and Managers' Session - BDS](#)
BDS conference room 4A - 1900 SW 4th Ave
Cavender, Natasha
 - 2:30 PM – 2:45 PM [Laurie Levý \(Portland Online Permitting System Manager\) re: POPS positions](#)
Rebecca's Office
Torgerson, Leanne
 - 3:00 PM – 4:00 PM [Discussion around permitting for Harriet Tubman Roof](#)
Mayor's Conference Room
Henderson, Maurice
 - 4:00 PM – 4:30 PM [Dave Austin \(Interim Communications Manager\) one on one](#)
Rebecca's Office
Torgerson, Leanne
-

December 2017

▲ Fri, Dec 1

- 9:00 AM – 10:00 AM [Labor Management Committee Hiring Subcommittee Meeting](#)
5a
Storey, Oretha
 - 10:00 AM – 11:00 AM [Elshad Hajiyev \(Interim Business Operations & Finance Services Manager\), Kareen Perkins \(Portland Online Permitting System staff\) meeting](#)
Director's Conf. Room
Torgerson, Leanne
 - 11:00 AM – 12:00 PM [Susan Anderson \(Bureau of Planning & Sustainability Director\) December check-in](#)
BPS Exec Conf Room
Anderson, Susan
 - 1:15 PM – 2:00 PM [Kathy Sharp \(BHR Business Partner\), Ron Zito \(BHR Site Team Manager\), Nicolle Wynia-Eide \(BHR Classification Compensation Coordinator\) re: BDS Org Structure](#)
1900 SW 4th - 5th floor - Director's Conf. Room
Torgerson, Leanne
 - 2:00 PM – 2:30 PM [Chuck Slothower \(Daily Journal or Commerce\): DJC Interview](#)
1900 SW 4th Avenue - 5th floor - Director's Conf. Room
Torgerson, Leanne
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Details

Monday, November 27, 2017

▲ **Time** 8:45 AM – 1:45 PM
Subject Permitting Services Manager 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

▲ **Time** 2:00 PM – 2:30 PM
Subject Rebecca, Colleen, Leanne meeting
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
Poole, Colleen <Colleen.Poole@portlandoregon.gov>	Required

▲ **Time** 2:45 PM – 3:15 PM
Subject Rebecca, Will M. informal discussion
Location Rebecca's Office
Show Time As Busy
Just updating to show the actual time you met.

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

▲ **Time** 3:30 PM – 4:30 PM
Subject Rebecca and Elshad one on one
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
Hajiyev, Elshad <Elshad.Hajiyev@portlandoregon.gov>	Required

Tuesday, November 28, 2017

▲ **Time** 9:30 AM – 2:30 PM
Subject Permitting Services Manager 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
Hutt, Madison <Madison.Hutt@portlandoregon.gov>	Required
Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Required
Hajiyev, Elshad <Elshad.Hajiyev@portlandoregon.gov>	Required
Orrison, Jody <Jody.Orrison@portlandoregon.gov>	Required
Storey, Oretha <Oretha.Storey@portlandoregon.gov>	Required
Hunter-James, Rochelle <Rochelle.Hunter-James@portlandoregon.gov>	Required

▲ **Time** 2:45 PM – 3:00 PM
Subject Rebecca, Elshad, Terry meeting
Location Director's Conf. Room
Importance High
Show Time As Busy

Terry – I hope you can make this time work. Let me know.

Leanne
X37937

Attendees

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

Esau, Rebecca <Rebecca.Esau@portlandoregon.gov> Required
Hajiyev, Elshad <Elshad.Hajiyev@portlandoregon.gov> Required
Whitehill, Terry <Terry.Whitehill@portlandoregon.gov> Required

▲ **Time** 3:00 PM – 4:00 PM
Subject Rebecca and Senior Managers re: Pre-BHR Non-Rep Class Comp Meeting
Location BDS Conf 5e (10)
Show Time As Busy
This pre-meeting is an opportunity to discuss the Non-Rep Class Comp Study prior to meeting with BHR on 11/30/17.

Attendees

Name <E-mail>	Attendance
Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
BDS Division Managers <BDSManagers@portlandoregon.gov>	Required
Austin, David <David.Austin@portlandoregon.gov>	Optional
Tallant, Kimberly <Kimberly.Tallant@portlandoregon.gov>	Optional
Caron, Ross <Ross.Caron@portlandoregon.gov>	Optional
Hajiyev, Elshad <Elshad.Hajiyev@portlandoregon.gov>	Optional
Peterson, Andy <Andy.Peterson@portlandoregon.gov>	Optional
Perry, Dora <Dora.Perry@portlandoregon.gov>	Optional
Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Optional

▲ **Time** 4:00 PM – 5:00 PM
Subject City Attorney Meeting
Location 1900 SW 4th, 5th floor, Director's Office
Show Time As Busy
This meeting will be to discuss the comp plan effective date and new code adoption.

