
Bureau of Human Resources
Chief Human Resources Officer – Serilda Summers-McGee
3rd Quarter 2018 Calendar

July 2018

▲ **Mon, Jul 2**

- 10:00 AM – 10:30 AM Monthly check in with Commissioner Fritz
Amanda Fritz and Tim Crail
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▲ **Tue, Jul 3**

- 8:15 AM – 8:45 AM Weekly Check In with OMF- CAO
Tom Rinehart
 - 10:15 AM – 11:15 AM Class Comp Study Presentation - BHR Leadership Team
Tom Rinehart, Elisabeth Nunes, Larry Nelson, Ashlie
Grundy, Ron Zito, Jerrell Gaddis, Tom Schneider, Cathy
Bless, Josh Harwood, Claudio Campuzano
 - 1:00 PM – 1:30 PM Discussion - Budget Note on Police Overtime
AC Chris Davis, Larry Nelson
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▲ **Wed, Jul 4**

- 7:00 AM – 5:00 PM No Work- Holiday
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▲ **Thu, Jul 5**

- 7:30 AM – 5:00 PM Serilda in - Telework
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▲ **Fri, Jul 6**

■ 7:30 AM – 5:00 PM Serilda in -Telework

▲ **Mon, Jul 9**

■ 7:30 AM – 5:00 PM Serilda in

▲ **Tue, Jul 10**

■ 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

■ 11:30 AM – 12:00 PM Monthly check in with Mayor Wheeler
Ted Wheeler, Michael Cox, Kristin Dennis

■ 1:30 PM – 2:00 PM Class Comp Study Presentation - Commissioner Eudaly
Chloe Eudaly, Elisabeth Nunes

▲ **Wed, Jul 11**

■ 2:30 PM – 3:00 PM Class Comp Study Presentation - Commissioner Fish's
Office
Sonia Schmanski, Elisabeth Nunes

▲ **Thu, Jul 12**

■ 11:00 AM – 11:30 AM Class Comp Study Presentation - Commissioner
Saltzman
Dan Saltzman, Elisabeth Nunes

■ 11:30 AM – 12:00 PM Class Comp Study Presentation - Commissioner Fritz
office
Tim Crail, Elisabeth Nunes

■ 1:00 PM – 2:00 PM Vacation Accrual Committee Presentation Prep
Jamaal Anthony, Marelle Wallace, Sarah Spotts,

Richard Thallheimer, Craig Morgan, Jerrell Gaddis,
Rachel Whiteside -PTE17, Elliot Levin – PTE17, Ted
Bryan – Liuna 483,

▲ **Fri, Jul 13**

■ 8:00 AM – 5:00 PM Serilda in -Telework

▲ **Mon, Jul 16**

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

▲ **Tue, Jul 17**

■ 2:00 PM – 3:00 PM Police GATR Session
Columbia Square, Rm 529, Floor 5, 6-8 ppl
Summers-McGee, Serilda

▲ **Wed, Jul 18**

■ 8:30 AM – 5:00 PM Serilda in

▲ **Thu, Jul 19**

■ 10:30 AM – 11:15 AM Monthly check in with Commissioner Eudaly
Chloe Eudaly, Marshall Runkel

■ 11:30 AM – 12:30 PM Professional and Technical Employees Local 17 (PTE 17)
Paul Cone, Rachel Whiteside – PTE17

■ 4:00 PM – 5:30 PM Mayra/ Serilda meeting
Mayra Arreola – Prosper Portland

▲ **Fri, Jul 20**

- 3:00 PM – 3:30 PM Bureau Director Recruitment
Ted Wheeler, Kristin Dennis, Enrique Sama
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▲ Mon, Jul 23

- 1:30 PM – 2:00 PM Monthly check in with Commissioner Saltzman
Dan Saltzman, Shaina Hobbs, Matt Grumm
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▲ Tue, Jul 24

- 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
 - 11:00 AM – 12:00 PM Portland Firefighters Association (PFFA) Monthly
Alan Ferschweiler
 - 1:00 PM – 2:00 PM Bureau of Planning and Sustainability Check in
Susan Anderson
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▲ Wed, Jul 25

- 8:30 AM – 5:30 PM Serilda in
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▲ Thu, Jul 26

