

~ July 2015 ~

Mon	Tue	Wed	Thu	Fri
		<b>1</b> 8:15a-9:15a Portland Building Renovation Project: Project Planning 9:30a-10a PCI/PII Update 10a-10:30a EBS Manager check-in 10:30a-11a BRFS Director check-in 11a-11:30a Professional Meeting/staff 12p-1p Lunch 1:30p-4:30p PF&R Strategic Planning Steering Committee meeting #1	<b>2</b> 8:30a-8:45a OMF Communications/Proj Mngmt Analyst 10:30a-11a Informational Interview 12p-1p Lunch 1p-1:30p BTS Directors Check-in 2:30p-3p OMF Sr. Policy Analyst Weekly Meeting	<b>3</b> Holiday
<b>6</b> 11:30a-12:30p Lunch 12:30p-2p Mayor Hales, Chief O'Dea 2p-2:30p Commr. Saltzman/CAO/CFO 4p-4:50p OMF Check-in with Mayor's Office Chief of Staff	<b>7</b> 8:30a-9a OMF Sr. Bus. Ops. Manager Weekly Meeting 8:45a-9a BTS Leadership Team Meeting 9a-9:30a Informational Interview 9:30a-11a BHR Executive Session 12p-1p Lunch 1:30p-2p Professional Meeting 2p-2:30p Informational Interview	<b>8</b> 8:15a-9:15a Portland Building Renovation Project: Project Planning 9:30a-10a PCI/PII Update 10a-10:30a EBS Manager check-in 11a-11:30a BHR Director Weekly 12p-1p Lunch 3:30p-4:30p VMC	<b>9</b> 8:30a-10a OMF Leadership Team 10a-11a Business Hour Meeting 10:30a-12p P&D Directors Meeting 1p-1:30p BTS Directors Check-in 2:30p-3p OMF Sr. Policy Analyst Weekly Meeting 3p-3:30p BIBS Director Weekly Meeting	<b>10</b> 8:30a-9a BRFS Director check-in 11:30a-12:30p OMF Employee Lunch 1p-2p Personal Appointment 1:30p-2p BTS Director Weekly Meeting
<b>13</b> 9a-10:30a EBS Governance 1p-2:30p Mayor's Office, PDC Check-in 3p-4p Salmon-Safe City project briefing 4p-4:50p OMF Check-in with Mayor's Office Chief of Staff	<b>14</b> 8:30a-9a OMF Sr. Bus. Ops. Manager Weekly Meeting 9:30a-10a EBS/BHR/BRFS Check-in 10a-10:30a Professional Meeting 10:30a-11a Mayor's Policy Advisor 11a-11:30a Commissioner Fish 1p-1:30p BTS Information Syst. Manager 3p-4p Fred Talk: Communications Team Meeting	<b>15</b> 8:15a-9:15a Portland Building Renovation Project: Project Planning 9:30a-10a PCI/PII Update 12p-1p Speaker Series: Diane Fraiman, Partner with Voyager Capital 2p-3p City Atty., CPO, OMF Sr. Policy Analyst 3p-4p BIBS Extended & Core Leadership Team Meeting 4p-4:30p BHR Director Weekly	<b>16</b> 9a-10a OMF LMC Meeting 10a-11:30a PCI/PII Update 1p-1:30p BTS Directors Check-in 2p-3p OMF Sr. Policy Analyst Weekly Meeting 3p-3:30p BRFS Director, Debt Manager, Mayor's Policy Advisor 3:30p-4p Informational Interview	<b>17</b> 8:30a-9a BRFS Director check-in 12p-1p OMF General Information Session 1:30p-2p OMF Sr. Policy Analyst Check-in follow up 2p-2:30p EBS Manager check-in 3p-4p Comm. Novick
<b>20</b> 8a-8:30a BIBS Director Weekly Meeting 8:30a-9:30a OMF Leadership Team 9:30a-11:30a Personal appointment 2:30p-4:30p Building Tour	<b>21</b> 8:30a-9a OMF Sr. Bus. Ops. Manager Weekly Meeting 11a-11:30a Contractor Dev Program Coordinator 1p-2p Tour of the Portland Building 3p-4p Conference Call	<b>22</b> 8:15a-9:15a Portland Building Renovation Project: Project Planning 9:30a-10a PCI/PII Update 10a-10:30a Professional appointment 11a-11:30a BHR Director Weekly 12p-1p Speaker Series: Henry Kraemer, Bus Federation Civic Fund, Program Director 1:30p-2p Climate Action Plan Discussion 2:30p-3p PBOT Asst. Director 3:15p-3:45p Job Shadow Day, meet with job fellows 4p-4:30p Phone meeting	<b>23</b> 9a-10a OMF/CBO Check-in 11:30a-12p EBS Manager check-in 2p-2:30p BRFS Director check-in 2:30p-3p OMF Sr. Policy Analyst Weekly Meeting 3p-3:30p BIBS Director Weekly Meeting 4p-4:30p Mayor's Policy Advisor	<b>24</b> 9a-9:10a CAO budget check-in 10:30a-11a Comm. Fritz 1p-3p Disaster Policy Council Meeting
