

▲ **Fri,
July
1**

- 9:00 AM – 9:30 AM Chief Mike Myers/CAO Meet and Greet
 - 10:00 AM – 11:30 AM Audit Meeting: Portland Building Reconstruction Project
 - 11:30 AM – 12:00 PM CAO/Comm Saltzman
 - 1:30 PM – 2:00 PM CAO meet w/ Amy Herzfeld
 - 3:00 PM – 3:30 PM Meet/PBOT Deputy Director
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▲ **Mon, Jul 4**

■ All Day Holiday

▲ **Tue, Jul 5**

- 10:00 AM – 11:00 AM OMF Leadership Team
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▲ **Wed, Jul 6**

- 8:15 AM – 9:15 AM Portland Building Renovation Project: Project Planning
 - 9:30 AM – 10:00 AM CAO/Sr Business Operations Manager Check-in
 - 10:00 AM – 10:30 AM CAO/EBS Manager check-in
 - 11:00 AM – 11:30 AM CAO/BHR Director Weekly
 - ▨ 4:00 PM – 4:30 PM Professional Meeting
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▲ **Thu, Jul 7**

- 8:30 AM – 11:30 AM Rose Quarter Steering Committee
 - 11:30 AM – 1:00 PM Bureau Directors Meeting
 - 2:30 PM – 3:00 PM CAO/Policy Manager check-in
 - 3:30 PM – 4:00 PM CAO/BIBS Director check-in
 - 4:00 PM – 4:30 PM Professional Meeting
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▲ **Fri, Jul 8**

- ▨ 9:00 AM – 10:00 AM FW: FEMA BiOp Implementation
- 12:00 PM – 1:00 PM OMF: Employee Brown Bag Lunch with CAO
- 2:45 PM – 3:15 PM Professional Meeting
- 4:00 PM – 4:25 PM Regular Check in: CAO and Com. Novick

▲ **Mon, Jul 11**

- 8:00 AM – 8:30 AM CAO/BTS Directors check-in
 - 9:00 AM – 10:00 AM Portland Building-Remote Locations
 - 10:00 AM – 10:30 AM CAO/BHR Site Team Manager
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▲ **Tue, Jul 12**

- 11:30 AM – 12:00 PM MEET: CAO and Comm Saltzman
 - 2:00 PM – 2:30 PM Portland Building Community Oversight
 - 2:45 PM – 3:15 PM CAO/PBOT Deputy Director Meet: Follow up
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▲ **Wed, Jul 13**

- 7:30 AM – 8:15 AM OMF Strategic Planning
 - 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
 - 2:00 PM – 4:00 PM State of Emergency Debrief
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▲ **Thu, Jul 14**

- 9:00 AM – 10:00 AM CAO/Wajdi Said
 - 10:00 AM – 11:00 AM Business Hour Meetings 2016
 - 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/Policy Manager check-in
 - 3:30 PM – 4:00 PM CAO/BIBS Director check-in
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▲ **Fri, Jul 15**

- 8:30 AM – 9:00 AM CAO/CFO Check-in
- 11:15 AM – 11:45 AM Outside Community Management and Maintenance
- 1:30 PM – 2:00 PM Phone Informational Interview

▲ **Mon, Jul 18**

- 9:00 AM – 11:00 AM OMF Leadership Team
- 11:00 AM – 12:00 PM MEET: PDC Check-In (Jillian)

- 1:30 PM – 2:00 PM CAO/CFO & Comm Saltzman
- 3:30 PM – 4:00 PM Speaker Series- Fall Planning
- 4:00 PM – 4:50 PM OMF Check-in with Mayor's Office Chief of Staff

▲ **Tue, Jul 19**

- 8:30 AM – 9:00 AM CAO/Sr Business Operations Manager Check-in
 - 10:00 AM – 11:00 AM Portland Building Information Session
 - 11:00 AM – 11:30 AM Informational Interview
 - 1:00 PM – 1:30 PM Meet with Communications Manager
 - 2:00 PM – 3:00 PM TESC Meeting
 - 3:00 PM – 4:30 PM Audit Milestone Meeting: Portland Building Reconstruction Planning
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▲ **Wed, Jul 20**

