
Bureau of Human Resources
Chief Human Resources Officer – Serilda Summers-McGee
4th Quarter 2018 Calendar

October 2018

▲ **Mon, Oct 1**

- 10:00 AM – 10:30 AM Monthly Meeting with Commissioner Fritz
Amanda Fritz, Tim Crail
 - 12:00 PM – 12:30 PM Housing Director 1st round Skype Interviews
Ashlie Grundy
 - 2:00 PM – 2:30 PM Housing Director 1st round Skype Interviews
Ashlie Grundy
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▲ **Tue, Oct 2**

- 8:00 AM – 8:30 AM Bi- Monthly Meeting with OMF-CAO
Tom Rinehart
- 8:30 AM – 9:30 AM FOSTER: Case discussion with City Attorney
Chris Warner, Anne Milligan, Michelle Welch, Becky
Chiao
- 9:30 AM – 11:15 AM Financial Sustainability/1% Budget Savings Initiative
Work Session
Ted Wheeler, Dan Saltzman, Chloe Eudaly, Amanda
Fritz, Tom Rinehart, Carmen Merlo, Jeff Baer, Jennifer
Cooperman, Maurice Henderson, Mariana Garcia
Medina, Matt Bihn- Metro
- 12:00 PM – 12:30 PM Housing Director 1st round Skype Interviews
Ashlie Grundy

- 1:50 PM – 2:20 PM Housing Director 1st round Skype Interviews
Ashlie Grundy
 - 2:30 PM – 3:00 PM Housing Director 1st round Skype Interviews
Ashlie Grundy
 - 3:40 PM – 4:10 PM Housing Director 1st round Skype Interviews
Ashlie Grundy
 - 4:20 PM – 4:50 PM Housing Director 1st round Skype Interviews
Ashlie Grundy
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▲ Wed, Oct 3

- 10:30 AM – 11:00 AM Class Comp Manager 1st round Skype Interview
Ashlie Grundy
 - 11:30 AM – 12:00 PM Class Comp Manager 1st round Skype Interview
Ashlie Grundy
 - 2:30 PM – 3:00 PM Class Comp Manager 1st round Skype Interview
Ashlie Grundy
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▲ Thu, Oct 4

- 9:00 AM – 10:30 AM Bureau Directors Meeting
Susan Anderson, Jeff Baer, 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
 - 11:30 AM – 1:00 PM October 4, 2018 Portland State University Center for Women's Leadership 12th Annual Power Luncheon - Office of Management & Finance
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▲ Fri, Oct 5

- 2:30 PM – 3:00 PM Discussion about New Hire Orientation Kick Off
Danielle Outlaw

▲ **Mon, Oct 8**

- 12:30 PM – 1:00 PM Change Managers meeting with Directors -BHR
Larry Nelson, Michelle Ladd, Molly Engelbert-Otak ,
Judy – Team HR
Ladd, Michelle

▲ **Tue, Oct 9**

- 8:15 AM – 8:45 AM Weekly Check In with OMF- CAO
Tom Rinehart
- 8:45 AM – 9:15 AM Portland Building Information
Tom Rinehart. Kristin Wells
- 9:30 AM – 11:30 AM Policy Issues for Budget Direction (Pt. 2) Council Work
Session
Tom Rinehart, Ted Wheeler, Dan Saltzman, Chloe
Eudaly, Amanda Fritz, Carmen Merlo, Jeff Baer, Jennifer
Cooperman

▲ **Wed, Oct 10**

- 11:00 AM – 12:00 PM OMF FY 2019-20 General Fund Budget
Tom Rinehart, Aaron Rivera, Paul Stewart, Benjamin
Smith, Carmen Merlo, Larry Nelson, Jennifer
Cooperman
- 3:00 PM – 4:00 PM Portland Police Association (PPA) Monthly
Daryl Turner

▲ **Thu, Oct 11**

- 3:00 PM – 4:00 PM All Staff Presentation - Candidate for Deputy Chief
Human Resources Officer (DCHRO)
 - 5:45 PM – 7:15 PM Dinner with Candidate for Deputy Chief Human
Resources Officer (DCHRO)
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▲ **Fri, Oct 12**

