

CFO Jennifer Cooperman

Calendar October 1 – December 31, 2018

- Busy
 Tentative
 Out of Office
 Working Elsewhere

October 2018

▲ Mon, Oct 1

- 7:00 AM – 8:00 AM Deputy Director, Multnomah County/ CFO - Coffee
- 10:30 AM – 11:00 AM Mayor/ CFO Monthly Update
- 11:30 AM – 12:00 PM CBO Deputy Director/ CFO
- 1:00 PM – 1:30 PM Revenue Division Manager/CFO

▲ Tue, Oct 2

- 8:00 AM – 8:15 AM Chief Deputy City Auditor/ CFO
- 8:30 AM – 9:00 AM OMF/BRFS Update and Q&A
- 9:30 AM – 11:30 AM Policy Issues for Budget Direction (Pt. 1) Council Work Session
- 1:30 PM – 2:00 PM Portland Building Furniture Mock-Up Viewing
- 2:00 PM – 2:30 PM Best Wishes to Andreea
- 2:30 PM – 4:00 PM 2018 Leadership Team Meeting

▲ Wed, Oct 3

- 9:00 AM – 10:00 AM Where are we going w/CBA's
- 9:30 AM – 11:30 AM City Council
- 1:00 PM – 1:30 PM Risk Manager/CFO Weekly Check-in
- 3:00 PM – 4:00 PM BRFS/ HR Monthly Meetings
- 4:00 PM – 5:00 PM PBOT Asset Manager/ CFO

▲ Thu, Oct 4

- 8:00 AM – 9:00 AM City Treasurer/CFO 1:1
- 9:00 AM – 10:30 AM Bureau Directors Meeting
- 10:30 AM – 11:00 AM City Auditor/ CFO check in
- 11:00 AM – 11:30 AM Spectator Facilities & Development Manager/ City Economist/ CFO
- 11:30 AM – 1:00 PM Portland State University Center for Women's Leadership 12th Annual Power Luncheon
- 1:30 PM – 2:30 PM Chief Procurement Officer/CFO
- 2:30 PM – 3:00 PM CFO/CAO Weekly 1:1
- 3:30 PM – 4:30 PM PB Directors Meeting

▲ **Fri, Oct 5**

- 10:00 AM – 11:00 AM City Controller/CFO
- 11:50 AM – 12:00 PM Attend Chiefs of Staff Meeting
- 1:00 PM – 2:00 PM Deputy City Attorney/ CFO
- 2:00 PM – 2:30 PM Comm. Fritz/CFO
- 3:30 PM – 4:00 PM Director of Finance and Regulatory Affairs, Metro/ CFO phone call

▲ **Mon, Oct 8**

- 10:30 AM – 1:00 PM VF IGA meeting
- 2:00 PM – 2:30 PM Portland Building Renovation Project: Project Planning
- 3:30 PM – 4:00 PM Comm. Saltzman/ CFO/ CAO

▲ **Tue, Oct 9**

- 9:30 AM – 11:30 AM Policy Issues for Budget Direction (Pt. 2) Council Work Session
- 12:00 PM – 1:00 PM Financial aspects of an Enterprise Asset Management approach

▲ **Wed, Oct 10**

- 8:30 AM – 9:00 AM BRFS/PHB check-in
- 10:30 AM – 11:00 AM City Council Meeting - ITS RFP
- 11:00 AM – 12:00 PM OMF FY 2019-20 General Fund Budget
- 1:00 PM – 1:30 PM Risk Manager/CFO Weekly Check-in
- 2:30 PM – 3:30 PM Risk Management- all staff/ CFO
- 3:30 PM – 4:30 PM City Controller/CFO

▲ **Thu, Oct 11**

- 9:00 AM – 9:30 AM CFO/CAO Weekly 1:1
- 10:30 AM – 12:00 PM P&D Directors Meeting
- 1:00 PM – 2:00 PM Chief Procurement Officer/CFO
- 4:00 PM – 4:30 PM Revenue Division Manager/CFO