- 8:15 AM – 9:15 AM Portland Building Renovation Project: Project Planning
 - 11:00 AM – 11:30 AM CAO/BHR Director Weekly
 - 1:00 PM – 1:30 PM CHECK IN: CAO Miller, RE: Portland Building
 - 1:00 PM – 1:30 PM TPB meeting with Commr. Novic
 - 1:30 PM – 2:30 PM Portland Building Community Oversight Committee Meeting
 - 3:00 PM – 3:45 PM Job Shadow Day
 - 4:00 PM – 4:30 PM Technology Update
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▲ **Thu, Jul 21**

- 9:00 AM – 9:30 AM Informational Interview
 - 9:30 AM – 10:30 AM Ad Hoc Advisory Committee Meeting for the Portland Building Reconstruction
 - 10:30 AM – 11:00 AM CAO/EBS Manager check-in
 - 11:00 AM – 11:30 AM Informational Interview
 - 1:15 PM – 1:45 PM Council Briefing: Commr Fish
 - 2:00 PM – 2:30 PM CAO/Mayor Hales
 - 2:30 PM – 3:00 PM CAO/Policy Manager check-in
 - 3:30 PM – 4:00 PM CAO/BIBS Director check-in
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▲ **Fri, Jul 22**

- 8:30 AM – 9:00 AM CAO/CFO Check-in

- 9:30 AM – 10:00 AM CAO/ Comm CoS
 - 10:45 AM – 11:45 AM CAO/Ted Wheeler Transition Meeting
 - 12:00 PM – 1:00 PM OMF General Information Session with CAO Miller
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▲ **Mon, Jul 25**

- 9:00 AM – 9:30 AM Informational Interview
 - 10:00 AM – 10:15 AM Phone call: Discuss Council Presentation for 1%
 - 1:00 PM – 1:30 PM Council Briefing
 - 2:00 PM – 2:30 PM CAO/Sr Business Operations Manager Check-in
 - 4:00 PM – 4:50 PM OMF Check-in with Mayor's Office Chief of Staff
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▲ **Tue, Jul 26**

- 9:00 AM – 10:30 AM *ATTEND: GATR Session, Police Staffing (DeBHR Director/Tera) 9-10:30 am
 - 10:30 AM – 11:00 AM Council Prep - The Portland Building
 - 1:00 PM – 2:00 PM OMF New Employee Welcome Session
 - 2:00 PM – 2:30 PM Council Briefing for OMF
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▲ **Wed, Jul 27**

- 8:15 AM – 9:15 AM Portland Building Renovation Project: Project Planning
 - 9:30 AM – 10:00 AM CAO/Andy Cotugno & Alando Simpson/Oregon Transportation Commission
 - 10:15 AM – 11:00 AM Time Certain - TPB Reconstruction and Bonds
 - 11:00 AM – 11:30 AM CAO/BHR Director Weekly
 - 1:00 PM – 1:30 PM CoS Check in
 - 2:00 PM – 2:30 PM EBS/BHR/BREFS Check-in
 - 3:00 PM – 3:30 PM Monthly Portland Harbor Update
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▲ **Thu, Jul 28**

- 9:00 AM – 10:00 AM OMF/CBO Check-in
 - 12:30 PM – 1:30 PM OMF check in CoS
 - 1:00 PM – 1:30 PM CAO/BTS Directors check-in
 - 2:30 PM – 3:00 PM CAO/Policy Manager check-in
 - 3:00 PM – 3:30 PM Check in/Sr Bus Ops Manager
 - 3:30 PM – 4:00 PM CAO/BIBS Director check-in
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▲ **Fri, Jul 29**

- 8:30 AM – 9:00 AM CAO/CFO Check-in
 - 9:00 AM – 10:30 AM Disaster Policy Council Meeting
 - 11:00 AM – 12:00 PM CAO/Ray Leary Meeting
 - 2:00 PM – 2:30 PM Follow up on CBA Structure
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August 2016

▲ **Mon, Aug 1**

- 9:00 AM – 11:00 AM OMF Leadership Team
 - 3:30 PM – 4:00 PM CAO Miller/Commr Fritz
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▲ **Tue, Aug 2**

- 8:30 AM – 9:00 AM CAO/Sr Business Operations Manager Check-in
 - 10:30 AM – 11:00 AM check in CAO/BOM
 - 11:30 AM – 12:00 PM Informational Interview
 - 3:00 PM – 4:00 PM OMF Strategic Planning
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▲ **Wed, Aug 3**

