
Kinard, Jessica Calendar

Jessica.Kinard@portlandoregon.gov

Monday, July 1, 2019 – Monday, September 30, 2019

Time zone: (UTC-08:00) Pacific Time (US & Canada)

(Adjusted for Daylight Saving Time)

July 2019

Su Mo Tu We Th Fr Sa

	1	2	3	4	5	6
7	8	9	10	11	12	13
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August 2019

Su Mo Tu We Th Fr Sa

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September 2019

Su Mo Tu We Th Fr Sa

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22	23	24	25	26	27	28
29	30					



Busy



Tentative



Free



Out of Office



Working Elsewhere



Outside of Working Hours

July 2019

▲ Mon, Jul 1

9:30 AM – 10:30 AM

[CBO Management Meeting](#)Columbia Square, Rm 529, Floor 5, 6-8 ppl
Martin, Alexandra

11:00 AM – 12:00 PM

[Financial & Policy Analyst Interviews](#)Columbia Square, Rm 529, Floor 5, 6-8 ppl
Kinard, Jessica

1:00 PM – 2:00 PM

[Staff Meeting](#)Columbia Square, Rm 503, Floor 5, 19-23 ppl
Martin, Alexandra

- ☐ 4:00 PM – 4:30 PM [Council Calendar due](#)
AM Desk
Martin, Alexandra
-

▲ Tue, Jul 2

- 9:30 AM – 10:30 AM [CBO/Parks Meet & Greet](#)
Congress Center (1050 SW6th) 22nd Floor, Salmon Springs
Long, Adena
 - 11:00 AM – 12:00 PM [Management Team](#)
Columbia Square, Rm 518, Floor 5, 10-12 ppl
Ford, Jane Marie
 - 3:30 PM – 6:30 PM [PUB Meeting](#)
1900 SW Fourth Avenue, 1900 Building, Room 2500C
Archer-Masters, Amy
-

▲ Wed, Jul 3

- 8:45 AM – 9:00 AM [CBO Huddle](#)
CBO Huddle Space
Martin, Alexandra
- 9:30 AM – 10:00 AM [Check-In](#)
Jessica's Office
Ford, Jane Marie
- 10:30 AM – 11:30 AM [Assignments](#)
Columbia Square, Rm 518, Floor 5, 10-12 ppl
Ford, Jane Marie
- 12:00 PM – 1:00 PM [Assets Galore: A Review of Greg's Experience with CAMG and Approach with to AM](#)
Columbia Square, Rm 529, Floor 5, 6-8 ppl
Schundler, Greg
- 2:00 PM – 2:10 PM [Temp staff check in](#)
Jessica K.'s Office
Kinard, Jessica

▲ **Thu, Jul 4**

■ All Day [HOLIDAY](#)

▲ **Fri, Jul 5**

■ All Day [JK OUT](#)

▲ **Sat, Jul 6 – Sun, Jul 7**

■ All Day [JK OUT](#)

▲ **Mon, Jul 8 – Fri, Jul 12**

■ All Day [JK OUT](#)

▲ **Sat, Jul 13 – Sun, Jul 14**

▲ **Mon, Jul 15**

■ 9:30 AM – 10:30 AM [CBO Management Meeting](#)
Columbia Square, Rm 529, Floor 5, 6-8 ppl
Martin, Alexandra

■ 12:00 PM – 12:30 PM [Labor Costs - No delegates, please](#)
Columbia Square, Room 529
Rinehart, Tom

■ 1:00 PM – 2:00 PM [Staff Meeting](#)
Columbia Square, Rm 503, Floor 5, 19-23 ppl
Martin, Alexandra

■ 2:00 PM – 3:00 PM [LR Financial Plan](#)
CBO offices
Cooperman, Jennifer

▲ **Tue, Jul 16**

- 9:00 AM – 9:30 AM [JK-AAM Check In](#)
phone call?
Kinard, Jessica

 - 10:00 AM – 10:20 AM [PUB staffing check-in](#)
Jessica will call Dory and Heidi
Martin, Alexandra

 - 11:00 AM – 12:00 PM [HR Stuff](#)
 - 12:00 PM – 1:30 PM [CBO potluck](#)
Columbia Square, Rm 503, Floor 5, 19-23 ppl
Kinard, Jessica

 - 2:00 PM – 3:00 PM [FW: TESC Meeting](#)
Congress Center Room 513
Storm, Janet
-

