
Elisabeth Perez Calendar

Elisabeth.H.Perez@portlandoregon.gov

Tuesday, October 1, 2019 – Tuesday, December 31, 2019

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

(Adjusted for Daylight Saving Time)

October 2019

Su Mo Tu We Th Fr Sa

		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

November 2019

Su Mo Tu We Th Fr Sa

					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	

December 2019

Su Mo Tu We Th Fr Sa

1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

■ Busy

▨ Tentative

□ Free

■ Out of Office

▤ Working Elsewhere

■ Outside of Working Hours

October 2019

▲ **Tue, Oct 1**

- 10:00 AM – 10:30 AM PNCA grant
 - 10:30 AM – 11:00 AM MHCRC Team Meeting
 - 11:00 AM – 12:00 PM Work check-in with Julie Omelchuck
 - 2:00 PM – 3:30 PM MHCRC FY18-19 Year-End Financials
 - 3:30 PM – 4:30 PM Check in with Anita Lane
-

▲ **Wed, Oct 2**

- 8:30 AM – 9:30 AM Civic Life's Code Change - Next Steps Resolution
 - 1:00 PM – 2:30 PM Review ROW analysis
-

▲ **Thu, Oct 3**

- 11:30 AM – 1:00 PM 2019 Bureau Directors Meeting
 - 2:00 PM – 4:00 PM Fall Budget Monitoring Process
-

▲ **Fri, Oct 4**

- 9:30 AM – 10:00 AM Final NW Fiber Transfer Review
 - 10:00 AM – 11:00 AM Team Meeting
 - 12:00 PM – 1:00 PM Monthly Check In with Commissioner Hansen
 - 2:00 PM – 3:00 PM Total Rewards Overview- Human Resources
-

▲ **Sat, Oct 5 – Sun, Oct 6**

▲ **Mon, Oct 7**

- 9:00 AM – 9:30 AM Franchise Utility Program Check in
 - 1:00 PM – 1:30 PM Work check in: MHCRC
-

▲ **Tue, Oct 8**

- 1:00 PM – 2:00 PM Smart Cities Steering Committee meeting
-

▲ **Wed, Oct 9**

- 9:00 AM – 10:00 AM OCT-City Attorney Meeting
- 10:00 AM – 11:00 AM PSCD Roadmap Discussion
- 11:30 AM – 12:00 PM Broadband & Digital Equity & MHCRC Team Meeting
- 11:30 AM – 12:00 PM MHCRC Team Meeting
- 1:00 PM – 1:30 PM Meeting with Alan Hipolito
- 2:00 PM – 3:00 PM Meeting with Robert Taylor

■ 3:30 PM – 4:00 PM Meeting with Derek Bradley

▲ **Thu, Oct 10**

■ 10:15 AM – 11:15 AM Work check-in with Julie Omelchuck
■ 11:30 AM – 12:30 PM Lunch with Xylia Torres Guzman - Welcome
■ 1:00 PM – 1:30 PM 5G work session - Agenda planning
■ 2:00 PM – 2:30 PM Check in with Cinthia Diaz Calvo
■ 4:00 PM – 4:30 PM 1/2 OCT Culture and Management Expectations - Interim Director' and new coordinator I, Xylia

▲ **Fri, Oct 11**

■ 10:30 AM – 11:30 AM 5G work session
■ 11:30 AM – 12:30 PM Check in with Jennifer Li
■ 1:00 PM – 1:45 PM Meeting with PacifiCorp Cheryl Carter
■ 2:00 PM – 2:45 PM Review AP2- OMF

▲ **Sat, Oct 12 – Sun, Oct 13**

▲ **Mon, Oct 14**

■ 9:00 AM – 9:30 AM Franchise Utility Program Check in
■ 11:00 AM – 12:00 PM MS Teams Training
■ 4:00 PM – 4:30 PM MHCRC Team Meeting

▲ **Tue, Oct 15**

■ 9:00 AM – 12:30 PM Training- Administering the Discipline Process
■ 2:30 PM – 3:30 PM Work check-in with Julie Omelchuck

▲ **Wed, Oct 16**

■ 10:30 AM – 11:30 AM Check in with Rebecca Gibbons
▨ 11:30 AM – 12:00 PM Meeting with Kevin Martin- Smart Cities
■ 3:00 PM – 3:15 PM Check in with Joshua Eddings

