

Bureau of Human Resources
(Former) Director - Anna Kanwit's 4th Quarter 2017 Calendar

October 2017

▲ **Mon, Oct 2**

- 3:00 PM – 3:30 PM Monthly check-in with Commissioner Eudaly
Chloe Eudaly
-

▲ **Tue, Oct 3**

- 1:00 PM – 2:00 PM Executive Equity Committee Quarterly Meeting

Mike Abbate, Susan Anderson, Amy Archer-Masters,
Jeff Baer, Kurt Creager, Elizabeth Edwards, Bryant
Enge, Rebecca Esau, Sam Hutchison, Dante James,
Michael Jordan, Suk Rhee, Tom Rinehart, Ken Rust,
Andrew Scott, Michael Stuhr, Kimberly Branam
 - 3:00 PM – 3:30 PM PPB Transition
Tom Rinehart and Jeff Baer
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▲ **Wed, Oct 4**

- 10:00 AM – 10:30 AM Prep for 2018-2022 Affirmative Action Plan
presentation
Donny Adair
 - 10:45 AM – 11:45 AM Present 2018 – 2022 Affirmative Action Plan to Council
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▲ **Thu, Oct 5**

▲ **Fri, Oct 6**

- 9:15 AM – 9:30 AM Meeting OMF CAO

Tom Rinehart
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▲ **Mon, Oct 9**

- 10:30 AM – 1:00 PM Fire Interest Arbitration
Mike Myers
-

▲ **Tue, Oct 10**

- 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 Informational interview
Nicole Payne - PSU student
 - 2:30 PM – 3:00 PM Meeting with Mayor Wheeler
Ted Wheeler
-

▲ **Wed, Oct 11**

- 4:00 PM – 5:00 PM PPA Monthly meeting
Daryl Turner
-

▲ **Thu, Oct 12**

- 1:00 PM – 1:30 PM Meeting with Commissioner Eudaly
Chloe Eudaly
-

▲ **Fri, Oct 13**

- 9:00 AM – 1:00 PM Telework
 - 1:30 PM – 2:00 PM Meeting with Commissioner Fish
Nick Fish
 - 3:30 PM – 4:00 PM CAO meeting with BHR and City Attorney's office
Tom Rinehart and Tracey Reeve
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▲ **Mon, Oct 16**

- 11:00 AM – 11:30 AM Meeting with City Attorney's office
Tracey Reeve

- 3:00 PM – 4:00 PM Monthly check in with the Office of Equity and Human Rights
Dante James
-

▲ Tue, Oct 17

- 8:00 AM – 9:00 AM Meet with Triad Consultants
Mike Ulwelling and Rick Withers - Triad Consulting & System Design Group
 - 11:30 AM – 12:00 PM Meeting with Commissioner Saltzman
Dan Saltzman
 - 1:30 PM – 2:00 PM Meeting with Mayor Wheeler
Ted Wheeler and Serilda Summers-McGee
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▲ Wed, Oct 18

- 9:00 AM – 9:10 AM Meeting with Commissioner Fish
Nick Fish
-

▲ Thu, Oct 19

- 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.
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▲ Fri, Oct 20

- 1:00 PM – 1:30 PM Meeting with Commissioner Fritz
Amanda Fritz
 - 1:30 PM – 2:30 PM Meeting in the Mayor's office
Ted Wheeler
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▲ Mon, Oct 23

- 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
 - 10:00 AM – 11:00 AM Principles of Collaboration
Mike Myers, Jeff Baer, Lisa St. Helen, Ken Burns
Multnomah County - Liz Smith- Currie, Katie Shriver,
Paul Lewis, Darrell Knott
 - 3:30 PM – 4:00 PM Strike Meeting
Bryant Enge
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▲ **Tue, Oct 24**

- 3:00 PM – 4:00 PM PFFA (Portland Firefighters Association) Monthly
Alan Ferschweiler
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▲ **Wed, Oct 25**

- 3:30 PM – 4:00 PM Call Government Relations
Elizabeth Edwards
-

▲ **Thu, Oct 26**

- 9:30 AM – 10:00 AM Meeting with City Auditor
Mary Hull Caballero
 - 3:30 PM – 4:00 PM Meeting with OMF CAO
Tom Rinehart and Serilda Summers-McGee
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▲ **Fri, Oct 27**

- 11:30 AM – 12:00 PM PPA Monthly meeting
Daryl Turner
-

▲ **Mon, Oct 30**

▲ **Tue, Oct 31**

November 2017

▲ Wed, Nov 1

■ 9:30 AM – 5:00 PM DCTU Mediation

▲ Thu, Nov 2

■ 11:30 AM – 1:00 PM Bureau Directors Meeting
Carmen Merlo, Andrew Scott, Susan Anderson, Kurt Creager, Kimberly Branam, 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.

