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**Esau, Rebecca Calendar**  
Monday, April 16, 2018 – Sunday, April 22, 2018

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**April 2018**

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
	8	9	10	11	12	13
	15	<a href="#">16</a>	<a href="#">17</a>	<a href="#">18</a>	<a href="#">19</a>	<a href="#">20</a>
	<a href="#">21</a>	<a href="#">22</a>	23	24	25	26
	27	28	29	30		

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**April 2018**

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▲ **Mon, Apr 16**

- 8:30 AM – 9:30 AM [Equity in Motion - "Anti-Oppressive \(AOP\) Workshop Kickoff" - BDS Equity Training: A Look Back Before Moving Forward](#)  
2500  
Torgerson, Leanne
  - 10:30 AM – 11:00 AM [Portland Online Permitting System Program Status](#)  
Congress Center Rm 507  
Rinehart, Tom
  - 11:00 AM – 11:30 AM [Marshall Runkel \(Commissioner of Public Safety Chief of Staff\) one on one](#)  
Marshall's Office  
Torgerson, Leanne
  - 2:00 PM – 3:00 PM [Colleen Poole \(Outreach & Customer Service Coordinator\), 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 \(Business Operations & Finance Services Manager\), Kristin Wells \(Facilities Construction Project Manager\), Katie Salazar \(BDS Facilities Coordinator\) re: City contract for furniture](#)  
1900 SW 4th Ave, 5th Floor, Director's Conf. Room  
Torgerson, Leanne
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▲ **Tue, Apr 17**

- 9:00 AM – 10:00 AM [Kim Tallant \(Principal Planner\) one on one](#)  
Rebecca's Office  
Torgerson, Leanne
  - 1:00 PM – 2:00 PM [Dora Perry \(Equity & Policy Manager\) one on one](#)  
Rebecca's Office  
Torgerson, Leanne
  - 4:00 PM – 5:00 PM [Ron Zito \(BHR Employee Relations Manager\) Quarterly BHR Check-In](#)  
Rebecca's Office  
Zito, Ronald
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### ▲ Wed, Apr 18

- 9:00 AM – 10:00 AM [Andy Peterson \(Plan Review Services Manager\) one on one](#)  
Rebecca's Office  
Torgerson, Leanne
  - 10:15 AM – 11:15 AM [Ross Caron \(Bureauwide Projects Manager\) one on one](#)  
Rebecca's Office  
Torgerson, Leanne
  - 11:40 AM – 12:10 PM [Dave Austin \(Interim Communications Manager\) one on one](#)  
Rebecca's Office  
Torgerson, Leanne
  - 1:00 PM – 1:30 PM [Bureau Equity Committee to brief BDS Director](#)  
Director's Conf. Room  
Torgerson, Leanne
  - 1:30 PM – 2:00 PM [City Attorney Meeting](#)  
1900 SW 4th, 5th floor, Director's Conf. Room  
Torgerson, Leanne
  - 2:30 PM – 3:00 PM [Understanding staffing for ProjectDOX User Acceptance Testing and Initial Pilot](#)  
Director's Conference Room  
Peterson, Andy
- 

### ▲ Thu, Apr 19

- 8:00 AM – 10:00 AM [Development Review Advisory Committee](#)  
1900 Building, 2nd floor, Room 2500B  
Fetters, Mark
- 11:00 AM – 11:30 AM [Martha Shonya one on one](#)  
Rebecca's Office  
Shonya, Martha
- 11:30 AM – 12:00 PM [David Kuhnhausen one on one](#)  
Rebecca's Office  
Torgerson, Leanne
- 1:30 PM – 2:00 PM [Leanne Torgerson \(Executive Assistant\), Colleen Poole \(Customer Service & Outreach Coordinator\) meeting](#)

- Rebecca's Office  
Torgerson, Leanne

2:00 PM – 2:30 PM [Robert Walker \(Technology Team Manager\)one on one](#)  
your space at CH2M  
Esau, Rebecca
- 3:00 PM – 4:00 PM [Dan Coté \(Interim Portland Online Permitting Services & Inspection Services Manager\) one on one](#)  
Rebecca's Office  
Torgerson, Leanne
- 4:00 PM – 4:30 PM [Maurice Henderson \(Mayor's Chief of Staff\) BDS Discussion](#)  
Conference Call  
Henderson, Maurice