▲ **Thu, Oct 17**

■ 9:00 AM – 9:30 AM Meeting with Angela Butel
■ 11:00 AM – 12:00 PM Office of Government Relations/Federal Agenda Mtg. with Vicki Cram
■ 1:00 PM – 1:10 PM Check in with Rebecca Gibbons

- 2:00 PM – 2:45 PM Meeting with Jake Wise PGE
 - 2:30 PM – 3:30 PM Performance measures update
-

▲ Fri, Oct 18

- 10:00 AM – 11:00 AM OCT Team Meeting
 - 11:15 AM – 11:45 AM Franchise Review
 - 12:00 PM – 12:30 PM EZVideo
 - 1:00 PM – 1:30 PM Bi-weekly check in with Mayor's office
 - 3:00 PM – 3:30 PM Follow-Up Discussion with Anita Lane
-

▲ Sat, Oct 19 – Sun, Oct 20

▲ Mon, Oct 21

- 9:00 AM – 9:30 AM Franchise Utility Program Meeting
 - 10:30 AM – 11:00 AM Rebecca, David K, Kim, Lisa G, Elisabeth Perez re: FCC, Small Cell Coordination, etc.
 - 11:00 AM – 12:00 PM eNatoa Webinar
 - 2:00 PM – 2:30 PM PREPHub Executive Committee Monthly Call @ Monthly from 2pm to 2:30pm on the third Monday (PDT)
 - 3:00 PM – 4:30 PM 5G follow up
-

▲ Tue, Oct 22

- 9:00 AM – 10:00 AM OCT-City Attorney Meeting
 - 10:00 AM – 10:30 AM Check in with Rebecca Gibbons
 - 1:00 PM – 2:00 PM ULF Meeting
 - 2:00 PM – 2:30 PM SCSC Planning Meeting
 - 3:00 PM – 3:45 PM Check In with Suk
-

▲ Wed, Oct 23

- 8:00 AM – 9:00 AM Meeting with Jamal Fox
- 10:00 AM – 11:00 AM Municipal Broadband CTC Project Kick-Off - Executive Session @ Wed Oct 23, 2019 10am - 11am (PDT)
- 10:00 AM – 4:00 PM Municipal Broadband CTC Project Kick-Off @ Wed Oct 23, 2019 10am - 4pm (PDT)
- 11:00 AM – 1:00 PM Municipal Broadband CTC Project Kick-Off - Networking/Lunch @ Wed Oct 23, 2019 11am - 1pm (PDT)
- 1:00 PM – 2:00 PM Broadband partners @ Wed Oct 23, 2019 1pm - 2pm (PDT)

■ 1:00 PM – 4:00 PM Municipal Broadband CTC Project Kick-Off - Working Session @ Wed Oct 23, 2019 1pm - 4pm (PDT)

▲ **Thu, Oct 24**

■ 10:30 AM – 11:30 AM Work check-in with Julie Omelchuck
■ 12:30 PM – 1:30 PM Lunch with Amanda Watson
■ 2:30 PM – 3:30 PM Check in with Jennifer Li

▲ **Fri, Oct 25**

■ 10:30 AM – 11:00 AM Follow up with Kostas Giannopoulos
■ 11:30 AM – 12:00 PM Check in with Anita Lane
■ 2:00 PM – 2:30 PM Work plan review
■ 3:00 PM – 3:30 PM Check in with Joshua Eddings

▲ **Sat, Oct 26 – Sun, Oct 27**

▲ **Mon, Oct 28**

■ 9:00 AM – 9:30 AM Franchise Utility Program Check in
■ 10:00 AM – 11:00 AM Check in with Anita Lane
■ 12:30 PM – 1:00 PM Check in with Joshua Eddings
■ 2:00 PM – 2:30 PM Check in with Robert Taylor & Maja Haium

▲ **Tue, Oct 29**

■ 10:30 AM – 11:00 AM MHCRC Team Meeting
■ 11:00 AM – 12:00 PM Work check-in with Julie Omelchuck
■ 12:00 PM – 1:00 PM Check in with Open Data & Smart Cities
■ 2:00 PM – 2:30 PM Franchise Discussion with Amy Ruiz, Alex Max Leupp, and Rebecca Gibbons
▨ 2:00 PM – 4:00 PM Equity Practitioners Meeting
■ 3:00 PM – 3:30 PM Meeting with Derek Bradley