I hope you are all available during this time. The only other option would be Wed, 11/29/17 at 11:00.

Let me know what works.

Leanne
X37937

Attendees	Name <E-mail>	Attendance
	Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
	Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Required
	Tallant, Kimberly <Kimberly.Tallant@portlandoregon.gov>	Required
	Peterson, Andy <Andy.Peterson@portlandoregon.gov>	Required
	Rees, Linly <Linly.Rees@portlandoregon.gov>	Required
	King, Lauren <Lauren.King@portlandoregon.gov>	Required

▲ **Time** 4:00 PM – 5:00 PM
Subject Rebecca and Kim one on one
Location Rebecca's Office
Show Time As Busy
Kim – I set your one on one with Rebecca every Tuesday at 9:00 but we can adjust, if needed.

Leanne
X37937

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

Wednesday, November 29, 2017

▲ **Time** 8:30 AM – 9:00 AM
Subject Certify timesheets
Recurrence Occurs every 2 week(s) on Wednesday effective 11/29/2017 until 11/29/2017 from 8:30 AM to 9:00 AM
Show Time As Busy

▲ **Time** 9:00 AM – 9:15 AM
Subject Rebecca, Maureen re: PDP and 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
	McCafferty, Maureen <Maureen.McCafferty@portlandoregon.gov>	Required

▲ **Time** 9:30 AM – 10:00 AM
Subject BDS New Supervisors Meeting - Performance Management
Location 5E
Show Time As Busy

▲ **Time** 10:00 AM – 10:30 AM
Subject Rebecca and Ross one on one
Location Rebecca's Office
Recurrence Occurs every Wednesday effective 11/29/2017 until 11/29/2017 from 10:00 AM to 10:30 AM
Show Time As Busy

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

▲ **Time** 11:00 AM – 12:00 PM
Subject Rebecca and Andy one on one
Location Rebecca's Office
Show Time As Busy
Changing start time of this occurrence only due to a calendar conflict – start time at 11:00 instead of 9:00.

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

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

▲ **Time** 12:00 PM – 1:30 PM
Subject BDS Financial Advisory Committee
Location Room 2500B
Show Time As Busy
All,

This is the first meeting for this year's BDS Financial Advisory Committee. Lunch will be provided.

I will send out an additional meeting invitation for the FAC in January.

Kyle O'Brien, Interim Budget and Finance Manager
City of Portland - Bureau of Development Services
Budget & Finance Section, Business Operations & Finance Services
Division
1900 SW Fourth Avenue, Suite 5000
Portland, OR 97201
kyle.obrien@portlandoregon.gov
<mailto:kyle.obrien@portlandoregon.gov>
(503) 823-7323

Work Hours: Monday through Friday, 8:00am to 4:30pm

Attendees	Name <E-mail>	Attendance
	O'Brien, Kyle <Kyle.O'Brien@portlandoregon.gov>	Organizer
	Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Required
	Hajiyev, Elshad <Elshad.Hajiyev@portlandoregon.gov>	Required
	Caron, Ross <Ross.Caron@portlandoregon.gov>	Required
	Perry, Dora <Dora.Perry@portlandoregon.gov>	Required
	Tallant, Kimberly <Kimberly.Tallant@portlandoregon.gov>	Required
	Peterson, Andy <Andy.Peterson@portlandoregon.gov>	Required
	Nickolds, Mitch <Mitch.Nickolds@portlandoregon.gov>	Required
	Austin, David <David.Austin@portlandoregon.gov>	Required
	Fettters, Mark <Mark.Fettters@portlandoregon.gov>	Required

Galinat, Ray <Ray.Galinat@portlandoregon.gov> Required

Runkel, Marshall
<Marshall.Runkel@portlandoregon.gov> Required

Ouyang, Yung <Yung.Ouyang@portlandoregon.gov> Required

Lyndon, Kathy <Kathleen.Lyndon@portlandoregon.gov> Required

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

▲ **Time** 2:00 PM – 3:30 PM
Subject 2:00 TC - HLC State of the City Preservation Report at City Council
Show Time As Busy

▲ **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 11/29/2017 until 11/29/2017 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.

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

Thursday, November 30, 2017

▲ **Time** 10:00 AM – 10:45 AM
Subject Public Information & Enforcement Services Divisionwide Meeting
Location 2500 B
Importance High
Show Time As Busy
 This is an opportunity for the PIES Division to meet with the Director and hear next steps on the bureau re-org. Please plan on attending this meeting if you are scheduled to work on Thursday, 11/30/17. This meeting may not take the full 45 minutes.