▲ **Fri, Apr 20**

- 8:30 AM – 9:00 AM [Rachel Whiteside \(PTE 17 Union Representative\), Priscilla Partch \(PTE 17 Steward\) re: PTE 17 Quarterly Meeting with BDS Director](#)  
1900 Building, 5th floor, Director's Conf. Room  
Torgerson, Leanne
- 9:00 AM – 10:00 AM [Dora Perry \(Equity & Policy Manager\), Michael Hulshof-Schmidt \(Equity Consultant\) meeting](#)  
1900 SW 4th Ave, 5th floor, Director's Conf. Room  
Torgerson, Leanne
- 10:00 AM – 11:00 AM [Dora Perry \(Equity & Policy Manager\), Hakim Callier \(Equity staff\), Nancy Thorington \(Bureau Equity Committee Chair\) , Michael Hulshof-Schmidt \(Equity Consultant\) meeting](#)  
1900 SW 4th Ave, 5th floor, Director's Conf. Room  
Torgerson, Leanne
- 2:00 PM – 2:30 PM [Rebecca and David Kuhnhausen \(Permitting Services Manager\) one on one](#)  
Rebecca's Office  
Torgerson, Leanne

**Details**

**Monday, April 16, 2018**

- ▲ **Time** 8:30 AM – 9:30 AM

**Subject** Equity in Motion - "Anti-Oppressive (AOP) Workshop Kickoff" - BDS  
Equity Training: A Look Back Before Moving Forward

**Location** 2500

**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

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▲ **Time** 10:30 AM – 11:00 AM  
**Subject** POPs Program Status  
**Location** Congress Center Rm 507  
**Recurrence** Occurs every 2 week(s) on Monday effective 4/16/2018 until 4/16/2018 from 10:30 AM to 11:00 AM  
**Show Time As** Busy

**Attendees**

Name <E-mail>	Attendance
Rinehart, Tom <Tom.Rinehart@portlandoregon.gov>	Organizer
Baer, Jeff <Jeff.Baer@portlandoregon.gov>	Required
Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Required
Cote, Dan <Dan.Cote@portlandoregon.gov>	Required
Bauer, Dan <Dan.Bauer@portlandoregon.gov>	Required
Whitehurst, Duane <Duane.Whitehurst@portlandoregon.gov>	Required
Waraich, Saby <Saby.Waraich@portlandoregon.gov>	Optional
Schnoor, Katy <Katy.Schnoor@portlandoregon.gov>	Optional

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▲ **Time** 11:00 AM – 11:30 AM  
**Subject** Rebecca and Marshall one on one  
**Location** Marshall's Office  
**Recurrence** Occurs every Monday effective 4/16/2018 until 4/16/2018 from 11:00 AM to 11:30 AM  
**Show Time As** Busy  
Commissioner Eudaly will join this meeting on the 1st Monday of each month.

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

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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 4/16/2018 until 4/16/2018 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 4/16/2018 until 4/16/2018 from 3:00 PM to 4:00 PM  
**Show Time As** Busy  
New series with 3:00 start time.

Attendees	Name <E-mail>	Attendance
	Leanne	
	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, Kristin Wells, Katie re: City contract for furniture  
**Location** 1900 SW 4th Ave, 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
Hajiyev, Elshad <Elshad.Hajiyev@portlandoregon.gov>	Required
Wells, Kristin <Kristin.Wells@portlandoregon.gov>	Required
Salazar, Katie <Katie.Salazar@portlandoregon.gov>	Optional

## Tuesday, April 17, 2018

▲ **Time** 9:00 AM – 10:00 AM  
**Subject** Rebecca and Kim one on one  
**Location** Rebecca's Office  
**Recurrence** Occurs every Tuesday effective 4/17/2018 until 4/17/2018 from 9:00 AM to 10:00 AM  
**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

<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

▲ **Time** 1:00 PM – 2:00 PM  
**Subject** Rebecca & Dora 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
	Perry, Dora <Dora.Perry@portlandoregon.gov>	Required

▲ **Time** 4:00 PM – 5:00 PM  
**Subject** Quarterly BHR Check-In  
**Location** Rebecca's Office  
**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
	Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Optional
	Grundy, Ashlie <Ashlie.Grundy@portlandoregon.gov>	Required

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### Wednesday, April 18, 2018

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▲ **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 4/18/2018 until 4/18/2018 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

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▲ **Time** 10:15 AM – 11:15 AM  
**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

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▲ **Time** 11:40 AM – 12:10 PM

**Subject** Rebecca and Dave one on one

**Location** Rebecca's Office

**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** 1:00 PM – 1:30 PM

**Subject** BEC to brief BDS Director

**Location** Director's Conf. Room

**Show Time As** Busy  
Rebecca is out of the office unexpectedly on 4/11/18 – so moving this occurrence only to 4/18/18 at 1:00.