▲ **Wed, Jul 17**

- 8:45 AM – 9:00 AM [CBO Huddle](#)
CBO Huddle Space
Martin, Alexandra

 - 10:30 AM – 11:00 AM [FW: Budget Note Discussion \(Aaron R./ Carmen/ Katie S./ Tom\)](#)
Huddle Room - 22nd floor
Rinehart, Tom

 - 3:00 PM – 4:00 PM [Ryan-JK check in](#)
JK's office
Kinard, Jessica
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▲ **Thu, Jul 18**

- 9:00 AM – 9:30 AM [PUB check in](#)
Jessica's office
Archer-Masters, Amy

- 11:30 AM – 1:00 PM [2019 Bureau Directors Meeting](#)
Rose Room - City Hall
Rinehart, Tom

- 1:30 PM – 3:00 PM [PolicyLink and City leadership work session](#)
Rose Room - City Hall 3rd Floor
Wheeler, Mayor
-

▲ **Fri, Jul 19**

- 9:00 AM – 10:00 AM [JK-JH Check In](#)
JK Office
Kinard, Jessica
 - 9:00 AM – 12:00 PM [PolicyLink workshop on equitable development without displacement](#)
Lincoln Room | Jacobs Center | 2020 SW 4th Ave.
Wheeler, Mayor
 - 12:00 PM – 12:30 PM [Check-in before leave](#)
JK office
Martin, Alexandra
 - 3:30 PM – 4:30 PM [CAMG Discussion](#)
Jessica's Office
Merlo, Carmen
-

▲ **Sat, Jul 20 – Sun, Jul 21**

▲ **Mon, Jul 22**

- 10:30 AM – 11:30 AM [Management Team Check In](#)
Columbia Square, Rm 529, Floor 5, 6-8 ppl
Kinsella, Ryan
 - 12:00 PM – 12:30 PM [Jenn-JK check in](#)
JK office
Kinard, Jessica
 - 1:00 PM – 2:00 PM [Staff Meeting](#)
Columbia Square, Rm 503, Floor 5, 19-23 ppl
Martin, Alexandra
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▲ **Tue, Jul 23**

- 12:30 PM – 1:30 PM [Lunch!](#)
TBD
Owen, Christina
 - 3:00 PM – 4:00 PM [Portland Building Tour](#)
5th Street Portland Building entrance
Rinehart, Tom
-

▲ **Wed, Jul 24**

- 8:45 AM – 9:00 AM [CBO Huddle](#)
CBO Huddle Space
Martin, Alexandra
 - 10:00 AM – 11:00 AM [6-month performance check-in](#)
Columbia Square, Rm 529, Floor 5, 6-8 ppl
Kinsella, Ryan
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▲ **Thu, Jul 25**

- 1:30 PM – 2:30 PM [PF&R/CBO](#)
Chief's Office
Moore, Janice
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▲ **Fri, Jul 26**

- 10:30 AM – 11:00 AM [Budget/HR Check-In Meeting](#)
Jessica's Office
Lane, Anita
 - 11:45 AM – 12:45 PM [Jessica / Andrea lunch](#)
Garden Bar 100 SW Market
Durbin, Andrea
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▲ **Sat, Jul 27 – Sun, Jul 28**

▲ **Mon, Jul 29**

- 1:00 PM – 2:00 PM [Staff Meeting](#)
Columbia Square, Rm 503, Floor 5, 19-23 ppl
Martin, Alexandra

- 2:45 PM – 3:00 PM [Tom/ Jessica check-in](#)
by phone - Tom to call Jessica
Rinehart, Tom
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▲ Tue, Jul 30

- 8:30 AM – 10:00 AM [CAMG 2.0](#)
Congress Center, Rm 514, Floor 5, 4-6 ppl
Tritsch, Emily
 - 10:00 AM – 11:00 AM [MEET: Jessica Kinard | CBO re: Budget Debrief \(Kristin\)](#)
Mayor's Conference Room
Wheeler, Ted
 - 3:00 PM – 3:30 PM [Performance Check-in](#)
Jessica's office
Carney, Shannon
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▲ Wed, Jul 31

- 8:45 AM – 9:00 AM [CBO Huddle](#)
CBO Huddle Space
Martin, Alexandra
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August 2019