- 8:30 AM – 10:30 AM Smart Start Kick-off
 - 11:00 AM – 11:30 AM CAO/BHR Director Weekly
 - 1:30 PM – 2:00 PM CAO/EBS Manager check-in
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▲ **Thu, Aug 4**

- 9:00 AM – 9:30 AM CAO/CFO Check-in
 - 9:30 AM – 10:00 AM Informational Interview
 - 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/Policy Manager check-in
 - 3:30 PM – 4:00 PM CAO/BIBS Director check-in
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▲ **Fri, Aug 5**

■ 10:00 AM – End of Day Out of Office

▲ **Mon, Aug 8 – Fri, Aug 12**

■ All Day Out of Office

▲ **Mon, Aug 15**

- 9:00 AM – 11:00 AM OMF Leadership Team
 - 12:30 PM – 2:00 PM PPB Update Meeting
 - 2:30 PM – 3:30 PM Informational Interview
 - 4:00 PM – 4:50 PM OMF Check-in with Mayor's Office Chief of Staff
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▲ **Tue, Aug 16**

- 8:30 AM – 9:00 AM CAO/Sr Business Operations Manager Check-in
 - 9:30 AM – 9:50 AM PBOT Deputy Director/CAO
 - 2:00 PM – 3:00 PM TESC Meeting
 - 3:00 PM – 3:30 PM TESC agenda planning
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▲ **Wed, Aug 17**

- 8:15 AM – 9:15 AM Portland Building Renovation Project: Project Planning
 - 10:00 AM – 11:00 AM Multnomah Co Sherriff Swearing In and Reception
 - 11:00 AM – 11:30 AM CAO/BHR Director Weekly
 - 12:00 PM – 1:00 PM Information Security Lunch and Learn
 - 1:00 PM – 1:30 PM CAO/EBS Manager check-in
 - 1:30 PM – 2:00 PM CAO/ Tom Rinehart Meeting
 - 2:00 PM – 3:00 PM Portland Building Information Session
 - 3:00 PM – 4:00 PM Leadership and Management
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▲ **Thu, Aug 18**

- 10:00 AM – 11:00 AM *MEET: Mayor Elect/OMF/Mayor/CoS
 - 1:00 PM – 1:30 PM CAO/BTS Directors check-in
 - 2:30 PM – 3:00 PM CAO/Policy Manager check-in
 - 3:30 PM – 4:00 PM CAO/BIBS Director check-in
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▲ **Fri, Aug 19**

- 8:30 AM – 9:00 AM CAO/CFO Check-in
 - 12:00 PM – 1:00 PM OMF General Information Session with CAO Miller
 - 1:30 PM – 2:30 PM CAO Miller, OMF and Kurt Creager, PHB
 - 3:00 PM – 3:30 PM Informational Interview
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▲ **Mon, Aug 22**

- 9:30 AM – 10:00 AM Data Center Project Check-In
 - 10:30 AM – 11:00 AM Private 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, Aug 23**

- 8:30 AM – 9:00 AM CAO/Sr Business Operations Manager Check-in
 - 9:30 AM – 10:00 AM EBS/BHR/BRFS Check-in
 - 10:00 AM – 11:00 AM OMF New Employee Welcome Session
 - 11:30 AM – 11:45 AM Strategic Plan Forecast
 - 1:00 PM – 1:30 PM CAO/Rhonnda Parsons Edmiston
 - 1:30 PM – 2:00 PM CAO/ Noah Enelow (Ecotrust)
 - 2:30 PM – 3:00 PM Portland Building Concept Discussion
 - 3:30 PM – 5:00 PM Out of Office
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▲ **Wed, Aug 24**

- 9:00 AM – 10:00 AM BIBS Annual All Staff meeting
 - 2:00 PM – 3:00 PM FW: US DOE Loan Program / Portland Visit
 - 3:30 PM – 4:00 PM BHR Director/CAO Meeting
 - 4:00 PM – 4:30 PM CAO/EBS Manager check-in
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▲ **Thu, Aug 25**

- 8:30 AM – 4:00 PM TPB Reconstruction Project: Workplace Visioning and Goal Setting
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▲ **Fri, Aug 26**