▲ **Fri, Oct 12**

- All Day vacation

▲ **Mon, Oct 15**

- All Day worked from home
- 8:00 AM – 8:30 AM Risk Manager Candidate finalist/ CFO phone call
- 2:30 PM – 3:00 PM President, Lois D. Cohen Associates/ CFO phone call

▲ **Tue, Oct 16**

- 9:00 AM – 10:30 AM 2018 Leadership Team Meeting
- 11:30 AM – 12:00 PM City Economist/ CFO check-in
- 1:00 PM – 1:30 PM Revenue Division Manager/CFO
- 2:00 PM – 3:00 PM TESC Meeting
- 2:45 PM – 3:00 PM City Auditor/ Comm. Saltzman/ CFO
- 4:00 PM – 5:00 PM Principal Financial Analyst/ CFO

▲ **Wed, Oct 17**

- 9:30 AM – 11:30 AM City Council
- 10:00 AM – 10:30 AM Chief Procurement Officer/ Roy Jay, Portland Parking Associates/ CFO
- 1:00 PM – 1:30 PM Risk Manager/CFO Weekly Check-in
- 2:30 PM – 3:00 PM CFO/CAO Weekly 1:1
- 3:00 PM – 3:30 PM BTS Director/ CFO/ CAO
- 3:30 PM – 4:30 PM BTS Technology Business Consultant/CFO monthly check-in

▲ **Thu, Oct 18**

- 9:00 AM – 10:00 AM URM Steering Committee Meeting
- 10:00 AM – 11:00 AM City Controller/CFO
- 11:15 AM – 11:30 AM PHONE: PBOT Interim Director/ CFO
- 1:00 PM – 2:00 PM Chief Procurement Officer/CFO/ Executive Director, NAMC-Oregon
- 3:00 PM – 3:30 PM Portland Building walk-through
- 4:30 PM – 7:30 PM 2018 Women of Vision at Marriott Downtown Waterfront

▲ **Fri, Oct 19**

- 9:00 AM – 9:30 AM Debt Manager/ Financial Analyst/ CFO
- 10:00 AM – 12:00 PM PERS Employer Advisory Group meeting
- 1:30 PM – 2:30 PM CFO/DCAO Check-in
- 3:00 PM – 4:00 PM Housing Discussion - Metro / City of Portland

▲ **Mon, Oct 22**

- 10:30 AM – 12:00 PM VF IGA meeting
 - 1:30 PM – 2:30 PM City Economist/ CFO check-in
 - 2:30 PM – 3:00 PM FY 19-20 COEP to Prosper discussion
 - 3:30 PM – 4:00 PM Change Managers touch base with Directors BRFS
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▲ **Tue, Oct 23**

- 8:00 AM – 11:00 AM NW Public Employees Diversity Conference
 - 11:00 AM – 1:00 PM GFOA – Webinar
 - 2:15 PM – 2:30 PM Comm. Fritz/ City Auditor/ CFO
 - 2:45 PM – 3:00 PM Comm Eudaly/ City Auditor/ CFO
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▲ **Wed, Oct 24**

- 9:30 AM – 10:00 AM CFO/CAO Weekly 1:1
 - 9:30 AM – 11:30 AM City Council
 - 10:15 AM – 10:45 AM Revenue Division Manager/CFO
 - 11:00 AM – 11:30 AM OMF Bus. Ops. Manager/ OMF Senior Financial Analyst/ CFO
 - 1:00 PM – 1:30 PM Risk Manager/CFO Weekly Check-in
 - 1:30 PM – 2:00 PM City Controller/ Procurement Services Coordinator/ CFO
 - 4:30 PM – 5:00 PM Strategic Project Manager/ Deputy CAO/ CFO
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▲ **Thu, Oct 25**