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



Thorington, Nancy <Nancy.Thorington@portlandoregon.gov> Required

Butler-Brown, Jason <Jason.Butler-Brown@portlandoregon.gov> Required

Walker Jr, Robert <Robert.Walker@portlandoregon.gov> Required

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

Parke, Diane <Diane.Parke@portlandoregon.gov> Required

▲ **Time** 1:30 PM – 2:00 PM  
**Subject** City Attorney Meeting  
**Location** 1900 SW 4th, 5th floor, Director's Conf. Room  
**Show Time As** Busy

▲ **Time** 2:30 PM – 3:00 PM  
**Subject** Understanding staffing for PDOX UAT and Initial Pilot  
**Location** Director's Conference Room  
**Show Time As** Busy

David,  
Including you in this as well as you have extremely limited resources that meet the initially expressed criteria for staff to participate in the UAT and internal pilot (Brett). Additional conversation with Kim F. clarified that other staff can participate in these two activities. May be a short meeting.

Andy  
Hi. Wanting to meet to get an understanding of the criteria for volunteering staff for UAT and pilot review, and then the roll out for all PM projects. Andy

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

Tomlinson, Angie  
<Angie.Tomlinson@portlandoregon.gov> Optional

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

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## Thursday, April 19, 2018

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▲ **Time** 8:00 AM – 10:00 AM  
**Subject** Development Review Advisory Committee  
**Location** 1900 Building, 2nd floor, Room 2500B  
**Recurrence** Occurs the third Thursday of every 1 month(s) effective 4/19/2018 until 4/19/2018 from 8:00 AM to 10:00 AM  
**Show Time As** Busy  
City Staff,

In canceling the July DRAC meeting, it appears that Outlook also canceled all future DRAC meetings. I am sending this request to put the meetings back in your calendar.

Mark Feters  
BDS Business Operations  
(503) 823-1028  
Mark.feters@portlandoregon.gov  
<mailto:Mark.feters@portlandoregon.gov>

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Feters, Mark <Mark.Feters@portlandoregon.gov>	Organizer
	Adamsick, Claire <Claire.Adamsick@portlandoregon.gov>	Required
	Anderson, Susan <Susan.Anderson@portlandoregon.gov>	Required
	Armstrong, Michael <Michael.Armstrong@portlandoregon.gov>	Required
	Bejarano, Alex <Alex.Bejarano@portlandoregon.gov>	Required
	Caron, Ross <Ross.Caron@portlandoregon.gov>	Required
	Collentine, Mary Ellen <MaryEllen.Collentine@portlandoregon.gov>	Required
	Dietz, Cindy <Cindy.Dietz@portlandoregon.gov>	Required
	Engstrom, Eric <Eric.Engstrom@portlandoregon.gov>	Required

Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Required
Finn, Brendan <Brendan.Finn@portlandoregon.gov>	Required
Fioravanti, Kara <Kara.Fioravanti@portlandoregon.gov>	Required
Grumm, Matt <Matt.Grumm@portlandoregon.gov>	Required
Hajiyev, Elshad <Elshad.Hajiyev@portlandoregon.gov>	Required
Heron, Tim <Tim.Heron@portlandoregon.gov>	Required
Huggins, Sarah <Sarah.Huggins@portlandoregon.gov>	Required
Kane, Alisa <Alisa.Kane@portlandoregon.gov>	Required
Krueger, Kurt <Kurt.Krueger@portlandoregon.gov>	Required
Lam, Trang <Trang.Lam@portlandoregon.gov>	Required
Leon, Christine <Christine.Leon@portlandoregon.gov>	Required
Martin, Lyne <Lyne.Martin@portlandoregon.gov>	Required
Morgan, Douglas <Douglas.Morgan@portlandoregon.gov>	Required
Morris, Deborah Sievert <Deborah.SievertMorris@portlandoregon.gov>	Required
Nickolds, Mitch <Mitch.Nickolds@portlandoregon.gov>	Required
O'Brien, Kyle <Kyle.O'Brien@portlandoregon.gov>	Required
Perkins, Kareen <Kareen.Perkins@portlandoregon.gov>	Required
Perry, Dora <Dora.Perry@portlandoregon.gov>	Required
Peterson, Andy <Andy.Peterson@portlandoregon.gov>	Required
Reese Cadigan, Elisabeth <Elisabeth.Reese@portlandoregon.gov>	Required
Saltzman, Dan <Dan.Saltzman@portlandoregon.gov>	Required
Sandy, Emily <Emily.Sandy@portlandoregon.gov>	Required

