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**Esau, Rebecca Calendar**  
Monday, January 08, 2018 – Sunday, January 14, 2018

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**January 2018**  
Su Mo Tu We Th Fr Sa

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7	<a href="#">8</a>	<a href="#">9</a>	<a href="#">10</a>	<a href="#">11</a>	<a href="#">12</a>	<a href="#">13</a>
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28	29	30	31			

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**January 2018**

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▲ **Mon, Jan 8**

- 8:30 AM – 10:30 AM [Portland Online Permitting System Executive Leadership Meeting](#)  
BDS CH2M Conf 8 (25)  
POPS Planning
  - 11:00 AM – 11:30 AM [travel](#)
  - 11:30 AM – 12:00 PM Commissioner of Public Safety [CHECK IN: Rebecca Esau, Bureau of Development Services Director](#)  
Office of Commissioner Eudaly, 1221 SW 4th Avenue  
Suite 200  
Eudaly, Chloe
  - 1:00 PM – 1:30 PM [Tom Rinehart \(Chief Operating Office\) Monthly 1:1](#)  
Congress Center 1001 SW 5th Ave. Suite 2200 Tom's  
Huddle Room  
Rinehart, Tom
  - 1:30 PM – 2:00 PM [travel](#)
  - 2:00 PM – 3:00 PM [Colleen Poole \(Customer Service & Outreach Coordinator\), Leanne Torgerson \(Executive Assistant\) meeting](#)  
Rebecca's Office  
Torgerson, Leanne
  - 3:00 PM – 4:00 PM [Elshad Hajiyev \(Business Operations & Finance Services Manager\) one on one](#)  
Rebecca's Office  
Torgerson, Leanne
  - 4:00 PM – 4:30 PM [Elshad Hajiyev \(Business Operations & Finance Services Manager\) re: draft Management Team Meeting Agenda](#)  
Rebecca's Office  
Torgerson, Leanne
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## ▲ Tue, Jan 9

- 8:30 AM – 9:30 AM [Dan Coté \(Interim Portland Online Permitting Services & Inspection Services Manager\) re: draft Portland Online Permitting Services Functional Oversight Team Agenda](#)  
Director's Conf. Room  
Torgerson, Leanne
  - 9:30 AM – 10:30 AM [Kim Tallant \(Interim Principal Planner\) one on one](#)  
Rebecca's Office  
Torgerson, Leanne
  - 10:30 AM – 12:00 PM [2018 Senior Managers Meeting](#)  
BDS Conf 5e (10)  
Torgerson, Leanne
  - 12:00 PM – 1:30 PM [BDS Financial Advisory Committee Meeting](#)  
BDS CH2M Lincoln Room  
O'Brien, Kyle
  - 2:00 PM – 2:30 PM [Bureau Equity Committee Photo with BDS Director](#)  
2500C  
Torgerson, Leanne
  - 2:30 PM – 3:00 PM [travel](#)
  - 3:00 PM – 4:30 PM [Office of Management & Finance Advisory Committee - series](#)  
City Hall - Lovejoy Room  
Massenburg, Julian
  - 4:45 PM – 5:00 PM [HR Issue](#)  
Rebecca's Office  
Torgerson, Leanne
- 

## ▲ Wed, Jan 10

- 9:00 AM – 10:00 AM [Andy Peterson \(Plan Review & Permitting Services Manager\) one on one](#)  
Rebecca's Office  
Torgerson, Leanne
- 10:30 AM – 11:00 AM [Dave Austin \(Interim Communications Manager\) one on one](#)  
Rebecca's Office  
Torgerson, Leanne
- 11:00 AM – 12:00 PM [Susan Anderson \(Planning & Sustainability Director\) & staff monthly check-in](#)  
alternate btwn BDS odd months and BPS even months  
Anderson, Susan
- 1:00 PM – 1:30 PM City Attorney
- 1:30 PM – 2:00 PM [Leesha Posey \(BPS staff\) re: Small Business Liaison Program](#)  
BDS Director's Conf. Room  
Torgerson, Leanne
- 2:00 PM – 2:30 PM [Leanne Torgerson \(Executive Assistant\), Colleen Poole \(Customer Service & Outreach Coordinator\) meeting](#)