▲ Thu, Aug 1

- 10:00 AM – 10:30 AM [PUB check-in](#)
phone
Archer-Masters, Amy
 - 11:30 AM – 1:00 PM [2019 Bureau Directors Meeting](#)
Lovejoy Room - City Hall
Rinehart, Tom
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▲ Fri, Aug 2

- 9:00 AM – 10:00 AM [JK-JH Check In](#)
JK Office
Kinard, Jessica

■ 10:00 AM – 10:30 AM [Angela start check in](#)
JK office
Kinard, Jessica

▲ **Sat, Aug 3 – Sun, Aug 4**

▲ **Mon, Aug 5**

■ All Day [JK OUT](#)

▲ **Tue, Aug 6**

■ 8:30 AM – 9:30 AM [Mgmt Team](#)
Columbia Square, Rm 529, Floor 5, 6-8 ppl
Kinard, Jessica

■ 10:00 AM – 10:30 AM [JK-Eliza check-in](#)
JK Office
Kinard, Jessica

■ 11:00 AM – 12:00 PM [Recession Scenarios Budget Note](#)
Columbia Square, room 529
Rinehart, Tom

■ 12:00 PM – 1:00 PM [CBO Community Insights Survey Workshop](#)
Columbia Square, Rm 503, Floor 5, 19-23 ppl
Rubin, Michelle

■ 1:00 PM – 1:30 PM [MEET: Jessica Kinard, CBO Director- SS](#)
Fish Office
Fish, Nick

■ 1:30 PM – 2:00 PM [New Staff Welcome](#)
Room 503
Kinard, Jessica

■ 2:00 PM – 3:30 PM [Invitation: OpenGov + Portland Onsite Discussion and Demo @ Tue Aug 6, 2019 2pm - 3:30pm \(PDT\)](#)
[\(jessica.kinard@portlandoregon.gov\)](mailto:jessica.kinard@portlandoregon.gov)
Room 503, 5th Floor, 111 SW Columbia St, Portland, OR 97201, USA
gbalter@opengov.com

▲ **Wed, Aug 7**

- 8:45 AM – 9:00 AM [CBO Huddle](#)
CBO Huddle Space
Martin, Alexandra
 - 9:00 AM – 10:00 AM [Special Staff Meeting](#)
Columbia Square, Rm 503, Floor 5, 19-23 ppl; Columbia Square, Rm 518, Floor 5, 10-12 ppl
Kinard, Jessica
 - 10:00 AM – 10:30 AM [Optional #CityHallSelfie](#)
City Hall
Ford, Jane Marie
 - 11:00 AM – 11:30 AM [GFOA Award Application - Needs Volume 3](#)
Jessica's Office
Cannon, Kea
 - 1:00 PM – 2:00 PM [Updated invitation: Citywide Comm Insights Survey Report @ Wed Aug 7, 2019 1pm - 2pm \(PDT\) \(jessica.kinard@portlandoregon.gov\)](#)
RMNC-412 Conference Room (8-10)
mazapata@pdx.edu
 - 3:30 PM – 4:30 PM [CBO+Total Rewards intro](#)
Columbia Square, Rm 518, Floor 5, 10-12 ppl
Kinard, Jessica
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▲ **Thu, Aug 8**

- 2:30 PM – 3:30 PM [First Monthly PP&R/CBO Check-in](#)
Congress Center, Rm 509, Floor 5, 4-6 ppl
Long, Adena
 - 4:30 PM – 5:00 PM [Follow-up on performance check-in](#)
Columbia Square, Rm 529, Floor 5, 6-8 ppl
Kinsella, Ryan
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▲ **Fri, Aug 9**

- 10:30 AM – 11:00 AM [pre meet for the merit meeting](#)
Columbia Square, Rm 503, Floor 5, 19-23 ppl
Shifley, Katie

- 2:00 PM – 2:30 PM [Budget/HR Check-In Meeting](#)
Jessica's Office
Lane, Anita
 - 2:30 PM – 3:30 PM [Performance check-in](#)
Jessica's office
Carney, Shannon
-

