
**Bureau of Human Resources
Chief Human Resources Officer – Serilda Summers-McGee
3rd Quarter 2019 Calendar**

July 2019

▲ **Mon, Jul 1**

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

▲ **Tue, Jul 2**

■ 7:30 AM – 5:30 PM Serilda in Office

▲ **Wed, Jul 3**

■ 8:30 AM – 5:30 PM Serilda in Office

▲ **Thu, Jul 4**

□ 8:00 AM – 5:00 PM No Work - Holiday

▲ **Fri, Jul 5 – Mon, Jul 15**

□ All Day Serilda out on vacation

**Bureau of Human Resources
Deputy Director – Cathy Bless**

▲ **Fri, Jul 5**

■ 8:30 AM – 5:30 PM Cathy in Office

▲ **Mon, Jul 8**

■ 8:00 AM – 5:30 PM Cathy in Office

▲ **Tue, Jul 9**

■ 12:00 PM – 1:00 PM TMP WorldWide – Police Creative Concepts
Presentation
TMP: Sasha Wright, Yvette Milne, Lori Charest, Brett
Zingler, Elan Masliyah, Shai Dallal, Lauren Martin, and
Jessica Young (Lagala)

▲ **Wed, Jul 10**

■ 8:00 AM – 10:30 AM Personal Appointment
■ 4:00 PM – 5:30 PM City Council Presentation- Authorize Benefits contracts.
Agenda item 681, Ordinance # 189607

▲ **Thu, Jul 11**

■ 2:30 PM – 3:00 PM Phone check in with BES
Michael Jordan

▲ **Fri, Jul 12**

■ 11:00 AM – 12:00 PM Portland Building Directors Check-In
Tom Rinehart, Michael Jordan, Jennifer Cooperman,
Jeff Baer, Chris Warner, Adena Long, Michael Stuhr,
Carmen Merlo

▲ **Mon, Jul 15**

■ 12:00 PM – 12:30 PM Labor Costs
Tom Rinehart, Jessica Kinard, Jennifer Cooperman

Bureau of Human Resources
Chief Human Resources Officer – Serilda Summers-McGee

▲ **Tue, Jul 16**

■ 7:00 AM – 8:00 AM Serilda in Office
■ 8:00 AM – 5:00 PM Serilda teleworking – Lewis and Clark College Capstone

▲ **Wed, Jul 17**

□ 8:00 AM – 5:00 PM PSU HR Training

▲ **Thu, Jul 18**

■ 8:45 AM – 9:45 AM Workforce Recruitment and Training Manager
Interviews - Candidate 1
■ 10:15 AM – 11:15 AM Workforce Recruitment and Training Manager
Interviews - Candidate 2

▲ **Fri, Jul 19**

□ 8:00 AM – 5:00 PM PSU HR Training

▲ **Mon, Jul 22**



■ 10:30 AM – 12:30 PM Personal Appointment
■ 3:30 PM – 4:00 PM BHR Update

▲ **Tue, Jul 23**


■ 5:10 PM – 5:25 PM Check in with Housing Bureau – Phone Call
Shannon Callahan


▲ **Wed, Jul 24**


■ 7:30 AM – 8:30 AM Check in with Housing Bureau

 Shannon Callahan
 3:00 PM – 4:00 PM Equity & Inclusivity
Tracy Reeve, Markisha Smith


▲ **Thu, Jul 25**

 9:00 AM – 10:00 AM 98point6 meeting
Brook West


 9:15 AM – 9:45 AM Check in with BRAF
Jennifer Cooperman

 12:30 PM – 1:30 PM Check in with Mayor
Ted Wheeler, Kristin Dennis, Jamal Fox


▲ **Fri, Jul 26**

 8:00 AM – 5:00 PM Serilda Telework


▲ **Mon, Jul 29**


 9:30 AM – 10:00 AM Check in with BPS
Andrea Durban

▲ **Tue, Jul 30**

 7:30 AM – 5:30 PM Serilda in Office


▲ **Wed, Jul 31**

 11:30 AM – 12:30 PM Personal Appointment


 3:00 PM – 3:30 PM Diversity Conference Discussion
Markish Smith

August 2019

▲ **Thu, Aug 1**

 8:00 AM – 5:00 PM Local Conference - PDXYZ Event - Bridging the
generational gap in business