- 2:30 PM – 3:30 PM Rebecca's Office  
Torgerson, Leanne  
[Ariana Denney \(Front Desk/Admin Support Manager\) re: Call Center Project](#)  
Director's Conf. Room  
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, Jan 11

- 8:30 AM – 9:00 AM Dan Coté (Interim Portland Online Permitting System & Inspections Services Manager), Elshad Hajiyev (Business Operations & Finance Services Manager) re: Portland Online Permitting System
  - 9:00 AM – 10:00 AM [Senior Managers re: Portland Online Permitting System and Government Accountability Transparency Results](#)  
Director's Conf. Room  
Torgerson, Leanne
  - 12:30 PM – 1:00 PM [travel](#)
  - 1:00 PM – 1:30 PM [Portland Online Permitting System Program Status](#)  
Congress Center, 1001 SW 5th Ave, Rm 508, Floor 5, 10-12 ppl  
Rinehart, Tom
  - 3:00 PM – 4:00 PM [Ron Zito \(BHR Site Team Manager\) Quarterly BHR Check-In](#)  
Rebecca's Office  
Zito, Ronald
  - 4:00 PM – 4:45 PM [Dan Coté \(Interim Portland Online Permitting System & Inspection Services Manager\) one on one](#)  
Rebecca's Office  
Torgerson, Leanne
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#### ▲ Fri, Jan 12

- 10:00 AM – 10:30 AM [HR Issue](#)  
Director's Office  
Torgerson, Leanne
  - 1:30 PM – 2:00 PM [Kim Tallant \(Interim Principal Planner\)](#)
  - 2:00 PM – 2:30 PM [Ross Caron \(Bureauwide Project Manager\) one on one](#)  
Rebecca's Office  
Torgerson, Leanne
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**Monday, January 08, 2018**

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▲ **Time** 8:30 AM – 10:30 AM  
**Subject** POPS Executive Leadership Meeting  
**Location** BDS CH2M Conf 8 (25)  
**Show Time As** Busy  
Room for POPS Review meeting

**Attendees**

Name <E-mail>	Attendance
POPS Planning <POPSPlanning@portlandoregon.gov>	Organizer
Levy, Laurie <Laurie.Levy@portlandoregon.gov>	Required
Freeman, Kimberly <Kimberly.Freeman@portlandoregon.gov>	Required
Baer, Jeff <Jeff.Baer@portlandoregon.gov>	Required
Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Required
Cote, Dan <Dan.Cote@portlandoregon.gov>	Required
Hajiyev, Elshad <Elshad.Hajiyev@portlandoregon.gov>	Required
Bauer, Dan <Dan.Bauer@portlandoregon.gov>	Required

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▲ **Time** 11:00 AM – 11:30 AM  
**Subject** travel  
**Show Time As** Busy

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▲ **Time** 11:30 AM – 12:00 PM  
**Subject** CHECK IN: Rebecca Esau, Bureau of Development Services Director  
**Location** Office of Commissioner Eudaly, 1221 SW 4th Avenue Suite 200  
**Show Time As** Busy  
Meeting Coordinator: Leanne Torgerson x37937

In attendance:

Rebecca Esau, BDS Director  
Marshall Runkel, Chief of Staff  
Commissioner Chloe Eudaly

**Attendees**

Name <E-mail>	Attendance
Eudaly, Chloe <Chloe.Eudaly@portlandoregon.gov>	Organizer

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

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

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

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▲ **Time** 1:00 PM – 1:30 PM  
**Subject** Rebecca E/Tom Monthly 1:1  
**Location** Congress Center 1001 SW 5th Ave. Suite 2200 Tom's Huddle Room  
**Recurrence** Occurs the second Monday of every 1 month(s) effective 1/8/2018 until 1/8/2018 from 1:00 PM to 1:30 PM  
**Show Time As** Busy  
Updating address.

**Attendees**

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

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▲ **Time** 1:30 PM – 2:00 PM  
**Subject** travel  
**Show Time As** Busy

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▲ **Time** 2:00 PM – 3:00 PM  
**Subject** Rebecca, Colleen, Leanne meeting  
**Location** Rebecca's Office  
**Recurrence** Occurs every Monday effective 1/8/2018 until 1/8/2018 from 2:00 PM to 3:00 PM  
**Show Time As** Busy  
New meeting series with 2:00 start time.

