

Bureau of Human Resources

Director – Serilda Summers-McGee 2nd Quarter 2018 Calendar

▲ Mon, Apr 2

- 10:00 AM – 11:30 AM GATR session follow-up: Housing Development
Tom Rinehart, Chloe Eudaly, Andrew Scott, Leah Treat,
Michael Jordan, Rebecca Esau, Mike Myers, Michael
Stuhr, Susan Anderson, Mike Abbate, Jeff Baer, Ted
Wheeler.
 - 2:00 PM – 3:30 PM BHR Leadership Team Meeting
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▲ Tue, Apr 3

- 8:15 AM – 8:45 AM Weekly Check In with OMF- CAO
Tom Rinehart
 - 9:00 AM – 10:30 AM OMF Leadership Meeting
Tom Rinehart, Ken Rust, Jeff Baer, Carmen Merlo, Jeff
Baer, and Jennifer Cooperman
 - 11:30 AM – 12:00 PM City Budget Office Monthly Check In
Andrew Scott
 - 12:00 PM – 1:00 PM Wonder Woman Awards and WE Persist Awards
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▲ Wed, Apr 4

- 8:00 AM – 5:00 PM
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▲ Thu, Apr 5

- 9:00 AM – 9:30 AM Hatfield Fellows Program Ordinance Presentation Prep
Meeting

Phil Keisling and Sara Saltzberg – Portland State
University

- 11:15 AM – 1:15 PM PBJ - Women of Influence Award Ceremony
 - 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, 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, Apr 6**

- 8:30 AM – 5:00 PM
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▲ **Mon, Apr 9**

- 8:00 AM – 5:00 PM Serilda Out
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▲ **Tue, Apr 10**

- 8:15 AM – 8:45 AM Weekly Check In with OMF- CAO
Tom Rinehart
 - 1:30 PM – 2:00 PM Check In
Maurice Henderson, Shannon Callahan
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▲ **Wed, Apr 11**

- 7:30 AM – 9:30 AM 50th Anniversary Fair Housing Act
 - 3:00 PM – 4:00 PM Portland Police Association (PPA) Monthly
Daryl Turner
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▲ **Thu, Apr 12**

- 9:30 AM – 10:30 AM State of the City: The Address
 - 12:00 PM – 1:00 PM Vacation Committee meeting with CBO
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▲ **Fri, Apr 13**

- 12:00 PM – 1:15 PM State of the City: The Conversation (Lunch)
 - 2:00 PM – 2:30 PM Portland Housing Bureau Discussion
Maurice Henderson, Shannon Callahan
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▲ **Mon, Apr 16**

- 9:30 AM – 10:00 AM Class Comp Discussion
Linda Ginenthal
 - 1:00 PM – 1:40 PM Check in with the Mayor
Ted Wheeler, Maurice Henderson, Michael Cox, Kristin Dennis
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▲ **Tue, Apr 17**

- 8:15 AM – 8:45 AM Weekly Check In with OMF- CAO
Tom Rinehart
 - 9:30 AM – 11:30 AM Spring BMP Work Session
Ted Wheeler, Dan Saltzman, Amanda Fritz, Nick Fish,
Chloe Eudaly, Andrew Scott, Tom Rinehart
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▲ **Wed, Apr 18**

- 8:00 AM – 5:00 PM
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▲ **Thu, Apr 19**

- 10:00 AM – 12:00 PM BHR All Staff Meeting - Monthly
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▲ **Fri, Apr 20**

- 12:00 PM – 1:00 PM Records Training - Elearning
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▲ **Mon, Apr 23**

- 1:30 PM – 2:00 PM Monthly check in with Commissioner Saltzman
Dan Saltzman
 - 2:30 PM – 3:00 PM Monthly check in with Commissioner Eudaly
Chloe Eudaly
 - 3:00 PM – 3:30 PM Timeline Discussion
Danielle Outlaw and Constantin Severe
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▲ **Tue, Apr 24**

- 7:00 AM – 5:00 PM
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▲ **Wed, Apr 25**

- 9:00 AM – 5:00 PM Mediation
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▲ **Thu, Apr 26**

- *Bring your Child to work day*
 - 10:00 AM – 10:15 AM Phone Call with Commissioner Fritz
Amanda Fritz
 - 3:15 PM – 3:45 PM Meet with Mike
Mike Abatte
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▲ **Fri, Apr 27**