▲ **Wed, Oct 30**

■ 11:30 AM – 12:30 PM Check in with Rebecca Gibbons
■ 3:00 PM – 3:30 PM MHCRC Financial Statements
■ 4:30 PM – 6:00 PM MHCRC check-in
■ 5:30 PM – 6:30 PM PBEM-OCT Similarities- Denise Barrett

▲ **Thu, Oct 31**

- 1:00 PM – 1:30 PM Bi-weekly check in Mayor's office- Khanh Tran
 - 2:00 PM – 3:00 PM Team Meeting
 - 3:00 PM – 4:00 PM Check in with Bea Coulter
-

November 2019

▲ **Fri, Nov 1**

- All Day Vacation
-

▲ **Sat, Nov 2 – Sun, Nov 3**

▲ **Mon, Nov 4**

- All Day Vacation
-

▲ **Tue, Nov 5**

- 8:30 AM – 9:00 AM Franchise Utility Program Check in
 - 10:30 AM – 11:00 AM MHCRC Team Meeting
 - 1:00 PM – 3:00 PM Training-HR 2.02 for supervisors
 - 3:00 PM – 3:15 PM Call - A Rivera
 - 3:30 PM – 4:00 PM DI Partnership draft agreement review
 - 4:00 PM – 4:30 PM work plan review
-

▲ **Wed, Nov 6**

- 8:30 AM – 9:30 AM OCT-City Attorney Meeting
 - 12:00 PM – 1:00 PM NATOA P&L committee conference call
 - 1:00 PM – 1:15 PM Check in with Josh Eddings
 - 2:00 PM – 2:30 PM Coop Review
 - 3:00 PM – 4:00 PM Check in with Open Data and Smart Cities - OCT
 - 4:00 PM – 5:00 PM Kory /Elisabeth: Digital equity check in
-

▲ **Thu, Nov 7**

- 1:00 PM – 2:00 PM Onboarding Change Meeting
 - 2:00 PM – 3:00 PM Division of Labor Planning
 - 3:00 PM – 3:30 PM Check in with Josh Eddings
-

▲ **Fri, Nov 8**

- 10:00 AM – 11:00 AM City Council Execs
 - 11:00 AM – 12:00 PM Portland Building Directors Check-In
 - 2:00 PM – 2:30 PM Work plan review
-

▲ **Sat, Nov 9 – Sun, Nov 10**

▲ **Mon, Nov 11**

- 8:00 AM – 6:00 PM Veteran's Day- City Holiday
-

▲ **Tue, Nov 12**

- 9:00 AM – 9:30 AM Franchise Utility Program Check in
 - 9:30 AM – 10:00 AM Travel Coordination BHR
 - 10:30 AM – 11:00 AM MHCRC Team Meeting
 - 11:00 AM – 12:00 PM Work check-in with Julie Omelchuck
 - 12:00 PM – 1:00 PM TriMet SOLUTION
 - 1:00 PM – 2:00 PM Smart Cities Steering Committee meeting
 - 2:00 PM – 3:00 PM Meet-Elisabeth/Carmen
 - 4:00 PM – 5:00 PM PREPHub check in
-

▲ **Wed, Nov 13**

- 9:00 AM – 9:30 AM Conference call with Tamsen
 - 12:30 PM – 1:00 PM Chief Human Resources Officer Qualities
 - 1:00 PM – 4:00 PM Second privacy work group session
-

▲ **Thu, Nov 14**

- 8:30 AM – 9:00 AM Check in OCT-Revenue
 - 9:30 AM – 10:15 AM Program Updates
 - 11:30 AM – 12:00 PM check in Pacificcorp
 - 1:00 PM – 1:30 PM Meeting with Zach Kearn
 - 2:00 PM – 3:00 PM Questions on Retention Simplification Project
 - 3:30 PM – 4:00 PM Elisabeth/ Tom Check-in re: OCT move from Revenue
-

▲ **Fri, Nov 15**

- 10:00 AM – 11:00 AM Team Meeting
- 11:00 AM – 12:00 PM Framework next steps
- 1:00 PM – 2:00 PM RF Workshop- Verizon

