

---

**Bureau of Human Resources**  
**Chief Human Resources Officer – Serilda Summers-McGee**  
**2<sup>nd</sup> Quarter 2019 Calendar**

April 2019

---

▲ **Mon, Apr 1**

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

---

▲ **Tue, Apr 2**

■ 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

---

▲ **Wed, Apr 3**

■ 8:30 AM – 5:30 PM Serilda in Office

---

▲ **Thu, Apr 4**

■ 10:00 AM – 11:00 AM Portland Police Association (PPA) Monthly meeting  
Daryl Turner

■ 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

---

▲ **Fri, Apr 5**

■ 8:30 AM – 5:30 PM Serilda in Office

---

▲ **Mon, Apr 8**

■ 10:00 AM – 11:00 AM Policy Issues – Stipends for Boards and Commissions  
Tracy Reeve, Markisha Smith, Suk Rhee

---

▲ **Tue, Apr 9**

■ 10:00 AM – 10:30 AM Weekly Check in with OMF- CAO  
Tom Rinehart

---

▲ **Wed, Apr 10**

■ 8:30 AM – 5:30 PM Serilda in Office

---

▲ **Thu, Apr 11**

■ 7:30 AM – 5:00 PM Serilda in Office

---

▲ **Fri, Apr 12**

■ 11:00 AM – 12:00 PM Total Rewards Manager Interviews - Candidate  
Scenarios

---

▲ **Mon, Apr 15**

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

---

▲ **Tue, Apr 16**

■ 9:30 AM – 11:30 AM BHR Executive Session with Mayor Wheeler and  
Commissioners  
Ted Wheeler, Amanda Fritz, Chloe Eudaly, Jo Ann  
Hardesty Tom Rinehart, Jennifer Cooperman

---

▲ **Wed, Apr 17**

■ 8:30 AM – 9:00 AM Check in with Bureau of Technology Services  
Jeff Baer

■ 9:00 AM – 9:45 AM Check in  
Carmen Merlo

---

▲ **Thu, Apr 18**

■ 9:00 AM – 10:15 AM Portland State University (PSU) HR discussion-  
Representing City of Portland

■ 10:00 AM – 10:30 AM Discuss OMF budget requests  
Ted Wheeler, Tom Rinehart, Jennifer Cooperman

■ 11:15 AM – 4:45 PM Serilda Out - Vacation

---

▲ **Fri, Apr 19**

■ 3:30 PM – 4:30 PM Monthly Check in with Commissioner Hardesty  
Jo Ann Hardesty

---

▲ **Mon, Apr 22**

- 10:30 AM – 12:00 PM Meeting with Bureau of Planning and Sustainability Director - BHR Support Functions  
Andrea Durban
  - 3:00 PM – 4:30 PM Lewis and Clark University- Implementing Innovation II
- 

▲ **Tue, Apr 23**

- 8:15 AM – 8:45 AM Weekly Check in with OMF- CAO  
Tom Rinehart
  - 9:00 AM – 9:30 AM Interview: Portland Bureau of Transportation Director vacancy  
Skype Meeting
  - 9:40 AM – 10:10 AM Interview: Portland Bureau of Transportation Director vacancy  
Skype Meeting
  - 11:30 AM – 1:00 PM Commissioner Hardesty Meeting - Collective Bargaining  
Jo Ann Hardesty, Ryan Gillespie, Karly Edwards, Sara Boone, Tom Williams, Jay Guo, Marquis Fudge, Jerrell Gaddis, AnnaMarie Kevorkian-Mattie, Angelita Morillo
  - 1:10 PM – 1:40 PM Interview: Portland Bureau of Transportation Director vacancy  
Skype Meeting
  - 2:00 PM – 2:30 PM Interview: Portland Bureau of Transportation Director vacancy  
Skype Meeting
  - 2:45 PM – 3:15 PM Interview: Portland Bureau of Transportation Director vacancy  
Skype Meeting
  - 3:30 PM – 4:00 PM Interview: Portland Bureau of Transportation Director vacancy  
Skype Meeting
- 

