

Bureau of Human Resources

Director - Anna Kanwit's 4th Quarter 2016 Calender

▲ Mon, Oct 3

- 12:30 PM – 1:30 PM Meet the incoming Chief Administrative Officer (CAO), Tom Rinehart
 - 2:00 PM – 4:00 PM MEET Don't Shoot PDX Leaders
-

▲ Tue, Oct 4

- 9:00 AM – 11:00 AM Meet with Mayor Hales to Prepare response to Auditor
 - 2:30 PM – 3:00 PM Meet with Commissioner Saltzman
 - 3:00 PM – 4:00 PM Meet with Mayor Hales
-

▲ Wed, Oct 5

- 3:00 PM – 4:00 PM Monthly Meeting with LiUNA Local 483, Tom Colett and Farrell Richartz
-

Bureau of Human Resources

Assistant Director - David Rhy's Calender

Acting Director while Anna Kanwit was out on vacation

▲ Thu, Oct 6

▲ Fri, Oct 7

▲ Mon, Oct 10

- 9:00 AM – 11:00 AM The Office of Management and Finance (OMF) Leadership Team Meeting
 - 4:15 PM – 5:00 PM Meeting with candidate for HR business partner position
-

▲ Tue, Oct 11

- 2:30 PM – 3:00 PM Meet with Commissioner Fish

▲ **Wed, Oct 12**

■ 9:30 AM – 12:00 PM City Council Session

▲ **Thu, Oct 13**

■ 10:30 AM – 11:30 AM Gender Neutrality Q&A

■ 10:30 AM – 12:00 PM Gender-neutral Document meeting

▲ **Fri, Oct 14**

■ 11:30 AM – 12:00 PM Police investigation report

▲ **Mon, Oct 17**

■ 1:00 PM – 1:30 PM Meet with Parks

■ 1:45 PM – 2:00 PM Meet with Chief Administrative Officer (CAO), Tom Rinehart

■ 3:30 PM – 4:00 PM City Budget Office meeting

▲ **Tue, Oct 18**

■ 1:00 PM – 1:30 PM Meet with Maurice Henderson

▲ **Wed, Oct 19**

■ 9:00 AM – 10:00 AM Staff Planning Mayor's office

■ 3:30 PM – 4:30 PM Office of Management and Finance (OMF) COOP check-in meeting

▲ **Thu, Oct 20**

■ 8:00 AM – 9:00 AM Transition Coordination--new hire process

■ 10:00 AM – 11:00 AM Portland Bureau Emergency Management (PBEM) Software needs

■ 11:30 AM – 1:00 PM Bureau Directors Meeting

▲ **Fri, Oct 21**



David Out

▲ **Mon, Oct 24**



9:00 AM – 11:00 AM Office of Management and Finance (OMF) Leadership Team



1:00 PM – 3:00 PM Employer of Choice Champions Circle



2:30 PM – 3:30 PM Transition details

▲ **Tue, Oct 25**



9:00 AM – 10:30 AM Portland Building: returning workgroups



1:00 PM – 1:30 PM Bargaining Principles with Chief Administrative Officer (CAO), Tom Rinehart



3:00 PM – 4:00 PM TESC Meeting

▲ **Wed, Oct 26**



2:00 PM – 2:30 PM HR matter – Portland Bureau of Transportation (PBOT)

▲ **Thu, Oct 27**



9:00 AM – 9:30 AM Discussion: Safety & Training Manager position within Portland Bureau of Transportation (PBOT)

Bureau of Human Resources

Director - Anna Kanwit's Calender

▲ **Fri, Oct 28**

▲ **Mon, Oct 31**



10:30 AM – 11:30 AM Path to Leadership



1:30 PM – 2:00 PM FPDR - City Team Meeting



2:00 PM – 3:00 PM FPDR - City/Union Meeting

- 3:30 PM – 4:00 PM Path to Leadership Roster with Chief Administrative Officer (CAO), Fred Miller
-

November 2016

▲ Tue, Nov 1

- 9:00 AM – 9:30 AM Call Michael Szporluk
-

▲ Wed, Nov 2

- 9:00 AM – 10:00 AM City Attorney's office Monthly Check-in
 - 3:30 PM – 4:00 PM Check in with Chief Administrative Officer (CAO), Tom Rinehart
-