- 11:30 AM – 12:00 PM Meet w/ Annie Re: Portland Harbor

- 12:00 PM – 1:00 PM OMF Brown Bag Lunch
 - 1:30 PM – 2:00 PM CAO/BIBS Director check-in
 - 2:30 PM – 3:00 PM CAO/Policy Manager check-in
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▲ **Mon, Aug 29**

- 9:00 AM – 11:00 AM OMF Leadership Team
 - 1:30 PM – 2:00 PM CAO/BTS Directors check-in
 - 3:00 PM – 3:50 PM OMF Check-in with Mayor's Office Chief of Staff
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▲ **Tue, Aug 30**

- 8:30 AM – 9:00 AM CAO/Sr Business Operations Manager Check-in
 - 10:30 AM – 11:00 AM CAO/Comm Fish
 - 1:00 PM – 2:00 PM Reports to council - KB and Interstate
 - 3:00 PM – 4:00 PM OMF/CBO Check-in
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▲ **Wed, Aug 31**

- 8:15 AM – 9:15 AM Portland Building Renovation Project: Project Planning
 - 10:00 AM – 10:30 AM CAO/EBS Manager check-in
 - 11:15 AM – 11:45 AM Travel time
 - 11:30 AM – 1:00 PM Transportation Round Table Discussion
 - 2:00 PM – 2:30 PM CAO/BHR Director Weekly
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September 2016

▲ **Thu, Sep 1**

- 8:00 AM – 8:30 AM Informational Interview
 - 11:30 AM – 1:00 PM Bureau Directors Meeting
 - 2:30 PM – 3:00 PM CAO/Policy Manager check-in
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▲ **Fri, Sep 2**

- 8:30 AM – 9:00 AM CAO/CFO Check-in
 - 2:00 PM – 2:30 PM CAO Miller/Commr Fritz
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▲ **Mon, Sep 5**

■ All Day Labor Day

▲ **Tue, Sep 6**

- 8:30 AM – 9:00 AM CAO/Sr Business Operations Manager Check-in
 - 2:00 PM – 3:00 PM OMF Small Bureau Check-in
 - 3:00 PM – 3:30 PM Meet re: Springwater Corridor
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▲ **Wed, Sep 7**

- 8:00 AM – 8:15 AM CAO/Spectator Facilities Manager Meet
 - 8:15 AM – 9:15 AM Portland Building Renovation Project: Project Planning
 - 9:30 AM – 10:00 AM Solution Recommendation to CAO & CFO: Cert. of Insurance Mgmt. Project
 - 11:00 AM – 11:30 AM CAO/BHR Director Weekly
 - 12:00 PM – 1:00 PM OMF Speaker Series: Bill Dickey, Morel Ink
 - 2:00 PM – 3:00 PM OMF Check-in with Mayor's Office Chief of Staff
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▲ **Thu, Sep 8**

- 8:00 AM – 8:30 AM PBOT Deputy Director
 - 10:00 AM – 11:00 AM Business Hour Meetings 2016
 - 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/Policy Manager check-in
 - 4:00 PM – 4:25 PM Regular Check in: CAO Miller and Com. Novick
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▲ **Fri, Sep 9**

- 8:30 AM – 9:00 AM CAO/CFO Check-in
 - 9:00 AM – 9:30 AM CAO/BIBS Director check-in
 - 10:00 AM – 10:30 AM CAO/EBS Manager check-in
 - 11:00 AM – 12:00 PM FW: MEET: Water Bureau Check-In
 - 12:00 PM – 5:00 PM Out of Office
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▲ **Mon, Sep 12**

- 8:30 AM – 9:00 AM FW: PBOT's Traffic Signal Data Center and The Portland Building
 - 9:00 AM – 11:00 AM OMF Leadership Team
 - 10:30 AM – 11:00 AM Com Saltzman/CAO
 - 11:00 AM – 11:30 AM Informational Interview
 - 12:30 PM – 1:30 PM *MEET: PPB/DEBHR DIRECTOR Bi-Weekly Update Meeting (DeBHR Director)
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▲ **Tue, Sep 13**

