

**Bureau of Human Resources**  
**Director - Anna Kanwit's 1<sup>ST</sup> Quarter 2017 Calendar**

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▲ **Mon, Jan 2**

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▲ **Tue, Jan 3**

- 9:00 AM – 10:30 AM The Office of Management and Finance (OMF)  
Leadership Team Meeting  
Tom Rinehart, Ken Rust, Jeff Baer and Bryant Enge
  - 10:30 AM – 11:30 AM Essential employees  
Tom Colette and Farrell Richartz
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▲ **Wed, Jan 4**

- 9:00 AM – 10:00 AM City Attorneys Office Monthly Check-in
  - 3:00 PM – 3:30 PM Meet with Chief Administrative Officer (CAO)  
Tom Rinehart
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▲ **Thu, Jan 5**

- 8:30 AM – 9:00 AM Controlled Class Discussion  
Tom Rinehart
  - 11:30 AM – 1:00 PM Bureau Directors Meeting
  - 1:00 PM – 1:30 PM Meet with Commissioner Fish  
Nick Fish
  - 4:00 PM – 5:00 PM PCOD employment sub-committee meeting – Dana  
Coffee, Angel Chesimet, Nickole Cheron, and Kathy  
Coleman
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▲ **Fri, Jan 6**

- 1:30 PM – 3:30 PM Review comparables  
Alan Ferschweiler and BHR Labor relations
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▲ **Mon, Jan 9**

- 4:30 AM – 5:00 AM Inclement Weather Call  
Carmen Merlo, Leah Treat, Ted Wheeler, Tom Rinehart
- 1:00 PM – 2:00 PM City Budget Office monthly check in

- Andrew Scott
- 3:30 PM – 4:00 PM Meet with Chief Administrative Officer (CAO)  
Tom Rinehart
  - ▨ 4:00 PM – 4:50 PM OMF Check in with Mayor's Chief of Staff  
Tom Rinehart, Jeff Baer, Bryant Enge and Ken Rust
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▲ **Tue, Jan 10**

- 9:30 AM – 11:30 AM Council work session  
Ted Wheeler, Chloe Eudaly, Amanda Fritz, Dan Saltzman, Nick Fish.
  - 2:00 PM – 3:00 PM HR Interview  
Sherri Peterson
  - 3:00 PM – 4:30 PM OMF Advisory Committee  
Tom Rinehart, Chief Marshman, Paul Scarlett, Ken Rust, Jeff Bauer, Satish Nath, Bryant Enge.
  - 9:00 PM – 9:30 PM Inclement Weather Call  
Carmen Merlo, Leah Treat, Ted Wheeler, Tom Rinehart
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▲ **Wed, Jan 11**

- 8:30 AM – 9:00 AM Interest Arbitration follow up  
Elizabeth Edwards
  - 3:30 PM – 4:30 PM Phone Interview  
Andrea Valderrama
  - 9:00 PM – 9:30 PM Inclement Weather Call  
Carmen Merlo, Leah Treat, Ted Wheeler, Tom Rinehart
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▲ **Thu, Jan 12**

- 9:00 AM – 9:45 AM Monthly meeting with PTE 17  
Amy Bowles
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▲ **Fri, Jan 13**

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▲ **Mon, Jan 16**

- **Holiday**
  - 8:00 PM – 8:30 PM Inclement Weather Call  
Carmen Merlo, Leah Treat, Ted Wheeler, Tom Rinehart
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▲ **Tue, Jan 17**

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▲ **Wed, Jan 18**

- 11:00 AM – 11:30 AM Meet with Chief Administrative Officer (CAO)  
Tom Rinehart
  - 3:00 PM – 4:00 PM PPA Monthly meeting  
Daryl Turner
  - 4:00 PM – 4:30 PM Information interview  
Lora Skjoldager
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▲ **Thu, Jan 19**

- 9:00 AM – 10:00 AM HR Overview and Update Commissioner Eudaly  
Chloe Eudaly
  - 11:30 AM – 12:00 PM Meet with Commissioner Saltzman  
Dan Saltzman
  - 1:30 PM – 2:30 PM OEHR monthly meeting  
Dante James
  - 2:45 PM – 4:15 PM Fire Personnel Issue  
Mike Myers
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▲ **Fri, Jan 20**

- 10:30 AM – 11:30 AM Discuss HR- Phone Call with Anna  
Teresa Roche
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▲ **Mon, Jan 23**