▲ Thu, Nov 3

- 10:30 AM – 11:00 AM Enterprise business solutions, Bureau of human resources and Bureau of revenue and finance check in
 - 11:00 AM – 11:30 AM Check in meeting with Portland Parks and Recreation
 - 11:30 AM – 1:00 PM Bureau Directors Meeting
 - 12:30 PM – 1:00 PM BRIEFING: BOEC Bargaining
 - 2:00 PM – 2:30 PM HR Audit Discussion with Chief Administrative Officer (CAO), Tom Rinehart
 - 3:30 PM – 4:00 PM Meet with Fire Chief Myers
 - 4:00 PM – 5:00 PM PCOD employment sub-committee meeting – Dana Coffee, Angel Chesimet, Nickole Cheron, and Kathy Coleman
-

▲ Fri, Nov 4

▲ Mon, Nov 7

- 9:00 AM – 11:00 AM Office of Management and Finance (OMF) Leadership Team
- 2:30 PM – 3:30 PM HR Discussion with Police Chief Michael Marshman

■ 4:00 PM – 5:00 PM Monthly Meeting with LiUNA Local 483, Tom Colett and Farrell Richartz

▲ **Tue, Nov 8**

■ 1:00 PM – 2:30 PM G.A.T.R. (Government Accountability, Transparency, and Results) SESSION, Police Staffing Follow-Up

■ 3:00 PM – 4:30 PM Office of Management and Finance (OMF) Advisory Committee

▲ **Wed, Nov 9**

■ 8:00 AM – 6:00 PM Bureau of Human Resources Senior Managers Retreat

▲ **Thu, Nov 10**

■ 8:00 AM – 5:00 PM Bureau of Human Resources Senior Managers Retreat

▲ **Fri, Nov 11**

■ Holiday

▲ **Mon, Nov 14**

■ 10:00 AM – 11:00 AM Path to Leadership

■ 1:00 PM – 2:00 PM City Budget Office monthly check in

■ 2:30 PM – 3:30 PM COPPEA/BHR Monthly, Amy Bowles and Rachel Whiteside

■ 4:30 PM – 5:00 PM Meet with Commissioner Fritz

▲ **Tue, Nov 15**

■ 9:30 AM – 11:30 AM Executive Session

■ 9:30 AM – 11:30 AM Executive Session

■ 11:30 AM – 12:00 PM Temp Space/Mobile Working discussion with Chief Administrative Officer (CAO), Fred Miller

■ 1:00 PM – 2:00 PM Quarterly check in with the Bureau of internal business services director, Bryant Enge

▲ **Wed, Nov 16**

- 8:30 AM – 9:30 AM Portland Police Association monthly meeting, Daryl Turner
 - 9:30 AM – 9:45 AM Meet office support specialist III candidate
-

▲ **Thu, Nov 17**

- 8:30 AM – 9:00 AM Budget and Bargaining meeting with CAO Tom Rinehart and City Budget Office director, Andrew Scott
 - 9:30 AM – 10:30 AM Meet with PBEM director, Carmen Merlo
 - 11:00 AM – 11:45 AM Charter Change Proposal discussion with City Auditor, Mary Hull Caballero
 - 12:30 PM – 2:00 PM Meet with City Attorney's office
 - 4:00 PM – 4:30 PM Meet with Alex Hagge
-

▲ **Fri, Nov 18**

- 9:00 AM – 6:00 PM Telework
-

▲ **Mon, Nov 21**

- 9:00 AM – 11:00 AM Office of Management and Finance (OMF) Leadership Team
 - 3:00 PM – 4:00 PM Office of Equity and Human Rights (OEHR) monthly check in
 - 4:00 PM – 5:00 PM Meeting with City Equity Managers
-

▲ **Tue, Nov 22**

- 1:45 PM – 2:15 PM Meet with Commissioner Fish
-

▲ **Wed, Nov 23**

- Anna Out
-

▲ **Thu, Nov 24**

- Holiday
-

▲ **Fri, Nov 25**



Holiday

▲ Mon, Nov 28

- 11:00 AM – 11:30 AM Interview for Temp HR Analyst for PBOT
 - 11:30 AM – 12:00 PM Recruitment & Labor Relations discussion with CAO Tom Rinehart
 - 1:30 PM – 2:00 PM Portland Fire and Rescue Negotiations with Chief Mike Myers
-

▲ Tue, Nov 29

- 9:00 AM – 10:00 AM Meet with City Equity Managers and Office of Equity and Human Rights (OEHR) director Dante James
 - 1:30 PM – 2:30 PM Meet with Assistant Chief Leloff
 - 3:00 PM – 4:00 PM Off-Site Equity Discussion with CAO Fred Miller, Tom Rinehart and OEHR director Dante James
-

▲ Wed, Nov 30

December 2016

▲ Thu, Dec 1

- 7:45 AM – 2:00 PM Bureau Directors off-site
 - 4:00 PM – 5:00 PM PCOD employment sub-committee meetings – Dana Coffee, Angel Chesimet, Nickole Cheron, and Kathy Coleman
-