- 8:00 AM – 10:30 AM Safety Committee Conference
 - 1:00 PM – 2:00 PM Chief Procurement Officer/CFO
 - 3:00 PM – 3:30 PM Hold for Fin 2.03 at CAMG pending agenda availability
 - 3:30 PM – 4:30 PM BRFS Division Managers Mtg
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▲ **Fri, Oct 26**

- 8:00 AM – 9:00 AM OMF/Prosper COEP Kickoff meeting
 - 10:00 AM – 11:00 AM City Controller/CFO
 - 11:00 AM – 11:30 AM Spectator Facilities & Development Manager/ CFO
 - 11:30 AM – 12:00 PM PHB Director/ CFO Check In
 - 1:00 PM – 2:00 PM Portland Harbor check-in #2 - RESCHEDULED
 - 3:00 PM – 3:30 PM OMF Senior Financial Analyst/ CFO
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▲ **Mon, Oct 29**

- All Day vacation
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▲ **Tue, Oct 30**

- 7:45 AM – 8:15 AM FPDR Director/ CFO phone call
 - 9:00 AM – 11:30 AM BuMP City Council Work Session
 - 1:00 PM – 5:00 PM CBO Director Interviews - Director's Panel
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▲ **Wed, Oct 31**

- 8:30 AM – 9:00 AM City Controller/ Assistant Controller/ CFO check-in
- 9:30 AM – 11:00 AM FIN 2.18 update at Council
- 11:00 AM – 12:00 PM URM Steering Committee Meeting
- 12:30 PM – 1:00 PM CFO/CAO Weekly 1:1
- 1:30 PM – 2:00 PM Portland Building Technology for Huddle Spaces Discussion
- 2:00 PM – 3:00 PM City Treasurer/CFO 1:1
- 3:00 PM – 4:00 PM City Controller/ CFO 1:1
- 4:30 PM – 5:00 PM Sustainability and Climate Action Manager/ CFO phone call

November 2018

▲ **Thu, Nov 1**

- 8:30 AM – 10:00 AM 2018 Leadership Team Meeting
- 11:30 AM – 1:00 PM Bureau Directors Meeting
- 1:00 PM – 2:00 PM Chief Procurement Officer/CFO
- 4:30 PM – 5:00 PM PWB Director/ CFO/ CAO/ BES Director/ PBOT Director

▲ **Fri, Nov 2**

- 9:30 AM – 10:00 AM Open and Accountable Elections Director/ CFO
- 11:00 AM – 12:30 PM Portland Harbor Community Benefits
- 2:00 PM – 2:30 PM Comm. Fritz/ CFO

▲ **Mon, Nov 5**

- 8:30 AM – 9:30 AM OMF Bus. Ops. Manager/ OMF Senior Financial Analyst/ CFO
- 11:00 AM – 11:30 AM Mayor: CFO Monthly Update
- 12:00 PM – 1:00 PM City of Portland Foreclosure Sale
- 2:00 PM – 2:30 PM Portland Building Renovation Project: Project Planning
- 3:00 PM – 4:00 PM FPDR Director/ CFO

▲ **Tue, Nov 6**

- 8:15 AM – 8:45 AM City Treasurer/ Mayor's Legislative Director/ CFO
 - 9:30 AM – 11:30 AM Long-Term Financial Planning Council Work Session
 - 12:45 PM – 3:40 PM HOLD: CFO Executive Team Interviews
 - 4:00 PM – 4:30 PM City Auditor/ CFO
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▲ **Wed, Nov 7**

- 8:30 AM – 9:30 AM City Treasurer/CFO 1:1
 - 9:30 AM – 10:30 AM City Controller/CFO
 - 9:30 AM – 11:30 AM City Council
 - 10:30 AM – 11:00 AM CFO/CAO Weekly 1:1
 - 11:30 AM – 12:00 PM HR Director/CFO 1:1
 - 1:00 PM – 1:30 PM Risk Manager/CFO Weekly Check-in
 - 2:00 PM – 3:00 PM City Council meeting re: BMP
 - 4:00 PM – 4:15 PM Strategic Communications Manager/ City Treasurer/
CFO
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▲ **Thu, Nov 8**

