

**JANUARY 2021 CALENDAR – OFFICE OF EQUITY AND HUMAN RIGHTS – DIRECTOR, DR. MARKISHA SMITH**

**Fri, Jan 1**

10:00 AM – 11:30 AM Multnomah County Black COVID Response Meeting

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**Mon, Jan 4**

All Day Out of Office

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**Tue, Jan 5**

8:00 AM – 8:45 AM Check-in, Grace to call Markisha, Labrador-Hallett, Grace  
9:00 AM – 10:00 AM Prep for Council Priorities Session, MS Teams Meeting, Martin, Alexandra  
10:00 AM – 11:30 AM Office of Equity and Human Rights Staff Meeting  
11:30 AM – 12:30 PM CAAN Always Eat Together Lunch Meeting, Teams Meeting, Brannon, Jay  
3:45 PM – 4:30 PM Council Briefing (Amanda), Zoom link in appointment, Wheeler, Ted  
4:00 PM – 4:30 PM Directors 2x Weekly Check-in, Zoom, Rinehart, Tom

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**Wed, Jan 6**

9:00 AM – 10:00 AM City Core Values - Performance Review Objectives, Teams Meeting, Zito, Ronald  
10:00 AM – 11:00 AM Judith/Markisha check in, Microsoft Teams Meeting, Mowry, Judith  
11:30 AM – 5:00 PM City Leaders Interview Panel: Government Relations Director, BHR Communications

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**Thu, Jan 7**

9:00 AM – 10:00 AM Language Pay Discussion, Microsoft Teams Meeting, Zito, Ronald  
10:30 AM – 11:00 AM Check in with Leesha P, Microsoft Teams Meeting, Posey, Leesha  
12:00 PM – 1:00 PM Bureau Directors Monthly Meeting, Zoom, Rinehart, Tom  
2:30 PM – 3:15 PM MEET: Dr. Markisha Smith | OEHR (Sam), Zoom info in appointment, Wheeler, Ted  
4:00 PM – 5:30 PM Elizabeth Edwards Farewell

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**Fri, Jan 8**

All Day Out of Office

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**Mon, Jan 11**

9:30 AM – 10:30 AM 1:1 Markisha and Kapua, TBD, Smith, Markisha  
1:00 PM – 2:00 PM COEP Meeting w/ OMF & OEHR \*Confirmed, Branam, Kimberly  
2:00 PM – 3:00 PM Directors' Racial Equity Subgroup, Ocken, Julie  
2:30 PM – 3:30 PM CAB Meeting, Zoom, Watson, Amanda  
3:00 PM – 3:30 PM LGBTQIA+ Policy Analyst Position Check-in, Palmer, Matthew

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**Tue, Jan 12**

9:30 AM – 11:30 AM Work Session - CARES Act Update and CAA, 2021 Overview Kim, Giyen  
1:00 PM – 2:00 PM Monthly BHR Equity Meeting, Zoom Meeting, BHR Communications  
2:00 PM – 2:45 PM Koffi and Markisha Check in, Microsoft Teams Meeting, Dessou, Koffi  
3:00 PM – 3:30 PM HR/Office of Equity and Human Rights, Check-In, Teams, Lane, Anita  
3:45 PM – 4:15 PM Council Briefing (Amanda) Zoom link in appointment, Wheeler, Ted  
4:00 PM – 4:30 PM Directors 2x Weekly Check-in, Zoom, Rinehart, Tom  
5:00 PM – 6:00 PM Zoom, Raahi Reddy

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**Wed, Jan 13**

9:00 AM – 3:00 PM PPA Bargaining Session, Brown, Heidi  
2:30 PM – 3:00 PM Weekly Check-In for Recruitments & Other Actions, MS Teams Meeting, Lane, Anita  
3:00 PM – 4:30 PM Equity Managers' Weekly Meeting, Microsoft Teams Meeting, Duong, Thuan  
4:30 PM – 5:30 PM Office of Equity and Human Rights/PCCEP Check-in, Latta, Theo

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**Thu, Jan 14**

8:00 AM – 9:00 AM BHR/OEHR Check-in, Microsoft Teams Meeting, Cole, Michelle  
9:30 AM – 11:00 AM January Disaster Policy Council Meeting, Wolf, Katy  
11:00 AM – 12:00 PM P&D Directors Monthly Meeting, Durbin, Andrea  
2:00 PM – 3:00 PM Budget Check-in, Microsoft Teams Meeting, Bennett, Nikki  
4:00 PM – 4:30 PM Directors 2x Weekly Check-in, Zoom, Rinehart, Tom

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**Fri, Jan 15**

All Day Out of Office

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**Mon, Jan 18**

HOLIDAY MLK Holiday  
9:00 AM – 10:00 AM January 18, 2021 Skanner Foundation 35th Annual Martin Luther King Jr. Breakfast