Leanne
X37937

Attendees	Name <E-mail>	Attendance
	Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
	Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Required
	Hajiyev, Elshad <Elshad.Hajiyev@portlandoregon.gov>	Required
	Caron, Ross <Ross.Caron@portlandoregon.gov>	Required
	Poole, Colleen <Colleen.Poole@portlandoregon.gov>	Required
	BDS Front Desk Team <BDSFrontDeskTeam@portlandoregon.gov>	Required
	BDS Code and Policy Development <BDSCodeandPolicyDevelopment@portlandoregon.gov>	Required
	BDS Enforcement Program All Staff <BDSNeighborhoodInspectionsComplianceServicesSection@portlandoregon.gov>	Required

▲

Time	11:00 AM – 11:30 AM	
Subject	Discussion to Identify Permitting Pilot	
Location	Lovejoy Room (location Change)	
Importance	High	
Show Time As	Busy	
	Hello, Maurice is requesting this meeting take place today with the Mayor. Thank you in advance, Lisa	
Attendees	Name <E-mail>	Attendance
	Henderson, Maurice <Maurice.Henderson@portlandoregon.gov>	Organizer
	Treat, Leah <Leah.Treat@portlandoregon.gov>	Required
	Eudaly, Chloe <Chloe.Eudaly@portlandoregon.gov>	Required
	Finn, Brendan <Brendan.Finn@portlandoregon.gov>	Required
	Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Required

Rinehart, Tom <Tom.Rinehart@portlandoregon.gov>	Required
Mayor's Small Conference Room <mayorsmconfrm@portlandoregon.gov>	Required
Runkel, Marshall <Marshall.Runkel@portlandoregon.gov>	Optional
Warner, Chris <Chris.Warner@portlandoregon.gov>	Optional
Peterson, Andy <Andy.Peterson@portlandoregon.gov>	Optional
Schmanski, Sonia <Sonia.Schmanski@portlandoregon.gov>	Optional
Creager, Kurt <Kurt.Creager@portlandoregon.gov>	Optional
Boyles, Gary <Gary.Boyles@portlandoregon.gov>	Optional

▲ **Time** 1:00 PM – 1:30 PM

Subject Rebecca, Dan re: IVR/Combo Project

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
Cote, Dan <Dan.Cote@portlandoregon.gov>	Required

▲ **Time** 1:30 PM – 2:00 PM

Subject Rebecca, Leanne, and Colleen meeting

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

▲ **Time** 2:00 PM – 2:30 PM

Subject Class Comp Director and Managers' Session - BDS
Location BDS conference room 4A - 1900 SW 4th Ave
Show Time As Busy

Check in on the 5th floor

Attendees:

Serilda Summers- McGee

Elisabeth Nunes

Rebecca Esau

David Austin

Ross Caron

Elshad Hajiyev

Laurie Levy

Mitch Nickolds

Dora Perry

Andy Peterson

Kimberly Tallant

Attendees	Name <E-mail>	Attendance
	Cavender, Natasha <Natasha.Cavender@portlandoregon.gov>	Organizer
	Summers-McGee, Serilda <Serilda.Summers-McGee@portlandoregon.gov>	Required
	Nunes, Elisabeth <Elisabeth.Nunes@portlandoregon.gov>	Required
	Austin, David <David.Austin@portlandoregon.gov>	Required
	Caron, Ross <Ross.Caron@portlandoregon.gov>	Required
	Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Required
	Hajiyev, Elshad <Elshad.Hajiyev@portlandoregon.gov>	Required
	Levy, Laurie <Laurie.Levy@portlandoregon.gov>	Required
	Nickolds, Mitch <Mitch.Nickolds@portlandoregon.gov>	Required
	Perry, Dora <Dora.Perry@portlandoregon.gov>	Required
	Peterson, Andy <Andy.Peterson@portlandoregon.gov>	Required
	Tallant, Kimberly <Kimberly.Tallant@portlandoregon.gov>	Required
	Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Required



Time 2:30 PM – 2:45 PM

Subject Rebecca, Laurie re: POPS positions

Location Rebecca's Office

Show Time As Busy

Need to shorten this to 15 minutes – Rebecca has to be at City Hall by 3:00.

