
Bureau of Human Resources
Chief Human Resources Officer – Serilda Summers-McGee
1st Quarter 2019 Calendar

January 2019

▲ **Tue, Jan 1**

■ 8:00 AM – 5:00 PM No Work - Holiday

▲ **Wed, Jan 2**

■ 8:00 AM – 5:00 PM Telework

▲ **Thu, Jan 3**

■ 8:30 AM – 9:00 AM Pay Equity Communications and Budget
Tom Rinehart, Jessica Kinard

■ 11:30 AM – 1:00 PM Bureau Directors Meeting
Susan Anderson, Jeff Baer, Kimberly Branam, Shannon Callahan, Jessica Kinard, 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, Jan 4**

■ 10:30 AM – 12:00 PM Pay Equity
Tracy Reeve, Cathy Bless, Jessica Kinard, Heidi Brown, Nicolle Wynia-Eide

■ 1:00 PM – 2:00 PM Pay Equity Meeting
Tom Rinehart, Tracy Reeve

▲ **Mon, Jan 7**

- 9:30 AM – 10:00 AM OMF Pay Equity Discussion
Jennifer Cooperman, Tracy Reeve
- 10:00 AM – 10:30 AM Monthly Meeting with Commissioner Fritz
Amanda Fritz, Tim Crail
- 3:30 PM – 4:00 PM SAP Access and confidential information
Tom Rinehart, Jeff Baer, Mary Hull Caballero

▲ **Tue, Jan 8**

- 9:30 AM – 11:30 AM Council Work session
- 2:00 PM – 3:00 PM On-boarding - Commissioner Hardesty
Jo Ann Hardesty

▲ **Wed, Jan 9**

- 8:30 AM – 5:30 PM Serilda in Office

▲ **Thu, Jan 10**

- 10:30 AM – 11:00 AM Portland Business Journal: How Oregon Works
Craig Wessel, Bryan Flaherty – Portland Business
Journal

▲ **Fri, Jan 11**

- 1:00 PM – 4:00 PM The Office of Management and Finance (OMF) Off-Site
Leadership Retreat
Tom Rinehart, Ken Rust, Jeff Baer, Carmen Merlo,
Jennifer Cooperman

▲ **Mon, Jan 14**

- 3:00 PM – 4:00 PM Discussion: Myers and Stauffer's 2018 DLP Audit
Recommendations & How They Inform the City's

Program Priorities
Jeff Baer, Sam Hutchison

▲ **Tue, Jan 15**

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

▲ **Wed, Jan 16**

■ 9:30 AM – 10:30 AM BPS/Parks/PBOT Discussion
Chris Warner, Kia Selley, Joe Zehnder, Rebecca Esau

■ 10:30 AM – 12:30 PM City Council

▲ **Thu, Jan 17**

■ 7:30 AM – 5:30 PM Serilda in Office

▲ **Fri, Jan 18**

■ 8:30 AM – 5:30 PM Serilda Out – Vacation

▲ **Mon, Jan 21**

■ 7:30 AM – 5:00 PM Holiday - No Work

▲ **Tue, Jan 22**

■ 7:30 AM – 5:00 PM Serilda Out – Vacation

▲ **Wed, Jan 23**

■ 8:30 AM – 9:00 AM Check In
Carmen Merlo

▲ **Thu, Jan 24**

- 11:00 AM – 12:00 PM Professional and Technical Employees Local 17 (PTE 17)
Paul Cone, Rachel Whiteside – PTE17
 - 1:00 PM – 2:00 PM Police Bureau Check In
Chris Davis
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▲ **Fri, Jan 25**

- 8:30 AM – 9:30 AM Portland Firefighters Association (PFFA) Monthly Check In
Alan Ferschweiler – PFFA
 - 9:30 AM – 10:30 AM Coffee Check In
Michael Jordan
 - 11:30 AM – 12:30 PM Check in OEHR Koffi Dessou
Koffi Dessou
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▲ **Mon, Jan 28**

- 8:30 AM – 9:00 AM Final interview - HR analyst
Candidate 1
 - 12:00 PM – 12:30 PM Final interview - HR analyst
Candidate 2
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▲ **Tue, Jan 29**

- 8:15 AM – 8:45 AM Weekly Check In with OMF- CAO
Tom Rinehart
 - 3:00 PM – 3:30 PM Monthly check in with Commissioner Eudaly
Chloe Eudaly
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▲ **Wed, Jan 30**

- 8:30 AM – 5:30 PM Serilda in Office
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▲ **Thu, Jan 31**

- 7:30 AM – 9:00 AM Power Breakfast: Kimberly Branam Executive Director of Prosper Portland
Kimberly Branam
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February 2019