- 7:30 AM – 8:00 AM CAO/Sr Business Operations Manager Check-in
 - 9:00 AM – 9:30 AM Worksystems Meeting
 - 10:00 AM – 11:00 AM Fleet Storage Options
 - 11:00 AM – 12:00 PM Portland Building Policy Items Discussion
 - 1:00 PM – 1:30 PM CAO/Debt Manager BES
 - 2:00 PM – 3:30 PM Budget Process Debrief
 - 3:30 PM – 4:30 PM OMF Advisory Committee - September Meeting
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▲ **Wed, Sep 14**

- 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 – 1:00 PM OMF Speaker Series: Elisa Dozono, Miller Nash Attorneys at Law
 - 1:30 PM – 2:30 PM Transition follow up
 - 2:30 PM – 3:30 PM OMF budget briefing
 - 3:30 PM – 4:00 PM CBA Session
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▲ **Thu, Sep 15**

- 1:00 PM – 1:30 PM CAO/BTS Directors check-in
 - 2:00 PM – 2:30 PM CAO/Policy Manager check-in
 - 3:30 PM – 4:00 PM CAO/BIBS Director check-in
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▲ **Fri, Sep 16**

- 8:30 AM – 9:00 AM CAO/CFO Check-in
- 10:00 AM – 11:00 AM Equity Inclusion and Diversity Plan
- 11:00 AM – 11:30 AM CAO/Water Director

- 12:00 PM – 1:00 PM OMF General Information Session with CAO Miller
 - 2:30 PM – 3:00 PM CAO/Water Deputy Director
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▲ **Mon, Sep 19**

- 9:00 AM – 9:30 AM City County IT Intro
 - 11:30 AM – 12:00 PM MEET: CAO Miller, City Attorney, Water Director
 - 12:00 PM – 1:00 PM *MEET: Unreinforced Masonry Update and Disaster Policy Follow-up 12-1 pm
 - 1:00 PM – 2:30 PM *MEET: PDC Update Meeting/Mayor Hales Bi-Weekly
 - 4:00 PM – 4:30 PM *MEET: CAO Miller: Water/CBA's
 - 4:00 PM – 4:50 PM OMF Check-in with Mayor's Office Chief of Staff
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▲ **Tue, Sep 20**

- 8:30 AM – 12:30 PM TPB Reconstruction Project: Workplace Programming Alignment
 - 2:00 PM – 3:00 PM TESC Meeting
 - ▨ 2:30 PM – 4:00 PM Accounting Advisory Committee
 - 3:00 PM – 3:30 PM CAO/Sr Business Operations Manager Check-in
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▲ **Wed, Sep 21**

- 8:15 AM – 9:15 AM Portland Building Renovation Project: Project Planning
 - 1:00 PM – 2:00 PM Meet: Portland Building AHA Committee
 - 2:00 PM – 2:30 PM EBS/BHR/BRFS Check-in
 - 3:00 PM – 4:00 PM Portland Building Information Session
 - 4:00 PM – 4:30 PM CAO/EBS Manager check-in
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▲ **Thu, Sep 22**

- 9:00 AM – 10:00 AM OMF/CBO Check-in
 - 10:00 AM – 10:30 AM CAO/BHR Director Weekly
 - 11:30 AM – 1:00 PM Informational Interview
 - 1:30 PM – 3:30 PM Time Certain/CBA @ 2pm
 - 3:30 PM – 4:00 PM CAO/BIBS Director check-in
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▲ **Fri, Sep 23**

- 9:00 AM – 9:30 AM CAO/Policy Manager check-in
 - 9:30 AM – 10:00 AM CAO/BTS Directors check-in
 - 10:00 AM – 10:30 AM CAO/BIBS Director
 - 12:00 PM – 1:00 PM OMF Brown Bag Lunch
 - 1:30 PM – 2:00 PM OMF Fall BMP response
 - 4:30 PM – 5:00 PM CAO Miller/Commr Fritz (Tim)
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▲ **Mon, Sep 26**

- 9:00 AM – 11:00 AM OMF Leadership Team
 - 2:00 PM – 3:30 PM Portland Building: Audit Milestone Meeting
 - 4:00 PM – 5:00 PM CAO/Sr Bus Ops Manager meeting
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▲ **Tue, Sep 27 – Wed, Sep 28**

- All Day Out of Office
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▲ **Thu, Sep 29**

- All Day Out of Office
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▲ **Fri, Sep 30**

- All Day Out of Office
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