Leanne
X37937

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



Time 3:00 PM – 4:00 PM

Subject Discussion around permitting for Harriet Tubman Roof

Location Mayor's Conference Room

Importance High

Show Time As Busy

Confirmed meeting time 3-4pm today-Angel

Hello Everyone,

Maurice Henderson has asked me to schedule a meeting with you all to discuss the permitting for the Harriet Tubman roof. Would you be able to attend a meeting tomorrow November 30th between 3pm-5pm? This meeting would probably run 30-60mins.

I'll follow up with phone calls to confirm your availability, but your prompt response is appreciated.

Thank you:-)

Angel L. James
Special Assistant to Maurice Henderson, Chief of Staff
Office of Mayor Ted Wheeler
City of Portland
1221 SW 4th Ave, Suite 340
Portland, OR 97204
503-823-5215
angel.james@portlandoregon.gov<mailto:angel.james@portlandoregon.gov>

Attendees	Name <E-mail>	Attendance
	Henderson, Maurice <Maurice.Henderson@portlandoregon.gov>	Organizer

Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Required
Peterson, Andy <Andy.Peterson@portlandoregon.gov>	Required
Tallant, Kimberly <Kimberly.Tallant@portlandoregon.gov>	Required
Runkel, Marshall <Marshall.Runkel@portlandoregon.gov>	Required
Meyer, Cindy <Cindy.Meyer@portlandoregon.gov>	Required
Mayor's Conference Room <mayorconfrm@portlandoregon.gov>	Required
Courtney Westling <cwestling@pps.net>	Required
Theresa Fagin <tfagin@pps.net>	Optional
Steven Simonson <ssimonson@pps.net>	Optional

▲ **Time** 4:00 PM – 4:30 PM
Subject Rebecca and Dave one on one
Location Rebecca's Office
Show Time As Busy
This is to reschedule your 11/29 meeting.

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

Friday, December 01, 2017

▲ **Time** 9:00 AM – 10:00 AM
Subject LMC Hiring Subcommittee Meeting
Location 5a
Show Time As Busy
LMC Hiring Subcommittee Members,

The conference room is changing for the last meetings of the year see

below:
December 1 (5a)
December 15 (5e)
December 29 (5a)

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
	Robertson, Kathy <Kathy.Robertson@portlandoregon.gov>	Required
	Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Optional
	Hajiyev, Elshad <Elshad.Hajiyev@portlandoregon.gov>	Optional
	Nemes, Kyle <Kyle.Nemes@portlandoregon.gov>	Required

Time 10:00 AM – 11:00 AM
Subject Rebecca, Elshad, Kareen meeting
Location Director's Conf. Room

Show Time As Busy
This meeting will be to discuss the following:
* Kareen's new role at POPS
* Other questions and feedback
* Transition discussion

Attendees	Name <E-mail>	Attendance
	Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
	Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Required
	Hajiyev, Elshad <Elshad.Hajiyev@portlandoregon.gov>	Required
	Perkins, Kareen <Kareen.Perkins@portlandoregon.gov>	Required

▲ **Time** 11:00 AM – 12:00 PM
Subject BPS / BDS December check-in
Location BPS Exec Conf Room
Show Time As Busy

Attendees	Name <E-mail>	Attendance
	Anderson, Susan <Susan.Anderson@portlandoregon.gov>	Organizer
	Wood, Sandra <Sandra.Wood@portlandoregon.gov>	Required
	Zehnder, Joe <Joe.Zehnder@portlandoregon.gov>	Required
	Tallant, Kimberly <Kimberly.Tallant@portlandoregon.gov>	Required
	Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Required
	Fioravanti, Kara <Kara.Fioravanti@portlandoregon.gov>	Optional

▲ **Time** 1:15 PM – 2:00 PM
Subject Rebecca, Kathy S., Ron, Nicolle re: BDS Org Structure
Location 1900 SW 4th - 5th floor - Director's Conf. Room
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
	Zito, Ronald <Ronald.Zito@portlandoregon.gov>	Required

Wynia-Eide, Nicolle <Nicolle.Wynia-Eide@portlandoregon.gov>

Required

▲ **Time** 2:00 PM – 2:30 PM
Subject BDS Director Rebecca Esau and Chuck Slothower (DJC): DJC Interview
Location 1900 SW 4th Avenue - 5th floor - Director's Conf. Room
Show Time As Busy
Chuck – Please check-in at the 5th floor reception when you arrive. Please feel free to contact me should something come up between now and 12/1/17.

Dave – I've included you as optional just as an FYI.

Best regards,

Leanne Torgerson
Director's Executive Assistant
Bureau of Development Services
1900 SW Fourth Avenue, Suite 5000
Portland, OR 97201
503.823.7937
503.823.7250 (fax)
Leanne.Torgerson@portlandoregon.gov
<mailto:Leanne.Torgerson@portlandoregon.gov>

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