- 8:30 AM – 11:30 AM VFIGA meeting
 - 1:00 PM – 2:00 PM Chief Procurement Officer/CFO
 - 2:30 PM – 3:00 PM CFO/ HR Director/ City Economist/ CAO
 - 3:00 PM – 4:00 PM BRFS Division Managers Mtg
 - 4:30 PM – 4:40 PM PP&R Finance, Property & Technology Manager/ CFO
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▲ **Fri, Nov 9**

■ All Day vacation

▲ **Mon, Nov 12**

■ All Day Veterans' Day Holiday

▲ **Tue, Nov 13**

- 11:30 AM – 12:00 PM Strategic Communications Manager/ CFO
 - 1:00 PM – 1:30 PM CFO/CAO Weekly 1:1
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▲ **Wed, Nov 14**

- 8:30 AM – 9:00 AM Revenue Division Manager/CFO
 - 9:30 AM – 10:00 AM Chief Procurement Officer/ City Treasurer/ City
Controller/ BRFS Goods Coordinator/ CFO
 - 9:30 AM – 11:30 AM City Council
 - 10:30 AM – 11:30 AM OMF HR Business Partner/ CFO
 - 1:00 PM – 2:00 PM Spectator Venues Financial Advisory Group Quarterly
Meeting
 - 2:00 PM – 3:00 PM City Treasurer/CFO 1:1
 - 3:00 PM – 4:00 PM Procurement Staff Meeting
 - 4:00 PM – 4:30 PM Business Services Group Manager/ CFO
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▲ **Thu, Nov 15**

- 10:00 AM – 11:00 AM City Controller/CFO
 - 11:00 AM – 11:30 AM BRFS Administrative Services Specialist/ City Controller/ CFO
 - 1:00 PM – 2:00 PM Chief Procurement Officer/CFO
 - 2:00 PM – 3:00 PM CFO/DCAO Check-in
 - 3:00 PM – 4:00 PM BTS Technology Business Consultant/CFO monthly check-in
 - 4:30 PM – 5:00 PM City Controller/ CFO
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▲ **Fri, Nov 16**

- 7:30 AM – 8:30 AM CBO Financial Analyst/ CFO - Coffee
 - 9:00 AM – 10:00 AM Assistant Police Chief/ CFO
 - 10:00 AM – 11:00 AM Clean Energy Fund Initial Coordination Meeting
 - 10:30 AM – 11:00 AM Comm. Fish/ City Auditor/ CFO
 - 11:00 AM – 12:00 PM Budget Recommendations
 - 12:15 PM – 12:45 PM Chief Procurement Officer/ Procurement Services Coordinator/ CFO
 - 1:30 PM – 3:00 PM 2018 Leadership Team Meeting
 - 3:30 PM – 4:30 PM PBOT Interim Director and PBOT staff / CFO and BRFS staff
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▲ **Mon, Nov 19**

- 8:30 AM – 9:00 AM OGR Director/ CFO
 - 10:00 AM – 11:00 AM Risk Manager/CFO Check-in
 - 1:30 PM – 2:30 PM Multnomah County CFO/ City CFO check-in
 - 2:30 PM – 3:00 PM Revenue Division Manager/CFO
 - 4:00 PM – 4:30 PM City Economist/ CFO
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▲ **Tue, Nov 20**

- 8:30 AM – 9:00 AM Senior Deputy City Attorney/ City Treasurer/ City Controller/ CFO
 - 9:00 AM – 9:30 AM Interim Risk Manager/ CFO
 - 10:00 AM – 10:30 AM Grants Management Financial Analyst/ CFO
 - 11:00 AM – 12:00 PM City Controller/CFO 1x1
 - 2:00 PM – 3:00 PM TESC Meeting
 - 3:30 PM – 4:30 PM City Treasurer/CFO 1:1
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▲ **Wed, Nov 21**