<b>27</b> 8:30a-9a EBS Manager 9a-10a OMF Leadership Team 10a-11a Portland Building Information Session 11a-12p Mayor's Office 1p-2:30p Portland Building Renovation Advisory Committee 3p-3:30p Informational Interview 4p-4:50p OMF Check-in with Mayor's Office Chief of Staff	<b>28</b> 8a-8:30a Sr. Bus Ops Manager 8:30a-9a OMF Sr. Bus. Ops. Manager Weekly Meeting 9a-12p Citywide Innovation Fair and Strategic Creativity Workshop 9:30a-10a EBS/BHR/BRFS Check-in 12p-1p Speaker Series, Commissioner Novick 1:30p-5p Out of office	<b>29</b> 8:15a-9:15a Portland Building Renovation Project: Project Planning 9:30a-10a PCI/PII Update 10:15a-11:45a Innovation Fund Recommendations to Council 1:30p-4:30p PF&R Strategic Planning Steering Committee meeting #2	<b>30</b> 7:45a-2p Bureau Director's Work Session 3p-3:30p BIBS Director Weekly Meeting 3:30p-4p OMF Sr. Policy Analyst Weekly Meeting 4:30p-5p Chief Janssens	<b>31</b> 9:30a-10:30a Innovation Listening Session: Panelists 3p-5p Personal appointment



~ August 2015 ~

Mon	Tue	Wed	Thu	Fri
<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
9a-11a OMF Leadership Team	8:30a-9a OMF Sr. Bus. Ops. Manager Weekly Meeting	8:15a-9:15a Portland Building Renovation Project: Project Planning	9a-9:30a Professional Meeting	8:30a-9a BRFS Director check-in
11:30a-12p Strategic P&D Analyst	9:15a-9:30a Sr. Bus Ops Manager, Exec. Assistant	9:30a-10a PCI/PII Update	11:30a-1p Bureau Directors Meeting	9:30a-11a Personal Appointment
12p-1p Lunch	10a-11:30a Innovation Listening Session: Proposers	10a-10:30a EBS Manager check-in	1p-1:30p BTS Directors Check-in	12p-1p OMF Employee Lunch
1:30p-2p BHR Training & Development Manager	12p-1p Professional Meeting	10:30a-11:30a B Corp meeting	3p-3:15p BIBS Sr. Management Analyst, Exec. Asst.	1:30p-2p OMF Sr. Policy Analyst Weekly Meeting
2:15p-2:45p BHR Director Weekly	1:30p-2p City Treasurer	12p-1p Speaker Series: Sheila Morgan, Jason Jurjevich -- Institute of Port. Metro Studies		
3p-3:50p OMF Check-in with Mayor's Office Chief of Staff	3p-4p EBS Executive Steering Committee	1p-1:30p Equity Training Opportunities		
	4:15p-4:45p Comm. Fish	1:30p-2p OMF Communications/Proj Mngmt Analyst		
		2:30p-3p OMF Sr. Policy Analyst, EBS Manager		
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
9a-10a OMF Leadership Team	8:30a-9a OMF Sr. Bus. Ops. Manager Weekly Meeting	8:15a-9:15a Portland Building Renovation Project: Project Planning	10a-11a Business Hour Meeting	8:30a-9a BRFS Director check-in
10a-10:30a Comm. Saltzman	9:30a-10a EBS/BHR/BRFS Check-in	9:30a-10a PCI/PII Update	10:30a-12p P&D Directors Meeting	9a-9:30a Housing Director
11:30a-12p PCI Discussion	10:30a-11a Fred Miller/Steve Maser (SVP Portland) Meet	10a-10:30a EBS Manager check-in	1p-1:30p BTS Directors Check-in	10:30a-11:30a Comm. Novick
1p-1:30p Mayor's Policy Advisor	11a-11:30a Professional meeting/Staff	11a-11:30a BHR Director Weekly	2:30p-3p OMF Sr. Policy Analyst Weekly Meeting	12:15p-1:15p OMF Employee Lunch
2p-3p Contractor Dev Program Coordinator	1p-2p Mayor's Office Staff, OMF Sr. Policy Analyst, CPO, City Atty., Strategic P&D Analyst	12p-1p TBD: Speaker Series	3p-3:30p BIBS Sr. Management Analyst	
