

▲ **Fri, Apr 1**

- 8:30 AM – 9:00 AM OMF/Mayor's COS Check-in
  - 9:00 AM – 9:30 AM GovDelivery/Mayor's COS Alpert/CAO Miller
  - 9:30 AM – 10:30 AM Bus Ops Recognition
  - 10:00 AM – 10:30 AM Informational Interview
  - 10:30 AM – 11:00 AM Professional Meeting
  - 11:00 AM – 11:30 AM Professional Meeting
  - 1:00 PM – 2:00 PM Professional Meeting
  - 2:30 PM – 3:00 PM CAO/OMF Sr Policy Analyst check-in
  - 3:00 PM – 3:30 PM CAO/PBOT Director Meet
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▲ **Mon, Apr 4**

- 9:30 AM – 10:00 AM Data Center Project Check-in
  - 1:00 PM – 2:30 PM MEET: PDC Update Meeting/Mayor Hales
  - 2:30 PM – 3:00 PM Professional Meeting
  - 3:00 PM – 3:30 PM Professional Meeting
  - 4:00 PM – 4:50 PM OMF Check-in with Mayor's Office Chief of Staff
  - 4:00 PM – 5:00 PM BPS Check-In
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▲ **Tue, Apr 5**

- 8:30 AM – 9:00 AM CAO/OMF Sr Bus Ops Manager Check-in
  - 10:00 AM – 10:30 AM EBS/BHR/BRFS Check-in
  - 11:00 AM – 1:00 PM Compassion & Choices Luncheon
  - 1:30 PM – 4:30 PM Portland Building discussion
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▲ **Wed, Apr 6**

- 8:00 AM – 8:15 AM Professional Meeting
- 8:15 AM – 9:15 AM Portland Building Renovation Project: Project Planning
- 10:00 AM – 10:30 AM CAO/EBS Manager check-in
- 11:00 AM – 11:30 AM CAO/BHR Director
- 11:45 AM – 1:00 PM Speaker Series: Tim Nesbitt, The Oregonian
- 1:30 PM – 2:00 PM Professional Meeting

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▲ **Thu, Apr 7**

8:00 AM – 8:30 AM Professional Meeting  
9:00 AM – 9:30 AM Portland Bldg. Pre-Proposal Meeting  
9:30 AM – 10:00 AM Spring BMP response  
10:00 AM – 10:30 AM Professional Meeting  
11:30 AM – 1:00 PM Bureau Directors Meeting  
1:00 PM – 1:30 PM CAO/BTS Directors check-in  
2:30 PM – 3:00 PM CAO/OMF Sr Policy Analyst check-in  
3:30 PM – 4:00 PM CAO/BIBS Director check-in

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▲ **Fri, Apr 8**

8:30 AM – 9:00 AM CAO/CFO Check-in  
9:00 AM – 10:00 AM 1% Opportunities and Enhancements  
1:30 PM – 1:50 PM Path to Leadership Check-in  
2:00 PM – 3:00 PM Mayor  
4:00 PM – 4:25 PM Regular Check in: CAO and Com. Novick

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▲ **Mon, Apr 11**

9:00 AM – 11:00 AM OMF Leadership Team  
1:00 PM – 1:30 PM Professional Meeting  
4:30 PM – 5:00 PM OMF Check-in with Mayor's Office Chief of Staff

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▲ **Tue, Apr 12**

8:30 AM – 9:00 AM TESC Planning  
9:00 AM – 9:30 AM CAO/OMF Sr Bus Ops Manager Check-in  
2:00 PM – 2:10 PM CAO/ Commr Fish  
3:00 PM – 4:30 PM OMF Advisory Committee Meeting

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▲ **Wed, Apr 13**

8:15 AM – 9:15 AM Portland Building Renovation Project: Project Planning  
9:00 AM – 9:30 AM Professional Meeting  
9:30 AM – 10:00 AM Portland Building Reconstruction Planning

10:00 AM – 10:30 AM CAO/EBS Manager check-in  
1:00 PM – 1:30 PM CAO/BHR Director Weekly  
2:00 PM – 2:30 PM CAO/OMF Sr Policy Analyst check-in  
3:00 PM – 4:00 PM Portland Building Information Session

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▲ **Thu, Apr 14**

10:00 AM – 11:00 AM Business Hour Meetings 2016  
11:45 AM – 1:45 PM National Forum of Black Public Administrator  
Corporate Luncheon  
2:00 PM – 4:00 PM Fire Chief retirement celebration