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**Tue, Jan 19**

10:00 AM – 11:30 AM Office of Equity Staff Meeting  
11:30 AM – 12:00 PM Tuesday Chiefs, Microsoft Teams Meeting, Schmanski, Sonia  
1:00 PM – 2:00 PM Check-In, ZOOM, Sanchez-Marquez, Yolanda  
2:15 PM – 2:45 PM Jeff and Markisha, Microsoft Teams Meeting  
3:00 PM – 3:30 PM Check-in: Markisha and Judith  
3:45 PM – 4:30 PM Council Briefing (Amanda), Zoom info in appointment, Wheeler, Ted

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**Wed, Jan 20**

1:00 PM – 3:00 PM Bi-Weekly PPA Management Meeting (Part 1), Blanco Chapin, Amaya  
2:30 PM – 3:00 PM Weekly Check-In for Recruitments & Other Actions, Microsoft Teams, Lane, Anita  
3:00 PM – 4:30 PM Monthly joint Equity Managers/Office of Equity, Microsoft Teams Meeting, Duong, Thuan  
3:00 PM – 10:00 PM City of Portland Inauguration Day Virtual Situation Room, Wolf, Katy  
5:00 PM – 6:00 PM HOLD for Work Session Run-through, Microsoft Teams Meeting, Kinard, Jessica

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**Thu, Jan 21**

10:00 AM – 11:00 AM Budget Check-in, Microsoft Teams Meeting, Bennett, Nikki  
10:30 AM – 12:00 PM Citywide COVID-19 Information Coordination Meeting, MS Teams, Nerwal, Rachit  
11:15 AM – 11:45 AM Budget issues - Koffi and Markisha check in, Microsoft Teams Meeting, Dessou, Koffi  
1:00 PM – 1:45 PM Mayor's office check-in, Sam Diaz, Microsoft Teams Meeting, Smith, Markisha  
2:00 PM – 4:00 PM Council Priorities Work Session, Link in invite, Kinard, Jessica  
2:00 PM – 4:00 PM WORK SESSION: City Priorities Retreat Zoom link in appointment, Wheeler, Ted  
4:00 PM – 4:30 PM Directors 2x Weekly Check-in, Zoom, Rinehart, Tom  
5:30 PM – 7:00 PM Office of Equity BAC Meeting, Zoom, Selby, Jeff

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**Fri, Jan 22**

All Day Markisha - Out of Office

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**Mon, Jan 25**

8:30 AM – 9:00 AM Daily Staff Huddle w/ Mayor Wheeler, Zoom info coming, Wheeler, Ted  
9:30 AM – 10:30 AM 1:1 Markisha and Kapua, TBD, Smith, Markisha  
1:00 PM – 2:30 PM Black Space, Mowry, Judith  
2:30 PM – 3:30 PM CAB Meeting, Zoom, Watson, Amanda  
3:00 PM – 4:00 PM Quick Hi, Microsoft Teams Meeting, Williams, Shyvonne

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**Tue, Jan 26**

8:30 AM – 9:00 AM Daily Staff Huddle w/ Mayor Wheeler, Zoom info coming, Wheeler, Ted  
9:30 AM – 10:30 AM Language Pay Discussion, Microsoft Teams Meeting, Zito, Ronald  
11:00 AM – 12:00 PM Prequalification Board Review, Microsoft Teams Meeting, Strickland, Destinee  
1:00 PM – 2:00 PM Nickole 1:1 w/ Markisha, Smith, Markisha  
3:30 PM – 4:00 PM Council Briefing (Amanda), Zoom info in appointment, Wheeler, Ted

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**Wed, Jan 27**

8:30 AM – 9:00 AM Daily Staff Huddle w/ Mayor Wheeler, Zoom info coming, Wheeler, Ted  
9:00 AM – 3:00 PM PPA Caucus Session, Brown, Heidi  
1:30 PM – 2:00 PM Tom/ Markisha Monthly Meetings (2020), Rinehart, Tom  
3:00 PM – 4:30 PM Equity Managers' Weekly Meeting, Microsoft Teams Meeting, Duong, Thuan

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**Thu, Jan 28**

8:00 AM – 8:30 AM BHR/Office of Equity and Human Rights Microsoft Teams Meeting, Cole, Michelle  
8:30 AM – 9:00 AM Daily Staff Huddle w/ Mayor Wheeler, Zoom info coming, Wheeler, Ted  
9:15 AM – 10:00 AM 1:1 Markisha and Tatiana Elejalde, Microsoft Teams Meeting  
11:00 AM – 12:00 PM Judith 1:1 Check-in, Smith, Markisha  
4:00 PM – 4:30 PM Directors 2x Weekly Check-in, Zoom, Rinehart, Tom