▲ **Sat, Aug 10 – Sun, Aug 11**

▲ **Mon, Aug 12**

- 9:30 AM – 10:30 AM [CBO Management Meeting](#)
Columbia Square, Rm 529, Floor 5, 6-8 ppl
Martin, Alexandra
 - 11:00 AM – 12:30 PM [Discuss SB1049](#)
Columbia Square, Rm 503, Floor 5, 19-23 ppl
Fudge, Marquis
 - 1:00 PM – 2:00 PM [Staff Meeting](#)
Columbia Square, Rm 503, Floor 5, 19-23 ppl
Martin, Alexandra
 - 3:30 PM – 5:00 PM [Chief Boone swearing in](#)
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▲ **Tue, Aug 13**

- 9:00 AM – 9:30 AM [City overview](#)
Jessica's office
Kinard, Jessica
 - 10:00 AM – 11:00 AM [OMF-CBO Portland Building Discussion](#)
Congress Center, Rm 510, Floor 5, 8-10 ppl
Merlo, Carmen
 - 11:00 AM – 11:30 AM [Check-in](#)
Kinsella, Ryan
 - 4:00 PM – 5:00 PM [Portland Plan metrics & performance measures](#)
BPS Conf 7E (16)
Durbin, Andrea
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▲ **Wed, Aug 14**

- 8:45 AM – 9:00 AM [CBO Huddle](#)
CBO Huddle Space
Martin, Alexandra

 - 9:30 AM – 10:00 AM [Invitation: \[CALL\] Michelle Rubin Re: Survey @ Wed Aug 14, 2019 9:30am - 10am \(PDT\) \(jessica.kinard@portlandoregon.gov\)](#)
Michelle to call Marc at 503.502.7046
marc.jolin@multco.us
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▲ **Thu, Aug 15**

- 8:00 AM – 9:00 AM Private Appointment
 - 9:00 AM – 9:30 AM [PUB Check-In](#)
JK office
Kinard, Jessica

 - 10:00 AM – 11:00 AM [HOLD Meeting Meyer Memorial Trust](#)
TBD
Rubin, Michelle

 - 1:00 PM – 4:00 PM [Portland Community Insights Survey Citywide Workshop](#)
8th Floor Conference Room of Columbia Square (111 SW Columbia Street)
Rubin, Michelle
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▲ **Fri, Aug 16**

- 8:45 AM – 9:15 AM [Bias Awareness Training](#)
Columbia Square, Rm 503, Floor 5, 19-23 ppl
Kinard, Jessica

 - 8:45 AM – 12:30 PM [Asst Budget Director Interviews - Operational Leaders panel](#)
Columbia Square, Rm 529, Floor 5, 6-8 ppl
Kinard, Jessica

 - 9:15 AM – 1:00 PM [AD Interviews - CBO Panel](#)
Columbia Square, Rm 503, Floor 5, 19-23 ppl
Kinard, Jessica
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▲ **Sat, Aug 17 – Sun, Aug 18**

▲ **Mon, Aug 19**

- 11:00 AM – 11:30 AM [Jessica Kinard Interim Director Budget Office - Check-In](#)
[c-alexandra martin x-6925 \(RES FROM 8/16\)](#)
Hardesty, Jo Ann
 - 11:30 AM – 12:00 PM [Performance check-in](#)
Jessica's office
Carney, Shannon
 - 1:00 PM – 2:00 PM [Staff Meeting](#)
Columbia Square, Rm 503, Floor 5, 19-23 ppl
Martin, Alexandra
 - 1:00 PM – 5:00 PM [BMP Kickoff & BFM Workshop](#)
Columbia Square 8th Floor Conference Room
Ford, Jane Marie
 - 3:00 PM – 3:45 PM [2nd Round Interview](#)
Columbia Square, Rm 503, Floor 5, 19-23 ppl
Kinard, Jessica
 - 4:00 PM – 5:00 PM [Management team check in](#)
Columbia Square, Rm 529, Floor 5, 6-8 ppl
Kinard, Jessica
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▲ **Tue, Aug 20**

- 9:30 AM – 11:30 AM [BHR Executive Sessionw/Mayor Wheeler and Commissioners](#)
Rose Room
Wheeler, Ted
 - 2:00 PM – 3:00 PM [FW: TESC Meeting](#)
Congress Center Room 513
Storm, Janet
 - 4:00 PM – 4:30 PM [Discuss Insights Survey public rollout](#)
Mayor's Office
Carney, Shannon
-

