

## APRIL 2021 CALENDAR – OFFICE OF EQUITY AND HUMAN RIGHTS – DIRECTOR, DR. MARKISHA WEBSTER

### Thu, Apr 1

8:00 AM – 8:30 AM BHR & OFFICE OF EQUITY AND HUMAN RIGHTS Check-in, MS Teams, Cole, Michelle  
8:30 AM – 9:00 AM CAAN Workforce Data Report Next Steps (Tom/ Cathy/ Markisha), Zoom, Rinehart, Tom  
9:30 AM – 12:30 PM (HOLD) FY 2021-22 Budget Development Work Session, Wheeler, Mayor  
11:30 AM – 12:30 PM Bureau Directors Monthly Meeting, Zoom, Rinehart, Tom  
1:00 PM – 1:45 PM Mayor's office check-in, Sam Diaz, MS Teams, Webster, Markisha  
2:00 PM – 2:30 PM Portland Columbia Symphony - Rebekah Phillips, MS Teams, Webster, Markisha

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### Fri, Apr 2

All Day Markisha - Out of Office

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### Mon, Apr 5

8:30 AM – 9:00 AM MEET: Daily Staff Huddle /No Mayor, MS Teams, Blair, Aja  
9:00 AM – 10:00 AM Review of Tribal Relations Work Plan, Sanchez-Marquez, Yolanda  
9:00 AM – 10:30 AM Briefing: California Partnership for Safer Cities background/Approach/Methodology  
Adams, Sam  
9:30 AM – 10:30 AM 1:1 Markisha and Kapua, TBD, Webster, Markisha  
9:45 AM – 10:15 AM MEET: Management Team - Emerging Issues, Zoom, Wheeler, Ted  
10:30 AM – 11:00 AM Quick meeting about P4, MS Teams, Elejalde, Tatiana  
11:00 AM – 11:30 AM Koffi-Markisha Check in, MS Teams, Dessou, Koffi  
11:30 AM – 1:00 PM Economic Relief & Stimulus Coordinating Council, Zoom - Branam, Kimberly  
1:30 PM – 2:00 PM Introduction: Markisha and Jeffrey Maxwell, MS Teams, Webster, Markisha  
1:45 PM – 2:45 PM Management Team Work Session on Priorities, Zoom, Wheeler, Ted  
2:30 PM – 3:30 PM Markisha follow-up meeting with Neil Mattson, MS Teams, Webster, Markisha  
3:30 PM – 4:30 PM ZOOM: Red House Check-in, Zoom Details, Diaz, Samuel

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### Tue, Apr 6

8:30 AM – 9:00 AM Daily Staff Huddle w/ Mayor Wheeler, Zoom, Wheeler, Ted  
9:00 AM – 9:30 AM Dr. Webster & Bobby | Black Employment Data at the City of Portland - Workforce  
Report, MS Teams, Lee, Bobby  
10:00 AM – 10:30 AM Katarina Naworol, University of Virginia - Portland's Racial Equity Toolkit Best Practice  
11:30 AM – 12:30 PM CAAN Always Eat Together Lunch Meeting, MS Teams, Brannon, Jay  
12:00 PM – 1:00 PM Language Pay Discussion, MS Teams, Zito, Ronald  
12:30 PM – 2:30 PM Mayor's Office Equity Conversation/Retreat (Dr. Webster), Zoom, Wheeler, Ted  
2:30 PM – 3:30 PM MEET: City Budget Office | Budget Planning, Zoom, Wheeler, Ted  
3:00 PM – 3:30 PM HR/Office of Equity and Human Rights Check-In, MS Teams, Lane, Anita  
3:30 PM – 4:00 PM Quick Chat: Markisha and Andrea, Durbin, Andrea  
4:00 PM – 4:30 PM Directors 2x Weekly Check-in, Zoom, Rinehart, Tom  
4:00 PM – 4:30 PM Council Briefing (Ness), Wheeler, Ted

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### Wed, Apr 7

8:30 AM – 9:00 AM Daily Staff Huddle w/ Mayor Wheeler, Zoom, Wheeler, Ted  
2:30 PM – 3:00 PM Weekly Check-In for Recruitments & Other Actions, MS Teams, Lane, Anita  
3:00 PM – 4:30 PM Equity Manager/BHR Monthly Meeting, MS Teams, Duong, Thuan

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## APRIL 2021 CALENDAR – OFFICE OF EQUITY AND HUMAN RIGHTS – DIRECTOR, DR. MARKISHA WEBSTER