- 8:00 AM – 9:00 AM Candidate for Deputy Chief Human Resources Officer (DCHRO) Interviews
- 10:00 AM – 11:00 AM Candidate for Deputy Chief Human Resources Officer (DCHRO) Interviews
- 10:50 AM – 11:50 AM All Staff Presentation - Candidate for Deputy Chief Human Resources Officer (DCHRO)
- 12:00 PM – 1:30 PM Lunch with Candidate for Deputy Chief Human Resources Officer (DCHRO)

▲ **Mon, Oct 15**

- 9:30 AM – 10:00 AM Check in with the Mayor
Ted Wheeler, Maurice Henderson, Michael Cox, Kristin Dennis
- 2:30 PM – 3:00 PM Skype Interview for City Budget Director
- 3:05 PM – 3:35 PM Skype Interview for City Budget Director
- 3:40 PM – 4:10 PM Skype Interview for City Budget Director
- 4:15 PM – 4:45 PM Skype Interview for City Budget Director

▲ **Tue, Oct 16**

- 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
- 3:00 PM – 3:30 PM Skype Interview for Classification Compensation
Manager

- 3:30 PM – 4:00 PM Skype Interview for Classification Compensation Manager
 - 4:00 PM – 4:30 PM Skype Interview for Classification Compensation Manager
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▲ **Wed, Oct 17**

- 9:00 AM – 9:45 AM Check in with Carmen
Carmen Merlo
 - 12:30 PM – 2:00 PM Tom/ Serilda Lunch
Tom Rinehart
 - 3:05 PM – 3:35 PM Skype Interview for Budget Director
 - 3:40 PM – 4:10 PM Skype Interview for Budget Director
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▲ **Thu, Oct 18**

- 11:00 AM – 12:00 PM Class Comp Manager Interview
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▲ **Fri, Oct 19**

- 8:30 AM – 10:30 AM Untold Stories of Women and Minority-Owned Businesses
 - 11:30 AM – 12:00 PM Skype Interview for Classification Compensation Manager
 - 1:00 PM – 2:00 PM Class Comp Manager Interview
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▲ **Mon, Oct 22**

- 9:30 AM – 10:30 AM Citywide New Employee Orientation Follow-Up
Courtney Patterson

■ 11:45 AM – 1:00 PM Lunch with Candidate for Deputy Chief Human Resources Officer (DCHRO)

■ 1:15 PM – 2:20 PM Deputy Chief Human Resources Officer (DCHRO) Interview Presentation

▲ **Tue, Oct 23**

All Day Serilda to travel to DC Washington, DC

▲ **Wed, Oct 24**

All Day Serilda in DC Washington, DC

▲ **Thu, Oct 25**

All Day Serilda in DC Washington, DC

▲ **Fri, Oct 26**

All Day Serilda in DC Washington, DC

▲ **Mon, Oct 29**

■ 8:00 AM – 12:00 PM New Employee Orientation - Opening and Closing

▲ **Tue, Oct 30**

■ 8:00 AM – 9:00 AM BHR -PBOT Check In Chris Warner

- 9:00 AM – 9:30 AM Weekly Check In with OMF- CAO
Tom Rinehart
 - 2:30 PM – 3:30 PM Police GATR Session
Larry Nelson, AC Chris Davis, Chief Danielle Outlaw
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▲ **Wed, Oct 31**

- 8:30 AM – 5:30 PM In office
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November 2018

▲ **Thu, Nov 1**

- 9:00 AM – 9:50 AM Interview for Classification Compensation Manager
 - 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
 - 3:30 PM – 4:00 PM SAP success factors
Larry Nelson, Christine Williams- SAP
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▲ **Fri, Nov 2**

- 9:00 AM – 5:00 PM Vacation
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▲ **Mon, Nov 5**

- 10:00 AM – 10:30 AM Monthly check in with Commissioner Fritz
Amanda Fritz and Tim Crail

