

Bureau of Human Resources
Director - Anna Kanwit's 2nd Quarter 2017 Calendar

▲ **Mon, Apr 3**

- 3:00 PM – 3:30 PM Mayor's budget meeting
Mayor Ted Wheeler
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▲ **Tue, Apr 4**

- 9:00 AM – 10:00 AM Labor relations Bi-Weekly
 - 10:30 AM – 11:00 AM Water Bureau meeting about Customer Service Survey
Michael Stuhr and Water Bureau leadership team
 - 1:00 PM – 2:30 PM Police Chief Search Proposal
Barbara Buono and Jane Braaten
 - 2:30 PM – 4:30 PM HR Senior Managers
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▲ **Wed, Apr 5**

- 9:00 AM – 10:00 AM City Attorneys/BHR Monthly Check-in
Mark Amberg and David Rhys
 - 10:00 AM – 10:45 AM HR Discussion
Mark Sorensen
 - 11:00 AM – 11:30 AM Meeting with Chief Administrative Officer (CAO)
Tom Rinehart
 - 11:30 AM – 1:00 PM Asst HR Director Weekly
 - 1:00 PM – 2:00 PM Benefits Bi-Weekly
 - 2:30 PM – 3:30 PM Class/Comp Bi-Weekly
 - 4:00 PM – 5:00 PM Executive Session Prep
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▲ **Thu, Apr 6**

- 11:30 AM – 1:00 PM Bureau Directors Meeting
City of Portland Bureau Directors
 - 1:30 PM – 2:00 PM Meeting with Commissioner Saltzman
Dan Saltzman
 - 2:30 PM – 3:30 PM HR Services Bi-Weekly
 - 3:45 PM – 4:30 PM Police Chief Search Proposal
Barbara Buono and Jane Braaten
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▲ **Fri, Apr 7**

- 9:00 AM – 6:00 PM vacation
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▲ **Mon, Apr 10**

- 1:00 PM – 1:30 PM Meeting with Commissioner Fritz
Amanda Fritz
 - 1:45 PM – 2:45 PM BHR / CBO Monthly Check-in
Andrew Scott
 - 3:00 PM – 4:00 PM Discuss staff training - Sanctuary Resolution
Tracy Reeve, Kim Sneath and James Dante
 - 4:00 PM – 5:00 PM Liuna 483 monthly check-in
Richartz Farrell and Tom Colett
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▲ **Tue, Apr 11**

- 11:00 AM – 11:30 AM BES Leadership Team presentation re BHR satisfaction
survey

Michael Jordan and BES leadership team
 - 2:30 PM – 3:00 PM Executive Session Briefing
Mayor Ted Wheeler, Jerrell Gaddis, Kristin Dennis and
Maurice Henderson
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▲ **Wed, Apr 12**

- 11:00 AM – 11:30 AM Meeting with Chief Administrative Officer (CAO)
Tom Rinehart
 - 11:30 AM – 1:00 PM Asst HR Director Weekly
 - 3:00 PM – 4:00 PM The Office of Management and Finance (OMF)
Leadership Team Meeting

City of Portland Bureau Directors within OMF
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▲ **Thu, Apr 13**

- 8:15 AM – 9:00 AM security training, incident response and phishing
 - 9:00 AM – 10:00 AM GATR Session follow-up: Housing Cost & Timelines
City of Portland Bureau Directors and elected officials
 - 10:00 AM – 11:00 AM HR Finance Bi-Weekly
 - 11:30 AM – 12:00 PM Meeting with Commissioner Fish
Nick Fish
 - 3:30 PM – 4:00 PM MEET: BHR / PBOT / Laborers' Local 483
Leah Treat, Suzanne Kahn and Richartz Farrell
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▲ **Fri, Apr 14**

- 9:00 AM – 10:00 AM Follow Up - DOER Innovation Training
 - 10:00 AM – 6:00 PM Telework
 - 11:00 AM – 11:30 AM Telephone call with Daryl Turner
Daryl Turner
 - 12:30 PM – 1:00 PM Phone call with Commissioner Eudaly
Chloe Eudaly
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▲ **Mon, Apr 17**

- All Day vacation
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▲ **Tue, Apr 18**