▲ **Wed, Aug 21**

- 8:45 AM – 9:00 AM [CBO Huddle](#)
CBO Huddle Space
Martin, Alexandra

- 9:00 AM – 10:00 AM [Staff Meeting](#)
Columbia Square, Rm 518, Floor 5, 10-12 ppl
Bellduboset, Asha
 - 11:00 AM – 11:30 AM [check in with Kea](#)
Jessica's office
Cannon, Kea
 - 2:30 PM – 3:00 PM [Discuss Portland Insights Survey results re:homelessness](#)
Congress Center, Rm 512, Floor 5, 6-8 ppl
Carney, Shannon
 - 3:00 PM – 3:30 PM [Performance check-in](#)
Jessica's office
Carney, Shannon
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▲ Thu, Aug 22

- 10:30 AM – 11:00 AM [Discuss Portland Insights Survey.](#)
Conference Call
Rubin, Michelle
 - 1:30 PM – 2:30 PM [PF&R/CBO](#)
Chief's Office
Moore, Janice
 - 3:00 PM – 4:00 PM [CBO/BOEC Check-in](#)
BOEC
Cheney, Robert
-

▲ Fri, Aug 23

- 12:00 PM – 1:00 PM [lunch](#)
Garden Bar
Kinard, Jessica
 - 2:00 PM – 2:30 PM [Budget/HR Check-In Meeting](#)
Jessica's Office
Lane, Anita
 - 3:00 PM – 3:30 PM [Jessica Kinard, CBO Director, monthly \(Tim\)](#)
[*Rescheduled from 8/16](#)
Comm. Fritz's office, City Hall, Suite 220
Fritz, Amanda
-

▲ **Sat, Aug 24 – Sun, Aug 25**

▲ **Mon, Aug 26**

- 1:00 PM – 2:00 PM [Staff Meeting](#)
Columbia Square, Rm 503, Floor 5, 19-23 ppl
Martin, Alexandra

 - 3:00 PM – 4:00 PM [CBO/ BRFS check-in \(4th Friday, this date adjusted\)](#)
Congress Center, Rm 510, Floor 5, 8-10 ppl
Cooperman, Jennifer
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▲ **Tue, Aug 27**

- 10:30 AM – 11:00 AM [Workplan check-in](#)
Jessica's office
Archer-Masters, Amy

 - 11:00 AM – 11:30 AM [PUB staff check-in](#)
Jessica's office
Archer-Masters, Amy

 - 1:00 PM – 2:00 PM [Capital Set-Aside Next Steps](#)
Columbia Square, Rm 529, Floor 5, 6-8 ppl
Schundler, Greg

 - 3:45 PM – 4:00 PM [Call on BAC Guidance](#)
Suk to call Jessica
Rhee, Suk
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▲ **Wed, Aug 28**

- 8:45 AM – 9:00 AM [CBO Huddle](#)
CBO Huddle Space
Martin, Alexandra

- 11:30 AM – 1:00 PM [Refresh - Future Meetings and Workload, Sharing Progress on Pilot Ideas, Prep for Equity](#)
Congress Center, Rm 507, Floor 5, 10-12 ppl
Schundler, Greg

- 2:00 PM – 3:00 PM [Fw: PERS - SB 1049 Coordination](#)
Congress Center, Rm 513, Floor 5, 32-36 ppl
Kunec-North, Michelle
 - 3:00 PM – 3:30 PM [Performance check-in](#)
Jessica's office
Carney, Shannon
-

▲ Thu, Aug 29

- 8:00 AM – 9:00 AM [Fw: Portland Harbor: Core Budget Team](#)
Congress Center, Rm 513, Floor 5, 32-36 ppl
Von Burg, Annie
 - 8:45 AM – 1:00 PM [SFA LT interviews](#)
Columbia Square, Rm 529, Floor 5, 6-8 ppl
Kinard, Jessica
 - 10:30 AM – 10:50 AM [MEET: Tom and Jessica \(Kristin\)](#)
Mayor's Conference Room
Wheeler, Ted
-

▲ Fri, Aug 30

- 9:00 AM – 10:00 AM [JK-JH Check In](#)
JK Office
Kinard, Jessica
 - 10:30 AM – 11:00 AM [Check in on CAMG and Capital Set-Aside](#)
Congress Center, Rm 524, Floor 5, 2-4 ppl
Tritsch, Emily
-