### Thu, Apr 8

8:00 AM – 8:30 AM	Winterhawks Follow-Up, MS Teams, John, Laura
8:30 AM – 9:00 AM	Daily Staff Huddle w/ Mayor Wheeler, Zoom, Wheeler, Ted
9:00 AM – 9:30 AM	Nike and Markisha Check-In, Phone, Webster, Markisha
10:30 AM – 11:30 AM	P&D Directors Monthly Meeting, Zoom, Durbin, Andrea
11:30 AM – 12:00 PM	Cathy and Markisha, MS Teams, Webster, Markisha
12:00 PM – 1:00 PM	Work Connections: A POIC + RAHS Virtual Networking Event, Joe McFerrin II
1:30 PM – 2:30 PM	Tatiana 1:1 w/ Markisha, Markisha's Office, Webster, Markisha
2:00 PM – 2:45 PM	MEET: Rukaiyah Adams & Mayor (Bobby), Zoom, Wheeler, Ted
2:30 PM – 2:45 PM	Sonia and Dr. Webster Check-in, MS Teams, Schmanski, Sonia
3:00 PM – 4:00 PM	Community Engagement and Equity Forum, Presentation Included, Wilson, Lorraine
4:00 PM – 4:30 PM	Directors 2x Weekly Check-in, Zoom, Rinehart, Tom

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### Fri, Apr 9

All Day	Markisha - Out of Office
8:30 AM – 9:00 AM	Daily Staff Huddle w/ Mayor Wheeler, Zoom, Wheeler, Ted
9:00 AM – 5:00 PM	Portland Building Entry, 1120 SW 5th Ave. Suite 1204 Webster, Markisha
3:30 PM – 4:00 PM	Nikoyia and Markisha, MS Teams, Webster, Markisha

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### Mon, Apr 12

8:00 AM – 8:30 AM	HOLD: Red House Meeting with MO and Commissioner Ryan Leadership, Allen, Seraphie
8:30 AM – 10:00 AM	Team Meeting on Response to Last Year of Protests, Zoom, Wheeler, Ted
9:30 AM – 10:30 AM	1:1 Markisha and Kapua, TBD, Webster, Markisha
9:45 AM – 10:15 AM	MEET: Management Team - Emerging Issues, Zoom, Wheeler, Ted
11:30 AM – 1:00 PM	Economic Relief & Stimulus Coordinating Council, Zoom, Branam, Kimberly
1:00 PM – 1:45 PM	Dr. Webster - Office of Equity - City of Portland, MS Teams, Strong, Andrew
1:30 PM – 2:30 PM	Citywide Equity Outcomes/RBA Better-off Measures Coordination, MS Teams Brooks, Danielle
1:45 PM – 2:45 PM	Management Team Meeting on Priorities w/ Mayor, Zoom, Wheeler, Ted

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### Tue, Apr 13

8:30 AM – 9:00 AM	Daily Staff Huddle w/ Mayor Wheeler, Zoom, Wheeler, Ted
9:30 AM – 11:30 AM	Hold Spring BMP Work Session, Rubin, Michelle
10:00 AM – 11:30 AM	Office of Equity Staff Meeting
1:00 PM – 2:00 PM	Pay diff meeting, MS Teams, Elejalde, Tatiana
3:30 PM – 4:00 PM	Pre-Director meeting check-in, Bless, Cathy
4:00 PM – 4:30 PM	Directors 2x Weekly Check-in, Zoom, Rinehart, Tom
4:00 PM – 5:00 PM	MEET: Jessica Kinard   City Budget Office (Bobby/Sonia), Zoom, Wheeler, Ted
5:00 PM – 6:00 PM	Regional DEI Leaders Call - Zoom Call, Raahi Reddy

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### Wed, Apr 14

8:15 AM – 9:00 AM	Council Briefing (Ness), Zoom, Wheeler, Ted
9:00 AM – 10:00 AM	Danielle 1:1 Check-in, Markisha's Office, Webster, Markisha
10:00 AM – 11:00 AM	MEET: City Budget Office Proposed Budget, Teams, Lee, Bobby