4p-4:50p OMF Check-in with Mayor's Office Chief of Staff	4p-4:30p OMF Policy Analysts, Strategic P&D Analyst	1:30p-4:30p PF&R Strategic Planning Steering Committee meeting #3	3:45p-4:15p BIBS Director Weekly Meeting	
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
4p-4:50p OMF Check-in with Mayor's Office Chief of Staff	8:30a-9a OMF Sr. Bus. Ops. Manager Weekly Meeting	9:30a-10a PCI/PII Update		
		12p-1p Dr. Scott Burns, PSU Geologist: Speaker Series		
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>
1p-2:30p Mayor's Office, PDC Check-in	8:30a-9a OMF Sr. Bus. Ops. Manager Weekly Meeting	8:15a-9:15a Portland Building Renovation Project: Project Planning	9:30a-10a Comm. Fish	9a-9:30a Informational Interview
3:30p-4p Comm. Fritz	9a-11a City Council Work Session: The Portland Building Renovation	9:30a-10a PCI/PII Update	10:30a-11:30a Professional Meeting	9:30a-10a Informational Interview
4p-4:50p OMF Check-in with Mayor's Office Chief of Staff	9:30a-10a EBS/BHR/BRFS Check-in	10a-10:30a EBS Manager check-in	11:30a-12p OMF Sr. Policy Analyst Weekly Meeting	10:30a-11a OMF/CBO Check-in
	1p-1:30p Professional Meeting	11a-2:30p BIBS All Staff Event	1:30p-2p BTS Directors Check-in	11a-11:30a BIBS Director Weekly Meeting
	2p-4:30p Mayor & Mayor's Office Staff	3p-4p Portland Building Information Session	2:30p-5p Out of Office	12p-1p OMF General Information Session
		4:15p-4:45p BHR Director Weekly		
		5:30p-8:30p MEP Celebration		
<b>31</b>				
9a-11a OMF Leadership Team				
1p-2p BMP Kickoff Meeting				
1:30p-2:30p Comm. Fish				
4p-4:50p OMF Check-in with Mayor's Office Chief of Staff				

~ September 2015 ~

Mon	Tue	Wed	Thu	Fri
	<b>1</b> 8a-8:30a Professional phone meeting/Equity panel 8:30a-9a OMF Sr. Bus. Ops. Manager Weekly Meeting 10a-10:30a EBS Manager check-in 1:30p-2p Facilities Manager, Strategic P&D Analyst	<b>2</b> 8:15a-9:15a Portland Building Renovation Project: Project Planning 9:30a-10a PCI/PII Update 10a-11:45a Personal appointment 12p-1p Speaker Series: Beverly Stein 1:30p-2:30p Commr. Fish	<b>3</b> 9a-9:30a BHR Director Weekly 11:30a-1p Bureau Directors Meeting 3p-3:30p BIBS Director Weekly Meeting 3:30p-4p BTS Directors Check-in	<b>4</b> 9:30a-10a Informational Interview 10a-10:30a Professional meeting 11a-11:30a Comm Saltzman 12p-1p OMF Employee Lunch
<b>7</b> Labor Day Holiday	<b>8</b> 8:30a-9a OMF Sr. Bus. Ops. Manager Weekly Meeting 9:30a-10a EBS/BHR/BRFS Check-in 11a-12p Comm. Fish 2:30p-3p Informational Interview 3:30p-4p Informational Interview	<b>9</b> 8:15a-9:15a Portland Building Renovation Project: Project Planning 9:30a-10a PCI/PII Update 10a-10:30a EBS Manager check-in 10:30a-11a Mayor's COS 1p-2p Professional Meeting 1:30p-4:30p PF&R Strategic Planning Steering Committee meeting #4	<b>10</b> 9a-9:15a Innovation Panel Prep 10a-11a Business Hour Meeting 10:30a-12p P&D Directors Meeting 1p-1:30p BTS Directors Check-in 2p-2:30p Professional meeting 3p-3:30p BIBS Director Weekly Meeting 3:30p-4p Informational Interview 4p-4:30p Professional Meeting, re: Technology Exec. Steering Committee 4:30p-4:45p EBS Manager/BTS Director	<b>11</b> 11a-11:30a Comm. Novick 1p-5p Out of Office