▲ Sat, Aug 31

September 2019

▲ Sun, Sep 1

▲ Mon, Sep 2

▲ **Tue, Sep 3**

- 9:45 AM – 10:00 AM [Check-in](#)
Jessica's office
Ford, Jane Marie

 - 10:30 AM – 11:00 AM [Director's off-site meeting prep](#)
Jessica's office
Rinehart, Tom

 - 11:15 AM – 12:00 PM [CBO:PP&R Chekin](#)
Congress Center, Rm 509, Floor 5, 4-6 ppl
Campuzano, Claudio

 - 12:30 PM – 1:00 PM [Fall BMP Mayor's Staff Briefing](#)
Mayor's conference room
Kinard, Jessica

 - 1:00 PM – 1:30 PM [MEET: Jessica Kinard, CBO Director- SS](#)
Fish Office
Fish, Nick
-

▲ **Wed, Sep 4**

- 8:45 AM – 9:00 AM [CBO Huddle](#)
CBO Huddle Space
Martin, Alexandra

 - 10:00 AM – 10:30 AM [Admin Check-In](#)
Jessica's Office
Ford, Jane Marie

 - 2:00 PM – 4:00 PM [BHR Executive Session](#)
Council Chambers
Wheeler, Ted

 - 4:30 PM – 5:00 PM [Portland Insights Survey Conversation](#)
Columbia Square, Rm 529, Floor 5, 6-8 ppl
Rubin, Michelle
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▲ **Thu, Sep 5**

- 11:30 AM – 1:00 PM [2019 Bureau Directors Meeting](#)
Lovejoy Room - City Hall
Rinehart, Tom
 - 1:00 PM – 1:45 PM [Management Team](#)
Columbia Square, Rm 503, Floor 5, 19-23 ppl
Ford, Jane Marie
 - 1:45 PM – 4:30 PM [LT SFA Interviews](#)
Columbia Square, Rm 517, Floor 5, 4-6 ppl
Kinard, Jessica
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▲ Fri, Sep 6

- ▣ 10:00 AM – 10:30 AM [Performance check-in](#)
Jessica's office
Carney, Shannon
 - 10:30 AM – 11:30 AM [Portland Building Directors](#)
Congress Center, Rm 513, Floor 5, 32-36 ppl
Rinehart, Tom
 - 2:00 PM – 2:30 PM [Budget/HR Check-In Meeting](#)
Jessica's Office
Lane, Anita
 - 3:00 PM – 3:30 PM [Discuss Survey Council Presentation](#)
Columbia Square, Rm 518, Floor 5, 10-12 ppl
Rubin, Michelle
 - 3:30 PM – 4:00 PM [Review PYPR approach](#)
Jessica's Office
Carney, Shannon
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▲ Sat, Sep 7 – Sun, Sep 8

▲ Mon, Sep 9

- 9:30 AM – 10:30 AM [CBO Management Meeting](#)
Columbia Square, Rm 529, Floor 5, 6-8 ppl
Martin, Alexandra
- 11:00 AM – 12:00 PM [Commissioner Fritz/Equity Managers & Jessica Kinard, CBO Director/Jane Marie Ford, CBO Analyst \(Claire\)](#)
Commissioner Fritz's office
Pierce, Meeseon Kwon

- 1:00 PM – 2:00 PM [Staff Meeting](#)
Columbia Square, Rm 503, Floor 5, 19-23 ppl
Martin, Alexandra
 - 2:30 PM – 3:00 PM [Meet: Jessica K. \(budget\)](#)
Kristin's office
Dennis, Kristin
 - 4:00 PM – 4:20 PM [FA III interview](#)
Jessica to call Jane Marie
Kinard, Jessica
-

▲ Tue, Sep 10

- All Day [First Round Tech Checks due EOD](#)
Ford, Jane Marie
 - 10:00 AM – 10:30 AM [Phone call with Steven](#)
 - 11:00 AM – 11:30 AM [PUB staff check-in](#)
Jessica's office
Archer-Masters, Amy
 - 2:00 PM – 3:00 PM [CBO/Mayor's/PPB Budget Meeting](#)
14th Floor Wayne Sullivan Rm
Lee, Ryan
-

▲ Wed, Sep 11

- All Day [Citywide Tech Checks Complete EOD](#)
Ford, Jane Marie
 - 8:45 AM – 9:00 AM [CBO Huddle](#)
CBO Huddle Space
Martin, Alexandra
 - 11:00 AM – 12:00 PM [311 Discussion](#)
Jessica's Office
Cannon, Kea
 - 1:00 PM – 5:00 PM [PPB Fiscal Manager Final Interviews](#)
Chief's Office
Lee, Ryan
-