**APRIL 2021 CALENDAR – OFFICE OF EQUITY AND HUMAN RIGHTS – DIRECTOR, DR. MARKISHA WEBSTER**

11:00 AM – 12:30 PM HOLD: Lunch, John, Laura  
1:00 PM – 3:00 PM MEETING: Bi-Weekly PPA Management Meeting (Part 1), Blanco Chapin, Amaya  
2:00 PM – 3:00 PM Meeting w/ RACE TALKS & Mayor's Office, Zoom info in appointment, Lee, Bobby  
2:30 PM – 3:00 PM Weekly Check-In for Recruitments & Other Actions, MS Teams, Lane, Anita  
3:00 PM – 4:30 PM Equity Managers' Weekly Meeting, MS Teams, Duong, Thuan  
5:00 PM – 6:00 PM Speaker: Ibram Kendi, Sanchez-Marquez, Yolanda

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**Thu, Apr 15**

8:00 AM – 8:30 AM BHR & OFFICE OF EQUITY AND HUMAN RIGHTS Check-in, MS Teams, Cole, Michelle  
8:30 AM – 9:00 AM Daily Staff Huddle - No Mayor, Zoom, Villarreal, Jenny  
8:45 AM – 9:15 AM ASPA Panel  
9:00 AM – 10:00 AM Language Pay Discussion, MS Teams, Zito, Ronald  
10:30 AM – 11:00 AM PCCEP retreat check in, Mowry, Judith  
11:00 AM – 11:30 AM Claudia and Markisha, MS Teams, Webster, Markisha  
1:00 PM – 3:05 PM ELGL Inspire - Oregon, kirsten@elgl.org  
2:30 PM – 3:30 PM MEET: Jessica Kinard | City Budget Office (Bobby/Sonia), Zoom, Wheeler, Ted  
3:30 PM – 3:45 PM Performance evaluation with Dr. Webster, MS Teams, Schmanski, Sonia  
4:00 PM – 4:30 PM Directors 2x Weekly Check-in, Zoom, Rinehart, Tom

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**Fri, Apr 16**

All Day Markisha - Out of Office

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**Mon, Apr 19**

All Day Zach out in the afternoon, Wheeler, Ted  
8:30 AM – 9:00 AM Daily Staff Huddle w/ Mayor Wheeler, Zoom, Wheeler, Ted  
9:00 AM – 9:30 AM Disability Digital Access Coordinator, MS Teams, Lane, Anita  
9:45 AM – 10:15 AM MEET: Management Team - Emerging Issues, Zoom, Wheeler, Ted  
9:45 AM – 10:45 AM Fostering a Healthy, Strong, and Diverse Portland Mayor's Office, Zoom, Lee, Bobby  
11:00 AM – 12:00 PM Nickole 1:1 w/ Markisha, Webster, Markisha  
12:45 PM – 1:45 PM MEET: Management Team Meeting on Priorities, Zoom, Wheeler, Ted  
1:00 PM – 2:00 PM Judith/Markisha check in, MS Teams, Mowry, Judith  
2:00 PM – 3:00 PM Office of Equity and Human Rights, Team Discussion, Sanchez-Marquez, Yolanda  
4:00 PM – 4:30 PM MEET: Race Talks, Lawrence, Asena  
5:45 PM – 6:30 PM MEET: Press Conference Planning, Zoom, Lee, Bobby

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**Tue, Apr 20**

9:00 AM – 9:45 AM outreach for new PCCEP members, MS Teams, Webster, Markisha  
9:45 AM – 10:30 AM Talking Points Review with Mayor, Lee, Bobby  
10:00 AM – 11:00 AM Markisha and Kapua Check-In, MS Teams, Webster, Markisha  
11:00 AM – 12:00 PM Race Talks & Mayor's Office follow-up meeting, Zoom Lee, Bobby  
1:00 PM – 2:15 PM Mayor Wheeler's Pre-Verdict Planning Press Conference, Becker, Timothy  
1:15 PM – 2:00 PM PRESS CONFERENCE (Jim), Zoom, Wheeler, Ted  
2:30 PM – 3:00 PM MEET: Verdict Follow-up, Zoom, Wheeler, Ted  
3:00 PM – 3:30 PM HR/Office of Equity and Human Rights Check-In, Teams, Lane, Anita

**APRIL 2021 CALENDAR – OFFICE OF EQUITY AND HUMAN RIGHTS – DIRECTOR, DR. MARKISHA WEBSTER**

4:00 PM – 4:30 PM Directors 2x Weekly Check-in, Zoom, Rinehart, Tom  
4:00 PM – 4:45 PM Council Briefing (Ness), Virtual, Wheeler, Ted  
5:30 PM – 8:30 PM PCCEP Retreat, Mowry, Judith  
6:00 PM – 9:00 PM CoP Leadership Protest Briefing/Coordination Room, Wolf, Katy