▲ **Fri, Aug 2**

 8:00 AM – 5:00 PM Local Conference - PDXYZ Event - Bridging the
generational gap in business

▲ **Mon, Aug 5**

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

 11:00 AM – 12:00 PM Incight Meeting
Angie Tarantino, Emily Purry

▲ **Tue, Aug 6**

■ 11:00 AM – 11:30 AM Employment Discussion
Gabe Von Ahlefeld

▲ **Wed, Aug 7**

■ 9:30 AM – 10:00 AM Photo Shoot – Portland Business Journal Award
Cathy Cheney

▲ **Thu, Aug 8**

■ 7:30 AM – 5:00 PM Serilda in Office

▲ **Fri, Aug 9**

■ 9:00 AM – 10:30 AM City of Portland/Kaiser Check in Follow-up
Keith Forrester, Keith Bachman, Jennifer Stacy and
Jennifer Grillo

■ 1:00 PM – 1:30 PM Informational Interview Request
Taron Pickett

■ 3:30 PM – 4:30 PM Follow Up Meeting
Jennifer Cooperman

▲ **Mon, Aug 12**

■ 2:00 PM – 3:00 PM Budget note: Policy on Stipends for Advisory Body
Members
Suk Rhee, Markisha Smith

▲ **Tue, Aug 13**

■ 7:30 AM – 5:30 PM Serilda in Office

▲ **Wed, Aug 14**

■ 8:30 AM – 5:00 PM Serilda in Office

▲ **Thu, Aug 15**

■ 7:00 AM – 4:00 PM Serilda in Office

▲ **Fri, Aug 16**

□ 8:30 AM – 5:30 PM Serilda in Office

▲ **Mon, Aug 19**

■ 10:45 AM – 11:00 AM Personnel Discussion – Phone Call
Thomas Lannom

■ 3:30 PM – 4:00 PM Check in with Mayor
Ted Wheeler, Kristin Dennis, Michael Cox

▲ **Tue, Aug 20**

■ 3:00 PM – 3:30 PM Check in with Housing Bureau – Phone Call
Shannon Callahan

▲ **Wed, Aug 21**

■ 8:00 AM – 8:15 AM Check in with City Attorney – Phone Call
Tracy Reeve

▲ **Thu, Aug 22**

■ 11:30 AM – 1:00 PM Portland Business Journal: HR & Healthiest Employers
of Oregon Awards - HR Leadership Award
Hilton Hotel - Grand Ballroom

▲ **Fri, Aug 23**

■ 9:30 AM – 10:30 AM BHR/Housing Discussion
Shannon Callahan, Cathy Bless, Michelle DePass, Chris
Flanery

▲ **Mon, Aug 26**

□ 7:00 AM – 11:00 AM Serilda in Office
□ 11:00 AM – 5:00 PM Serilda out of office - Vacation

▲ **Tue, Aug 27**

■ 7:00 AM – 2:00 PM Serilda Teleworking
■ 3:00 PM – 3:30 PM Monthly Check in with Commissioner Fritz
Amanda Fritz, Tim Crail

▲ **Wed, Aug 28**

■ 10:30 AM – 12:30 PM BHR All Staff Meeting - Monthly

▲ **Thu, Aug 29**

■ 1:00 PM – 2:00 PM BHR Ice Cream Social

▲ **Fri, Aug 30**

□ 8:30 AM – 5:00 PM Serilda in Office

September 2019

▲ **Mon, Sep 2**

■ 8:00 AM – 5:00 PM No Work - Holiday

▲ **Tue, Sep 3**

■ 7:00 AM – 4:30 PM Serilda in Office

▲ **Wed, Sep 4**

- 2:00 PM – 4:00 PM BHR Executive Session
Ted Wheeler, Nick Fish, Jo Ann Hardesty, Chloe Eudaly,
Amanda Fritz