▲ **Thu, Sep 12**

- 10:30 AM – 12:00 PM [FW: P&D Directors Meeting](#)
Steel Room, Portland Housing Bureau –
Commonwealth Building, 421 SW 6th Ave, 5th Floor
Hughes, Jena
 - 12:00 PM – 1:00 PM [Portland Harbor: Core Budget Team](#)
Congress Center, Rm 513, Floor 5, 32-36 ppl
Von Burg, Annie
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▲ **Fri, Sep 13**

- 8:00 AM – 12:00 PM [Bureau Directors Off-site meeting](#)
World Trade Center, Oregon Room
Rinehart, Tom
 - 12:30 PM – 1:00 PM [Check in](#)
JK Office
Kinard, Jessica
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▲ **Sat, Sep 14 – Sun, Sep 15**

▲ **Mon, Sep 16**

- 9:30 AM – 10:30 AM [CBO Management Meeting](#)
Columbia Square, Rm 529, Floor 5, 6-8 ppl
Martin, Alexandra
- 11:30 AM – 12:00 PM [MEET: Jessica Kinard \(Jamal\)](#)
Mayor's Conference Room
Wheeler, Ted
- 12:00 PM – 1:00 PM [Review Council Presentation and Talking Points](#)
Columbia Square, Rm 529, Floor 5, 6-8 ppl
Rubin, Michelle
- 1:00 PM – 2:00 PM [Staff Meeting](#)
Columbia Square, Rm 503, Floor 5, 19-23 ppl
Martin, Alexandra
- 3:30 PM – 4:30 PM [Portland Harbor Superfund](#)
City Hall: Lovejoy room
Von Burg, Annie

▲ **Tue, Sep 17**

- 9:00 AM – 9:30 AM [HOLD briefing Commissioner Hardesty on Portland Insights Survey](#)
TBD
Rubin, Michelle
 - 11:00 AM – 11:30 AM [JM-JK Check in](#)
JK Office
Kinard, Jessica
 - 2:00 PM – 3:00 PM [FW: TESC Meeting](#)
Congress Center Room 513
Storm, Janet
 - 3:00 PM – 4:00 PM [Review survey talking points](#)
Columbia Square, Rm 518, Floor 5, 10-12 ppl
Rubin, Michelle
 - 4:00 PM – 4:30 PM [Briefing on Portland Insights Survey](#)
Commissioner Eudaly's Offices
Carney, Shannon
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▲ **Wed, Sep 18**

- 8:45 AM – 9:00 AM [CBO Huddle](#)
CBO Huddle Space
Martin, Alexandra
 - 10:00 AM – 11:00 AM [Portland Insights Survey: formal report to City Council time certain](#)
Council Chambers
Carney, Shannon
 - 2:30 PM – 5:00 PM [FW: Fall BMP Balancing](#)
Columbia Square, Rm 503, Floor 5, 19-23 ppl
Ford, Jane Marie
-

▲ **Thu, Sep 19**

- All Day [Peer Review](#)
Ford, Jane Marie
- 3:00 PM – 4:00 PM [Council work session - PWB Filtration](#)
City Hall, 1221 SW 4th Ave, 2nd Floor Council

Chambers (also available online)
Archer-Masters, Amy

▲ **Fri, Sep 20**

- 9:30 AM – 10:00 AM [Andrea-Jessica call](#)
JK to call Andrea
Kinard, Jessica
 - 10:30 AM – 11:00 AM [Jessica Kinard, CBO Director, monthly \(Tim\)](#)
Comm. Fritz's office, City Hall, Suite 220
Fritz, Amanda
 - 11:00 AM – 11:30 AM [Merit Reconnect](#)
Your Office
Zito, Ronald
 - 1:00 PM – 1:30 PM [Collective Bargaining Updates \(2019 meetings\)](#)
Columbia Square, Room 518
Rinehart, Tom
 - 2:00 PM – 2:30 PM [Budget/HR Check-In Meeting](#)
Jessica's Office
Lane, Anita
 - 3:30 PM – 4:00 PM [Jessica Kinard Interim Director Budget Office - Check-In c-alexandra martin x-6925 - NOTE TIME ADJUSTMENT](#)
Hardesty, Jo Ann
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▲ **Sat, Sep 21 – Sun, Sep 22**

