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## Esau, Rebecca Calendar

Monday, May 28, 2018 – Sunday, June 03, 2018

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### May 2018

Su Mo Tu We Th Fr Sa

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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	<a href="#">28</a>	<a href="#">29</a>	<a href="#">30</a>	<a href="#">31</a>		

### June 2018

Su Mo Tu We Th Fr Sa

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<a href="#">3</a>	4	5	6	7	8	9	
10	11	12	13	14	15	16	
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24	25	26	27	28	29	30	

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## May 2018

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### ▲ Mon, May 28

■ All Day [Memorial Day Holiday](#)

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### ▲ Tue, May 29

- 10:00 AM – 11:00 AM [Continued Digitization Project Status & Next Steps](#)  
Director's Conf. Room  
Torgerson, Leanne
  - 1:00 PM – 2:00 PM [Dora Perry \(Equity & Policy Manager\) one on one](#)  
Rebecca's Office  
Torgerson, Leanne
  - 2:30 PM – 3:30 PM [Elshad Hajiyev \(Business Operations & Finance Services Manager\) one on one](#)  
Rebecca's Office  
Torgerson, Leanne
  - 3:30 PM – 4:00 PM [Tom Rinehart \(Chief Administrative Officer\) Monthly 1:1](#)  
Rebecca's Office - 1900 SW 4th Ave  
Rinehart, Tom
- 

### ▲ Wed, May 30

- 9:00 AM – 10:00 AM [Andy Peterson \(Plan Review Services Manager\) one on one](#)  
Rebecca's Office  
Torgerson, Leanne
- 10:00 AM – 10:30 AM [Ross Caron \(Bureauwide Projects Manager\) one on one](#)  
Rebecca's Office  
Torgerson, Leanne

- 11:00 AM – 12:00 PM [Weekly Portland Online Permitting System Executive meeting](#)  
1900 SW 4th Ave, - 5th floor - Director's Conf. Room  
Torgerson, Leanne
- 2:00 PM – 3:00 PM [BDS/BHR/BOLI meeting re: Next steps for Apprentice Program for Commercial Plan Examiners](#)  
1900 SW 4th Ave, 5th floor, Director's Conf. Room  
Torgerson, Leanne
- 3:00 PM – 3:30 PM [Kim Tallant \(Principal Planner\) one on one](#)  
Rebecca's Office  
Torgerson, Leanne
- 3:30 PM – 4:00 PM [Mike Liefeld \(Enforcement Program Manager\) one on one](#)  
Rebecca's Office  
Torgerson, Leanne
- 5:30 PM – 6:30 PM [Program Coordinators Information Session](#)  
BDS CH2M Conf Lincoln Room (80)  
Cowen, Crystle

▲ **Thu, May 31**

- 9:30 AM – 10:00 AM [get back to Maurice Henderson \(Mayor's Chief of Staff\) about Portland Public Schools](#) via phone
- 10:00 AM – 10:30 AM [Mark Feters \(Special Projects staff\) re: Development Review Advisory Committee applications](#)  
Rebecca's Office  
Torgerson, Leanne
- 10:30 AM – 11:00 AM [Mark Feters \(Special Projects staff\) re: Employee Survey and messaging.](#)  
Director's Conf. Room  
Torgerson, Leanne
- 11:00 AM – 12:00 PM [Leanne Torgerson \(Executive Assistant, Colleen Poole \(Customer Service & Outreach Coordinator\) meeting](#)  
Rebecca's Office  
Torgerson, Leanne
- 3:00 PM – 3:30 PM [Dan Coté \(Interim Portland Online Permitting System & Inspection Service Manager\), Jenn Cairo \(Urban Forestry Manager\) re: Urban Forestry and Portland Online Permitting System](#)  
1900 SW 4th Ave, 5th floor, Director's Conf. Room  
Torgerson, Leanne
- 3:30 PM – 4:00 PM [Dan Coté \(Interim Portland Online Permitting System & Inspection Service Manager\)](#)  
Rebecca's Office  
Torgerson, Leanne
- 4:00 PM – 4:30 PM [David Kuhnhausen \(Permitting Services Manager\), Tracy Nistler \(Permitting Services Supervisor\), Kyle O'Brien \(Finance Services Manager\) re: Cannabis Permitting Expectations](#)