▲ Fri, Dec 2

▲ Mon, Dec 5

- 9:00 AM – 11:00 AM The Office of Management and Finance (OMF) Leadership Team Meeting
- 11:00 AM – 11:30 AM SAP/ NeoGov interface discussion with EBS director Satish Nath

■ 2:00 PM – 2:30 PM CAO Transition, Tom Rinehart

▲ **Tue, Dec 6**

- 10:00 AM – 10:30 AM Meet with Commissioner Fish
 - 1:00 PM – 2:00 PM Executive Equity Committee - Quarterly Meeting
-

▲ **Wed, Dec 7**

- 10:00 AM – 11:00 AM Meeting with AFSCME re: 2017 legislation with Government Relations director Martha Pellegrino and Elizabeth Edwards
 - 1:00 PM – 2:00 PM Site Team Manager Interviews
 - 2:00 PM – 3:00 PM Site Team Manager Interviews
 - 3:00 PM – 4:00 PM Site Team Manager Interviews
 - 4:00 PM – 5:00 PM Site Team Manager Interviews -
 - 8:15 PM – 8:45 PM Disaster Policy Council Meeting
-

▲ **Thu, Dec 8**

- 8:00 PM – 8:30 PM Disaster Policy Council Meeting
-

▲ **Fri, Dec 9**

- 9:00 AM – 6:00 PM Telework
-

▲ **Mon, Dec 12**

- 10:00 AM – 11:00 AM The Office of Management and Finance (OMF) Leadership Team Meeting
 - 11:00 AM – 12:00 PM The Portland Building: Phase 1 w/ design team
 - 1:00 PM – 2:00 PM Meeting with Jill Goldsmith
 - 2:30 PM – 3:30 PM COPPEA Monthly with Amy Bowles and Rachel Whiteside
 - 4:00 PM – 5:00 PM Monthly Meeting with LiUNA Local 483, Tom Colett and Farrell Richartz
-

▲ **Tue, Dec 13**

- 9:30 AM – 10:00 AM Enterprise business solutions, Bureau of human resources and Bureau of revenue and finance check in
 - 3:00 PM – 4:30 PM OMF Advisory Committee
-

▲ **Wed, Dec 14**

- 9:00 AM – 9:20 AM Disaster Policy Council Meeting - Inclement Weather
 - 10:00 PM – 10:30 PM Disaster Policy Council - Inclement Weather Call
-

▲ **Thu, Dec 15**

- 10:00 AM – 10:30 AM Meet with Commissioner Fritz
 - 4:15 PM – 4:30 PM Disaster Policy Council Meeting - Inclement Weather Call
-

▲ **Fri, Dec 16**

- 10:00 AM – 11:00 AM Site Team Manager Interviews
 - 2:00 PM – 3:00 PM Site Team Manager Interviews
 - 3:00 PM – 4:00 PM Site Team Manager Interviews
-

▲ **Mon, Dec 19**

- 9:00 AM – 11:00 AM OMF Leadership Team
 - 1:00 PM – 3:00 PM Employer of Choice Champions Circle
 - 4:00 PM – 4:30 PM Meet with City Attorney's office
 - 4:30 PM – 5:30 PM Site Team Manager Interviews
-

▲ **Tue, Dec 20**

- 8:30 AM – 12:30 PM vacation
 - 3:00 PM – 3:30 PM Charter language with City Auditor Mary Hull Caballero
 - 3:30 PM – 4:30 PM Meet with Jill goldsmith
-

▲ **Wed, Dec 21**

- All Day vacation
-

▲ **Thu, Dec 22**

- All Day vacation
 - 10:30 AM – 11:30 AM Meet with Commissioner Saltzman, PF&R Chief Mike Myers, BHR Labor/EE Relations Manager Jerrell Gaddis re: PFFA Bargaining
-

▲ **Fri, Dec 23**

- All Day vacation
-

▲ **Mon, Dec 26**

- Holiday
-

▲ **Tue, Dec 27**

- 3:00 PM – 4:00 PM Portland Firefighters Association Monthly
-

▲ **Wed, Dec 28**

- 10:30 AM – 11:00 AM Portland Fire and Rescue discussion with Chief Myers
 - 12:00 PM – 1:30 PM Fred (Miller) Talk followed by informal coffee
-

▲ **Thu, Dec 29**

- 9:00 AM – 9:30 AM Coffee with Dave Benson
-

▲ **Fri, Dec 30**

- 9:00 AM – 6:00 PM Telework
-