- All Day vacation
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▲ **Thu, Nov 22**

■ All Day Thanksgiving

▲ **Fri, Nov 23**

■ All Day Holiday

▲ **Mon, Nov 26**

- 8:00 AM – 9:00 AM City Economist/ CFO
 - 10:30 AM – 12:00 PM VF IGA meeting
 - 1:00 PM – 1:30 PM Revenue Division Manager/CFO
 - 2:00 PM – 2:30 PM City Treasurer/ Debt Manager/ City Controller/ CFO
 - 3:00 PM – 3:30 PM PHB Director/ PHB Deputy Director/ CFO phone call
 - 4:30 PM – 6:30 PM TOC
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▲ **Tue, Nov 27**

- 8:30 AM – 9:00 AM CBO Deputy Director/ CFO
 - 9:30 AM – 11:30 AM 311 and Website replacement Council work session
 - 12:00 PM – 12:30 PM CFO/ City Treasurer
 - 1:00 PM – 3:30 PM FPDR Board Meeting
 - 4:00 PM – 5:00 PM DCAO/BRFS/CBO monthly check-in
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▲ **Wed, Nov 28**

- 9:30 AM – 10:00 AM CFO/CAO Weekly 1:1
 - 9:30 AM – 11:30 AM City Council
 - 11:30 AM – 12:00 PM BRFS Administrative Specialist/CFO
 - 1:00 PM – 1:30 PM Risk Manager/CFO Weekly Check-in
 - 2:00 PM – 3:00 PM City Treasurer/CFO 1:1
 - 3:00 PM – 4:00 PM Chief Procurement Officer/CFO
 - 4:00 PM – 5:00 PM Discovery Session: procure-to-pay, meeting #1 (BRFS/ BTS staff)
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▲ **Thu, Nov 29**

- 8:30 AM – 9:00 AM City Controller/ CFO/ CAO
 - 9:00 AM – 10:00 AM URM Core Team meeting
 - 10:00 AM – 11:00 AM City Controller/CFO
 - 10:30 AM – 12:00 PM 2018 Leadership Team Meeting
 - 1:15 PM – 2:15 PM State Legislative Agenda (Mayor's staff/ BRFS staff)
 - 3:30 PM – 4:30 PM OMF Senior Financial Analyst/ CFO
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▲ **Fri, Nov 30**

- 8:00 AM – 10:30 AM vacation
- 11:15 AM – 11:30 AM Present Investment Policy to Chiefs of Staff Meeting
- 12:15 PM – 12:45 PM Financial Policies drafts discussion with CBO staff
- 1:00 PM – 2:00 PM BRFS Division Managers Meeting (reschedule from Thanksgiving week)
- 2:00 PM – 5:00 PM vacation

December 2018

▲ **Mon, Dec 3**

- All Day Jury Duty

▲ **Tue, Dec 4**

- All Day Jury Duty

▲ **Wed, Dec 5**

- All Day Jury Duty
- 8:45 AM – 9:15 AM Comm. Fish/ CFO

▲ **Thu, Dec 6**

- All Day Jury Duty

▲ **Fri, Dec 7**

- 9:00 AM – 12:00 PM Training: Results Based Accountability using a Racial Equity Lens
- 1:00 PM – 1:30 PM Chief Procurement Officer/CFO

▲ **Mon, Dec 10**

- 9:00 AM – 10:00 AM BRFS staff/ BTS Staff re: PCI Compliance Review
- 1:00 PM – 2:00 PM Revenue Division Manager/CFO
- 2:00 PM – 4:00 PM Budget kick-off
- 3:00 PM – 5:00 PM Celebration for Commissioner Dan Saltzman

▲ **Tue, Dec 11**

- 8:00 AM – 8:15 AM Procurement Services Coordinator/ CFO
- 9:30 AM – 11:30 AM Prior Year Performance and Forecast Preview City Council Work Session
- 2:30 PM – 3:30 PM Prosper Portland staff/ CFO

