
**Bureau of Human Resources
Interim Director – Cathy Bless
4th Quarter 2019 Calendar**

October 2019

▲ **Tue, Oct 1**

- 8:30 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, Jeff Baer, Carmen Merlo, Michelle Kirby,
Jen Clodius
-

▲ **Wed, Oct 2**

- 11:30 AM – 1:00 PM Center for Women's Leadership "Annual Power
Luncheon" - The City of Portland " We Are Better
Together" Outreach Team
-

▲ **Thu, Oct 3**

- 11:00 AM – 11:20 AM Bureau Directors Budget Direction from Mayor
Tom Rinehart, 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, Michelle Kirby,
Markisha Smith, Andrea Durban
 - 11:30 AM – 1:00 PM Bureau Directors Meeting
Tom Rinehart, Susan Anderson, Jeff Baer, Kimberly
Branam, Shannon Callahan, Jessica Kinard, 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, Andrea Durban, Michelle
Kirby
-

▲ **Fri, Oct 4**

- All Day Cathy Out - Vacation

▲ **Mon, Oct 7**

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

▲ **Tue, Oct 8**

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

▲ **Wed, Oct 9**

- 12:00 PM – 12:30 PM Collective Bargaining Updates
Tom Rinehart, Jessica Kinard, Michelle Kirby
- 3:00 PM – 4:00 PM Public Safety Budget Note #3
Tom Rinehart, Danielle Outlaw, Sara Boone, Bob
Cozzie, Mike Myers

▲ **Thu, Oct 10**

- 8:30 AM – 5:30 PM Cathy in Office

▲ **Fri, Oct 11**

- 8:30 AM – 5:30 PM Cathy in Office

▲ **Mon, Oct 14**

- 11:30 AM – 12:00 PM Monthly Check in with Commissioner Hardesty
Jo Ann Hardesty, Tom Rinehart

▲ **Tue, Oct 15**

- 8:30 AM – 9:00 AM Weekly Check in with OMF- CAO
Tom Rinehart
- 9:30 AM – 11:30 AM BHR Executive Session
Ted Wheeler, Nick Fish, Jo Ann Hardesty, Chloe Eudaly,
Amanda Fritz

▲ **Wed, Oct 16**

- 12:00 PM – 1:00 PM The Office of Management and Finance (OMF)
Leadership Team Meeting
Tom Rinehart, Jeff Baer, Carmen Merlo, Michelle Kerby,
Jen Clodius

▲ **Thu, Oct 17**

- 11:00 AM – 11:30 AM Monthly Check in with Fire
Chief Sara Boone
- 4:30 PM – 5:00 PM Check in with the Bureau of Revenue and Finance
Michelle Kirby

▲ **Fri, Oct 18**

- 10:30 AM – 12:00 PM Private Appointment
- 3:00 PM – 4:00 PM Monthly Check in with Commissioner Hardesty
Jo Ann Hardesty, Tom Rinehart

▲ **Mon, Oct 21**

- 10:30 AM – 11:00 AM Check in with Mayor
Ted Wheeler, Kristin Dennis, Jamal Fox
- 11:00 AM – 8:00 PM Annual Employee Benefits Conference - Presenter
San Diego CA

▲ **Tue, Oct 22**

- 8:00 AM – 5:00 PM Annual Employee Benefits Conference - Presenter
San Diego CA

▲ **Wed, Oct 23**

- 8:00 AM – 5:00 PM Annual Employee Benefits Conference - Presenter
San Diego CA

▲ **Thu, Oct 24**

- 11:00 AM – 12:00 PM Professional and Technical Employees Local 17 (PTE 17)
Paul Cone, Rachel Whiteside – PTE17
- 1:00 PM – 1:30 PM PPB Overtime Audit Discussion
Tom Rinehart

▲ **Fri, Oct 25**

- 8:00 AM – 10:30 AM Private Appointment
- 10:30 AM – 5:00 PM Telework
- 11:30 AM – 11:45 AM Check in with Commissioner Fish – Call
Nick Fish

▲ **Mon, Oct 28**

- 10:00 AM – 11:00 AM City of Portland/Kaiser Check in Follow-up
Keith Forrester, Keith Bachman, Jennifer Stacy and
Jennifer Grillo
- 11:00 AM – 12:00 PM Check in with BES
Michael Jordan,

▲ **Tue, Oct 29**

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

- 4:00 PM – 4:30 PM Merit Increases - Performance Management and Budgeting
Jessica Kinard
-

