








Interim CFO Michelle Kirby Calendar September 6 – 30, 2019






 Busy	 Tentative	 Free
 Out of Office	 Working Elsewhere	 Outside of Working Hours

September 2019



▲ Fri, Sep 6

 All Day Out of Office





▲ Mon, Sep 9

-  9:00 AM – 9:30 AM Daily CAFR Stand-up Meeting
 -  10:00 AM – 11:00 AM Executive Assistant/ Interim CFO Check-in
 -  11:00 AM – 12:00 PM Interim CFO/ CAO Check-in
 -  1:00 PM – 2:00 PM Risk Manager/ Interim CFO Check-in
 -  2:00 PM – 3:00 PM City Treasurer/ Interim CFO Check-in
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▲ Tue, Sep 10

-  9:00 AM – 9:30 AM Daily CAFR Stand-up Meeting
 -  9:30 AM – 10:30 AM Assistant Controller/ Interim CFO Weekly Check-in
 -  11:00 AM – 12:00 PM Revenue Division Manager/ Interim CFO Check-in
 -  12:30 PM – 1:00 PM Interim CFO/ Chief Procurement Officer/ SPOT Manager/ CAO
 -  1:00 PM – 2:00 PM OMF HR Business Partner/ Interim CFO
 -  2:00 PM – 3:00 PM Grants Financial Analyst/ Interim CFO
 -  3:00 PM – 4:00 PM Quarterly Spectator Venues Financial Advisory Group Meeting
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▲ Wed, Sep 11

-  10:00 AM – 11:00 AM CAFR Team Check-in
 -  1:00 PM – 1:30 PM General Audit Discussion w/Moss Adams
 -  4:00 PM – 4:30 PM Grants Principal Financial Analyst/ Interim CFO
 -  5:00 PM – 5:30 PM Sr. Operational Accounting Supervisor/ Interim CFO
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▲ Thu, Sep 12

-  8:30 AM – 9:30 AM Chief Procurement Officer/ Interim CFO Check-in
-  9:00 AM – 9:30 AM Daily CAFR Stand-up Meeting

- 10:00 AM – 11:00 AM Business Operations Leadership Team Meeting
 - 12:00 PM – 1:00 PM Portland Harbor: Core Budget Team
 - 1:00 PM – 1:30 PM Debt Manager/ Interim CFO Check-in
 - 3:00 PM – 4:30 PM BRFS Division Managers Meeting
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▲ **Fri, Sep 13**

- 8:00 AM – 12:00 PM Bureau Directors Off-site meeting
 - 1:00 PM – 2:00 PM CAFR Status Meeting w/ Moss Adams
 - 3:00 PM – 4:30 PM Review RFP Investment Consultant Proposers
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▲ **Mon, Sep 16**

- 9:00 AM – 9:30 AM Daily CAFR Stand-up Meeting
 - 1:00 PM – 1:30 PM Accounting Supervisor/ Interim CFO Check-in
 - 1:30 PM – 2:00 PM PP&R Deputy Director/ PP&R Finance, Property, and Technology Manager/ Interim CFO
 - 3:30 PM – 4:30 PM Portland Harbor Superfund
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▲ **Tue, Sep 17**

- 9:00 AM – 9:30 AM Daily CAFR Stand-up Meeting
 - 9:00 AM – 10:00 AM Leadership Team Meeting
 - 11:00 AM – 12:00 PM BRFS Supervisor Development/Support Group
 - 1:30 PM – 2:00 PM Comm. Fish/ Interim CFO/ CAO Check-in
 - 2:00 PM – 3:00 PM TESC Meeting
 - 2:30 PM – 3:00 PM Assistant Controller/ Interim CFO Check-in
 - 3:00 PM – 3:30 PM HR Employee Relations Manager/ Interim CFO
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▲ **Wed, Sep 18**

- 10:00 AM – 10:30 AM Purchasing Division staff meeting
 - 11:00 AM – 11:30 AM Executive Assistant/ Interim CFO Check-in
 - 11:30 AM – 12:00 PM OMF Bus. Ops. Manager/ Interim CFO
 - 3:30 PM – 4:30 PM Interim CFO/ CAO Check-in
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▲ **Thu, Sep 19**