▲ **Fri, Feb 1**

- 9:00 AM – 12:00 PM Communications Interviews Part 1
Candidate 1
 - 1:15 PM – 1:45 PM Check In
Jeff Baer
 - 2:30 PM – 4:30 PM Communication Interviews Part 2
Candidate 2
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▲ **Mon, Feb 4**

- 1:00 PM – 1:30 PM Portland Housing Bureau Check In
Shannon Callahan
 - 3:00 PM – 3:30 PM New BHR Support Meeting
Chris Davis
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▲ **Tue, Feb 5**

- 5:00 AM – 5:30 AM Disaster Policy Council call
Courtney Patterson, Ted Wheeler, Chloe Eudaly, Tom Rinehart, Chris Warner, Kia Selley, Michael Jordan, Ryan Gillespie, Danielle Outlaw, Tracy Reeve, Rebecca Esau, Michael Stuhr, Bob Cozzie, Mary Hull Caballero
 - 1:00 PM – 1:30 PM Monthly Meeting with Commissioner Fritz
Amanda Fritz, Tim Crail
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▲ **Wed, Feb 6**

- 5:00 AM – 5:30 AM Disaster Policy Council call
Courtney Patterson, Ted Wheeler, Chloe Eudaly, Tom Rinehart, Chris Warner, Kia Selley, Michael Jordan, Ryan Gillespie, Danielle Outlaw, Tracy Reeve, Rebecca Esau, Michael Stuhr, Bob Cozzie, Mary Hull Caballero
 - 9:00 AM – 10:00 AM New BHR Services
Danielle Outlaw, Chris Davis
 - 9:45 AM – 10:15 AM City Council
 - 3:30 PM – 4:30 PM PPB Working Out of Class
Danielle Outlaw, Chris Davis
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▲ **Thu, Feb 7**

- 8:30 AM – 9:00 AM Weekly Check In with OMF- CAO
Tom Rinehart
 - 11:30 AM – 1:00 PM Bureau Directors Meeting
Susan Anderson, Jeff Baer, Kimberly Branam, Shannon Callahan, Jessica Kinard, 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, Michael Stuhr, Chris Warner, Kimberly Branam, Joe Zehnder
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▲ **Fri, Feb 8**

- 12:00 PM – 12:30 PM Disaster Policy Council call
Courtney Patterson, Ted Wheeler, Chloe Eudaly, Tom Rinehart, Chris Warner, Kia Selley, Michael Jordan, Ryan Gillespie, Danielle Outlaw, Tracy Reeve, Rebecca Esau, Michael Stuhr, Bob Cozzie, Mary Hull Caballero
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▲ **Mon, Feb 11**

- 2:00 PM – 2:30 PM HR Business Partner Interview
Candidate 1
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▲ **Tue, Feb 12**

- 8:15 AM – 8:45 AM Weekly Check In with OMF- CAO
Tom Rinehart
 - 8:30 AM – 9:30 AM BES Transition Project Check-in
Michael Jordan
 - 11:00 AM – 11:30 AM Fire Check In
Ryan Gillespie
 - 12:00 PM – 12:30 PM Portland Housing Bureau Call
Shannon Callahan
 - 12:30 PM – 1:00 PM Commissioner Fish - Project SEARCH lunch
Nick Fish
 - 3:00 PM – 4:00 PM Fire Bureau Research Health Care Equity Group
Lily Copenagle – Health Care Equity Group
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▲ **Wed, Feb 13**

- 8:30 AM – 5:30 PM Serilda in Office
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▲ **Thu, Feb 14**

- 11:00 AM – 12:00 PM Portland Police Association (PPA) Monthly meeting
Daryl Turner
 - 1:00 PM – 1:30 PM Monthly check in with Commissioner Fish
Nick Fish
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▲ **Fri, Feb 15**

- 9:30 AM – 10:00 AM HR Business Partner Interview
Candidate 2
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▲ **Mon, Feb 18**

- 8:00 AM – 5:30 PM No Work – Holiday
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▲ **Tue, Feb 19**

- 9:30 AM – 11:30 AM BHR Executive Session
Ted Wheeler, Nick Fish, Jo Ann Hardesty, Chloe Eudaly,
Amanda Fritz
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▲ **Wed, Feb 20**

- 9:00 AM – 9:45 AM Check In
Carmen Merlo
 - 1:00 PM – 2:00 PM BHR Bureau Budget/ Known issues
Tom Rinehart
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▲ **Thu, Feb 21**

- 8:00 AM – 8:30 AM Equity Study
Michael Jordan
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▲ **Fri, Feb 22**

- 10:00 AM – 11:30 AM HR Overview
Markisha Smith
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▲ **Mon, Feb 25**