▲ **Wed, Oct 30**

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

▲ **Thu, Oct 31**

- 9:30 AM – 10:30 AM PERS Legislation Discussion - Commissioner Eudaly
Chloe Eudaly, Tracy Reeve
 - 1:30 PM – 2:30 PM Monthly Check in with Laborers Local 483 (Liuna483)
Tom Colett – Liuna483
 - 3:00 PM – 4:00 PM OMF Project Managers Quarterly Check-in #2
Tom Rinehart
-

November 2019

▲ **Fri, Nov 1**

- All Day Cathy Out - Vacation
-

▲ **Mon, Nov 4**

- All Day Cathy Out - Vacation
-

▲ **Tue, Nov 5**

- 9:00 AM – 9:30 AM Review - Budget discussion with the Commissioners
Jessica Kinard, Ron Zito
 - 11:00 AM – 11:30 AM Budget Discussion - Commissioner Eudaly
Chloe Eudaly, Jessica Kinard, Ron Zito
 - 1:00 PM – 1:30 PM Budget Discussion - Commissioner Fritz
Amanda Fritz, Jessica Kinard, Ron Zito
 - 2:00 PM – 2:30 PM Budget Discussion – Mayor’s office
Jessica Kinard, Kristin Dennis, Ron Zito
-

▲ **Wed, Nov 6**

- 7:30 AM – 9:30 AM Private Appointment
 - 9:30 AM – 5:30 PM Cathy in Office
-

▲ **Thu, Nov 7**

- 9:30 AM – 10:00 AM Budget Discussion - Commissioner Fish
Nick Fish, Jessica Kinard, Ron Zito

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

▲ **Fri, Nov 8**

■ All Day Cathy Out - Vacation

▲ **Mon, Nov 11**

■ 8:00 AM – 5:00 PM No Work - Holiday

▲ **Tue, Nov 12**

■ 9:30 AM – 10:30 AM The Office of Management and Finance (OMF)
Leadership Team Meeting
Tom Rinehart, Jeff Baer, Carmen Merlo, Michelle
Kerby, Jen Clodius

▲ **Wed, Nov 13**

■ 8:00 AM – 5:00 PM Cathy in Office

▲ **Thu, Nov 14**

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

▲ **Fri, Nov 15**

■ 1:30 PM – 2:00 PM Monthly Check in with Commissioner Fritz
Amanda Fritz, Tim Crail

■ 2:30 PM – 3:00 PM Collective Bargaining Updates
Tom Rinehart, Jessica Kinard, Michelle Kirby

▲ **Mon, Nov 18**

■ 11:00 AM – 12:00 PM Leave Extension Request
Sara Boone, Alan Ferschweiler – Portland Firefighters
Association (PFFA)

■ 4:00 PM – 4:30 PM PERS Legislation Discussion – Mayor Wheeler
Ted Wheeler, Tracy Reeve

■ 6:00 PM – 8:00 PM PPA Listening Session
PCC Cascade Student Union Rooms 203 & 204

▲ **Tue, Nov 19**

■ 9:00 AM – 9:30 AM Budget Discussion - Commissioner Hardesty
Jo Ann Hardesty, Jessica Kinard, Ron Zito

■ 9:30 AM – 10:00 AM PERS Legislative Discussion - Commissioner Hardesty
Jo Ann Hardesty, Tracy Reeve

■ 10:00 AM – 11:00 AM Prep for PCCEP Meeting
Tracy Reeve

- 1:00 PM – 1:30 PM PERS Legislative Discussion - Commissioner Fritz
Amanda Fritz, Tracy Reeve
 - 5:00 PM – 8:00 PM PCCEP
Tracy Reeve
-

▲ **Wed, Nov 20**

- 9:30 AM – 10:30 AM Monthly Check in with Laborers Local 483 (Liuna483)
Tom Colett – Liuna483
-

▲ **Thu, Nov 21**

- 8:00 AM – 5:30 PM Cathy in Office
-

▲ **Fri, Nov 22**

- 1:00 PM – 2:00 PM PERS Side Accounts
Michelle Kirby, Jessica Kinard
-

▲ **Mon, Nov 25**

- 8:30 AM – 5:30 PM Cathy in Office
-

▲ **Tue, Nov 26**

- 8:30 AM – 5:30 PM Cathy in Office
-

▲ **Wed, Nov 27**

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

▲ **Thu, Nov 28**

- 8:00 AM – 5:00 PM No Work - Holiday
-

▲ **Fri, Nov 29**

- 8:00 AM – 5:00 PM No Work - Holiday
-

December 2019

▲ **Mon, Dec 2**

- 9:00 AM – 9:30 AM Weekly Check in with OMF- CAO
Tom Rinehart
 - 2:30 PM – 3:00 PM Monthly Check in with Commissioner Hardesty
Chloe Eudaly
-