■ 3:00 PM – 3:30 PM Monthly check-in with Commissioner Eudaly
Chloe Eudaly

▲ Fri, Nov 3

■ 8:00 AM – 5:00 PM DCTU Mediation

■ 10:00 AM – 11:30 AM Service Continuation

▲ Mon, Nov 6


▲ Tue, Nov 7

■ 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


■ 3:00 PM – 3:30 PM Meeting with Mayor's Chief of Staff
Maurice Henderson and Kurt Creager

▲ **Wed, Nov 8**

▲ **Thu, Nov 9**


 7:30 AM – 5:00 PM Teleworking

▲ **Fri, Nov 10**


 9:00 AM – 6:00 PM Teleworking

▲ **Mon, Nov 13**

▲ **Tue, Nov 14**


 8:00 AM – 5:30 PM Vacation day

▲ **Wed, Nov 15**


 10:00 AM – 11:00 AM Monthly check in with the City Budget Office
Andrew Scott

 1:00 PM – 1:30 PM Monthly check-in with Commissioner Fish
Nick Fish

▲ **Thu, Nov 16**

 4:00 PM – 5:30 PM Litigation meeting with the City Attorney's office
Heidi Brown, Naomi Sheffield and Ashley Carter

▲ **Fri, Nov 17**

 9:00 AM – 6:00 PM Teleworking

▲ **Mon, Nov 20**

- 9:00 AM – 9:20 AM Briefing on BHR Executive Session
Maurice Henderson, Jennifer Arquinzoni and Kristin Dennis
 - 9:30 AM – 10:00 AM Meeting with Mayor Ted Wheeler
Ted Wheeler, Serilda Summers-McGee and Jennifer Arquinzoni
 - 10:00 AM – 10:30 AM Monthly check in with Commissioner Fritz
Amanda Fritz and Tim Crail
 - 1:00 PM – 2:00 PM Liuna 483 monthly check-in
Farrell Richartz and Tom Colett
 - 3:00 PM – 4:00 PM Monthly check in with the Office of Equity and Human Rights
Dante James and Judith Mowry
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▲ **Tue, Nov 21**

▲ **Wed, Nov 22**

- 8:00 AM – 5:30 PM Vacation day
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▲ **Thu, Nov 23**

- 8:00 AM – 5:30 PM No work - Holiday
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▲ **Fri, Nov 24**

- 8:00 AM – 5:30 PM No work - Holiday
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▲ **Mon, Nov 27**

- 10:00 AM – 11:00 AM Internship Meeting
Tiffani Penson and Mary Amick – Professor at Concordia University
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▲ **Tue, Nov 28**

- 9:30 AM – 10:00 AM Meeting with Commissioner Fritz to discuss CSO duties and Park Ranger duties
Amanda Fritz
 - 3:00 PM – 3:30 PM PFFA (Portland Firefighters Association) Monthly
Alan Ferschweiler
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▲ **Wed, Nov 29**

- 9:30 AM – 10:00 AM Introductions
Jerrell Gaddis, Tom Colett -Liuna 483, Farrell Richartz -
Liuna 483, and Ben Nelson- Liuna 483
 - 12:45 PM – 3:15 PM Free
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▲ **Thu, Nov 30**

- 9:00 AM – 9:30 AM Witness meeting with the City Attorney's office
Heidi Brown and Ryan Bailey
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Bureau of Human Resources

Director – Serilda Summers-McGee 4th Quarter 2017 Calendar

December 2017

▲ **Fri, Dec 1**

- 9:00 AM – 9:30 AM Class Comp Director and Manager Session - FPDR
Sam Hutchison
- 9:45 AM – 10:15 AM Class Comp Director and Managers' Session - BIBS
Bryant Enge
- 10:30 AM – 11:00 AM Class Comp Director and Managers' Session - Biz Ops

- 11:00 AM – 11:30 AM OMF Meeting with Commissioner Saltzman
Dan Saltzman, Tom Rinehart, and Ken Rust
- 1:30 PM – 2:00 PM Class Comp Director and Managers' Session - ONI
Suk Rhee
- 4:15 PM – 5:00 PM BHR Discussion
Bryant Enge
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▲ **Mon, Dec 4**