- 2:00 PM – 2:30 PM Work plan review
 - 4:00 PM – 4:30 PM Bi-weekly check in Mayor's office
-

▲ **Sat, Nov 16 – Sun, Nov 17**

▲ **Mon, Nov 18**

- 9:00 AM – 9:30 AM Franchise Utility Program Check in
 - 11:00 AM – 12:00 PM eNatoa Webinar
 - 1:30 PM – 3:00 PM Framework discussion part 2
 - 3:00 PM – 4:00 PM OCT/Revenue: Franchise Utility Program
-

▲ **Tue, Nov 19**

- 9:00 AM – 10:00 AM OCT-City Attorney Meeting
 - 10:30 AM – 11:00 AM MHCRC Team Meeting
 - 1:15 PM – 1:45 PM Check in: Kathleen Holt, Community Engagment
 - 2:00 PM – 4:00 PM FY 2020-21 Performance Management Workshop
-

▲ **Wed, Nov 20**

- 1:00 PM – 2:30 PM OCT COOP - Key Functions Discussion
 - 2:30 PM – 3:00 PM Recruitments BAC & Cable Regulatory
-

▲ **Thu, Nov 21**

- 9:30 AM – 10:15 AM Program Updates
 - 11:00 AM – 1:30 PM OATOA Annual meeting
 - 3:00 PM – 3:30 PM Audit Schedule
-

▲ **Fri, Nov 22**

- 12:00 PM – 1:00 PM Monthly Check In- Commissioner Hansen
 - 2:00 PM – 2:30 PM Work plan review
 - 4:00 PM – 5:00 PM Check in with Justen Harn, Open Signal
-

▲ **Sat, Nov 23 – Sun, Nov 24**

▲ **Mon, Nov 25**

- 8:30 AM – 9:15 AM Development Economic Opportunity (Cupid) Meeting
-

- 10:00 AM – 10:30 AM Franchise Utility Program Check in
 - 11:00 AM – 11:30 AM check in: Rebecca
-

▲ **Tue, Nov 26**

- 10:30 AM – 11:00 AM MHCRC Team Meeting
-

▲ **Wed, Nov 27**

- 9:00 AM – 10:00 AM Team Meeting
 - 10:00 AM – 10:30 AM Audits- Jennifer Li
 - 11:00 AM – 11:30 AM Bi-weekly check in Mayor's office
 - 2:00 PM – 2:30 PM Mtg. w/Bob Leek re: franchise inquiry
-

▲ **Thu, Nov 28**

- 8:00 AM – 6:00 PM Thanksgiving- City Holiday
-

▲ **Fri, Nov 29**

- 8:00 AM – 6:00 PM Day after Thanksgiving- City Holiday
-

▲ **Sat, Nov 30**

December 2019

▲ **Sun, Dec 1**

▲ **Mon, Dec 2**

- 8:30 AM – 9:15 AM Fossil fuel discussion
 - 2:00 PM – 3:00 PM Meet- Beth Fox, Mayor's budget direction
 - 3:15 PM – 3:45 PM Check in with Anita Lane
 - 4:00 PM – 4:10 PM Check in with Nina Carlson- Northwest Natural
 - 4:30 PM – 5:30 PM Meeting with Kory Murphy
-

▲ **Tue, Dec 3**

- 9:00 AM – 9:30 AM Meeting with Josh Eddings
- 9:00 AM – 10:00 AM OCT-City Attorney Meeting
- 11:00 AM – 12:00 PM Work check-in with Julie Omelchuck

▲ **Wed, Dec 4**

- 10:00 AM – 11:00 AM OCT-City Attorney Meeting
 - 10:45 AM – 12:45 PM Verizon Wireless Ordinance, First reading
 - 2:00 PM – 3:00 PM Meeting with Nina Carlson, Northwest Natural
 - 6:00 PM – 8:00 PM Muni Broadband Town Hall
-

▲ **Thu, Dec 5**

- 10:30 AM – 11:15 AM Check in with Rebecca Gibbons
 - 11:30 AM – 1:00 PM 2019 Bureau Directors Meeting
 - 3:30 PM – 4:00 PM Meeting with Kristin Dennis - OCT Discussions
-