**Attendees**

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

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▲ **Time** 3:00 PM – 4:00 PM  
**Subject** Rebecca and Elshad one on one  
**Location** Rebecca's Office  
**Recurrence** Occurs every Monday effective 1/8/2018 until 1/8/2018 from 3:00 PM to 4:00 PM  
**Show Time As** Busy  
New series with 3:00 start time.

**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

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▲ **Time** 4:00 PM – 4:30 PM  
**Subject** Rebecca, Elshad re: draft Management Team Meeting Agenda  
**Location** Rebecca's Office  
**Recurrence** Occurs the second Monday of every 1 month(s) effective 1/8/2018 until 1/8/2018 from 4:00 PM to 4:30 PM  
**Show Time As** Busy  
This meeting is to draft the agenda for the monthly Management Team Meeting (3rd Tuesday).

**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

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## Tuesday, January 09, 2018

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▲ **Time** 8:30 AM – 9:30 AM  
**Subject** Rebecca, Dan re: draft POPS FOT Agenda  
**Location** 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

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

Required

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▲ **Time** 9:30 AM – 10:30 AM  
**Subject** Rebecca and Kim one on one  
**Location** Rebecca's Office  
**Show Time As** Busy  
Moving the start of this meeting only to 9:30 due to a calendar conflict.

Leanne  
X37937

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
	Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Required
	Tallant, Kimberly <Kimberly.Tallant@portlandoregon.gov>	Required

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▲ **Time** 10:30 AM – 12:00 PM  
**Subject** 2018 Senior Managers Meeting  
**Location** BDS Conf 5e (10)  
**Recurrence** Occurs the second Tuesday of every 1 month(s) effective 1/9/2018 until 1/9/2018 from 10:30 AM to 12:00 PM  
**Show Time As** Busy  
This is meeting series is for the 2nd Tuesday of each month through 2018. Be watching for the 2nd series for the 4th Tuesday of each month.

Leanne  
X37937

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
	Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Required
	Austin, David <David.Austin@portlandoregon.gov>	Required
	Hajiyev, Elshad <Elshad.Hajiyev@portlandoregon.gov>	Required
	Kuhnhausen, David <David.Kuhnhausen@portlandoregon.gov>	Required

Perry, Dora <Dora.Perry@portlandoregon.gov>	Required
Peterson, Andy <Andy.Peterson@portlandoregon.gov>	Required
Tallant, Kimberly <Kimberly.Tallant@portlandoregon.gov>	Required
Cote, Dan <Dan.Cote@portlandoregon.gov>	Required
BDS Events & Training Calendar <BDSEventsCal@portlandoregon.gov>	Required

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▲ **Time** 12:00 PM – 1:30 PM

**Subject** BDS Financial Advisory Committee Meeting

**Location** BDS CH2M Lincoln Room

**Show Time As** Busy

**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
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  
BDS Events & Training Calendar <BDSEventsCal@portlandoregon.gov> Optional  
Cote, Dan <Dan.Cote@portlandoregon.gov> Optional

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▲ **Time** 2:00 PM – 2:30 PM  
**Subject** BEC Photo with Rebecca  
**Location** 2500C  
**Show Time As** Busy  
This is a photo opportunity for a new photo with the BEC.

**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
Maris, Peter <Peter.Maris@portlandoregon.gov>	Required
Yao Long, Stephanie <Stephanie.YaoLong@portlandoregon.gov>	Optional

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▲ **Time** 2:30 PM – 3:00 PM  
**Subject** travel  
**Show Time As** Busy

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▲ **Time** 3:00 PM – 4:30 PM  
**Subject** OMF Advisory Committee - series  
**Location** City Hall - Lovejoy Room  
**Recurrence** Occurs the second Tuesday of every 1 month(s) effective 1/9/2018 until 1/9/2018 from 3:00 PM to 4:30 PM  
**Show Time As** Busy

-----Original Appointment-----  
From: Massenburg, Julian  
Sent: Tuesday, September 05, 2017 10:17 AM  
To: Massenburg, Julian; OMF Advisory Committee/BAC; Greenfield, Mike; Jordan, Michael; Justice, Carol; McCullough, Robert; Reiland, Catherine; Scarlett, Paul; Lois Cohen; Guo, Jay; Jividen, Crystine; ernest@harmocity.com <mailto:ernest@harmocity.com>  
Cc: OMF Advisory Committee Notification List; Kanwit, Anna; Enge, Bryant; Braaten, Jane; Torgerson, Leanne; Baer, Jeff; Miner, Peggy  
Subject: OMF Advisory Committee - series  
When: Occurs the second Tuesday of every 1 month(s) effective

9/12/2017 from 3:00 PM to 4:30 PM (UTC-08:00) Pacific Time (US & Canada).