■ All Day vacation

▲ **Wed, Apr 19**

■ All Day vacation

▲ **Thu, Apr 20**

■ All Day vacation

▲ **Fri, Apr 21**

■ All Day vacation

▲ **Mon, Apr 24**

■ 9:30 AM – 9:45 AM Recruitment Process Improvement - Next Steps
Satish Nath

■ 11:30 AM – 12:00 PM Meeting with Mayor and Chief Administrative Officer
(CAO)
Mayor Ted Wheeler and Tom Rinehart

▲ **Tue, Apr 25**

■ 9:30 AM – 11:30 AM Work Session-Review Equity Work
Mayor Ted Wheeler, James Dante, Chloe Eudaly, Nick
Fish, Dan Saltzman, and Amanda Fritz

■ 11:30 AM – 12:00 PM PTE 17 Monthly check-in
Amy Bowles and Rachel Whiteside

■ 12:00 PM – 1:00 PM Multicultural presentation

■ 3:00 PM – 4:00 PM BHR/PFFA (Portland Firefighters Association) Monthly
Alan Ferschweiler

▲ **Wed, Apr 26**

- 9:00 AM – 10:00 AM MEET: Dante James w/Equity Managers - April
Dante James,
 - 11:00 AM – 11:30 AM Meeting with Chief Administrative Officer (CAO)
Tom Rinehart
 - 11:30 AM – 1:00 PM Asst HR Director Weekly
 - 4:00 PM – 4:30 PM HR Finance Bi-Weekly
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▲ **Thu, Apr 27**

- 8:45 AM – 9:00 AM Take your kids to work day welcome
 - 11:00 AM – 11:30 AM BHR/ BTS (Bureau of Technology Services) Check-in
Jeff Baer
 - 11:30 AM – 12:00 PM HR Matters
Michael Marshman
 - 12:00 PM – 1:00 PM Sanctuary City
Dante James
 - 1:00 PM – 2:00 PM Proposed Web Changes Overview
 - 2:30 PM – 3:00 PM Classification/Compensation Study
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▲ **Fri, Apr 28**

- 9:00 AM – 6:00 PM Telework
 - 10:00 AM – 10:30 AM Phone call: Water Bureau Personnel Issues
Michael Stuhr
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May 2017

▲ **Mon, May 1**

- 9:00 AM – 9:30 AM Police Chief Search

- 9:00 AM – 10:00 AM Police Chief Search
 - 1:00 PM – 1:30 PM telephone meeting
Rafael Colon
 - 2:30 PM – 3:00 PM Phishing exercise
 - ▨ 4:00 PM – 4:50 PM OMF Check in with Mayor's Chief of Staff
City of Portland Bureau Directors within OMF
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▲ Tue, May 2

- 9:00 AM – 9:30 AM BTS meeting about Customer Service Survey
Jeff Baer and BTS leadership team
 - 11:30 AM – 12:00 PM PBOT Maintenance Operations
Leah Treat
 - 1:00 PM – 2:00 PM Labor Relations Bi-Weekly
 - 2:30 PM – 4:30 PM HR Senior Managers
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▲ Wed, May 3

- 9:00 AM – 10:00 AM City Attorneys/BHR Monthly Check-in
David Rhys and Mark Amberg
 - 10:00 AM – 11:00 AM Council Session
 - 11:00 AM – 11:30 AM Meeting with Chief Administrative Officer (CAO)
Tom Rinehart
 - 11:30 AM – 1:00 PM Asst HR Director Weekly
 - 1:00 PM – 2:00 PM Benefits Bi-Weekly
 - 2:00 PM – 2:30 PM Council Session Again
 - 2:30 PM – 3:30 PM Classification and Compensation Bi-Weekly
 - 4:00 PM – 4:45 PM Training and Workforce Development Bi-Weekly
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▲ **Thu, May 4**

- 9:00 AM – 9:30 AM Meeting with Commissioner Eudaly
Chloe Eudaly
 - 10:00 AM – 11:00 AM HR Services Bi-Weekly
 - 11:00 AM – 11:30 AM Meeting with mayor about the City's affirmative action
plan
Mayor Ted Wheeler and Donny Adair
 - 11:30 AM – 1:00 PM Bureau Directors Meeting
City of Portland Bureau Directors
 - 4:00 PM – 5:00 PM monthly PCOD employment sub-committee meetings
Dana Coffee, Angel Chesimet, Nickole Cheron, Kathy
Coleman and Christine Moody
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▲ **Fri, May 5**

- 8:45 AM – 11:15 AM Offsite OMF Leadership Meeting
OMF Bureau Directors
 - 11:30 AM – 6:00 PM Telework
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▲ **Mon, May 8**

- 9:30 AM – 10:00 AM Meeting with Commissioner Fritz
Amanda Fritz
 - 2:30 PM – 3:30 PM COPPEA/BHR Monthly
Amy Bowles and Rachel Whiteside
 - 4:00 PM – 5:00 PM Liuna 483 monthly check-in
Richartz Farrell and Tom Colett
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▲ **Tue, May 9**

- 9:00 AM – 10:30 AM OMF Leadership Team Meeting
OMF Bureau Directors
- 11:30 AM – 12:00 PM Meeting with BDS about Customer Service Survey
BDS leadership team
- 1:00 PM – 2:00 PM Onboarding Intro Recording

- 2:00 PM – 2:30 PM Project Search Intern Program Questions
Michael Jordan
 - 3:00 PM – 4:30 PM OMF Advisory Committee – Series
OMF Bureau Directors
 - 4:30 PM – 5:00 PM Meeting with Commissioner Saltzman
Saltzman, Dan
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▲ **Wed, May 10**

- 11:30 AM – 1:00 PM Asst HR Director Weekly
 - 2:00 PM – 2:30 PM Meeting with Chief Administrative Officer (CAO)
Tom Rinehart
 - 4:00 PM – 5:00 PM PPA Monthly
Daryl Turner
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▲ **Thu, May 11**

- 10:30 AM – 11:00 AM Climate Survey
Bryant Enge
 - 11:00 AM – 12:00 PM HR Finance Bi-Weekly
 - 2:00 PM – 3:00 PM Chief search interview process
 - 4:00 PM – 5:00 PM Management - Accommodation Issue
Mark Amberg and Michael Marshman
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▲ **Fri, May 12**

- 9:00 AM – 6:00 PM Telework
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▲ **Mon, May 15**

- 9:00 AM – 9:45 AM Police Chief Search
 - 10:00 AM – 10:30 AM BPS meeting about Customer Service Survey
Susan Anderson and BPS leadership team
 - 11:00 AM – 11:30 AM OMF: CAO, BHR and BTS Check In
Tom Rinehart and Jeff Baer
 - ▨ 1:00 PM – 2:00 PM HR Business Partner 2nd Interview
 - 3:00 PM – 4:00 PM BHR/OEHR Monthly
Dante James
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▲ **Tue, May 16**

- ▨ 12:00 PM – 1:00 PM NEOGOV Presentation Agenda
Satish Nath and Kimberly Goerlitz
 - 9:30 AM – 10:30 AM BHR Executive Session/Mayor Wheeler and
Commissioners
Mayor Ted Wheeler, James Dante, Chloe Eudaly, Nick
Fish, Dan Saltzman, and Amanda Fritz
 - 1:00 PM – 2:00 PM HR Business Partner 2nd Interview
 - 2:30 PM – 4:30 PM HR Senior Managers
 - 4:30 PM – 5:30 PM HRBP 2nd Interview
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▲ **Wed, May 17**

- 9:30 AM – 10:30 AM Recreation Costing Options Discussion
 - 11:00 AM – 11:30 AM Meeting with Chief Administrative Officer (CAO)
Tom Rinehart
 - 11:30 AM – 1:00 PM Asst HR Director Weekly
 - 1:00 PM – 2:00 PM Benefits Bi-Weekly
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▲ **Thu, May 18**

- 9:00 AM – 10:00 AM Class/Comp Bi-Weekly
 - 10:00 AM – 11:00 AM Training and Workforce Development Bi-Weekly
 - 11:30 AM – 12:00 PM Meeting with Commissioner Fish
Nick Fish
 - 1:00 PM – 1:30 PM Additional meeting with Commissioner Eudaly
Chloe Eudaly
 - 2:30 PM – 4:30 PM BHR All Staff Meeting
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▲ **Fri, May 19**

- 9:00 AM – 6:00 PM Vacation
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▲ **Mon, May 22**

- 9:00 AM – 10:00 AM Police Chief Search
 - 1:30 PM – 2:00 PM Meeting with Mayor Wheeler
Ted Wheeler
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▲ **Tue, May 23**

- 8:30 AM – 9:00 AM Response to Growth Concerns
Tom Rinehart and Christine Moody
 - 9:00 AM – 10:30 AM Leadership Team Meeting
Bureau Directors in OMF
 - 10:00 AM – 10:30 AM OMF funding review budget note
Bureau Directors in OMF
 - 11:00 AM – 11:30 AM Additional meeting with Commissioner Fritz
Amanda Fritz
 - 2:30 PM – 3:00 PM HR Services Bi-Weekly
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▲ **Wed, May 24**

- 11:30 AM – 1:00 PM Asst HR Director Weekly
 - 1:30 PM – 2:00 PM Meeting with Chief Administrative Officer (CAO)
Tom Rinehart
 - 2:00 PM – 2:30 PM Diversity conference
 - 3:00 PM – 4:00 PM Request for Assistance
Satish Nath
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▲ **Thu, May 25**

- 9:00 AM – 9:45 AM PBOT meeting about Customer Service Survey
Leah Treat and PBOT leadership team
 - 10:30 AM – 11:00 AM Meeting with Mayor policy advisor
 - 11:00 AM – 12:00 PM HR Finance Bi-Weekly
 - 12:30 PM – 1:30 PM Call: COA and COP ADA Discussion
Michelle McLaren and David Ondich
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▲ **Fri, May 26**

- 9:00 AM – 6:00 PM Telework
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▲ **Mon, May 29**

- 9:00 AM – 6:00 PM **Holiday – No work**
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▲ **Tue, May 30**

- 9:00 AM – 10:00 AM Labor Relations Bi-Weekly
 - 1:00 PM – 2:00 PM Labor relations coordinator Interview
 - 3:00 PM – 3:30 PM MEET: Anna Kanwit & Nicholas Von Pless
Nicholas Von Pless
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▲ **Wed, May 31**

- 10:00 AM – 10:30 AM coffee with Tracy
Tracy Reeve
 - 11:00 AM – 11:30 AM Meeting with Chief Administrative Officer (CAO)
Tom Rinehart
 - 11:30 AM – 1:00 PM Asst HR Director Weekly
 - 1:00 PM – 2:00 PM Benefits Bi-Weekly
 - 2:00 PM – 3:00 PM Class/Comp Bi-Weekly
 - 3:00 PM – 4:00 PM Essential employees/HR ECC Responders
Carmen Merlo
 - 4:00 PM – 5:00 PM Interview for Labor relations coordinator
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June 2017

▲ **Thu, Jun 1**

- 8:15 AM – 2:30 PM Bureau Directors off-site
City of Portland Bureau Director's
 - 2:30 PM – 3:30 PM HR Services Bi-Weekly
 - 4:00 PM – 4:30 PM PTE 17 Update
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▲ **Fri, Jun 2**

- 9:00 AM – 6:00 PM Telework
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▲ **Mon, Jun 5**

- 9:00 AM – 10:00 AM Police Chief Search
 - 10:00 AM – 10:30 AM Columbia Square reception discussion
 - 1:30 PM – 2:00 PM Meeting with Commissioner Saltzman
Dan Saltzman
 - 3:00 PM – 4:00 PM Meet w/New Orleans Deputy Mayor and Director of
Equity Strategy
Tracy Reeve, Mike Abbate, Tom Rinehart, Michael
Jordan, and Andrew Scott
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▲ **Tue, Jun 6**

- 9:00 AM – 10:30 AM Leadership Team Meeting
Bureau Directors in OMF
 - 1:30 PM – 2:00 PM Meeting with Commissioner Fish
Nick Fish
 - 2:30 PM – 4:30 PM HR Senior Managers
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▲ **Wed, Jun 7**

- 10:00 AM – 10:30 AM Confidential matter
 - 11:00 AM – 11:45 AM Meeting with Chief Administrative Officer (CAO)
Tom Rinehart
 - 11:30 AM – 1:00 PM Asst HR Director Weekly
 - 1:00 PM – 4:00 PM BHR All Staff Training Session
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▲ **Thu, Jun 8**

- 9:00 AM – 10:00 AM Workplace Culture Audit
Brenda Carpenter and Leah Treat
- 11:00 AM – 12:00 PM HR Finance Bi-Weekly
- 2:00 PM – 2:30 PM EBS Discussion
Tom Rinehart and Jeff Baer

■ 3:00 PM – 4:30 PM OMF Funding Methodology

▲ **Fri, Jun 9**

■ 9:00 AM – 6:00 PM Telework

▲ **Mon, Jun 12**

■ 9:00 AM – 10:00 AM Police Chief Search

■ 9:30 AM – 10:00 AM Meeting with Commissioner Fritz
Amanda Fritz

■ 1:00 PM – 2:00 PM BHR / CBO Monthly Check-in
Andrew Scott

■ 4:00 PM – 5:00 PM Liuna 483 monthly check-in
Richartz Farrell and Tom Colett

▲ **Tue, Jun 13**

■ 9:00 AM – 10:00 AM Labor Relations Bi-Weekly

■ 10:30 AM – 11:00 AM Discussion about HR Issues

■ 2:00 PM – 3:00 PM PTE 17 Monthly check-in
Amy Bowles and Rachel Whiteside

■ 3:00 PM – 4:30 PM OMF Advisory Committee - Series
OMF Bureau Directors

▲ **Wed, Jun 14**

■ 10:00 AM – 11:00 AM Executive Session Prep

■ 11:30 AM – 1:00 PM Asst HR Director Weekly

■ 1:00 PM – 2:00 PM Benefits Bi-Weekly

■ 2:30 PM – 3:30 PM Class/Comp Bi-Weekly

▲ **Thu, Jun 15**

- 9:30 AM – 10:00 AM Fire and HR check in
Mike Myers
 - 10:30 AM – 11:00 AM City of Portland Salary data discussion
Jessica Floum – The Oregonian
 - 2:30 PM – 3:30 PM HR Services Bi-Weekly
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▲ **Fri, Jun 16**

- 9:00 AM – 6:00 PM Telework
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▲ **Mon, Jun 19**

- 9:00 AM – 10:00 AM Police Chief Search
 - 11:00 AM – 12:00 PM City Attorney update
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▲ **Tue, Jun 20**

- 8:30 AM – 10:00 AM Leadership Team Meeting
Bureau Directors OMF
 - 10:00 AM – 11:30 AM BHR Executive Session/Mayor Wheeler and
Commissioners
Mayor Ted Wheeler, James Dante, Chloe Eudaly, Nick
Fish, Dan Saltzman, and Amanda Fritz
 - 1:00 PM – 1:30 PM Meeting with Chief Administrative Officer (CAO)
Tom Rinehart
 - 1:30 PM – 2:30 PM **Free**
 - 2:30 PM – 4:30 PM HR Senior Managers
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▲ **Wed, Jun 21**

- 9:30 AM – 9:45 AM Call: fire chief
Mike Myers
 - 11:30 AM – 1:00 PM Asst HR Director Weekly
 - 1:00 PM – 1:30 PM Auditor's Office Charter Changes - Implications for
Human Resources
Mary Hull Caballero and Tom Rinehart
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▲ **Thu, Jun 22**

- 11:00 AM – 11:30 AM HRAR 4.08 Proposed Changes
 - 1:00 PM – 2:00 PM Strategic Planning
 - 4:15 PM – 4:45 PM Proposal
Tom Rinehart and Christine Moody
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▲ **Fri, Jun 23**

- 9:00 AM – 12:00 PM PFFA Interest Arbitration
Mike Myers
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▲ **Mon, Jun 26**

- All Day Jury Duty
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▲ **Tue, Jun 27**

- All Day Jury Duty
 - ▨ 12:45 PM – 1:15 PM PHONE: Anna Kanwit and Leah Treat
Leah Treat
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▲ **Wed, Jun 28**



All Day Jury Duty

▲ **Thu, Jun 29**



All Day Jury Duty

▲ **Fri, Jun 30**



All Day Jury Duty