▲ **Wed, Apr 24**

- 12:15 PM – 12:45 PM Interview: Portland Bureau of Transportation Director vacancy  
Skype Meeting
- 1:00 PM – 1:30 PM Interview: Portland Bureau of Transportation Director vacancy  
Skype Meeting
- 1:30 PM – 2:00 PM Interview: Portland Bureau of Transportation Director vacancy  
Skype Meeting
- 1:45 PM – 2:15 PM Interview: Portland Bureau of Transportation Director vacancy  
Skype Meeting

■ 3:20 PM – 3:50 PM Interview: Portland Bureau of Transportation Director  
vacancy  
Skype Meeting

---

▲ **Thu, Apr 25**

■ 8:00 AM – 12:00 PM Bring your Child to Work Day

---

▲ **Fri, Apr 26**

■ 4:00 PM – 4:30 PM Interview: Portland Bureau of Transportation Director  
vacancy  
Skype Meeting

---

▲ **Mon, Apr 29**

■ 7:30 AM – 5:00 PM Serilda Off Site - IPMA - HR Conference  
Denver, CO

■ 5:30 PM – 7:30 PM IPMA West Networking dinner  
Denver, CO

---

▲ **Tue, Apr 30**

■ 7:30 AM – 5:00 PM Serilda Off Site - IPMA - HR Conference  
Denver, CO

---

**May 2019**

---

▲ **Wed, May 1**

■ 7:00 AM – 5:00 PM Serilda Off Site - IPMA - HR Conference  
Denver, CO

---

▲ **Thu, May 2**

■ 7:00 AM – 5:00 PM Serilda in Office

■ 11:00 AM – 2:00 PM Portland Business Journal Event- Equity in the  
Workplace

---

▲ **Fri, May 3**

■ 8:30 AM – 5:30 PM Serilda in Office

---

▲ **Mon, May 6**

■ 8:00 AM – 11:00 AM Telework

■ 2:30 PM – 3:00 PM Weekly Check in with OMF- CAO  
Tom Rinehart

---

▲ **Tue, May 7**

■ 8:00 AM – 5:00 PM Serilda Out of Office

---

▲ **Wed, May 8**

■ 8:30 AM – 1:30 PM Serilda in Office

■ 1:30 PM – 4:00 PM Out- Medical Appointment

---

▲ **Thu, May 9**

■ 3:00 PM – 3:30 PM Check in Bureau of Technology Services  
Jeff Baer

---

▲ **Fri, May 10**

■ 10:30 AM – 11:00 AM Monthly Check in with Commissioner Fritz  
Amanda Fritz, Tim Crail

---

▲ **Mon, May 13**

■ 2:30 PM – 3:00 PM Weekly Check in with OMF- CAO  
Tom Rinehart

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

---

▲ **Tue, May 14**

■ 7:30 AM – 10:00 AM Serilda in Office

■ 10:00 AM – 11:30 AM Out- Medical Appointment

■ 12:30 PM – 5:00 PM Serilda in Office

---

▲ **Wed, May 15**

■ 9:00 AM – 9:45 AM Check in  
Carmen Merlo

■ 12:30 PM – 1:00 PM Call with Portland Housing Bureau  
Shannon Callahan

■ 3:00 PM – 3:30 PM Court Scheduling  
Tom Rinehart, Danielle Outlaw

---

▲ **Thu, May 16**

■ 1:15 PM – 2:15 PM Portland Police Association (PPA) Monthly meeting  
Daryl Turner

---

▲ **Fri, May 17**

■ 3:30 PM – 4:30 PM Monthly Check in with Commissioner Hardesty  
Jo Ann Hardesty

---

▲ **Mon, May 20**

■ 10:30 AM – 11:00 AM Check in with Mayor  
Ted Wheeler, Kristin Dennis, Michael Cox

---

▲ **Tue, May 21**

■ 9:30 AM – 10:20 AM BHR Executive Session  
Ted Wheeler, Nick Fish, Jo Ann Hardesty, Chloe Eudaly,  
Amanda Fritz