Director's Conf. Room  
Torgerson, Leanne

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## June 2018

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### ▲ Fri, Jun 1

- 9:00 AM – 10:00 AM [Labor Management Committee Hiring Subcommittee Meeting](#)  
5b  
Storey, Oretha
  - 10:00 AM – 10:30 AM [Priscilla Partch \(Labor Management Committee Co-Chair\), Alanna Hein \(Facilitator\) re: Pre-Labor Management Committee meeting](#)  
via phone Director's Conf. Room 503-823-6198  
Torgerson, Leanne
  - 10:30 AM – 11:00 AM [David Kuhnhausen \(Permitting Services Manager\) one on one](#)  
Rebecca's Office  
Torgerson, Leanne
  - 11:15 AM – 11:45 AM [David Kuhnhausen \(Permitting Services Manager\), Elshad Hajiyev \(Business Operations & Finance Services Manager\), & Chris Corr \(Records Conversion staff\) re: Outsourcing digitization work for old historic building records](#)  
Rebecca's Office  
Poole, Colleen
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## Details

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### Monday, May 28, 2018

- ▲ **Time** All Day
  - Subject** Memorial Day Holiday
  - Show Time As** Out of Office
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### Tuesday, May 29, 2018

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- ▲ **Time** 10:00 AM – 11:00 AM
- Subject** Continued Digitization Project Status & Next Steps
- Location** Director's Conf. Room
- Show Time As** Busy  
Rescheduling 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
Peterson, Andy <Andy.Peterson@portlandoregon.gov>	Required
Kuhnhausen, David <David.Kuhnhausen@portlandoregon.gov>	Required
Corr, Chris <Chris.Corr@portlandoregon.gov>	Required
Cote, Dan <Dan.Cote@portlandoregon.gov>	Required
Nistler, Tracy <Tracy.Nistler@portlandoregon.gov>	Required
Pierce, Christy <Christine.Pierce@portlandoregon.gov>	Required
Hajiyev, Elshad <Elshad.Hajiyev@portlandoregon.gov>	Required

	<b>Time</b> 1:00 PM – 2:00 PM	
	<b>Subject</b> Rebecca & Dora one on one	
	<b>Location</b> Rebecca's Office	
	<b>Show Time As</b> Busy	
	<b>Attendees</b>	<b>Attendance</b>
	<b>Name &lt;E-mail&gt;</b>	
	Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
	Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Required
	Perry, Dora <Dora.Perry@portlandoregon.gov>	Required

	<b>Time</b> 2:30 PM – 3:30 PM	
	<b>Subject</b> Rebecca and Elshad one on one	
	<b>Location</b> Rebecca's Office	
	<b>Show Time As</b> Busy	
	Rescheduling due to the holiday.	
	Leanne	
	<b>Attendees</b>	<b>Attendance</b>
	<b>Name &lt;E-mail&gt;</b>	
	Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
	Hajiyev, Elshad <Elshad.Hajiyev@portlandoregon.gov>	Required

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

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▲ **Time** 3:30 PM – 4:00 PM  
**Subject** Rebecca E/Tom Monthly 1:1  
**Location** Rebecca's Office - 1900 SW 4th Ave  
**Show Time As** Busy  
Reschedule from 5/14.

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

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### Wednesday, May 30, 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 5/30/2018 until 5/30/2018 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** 10:00 AM – 10:30 AM  
**Subject** Rebecca and Ross one on one  
**Location** Rebecca's Office  
**Recurrence** Occurs every Wednesday effective 5/30/2018 until 5/30/2018 from 10:00 AM to 10:30 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
	Caron, Ross <Ross.Caron@portlandoregon.gov>	Required

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▲ **Time** 11:00 AM – 12:00 PM  
**Subject** Rebecca, Dan C, Elshad, Dan B, Saby re: Weekly POPS meeting  
**Location** 1900 SW 4th Ave, - 5th floor - Director's Conf. Room  
**Recurrence** Occurs every Wednesday effective 5/30/2018 until 5/30/2018 from 11:00 AM to 12:00 PM  
**Importance** High  
**Show Time As** Busy  
This is a weekly meeting regarding POPS. I hope this time works for all.