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

▲ **Tue, Nov 6**

■ 9:30 AM – 11:30 AM Long-Term Financial Planning
Ted Wheeler, Dan Saltzman, Chloe Eudaly, Amanda
Fritz, Tom Rinehart, Ken Rust, Jeff Baer, Carmen Merlo,
Jennifer Cooperman

▲ **Wed, Nov 7**

■ 11:30 AM – 12:00 PM Check in with Jennifer
Jennifer Cooperman

▲ **Thu, Nov 8**

■ 12:00 PM – 1:00 PM Longevity Pay
Mike Myers

■ 1:00 PM – 1:30 PM Meet new AFSCME Council Representative - Bao
Nguyen
Boa Nguyen

■ 2:30 PM – 3:00 PM Personnel Costs and the 5-year Financial Plan
Tom Rinehart, Jennifer Cooperman

▲ **Fri, Nov 9**

■ 8:00 AM – 5:00 PM Serilda Out - Vacation Day
Larry Nelson in Bureau

▲ **Mon, Nov 12**

■ 7:15 AM – 5:15 PM Holiday- City Closed

▲ **Tue, Nov 13**

- 8:15 AM – 8:45 AM Weekly Check In with OMF- CAO
Tom Rinehart
- 3:00 PM – 4:00 PM Payroll payment process
Mary Hull Caballero

▲ **Wed, Nov 14**

- 8:30 AM – 5:30 PM Serilda In

▲ **Thu, Nov 15**

- 7:00 AM – 5:00 PM Serilda In

▲ **Fri, Nov 16**

- 11:00 AM – 11:30 AM Budget Recommendations
Tom Rinehart, Jennifer Cooperman, Suk Rhee
- 1:30 PM – 3:00 PM The Office of Management and Finance (OMF)
Leadership Team Meeting
Tom Rinehart, Ken Rust, Jeff Baer, Carmen Merlo,
Jennifer Cooperman

▲ **Mon, Nov 19**

- 9:30 AM – 10:00 AM Check in with the Mayor
Ted Wheeler, Maurice Henderson, Michael Cox, Kristin
Dennis
- 3:30 PM – 4:00 PM PPB Captains Pay Issue
AC Chris Davis

▲ **Tue, Nov 20**

- 7:30 AM – 5:00 PM Serilda In
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▲ **Wed, Nov 21**

■ 8:30 AM – 5:30 PM Serilda In

▲ **Thu, Nov 22**

■ 8:00 AM – 5:00 PM Holiday- City Closed

▲ **Fri, Nov 23**

■ 8:00 AM – 5:00 PM Holiday- City Closed

▲ **Mon, Nov 26**

■ 11:00 AM – 11:45 AM Inclement Weather Messaging
Carmen Merlo, Jen Clodius, Courtney Patterson

■ 1:30 PM – 2:00 PM Monthly check in with Commissioner Saltzman
Dan Saltzman, Shaina Hobbs, Matt Grumm

▲ **Tue, Nov 27**

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

■ 12:00 PM – 12:30 PM Sr. Labor Relations Analyst- Final Interview-

■ 1:30 PM – 3:30 PM All Staff - Candidate for Deputy Chief Human Resources
Officer (DCHRO)

■ 3:30 PM – 4:00 PM Sr. Labor Relations Analyst - Interview

▲ **Wed, Nov 28**

■ 1:00 PM – 2:00 PM Portland Firefighters Association (PFFA) / Fire Bureau
Strategy Discussion
Jerrell Gaddis, Mike Myers, Alan Ferschweiler – PFFA

▲ **Thu, Nov 29**

- 10:30 AM – 12:00 PM The Office of Management and Finance (OMF) Leadership Team Meeting
Tom Rinehart, Ken Rust, Jeff Baer, Carmen Merlo, Jennifer Cooperman
- 3:00 PM – 4:00 PM Recruiting & Hiring Processes
AC Chris Davis