---

▲ **Wed, May 22**

■ 11:30 AM – 12:00 PM Weekly Check in with OMF- CAO  
Tom Rinehart

---

▲ **Thu, May 23**

■ 10:30 AM – 11:00 AM Monthly check in with Commissioner Fish  
Nick Fish

---

▲ **Fri, May 24**

■ 8:30 AM – 5:00 PM Serilda Out of Office

---

▲ **Mon, May 27**

■ 8:00 AM – 5:00 PM No Work - Holiday

---

▲ **Tue, May 28**

■ 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, Jen Clodius

■ 3:00 PM – 4:00 PM Portland Fire and Rescue Data Sharing  
Ryan Gillespie

---

▲ **Wed, May 29**

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

---

▲ **Thu, May 30**

■ 8:30 AM – 11:30 AM Corporate Sustainability - Oregon Business magazine  
event

---

▲ **Fri, May 31**

- 10:30 AM – 11:30 AM Housing Needs - Position Discussion  
Shannon Callahan
  - 3:30 PM – 4:00 PM Collective Bargaining  
Tom Rinehart, Tracy Reeve, Kristin Dennis, Nicole Grant
- 

June 2019

---

▲ **Mon, Jun 3**

- 10:30 AM – 11:00 AM Monthly Check in with Commissioner Fritz  
Amanda Fritz, Tim Crail
  - 1:00 PM – 4:00 PM Leadership Workshop  
Tom Rinehart, Carmen Merlo, Jennifer Cooperman, Jeff Baer, Michael Stuhr, Jessica Kinard, Adena Long, Chris Warner, Michael Jordan,
- 

▲ **Tue, Jun 4**

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

▲ **Wed, Jun 5**

- 8:30 AM – 5:30 PM Serilda in Office
- 

▲ **Thu, Jun 6**

- 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
- 

▲ **Fri, Jun 7**

- 8:30 AM – 10:45 AM Telework
- 

▲ **Mon, Jun 10**

- 9:30 AM – 10:00 AM Fire Check in  
Ryan Gillespie
  - 10:00 AM – 11:00 AM Fire Facility Usage  
Ryan Gillespie
-

▲ **Tue, Jun 11**

- 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, Jen Clodius
- 

▲ **Wed, Jun 12**

- 8:30 AM – 5:30 PM Serilda in Office
- 

▲ **Thu, Jun 13**

- 8:30 AM – 9:30 AM City of Portland & Kaiser Check in  
Keith A Forrester – Kaiser
  - 9:30 AM – 10:00 AM Check in with Mayor  
Ted Wheeler, Kristin Dennis
  - 10:00 AM – 11:30 AM Council Session
- 

▲ **Fri, Jun 14**

- 2:00 PM – 3:00 PM HR Business Partner Interview
- 

▲ **Mon, Jun 17**

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

▲ **Tue, Jun 18**

- 1:00 PM – 2:00 PM HR Business Partner Interview
  - 4:00 PM – 4:30 PM Monthly check in with Commissioner Eudaly  
Chloe Eudaly
- 

▲ **Wed, Jun 19**

- 9:00 AM – 9:45 AM Check in  
Carmen Merlo
- 

▲ **Thu, Jun 20**

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

▲ **Fri, Jun 21**

- 8:30 AM – 5:30 PM Telework
- 

▲ **Mon, Jun 24**



■ 8:00 AM – 5:00 PM Serilda Off Site - SHRM Conference  
Las Vegas, NV

---

▲ **Tue, Jun 25**

■ 8:00 AM – 5:00 PM Serilda Off Site - SHRM Conference  
Las Vegas, NV

---

▲ **Wed, Jun 26**

■ 8:00 AM – 5:00 PM Serilda Off Site - SHRM Conference  
Las Vegas, NV

---

▲ **Thu, Jun 27**

■ 7:00 AM – 5:00 PM Serilda Off Site - Seattle CHRO Leadership Summit  
Seattle, WA

---

▲ **Fri, Jun 28**

■ 8:30 AM – 5:30 PM Serilda in Office

---