▲ **Tue, Dec 3**

■ 9:30 AM – 11:30 AM BHR Executive Session
Ted Wheeler, Nick Fish, Jo Ann Hardesty, Chloe Eudaly,
Amanda Fritz

▲ **Wed, Dec 4**

■ 8:00 AM – 5:30 PM Cathy in Office

▲ **Thu, Dec 5**

■ 11:30 AM – 1:00 PM Bureau Directors Meeting
Tom Rinehart, Susan Anderson, Jeff Baer, Kimberly
Branam, Shannon Callahan, Jessica Kinard, 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, Andrea Durban, Michelle
Kirby

▲ **Fri, Dec 6**

■ 8:30 AM – 5:30 PM Cathy in Office

▲ **Mon, Dec 9**

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

■ 10:00 AM – 11:00 AM City of Portland/Kaiser Quarterly Engagement
Keith Forrester – Kaiser, Jennifer Stacy – Kaiser, Lillian
Belaen - Kaiser

▲ **Tue, Dec 10**

■ 9:30 AM – 11:00 AM The Office of Management and Finance (OMF)
Leadership Team Meeting
Tom Rinehart, Jeff Baer, Carmen Merlo, Michelle Kirby,
Jen Clodius

■ 2:00 PM – 2:30 PM Monthly Check in with Fire
Chief Sara Boone

▲ **Wed, Dec 11**

■ 1:00 PM – 1:30 PM Professional and Technical Employees Local 17 (PTE 17)
Paul Cone, Rachel Whiteside – PTE17

▲ **Thu, Dec 12**

■ 7:30 AM – 4:00 PM Cathy in Office

▲ **Fri, Dec 13**

- 1:00 PM – 1:30 PM Collective Bargaining Updates
Tom Rinehart, Jessica Kinard, Michelle Kirby
 - 1:30 PM – 5:00 PM PPA Bargaining Discussion with Outside Counsel
Heidi Brown, Jerrell Gaddis, Marquis Fudge, Jami Resch, Michelle Cole, Robert Kind, Ryan Lee, Steven Schuback – Peck, Rubanoff, Hatfield (PRH) Labor Law
-

▲ **Mon, Dec 16**

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

▲ **Tue, Dec 17**

- 8:30 AM – 5:00 PM Cathy in Office
-

▲ **Wed, Dec 18**

- 9:30 AM – 10:30 AM Monthly Check in with Laborers Local 483 (Liuna483)
Tom Colett – Liuna483
 - 10:30 AM – 11:00 AM Weekly Check in with OMF- CAO
Tom Rinehart
-

▲ **Thu, Dec 19**

- 8:00 AM – 9:00 AM Stipends Taskforce
Suk Rhee, Markish Smith
-

▲ **Fri, Dec 20**

- 3:30 PM – 4:30 PM Monthly Check in with Commissioner Hardesty
Jo Ann Hardesty, Tom Rinehart
-

▲ **Mon, Dec 23**

- 9:00 AM – 9:30 AM Weekly Check in with OMF- CAO
Tom Rinehart
-

▲ **Tue, Dec 24**

- 8:00 AM – 5:00 PM Cathy in Office
-

▲ **Wed, Dec 25**

- 8:00 AM – 5:00 PM No Work - Holiday
-

▲ **Thu, Dec 26**

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

▲ **Fri, Dec 27**

- 8:30 AM – 5:00 PM Cathy in Office

▲ **Mon, Dec 30**

- 9:00 AM – 9:30 AM Weekly Check in with OMF- CAO
Tom Rinehart
- 9:30 AM – 11:00 AM The Office of Management and Finance (OMF)
Leadership Team Meeting
Tom Rinehart, Jeff Baer, Carmen Merlo, Michelle Kirby,
Jen Clodius
- 2:00 PM – 2:30 PM Exec Session Prep
Tom Rinehart, Heidi Brown
- 4:30 PM – 5:00 PM Budget Discussion
Tom Rinehart, Kristin Dennis, Josh Harwood, Katie
Shifly

▲ **Tue, Dec 31**

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