Spencer-Hartle, Brandon <Brandon.Spencer@portlandoregon.gov>	Required
Starin, Nicholas <Nicholas.Starin@portlandoregon.gov>	Required
Thorington, Nancy <Nancy.Thorington@portlandoregon.gov>	Required
Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Required
Torres, Raul <Raul.Torres@portlandoregon.gov>	Required
Wier, Christopher <Christopher.Wier@portlandoregon.gov>	Required
Wood, Sandra <Sandra.Wood@portlandoregon.gov>	Required
Wood, Shawn <Shawn.Wood@portlandoregon.gov>	Required
Lawrence, Asena <Asena.Lawrence@portlandoregon.gov>	Required
Jogerst, Casey <Casey.Jogerst@portlandoregon.gov>	Required
Faber, Rick <Richard.Faber@portlandoregon.gov>	Required
Pierce, Christy <Christine.Pierce@portlandoregon.gov>	Required
Tallant, Kimberly <Kimberly.Tallant@portlandoregon.gov>	Required
Whitehill, Terry <Terry.Whitehill@portlandoregon.gov>	Required
BDS Events & Training Calendar <BDSEventsCal@portlandoregon.gov>	Required
Nameny, Phil <Phil.Nameny@portlandoregon.gov>	Optional
Yates, Jody <Jody.Yates@portlandoregon.gov>	Optional
Hill, Anne <Anne.Hill@portlandoregon.gov>	Optional
Galinat, Ray <Ray.Galinat@portlandoregon.gov>	Optional
Cote, Dan <Dan.Cote@portlandoregon.gov>	Optional

Filsinger, Mark <Mark.Filsinger@portlandoregon.gov> Optional  
Mai, Vu <Vu.Mai@portlandoregon.gov> Optional  
Smith, Joel <Joel.Smith@portlandoregon.gov> Optional

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▲ **Time** 11:00 AM – 11:30 AM  
**Subject** Martha's Exit Strategy  
**Location** Rebecca's Office  
**Show Time As** Busy  
**Attendees**

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

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▲ **Time** 11:30 AM – 12:00 PM  
**Subject** Rebecca and David K one on one  
**Location** Rebecca's Office  
**Show Time As** Busy  
Moving the start of this meeting only due to a calendar conflict.

Leanne  
X37937

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

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▲ **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

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▲ **Time** 2:00 PM – 2:30 PM  
**Subject** Rebecca and Robert one on one  
**Location** your space at CH2M

**Show Time As** Busy

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

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▲ **Time** 3:00 PM – 4:00 PM

**Subject** Rebecca, Dan one on one

**Location** Rebecca's Office

**Recurrence** Occurs every Thursday effective 4/19/2018 until 4/19/2018 from 3:00 PM to 4:00 PM

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

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▲ **Time** 4:00 PM – 4:30 PM

**Subject** BDS Discussion

**Location** Conference Call

**Show Time As** Busy

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Henderson, Maurice <Maurice.Henderson@portlandoregon.gov>	Organizer
	Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Required
	James, Angel <Angel.James@portlandoregon.gov>	Required

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## Friday, April 20, 2018

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▲ **Time** 8:30 AM – 9:00 AM

**Subject** Rebecca, Rachel, Priscilla (optional) re: PTE Quarterly Meeting with BDS Director

**Location** 1900 Building, 5th floor, Director's Conf. Room

**Show Time As** Busy

This is an opportunity for PTE Representative Rachel Whiteside to meet with BDS Director Rebecca Esau on a quarterly basis. I have included Priscilla Partch as optional.

This is the 1st of 3 meeting requests – since you already met on 1/12/18.

The remaining dates for the 10:00 (30-minute meetings) in 2018 are:  
4/20/18 (8:30 a.m.)  
7/13/18  
10/19/18

Please feel free to contact me should something come up and there is a need to reschedule.

Best,  
Leanne  
503.823.7937

<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
	Whiteside, Rachel <Rachel@pte17.org>	Required
	Partch, Priscilla <Priscilla.Partch@portlandoregon.gov>	Optional

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▲ **Time** 9:00 AM – 10:00 AM  
**Subject** Rebecca, Dora, Michael Hulshof-Schmidt meeting  
**Location** 1900 SW 4th Ave, 5th floor, Director's Conf. Room  
**Show Time As** Busy  
Michael – Please check-in at the 5th floor reception when you arrive.

Best,  
Leanne

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>

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

equalityworksnw@hulshof-schmidt.net Required  
<equalityworksnw@hulshof-schmidt.net>

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▲ **Time** 10:00 AM – 11:00 AM  
**Subject** Rebecca, Dora, Hakim, Nancy, Michael Hulshof-Schmidt meeting  
**Location** 1900 SW 4th Ave, 5th floor, 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
	Perry, Dora <Dora.Perry@portlandoregon.gov>	Required
	Callier, Hakim <Hakim.Callier@portlandoregon.gov>	Required
	Thorington, Nancy <Nancy.Thorington@portlandoregon.gov>	Required
	equalityworksnw@hulshof-schmidt.net <equalityworksnw@hulshof-schmidt.net>	Required

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▲ **Time** 2:00 PM – 2:30 PM  
**Subject** Rebecca and David K. 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
	Kuhnhausen, David <David.Kuhnhausen@portlandoregon.gov>	Required

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