- ☒ 8:00 AM – 8:30 AM Disaster Policy Council call
Courtney Patterson, Ted Wheeler, Chloe Eudaly, Tom
Rinehart, Chris Warner, Kia Selley, Michael Jordan,
Ryan Gillespie, Danielle Outlaw, Tracy Reeve, Rebecca
Esau, Michael Stuhr, Bob Cozzie, Mary Hull Caballero
 - 2:45 PM – 3:15 PM Monthly check in with Commissioner Eudaly
Chloe Eudaly
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▲ **Tue, Feb 26**

- 7:30 AM – 5:30 PM Serilda in Office
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▲ **Wed, Feb 27**

■ 8:30 AM – 5:30 PM Serilda in Office

▲ **Thu, Feb 28**

■ 11:00 AM – 11:30 AM Fire Check In
Ryan Gillespie

■ 4:00 PM – 5:00 PM BHR/PPB Discussion
Chris Davis

March 2019

▲ **Fri, Mar 1**

■ 8:30 AM – 9:00 AM Weekly Check In with OMF- CAO
Tom Rinehart

■ 10:00 AM – 11:30 AM Overview of BHR Services
Adena Long

▲ **Mon, Mar 4**

■ 8:00 AM – 5:00 PM Serilda Out

▲ **Tue, Mar 5**

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

■ 2:30 PM – 3:00 PM Monthly Meeting with Commissioner Fritz
Amanda Fritz, Tim Crail

▲ **Wed, Mar 6**

■ 8:30 AM – 5:30 PM Serilda in Office

▲ **Thu, Mar 7**

- 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 – 1:00 PM Bureau Directors Meeting
Susan Anderson, Jeff Baer, Kimberly Branam, Shannon Callahan, Jessica Kinard, Jennifer Cooperman, Bob Cozzie, 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, Michael Stuhr, Chris Warner, Kimberly Branam, Joe Zehnder, Markisha Smith
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▲ **Fri, Mar 8**

- 8:30 AM – 5:30 PM Serilda in Office
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▲ **Mon, Mar 11**

- 7:30 AM – 5:30 PM Serilda in Office
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▲ **Tue, Mar 12**

- 7:30 AM – 5:30 PM Serilda in Office
-

▲ **Wed, Mar 13**

- 9:00 AM – 5:00 PM Serilda Out - Vacation
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▲ **Thu, Mar 14**

- 8:00 AM – 5:30 PM Serilda Out - Vacation
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▲ **Fri, Mar 15**

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

▲ **Thu, Mar 14**

■ 8:00 AM – 5:30 PM Serilda Out – Vacation

▨ 12:00 PM – 1:00 PM Budget Presentation Practice Run
Tom Rinehart, Jennifer Cooperman, Jeff Baer, Carmen Merlo

▲ **Fri, Mar 15**

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

▲ **Mon, Mar 18**

■ 7:30 AM – 5:00 PM Serilda Telework

■ 12:00 PM – 12:45 PM OMF Budget Prep
Tom Rinehart, Jennifer Cooperman, Jeff Baer, Carmen Merlo

▲ **Tue, Mar 19**

■ 9:50 AM – 10:50 AM OMF/Council Budget Work Session
Tom Rinehart, Jennifer Cooperman, Jeff Baer, Carmen Merlo

■ 1:00 PM – 6:00 PM Serilda Off Site

▲ **Wed, Mar 20**

■ 12:00 PM – 1:00 PM Total Rewards Manager Interview
Candidate 1

■ 1:30 PM – 2:30 PM Total Rewards Manager Interview
Candidate 2

▲ **Thu, Mar 21**

- 3:00 PM – 3:30 PM Weekly Check In with OMF- CAO
Tom Rinehart
 - 3:30 PM – 5:00 PM The Office of Management and Finance (OMF)
Leadership Team Meeting
Tom Rinehart, Ken Rust, Jeff Baer, Carmen Merlo,
Jennifer Cooperman
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▲ **Fri, Mar 22**

- 8:30 AM – 5:30 PM Serilda in Office
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▲ **Mon, Mar 25**

- 7:30 AM – 5:30 PM Serilda in Office
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▲ **Tue, Mar 26**

- 11:00 AM – 12:00 PM Portland Firefighters Association (PFFA) Monthly Check
In
Alan Ferschweiler – PFFA
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▲ **Wed, Mar 27**

- 8:30 AM – 5:30 PM Serilda in Office
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▲ **Thu, Mar 28**

- 10:00 AM – 11:00 AM Mayor's office
Ted Wheeler
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▲ **Fri, Mar 29**

- 11:30 AM – 12:00 PM Merit Compensation/ Success Factors
Tom Rinehart, Jessica Kinard

■ 2:30 PM – 3:30 PM Monthly Check in with Commissioner Hardesty
Jo Ann Hardesty

■ 9:30 AM – 10:00 AM Fire Check In
Ryan Gillespie