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**Wed, Apr 21**

8:15 AM – 9:00 AM Staff Huddle, Zoom, Wheeler, Ted  
9:00 AM – 3:00 PM PPA Bargaining - closed session, Brown, Heidi  
12:00 PM – 1:00 PM Black Space, Mowry, Judith  
3:00 PM – 4:30 PM Monthly Equity Managers/Office of Equity and Human Rights, Duong, Thuan  
6:00 PM – 11:00 PM CoP Leadership Protest Briefing/Coordination Room, Wolf, Katy

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**Thu, Apr 22**

8:30 AM – 9:00 AM MEET: All Staff Huddle/No Mayor, MS Teams, Blair, Aja  
9:30 AM – 10:00 AM Tom/ Markisha Monthly Meetings (2020), Zoom, Rinehart, Tom  
10:00 AM – 10:30 AM BHR & Equity, MS Teams, Cole, Michelle  
11:00 AM – 12:00 PM Judith 1:1 Check-in, Webster, Markisha  
1:00 PM – 1:30 PM Shaina and Markisha Check-In, MS Teams, Webster, Markisha  
2:00 PM – 2:30 PM Budget Check-In, MS Teams, Bennett, Nikki  
4:00 PM – 4:30 PM Directors 2x Weekly Check-in, Zoom, Rinehart, Tom

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**Fri, Apr 23**

All Day Markisha - Out of Office  
8:30 AM – 8:50 AM Staff Huddle/No Mayor, Zoom, Lee, Bobby  
10:00 AM – 10:20 AM MEET: Race Talks & Mayor's Office, Zoom, Lee, Bobby  
10:30 AM – 12:00 PM GARE Working Group: Chief Equity Officers, Gordon Goodwin  
12:00 PM – 3:00 PM Portland Advanced Practitioners of Anti-Racist RBA - Session 1/3, Zoom, Dessou, Koffi  
1:55 PM – 2:45 PM SPEAK: PRESS CONFERENCE (Jim), ZOOM info appointment, Wheeler, Ted  
4:30 PM – 5:30 PM HH: Mayor's Office Monthly Happy Hour (Optional), Virtual, Wheeler, Ted

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**Mon, Apr 26**

8:30 AM – 8:50 AM MEET: Staff Huddle, Zoom info in appointment, Wheeler, Ted  
9:30 AM – 10:30 AM 1:1 Markisha and Kapua, Webster, Markisha  
9:45 AM – 10:15 AM MEET: Management Team - Emerging Issues, Zoom, Wheeler, Ted  
11:30 AM – 1:00 PM Economic Relief & Stimulus Coordinating Council, Zoom - Branam, Kimberly  
12:00 PM – 12:30 PM MEET: Royal Harris, Dr. Webster & Nike Greene, Zoom, Wheeler, Ted  
1:00 PM – 2:30 PM Black Space, Mowry, Judith  
2:30 PM – 3:00 PM Management Team Meeting on Priorities w/ Mayor, Zoom, Wheeler, Ted  
4:00 PM – 4:30 PM Check in/prep for bureau director call tomorrow, Durbin, Andrea

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**Tue, Apr 27**

9:00 AM – 12:00 PM Portland Advanced Practitioners of Anti-Racist RBA - Session 2/3, zoom, Dessou, Koffi  
10:00 AM – 11:30 AM Office of Equity Staff Meeting  
2:00 PM – 3:30 PM Equity Practitioner's meeting, Mowry, Judith  
4:00 PM – 4:30 PM Directors 2x Weekly Check-in, Zoom, Rinehart, Tom

**APRIL 2021 CALENDAR – OFFICE OF EQUITY AND HUMAN RIGHTS – DIRECTOR, DR. MARKISHA WEBSTER**

4:30 PM – 5:00 PM MEET: Race Talks, Lawrence, Asena  
4:45 PM – 5:15 PM Council Briefing (Ness), Zoom, Wheeler, Ted

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**Wed, Apr 28**

8:30 AM – 9:00 AM Staff Huddle | No Mayor, Bobby or Sonia, MS Teams, Blair, Aja  
9:00 AM – 9:30 AM Koffi-Markisha quick check in, MS Teams, Dessou, Koffi  
10:00 AM – 11:00 AM Accommodation for Candidate, MS Teams, Lane, Anita  
10:30 AM – 11:00 AM Red House Check In, Taylor, Robert  
11:00 AM – 12:00 PM Monthly BHR Equity Meeting, Zoom, BHR Communications  
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, MS Teams, Lane, Anita  
3:00 PM – 4:30 PM Equity Managers' Weekly Meeting, MS Teams, Duong, Thuan