Where: City Hall - Lovejoy Room

OMF Advisory Committee:

This is a calendar hold for the 2017 – 2018 OMF Advisory Committee meeting series. The meetings will occur every second Tuesday of the month from 3:00 p.m. – 4:30 p.m. in City Hall's Lovejoy room.

\* Julian

Julian Massenburg  
Management Analyst, Communications  
Business Operations Division  
Office of Management & Finance  
1120 SW 5th Avenue Suite 1250  
Portland, OR 97204  
503.823.7674

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Massenburg, Julian <Julian.Massenburg@portlandoregon.gov>	Organizer
	Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Required
	OMF Advisory Committee/BAC <OMFAdvisoryCommitteeBAC@portlandoregon.gov>	Required
	OMF Advisory Committee Notification List <OMFAdvisoryCommitteeNotificationList@portlandoregon.gov>	Optional
	Greenfield, Mike <orgreenfield@comcast.net>	Required
	Jordan, Michael <Mike.Jordan@portlandoregon.gov>	Required
	Justice, Carol <Carol.Justice@portlandoregon.gov>	Required
	McCullough, Robert <Robert@mresearch.com>	Required
	Reiland, Catherine <Catherine.Reiland@portlandoregon.gov>	Required
	Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Required
	Lois Cohen <lois@loisdcohen.com>	Required
	Guo, Jay <Jay.Guo@portlandoregon.gov>	Required

Jividen, Crystine <Crystine.Jividen@portlandoregon.gov> Required

ernest@harmocity.com <ernest@harmocity.com> Required

Kanwit, Anna <Anna.Kanwit@portlandoregon.gov> Optional

Enge, Bryant <Bryant.Engel@portlandoregon.gov> Optional

Braaten, Jane <Jane.Braaten@portlandoregon.gov> Optional

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

Baer, Jeff <Jeff.Baer@portlandoregon.gov> Optional

Miner, Peggy <Peggy.Miner@portlandoregon.gov> Optional

▲ **Time** 4:45 PM – 5:00 PM  
**Subject** HR Issue  
**Location** Rebecca's Office  
**Show Time As** Busy

### Wednesday, January 10, 2018

▲ **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 1/10/2018 until 1/10/2018 from 9:00 AM to 10:00 AM  
**Show Time As** Busy

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
	Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Required
	Peterson, Andy <Andy.Peterson@portlandoregon.gov>	Required

▲ **Time** 10:30 AM – 11:00 AM  
**Subject** Rebecca and Dave one on one  
**Location** Rebecca's Office  
**Recurrence** Occurs every Wednesday effective 1/10/2018 until 1/10/2018 from 10:30 AM to 11:00 AM  
**Show Time As** Busy

Including Elshad as optional.

Leanne  
X37937

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
	Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Required
	Austin, David <David.Austin@portlandoregon.gov>	Required
	Hajiyev, Elshad <Elshad.Hajiyev@portlandoregon.gov>	Optional

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▲ **Time** 11:00 AM – 12:00 PM

**Subject** Susan / Rebecca monthly check-in

**Location** alternate btwn BDS odd months and BPS even months

**Show Time As** Busy

Check-ins will now be 11 a.m. – 12 p.m.... and moving to 2nd Wednesdays!

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Anderson, Susan <Susan.Anderson@portlandoregon.gov>	Organizer
	Wood, Sandra <Sandra.Wood@portlandoregon.gov>	Required
	Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Required
	Tallant, Kimberly <Kimberly.Tallant@portlandoregon.gov>	Required
	Zehnder, Joe <Joe.Zehnder@portlandoregon.gov>	Optional
	Hajiyev, Elshad <Elshad.Hajiyev@portlandoregon.gov>	Optional

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▲ **Time** 1:30 PM – 2:00 PM

**Subject** Rebecca, Leesha re: Small Business Liaison Program

**Location** BDS Director's Conf. Room

**Show Time As** Busy

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
	Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Required

Posey, Leesha <Leesha.Posey@portlandoregon.gov> Required

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▲ **Time** 2:00 PM – 2:30 PM  
**Subject** Rebecca, Leanne, and Colleen meeting  
**Location** Rebecca's Office  
**Show Time As** Busy  
Shortening and moving this occurrence only due to a calendar conflict.