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▲ **Fri, Apr 15**

7:30 AM – 8:00 AM CAO/Spectator Facilities Manger  
8:30 AM – 9:00 AM CAO/CFO Check-in  
9:00 AM – 9:30 AM CAO/BTS Directors check-in  
11:00 AM – 11:15 AM Follow Up on Last Friday's discussion  
11:30 AM – 12:00 PM CAO/BIBS Director check-in  
12:00 PM – 1:00 PM OMF General Information Session

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▲ **Mon, Apr 18**

9:30 AM – 10:00 AM Data Center Project Check-in  
10:00 AM – 10:30 AM Professional Meeting  
2:00 PM – 2:30 PM Special Appropriation Meeting

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▲ **Tue, Apr 19**

8:00 AM – 8:30 AM CAO/OMF Sr Bus Ops Manager Check-in  
10:30 AM – 11:30 AM CBA Outside Review - CAO briefing  
11:30 AM – 12:00 PM CAO/Spectator Facilities Manger

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▲ **Wed, Apr 20**

8:15 AM – 9:15 AM Portland Building Renovation Project: Project Planning  
9:30 AM – 10:00 AM Bureau Directors work session prep  
10:00 AM – 10:30 AM CAO/EBS Manager check-in  
3:00 PM – 3:30 PM Professional Meeting

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▲ **Thu, Apr 21**

- 10:00 AM – 11:00 AM Portland Bldg. Ad Hoc Advisory Committee
  - 2:00 PM – 2:30 PM CAO/CFO Check-in
  - 3:00 PM – 3:30 PM CAO/BTS Directors check-in
  - 3:30 PM – 4:00 PM CAO/BIBS Director check-in
  - 4:00 PM – 4:30 PM CAO/OMF Sr Policy Analyst check-in
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▲ **Fri, Apr 22**

- 9:00 AM – 10:15 AM Speak: Gov. Office Retreat
  - 11:00 AM – 11:30 AM 1% Report to Council check-in
  - 12:15 PM – 1:15 PM City Club Forum Luncheon
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▲ **Mon, Apr 25**

- 9:00 AM – 11:00 AM OMF Leadership Team
  - 11:00 AM – 11:30 AM CAO/OMF Communications/Project Management Analyst/CBD Meet
  - 1:00 PM – 3:00 PM Employer of Choice Champions Circle
  - 3:00 PM – 3:30 PM Professional Meeting
  - 4:00 PM – 4:50 PM OMF Check-in with Mayor's Office Chief of Staff
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▲ **Tue, Apr 26**

- 10:00 AM – 11:00 AM OMF New Employee Welcome Session
  - 2:30 PM – 3:00 PM PP&R Update
  - 3:00 PM – 3:30 PM Professional Meeting
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▲ **Wed, Apr 27**

- 8:15 AM – 9:15 AM Portland Building Renovation Project: Project Planning
  - 9:30 AM – 10:00 AM CAO/OMF Sr Bus Ops Manager Check-in
  - 10:00 AM – 10:30 AM Professional Meeting
  - 11:00 AM – 11:30 AM CAO/BHR Director Weekly
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▲ **Thu, Apr 28**

- 11:00 AM – 11:30 AM CAO/BIBS Director check-in
- 2:00 PM – 2:30 PM CAO/OMF Sr Policy Analyst check-in

3:00 PM – 4:00 PM OMF/CBD Check-in

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▲ **Fri, Apr 29**

8:30 AM – 9:00 AM CAO/CFO Check-in  
9:30 AM – 10:00 AM CAO/CPO , OMF Sr Policy Analyst, Management Analyst  
11:00 AM – 11:30 AM CAO/Commr Fritz

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▲ **Mon, May 2**

9:30 AM – 10:00 AM Data Center Project Check-in  
10:30 AM – 11:00 AM Professional Meeting  
3:00 PM – 4:00 PM Public Works Permitting Follow-up Discussion  
4:00 PM – 4:50 PM OMF Check-in with Mayor's Office Chief of Staff

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▲ **Tue, May 3**

8:30 AM – 9:00 AM CAO/OMF Sr Bus Ops Manager Check-in  
9:00 AM – 9:30 AM CAO/Mayor  
9:30 AM – 10:00 AM Re: 1% OMF/OEHR  
4:00 PM – 5:00 PM BPS Check-In

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▲ **Wed, May 4**

8:15 AM – 9:15 AM Portland Building Renovation Project: Project Planning  
10:00 AM – 10:30 AM CAO/EBS Manager check-in  
11:00 AM – 11:30 AM CAO/BHR Director Weekly  
12:00 PM – 12:45 PM PBOT Bus Ops Retreat: Speak 12:00 - 12:45  
2:00 PM – 2:30 PM Professional Meeting  
4:30 PM – 5:00 PM CAO/ESD