- 3:30 PM – 4:00 PM Meet with Commissioner Saltzman  
Dan Saltzman
  - ▨ 4:00 PM – 4:50 PM OMF Check in with Mayor's Chief of Staff  
Tom Rinehart, Jeff Baer, Bryant Enge and Ken Rust
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▲ **Tue, Jan 24**

- 11:00 AM – 12:00 PM The Office of Management and Finance (OMF)  
Leadership Team Meeting  
Tom Rinehart, Ken Rust, Jeff Baer and Bryant Enge
  - **12:00 PM – 1:30 PM Free**
  - 1:30 PM – 2:00 PM Meet with Commissioner Fritz  
Amanda Fritz
  - 3:00 PM – 4:30 PM OMF Advisory Committee  
Tom Rinehart, Michael Marshman, Paul Scarlett, Ken  
Rust, Jeff Bauer, Satish Nath, Bryant Enge.
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▲ **Wed, Jan 25**

- 11:00 AM – 11:30 AM Meet with Chief Administrative Officer (CAO)  
Tom Rinehart
  - 2:00 PM – 2:30 PM Auditors Memo  
Tom Rinehart and Christine Moody
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▲ **Thu, Jan 26**

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▲ **Fri, Jan 27**

- 9:00 AM – 6:00 PM Telework
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▲ **Mon, Jan 30**

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▲ **Tue, Jan 31**

- 2:30 PM – 3:00 PM The Portland Building (TPB) Relocation Planning  
Tom Rinehart, Jeff Baer, Ken Rust, Bryant Enge, Andrew Scott, Michael Stuhr, Leah Treat and Mike Abbate
  - 3:00 PM – 4:30 PM The Office of Management and Finance (OMF)  
Leadership Team Meeting  
Tom Rinehart, Ken Rust, Jeff Baer and Bryant Enge
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February 2017

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▲ **Wed, Feb 1**

- 11:00 AM – 11:30 AM Meet with Chief Administrative Officer (CAO)  
Tom Rinehart
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▲ **Thu, Feb 2**

- 9:00 AM – 9:30 AM Meet with Commissioner Eudaly  
Chloe Eudaly
  - 11:30 AM – 1:00 PM Bureau Directors Meeting
  - 2:30 PM – 3:00 PM HR Interview Discussion  
Michael Jordan
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▲ **Fri, Feb 3**

- **Vacation**

■ 4:30 AM – 5:00 AM Inclement Weather Call  
Carmen Merlo, Leah Treat, Ted Wheeler, Tom Rinehart

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▲ **Mon, Feb 6**

■ 9:00 AM – 12:00 PM Out of office  
■ 2:00 PM – 2:30 PM Meet with Commissioner Saltzman  
Dan Saltzman

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▲ **Tue, Feb 7**

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▲ **Wed, Feb 8**

■ 8:00 AM – 10:00 AM Out of office  
■ 10:30 AM – 11:00 AM Meet with Chief Administrative Officer (CAO)  
Tom Rinehart  
■ 4:00 PM – 5:00 PM PPA Monthly  
Daryl Turner

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▲ **Thu, Feb 9**

■ 10:00 AM – 11:00 AM Business Hour Meetings 2017  
Tom Rinehart,  
■ 4:00 PM – 5:00 PM PCOD employment sub-committee meeting – Dana  
Coffee, Angel Chesimet, Nickole Cheron, and Kathy  
Coleman

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▲ **Fri, Feb 10**

□ 9:00 AM – 6:00 PM Telework

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▲ **Mon, Feb 13**

■ 11:30 AM – 12:00 PM Requirements for Employee Notification  
Carmen Merlo and Satish Nath  
■ 1:00 PM – 2:00 PM City Budget Office monthly check in  
Andrew Scott  
■ 4:15 PM – 4:30 PM Check In  
Tom Rinehart and Ted Wheeler  
▨ 4:15 PM – 5:05 PM OMF Check in with Mayor's Chief of Staff  
Tom Rinehart, Jeff Baer, Bryant Enge and Ken Rust

■ 4:30 PM – 5:30 PM Monthly Meeting with Liuna Local 483,  
Tom Colett and Farrell Richartz

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▲ **Tue, Feb 14**

■ 9:00 AM – 10:30 AM The Office of Management and Finance (OMF)  
Leadership Team Meeting  
Tom Rinehart, Ken Rust, Jeff Baer and Bryant Enge

■ 11:00 AM – 11:30 AM MEET: Nicholas Von Pless & Project Search  
Nicholas Von Pless