- 8:00 AM – 5:00 PM Serilda Out
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▲ **Mon, Apr 30**

- 8:00 AM – 8:30 AM Call with BPA
Maria Mondragon-Almy
 - 10:00 AM – 12:00 PM BHR Leadership team meeting
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May 2018

▲ **Tue, May 1**

- 9:00 AM – 10:00 AM The Office of Management and Finance (OMF) Leadership Team Meeting
Tom Rinehart, Ken Rust, Jeff Baer, Carmen Merlo, Jennifer Cooperman
 - 10:30 AM – 11:30 AM Professional and Technical Employees Local 17 (PTE 17) Monthly
Amy Bowles
 - 11:30 AM – 12:00 PM City Budget Office Monthly Check In
Andrew Scott
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▲ **Wed, May 2**

- 10:00 AM – 2:00 PM Hatfield Fellows Ordinance
City Council
 - 1:00 PM – 1:30 PM OMF
Jennifer Cooperman, Tom Rinehart
 - 3:00 PM – 3:30 PM Vacation Leave Costing Discussion
Andrew Scott
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▲ **Thu, May 3**

- 8:30 AM – 9:00 AM Marketing Committee Video Shoot
 - 11:30 AM – 1:00 PM Bureau Directors Meeting
Susan Anderson, Jeff Baer, Kimberly Branam, Shannon Callahan, Claudio Campuzano, Jennifer Cooperman, Bob Cozzie, Koffi Dessou, Elisabeth Edwards, Rebecca Esau, Mary Hull Caballero, Sam Hutchison, Michael Jordan, Amanda Lamb, Carmen Merlo, Mike Myers, Danielle Outlaw, Courtney Patterson, Tracy Reeve, Suk Rhee, Tom Rinehart, Kia Selley, Lisa St. Helens, Michael Stuhr, Leah Treat
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▲ **Fri, May 4**

8:30 AM – 5:00 PM

▲ **Mon, May 7**

- 10:00 AM – 10:30 AM Monthly check in with Commissioner Fritz
Amanda Fritz and Tim Crail
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▲ **Tue, May 8**

- 9:30 AM – 11:30 AM BHR Executive Session with Mayor Wheeler and
Commissioners
Ted Wheeler, Amanda Fritz, Chloe Eudaly, Nick Fish,
Dan Saltzman
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▲ **Wed, May 9**

- 12:00 PM – 5:00 PM Serilda Travels to Seattle – Telework
 - 6:00 PM – 8:30 PM Governing Body Private Dinner (Seattle CHRO
Leadership Summit)
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▲ **Thu, May 10**

- 7:00 AM – 5:00 PM Seattle CHRO Leadership Summit - May 10 at Grand
Hyatt Seattle [Calendar Placeholder]
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▲ **Fri, May 11**

- 11:30 AM – 12:00 PM Phone Call
Hayley Hill - Willamette University
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▲ **Mon, May 14**

- 10:00 AM – 12:00 PM BHR Leadership team meeting
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▲ **Tue, May 15**

- 8:15 AM – 8:45 AM Weekly Check In with OMF- CAO
Tom Rinehart

▲ **Wed, May 16**

- 1:30 PM – 2:00 PM Discussion about contracts and targeted severance
Tracey Reeve
 - 3:30 PM – 4:00 PM Check in with Maurice
Maurice Henderson, Tom Rinehart
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▲ **Thu, May 17**

- 10:00 AM – 12:00 PM BHR All Staff Meeting - Monthly
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▲ **Fri, May 18**

- 8:00 AM – 2:30 PM Serilda Out - All Day
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▲ **Mon, May 21**

- 9:30 AM – 10:00 AM Meeting with Mayor Wheeler
Ted Wheeler, Michael Cox, Kristen Dennis, and Maurice
Henderson
 - 2:30 PM – 3:00 PM Monthly check in with Commissioner Eudaly
Chloe Eudaly
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▲ **Tue, May 22**

- 8:15 AM – 8:45 AM Weekly Check In with OMF- CAO
Tom Rinehart
 - 11:00 AM – 12:00 PM Portland Firefighters Association (PFFA) Monthly
Alan Ferschweiler
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▲ **Wed, May 23**