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**Fri, Jan 29**

All Day Markisha - Out of Office

**FEBRUARY 2021 CALENDAR – OFFICE OF EQUITY AND HUMAN RIGHTS – DIRECTOR, DR. MARKISHA SMITH**

Mon, Feb 1

8:30 AM – 8:45 AM Daily Staff Huddle w/ Mayor Wheeler Zoom, Wheeler, Ted  
9:30 AM – 10:30 AM 1:1 Markisha and Kapua, Smith, Markisha  
10:00 AM – 11:00 AM Interview with Alex from The Mercury, Phone or Zoom, Selby, Jeff  
2:30 PM – 3:30 PM CAB Meeting, Zoom, Watson, Amanda

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Tue, Feb 2

8:30 AM – 9:00 AM Daily Staff Huddle w/ Mayor Wheeler, Zoom info coming, Wheeler, Ted  
9:00 AM – 9:30 AM OEHR - Classifications discussion, Microsoft Teams Meeting, Cole, Michelle  
10:00 AM – 11:30 AM Office of Equity Staff Meeting  
12:00 PM – 1:00 PM Staff Check-in, Zoom info in appointment, Dennis, Kristin  
1:00 PM – 2:00 PM BDS & Office of Equity re: Black Lives Matter signs, Microsoft Teams, Poole, Colleen  
2:00 PM – 2:30 PM Working out of Class - OEHR, Microsoft Teams Meeting, Lane, Anita  
2:45 PM – 3:15 PM Council Briefing (Amanda), Zoom, Wheeler, Ted  
4:00 PM – 4:30 PM Directors 2x Weekly Check-in, Zoom, Rinehart, Tom

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Wed, Feb 3

8:30 AM – 8:45 AM Staff Huddle - Zoom info in appointment, Blair, Aja  
8:30 AM – 9:00 AM Daily Staff Huddle w/ Mayor Wheeler Zoom, Wheeler, Ted  
10:00 AM – 11:00 AM Judith/Markisha check in, Microsoft Teams Meeting, Mowry, Judith  
11:00 AM – 11:45 AM Dr. Markisha Smith, Director, Office of Equity & Human Rights & Briannon Fraley, Director, Office of Government Relations, Microsoft Teams Meeting, Fraley, Brie  
1:00 PM – 3:00 PM MEETING: Bi-Weekly PPA Management Meeting (Part 1), Blanco Chapin, Amaya  
3:00 PM – 4:30 PM Equity Manager Weekly Meeting Microsoft Teams Meeting, Duong, Thuan  
5:00 PM – 6:00 PM Farewell to Kristin Dennis, Zoom, Wheeler, Ted

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Thu, Feb 4

8:30 AM – 9:00 AM Daily Staff Huddle w/ Mayor Wheeler Zoom, Wheeler, Ted  
12:00 PM – 1:00 PM Bureau Directors Monthly Meeting, Zoom, Rinehart, Tom

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Fri, Feb 5

All Day Markisha - Out of Office  
12:00 PM – 12:30 PM Review Tatiana's WOC pay, Microsoft Teams Meeting, Miller, Angela

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Mon, Feb 8

8:30 AM – 9:00 AM Daily Staff Huddle w/ Mayor Wheeler, Zoom, Wheeler, Ted  
10:00 AM – 10:30 AM Dr. Smith/Sonia Schmanski, Mayor office, Microsoft Teams Meeting, Smith, Markisha  
2:00 PM – 2:30 PM Council Prep w/ Amanda Zoom, Wheeler, Ted  
3:30 PM – 4:30 PM OEHR Classification Discussion, Microsoft Teams Meeting, Epling, Kim

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Tue, Feb 9

8:30 AM – 9:00 AM Daily Staff Huddle w/ Mayor Wheeler , Zoom info coming Wheeler, Ted  
9:30 AM – 10:00 AM Discuss Equity budget work session, Microsoft Teams Meeting, Kinard, Jessica  
10:00 AM – 11:00 AM Koffi-Markisha meet re Strategic Plan and Budget Equity Tool, Microsoft Teams, Dessou, Koffi  
11:30 AM – 12:00 PM 1:1 Danielle and Markisha, Microsoft Teams Meeting, Smith, Markisha  
1:00 PM – 1:45 PM Mtg. Dr. Smith/Director Rhee, Microsoft Teams Meeting, Rhee, Suk  
2:30 PM – 3:30 PM Dr. Markisha Smith, Office of Equity & Human Rights Director, Rubio, Carmen  
4:00 PM – 4:30 PM Directors 2x Weekly Check-in, Zoom, Rinehart, Tom  
5:15 PM – 6:00 PM Regional DEI Leaders Call Zoom Call, Raahi Reddy