<b>14</b> 8:30a-9a Professional phone meeting 9a-11a OMF Leadership Team 11a-12p BHR Director/Talent and Development Manager 1p-1:30p Mayor's COS 1:30p-4p Innovation Fund Panel Meeting 3p-3:30p Comm. Fish 4p-4:50p OMF Check-in with Mayor's Office Chief of Staff	<b>15</b> 7:30a-8a Strategic P&D Analyst, OMF Communications/Proj. Mngmt. Analyst 8:30a-9a OMF Sr. Bus. Ops. Manager Weekly Meeting 9a-9:15a OMF Sr. Bus Ops Manager, City Controller, EBS Manager, Exec. Asst. 9:30a-11:30a Affordability Work Session 12p-1p Speaker Series: Mayor Hales 1p-1:30p BHR Director, HR Business Partner 1:30p-2p Professional meeting: Equity event panel 2:15p-2:30p Mayor's Policy Advisor	<b>16</b> 8:15a-9:15a Portland Building Renovation Project: Project Planning 9:30a-10a PCI/PII Update 10a-10:30a EBS Manager check-in 10:30a-11a BHR Director Weekly 1:15p-1:45p EBS Team Building/Strategic Planning 2:30p-3p Media	<b>17</b> 9a-10a OMF LMC Meeting 10a-11:30a Post Office Work Session 1p-1:30p BTS Directors Check-in 1:30p-2p Professional meeting/procurement staff 2p-2:15p BTS Director, Water Bureau Director 3p-3:30p BIBS Director Weekly Meeting 4p-4:30p Personal appointment	<b>18</b> 8:30a-9a BRFS Director check-in 12p-1p OMF General Information Session 1:30p-1:40p Professional phone meeting 2p-2:30p Mayor, BRFS Director, Mayor's staff 3p-3:30p Commr Fritz
<b>21</b> 9:30a-10a PREP: Technology ESC Meeting 10a-10:30a EBS/BHR/BRFS Check-in 10:30a-12p OMF Briefing on 2015 Legislative Session 12:30p-1:45p Mayor's Office Staff, PDC Staff 2:15p-2:45p Fall BMP check in	<b>22</b> 7:30a-9:30a AARP OR The Economic Case For Older Adults 8:30a-9a OMF Sr. Bus. Ops. Manager Weekly Meeting 9:30a-10:30a Water Bureau Update on Seismic Resilience Projects 10:30a-11a BHR Director, Training & Development Manager 11a-11:30a BHR System Manager & BHR Finance Manager 11:45a-12p Council Chiefs of Staff Meeting 1:30p-2:30p OMF New Employee Welcome Session 3p-4:30p OMF Advisory Committee Meeting	<b>23</b> 8:15a-9:15a Portland Building Renovation Project: Project Planning 8:45a-9:30a OMF Check-in with Mayor's Office Chief of Staff 9:30a-10a PCI/PII Update 10a-10:30a EBS Manager check-in 10:30a-11a Media 12p-1p OMF Speaker Series: Bob VanBrocklin 1:30p-4:30p PF&R Strategic Planning Steering Committee meeting #5	<b>24</b> 8:30a-9a BTS Directors Check-in 9a-9:30a OMF Sr. Policy Analyst Weekly Meeting 10a-10:30a BIBS Director Weekly Meeting 10:30a-12p P&D Directors meeting 1p-5p Civil Rights in Portland: OMF-wide Equity Training	<b>25</b> 8:30a-9a BRFS Director check-in 11a-12p OMF/CBO Check-in 12p-1p OMF Employee Lunch with Fred Miller
<b>28</b> 9:30a-11:30a OMF Leadership Team 11a-11:30a Professional Meeting 12p-12:15p Media 1p-1:30p OMF Sr. Policy Analyst, CBO Director, City Attorney 1:30p-1:45p Professional meeting 2p-2:15p Media 2:45p-3p Media 4p-4:50p OMF Check-in with Mayor's Office Chief of Staff	<b>29</b> 8:30a-9a BRFS Director, CBO Meet 9a-9:30a OMF Sr. Bus. Ops. Manager Weekly Meeting 10:30a-11:30a Technology Executive Steering Committee 12:30p-12:45p Host Lunch Raffle: Bike commute challenge 1p-1:30p Comm. Fish 2p-3:30p Portland Building Renovation Advisory Committee 3:45p-4:30p BTS Director, CPO, Water Bureau Director, BRFS Director	<b>30</b> 8:15a-9:15a Portland Building Renovation Project: Project Planning 9a-9:30a Strategic P&D Analyst, OMF Policy Analysts 9:30a-10a PCI/PII Update 10a-10:30a EBS Manager check-in 11a-11:30a BHR Director Weekly 11:30a-11:45a Professional meeting 1:30p-4:30p Kimberly Papillon: Implicit Bias (Speaker) MED Week		