▲ **Wed, Dec 12**

- 8:00 AM – 9:00 AM Webinar - Truth and Integrity in State Budgeting Webinar
 - 9:00 AM – 9:30 AM CBO staff/ BRFS Staff
 - 9:30 AM – 10:00 AM CFO/CAO Weekly 1:1
 - 9:30 AM – 11:30 AM City Council
 - 10:15 AM – 11:00 AM Investments Policy at Council
 - 12:30 PM – 1:00 PM Spectator Facilities & Development Manager/ CFO
 - 1:00 PM – 1:30 PM Risk Manager/CFO Weekly Check-in
 - 1:30 PM – 2:00 PM Procurement Services Coordinator/ CFO
 - 2:00 PM – 2:30 PM VF IGA at Council
 - 2:00 PM – 3:00 PM City Treasurer/CFO 1:1
 - 3:30 PM – 3:35 PM Revenue Division Manager/ CFO
 - 4:00 PM – 5:00 PM Discovery Session: procure-to-pay, meeting #2
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▲ **Thu, Dec 13**

- 9:30 AM – 10:00 AM Comm Fritz/ CFO
 - 11:00 AM – 1:00 PM Clean Energy Fund: City-Community Collaboration
 - 1:00 PM – 2:00 PM Chief Procurement Officer/CFO
 - 2:30 PM – 3:30 PM City Controller/CFO
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▲ **Fri, Dec 14**

- All Day vacation
 - 10:30 AM – 11:30 AM Process Overview and Goal Development Sessions
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▲ **Mon, Dec 17**

- 8:00 AM – 9:00 AM PP&R Director Interviews - Internal Leadership Panel - Bias Awareness Training
 - 11:30 AM – 3:00 PM PP&R Director Interviews - Internal Leadership Panel
 - 3:30 PM – 4:30 PM City Controller/ CFO
 - 4:30 PM – 5:30 PM CFO/DCAO Check-in
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▲ **Tue, Dec 18**

- 9:00 AM – 10:30 AM Leadership Team Meeting
 - 11:00 AM – 12:00 PM BTS Technology Business Consultant/CFO monthly check-in
 - 1:00 PM – 1:45 PM CFO/CAO Weekly 1:1
 - 2:00 PM – 3:00 PM TESC Meeting
 - 4:30 PM – 5:30 PM Financial Planning for SW
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▲ **Wed, Dec 19**

- 9:00 AM – 10:00 AM City Treasurer/CFO 1:1
 - 9:30 AM – 11:30 AM City Council
 - 10:30 AM – 11:00 AM City Controller/CFO
 - 11:00 AM – 12:00 PM OMF HR Business Partner/ CFO
 - 12:30 PM – 1:00 PM Parks staff/ BRFS staff
 - 1:00 PM – 1:30 PM Risk Manager/CFO Weekly Check-in
 - 2:00 PM – 3:00 PM Council Meeting - CAFR Presentation
 - 3:00 PM – 4:00 PM CFO, Prosper Portland/ Executive Director, Prosper Portland/ CFO Quarterly Check-In
 - 4:00 PM – 4:30 PM Procurement administrative services (OMF/CAO staff & BRFS staff)
 - 4:30 PM – 5:00 PM Deputy CAO/ Strategic Projects Manager/ CFO
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▲ **Thu, Dec 20**

- 9:00 AM – 10:00 AM OMF Labor Management Committee
 - 11:00 AM – 12:00 PM Chief Procurement Officer/CFO
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▲ **Fri, Dec 21 - Mon, Dec 24**

■ All Day vacation

▲ **Tue, Dec 25**

■ All Day Christmas holiday

▲ **Wed, Dec 26 – Fri, Dec 28**

■ All Day vacation

▲ **Mon, Dec 31**

- 11:30 AM – 12:00 PM Procurement Design & Construction Coordinator/ CFO
- 1:00 PM – 2:00 PM Risk Manager/CFO Weekly Check-in