■ 1:00 PM – 2:00 PM Monthly meeting with City Equity Managers  
Dante James

■ 3:00 PM – 3:30 PM Meeting with PSU Student  
Juliet Hyams

■ 4:30 PM – 5:00 PM Peronnel Matter  
Leah Treat

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▲ **Wed, Feb 15**

■ 11:00 AM – 11:30 AM Meet with Chief Administrative Officer (CAO)  
Tom Rinehart

■ 4:00 PM – 5:00 PM Bureau Directors' follow-up - Inclement Weather  
Carmen Merlo, Jeff Baer and Tracy Reeve

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▲ **Thu, Feb 16**

■ 10:00 AM – 11:30 AM Disaster Policy Council Meeting  
Bureau Directors and Elected Officials

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▲ **Fri, Feb 17**

9:00 AM – 6:00 PM Telework

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▲ **Mon, Feb 20**

8:00 AM – 5:00 PM Holiday

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▲ **Tue, Feb 21**

▨ 9:30 AM – 10:15 AM OMF Check in with Mayor's Chief of Staff  
Tom Rinehart, Jeff Baer, Bryant Enge and Ken Rust

■ 1:00 PM – 2:00 PM COPPEA/BHR Monthly  
Amy Bowles

- 2:00 PM – 3:00 PM Technology Executive Steering Committee (TESC) Meeting  
Bureau Directors
  - 4:30 PM – 5:00 PM 48 Hour Rule  
Amanda Fritz and Michael Marshman
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▲ **Wed, Feb 22**

- 9:30 AM – 10:30 AM Follow up from DPC Meeting  
Tracy Reeve
  - 3:30 PM – 4:00 PM Meet with Chief Administrative Officer (CAO)  
Tom Rinehart
  - 4:00 PM – 4:30 PM City Laborers meeting  
Tom Colett and Farrell Richartz
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▲ **Thu, Feb 23**

- 10:00 AM – 10:30 AM Briefing re: BHR Executive Sessions  
Ted Wheeler
  - 1:30 PM – 2:00 PM Meet with Commissioner Fritz  
Amanda Fritz
  - 2:30 PM – 4:30 PM Executive Session  
Tom Rinehart, Andrew Scott, and Mike Myers
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▲ **Fri, Feb 24**

- 2:00 PM – 2:30 PM Next Steps PFFA Bargaining  
Dan Saltzman
  - 2:45 PM – 3:15 PM Meet with Chief Administrative Officer (CAO)  
Tom Rinehart
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▲ **Mon, Feb 27**

- 1:00 PM – 3:00 PM Employer of Choice Champions Circle  
Andrew Scott, Dawn Uchiyama,
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▲ **Tue, Feb 28**

- 9:00 AM – 10:30 AM The Office of Management and Finance (OMF) Leadership Team Meeting  
Tom Rinehart, Ken Rust, Jeff Baer and Bryant Enge
  - 2:00 PM – 3:00 PM OEHR Monthly Check In  
Dante James
  - 3:00 PM – 5:00 PM Coordination of resources for Sanctuary City  
Tracy Reeve and James Dante
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## March 2017

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### ▲ **Wed, Mar 1**

- 11:00 AM – 11:30 AM Meet with Chief Administrative Officer (CAO)  
Tom Rinehart
  - 1:00 PM – 1:30 PM City Council hearing
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### ▲ **Thu, Mar 2**

- 9:00 AM – 10:00 AM Meet with Commissioner Eudaly  
Chloe Eudaly
  - 10:00 AM – 11:15 AM Columbia 5th Floor - Final Relocation Space Plan  
Review  
Jen Pucillo, Sherrill Johnson and Amber Turner
  - 11:30 AM – 1:00 PM Bureau Directors Meeting
  - 3:30 PM – 4:00 PM Portland Building Director's meeting
  - 4:00 PM – 5:00 PM PCOD employment sub-committee meeting  
Christine Moody, Dana Coffee, Angel Chesimet,  
Nickole Cheron, and Kathy Coleman
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### ▲ **Fri, Mar 3**

- 9:00 AM – 6:00 PM **Telework**
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### ▲ **Mon, Mar 6**

- ▨ 4:00 PM – 4:50 PM OMF Check in with Mayor's Chief of Staff  
Tom Rinehart, Jeff Baer, Bryant Enge and Ken Rust
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### ▲ **Tue, Mar 7**

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### ▲ **Wed, Mar 8**

- 9:30 AM – 10:30 AM PFFA Negotiations  
Tracy Reeve
- 11:00 AM – 11:30 AM Meet with Chief Administrative Officer (CAO)  
Tom Rinehart
- 2:00 PM – 3:00 PM Meet with Commissioner Fish  
Nick Fish
- 4:00 PM – 5:00 PM PPA Monthly