- 10:00 AM – 12:00 PM BHR All Staff Meeting - Monthly
 - 12:00 PM – 1:00 PM DEEP Executive Committee Meeting
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▲ Fri, Jul 27

- 7:00 AM – 5:00 PM Serilda in - Telework
- 2:00 PM – 3:30 PM Disaster Policy Council
Courtney Patterson, Shannon Callahan, Rebecca Esau,
Mary Hull Caballero, Mike Myers, Tracy Reeve, Tom
Rinehart, Michael Stuhr, Bob Cozzie, Dan Saltzman,

Chris Warner, Kia Selley, Michael Cox, Michael Jordan,
Danielle Outlaw, Ted Wheeler,

▲ **Mon, Jul 30**

■ 7:30 AM – 5:00 PM Serilda in

▲ **Tue, Jul 31**

■ 7:30 AM – 5:30 PM Serilda in

August 2018

▲ **Wed, Aug 1**

■ 8:30 AM – 5:30 PM Serilda in

▲ **Thu, Aug 2**

■ 8:00 AM – 9:00 AM Police GATR Session
Christina Owen, Larry Nelson, Kourosh
Ghaemmaghami, Jordan Rooklyn, Kristina Jones, Brian
Ossenkop

■ 9:30 AM – 10:00 AM Request for language change to HR 2.02
Debora Leopold-Hutchins, Ron Zito

▲ **Fri, Aug 3**

■ 8:00 AM – 5:00 PM Serilda in - Telework

▲ **Mon, Aug 6**

■ 7:30 AM – 5:00 PM Serilda in

▲ **Tue, Aug 7**

- 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
 - 10:00 AM – 11:00 AM Director focus group OEHR Strategic outreach
Director's focus group
Kia Selley, Sam Hutchison, Courtney Patterson,
Rebecca Esau, Claudio Campuzano, Kristina Smock –
Kris Smock Consulting
 - ▨ 11:00 AM – 11:30 AM Monthly check in with Commissioner Fritz
Amanda Fritz and Tim Crail
 - 12:00 PM – 12:30 PM PTE 17 chapter meeting
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▲ **Wed, Aug 8**

- 8:30 AM – 9:00 AM Phone Call: BHR/Water
Michael Stuhr
 - 10:00 AM – 11:30 AM OEHR Staff Meeting
Koffi Dessou
 - 11:30 AM – 12:30 PM Class Comp Meeting – Parks
Kia Selley
 - 12:30 PM – 4:00 PM Off-Site meeting
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▲ **Thu, Aug 9**

- 8:30 AM – 9:30 AM Tea with Dr. Holt
Steven Holt
- 10:00 AM – 11:00 AM Check in with OEHR consultant
Kristina Smock – Kris Smock Consulting
- 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, Chris Warner, Kimberly Branam

▲ **Fri, Aug 10**

- 12:30 PM – 1:30 PM Amendments to HRAR 2.02 discussion
Debora Lepold-Hutchins, Mark Amberg, Heidi Brown, Ron Zito
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▲ **Mon, Aug 13**

- 7:00 AM – 1:00 PM Offsite workforce planning meeting
 - 1:00 PM – 2:00 PM BHR Leadership Team Meeting
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▲ **Tue, Aug 14**

- 7:30 AM – 1:30 PM Offsite workforce planning discussion
 - 12:00 PM – 1:00 PM Chief Outlaw @ Rotary
Danielle Outlaw
 - 3:00 PM – 4:00 PM Fire Bureau Director Contract Discussion and Class Comp
Tracy Reeve
-

▲ **Wed, Aug 15**

- 1:00 PM – 2:00 PM Class Comp – Attorney's office
Tracy Reeve, Heidi Brown, Elisabeth Nunes
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▲ **Thu, Aug 16**

■ 8:00 AM – 5:00 PM Serilda out - Sick

▲ **Fri, Aug 17**

■ 1:00 PM – 1:30 PM Communications meeting
Colleen Clancy

■ 2:00 PM – 2:45 PM Check In - PBOT
Chris Warner

▲ **Mon, Aug 20**

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

■ 1:00 PM – 2:00 PM BHR/PPB Discussion
AC Chris Davis, Jerrell Gaddis, Mark Amberg, Vincent
Woods, Derily Bechthold