▲ **Thu, Sep 5**

- 8:30 AM – 5:30 PM Serilda in Office

▲ **Fri, Sep 6**

- 8:00 AM – 4:30 PM Serilda in Office

**Bureau of Human Resources
Interim Director – Cathy Bless
3rd Quarter 2019 Calendar**

▲ **Mon, Sep 9**

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

▲ **Tue, Sep 10**

- 8:30 AM – 9:00 AM Weekly Check in with OMF- CAO
Tom Rinehart
- 2:30 PM – 3:00 PM Follow up Discussion
Tom Rinehart, Tracy Reeve, Heidi Brown

▲ **Wed, Sep 11**

- 8:00 AM – 8:30 AM Check in with Police Chief
Danielle Outlaw

▲ **Thu, Sep 12**

- 1:00 PM – 2:00 PM Executive Session Follow Up
Tracy Reeve
- 5:00 PM – 8:30 PM Simple X Event

▲ **Fri, Sep 13**

- 8:00 AM – 12:00 PM Bureau Directors Off-site 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

▲ **Mon, Sep 16**

- 8:00 AM – 8:45 AM Stipends Meeting 2
Suk Rhee, Markisha Smith
 - 11:00 AM – 11:30 AM Check in Fire
Sara Boone
 - 2:00 PM – 3:30 PM City of Portland Emotional Fitness Discussion
AON: Emily Shettel, Anne Thompson, Neal Mills, Rod Hart
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▲ **Tue, Sep 17**

- 8:30 AM – 9:00 AM Weekly Check in with OMF- CAO
Tom Rinehart
 - 9:00 AM – 10:00 AM The Office of Management and Finance (OMF)
Leadership Team Meeting
Tom Rinehart, Jeff Baer, Carmen Merlo, Jen Clodius
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▲ **Wed, Sep 18**

- 8:00 AM – 5:30 PM Cathy in Office
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▲ **Thu, Sep 19**

- 8:00 AM – 5:30 PM Cathy in Office
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▲ **Fri, Sep 20**

- 9:00 AM – 10:00 AM Portland Police Association (PPA) Monthly meeting
Daryl Turner
 - 1:00 PM – 1:30 PM Collective Bargaining Updates
Tom Rinehart, Jessica Kinard
 - 3:30 PM – 4:00 PM Prep for Council Visits
Tom Rinehart, Heidi Brown
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▲ **Mon, Sep 23**

- 8:00 AM – 5:30 PM Cathy in Office
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▲ **Tue, Sep 24**

- 12:00 PM – 1:00 PM Portland Firefighters Association (PFFA) Monthly Check In
Alan Ferschweiler – PFFA
 - 3:00 PM – 4:00 PM Public Records Request Meeting
Tom Rinehart, Jenifer Johnston, Heidi Brown
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▲ **Wed, Sep 25**

- 10:00 AM – 12:00 PM BHR All Staff Meeting - Monthly
 - 1:00 PM – 1:30 PM Weekly Check in with OMF- CAO
Tom Rinehart
 - 3:00 PM – 4:00 PM PPA Bargaining Discussion
Ted Wheeler, Danielle Outlaw, Tom Rinehart
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▲ **Thu, Sep 26**

- 11:00 AM – 12:00 PM Professional and Technical Employees Local 17 (PTE 17)
Paul Cone, Rachel Whiteside – PTE17
 - 4:15 PM – 4:45 PM Collective Bargaining Priorities
Ted Wheeler, Tom Rinehart
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▲ **Fri, Sep 27**

- 10:00 AM – 10:30 AM HR Rule Impacting PF&R Employee
Sara Boone
 - 10:30 AM – 11:00 AM Reconnect on Merit Budget
Jessica Kinard
 - 11:00 AM – 12:00 PM PB Directors Check-in
Tom Rinehart, Michael Jordan, Jessica Kinard, Chris Warner, Adena Long, Michael Stuhr, Carmen Merlo, Jen Clodius, Jeff Baer
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▲ **Mon, Sep 30**

- 8:00 AM – 5:30 PM Cathy in Office
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