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>

<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
	Hajiyev, Elshad <Elshad.Hajiyev@portlandoregon.gov>	Required
	Bauer, Dan <Dan.Bauer@portlandoregon.gov>	Required
	Waraich, Saby <Saby.Waraich@portlandoregon.gov>	Required
	Whitehurst, Duane <Duane.Whitehurst@portlandoregon.gov>	Optional
	Baer, Jeff <Jeff.Baer@portlandoregon.gov>	Optional

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▲ **Time** 2:00 PM – 3:00 PM  
**Subject** BDS/BHR/BOLI meeting re: Next steps for Apprentice Program for Commercial Plan Examiners  
**Location** 1900 SW 4th Ave, 5th floor, Director's Conf. Room  
**Show Time As** Busy  
This meeting will be to discuss the next steps for an Apprentice Program for Commercial Plans Examiners.

Attendees are: Rebecca Esau (BDS Director), Elshad Hajiyev (BDS), Ron

Zito (BHR), Ashlie Grundy (BHR), Jerrell Gaddis (Labor Relations), BOLI staff.

Ashlie – Please forward this invitation on the BOLI attendee.


Please check-in at the 5th floor reception when you arrive. Feel free to contact me should something come up between now and 5/30/18.

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>

<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
	Zito, Ronald <Ronald.Zito@portlandoregon.gov>	Required
	Grundy, Ashlie <Ashlie.Grundy@portlandoregon.gov>	Required
	Peterson, Andy <Andy.Peterson@portlandoregon.gov>	Required
	Kersey, John <john.kersey@state.or.us>	Optional
	Gaddis, Jerrell <Jerrell.Gaddis@portlandoregon.gov>	Required

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	<b>Time</b>	3:00 PM – 3:30 PM
	<b>Subject</b>	Rebecca and Kim one on one
	<b>Location</b>	Rebecca's Office
	<b>Show Time As</b>	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

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

Required



**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 5/30/2018 until 5/30/2018 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



**Time** 5:30 PM – 6:30 PM  
**Subject** Program Coordinators Information Session  
**Location** BDS CH2M Conf Lincoln Room (80)  
**Show Time As** Busy  
Program Coordinator recruitment is scheduled to open 5/28/18 with a 100 application limit or close of 6/11/18, whichever comes first. This information session is open to all interested persons and will offer remote participation.

See the announcement on the City Jobs Opportunities webpage <https://www.governmentjobs.com/careers/portlandor> after 5/28/18 for more details. Questions, contact Crystle Cowen x37511

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Cowen, Crystle <Crystle.Cowen@portlandoregon.gov>	Organizer
	Kuhnhausen, David <David.Kuhnhausen@portlandoregon.gov>	Required
	Simpson, Shelonda <Shelonda.Simpson@portlandoregon.gov>	Optional
	BDS Recruitment Activity Calendar <BDSRecruitmentActCal@portlandoregon.gov>	Optional



BDS Events & Training Calendar  
<BDSEventsCal@portlandoregon.gov> Optional

Polanco, Joey <Joseph.Polanco@portlandoregon.gov> Optional

Garduno, Sara Flores <Sara.Flores@portlandoregon.gov> Optional

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

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

### Thursday, May 31, 2018

▲ **Time** 9:30 AM – 10:00 AM  
**Subject** get back to Maurice Henderson about PPS  
**Show Time As** Busy

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▲ **Time** 10:00 AM – 10:30 AM  
**Subject** Rebecca, Mark re: DRAC applications  
**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
Fettters, Mark <Mark.Fettters@portlandoregon.gov>	Required