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Wed, Feb 10

8:30 AM – 9:00 AM Daily Staff Huddle w/ Mayor Wheeler , Zoom, Wheeler, Ted  
9:00 AM – 3:00 PM PPA Bargaining Session, Brown, Heidi  
9:30 AM – 4:30 PM City Leaders Panel: City Attorney Interview, Zoom Meeting, BHR Communications

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Thu, Feb 11

8:30 AM – 9:00 AM Daily Staff Huddle w/ Mayor Wheeler Zoom, Wheeler, Ted  
9:30 AM – 10:00 AM PCCEP Discussion, Lawrence, Asena  
10:00 AM – 10:30 AM BHR & Equity, Microsoft Teams Meeting, Cole, Michelle  
10:30 AM – 12:00 PM P&D Directors Monthly Meeting, Durbin, Andrea  
1:00 PM – 2:00 PM Council Follow-Up: Economic Survival/Stability/Recovery, Branam, Kimberly  
1:30 PM – 2:30 PM Tatiana 1:1 w/ Markisha, Smith, Markisha  
2:30 PM – 3:30 PM MEET: Red House Discussion/updates (Sonia), Zoom info in appointment, Wheeler, Ted  
3:00 PM – 3:30 PM Audit update on emergency preparedness for people with disabilities Microsoft Teams Fercak, Alexandra  
3:30 PM – 4:00 PM Requested Budget Check-In, Microsoft Teams Meeting, Ford, Jane Marie  
4:00 PM – 4:30 PM Directors 2x Weekly Check-in, Zoom, Rinehart, Tom

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Fri, Feb 12

All Day Markisha - Out of Office  
8:30 AM – 8:45 AM Staff Huddle Zoom, Wheeler, Ted  
10:00 AM – 11:30 AM Multnomah County Black COVID Response Meeting  
1:00 PM – 2:30 PM Hold for Restack Project Kick Off and Visioning Session, Zoom Meeting, Merlo, Carmen

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Mon, Feb 15

8:30 AM – 9:00 AM Daily Staff Huddle w/ Mayor Wheeler, Zoom info coming, Wheeler, Ted  
9:30 AM – 10:30 AM 1:1 Markisha and Kapua, Smith, Markisha  
11:00 AM – 12:00 PM Nickole 1:1 w/ Markisha, Markisha's Office, Smith, Markisha  
2:30 PM – 3:30 PM CAB Meeting, Zoom, Watson, Amanda  
5:00 PM – 9:00 PM PCCEP Retreat, Claudio, Claudia

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Tue, Feb 16

8:30 AM – 9:00 AM Daily Staff Huddle w/ Mayor Wheeler Zoom, Wheeler, Ted  
11:30 AM – 12:30 PM CAAN Black History Month: Always Eat Together Lunch Meeting, Microsoft Teams, Brannon, Jay  
12:00 PM – 12:30 PM All Staff Huddle w/ Mayor Zoom, Wheeler, Ted  
1:00 PM – 2:00 PM Jeff and Markisha Check-In, Microsoft Teams Meeting, Smith, Markisha  
2:00 PM – 2:30 PM Red House meeting follow-up, Microsoft Teams, Allen, Seraphie  
4:00 PM – 4:30 PM Directors 2x Weekly Check-in, Zoom, Rinehart, Tom  
4:15 PM – 5:00 PM Council Briefing (Amanda), Virtual, Wheeler, Ted

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Wed, Feb 17

8:30 AM – 9:00 AM Daily Staff Huddle w/ Mayor Wheeler, Zoom, Wheeler, Ted  
8:45 AM – 12:00 PM Civil Rights Title VI Analyst Round 2 Interviews, Brooks, Danielle  
1:00 PM – 3:00 PM MEETING: Bi-Weekly PPA Management Meeting (Part 1), Blanco Chapin, Amaya  
2:30 PM – 3:00 PM Weekly Check-In for Recruitments & Other Actions, Microsoft Teams Meeting, Lane, Anita  
3:00 PM – 4:30 PM Monthly joint Equity Managers/OEHR meeting, Microsoft Teams Meeting, Duong, Thuan

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Thu, Feb 18

8:30 AM – 9:00 AM Daily Staff Huddle w/ Mayor Wheeler Zoom, Wheeler, Ted  
9:00 AM – 11:00 AM Leadership Training - Unit 4 Disability as a Diversity Value, Zoom, Moore, Janice  
1:00 PM – 1:45 PM Mayor's office check-in, Sam Diaz, Microsoft Teams Meeting, Smith, Markisha  
2:00 PM – 2:30 PM Check-in: Dr. Smith / Laura John, Microsoft Teams Meeting, Smith, Markisha  
4:00 PM – 4:30 PM Directors 2x Weekly Check-in, Zoom, Rinehart, Tom  
4:30 PM – 5:00 PM Discussion about HRAR 2.02, Microsoft Teams Meeting, Bless, Cathy