▲ **Mon, Sep 23**

- 9:30 AM – 10:30 AM [CBO Management Meeting](#)
Columbia Square, Rm 529, Floor 5, 6-8 ppl
Martin, Alexandra
- 11:00 AM – 11:30 AM [Meet: Jessica K. \(budget\)](#)
Kristin's office
Dennis, Kristin
- 1:00 PM – 2:00 PM [Staff Meeting](#)
Columbia Square, Rm 503, Floor 5, 19-23 ppl
Martin, Alexandra

- 2:00 PM – 2:30 PM [Update on Model](#)
Schundler, Greg
 - 2:30 PM – 3:00 PM [Quick check-in on PBOT recommendations - BMP](#)
Jessica's Office
Cannon, Kea
-

▲ Tue, Sep 24

- 9:00 AM – 9:30 AM [Portland Exchange, the coffee shop in the Hotel on the corner of SW 2nd and Jefferson](#)
Coffee or Jessica's office
Oppenheim, Shoshanah
 - 11:00 AM – 11:30 AM [PUB staff check-in](#)
Jessica's office
Archer-Masters, Amy
 - 11:30 AM – 12:00 PM [Financial Planning form In BFM](#)
JK's Office
Eden, Jess
 - 1:00 PM – 1:30 PM [Performance check-in](#)
Jessica's office
Carney, Shannon
 - 2:00 PM – 5:00 PM [P&D Directors Special Meeting: East Portland](#)
Steel Room, Portland Housing Bureau –
Commonwealth Building, 421 SW 6th Ave, 5th Floor
Hughes, Jena
-

▲ Wed, Sep 25

- 8:45 AM – 9:00 AM [CBO Huddle](#)
CBO Huddle Space
Martin, Alexandra
- ▨ 9:00 AM – 10:00 AM [Exit Interview](#)
Jessica's Office (or coffee)
Kinsella, Ryan
- 10:00 AM – 10:30 AM [Meet: Jessica K. \(budget\)](#)
Kristin's office
Dennis, Kristin
- 11:30 AM – 1:00 PM [HOLD for FA II Interviews](#)
Columbia Square, Rm 529, Floor 5, 6-8 ppl
Kinard, Jessica

- 2:00 PM – 2:30 PM [Recession Planning Budget Note](#)
Congress Center, Rm 512, Floor 5, 6-8 ppl
Rinehart, Tom
 - 2:45 PM – 4:30 PM [HOLD for FA II Interviews](#)
Columbia Square, Rm 503, Floor 5, 19-23 ppl
Kinard, Jessica
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▲ **Thu, Sep 26**

- All Day [BMP Reviews finalized by EOD](#)
Ford, Jane Marie
 - 3:30 PM – 4:30 PM [FW: Meet: Fall BMP](#)
Kristin's office
Dennis, Kristin
-

▲ **Fri, Sep 27**

- 9:00 AM – 10:00 AM [JK-JH Check In](#)
JK Office
Kinard, Jessica
 - 10:30 AM – 11:00 AM [Reconnect on Merit Budget](#)
Cathy's Office
Zito, Ronald
 - 11:00 AM – 12:00 PM [PB Directors Check-in](#)
Congress Center, Rm 513, Floor 5, 32-36 ppl
Rinehart, Tom
-

▲ **Sat, Sep 28 – Sun, Sep 29**

▲ **Mon, Sep 30**

- 8:00 AM – 8:30 AM [Christy JK check in](#)
Kinard, Jessica
- 8:30 AM – 9:00 AM [AM idea pitch for expiring URAs - preliminary concept](#)
Congress Center, Rm 512, Floor 5, 6-8 ppl
Silkie, Chris

- 9:30 AM – 10:30 AM [CBO Management Meeting](#)
Columbia Square, Rm 529, Floor 5, 6-8 ppl
Martin, Alexandra

- 11:00 AM – 11:45 AM [MEET: CBO re: Fall BuMP \(Kristin\)](#)
Mayor's Conference Room
Wheeler, Ted

- 1:00 PM – 2:00 PM [CBO Staff Meeting](#)
Columbia Square, Rm 503, Floor 5, 19-23 ppl
Kinard, Jessica