- 8:00 AM – 9:00 AM Agenda for Revised Opening Meeting for Data Loss Prevention Audit
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▲ Thu, May 24

- 9:00 AM – 9:45 AM ERM Team
Tom Rinehart, Jennifer Cooperman, Andrew Scott and Tracy Reeve
 - 11:00 AM – 12:00 PM Professional and Technical Employees Local 17 (PTE 17) Monthly
Amy Bowles
 - 1:00 PM – 2:00 PM Portland Police Bureau Meeting – AC Davis
Chris Davis
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▲ Fri, May 25

- 10:00 AM – 10:30 AM Chief Myers' Review
Mike Myers
 - 3:00 PM – 4:00 PM OEHR - BAC Community Conversation
Ted Wheeler, Maurice Henderson, Jennifer Arquinzoni, Lucy Sagoo, Andrea Valderrama
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▲ Mon, May 28

- 8:00 AM – 5:00 PM Memorial Day – Holiday
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▲ Tue, May 29

- 8:15 AM – 8:45 AM Weekly Check In with OMF- CAO
Tom Rinehart
 - 9:00 AM – 10:30 AM The Office of Management and Finance (OMF) Leadership Team Meeting
Tom Rinehart, Ken Rust, Jeff Baer, Carmen Merlo, Jennifer Cooperman
 - 3:30 PM – 4:00 PM Police Overtime Discussion
Andrew Scott
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▲ Wed, May 30

- 9:00 AM – 9:30 AM Weekly Check in with Mayor's Chief of Staff
Tom Rinehart, Ken Rust, Jeff Baer, Jennifer Cooperman
 - 10:00 AM – 10:30 AM Centralized Accommodation System Funding
Debora Lepold- Hutchins
 - 10:30 AM – 12:30 PM BHR Leadership team meeting
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▲ **Thu, May 31**

- 9:00 AM – 9:15 AM Executive Recruitments
Tom Rinehart, Chloe Eudaly
 - 11:00 AM – 11:30 AM Monthly check in with Commissioner Saltzman
Dan Saltzman
 - 1:00 PM – 1:30 PM Executive Recruitment
Dan Saltzman, Tom Rinehart
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June 2018

▲ **Fri, Jun 1**

- 8:00 AM – 5:00 PM Serilda Out - Travel to DC
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▲ **Mon, Jun 4**

- 7:30 AM – 4:30 PM
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▲ **Tue, Jun 5**

- 8:15 AM – 8:45 AM Weekly Check In with OMF- CAO
Tom Rinehart
 - 10:00 AM – 10:45 AM Executive Recruitment
Nick Fish, Tom Rinehart
 - 11:30 AM – 12:00 PM City Budget Office Monthly Check In
Andrew Scott
 - 1:00 PM – 1:30 PM Executive Recruitment
Amanda Fritz, Tom Rinehart
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▲ **Wed, Jun 6**

■ 8:30 AM – 5:30 PM

▲ **Thu, Jun 7**

■ 11:30 AM – 1:00 PM Bureau Directors Meeting
Susan Anderson, Jeff Baer, Kimberly Branam, Shannon Callahan, Claudio Campuzano, Jennifer Cooperman, Bob Cozzie, Koffi Dessou, Elisabeth Edwards, Rebecca Esau, Mary Hull Caballero, Sam Hutchison, Michael Jordan, Amanda Lamb, Carmen Merlo, Mike Myers, Danielle Outlaw, Courtney Patterson, Tracy Reeve, Suk Rhee, Tom Rinehart, Kia Selley, Lisa St. Helens, Michael Stuhr, Leah Treat, Chris Warner

■ 2:00 PM – 3:00 PM HR Matter
Mike Myers

▲ **Fri, Jun 8**

■ 8:30 AM – 5:30 PM

▲ **Mon, Jun 11**

■ 11:00 AM – 12:00 PM Training Supervisor Interview

▲ **Tue, Jun 12**

■ 8:15 AM – 8:45 AM Weekly Check In with OMF- CAO
Tom Rinehart

■ 9:00 AM – 10:30 AM The Office of Management and Finance (OMF)
Leadership Team Meeting
Tom Rinehart, Jeff Baer, Carmen Merlo, Jennifer Cooperman

▲ **Wed, Jun 13**

■ 11:00 AM – 1:00 PM BHR leadership team meeting

▲ **Thu, Jun 14**

■ 1:00 PM – 2:00 PM Training Supervisor Interview

▲ **Fri, Jun 15**

■ 8:30 AM – 9:00 AM Evaluation 1:1
Tom Rinehart

■ 9:00 AM – 10:00 AM HR Matter
Jennifer Cooperman

■ 1:30 PM – 2:00 PM Occupational Health Nurse Solution
Jennifer Cooperman, Debora Leopold-Hutchins, Cathy Bless

■ 3:00 PM – 3:30 PM PBOT - FMLA Services
Tom Rinehart, Cathy Bless, Jeramy Patton

▲ **Mon, Jun 18**

■ 9:30 AM – 10:00 AM Meeting with Mayor Wheeler
Ted Wheeler, Michael Cox, Kristen Dennis, and Maurice Henderson

▲ **Tue, Jun 19**

▨ 9:30 AM – 10:30 AM BHR Executive Session with Mayor Wheeler and
Commissioners
Ted Wheeler, Amanda Fritz, Chloe Eudaly, Nick Fish,
Dan Saltzman

■ 12:00 PM – 1:00 PM Leadership Team Lunch
Tom Rinehart, Jeff Baer, Carmen Merlo, Jen Clodius,
Jennifer Cooperman

▲ **Wed, Jun 20**

■ 9:45 AM – 10:45 AM Over Expenditure Ordinance
City Council

▲ **Thu, Jun 21**

■ 12:15 PM – 1:15 PM Interview with Executive Recruiter Candidate

▲ **Fri, Jun 22**

■ 8:00 AM – 5:00 PM Serilda Telework

▲ **Mon, Jun 25**

■ 1:00 PM – 2:00 PM The Office of Management and Finance (OMF)
Leadership Team Meeting
Tom Rinehart, Jeff Baer, Carmen Merlo, Jennifer
Cooperman

■ 2:30 PM – 3:00 PM Monthly check in with Commissioner Eudaly
Chloe Eudaly

▲ **Tue, Jun 26**

■ 8:15 AM – 8:45 AM Weekly Check In with OMF- CAO
Tom Rinehart

■ 9:00 AM – 10:30 AM The Office of Management and Finance (OMF)
Leadership Team Meeting
Tom Rinehart, Jeff Baer, Carmen Merlo, Jennifer
Cooperman

▲ **Wed, Jun 27**

■ 8:00 AM – 8:30 AM US Supreme Court's Janus Decision
Tracy Reeve, Tom Rinehart, Robert Taylor, Maurice
Henderson, Kristin Dennis, Michael Cox

■ 10:00 AM – 11:00 AM Janus meeting

■ 4:00 PM – 4:30 PM Reserve Funds
Cathy Bless, Jennifer Cooperman

▲ **Thu, Jun 28**

■ 9:00 AM – 9:45 AM ERM Team
Tom Rinehart, Jennifer Cooperman, Tracy Reeve,
Andrew Scott

■ 11:30 AM – 12:00 PM Monthly check in with Commissioner Saltzman
Dan Saltzman

- 2:00 PM – 3:00 PM OEHR Stakeholder outreach focus group
Susan Anderson, Jeff Baer, Kimberly Branam, Shannon Callahan, Claudio Campuzano, Jennifer Cooperman, Bob Cozzie, Koffi Dessou, Elisabeth Edwards, Rebecca Esau, Mary Hull Caballero, Sam Hutchison, Michael Jordan, Amanda Lamb, Carmen Merlo, Mike Myers, Danielle Outlaw, Courtney Patterson, Tracy Reeve, Suk Rhee, Tom Rinehart, Kia Selley, Lisa St. Helens, Michael Stuhr, Leah Treat, Chris Warner
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▲ **Fri, Jun 29**

- 8:30 AM – 9:00 AM Follow-up on Occupational Nurse
Jennifer Cooperman, Debora Leopold -Hutchins, Cathy Bless
 - 9:30 AM – 10:30 AM BOEC Project Follow-up meeting
Bob Cozzie
 - 11:00 AM – 1:00 PM BHR leadership team meeting
 - 1:30 PM – 2:30 PM Janus MOU/LOA issues
Tracy Reeve
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