- 8:30 AM – 10:00 AM OMF Customer Work Group
Tom Rinehart, Michael Jordan, Carmen Merlo, Dante James, Mike Myers, Linda Lewis – Frame Work LLC
- 12:00 PM – 4:00 PM BHR Senior Leadership Team Retreat
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▲ **Tue, Dec 5**

- 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
- 10:45 AM – 11:15 AM Monthly check-in with Commissioner Fish
Nick Fish and Tom Rinehart
- 2:00 PM – 4:00 PM BHR All Staff Meeting
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▲ **Wed, Dec 6**

- 9:00 AM – 10:00 AM Monthly check-in with City Attorney's office
- 1:00 PM – 2:00 PM City Auditor - Introductions and HR Responsibilities
Under Charter Change
Mary Hull Caballero
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▲ **Thu, Dec 7**

- 8:00 AM – 2:30 PM Bureau Directors Off-site
Carmen Merlo, Andrew Scott, Susan Anderson, Kurt Creager, Kimberly Branam, 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.

- 2:30 PM – 4:00 PM Class Comp: Employee open house
 - 5:00 PM – 5:30 PM Wellness Discussion
Cathy Bless and Rob Wheaton – AFSCME Local 189 rep
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▲ Fri, Dec 8

- 9:30 AM – 9:45 AM Meeting with OMF CAO
Tom Rinehart
 - 11:30 AM – 1:00 PM Class Comp: Employee open house
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▲ Mon, Dec 11

- 11:30 AM – 12:00 PM Monthly check-in with Commissioner Eudaly
Chloe Eudaly and Tom Rinehart
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▲ Tue, Dec 12

- 10:30 AM – 11:00 AM BHR Discussion
Dante James
 - 1:30 PM – 2:00 PM Meeting with Mayor Ted Wheeler
Ted Wheeler and Tom Rinehart
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▲ Wed, Dec 13

- 12:00 PM – 1:00 PM PFFA (Portland Firefighters Association) Monthly
Alan Ferschweiler
 - 3:15 PM – 3:30 PM Phone call with Joy
Joy Alise – Portland African American Leadership
Forum (PAALF)
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▲ **Thu, Dec 14**

- 9:15 AM – 9:30 AM Meeting with OMF CAO
Tom Rinehart
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▲ **Fri, Dec 15**

- 9:30 AM – 9:40 AM Monthly check-in with Commissioner Fritz
Amanda Fritz and Tom Rinehart
 - 9:35 AM – 11:30 AM Private Appointment
 - 11:30 AM – 1:00 PM Class Comp: Employee open house
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▲ **Mon, Dec 18**

- 2:30 PM – 4:00 PM The Office of Management and Finance (OMF)
Leadership Team Meeting
Tom Rinehart, Ken Rust, Jeff Baer and Bryant Enge
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▲ **Tue, Dec 19**

- 7:30 AM – 8:30 AM Mayor meeting with Portland African American
Leadership Forum (PAALF) Leadership Academy
Ted Wheeler, Danielle Outlaw, Dante James. Mary Hull
Caballero

Joy Alise- PAALF, Avel Louise – PAALF, Maxine
Fitzpatrick – PAALF, Chabre Vickers – PAALF, Tricia
Tillman -PAALF, Jo Ann Hardesty - The National
Association for the Advancement of Colored People
(NAACP), Commissioner Brad Avakian - Oregon Bureau
of Labor and Industries, and Roberta Phillip-Robbins -
Oregon Council on Civil Rights c/o Bureau of Labor and
Industry.
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▲ **Wed, Dec 20 – Fri, Dec 29**

- 8:00 AM – 5:30 PM Vacation
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Bureau of Human Resources

Acting Director – Larry Nelson 4th Quarter 2017 Calendar

▲ **Wed, Dec 20**

▲ **Thu, Dec 21**

▲ **Fri, Dec 22**

▲ **Tue, Dec 26**

- 10:00 AM – 10:30 AM OSS II Interview
D. Cooper
 - 10:40 AM – 11:10 AM OSS II Phone Interview
L. Bermudez
 - 11:10 AM – 11:40 AM OSS II Interview
M. Henderson
 - 1:30 PM – 2:30 PM Weekly City/County collaboration meetings
Jeff Baer, Lisa St. Helen, Mike Myers
Multnomah County: Liz Smith-Currie, Paul Lewis,
Darrell Knott
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▲ **Wed, Dec 27**

- 9:00 AM – 9:30 AM OSS II Interview
J. Klopf
 - 10:00 AM – 10:30 AM OSS II Interview
C. Saechao
 - 10:40 AM – 11:10 AM OSS II Interview
R. Bost
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▲ **Thu, Dec 28**

▲ **Fri, Dec 29**