▲ **Tue, Aug 21**

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

■ 10:00 AM – 11:30 AM Executive Session: Class Comp
Ted Wheeler, Dan Saltzman, Nick Fish, Amanda Fritz,
Chloe Eudaly, Michael Stuhr, Kia Selley, Tom Rinehart,
Suk Rhee, Rebecca Esau, Elizabeth Edwards, Claudio
Campuzano, Heidi Brown, Carmen Merlo, Josh
Harwood, Jamaal Anthony

▲ **Wed, Aug 22**

■ 10:45 AM – 11:10 AM Council- Ordinance to ratify the collective bargaining
agreement between the City and Seasonal
Maintenance Workers (SMW) for 2018-2022

- 11:10 AM – 11:45 AM Council- Ordinance to ratify the collective bargaining agreement between the City and Portland Police Commanding Officers Association (PPCOA) for 2018-2020
 - 3:00 PM – 4:00 PM Police GATR Session
Christina Owen, Larry Nelson, Kourosh Ghaemmaghami, Jordan Rooklyn, Kristina Jones, Brian Ossenkop, AC Chris Davis, Lacey Sparling, Jerrell Gaddis, Vincent Woods
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▲ **Thu, Aug 23**

- 8:00 AM – 5:00 PM Serilda in - Telework
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▲ **Fri, Aug 24**

- 8:00 AM – 4:00 PM Serilda in - Telework
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▲ **Mon, Aug 27**

- 10:00 AM – 11:00 AM HR Discussion
Ron Zito, Jill Goldsmith – Work Place Solutions
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▲ **Tue, Aug 28**

- 8:15 AM – 8:45 AM Weekly Check In with OMF- CAO
Tom Rinehart
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▲ **Wed, Aug 29**

- 1:00 PM – 3:00 PM SAP-SF-LMS Closeout Celebration
Jeff Baer, Tom Rinehart
 - 1:30 PM – 2:30 PM Pay Equity Compliance
Tracy Reeve, Elisabeth Nunes, Heidi Brown, Anne Milligan
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▲ **Thu, Aug 30**

- 9:00 AM – 10:00 AM BHR + PBJ: How Oregon Works
Natasha Cavender, Bryan Flaherty – Portland Business Journal, Craig Wessel – Portland Business Journal
 - 10:30 AM – 12:00 PM Exit meeting w BHR for Data Loss Prevention Audit
Fiona Earle, Kari Guy, Tom Schneider, Cathy Bless, Carmen Merlo, Ashlie Grundy, Michelle Kunec-North, Ron Franke – Myers and Stauffer LC, Rodney Almaraz-Myers and Stauffer LC
 - 11:30 AM – 12:00 PM Phone Discussion
Rebecca Esau
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▲ **Fri, Aug 31**

- 8:00 AM – 5:00 PM Serilda in - Telework
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September 2018

▲ **Mon, Sep 3**

- 8:00 AM – 5:00 PM No Work -Labor Day
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▲ **Tue, Sep 4**

- 8:30 AM – 10:00 AM The Office of Management and Finance (OMF)
Leadership Team Meeting
Tom Rinehart, Jeff Baer, Carmen Merlo, Jennifer Cooperman
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▲ **Wed, Sep 5**

- 10:30 AM – 1:00 PM Council - Adopt a new non-represented employee
classification structure and compensation
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▲ **Thu, Sep 6**

- 8:00 AM – 9:00 AM Open House and Mayor Wheeler and staff
Ted Wheeler, Jennifer Cooperman, Carmen Merlo, Rebecca Esau, Shannon Callahan, Danielle Outlaw, Susan Anderson, Kimberly Branam, Claudio Campuzano, Debora Leopold-Hutchins, Thomas Lannom
 - 9:10 AM – 10:00 AM PPB Check In
Danielle Outlaw
 - 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, Chris Warner, Kimberly Branam
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▲ Fri, Sep 7

- 9:00 AM – 10:00 AM HR Matter
Jamaal Anthony, Ben Nelson – Liuna483
 - 2:00 PM – 5:00 PM Out of office appointment
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▲ Mon, Sep 10