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▲ **Thu, May 5**

9:00 AM – 10:00 AM 1 % for Community Opportunities and Enhancements  
12:00 PM – 1:30 PM OAME Trade Show Luncheon  
2:30 PM – 3:00 PM CAO/OMF Sr Policy Analyst check-in  
3:00 PM – 3:30 PM CAO/CFO Check-in  
3:30 PM – 4:00 PM CAO/BIBS Director check-in

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▲ **Fri, May 6**

- 9:00 AM – 9:30 AM TESC Agenda Planning
  - 9:30 AM – 10:00 AM CAO/BTS Directors check-in
  - 11:15 AM – 12:30 PM Speak at Portland Business Alliance Public Service Training Program Day
  - 12:00 PM – 1:00 PM All-user Restroom Presentation
  - 1:00 PM – 1:30 PM CAO/OMF CAO/CFO Rust
  - 2:30 PM – 3:00 PM CAO/OEHR
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▲ **Mon, May 9**

- 9:00 AM – 11:00 AM OMF Leadership Team
  - 12:00 PM – 12:25 PM CAO/Com. Novick
  - 2:00 PM – 2:30 PM Professional Meeting
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▲ **Tue, May 10**

- 8:30 AM – 9:00 AM CAO/OMF Sr Bus Ops Manager
  - 10:00 AM – 11:00 AM CAO/City Attorneys
  - 12:30 PM – 1:00 PM CAO/ Commr Fish
  - 1:30 PM – 2:00 PM Portland Building Meeting/Commr Fritz
  - 2:00 PM – 3:00 PM Housing RFP
  - 3:00 PM – 4:30 PM OMF Advisory Committee Meeting
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▲ **Wed, May 11**

- 8:15 AM – 9:15 AM Portland Building Renovation Project: Project Planning
  - 10:00 AM – 10:30 AM CAO/EBS Manager check-in
  - 2:00 PM – 3:00 PM FirstNet
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▲ **Thu, May 12**

- 9:30 AM – 10:30 AM Portland Building Information Session
- 10:00 AM – 11:00 AM Business Hour Meeting
- 1:00 PM – 1:30 PM CAO/BTS Directors check-in
- 2:45 PM – 3:00 PM Meet and Greet
- 3:00 PM – 3:30 PM CAO/OMF Sr Policy Analyst check-in
- 3:30 PM – 4:00 PM CAO/BIBS Director check-in

4:00 PM – 4:30 PM Informational Interview

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▲ **Fri, May 13**

8:30 AM – 9:00 AM CAO/CFO Check-in

9:00 AM – 10:00 AM Informational Interview

10:00 AM – 10:30 AM What Works Cities - Pre-brief

11:30 AM – 12:00 PM Informational Interview

3:30 PM – 4:00 PM Professional Meeting

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▲ **Mon, May 16**

9:00 AM – 9:30 AM CAO/BHR Director

10:30 AM – 11:00 AM Professional Meeting

12:00 PM – 1:00 PM Speaker Series: Ndamukong Suh

12:25 PM – 1:55 PM PDC Update Meeting/Mayor Hales

4:00 PM – 4:50 PM OMF Check-in with Mayor's Office Chief of Staff

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▲ **Tue, May 17**

8:30 AM – 9:00 AM CAO/OMF Sr Bus Ops Manager Check-in

9:00 AM – 12:30 PM What Works Cities Site Visit

11:30 AM – 1:30 PM Neil OMF Communications/Project Management Analyst  
Memorial Scholarship Awards Luncheon

3:00 PM – 3:30 PM CAO/ Sr Bus Ops Manager

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▲ **Wed, May 18**

8:15 AM – 9:15 AM Portland Building Renovation Project: Project Planning

9:00 AM – 9:30 AM Special Appropriations Meeting

10:00 AM – 10:30 AM CAO/EBS Manager check-in

10:30 AM – 11:00 AM Professional Meeting

11:45 AM – 1:00 PM Speaker Series- Ron Morgan, Dove Lewis Emergency  
Pet Hospital

2:00 PM – 2:30 PM Professional Meeting

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▲ **Thu, May 19**

11:30 AM – 1:00 PM Bureau Directors Meeting

1:00 PM – 1:30 PM CAO/BTS Directors check-in

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▲ **Fri, May 20**

- 2:00 PM – 2:30 PM CAO/Facilities Construction Proj Mgr
  - 2:30 PM – 3:00 PM CAO/BIBS Director check-in
  - 3:00 PM – 3:30 PM Informational Interview
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▲ **Mon, May 23**