▲ **Fri, Dec 6**

- 11:30 AM – 12:00 PM PNCA grant
 - 2:00 PM – 2:30 PM Work plan review
 - 3:00 PM – 4:30 PM MHCRC Finance Committee Meeting
-

▲ **Sat, Dec 7 – Sun, Dec 8**

▲ **Mon, Dec 9**

- 9:00 AM – 9:30 AM Franchise Utility Program Check in
 - 11:00 AM – 12:00 PM eNatoa Webinar
 - 2:00 PM – 3:30 PM Audit Discussion
 - 4:00 PM – 5:00 PM Meeting with Samantha Ridderbusch
-

▲ **Tue, Dec 10**

- 10:30 AM – 11:00 AM MHCRC Team Meeting
-

▲ **Wed, Dec 11**

- 10:00 AM – 10:45 AM Program Updates
 - 1:00 PM – 2:00 PM Meeting with PacifiCorp-OCT
 - 3:00 PM – 3:45 PM Press Room- OCT, Mayor's Office, Open Signal
-

▲ **Thu, Dec 12**

- 3:00 PM – 4:00 PM Broadband partners
-

▲ **Fri, Dec 13**

- 1:00 PM – 1:30 PM Bi-weekly check in Mayor's office
 - 2:00 PM – 2:30 PM Work plan review
-

▲ **Sat, Dec 14 – Sun, Dec 15**

▲ **Mon, Dec 16**

- 9:00 AM – 9:30 AM Franchise Utility Program Check in
 - 11:45 AM – 12:15 PM MHCRC Agenda Check-In
 - 3:00 PM – 4:00 PM Framework Discussion
 - 6:30 PM – 8:30 PM MHCRC Meeting
-

▲ **Tue, Dec 17**

- 9:00 AM – 10:00 AM OCT-City Attorney Meeting
 - 10:30 AM – 11:00 AM MHCRC Team Meeting
 - 11:00 AM – 12:00 PM PGE-OCT Meeting
 - 1:00 PM – 1:45 PM Check in with Josh Eddings
 - 2:00 PM – 2:30 PM BES-Water prep
-

▲ **Wed, Dec 18**

- 9:00 AM – 10:00 AM OCT-Water-BES
 - 11:30 AM – 12:15 PM Meeting with Aaron Rivera
 - 12:45 PM – 2:15 PM MHCRC Interviews
 - 3:00 PM – 4:00 PM BillTracker Training
-

▲ **Thu, Dec 19**

- 8:30 AM – 9:30 AM MHCRC Retreat Planning
 - 9:30 AM – 10:15 AM Program Updates
 - 10:30 AM – 11:00 AM Check in with Julie Omelchuck
 - 11:00 AM – 12:30 PM BLAB Hearing MCI Communications Services (Verizon)
 - 1:15 PM – 1:30 PM Check in with Rebecca Gibbons
 - 2:30 PM – 3:30 PM BDE Performance Measures
 - 3:30 PM – 4:30 PM MHCRC Performance Measures
 - 6:30 PM – 8:30 PM MAYOR'S OFFICE HOLIDAY PARTY
-

▲ **Fri, Dec 20**

- 10:00 AM – 10:30 AM BTS/OCT Check In

- 11:30 AM – 12:30 PM Meeting with Commissioner Thomas
 - 1:00 PM – 3:00 PM MHCRC Interviews
 - 2:00 PM – 2:30 PM Work plan review
-

▲ **Sat, Dec 21 – Sun, Dec 22**

▲ **Mon, Dec 23**

- All Day Vacation
-

▲ **Tue, Dec 24**

- All Day Vacation
-

▲ **Wed, Dec 25**

- 8:00 AM – 6:00 PM Christmas- City Holiday
-

▲ **Thu, Dec 26**

▲ **Fri, Dec 27**

- 2:00 PM – 2:30 PM Work plan review
-

▲ **Sat, Dec 28 – Sun, Dec 29**

▲ **Mon, Dec 30**

- 8:00 AM – End of Day Sick day
-

▲ **Tue, Dec 31**

- 8:00 AM – 2:00 PM Sick day
 - 2:00 PM – 5:00 PM Vacation
-

Cinthia Diaz Calvo

MHCRC Administrative Specialist | Office for Community Technology

Office (503) 823-2005

Cinthia.diazcalvo@portlandoregon.gov