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Fri, Feb 19

All Day Markisha - Out of Office  
8:30 AM – 9:00 AM Daily Staff Huddle w/ Mayor Wheeler Zoom info coming, Wheeler, Ted  
9:30 AM – 10:00 AM Hiring process check-in, Microsoft Teams Meeting, Brooks, Danielle  
10:30 AM – 12:00 PM GARE Working Group: Chief Equity Officers

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Mon, Feb 22

8:30 AM – 9:00 AM Daily Staff Huddle w/ Mayor Wheeler, Zoom, Wheeler, Ted  
8:30 AM – 9:30 AM Council Budget Presentation planning, Microsoft Teams Meeting, Kinard, Jessica  
8:30 AM – 12:00 PM Equity & Inclusion Presentation, PF&R Training Center-Large Classroom, O'Neil, Kevin  
9:30 AM – 10:30 AM 1:1 Markisha and Kapua, Smith, Markisha  
1:00 PM – 2:30 PM Black Space, Mowry, Judith  
2:00 PM – 5:00 PM Hold for LGBTQAI+ interviews, Mowry, Judith  
2:30 PM – 3:30 PM CAB Meeting, Zoom, Watson, Amanda

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Tue, Feb 23

8:30 AM – 9:00 AM Daily Staff Huddle w/ Mayor Wheeler, Zoom, Wheeler, Ted  
9:00 AM – 10:00 AM Monthly BHR Equity Meeting Zoom Meeting, BHR Communications  
10:00 AM – 10:30 AM Dr Smith check-in Sam Diaz, Microsoft Teams Meeting, Smith, Markisha  
10:30 AM – 11:00 AM Connect re. Community Safety Transition Director, Microsoft Teams Meeting, Smith, Markisha  
11:00 AM – 11:30 AM Markisha and E. Oluchi Check-In, Microsoft Teams Meeting, Smith, Markisha  
11:30 AM – 12:00 PM Meeting follow-up: Aja, Sam, Markisha, and Laura, Microsoft Teams Meeting, Smith, Markisha  
12:00 PM – 1:00 PM All Staff Check-In, Zoom, Blair, Aja  
1:30 PM – 2:00 PM Red House - Regroup, Taylor, Robert  
2:30 PM – 3:15 PM Council Briefing (Amanda), Zoom, Wheeler, Ted  
3:00 PM – 3:30 PM HR/OEHR Check-In, Teams, Lane, Anita

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Wed, Feb 24

8:00 AM – 8:30 AM Tom/ Markisha Monthly Meetings (2020), Zoom, Rinehart, Tom  
8:30 AM – 9:00 AM Daily Staff Huddle w/ Mayor Wheeler Zoom, Wheeler, Ted  
9:00 AM – 3:00 PM PPA Bargaining Session, Brown, Heidi  
11:00 AM – 12:00 PM Check-in - Dr. Markisha Microsoft Teams Meeting, Sanchez-Marquez, Yolanda  
1:00 PM – 2:00 PM ZOOM: Red House Check-in, Zoom Meeting Details in Invite, Diaz, Samuel  
2:30 PM – 3:00 PM Weekly Check-In for Recruitments & Other Actions, Microsoft Teams Meeting, Lane, Anita  
3:00 PM – 4:30 PM Equity Managers' Weekly Meeting, Microsoft Teams Meeting, Duong, Thuan  
3:30 PM – 4:00 PM ZOOM: Debrief on Red House, TEAMS, Diaz, Samuel  
5:00 PM – 8:00 PM Court Interpreters Implicit Bias Workshop

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## MARCH 2021 CALENDAR – OFFICE OF EQUITY AND HUMAN RIGHTS – DIRECTOR, DR. MARKISHA SMITH

### Mon, Mar 1

- 8:30 AM – 9:00 AM Daily Staff Huddle w/ Mayor Wheeler Zoom, Wheeler, Ted
- 9:30 AM – 10:30 AM 1:1 Markisha and Kapua, Smith, Markisha
- 2:30 PM – 3:30 PM CAB Meeting, Zoom, Watson, Amanda
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### Tue, Mar 2

- 7:30 AM – 8:00 AM COFFEE: All Staff Morning Coffee Get Together (Optional), Zoom, Wheeler, Ted
- 8:30 AM – 9:00 AM Daily Staff Huddle w/ Mayor Wheeler, Zoom, Wheeler, Ted
- 9:00 AM – 10:00 AM Conversation Microsoft Teams Meeting, Mowry, Judith
- 10:00 AM – 11:30 AM Office of Equity Staff Meeting, Labrador-Hallett, Grace
- 11:30 AM – 12:30 PM CAAN Always Eat Together Lunch Meeting, Microsoft Teams Meeting, Brannon, Jay
- 12:00 PM – 1:00 PM All Staff Check-In, TBD, Blair, Aja
- 1:30 PM – 2:30 PM Koffi/Markisha check, Microsoft Teams Meeting, Dessou, Koffi
- 3:00 PM – 3:30 PM Jeffrey and Markisha Re: Black Space, Microsoft Teams Meeting, Smith, Markisha
- 4:00 PM – 4:30 PM Directors 2x Weekly Check-in, Zoom, Rinehart, Tom
- 4:00 PM – 4:45 PM Council Briefing (Amanda), Zoom, Wheeler, Ted
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### Wed, Mar 3