- 9:00 AM – 11:00 AM OMF Leadership Team
  - 1:00 PM – 1:30 PM OMF Check-in with Mayor's Office Chief of Staff
  - 2:00 PM – 2:30 PM Daycare Ordinance
  - 2:30 PM – 3:00 PM 1% for Community Opportunities and Enhancements
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▲ **Tue, May 24**

- 8:30 AM – 9:00 AM CAO/OMF Sr Bus Ops Manager Check-in
  - 10:00 AM – 11:00 AM OMF New Employee Welcome Session
  - 1:30 PM – 4:00 PM Portland Building Visioning with CAO
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▲ **Wed, May 25**

- 8:15 AM – 9:15 AM Portland Building Renovation Project: Project Planning
  - 9:30 AM – 10:00 AM CAO/BHR Director Weekly
  - 10:00 AM – 10:30 AM CAO/EBS Manager check-in
  - 1:00 PM – 1:30 PM BTS Roles- Portland Building Renovation Project
  - 3:30 PM – 4:00 PM Professional Meeting
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▲ **Thu, May 26**

- 9:00 AM – 10:00 AM OMF/CBO Check-in
  - 10:30 AM – 12:00 PM P&D Directors meeting
  - 12:00 PM – 1:00 PM OMF Speaker Series: Aaron Hurst, Imperative Oregon
  - 1:00 PM – 1:30 PM CAO/BTS Directors check-in
  - 2:00 PM – 2:30 PM CAO/ COS
  - 2:30 PM – 3:00 PM CAO/OMF Sr Policy Analyst check-in
  - 3:30 PM – 4:00 PM CAO/BIBS Director check-in
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▲ **Fri, May 27**

- 8:30 AM – 9:00 AM CAO/CFO Check-in
  - 12:00 PM – 1:00 PM OMF-General Information Session
  - 1:00 PM – 1:30 PM Professional Meeting
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▲ **Mon, May 30**

All Day Memorial Day

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▲ **Tue, May 31**

- 9:30 AM – 10:00 AM EBS/BHR/BRFS Check-in
  - 11:00 AM – 11:30 AM Pre-Briefing on City Financial Condition and Forecast
  - 2:15 PM – 2:45 PM Bus Ops Manager/CAO Check in
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June 2016

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▲ **Wed, Jun 1**

- 7:45 AM – 8:15 AM CAO/OMF Sr Bus Ops Manager Check-in
  - 8:15 AM – 9:15 AM Portland Building Renovation Project: Project Planning
  - 10:00 AM – 10:30 AM CAO/EBS Manager check-in
  - 11:00 AM – 11:30 AM CAO/BHR Director Weekly
  - 11:30 AM – 11:45 AM PBOT Asst Director meet
  - 11:45 AM – 1:00 PM Speaker Series: Mary Monnat, Lifeworks NW
  - 2:30 PM – 3:00 PM CFO Innovation Fund Meeting
  - 3:00 PM – 3:30 PM OMF Sr Policy Analyst
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▲ **Thu, Jun 2**

- 7:45 AM – 2:00 PM Bureau Directors Meeting
  - 2:30 PM – 3:00 PM CAO/OMF Sr Policy Analyst check-in
  - 3:30 PM – 4:00 PM CAO/BIBS Director check-in
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▲ **Fri, Jun 3**

- 8:30 AM – 9:00 AM CAO/CFO Check-in
- 10:00 AM – 10:30 AM CBA/CAO

10:30 AM – 11:00 AM Professional Meeting  
12:00 PM – 2:00 PM Professional Lunch

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▲ **Mon, Jun 6**

9:00 AM – 11:00 AM OMF Leadership Team  
11:00 AM – 11:30 AM CAO/WBD  
12:00 PM – 12:15 PM CAO/ Commr Fish  
2:00 PM – 2:30 PM CAO/Sr Bus Ops Mgr  
4:00 PM – 5:00 PM CAO/BIBS Director

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▲ **Tue, Jun 7**

8:30 AM – 9:00 AM CAO/OMF Sr Bus Ops Manager Check-in  
10:30 AM – 11:00 AM CAO Miller/Commr Fritz  
11:00 AM – 12:00 PM OMF Check-in with Mayor's Office Chief of Staff  
2:00 PM – 3:00 PM Equity, Inclusion and Diversity Plan  
3:00 PM – 3:30 PM Professional Meeting