- 9:00 AM – 9:30 AM Human Resources System Specialist interview -DA
 - 11:00 AM – 11:30 AM Human Resources System Specialist interview -KK
 - 1:00 PM – 3:00 PM Police GATR Session
Christina Owen, Larry Nelson, Kourosh Ghaemmaghami, Jordan Rooklyn, Kristina Jones, Brian Ossenkop, AC Chris Davis, Lacey Sparling, Jerrell Gaddis, Vincent Woods
 - 3:30 PM – 4:00 PM Human Resources System Specialist interview - AM
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▲ Tue, Sep 11

- 8:15 AM – 8:45 AM Weekly Check In with OMF- CAO
Tom Rinehart
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▲ **Wed, Sep 12**

- 11:00 AM – 12:30 PM BHR Leadership Team
Tom Rinehart
 - 12:30 PM – 5:30 PM Shades of Green Conference
Sentinel Hotel
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▲ **Thu, Sep 13**

- 10:30 AM – 1:00 PM Shades of Green Conference
Sentinel Hotel
 - 12:30 PM – 2:00 PM Class Comp Discussion
AC Chris Davis, Robert Day, Jami Resch, Vincent Woods,
Lacey Sparling
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▲ **Fri, Sep 14**

- 8:00 AM – 5:00 PM CONTINUITY OF OPERATIONS DRILL
Telework location
 - 10:00 AM – 10:30 AM PBJ How Oregon Works - The Current State of Work in
Oregon
Sentinel Hotel
 - 11:00 AM – 1:00 PM PBJ How Oregon Works - The Current State of Work in
Oregon
Sentinel Hotel
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▲ **Mon, Sep 17**

- 8:00 AM – 5:00 PM Serilda Out- Vacation
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▲ **Tue, Sep 18**

■ 8:00 AM – 5:00 PM Serilda Out- Vacation

▲ **Wed, Sep 19**

■ 8:00 AM – 5:00 PM Serilda Out- Vacation

▲ **Thu, Sep 20**

■ 8:00 AM – 5:00 PM Serilda Out- Vacation

▲ **Fri, Sep 21**

■ 8:00 AM – 5:30 PM Serilda in

▲ **Mon, Sep 24**

■ 1:00 PM – 1:30 PM Portland Firefighters Association (PFFA) Monthly
Alan Ferschweiler

■ 3:00 PM – 3:30 PM Monthly check in with Commissioner Saltzman
Dan Saltzman

▲ **Tue, Sep 25**

■ 10:00 AM – 12:00 PM All Staff Meeting - Monthly
Steven Holt

■ 12:30 PM – 3:00 PM TriMet - Pay Equity Act - PCM Overview
Elisabeth Nunes, Anne Milligan, Heidi Brown, Randy
Stedman – TriMet, Rosalinda Wells – TriMet

▲ **Wed, Sep 26**

■ 8:00 AM – 8:30 AM Human Resources Deputy Director Interview

■ 8:40 AM – 9:10 AM Human Resources Deputy Director Interview

■ 9:20 AM – 9:50 AM Human Resources Deputy Director Interview

- 10:00 AM – 10:30 AM Human Resources Deputy Director Interview
 - 10:40 AM – 11:10 AM Human Resources Deputy Director Interview
 - 11:20 AM – 11:50 AM Human Resources Deputy Director Interview
 - 12:00 PM – 12:30 PM Human Resources Deputy Director Interview
 - 12:40 PM – 1:10 PM Human Resources Deputy Director Interview
 - 1:20 PM – 1:50 PM Human Resources Deputy Director Interview
 - 2:00 PM – 2:30 PM Human Resources Deputy Director Interview
 - 2:40 PM – 3:10 PM Human Resources Deputy Director Interview
 - 3:20 PM – 3:50 PM Human Resources Deputy Director Interview
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▲ **Thu, Sep 27**

- 11:00 AM – 12:00 PM Professional and Technical Employees Local 17 (PTE 17)
Monthly
Amy Bowles
 - 1:00 PM – 2:00 PM BHR/PPB Discussion
AC Chris Davis
 - 9:00 PM – 12:00 AM Maint. Ops Graveyard Shift meeting 9:00PM
2929 N Kirby, Stanton Yard
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▲ **Fri, Sep 28**

- 8:00 AM – 5:30 PM Telework
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