- 9:15 AM – 9:30 AM Outcomes/Indicators Project Check-in, Microsoft Teams Meeting, Brooks, Danielle
- 10:00 AM – 11:00 AM Judith/Markisha check in, Microsoft Teams Meeting, Mowry, Judith
- 11:30 AM – 12:00 PM MEET: Dr. Markisha Smith & Bobby Lee, Zoom, Blair, Aja
- 12:00 PM – 1:00 PM MTeam Follow-up, Microsoft Teams Meeting, Blair, Aja
- 1:00 PM – 3:00 PM MEETING: Bi-Weekly PPA Management Meeting (Part 1) Blanco Chapin, Amaya
- 2:30 PM – 3:00 PM Weekly Check-In for Recruitments & Other Actions, Microsoft Teams, Lane, Anita
- 3:00 PM – 4:30 PM Equity Manager Weekly Meeting Microsoft Teams Meeting, Duong, Thuan
- 4:00 PM – 4:30 PM Mayor's Office/SEI Check in, Red House & related matters, Microsoft Teams, Allen, Seraphie
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**Thu, Mar 4**

8:00 AM – 8:30 AM BHR & OEHR Check-in, Microsoft Teams Meeting, Cole, Michelle

8:30 AM – 9:00 AM Daily Staff Huddle w/ Mayor Wheeler, Zoom, Wheeler, Ted

9:00 AM – 10:00 AM Language Pay Discussion, Microsoft Teams Meeting, Zito, Ronald

10:00 AM – 11:00 AM Finalize Council Budget Presentation materials & run-through, MS Teams, Kinard, Jessica

11:00 AM – 11:30 AM Introduction: Dr. Smith and Neil Mattson, Microsoft Teams Meeting, Smith, Markisha

11:30 AM – 12:00 PM Check-In PSU contract Microsoft Teams Meeting, Sanchez-Marquez, Yolanda

12:00 PM – 1:00 PM Bureau Directors Monthly Meeting, Zoom, Rinehart, Tom

3:00 PM – 4:00 PM Economic Relief & Stimulus Coordination Council Week 1 \*Confirmed, Branam, Kimberly

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**Fri, Mar 5**

All Day Markisha - Out of Office

9:00 AM – 12:00 PM AABSS Advisory Committee Meeting SALAS Ana - ODE

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**Mon, Mar 8**

8:30 AM – 9:00 AM Daily Staff Huddle w/ Mayor Wheeler Zoom, Wheeler, Ted

9:00 AM – 12:30 PM LEAD - Ethical Leadership Pilot - Part 1 of 2, Zoom, Harrison, Monique

10:00 AM – 11:30 AM Portland.gov Content Creation with Jonathan and eGov Team, Mitchell, Joshua

1:00 PM – 2:00 PM Meet Equity Strategies Analyst top candidate, Zoom, Dessou, Koffi

2:30 PM – 3:30 PM CAB Meeting, Zoom, Watson, Amanda

2:30 PM – 3:30 PM DEI Check In, Microsoft Teams Meeting, RIVERA-LINDSTROM Rudyane

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**Tue, Mar 9**

8:00 AM – 8:30 AM CALL: Dr. Smith & Asena Lawrence, Asena

8:30 AM – 9:00 AM Daily Staff Huddle w/ Mayor Wheeler Zoom, Wheeler, Ted

9:00 AM – 12:00 PM WORK SESSION: FY 2021-22 Budget Development Zoom, Wheeler, Ted

10:00 AM – 12:00 PM TM User Group, Microsoft Teams Meeting, Duffey, Victoria

12:00 PM – 1:00 PM All Staff Check-In, Zoom, Blair, Aja

1:00 PM – 2:00 PM I for Equity at BES, Microsoft Teams Meeting, Williams, Shyvonnie



**Tue, Mar 9 - Continued**

2:00 PM – 2:45 PM Council Briefing (Amanda), Zoom info in appointment, Wheeler, Ted

2:30 PM – 3:00 PM ADA Process and Forms, Microsoft Teams Meeting, Lane, Anita

3:00 PM – 3:30 PM HR/OEHR Check-In, Teams, Lane, Anita

4:00 PM – 4:30 PM Directors 2x Weekly Check-in, Zoom, Rinehart, Tom

4:30 PM – 5:00 PM Winterhawks Logo, Microsoft Teams Meeting, John, Laura

5:00 PM – 6:00 PM Regional DEI Leaders Call Zoom, Raahi Reddy

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**Wed, Mar 10**

8:30 AM – 9:00 AM Team Huddle/No Mayor, Zoom, Blair, Aja

9:00 AM – 10:00 AM Danielle 1:1 Check-in, Markisha's Office, Smith, Markisha

9:00 AM – 3:00 PM PPA Bargaining Session - TEAMS LINK, Brown, Heidi

2:30 PM – 3:00 PM Weekly Check-In for Recruitments & Other Actions, Microsoft Teams Meeting, Lane, Anita

3:00 PM – 4:30 PM Equity Managers' Weekly Meeting, Microsoft Teams Meeting, Duong, Thuan

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**Thu, Mar 11**

8:30 AM – 8:45 AM Daily Staff Huddle w/ Mayor Wheeler Zoom Wheeler, Ted

10:00 AM – 10:30 AM BHR & Equity, Microsoft Teams Meeting, Cole, Michelle

10:30 AM – 11:30 AM P&D Directors Monthly Meeting, Durbin, Andrea

11:30 AM – 12:30 PM Planning meeting to prepare for the verdict in the Derek Chauvin murder trial of Mr. George Floyd JR. Zoom, King, Robert

12:00 PM – 1:30 PM Economic Relief & Stimulus Coordination Council Week #2 \*Confirmed, Zoom, Branam, Kimberly

1:30 PM – 2:00 PM Tatiana 1:1 w/ Markisha, Markisha's Office, Smith, Markisha

2:00 PM – 4:00 PM WORK SESSION: FY 2021-22 Budget Development , Zoom, Wheeler, Ted

4:00 PM – 4:30 PM Directors 2x Weekly Check-in, Zoom, Rinehart, Tom

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**Fri, Mar 12**

All Day Markisha - Out of Office

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**Mon, Mar 15**

8:30 AM – 9:00 AM Staff Huddle | No Mayor, Microsoft Teams Meeting, Lee, Bobby

9:30 AM – 10:30 AM 1:1 Markisha and Kapua, Smith, Markisha

11:00 AM – 12:00 PM Nickole 1:1 w/ Markisha, Markisha's Office, Smith, Markisha

1:00 PM – 1:30 PM check-in, Microsoft Teams Meeting, Nguyen, Gennie

1:00 PM – 2:00 PM Check-in on Equity and Anti-Racism Core Values, MS Teams, Brenes-Morua, Kathleen

2:00 PM – 3:00 PM Economic Relief & Stimulus Coordination Council (Additional Meeting to Week 3)  
Zoom, Branam, Kimberly

2:30 PM – 3:30 PM CAB Meeting, Zoom, Watson, Amanda

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**Tue, Mar 16**

9:30 AM – 10:00 AM Koffi-Markisha re Equity Strategies Analyst, zoom, Dessou, Koffi

10:00 AM – 11:30 AM Office of Equity Staff Meeting, Labrador-Hallett, Grace

11:30 AM – 12:00 PM Judith and Markisha Quick Check-In, Microsoft Teams Meeting, Smith, Markisha

1:00 PM – 2:00 PM Spring BMP Check-in, Microsoft Teams Meeting, Bennett, Nikki

1:15 PM – 1:45 PM Council Briefing (Amanda), Zoom, Wheeler, Ted

2:00 PM – 4:00 PM WORK SESSION: FY 2021-22 Budget Development , Virtual, Wheeler, Ted

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**Wed, Mar 17**

8:30 AM – 9:00 AM Staff Huddle/No Mayor Zoom, Blair, Aja

9:30 AM – 10:00 AM Tom/ Markisha Check-in Zoom, Rinehart, Tom

1:00 PM – 3:00 PM MEETING: Bi-Weekly PPA Management Meeting (Part 1), Blanco Chapin, Amaya

2:30 PM – 3:00 PM Weekly Check-In for Recruitments & Other Actions, Microsoft Teams, Lane, Anita

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**Thu, Mar 18**

8:00 AM – 8:30 AM CHECK-IN: Independent Review Next Steps (Bobby), Zoom, Wheeler, Ted

8:30 AM – 9:00 AM Staff Huddle- No Mayor, Zoom, Blair, Aja

9:00 AM – 10:00 AM Language Pay Discussion, Microsoft Teams Meeting, Zito, Ronald

10:00 AM – 11:00 AM Jonathan 1:1 Check-in, Markisha's office, Smith, Markisha

**Thu, Mar 18 - continued**

1:00 PM – 1:45 PM Mayor's office check-in, Sam Diaz, Microsoft Teams Meeting, Smith, Markisha  
1:30 PM – 4:30 PM WORK SESSION: FY 2021-22 Budget Development Virtual, Wheeler, Ted  
4:00 PM – 4:30 PM Directors 2x Weekly Check-in, Zoom, Rinehart, Tom

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**Fri, Mar 19**

All Day Markisha - Out of Office  
8:30 AM – 9:00 AM Daily Staff Huddle w/ Mayor Wheeler Zoom, Wheeler, Ted  
9:00 AM – 10:00 AM Spring BMP Check-In, Microsoft Teams Meeting, Bennett, Nikki  
1:00 PM – 2:00 PM Economic Relief & Stimulus Coordination Council Week #3 \*Confirmed, Zoom  
Branam, Kimberly  
1:00 PM – 2:30 PM New Commissioner Panel: Diversity, Equity, and Inclusion, MS Teams, Shiplet, Diana  
3:15 PM – 4:00 PM Red House Check in, Zoom, Allen, Seraphie

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**Mon, Mar 22 – Fri, Mar 26**

All Day Markisha Out

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**Mon, Mar 29**

8:30 AM – 9:00 AM Daily Staff Huddle w/ Mayor Wheeler Zoom, Wheeler, Ted  
9:30 AM – 10:30 AM 1:1 Markisha and Kapua, Smith, Markisha  
10:30 AM – 11:00 AM LGBTQAI+ Mowry, Judith  
10:30 AM – 11:00 AM Markisha Webster Smith's Zoom Meeting, Smith, Markisha  
11:30 AM – 1:00 PM Economic Relief & Stimulus Coordinating Council, Zoom - Branam, Kimberly  
1:00 PM – 1:30 PM MEET: Black Male Townhall Prep, Microsoft Teams Meeting, Lee, Bobby  
1:00 PM – 2:30 PM Black Space, Mowry, Judith  
1:30 PM – 2:30 PM MEET: Management Team: Mayor's Priorities Work Session, Zoom, Wheeler, Ted  
3:30 PM – 4:00 PM Dr. Smith, Sheila, Giyen - Staffing for Federal Funds, MS Teams, Kim, Giyen  
4:00 PM – 4:30 PM Response Planning for Letter in Support of Black Women, MS Teams, Blair, Aja

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**Tue, Mar 30**

- 8:30 AM – 9:00 AM Staff Huddle - No Mayor, Microsoft Teams Meeting, Blair, Aja
- 9:30 AM – 11:30 AM WORK SESSION: 2021-22 Proposed Budget Work Session, Wheeler, Ted
- 11:30 AM – 12:00 PM TEAMS: Reimagine Oregon - Internal Briefing, Diaz, Samuel
- 12:00 PM – 1:00 PM All Staff Check-In, Zoom, Blair, Aja
- 2:00 PM – 3:30 PM Equity Practitioners, Mowry, Judith
- 5:30 PM – 6:00 PM PREP: Black Male Townhall, Zoom info coming, Wheeler, Ted
- 6:00 PM – 7:30 PM ATTEND/SPEAK: Black Male Town Hall w/ Commissioner Hardesty, Zoom, Wheeler, Ted
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**Wed, Mar 31**

- 9:30 AM – 10:00 AM Sami Al-Abdrabbuh, Microsoft Teams Meeting, Smith, Markisha
- 10:00 AM – 11:00 AM Monthly BHR Equity Meeting Zoom Meeting, BHR Communications
- 12:00 PM – 1:00 PM Exceptional Wonder Woman Award -- CONGRATULATIONS!!! Zoom Ceremony
- 12:30 PM – 1:30 PM MEET: Jessica Kinard | City Budget Office (Bobby/Sonia), Zoom, Wheeler, Ted
- 1:30 PM – 3:00 PM MEETING: Bi-Weekly PPA Management Meeting (Part 1), Blanco Chapin, Amaya
- 2:00 PM – 3:00 PM Transgender Day of Visibility
- 2:30 PM – 3:00 PM Weekly Check-In for Recruitments & Other Actions, MS Teams, Lane, Anita

Thu, Feb 25

All Day

Vacation

8:30 AM – 9:00 AM

Daily Staff Huddle w/ Mayor Wheeler , Zoom, Wheeler, Ted

4:00 PM – 4:30 PM

Directors 2x Weekly Check-in, Zoom, Rinehart, Tom

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Fri, Feb 26

All Day

Markisha - Out of Office

8:30 AM – 9:00 AM

Daily Staff Huddle w/ Mayor Wheeler Zoom, Wheeler, Ted

9:00 AM – 10:00 AM

Budget presentation check in, Microsoft Teams Meeting, Kinard, Jessica

4:30 PM – 5:30 PM

HH: Mayor's Office Monthly Happy Hour (Optional), Virtual – Zoom, Wheeler, Ted

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