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▲ **Time** 10:30 AM – 11:00 AM  
**Subject** Rebecca, Mark re: Employee Survey and messaging.  
**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
Fettters, Mark <Mark.Fettters@portlandoregon.gov>	Required
Hajiyev, Elshad <Elshad.Hajiyev@portlandoregon.gov>	Optional

▲ **Time** 11:00 AM – 12:00 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** 3:00 PM – 3:30 PM  
**Subject** Rebecca, Dan, Jenn re: UF/POPS  
**Location** 1900 SW 4th Ave, 5th floor, Director's Conf. Room  
**Show Time As** Busy  
This meeting will be to discuss possible ways POPS can re-engage Joe Welliver as UF point of contact. What barriers may exist to funding his role for UF in POPS, if any.

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
Cairo, Jenn <Jenn.Cairo@portlandoregon.gov>	Required

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▲ **Time** 3:30 PM – 4:00 PM  
**Subject** Rebecca, Dan one on one  
**Location** Rebecca's Office  
**Recurrence** Occurs every Thursday effective 5/31/2018 until 5/31/2018 from 3:00 PM to 4:00 PM  
**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** 4:00 PM – 4:30 PM

**Subject** Rebecca, David K., Tracy, Kyle re: Cannabis Permitting Expectations  
**Location** Director's Conf. Room  
**Show Time As** Busy  
This meeting is to discuss what is a reasonable expectation for Permitting Services, as well as Plan Review, Inspections, and Enforcement; all of whom play a part in the approval process.

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
	Kuhnhausen, David <David.Kuhnhausen@portlandoregon.gov>	Required
	Nistler, Tracy <Tracy.Nistler@portlandoregon.gov>	Required
	O'Brien, Kyle <Kyle.O'Brien@portlandoregon.gov>	Required

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## Friday, June 01, 2018

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▲ **Time** 9:00 AM – 10:00 AM  
**Subject** LMC Hiring Subcommittee Meeting  
**Location** 5b  
**Recurrence** Occurs every 2 week(s) on Friday effective 6/1/2018 until 6/1/2018 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

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	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
	Fahey, Brenda <Brenda.Fahey@portlandoregon.gov>	Required
	Hajiyev, Elshad <Elshad.Hajiyev@portlandoregon.gov>	Required
	Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Optional

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▲ **Time** 10:00 AM – 10:30 AM  
**Subject** Rebecca, Priscilla, Alanna re: Pre-LMC meeting  
**Location** via phone Director’s Conf. Room 503-823-6198  
**Show Time As** Busy  
The purpose of the meeting is for Rebecca, Priscilla and Alanna to touch bases prior to the monthly LMC meeting. Keep in mind that the July LMC is canceled so there is no pre-LMC meeting in June.  
  
Rebecca and Priscilla - This meeting is right after the LMC Subcommittee meeting. Alanna will call-in to the Director’s Conf. Room 503-823-6198.

Alanna – Please call the number above. If you have any trouble you may contact Leanne at 503-823-7937 or Colleen at 503-823-7889 or the Front Desk at 503-823-7300.

We can adjust this day/time, as necessary.

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
	Partch, Priscilla <Priscilla.Partch@portlandoregon.gov>	Required
	Alanna Hein <heinconsultinggroup@gmail.com>	Required

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▲ **Time** 10:30 AM – 11:00 AM  
**Subject** Rebecca and David K one on one  
**Location** Rebecca's Office  
**Show Time As** Busy  
Rescheduled 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
	Kuhnhausen, David <David.Kuhnhausen@portlandoregon.gov>	Required

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▲ **Time** 11:15 AM – 11:45 AM  
**Subject** Rebecca, David K, Elshad, & Chris Corr re: Outsourcing digitization work for old historic building records  
**Location** Rebecca's Office  
**Show Time As** Busy

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

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

Corr, Chris <Chris.Corr@portlandoregon.gov> Required

Kuhnhausen, David  
<David.Kuhnhausen@portlandoregon.gov> Required

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

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