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**Thu, Apr 29**

8:00 AM – 8:30 AM BHR & Office of Equity and Human Rights Check-in, MS Teams, Cole, Michelle  
8:30 AM – 9:00 AM Staff Huddle/No Mayor, MS Teams, Blair, Aja  
11:00 AM – 11:15 AM MEET: Race Talks, Lawrence, Asena  
11:40 AM – 12:00 PM Diversity Conference, MS Teams Sanchez-Marquez, Yolanda  
12:00 PM – 1:00 PM PCCEP check in, Mowry, Judith  
1:00 PM – 1:45 PM Mayor's office check-in, Sam Diaz, MS Teams, Webster, Markisha  
3:00 PM – 3:30 PM Link for Management Team meeting, Zoom, Blair, Aja  
4:00 PM – 4:30 PM Directors 2x Weekly Check-in, Zoom, Rinehart, Tom  
4:30 PM – 5:00 PM PBEM / Office of Equity and Human Rights, MS Teams, Papaefthimiou, Jonna  
6:00 PM – 8:30 PM ATTEND: Race Talks Event (Asena), Zoom, Wheeler, Ted  
6:00 PM – 8:30 PM RACE TALKS and the City of Portland Presents: A Step Towards Justice: Where Do We Go From Here?

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**Fri, Apr 30**

All Day Markisha - Out of Office

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## Office of Equity and Human Rights - Dr. Markisha Webster - May 2021

### Mon, May 3

9:30 AM – 10:30 AM 1:1 Markisha and Kapua  
9:30 AM – 11:30 AM Markisha and Rudy Equity Check In  
9:45 AM – 10:15 AM MEET: Management Team - Emerging Issues, Zoom, Wheeler, Ted  
11:30 AM – 1:00 PM ARP Pre-Proposal Q&A Session, Zoom, Rinehart, Tom  
1:45 PM – 2:45 PM PREP: Budget Work Session w/ Director Kinard (Bobby/Sonia), Wheeler, Ted  
3:30 PM – 4:00 PM 1:1 Judith and Markisha Microsoft Teams Meeting, Mowry, Judith

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### Tue, May 4

7:30 AM – 8:00 AM COFFEE: All Staff Morning Coffee Get Together (Optional), Zoom, Wheeler, Ted  
10:30 AM – 11:00 AM MEET: Race Talks, Lawrence, Asena  
11:30 AM – 12:30 PM CAAN Always Eat Together Lunch Meeting, MS Teams, Brannon, Jay  
12:00 PM – 1:00 PM Staff Meeting, Zoom, Blair, Aja  
1:00 PM – 2:30 PM Zoom Meeting: Conversation with Dr. Webster  
1:15 PM – 2:15 PM Conversation with Dr. Markisha Webster, Lawrence, Asena  
3:00 PM – 3:30 PM HR/Office of Equity and Human Rights Check-In, Teams, Lane, Anita  
3:00 PM – 3:45 PM Council Briefing (Ness), Virtual, Wheeler, Ted

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### Wed, May 5 – Fri, May 7

All Day Dr. Webster out (vacation), Wheeler, Ted

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### Mon, May 10

9:00 AM – 9:25 AM STAFF HUDDLE: No Mayor, Zoom, Lee, Bobby  
9:45 AM – 10:15 AM MEET: Management Team - Emerging Issues, Zoom, Wheeler, Ted  
11:30 AM – 1:00 PM Economic Relief & Stimulus Coordinating Council, Zoom, Branam, Kimberly  
1:00 PM – 2:00 PM Cimmeron and Classmates U of O Project  
1:45 PM – 2:45 PM Management Team Meeting on Priorities w/ Mayor, Zoom, Wheeler, Ted

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### Tue, May 11

All Day Jim out (vacation), Wheeler, Ted  
8:30 AM – 9:00 AM Office of Equity and Human Rights - Budget Note, Lawrence, Asena  
8:30 AM – 9:00 AM LGBTQ+ Policy Analyst Workplan Discussion, Palmer, Matthew  
10:00 AM – 11:30 AM Office of Equity Staff Meeting, Labrador-Hallett, Grace  
11:00 AM – 12:00 PM Confirmed: Community Safety Plan, open for Zoom link, Callahan, Shannon  
1:00 PM – 2:00 PM Audit Exit Conference - Emergency Preparedness for People with Disabilities, MS Teams, Fercak, Alexandra  
2:00 PM – 3:00 PM Danielle 1:1 Check-in, MS Teams  
3:45 PM – 4:30 PM Council Briefing (Ness), Zoom, Wheeler, Ted  
5:00 PM – 6:00 PM Regional DEI Leaders Call, Zoom Call, Raahi Reddy

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## Office of Equity and Human Rights - Dr. Markisha Webster - May 2021

### Wed, May 12

- 8:30 AM – 12:30 PM Office of Equity and Equity Managers Retreat  
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  
3:30 PM – 4:30 PM City of Portland Meeting with Resolutions NW on Red House Allen, Seraphie  
4:30 PM – 5:00 PM Check-in, Markisha and Mowry, Judith
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### Thu, May 13

- 8:00 AM – 8:30 AM BHR & Office of Equity and Human Rights Check-in, MS Teams, Cole, Michelle  
8:30 AM – 9:00 AM LGBTQ+ Policy Analyst Workplan Discussion, Palmer, Matthew  
9:00 AM – 9:30 AM Staff Huddle - No Mayor, Microsoft Teams Meeting, Lee, Bobby  
9:00 AM – 10:00 AM Language Pay Discussion, Microsoft Teams Meeting, Zito, Ronald  
9:30 AM – 12:30 PM RBA 101 Part 1 (session 2 of 2) - Introductory Anti-Racist Results-Based Accountability Workshop, Dessou, Koffi  
10:30 AM – 11:30 AM Tatiana and Markisha Check-In, Microsoft Teams Meeting
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### Fri, May 14

- 9:00 AM – 9:20 AM WALKING MEETING: Staff Huddle, Lee, Bobby  
9:15 AM – 10:15 AM Markisha Smith-DEI in LCSD, Tiana Tucker  
1:00 PM – 1:30 PM Reference check for Mirela Blekic: Dr. Markisha Webster, Boeckenstedt, Jon J  
1:00 PM – 3:00 PM MEETING: Bi-Weekly PPA Management Meeting (Part 2), Blanco Chapin, Amaya  
4:00 PM – 5:00 PM Disaster Policy Council Meeting re: gun violence emergency, PBEM Duty Officer
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### Mon, May 17

- 9:30 AM – 10:30 AM 1:1 Markisha and Kapua  
9:45 AM – 10:15 AM MEET: Management Team - Emerging Issues, Zoom, Wheeler, Ted  
10:30 AM – 11:00 AM Red House Updates and Mediation contractor updates, Allen, Seraphie  
11:00 AM – 12:00 PM Nickole 1:1 w/ Markisha  
11:30 AM – 1:00 PM Economic Relief & Stimulus Coordinating Council, Zoom, Branam, Kimberly  
1:00 PM – 1:30 PM Dr. Webster and Sam Adams Check-in, Zoom, Adams, Sam  
2:00 PM – 2:15 PM Dr. Webster/Sonia check-in, Schmanski, Sonia  
3:00 PM – 4:00 PM Interview, Zoom, Lee, Bobby  
3:00 PM – 4:00 PM Racial Equity Workgroup, Microsoft Teams Meeting, Bless, Cathy  
5:00 PM – 7:00 PM Neil Mattison Training
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### Tue, May 18

- 10:00 AM – 10:15 AM CALL: Dr. Webster & Asena - PCCEP, Lawrence, Asena  
1:00 PM – 2:00 PM HOLD for ORE Intro, ronnel.hampton@lacity.org  
2:00 PM – 2:30 PM Weekly Check-In for Recruitments & Other Actions, MS Teams, Lane, Anita  
3:00 PM – 3:30 PM HR/Office of Equity and Human Rights, Check-In, Teams, Lane, Anita  
3:00 PM – 4:00 PM Interview, Zoom, Blair, Aja  
4:30 PM – 5:15 PM Council Briefing (Ness), Zoom info in appointment, Wheeler, Ted
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## Office of Equity and Human Rights - Dr. Markisha Webster - May 2021

### Wed, May 19

- 8:30 AM – 9:00 AM Staff Huddle - No Mayor, Microsoft Teams Meeting, Blair, Aja
- 10:00 AM – 10:30 AM Data Analyst Candidate - Walle Brown, MS Teams Meeting, Webster, Markisha
- 11:00 AM – 11:30 AM Dr. Markisha Webster and ADA Coordinator candidate, J. Sherman, MS Teams
- 1:00 PM – 3:00 PM MEETING: Bi-Weekly PPA Management Meeting (Part 1), Blanco Chapin, Amaya
- 3:00 PM – 4:30 PM Monthly joint Equity Managers/Office of Equity and Human Rights, MS Teams
- 4:00 PM – 4:30 PM Confirm Strategic Report Council Item with Council Clerk's Office, Diaz, Samuel
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### Thu, May 20

- 8:00 AM – 9:00 AM Charter Commission Bureau Director Panel - Employee Support Group, Zoom
- 9:00 AM – 9:30 AM Staff Huddle - No Mayor or Bobby, Microsoft Teams Meeting, Blair, Aja
- 10:00 AM – 10:30 AM BHR & Equity, Microsoft Teams Meeting, Cole, Michelle
- 11:00 AM – 11:45 AM Dr. Webster and Amanda Banks to discuss equity work, MS Teams
- 12:45 PM – 1:15 PM Dr. Webster & Mims Rouse, African American -XY Program, LLC, MS Teams
- 3:00 PM – 4:00 PM Classification Project Check In, Microsoft Teams Meeting, Epling, Kim
- 4:00 PM – 4:30 PM Directors 2x Weekly Check-in, Zoom, Rinehart, Tom
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### Fri, May 21

- 9:00 AM – 9:30 AM Tribal Relations Action Plan - Due by 5/21, Sanchez-Marquez, Yolanda
- 12:00 PM – 1:00 PM Interview - Deputy Chief of Staff, Zoom, Lee, Bobby
- 1:00 PM – 2:00 PM Policy Discussion w/ City of Portland & San Francisco Department of Public Health Department, Zoom Meeting, Bless, Cathy
- 4:00 PM – 5:00 PM Please HOLD: Red House Check-in, Zoom Meeting Details in Invite, Diaz, Samuel
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### Mon, May 24

- 9:30 AM – 10:00 AM Meet Svetha, Microsoft Teams Meeting, Dessou, Koffi
- 9:45 AM – 10:15 AM MEET: Management Team - Emerging Issues, Zoom, Wheeler, Ted
- 11:00 AM – 11:30 AM Ebon Check-in, Microsoft Teams Meeting, Webster, Markisha
- 1:00 PM – 2:30 PM Black Space Mowry, Judith
- 1:45 PM – 2:45 PM Management Team Meeting on Priorities w/ Mayor, Zoom, Wheeler, Ted
- 3:00 PM – 4:00 PM Racial Equity Workgroup, Microsoft Teams Meeting, Bless, Cathy
- 3:30 PM – 4:30 PM Lex and Markisha meet, Microsoft Teams Meeting, Mowry, Judith
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### Tue, May 25

- 9:00 AM – 11:00 AM Employee Partnership for Diversity Presentation, Barbara Bennett
- 9:00 AM – 11:00 AM UNCONCIOUS BIAS - Employee Partnership for Diversity Presentation
- 10:00 AM – 11:30 AM Office of Equity Staff Meeting, MS Teams Meeting, Labrador-Hallett, Grace
- 11:15 AM – 12:00 PM Check-in OEO, Microsoft Teams Meeting, Bennett, Nikki
- 1:00 PM – 1:30 PM Council Briefing (Ness), Virtual, Wheeler, Ted
- 1:00 PM – 3:00 PM Employee Partnership for Diversity Presentation, Barbara Bennett
- 4:00 PM – 4:30 PM Directors 2x Weekly Check-in, Zoom, Rinehart, Tom
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### Wed, May 26



## Office of Equity and Human Rights - Dr. Markisha Webster - May 2021

9:00 AM – 9:30 AM Staff Huddle - No Mayor Microsoft Teams Meeting, Blair, Aja  
9:30 AM – 10:30 AM BHR/Office of Equity and Human Rights Partnership, MS Teams, Bless, Cathy  
11:30 AM – 12:00 PM Discuss ARP Process w/ Dr. Markisha Webster, MS Teams, Branam, Kimberly  
12:00 PM – 4:00 PM Bargaining Session - LINK, Brown, Heidi  
1:00 PM – 2:00 PM PPB FIT COG (internal prep meeting), Zoom, Adams, Sam  
2:30 PM – 3:00 PM Weekly Check-In for Recruitments & Other Actions, Microsoft Teams, Lane, Anita  
3:00 PM – 4:30 PM Equity Managers' Weekly Meeting, Microsoft Teams, Duong, Thuan

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### Thu, May 27

8:15 AM – 2:45 PM 2nd Interview for Small Bureaus Equity Manager, Dessou, Koffi  
3:30 PM – 4:00 PM check in, Microsoft Teams Meeting, Mowry, Judith  
4:30 PM – 5:30 PM Mayor's Office Monthly Happy Hour/Farewell Sonia!! Optional Virtual

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### Fri, May 28

1:00 PM – 3:00 PM MEETING: Bi-Weekly PPA Management Meeting (Part 2) Blanco Chapin, Amaya  
3:00 PM – 3:45 PM ZOOM: Red House Check-in, Zoom Meeting Details in Invite, Diaz, Samuel

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### Mon, May 31

All Day HOLIDAY - Memorial Day

## Office of Equity and Human Rights - Dr. Markisha Webster - June 2021

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### Tue, Jun 1

7:30 AM – 8:00 AM COFFEE: All Staff Morning Coffee Get Together (Optional), Zoom, Wheeler, Ted  
8:30 AM – 9:00 AM Red House Debrief/Prep, Teams Meeting, Diaz, Samuel  
11:30 AM – 12:30 PM Always Eat Together, Dean, Marvin  
1:00 PM – 1:30 PM HR/OEHR Check-In, Teams, Lane, Anita  
2:30 PM – 3:30 PM Koffi-Markisha check in, Microsoft Teams Meeting, Dessou, Koffi  
3:00 PM – 3:30 PM Council Briefing (Ness), Zoom info in appointment, Wheeler, Ted

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### Wed, Jun 2

8:15 AM – 8:45 AM Michelle/Dr. Webster/Sam Check-in, MS Teams, Diaz, Samuel  
9:00 AM – 3:00 PM Bargaining - ZOOM Link, Blanco Chapin, Amaya  
10:30 AM – 11:00 AM City Council: Office of Equity and Human Rights Strategic Plan update, Diaz, Samuel  
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 Manager/BHR Monthly Meeting, Microsoft Teams Meeting, Duong, Thuan  
4:00 PM – 4:30 PM MEET: Red House Update w/ PPB, Zoom info in appointment, Lee, Bobby

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### Thu, Jun 3

10:00 AM – 10:30 AM BHR & Equity, Microsoft Teams Meeting, Cole, Michelle  
10:30 AM – 11:30 AM Surveillance policy strategy, Mowry, Judith  
12:00 PM – 1:00 PM Bureau Directors Monthly Meeting, Zoom, Rinehart, Tom  
2:00 PM – 2:30 PM Markisha Webster and Amanda Banks, Microsoft Teams Meeting  
2:30 PM – 3:00 PM Relief and food security funding Microsoft Teams Meeting, Elejalde, Tatiana  
3:30 PM – 4:00 PM MEET: Race Talks Lawrence, Asena

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### Fri, Jun 4

8:00 AM – 8:30 AM Markisha and Ashlie, Check-In, Microsoft Teams, Grundy, Ashlie  
11:00 AM – 12:00 PM Focus Intervention Team (FIT) Committee Oversight Group (COG), Adams, Sam  
1:00 PM – 1:45 PM Soul District Business Association Executive Leadership, Khanh, Zoom, Wheeler, Ted

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### Mon, Jun 7

9:30 AM – 10:30 AM 1:1 Markisha and Kapua  
9:45 AM – 10:15 AM MEET: Management Team - Emerging Issues, Zoom, Wheeler, Ted  
10:30 AM – 11:00 AM MEET: Race Talks, Lawrence, Asena  
11:00 AM – 12:00 PM Racial Equity Subgroup #3, Microsoft Teams Meeting, BHR Communications  
1:00 PM – 2:00 PM Check-in: Markisha and Melody, Microsoft Teams Meeting  
1:45 PM – 2:45 PM Management Team Meeting on Priorities w/ Mayor, Zoom, Wheeler, Ted  
2:30 PM – 3:00 PM Federal RFI: Equity in Budget & Community Engagement, Taylor, Robert

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### Tue, Jun 8

8:00 AM – 10:00 AM Courageous Conversations Workshop  
10:00 AM – 11:30 AM Office of Equity Staff Meeting  
3:30 PM – 4:15 PM Council Briefing (Ness), Zoom, Wheeler, Ted  
4:00 PM – 4:30 PM Directors 2x Weekly Check-in, Zoom, Rinehart, Tom  
5:00 PM – 6:00 PM Regional DEI Leaders Call, Zoom Call, Raahi Reddy

## Office of Equity and Human Rights - Dr. Markisha Webster - June 2021

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### Wed, Jun 9

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

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### Thu, Jun 10

8:00 AM – 8:30 AM BHR & OEHR Check-in, