

## Bureau of Human Resources

### Director - Anna Kanwit's 3<sup>rd</sup> Quarter 2017 Calendar

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#### ▲ Mon, Jul 3

- 2:15 PM – 12:45 PM Employment and Outreach Manager questions
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#### ▲ Tue, Jul 4

- 8:00 AM – 5:00 PM **Holiday**
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#### ▲ Wed, Jul 5

- 9:00 AM – 10:00 AM City Attorneys and BHR Monthly Check-in  
Mark Amberg and Serilda Summers-McGee
  - 1:30 PM – 2:00 PM Monthly Check-in with Commissioner Saltzman  
Dan Saltzman
  - 4:00 PM – 5:30 PM Employment and Outreach Manager Interview
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#### ▲ Thu, Jul 6

- 10:00 AM – 11:00 AM Meet with Commissioner Eudaly  
Chloe Eudaly
  - 11:30 AM – 12:30 PM HR performance measures--Auditor's suggestions  
David Rhys, Larry Nelson, Ron Zito
  - 2:15 PM – 3:15 PM Inclusion in the Workplace  
Mike Myers and Ron Zito
  - 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, Jul 7

- 9:00 AM – 6:00 PM **Telework**

- 10:30 AM – 11:00 AM Discuss attorney at investigatory interview  
Heidi Brown
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▲ **Mon, Jul 10**

- 8:00 AM – 8:30 AM Meet with Chief Administrative Officer (CAO)  
Tom Rinehart
  - 9:00 AM – 10:00 AM Police Chief Search  
Barbara Buono, Joseph Wahl, Jane Braaten, Michael  
Cox, Heidi Brown, Mark Amberg, and Jason Loos
  - 9:30 AM – 10:00 AM Monthly Check in with Commissioner Eudaly  
Chloe Eudaly
  - 2:00 PM – 2:15 PM New Building Space Proposal  
Tom Rinehart and Larry Nelson
  - 3:00 PM – 4:00 PM Funding Review - BHR  
Aaron Rivera, Larry Nelson, Jane Braaten, and Linda G.  
Lewis - Frameworkllc
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▲ **Tue, Jul 11**

- 1:30 PM – 3:00 PM Fire Interest Arbitration  
Lory Kraut and Diana Moffat
  - 3:00 PM – 4:30 PM OMF Advisory Committee (with workgroup staff)  
Mike Myers, Jeff Baer, Bryant Enge, Tracy Reeve, Tom  
Rinehart, Ken Rust, Michael Jordan, and Rebecca Esau  
  
Rachel Whiteside- PTE 17, Linda G. Lewis –  
Frameworkllc, Bob Carrol and Lois Cohen
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▲ **Wed, Jul 12**

- 3:00 PM – 4:00 PM Interview for Recruitment and Outreach Manager
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▲ **Thu, Jul 13**

- 9:00 AM – 9:45 AM PFFA (Portland Firefighters Association) Monthly  
Alan Ferschweiler

- 1:30 PM – 2:00 PM Tom Rinehart's 360 performance review call  
Mike Abbate
  - 3:30 PM – 4:00 PM Transition meeting  
Mary Hull Caballero and Sarah Landis
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▲ **Fri, Jul 14**

- 9:00 AM – 6:00 PM *Vacation*
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▲ **Mon, Jul 17**

- 9:00 AM – 6:00 PM *Vacation*
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▲ **Tue, Jul 18**

- 9:00 AM – 6:00 PM *Vacation*
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▲ **Wed, Jul 19**

- 9:00 AM – 6:00 PM *Vacation*
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▲ **Thu, Jul 20**

- 9:00 AM – 6:00 PM *Vacation*
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▲ **Fri, Jul 21**

- 9:00 AM – 6:00 PM *Vacation*
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▲ **Mon, Jul 24**

- 9:00 AM – 10:00 AM Police Chief Search  
Barbara Buono, Joseph Wahl, Jane Braaten, Michael  
Cox, Heidi Brown, Mark Amberg, and Jason Loos

- 2:30 PM – 3:00 PM Tom Rinehart's 360 performance review  
Jeff Baer
  - 3:00 PM – 3:30 PM Meet with Chief Administrative Officer (CAO)  
Tom Rinehart and Serilda Summers-McGee
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▲ **Tue, Jul 25**

- 10:30 AM – 11:00 AM Discussion about City's response to the DA  
Heidi Brow
  - 2:00 PM – 3:00 PM Monthly Equity Managers Meeting  
Dante James
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▲ **Wed, Jul 26**

- 10:00 AM – 11:00 AM MEET: Project SEARCH  
Nick Fish
  - 1:00 PM – 1:30 PM Tom Rinehart's 360 performance review  
Leah Treat
  - 2:00 PM – 3:00 PM Fire Interest Arbitration meeting  
Lory Kraut, Michelle Welch and Diana Moffat
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▲ **Thu, Jul 27**

- 8:00 AM – 8:30 AM Meet with Chief Administrative Officer (CAO)  
Tom Rinehart
  - 11:00 AM – 12:00 PM Office of Management and Finance (OMF) Funding  
Review  
Ken Rust, Tom Rinehart, Larry Pelatt, and Linda G.  
Lewis - Frameworkllc
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▲ **Fri, Jul 28**

- 9:00 AM – 6:00 PM **Telework**
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▲ **Mon, Jul 31**

- 8:30 AM – 10:30 AM Vacation
- 1:30 PM – 2:00 PM Bargaining update with Commissioner Saltzman  
Dan Saltzman
- 2:30 PM – 3:30 PM Follow-up Discussion  
Dante James, Heidi Brown, Julia Glick and Tracy Reeve
- 4:00 PM – 4:30 PM Disaster Policy Council Conference Call - Excessive Heat  
Coordination  
Carrmen Merlo, Mike Abbate, Tim Crail, Kurt Creager,  
Rebecca Esau, Amanda Fritz, Michael Jordan, Michael  
Marshman, Mary Hull Caballero, Michael Cox, Mike  
Myers, Tracy Reeve, Lisa St. Helens, Michael Stuhr, Ted  
Wheeler, Tom Rinehart, Leah Treat, Michelle  
Plambeck, Kate Wood, Alex Ubiadas – Trimet,

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August 2017

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▲ **Tue, Aug 1**

- 9:30 AM – 10:00 AM Tom Rinehart's 360 performance review call  
Dante James
- 2:00 PM – 2:45 PM Pay Equity Act  
Matthew Farley and Brent Sundvall
- 4:40 PM – 5:10 PM Call with City Attorney's office  
Jenifer Johnston

▲ **Wed, Aug 2**

- 9:00 AM – 10:00 AM City Attorneys and BHR Monthly Check-in  
Mark Amberg and Serilda Summers-McGee
- 10:00 AM – 10:30 AM Tom Rinehart's 360 performance review call  
Carmen Merlo
- 11:00 AM – 11:30 AM Meet with Chief Administrative Officer (CAO)  
Tom Rinehart

- 1:30 PM – 2:00 PM Tom Rinehart's 360 performance review  
Michael Jordan
  - 3:00 PM – 4:00 PM check in  
Judith Mowry
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▲ **Thu, Aug 3**

- 9:00 AM – 10:30 AM Disaster Policy Council Conference Call - Excessive Heat Coordination  
Carmen Merlo, Mike Abbate, Tim Crail, Kurt Creager, Rebecca Esau, Amanda Fritz, Michael Jordan, Michael Marshman, Mary Hull Caballero, Michael Cox, Mike Myers, Tracy Reeve, Lisa St. Helens, Michael Stuhr, Ted Wheeler, Tom Rinehart, Leah Treat, Michelle Plambeck, Kate Wood, Jennifer Arguinzoni, Maurice Henderson.
  - 11:30 AM – 1:00 PM Bureau Directors Meeting  
Carmen Merlo, Andrew Scott, Susan Anderson, Kurt Creager, Kimberly Branam, Paul Scarlett, Michael Marshman, Sam Hutchison, Jeff Baer, Michael Jordan, Mike Abbate, Bryant Enge, Tracy Reeve, Martha Pellegrino, Dante James, Amalia Alarcon Morris, Elisabeth Edwards, Mary Hull Caballero, Michael Cox, Mike Myers, Lisa St. Helens, Michael Stuhr, Tom Rinehart, Leah Treat, and Kate Wood.
  - 1:45 PM – 2:15 PM Employee issue  
Tom Rinehart
  - 3:00 PM – 4:00 PM Meeting with employment and outreach manager  
Candidate
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▲ **Fri, Aug 4**

- 9:00 AM – 11:00 AM ATTEND: Project Search Pilot Internship Program Meeting  
Paula Johnson , Nicholas Von Pless , Kristen Pelenskij, Gabriel Solmer,
  - 9:00 AM – 6:00 PM Telework
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▲ **Mon, Aug 7**

- 10:15 AM – 11:00 AM Recruitment discussions  
Michael Stuhr
  - 1:30 PM – 2:00 PM Labor Negotiations  
Ted Wheeler
  - 3:00 PM – 4:00 PM Discuss Attorney Compensation  
Tracy Reeve
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▲ **Tue, Aug 8**

- 11:30 AM – 12:30 PM Lunch  
Thomas Lannom
  - 2:00 PM – 2:45 PM Monthly Check in with Commissioner Eudaly  
Chloe Eudaly
  - 3:00 PM – 3:30 PM Monthly Check in with Commissioner Fish  
Nick Fish
  - 4:30 PM – 4:45 PM Tom Rinehart's 360 performance review call  
Leah Treat
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▲ **Wed, Aug 9**

- 9:00 AM – 9:30 AM FW: Solar Eclipse - Employee Messaging  
Carmen Merlo and Tom Rinehart
  - 11:00 AM – 11:30 AM Meet with Chief Administrative Officer (CAO)  
Tom Rinehart
  - 4:00 PM – 5:00 PM PPA Monthly meeting  
Daryl Turner
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▲ **Thu, Aug 10**

- 8:00 AM – 11:30 AM medical appointment
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▲ **Fri, Aug 11**

9:00 AM – 6:00 PM Telework

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▲ **Mon, Aug 14**

9:30 AM – 10:00 AM Monthly Check in with Commissioner Fritz  
Amanda Fritz

2:30 PM – 3:30 PM COPPEA/BHR Monthly  
Amy Bowles

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

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▲ **Tue, Aug 15**

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

1:00 PM – 1:30 PM Monthly meeting with the Office of Equity and Human  
Rights (OEHR)  
Dante James

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▲ **Wed, Aug 16**

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▲ **Thu, Aug 17**

3:30 PM – 4:30 PM Review of Fleet document  
Bryant Enge, Maria Eldred, and Jerrell Gaddis

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▲ **Fri, Aug 18**

9:00 AM – 6:00 PM Telework

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▲ Sun, Aug 20

■ 5:00 PM – 5:30 PM Disaster Policy Council - Solar Eclipse Check-In  
Carmen Merlo, Kurt Creager, Rebecca Esau, Amanda Fritz, Michael Jordan, Michael Marshman, Mary Hull Caballero, Michael Cox, Mike Myers, Tracy Reeve, Lisa St. Helen, Michael Stuhr, Ted Wheeler, Tom Rinehart, and Leah Treat

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▲ Mon, Aug 21

■ 8:00 AM – 8:30 AM Disaster Policy Council Solar Eclipse Check-in  
Carmen Merlo, Kurt Creager, Rebecca Esau, Amanda Fritz, Michael Jordan, Michael Marshman, Mary Hull Caballero, Michael Cox, Mike Myers, Tracy Reeve, Lisa St. Helen, Michael Stuhr, Ted Wheeler, Tom Rinehart, and Leah Treat

■ 8:30 AM – 10:30 AM Vacation

■ 3:00 PM – 4:00 PM Monthly meeting with the Office of Equity and Human Rights (OEHR)  
Dante James

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▲ Tue, Aug 22

■ 9:30 AM – 11:30 AM Executive Session  
Ted Wheeler, Amanda Fritz, Dan Saltzman, Chloe Eudaly, Maurice Henderson, Kristin Dennis, Jerrell Gaddis, Jon Uto, Marquis Fudge, Maureen Weber, and Patrick Ward.

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▲ Wed, Aug 23

■ 5:30 PM – 8:00 PM August 23, 2017 City of Portland - Minority Evaluator Program Appreciation Event  
Michael Jordan, Mike Abbate, Ken Rust, Michael Stuhr, Tom Rinehart, and Dante James

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▲ **Thu, Aug 24**

- 1:30 PM – 2:00 PM Meet with Chief Administrative Officer (CAO)  
Tom Rinehart
  - 4:00 PM – 5:00 PM Fire LBO  
Lory Kraut, Mike Myers, Jerrell Gaddis, Michelle Welch,  
and Diana Moffat
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▲ **Fri, Aug 25**

- 9:00 AM – 6:00 PM Telework
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▲ **Mon, Aug 28**

- 10:00 AM – 11:00 AM The Office of Management and Finance (OMF)  
Leadership Team Meeting  
  
Tom Rinehart, Ken Rust, Jeff Baer and Bryant Enge
  - 11:00 AM – 12:00 PM City/County collaboration - medical dispatch  
Mike Myers, Jeff Baer, Lisa St. Helens,
  - 1:00 PM – 3:00 PM Employer of Choice Champions Circle  
Andrew Scott, Dawn Uchiyama,
  - 3:30 PM – 4:30 PM Ngene v. City of Portland - OJ/Settlement Meeting  
Rebecca Esau, Heidi Brown, Marshall Runkel, Becky  
Chiao, Linh Vu, and Carol Green
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▲ **Tue, Aug 29**

- 1:00 PM – 1:30 PM PF&R HR Issues Phone Call  
Mike Myers
  - 3:00 PM – 4:30 PM OMF Advisory Committee (with workgroup staff)  
Mike Myers, Jeff Baer, Bryant Enge, Tracy Reeve, Tom  
Rinehart, Ken Rust, Michael Jordan, and Rebecca Esau  
  
Rachel Whiteside- PTE 17, Linda G. Lewis –  
Frameworkllc, Bob Carrol and Lois Cohen
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▲ **Wed, Aug 30**

■ 12:00 PM – 1:30 PM Sanctuary city training

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▲ **Thu, Aug 31**

■ 9:30 AM – 9:45 AM Discuss what is needed for the 9/12 Major City Projects Session & Recruitment  
Tom Rinehart and Serilda Summers-McGee

■ 1:00 PM – 2:00 PM Last Chance Agreements  
Maureen Weber, Jerrell Gaddis, Mark Amberg, and Derily Bechthold

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September 2017

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▲ **Fri, Sep 1**

□ 9:00 AM – 6:00 PM Telework

■ 3:00 PM – 4:00 PM Fire Arbitration Call  
Lory Kraut, Jerrell Gaddis, Michelle Welch, and Diana Moffat

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▲ **Mon, Sep 4**

■ 8:00 AM – 5:00 PM **Holiday**

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▲ **Tue, Sep 5**

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

■ 12:00 PM – 1:30 PM Sanctuary City training

■ 8:30 PM – 9:00 PM Disaster Policy Council call

Carrmen Merlo, Mike Abbate, Tim Crail, Kurt Creager, Rebecca Esau, Amanda Fritz, Michael Jordan, Michael Marshman, Mary Hull Caballero, Michael Cox, Mike Myers, Tracy Reeve, Lisa St. Helens, Michael Stuhr, Ted Wheeler, Tom Rinehart, Leah Treat, Michelle Plambeck, and Kate Wood

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▲ **Wed, Sep 6**

- 9:00 AM – 10:00 AM City Attorneys and BHR Monthly Check-in  
Mark Amberg and Serilda Summers-McGee
  - 2:00 PM – 5:00 PM Witness Prep  
Lory Kraut, Michelle Welch, and Diana Moffat
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▲ **Thu, Sep 7**

- 8:30 AM – 9:00 AM Fire Arbitration  
Lory Kraut, Michelle Welch, and Diana Moffat
  - 11:30 AM – 1:00 PM Bureau Directors Meeting  
Carmen Merlo, Andrew Scott, Susan Anderson, Kurt Creager, Kimberly Branam, Paul Scarlett, Michael Marshman, Sam Hutchison, Jeff Baer, Michael Jordan, Mike Abbate, Bryant Enge, Tracy Reeve, Martha Pellegrino, Dante James, Amalia Alarcon Morris, Elisabeth Edwards, Mary Hull Caballero, Michael Cox, Mike Myers, Lisa St. Helens, Michael Stuhr, Tom Rinehart, Leah Treat, and Kate Wood.
  - 1:00 PM – 1:30 PM Check-in  
Lisa St. Helen
  - 2:30 PM – 3:30 PM Strategic Plan Managers Training  
Tom Rinehart, Jeff Baer, Bryant Enge, Ken Rust
  - 3:30 PM – 4:00 PM LMS system discussion  
Tom Rinehart, Jeff Baer, and Gail Baird
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▲ **Fri, Sep 8**

■ 9:00 AM – 6:00 PM Vacation

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▲ **Mon, Sep 11**

- 9:00 AM – 11:00 AM Fire Arbitration - Opening  
Lory Kraut, Michelle Welch, and Diana Moffat
  - 11:00 AM – 12:00 PM City Budget Office Monthly Check-in  
Andrew Scott
  - 1:00 PM – 1:30 PM Phone Call re Vacation Accruals  
Mike Myers
  - 2:00 PM – 2:30 PM Monthly Check in with Commissioner Eudaly  
Chloe Eudaly
  - 4:00 PM – 5:00 PM Liuna 483 monthly check-in  
Farrell Richartz and Tom Colett
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▲ **Tue, Sep 12**

- 8:30 AM – 3:30 PM Fire Interest Arbitration - Opening  
Lory Kraut, Michelle Welch, and Diana Moffat
  - 4:00 PM – 5:00 PM Monthly meeting with PTE 17  
Amy Bowles
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▲ **Wed, Sep 13**

- 2:00 PM – 2:30 PM Meet with Chief Administrative Officer (CAO)  
Tom Rinehart and Serilda Summers-McGee
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▲ **Thu, Sep 14**

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▲ **Fri, Sep 15**

- 9:30 AM – 10:30 AM BRF5 Recruitment  
Tom Rinehart, Bryant Enge, Ken Rust
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▲ **Mon, Sep 18**

- 9:00 AM – 10:30 AM Speaker: Path to Leadership Program
  - 11:00 AM – 11:30 AM BHR Introduction and Overview  
Suk Rhee
  - 12:00 PM – 12:15 PM Meet with Chief Administrative Officer (CAO)  
Tom Rinehart and Ashlie Grundy
  - 4:30 PM – 5:00 PM Check in with Mayor Wheeler  
Ted Wheeler, Maurice Henderson, and Jennifer Arguinzoni
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▲ **Tue, Sep 19**

- 8:30 AM – 6:00 PM Fire Interest Arbitration  
Lory Kraut, Michelle Welch, and Diana Moffat
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▲ **Wed, Sep 20**

- 10:00 AM – 1:00 PM Fire Interest Arbitration  
Lory Kraut, Michelle Welch, and Diana Moffat
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▲ **Thu, Sep 21**

- 8:30 AM – 8:45 AM Meet with Chief Administrative Officer (CAO)  
Tom Rinehart
  - 11:00 AM – 11:30 AM Monthly Check in with Commissioner Fritz  
Amanda Fritz
  - 2:00 PM – 3:00 PM BHR All Staff Meeting
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▲ **Fri, Sep 22**

■ 9:00 AM – 6:00 PM Vacation

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▲ **Mon, Sep 25**

■ 9:00 AM – 10:30 AM Speaker: Path To Leadership Program

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▲ **Tue, Sep 26**

■ 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

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▲ **Wed, Sep 27**

■ 9:00 AM – 10:00 AM BHR and PPB Discussion  
Chris Davis, Vincent Woods, Mark Amberg

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▲ **Thu, Sep 28**

■ 11:30 AM – 12:00 PM DCTU Discussion  
Tom Rinehart

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▲ **Fri, Sep 29**

■ 9:00 AM – 9:30 AM Meet with Chief Administrative Officer (CAO)  
Tom Rinehart

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