- 10:30 AM – 11:00 AM Sr. Operational Accounting Supervisor/ Interim CFO
 - 1:00 PM – 1:30 PM Assistant Controller/ Interim CFO
 - ▨ 1:30 PM – 3:00 PM Quarterly COOP Meeting - Alternate facility planning
 - 3:00 PM – 4:00 PM Chief Procurement Officer/ SPOT Manager/ COEP Program Manager/ Interim CFO
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▲ **Fri, Sep 20**

- 8:30 AM – 9:30 AM Information Systems Supervisor/ Assistant Controller/
Information Systems Manager/ Interim CFO
 - 9:30 AM – 10:00 AM Risk Management staff meeting
 - 1:00 PM – 1:30 PM Collective Bargaining Updates
 - 4:30 PM – 5:00 PM Grants Principal Financial Analyst/ Interim CFO
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▲ **Mon, Sep 23**

- 9:00 AM – 9:30 AM Grants Principal Financial Analyst/ Interim CFO
 - 11:00 AM – 12:00 PM Accounting Supervisor/ Interim CFO Check-in
 - 3:00 PM – 4:00 PM Interim CFO/ CAO Check-in
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▲ **Tue, Sep 24**

- 9:00 AM – 9:30 AM Accounting & Grants staff meeting
 - 9:30 AM – 10:00 AM Treasury & Debt staff meeting
 - 10:00 AM – 11:00 AM Monthly Supervisors Coordination Meeting
 - 11:30 AM – 12:00 PM SPOT Manager/ Interim CFO Check-in
 - 1:00 PM – 2:00 PM Assistant Controller/ Interim CFO Check-in
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▲ **Wed, Sep 25**

- 9:00 AM – 10:00 AM Sr. Operational Accounting Supervisor/ Interim CFO
 - 10:00 AM – 10:30 AM COEP Program - Bond Discussion
 - 10:30 AM – 11:00 AM City Treasurer/ Sr. Treasury Analyst/ Sr/ Operational
Accounting Supervisor/ Interim CFO
 - 1:00 PM – 1:30 PM City Treasurer/ Interim CFO
 - 2:00 PM – 2:30 PM Recession Planning Budget Note
 - 2:30 PM – 4:00 PM CAFR - MD&A
 - 4:00 PM – 4:30 PM PCEF/PBA Collaboration Mayor's CoS/ Mayor's Deputy
CoS/ Chief Procurement Officer/ Interim CFO/ CAO
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▲ **Thu, Sep 26**

- 9:30 AM – 10:30 AM Revenue Division Staff Meeting
 - 10:30 AM – 12:30 PM Web Broadcast: GASB Implementation Guides for
Fiduciary Activities and Leases
 - 1:00 PM – 1:30 PM Chief Procurement Officer/ Interim CFO
 - 3:00 PM – 4:30 PM BRFS Division Managers Meeting
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▲ **Fri, Sep 27**

- 9:00 AM – 10:00 AM Grants Principal Financial Analyst/ Interim CFO
- 10:00 AM – 10:30 AM Spectator Venues Program Manager/ City Economist/
Sr. Deputy City Attorney/ Interim CFO
- 11:00 AM – 12:00 PM Portland Building Directors Check-in

- 12:30 PM – 1:00 PM Financial Systems & Training Accountant/ Interim CFO
 - 1:00 PM – 2:30 PM Success Factors - finalize check-ins
 - 1:15 PM – 1:30 PM Interim CFO/ CAO Check-in
 - 2:30 PM – 3:30 PM OMF Bus. Ops. Manager/ Administrative Supervisor/
Interim CFO
 - 3:30 PM – 4:30 PM Interim CFO/DCAO Check-in
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▲ **Mon, Sep 30**

- 9:00 AM – 10:00 AM Revenue Division Manager/ Interim CFO Check-In
 - 11:00 AM – 12:00 PM Risk Manager/ Interim CFO Check-in
 - 1:00 PM – 2:00 PM Multnomah County staff/ Oregon Metro staff/
Travel Portland staff/ City of Portland staff re: IGA
 - 2:30 PM – 3:00 PM Interim CFO/ CAO Check-in
 - 4:15 PM – 5:00 PM Discuss Long-Range Financial Plan with Civic Life
Leadership Team
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