Leanne

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
	Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Required
	Poole, Colleen <Colleen.Poole@portlandoregon.gov>	Required

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▲ **Time** 2:30 PM – 3:30 PM  
**Subject** Rebecca, Ariana re: Call Center Project  
**Location** Director's Conf. Room  
**Show Time As** Busy

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
	Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Required
	Denney, Ariana <Ariana.Denney@portlandoregon.gov>	Required

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▲ **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 1/10/2018 until 1/10/2018 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

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
	Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Required

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

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**Thursday, January 11, 2018**

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▲ **Time** 9:00 AM – 10:00 AM  
**Subject** Senior Managers re: POPS and GATR  
**Location** Director's Conf. Room  
**Show Time As** Busy  
Please review the handouts from the 1/9/18 Senior Managers meeting and come ready to strategize and discuss next steps for POPS and GATR.

David – I have copies of the handouts for you.

Dora – I have included you as optional. Rebecca said you can come if you want to and have time.

Leanne  
X37937

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
	Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Required
	Hajiyev, Elshad <Elshad.Hajiyev@portlandoregon.gov>	Required
	Peterson, Andy <Andy.Peterson@portlandoregon.gov>	Required
	Kuhnhausen, David <David.Kuhnhausen@portlandoregon.gov>	Required
	Cote, Dan <Dan.Cote@portlandoregon.gov>	Required
	Tallant, Kimberly <Kimberly.Tallant@portlandoregon.gov>	Required
	Perry, Dora <Dora.Perry@portlandoregon.gov>	Optional

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▲ **Time** 12:30 PM – 1:00 PM  
**Subject** travel  
**Show Time As** Busy

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▲ **Time** 1:00 PM – 1:30 PM  
**Subject** POPs Program Status  
**Location** Congress Center, 1001 SW 5th Ave, Rm 508, Floor 5, 10-12 ppl

**Show Time As** Busy  
Updating date and time.

-Katy

3-4383

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Rinehart, Tom <Tom.Rinehart@portlandoregon.gov>	Organizer
	Baer, Jeff <Jeff.Baer@portlandoregon.gov>	Required
	Levy, Laurie <Laurie.Levy@portlandoregon.gov>	Required
	Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Required
	Cote, Dan <Dan.Cote@portlandoregon.gov>	Required
	Bauer, Dan <Dan.Bauer@portlandoregon.gov>	Required



**Time** 3:00 PM – 4:00 PM

**Subject** Quarterly BHR Check-In

**Location** Rebecca's Office

**Recurrence** Occurs the second Thursday of every 3 month(s) effective 1/11/2018 until 1/11/2018 from 3:00 PM to 4:00 PM

**Show Time As** Busy

Hey Rebecca,

I had previously set quarterly check-ins with Paul as a means of ensuring he was getting the support he needed from Kathy and central HR.

Would you be open to continuing this practice?

In addition, if there is a better day, time or different cadence that you would prefer please let me know.

Thanks much,

Ron

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Zito, Ronald <Ronald.Zito@portlandoregon.gov>	Organizer
	Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Required



**Time** 4:00 PM – 4:45 PM

**Subject** Rebecca, Dan one on one

**Location** Rebecca's Office  
**Show Time As** Busy

Dan – I'll be sending you a meeting series for a weekly, 1-hour meeting with Rebecca starting on 1/18/18 for Thursdays at 3:00. This meeting will be for the week of 1/8/18 since she has a conflict at 3:00 on Thursday, 1/11/18.

Leanne  
X37937

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
	Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Required
	Cote, Dan <Dan.Cote@portlandoregon.gov>	Required

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### Friday, January 12, 2018

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▲ **Time** 10:00 AM – 10:30 AM  
**Subject** HR Issue  
**Location** Director's Office  
**Show Time As** Busy

▲ **Time** 1:30 PM – 2:00 PM  
**Subject** Kim Tallant  
**Show Time As** Busy

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

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
	Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Required
	Caron, Ross <Ross.Caron@portlandoregon.gov>	Required