Daryl Turner

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▲ **Thu, Mar 9**

- 2:30 PM – 3:00 PM Meet with Commissioner Saltzman  
Dan Saltzman
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▲ **Fri, Mar 10**

- 9:00 AM – 10:00 AM City of Portland Temporary Relocation - Columbia  
Square Tour  
Bryant Enge
  - 10:00 AM – 6:00 PM Telework
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▲ **Mon, Mar 13**

- 10:00 AM – 11:00 AM Inclement Weather - Employee Messaging  
Carmen Merlo
  - 3:00 PM – 3:30 PM Commissioner Fish's office concerns  
Tracy Reeve
  - 4:00 PM – 5:00 PM Monthly Meeting with Liuna Local 483,  
Tom Colett and Farrell Richartz
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▲ **Tue, Mar 14**

- 8:30 AM – 9:30 AM The Office of Management and Finance (OMF)  
Leadership Team Meeting  
Tom Rinehart, Ken Rust, Jeff Baer and Bryant Enge
  - ▨ 9:30 AM – 10:30 AM Personnel Issue  
Leah Treat and Tracy Reeve
  - 3:00 PM – 4:30 PM OMF Advisory Committee  
Tom Rinehart, Michael Marshman, Paul Scarlett, Ken  
Rust, Jeff Bauer, Satish Nath, Bryant Enge.
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▲ **Wed, Mar 15**

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▲ **Thu, Mar 16**

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▲ **Fri, Mar 17**

- 9:00 AM – 6:00 PM Telework
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▲ **Mon, Mar 20**

- 10:30 AM – 11:00 AM Meet with Chief Administrative Officer (CAO)  
Tom Rinehart
  - 1:30 PM – 2:00 PM NeoGov process improvement  
Satish Nath
  - ▨ 4:00 PM – 4:50 PM OMF Check in with Mayor's Chief of Staff  
Tom Rinehart, Jeff Baer, Bryant Enge and Ken Rust
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▲ **Tue, Mar 21**

- 2:00 PM – 3:00 PM Technology Executive Steering Committee (TESC)  
Meeting  
Bureau Directors
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▲ **Wed, Mar 22**

- 9:30 AM – 10:30 AM COPPEA/BHR Monthly  
Amy Bowles
  - 10:30 AM – 11:00 AM Bargaining Discussion  
Andrew Scott
  - 11:00 AM – 11:30 AM Meet  
Barbara Buono
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▲ **Thu, Mar 23**

- 3:00 PM – 4:00 PM OMF Budget Presentation Discussion  
Tom Rinehart, Jeff Baer, Bryant Enge, Ken Rust and  
Thomas Lannom
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▲ **Fri, Mar 24**

- 9:00 AM – 6:00 PM Telework
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▲ **Mon, Mar 27**

- 2:00 PM – 3:00 PM BHR Quarterly Check-In with Chief Myers  
Mike Myers
  - 3:30 PM – 4:30 PM OEHR Monthly Check In  
Dante James
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▲ **Tue, Mar 28**

- 8:00 AM – 8:30 AM Meet with Chief Administrative Officer (CAO)  
Tom Rinehart

- 8:30 AM – 9:30 AM Free**
  - 9:30 AM – 10:30 AM OMF Budget Presentation  
Tom Rinehart, Jeff Baer, Bryant Enge, Ken Rust and Thomas Lannom
  - 10:30 AM – 11:00 AM Meeting with Donny Adair  
Donny Adair
  - 1:00 PM – 2:30 PM The Office of Management and Finance (OMF) Leadership Team Meeting  
Tom Rinehart, Ken Rust, Jeff Baer and Bryant Enge
  - 3:00 PM – 3:15 PM PHONE: Anna and Leah Check-in  
Leah Treat
  - 4:00 PM – 5:00 PM BHR/AFSCME Monthly  
Rob Wheaton
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▲ **Wed, Mar 29**

- 9:00 AM – 9:30 AM Meet Ann  
Ann Witzel
  - 9:30 AM – 10:30 AM Meeting about Police Chief Search  
Ted Wheeler, Christine Moody, Tom Rinehart and Tracy Reeve
  - 4:00 PM – 4:30 PM HRAR 4.08A social media discussion  
Nishant Bhajaria
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▲ **Thu, Mar 30**

- 9:00 AM – 9:30 AM meet and greet  
Jessica Floum
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▲ **Fri, Mar 31**

- 9:00 AM – 6:00 PM Telework**
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