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▲ **Wed, Jun 8**

8:15 AM – 9:15 AM Portland Building Renovation Project: Project Planning  
9:00 AM – 10:00 AM Professional Meeting  
10:00 AM – 10:30 AM CAO/EBS Manager  
11:00 AM – 11:30 AM CAO/BHR Director  
2:00 PM – 3:00 PM Portland Building Information Session  
3:00 PM – 3:30 PM SAP Project - OMF Facilities Management  
3:30 PM – 4:00 PM CAO/WBD

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▲ **Thu, Jun 9 – Fri, Jun 10**

All Day Out of Office

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▲ **Mon, Jun 13 – Fri, Jun 17**

All Day Out of Office

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▲ **Mon, Jun 20**

9:00 AM – 11:00 AM OMF Leadership Team

2:00 PM – 2:30 PM Professional Meeting  
2:30 PM – 3:00 PM CAO/ESD  
3:30 PM – 3:55 PM CAO and Commr. Novick  
3:30 PM – 4:00 PM Legislative briefing - 2016 wrap up; 2017 look ahead  
4:00 PM – 4:50 PM OMF Check-in with Mayor's Office Chief of Staff

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▲ **Tue, Jun 21**

8:30 AM – 9:00 AM CAO/OMF Sr Bus Ops Manager Check-in  
9:30 AM – 10:00 AM CAO/Facilities Const Proj Mgr  
11:30 AM – 11:45 AM Citywide Continuity of Opportunity  
1:30 PM – 2:00 PM CAO Meet: EBS Manager and CTO

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▲ **Wed, Jun 22**

8:15 AM – 9:15 AM Portland Building Renovation Project: Project Planning  
11:00 AM – 11:30 AM CAO/BHR Director Weekly

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▲ **Thu, Jun 23**

7:00 AM – 8:00 AM Professional Meeting  
8:00 AM – 9:00 AM Professional Meeting  
9:00 AM – 10:00 AM HR2.02 Refresher for Managers & Supervisors  
10:00 AM – 10:30 AM 1% Regional Approach  
10:30 AM – 12:00 PM P&D Directors meeting  
1:00 PM – 1:30 PM CAO/BTS Directors check-in  
2:30 PM – 3:00 PM CAO/OMF Policy Analyst check-in  
3:00 PM – 3:30 PM Professional Meeting  
3:30 PM – 4:00 PM CAO/BIBS Director check-in  
4:30 PM – 5:00 PM Professional Meeting  
5:00 PM – 5:45 PM Daycare Center: Parents Meeting

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▲ **Fri, Jun 24**

8:30 AM – 9:00 AM CAO/CFO Check-in  
9:00 AM – 12:30 PM Climate Change-Driven Migration: Public Plenary Session  
3:00 PM – 3:30 PM CAO/ COS

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▲ **Mon, Jun 27**

- 9:30 AM – 10:00 AM Data Center Project Check-in
  - 10:00 AM – 10:30 AM Professional Meeting
  - 10:30 AM – 11:00 AM Professional Meeting
  - 1:00 PM – 3:00 PM Employer of Choice Champions Circle
  - 4:00 PM – 4:50 PM OMF Check-in with Mayor's Office Chief of Staff
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▲ **Tue, Jun 28**

- 8:30 AM – 9:00 AM CAO/OMF Sr Bus Ops Manager Check-in
  - 9:30 AM – 10:00 AM EBS/BHR/BRFS Check-in
  - 10:00 AM – 10:30 AM CAO/ Commr Fish
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▲ **Wed, Jun 29**

- 8:15 AM – 9:15 AM Portland Building Renovation Project: Project Planning
  - 9:45 AM – 10:00 AM Professional Meeting
  - 10:00 AM – 10:30 AM Professional Meeting
  - 10:30 AM – 11:00 AM CAO/EBS Manager check-in
  - 11:00 AM – 11:30 AM CAO/BHR Director Weekly
  - 11:30 AM – 12:00 PM CAO, PBOT Director & PBOT Asst Director Meet
  - 1:00 PM – 2:00 PM CAO/BIBS Director
  - 3:00 PM – 4:00 PM OMF/CBO Check-in
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▲ **Thu, Jun 30**

- 9:00 AM – 10:00 AM Business Operations Division staff recognition
  - 1:00 PM – 1:30 PM CAO/BTS Directors check-in
  - 2:30 PM – 3:00 PM CAO/OMF Policy Analyst check-in
  - 3:30 PM – 4:00 PM CAO/BIBS Director check-in
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