▲ **Fri, Nov 30**

- 9:00 AM – 9:30 AM PPD Overtime
Chief Danielle Outlaw, Kristin Dennis
- 10:00 AM – 11:00 AM Professional and Technical Employees Local 17 (PTE 17)
Paul Cone, Rachel Whiteside – PTE17
- 1:30 PM – 2:00 PM Merit Pay Discussion
Tom Rinehart, Jessica Kinard

December 2018

▲ **Mon, Dec 3**

- 10:00 AM – 10:30 AM Monthly Meeting with Commissioner Fritz
Amanda Fritz, Tim Crail
- 2:30 PM – 3:00 PM Monthly check in with Commissioner Eudaly
Chloe Eudaly
- 3:00 PM – 6:00 PM BHR End of Year Team Building Event

▲ **Tue, Dec 4**

- 8:15 AM – 8:45 AM Weekly Check In with OMF- CAO
Tom Rinehart
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▲ **Wed, Dec 5**

- 9:00 AM – 10:00 AM Portland Building Facilities and Operations Expectations
Tom Rinehart, Chris Warner, Carmen Merlo, Jeff Baer, Kia Selley, Michael Jordan, Jennifer Cooperman, Claudio Campuzano, Michael Stuhr
- 10:00 AM – 10:30 AM AFSCME Phone Call
Boa Nguyen

▲ **Thu, Dec 6**

- 8:30 AM – 5:00 PM Serilda Out- Vacation
Larry Nelson in Bureau

▲ **Fri, Dec 7**

- 10:30 AM – 11:00 AM Follow up meeting
Erika Wong

▲ **Mon, Dec 10**

- 8:30 AM – 3:30 PM Panel for Office of Equity & Human Rights (OEHR) Director Interviews
Adamsick, Claire; various locations
Pierce, Meeseon Kwon

▲ **Tue, Dec 11**

- 3:00 PM – 3:30 PM BHR Check In – phone call
Courtney Patterson

▲ **Wed, Dec 12**

- 1:00 PM – 2:00 PM PPA Monthly meeting
Daryl Turner
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▲ **Thu, Dec 13**

- 9:00 AM – 12:00 PM Panel for Office of Equity & Human Rights (OEHR)
Director Interviews
- 1:00 PM – 1:30 PM Meeting with Mayor Wheeler
Ted Wheeler, Michael Cox, Maurice Henderson, Kristin
Dennis

▲ **Fri, Dec 14**

- 8:30 AM – 1:00 PM Serilda out at event
- 1:00 PM – 6:00 PM Serilda in Bureau

▲ **Sun, Dec 16**

- 3:00 PM – 3:30 PM Coffee with Parks Director Candidate

▲ **Mon, Dec 17**

- 8:00 AM – 8:30 AM Parks Director Interviews Kick Off
- 9:00 AM – 9:15 AM Meet with Kristin
Kristin Dennis

▲ **Tue, Dec 18**

- 8:15 AM – 9:00 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
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▲ **Wed, Dec 19**

■ 1:30 PM – 2:30 PM Pay Equity Analysis
Tracy Reeve

▲ **Thu, Dec 20**

■ 8:00 AM – 5:00 PM Serilda out - Vacation
Cathy Bless in Bureau

▲ **Fri, Dec 21**

□ 8:00 AM – 5:00 PM Serilda out - Vacation
Cathy Bless in Bureau

▲ **Mon, Dec 24**

□ 8:00 AM – 5:00 PM Serilda out - Vacation
Larry Nelson in Bureau

▲ **Tue, Dec 25**

■ 8:00 AM – 5:00 PM Holiday- City Closed

▲ **Wed, Dec 26**

■ 8:00 AM – 5:00 PM Serilda out - Vacation
Larry Nelson in Bureau

▲ **Thu, Dec 27**

■ 8:00 AM – 5:00 PM Serilda out - Vacation
Larry Nelson in Bureau

▲ **Fri, Dec 28**

■ 8:00 AM – 5:00 PM Serilda out - Vacation
Larry Nelson in Bureau

▲ **Mon, Dec 31**

■ 8:00 AM – 5:00 PM Serilda telecommute
Cathy Bless in Bureau
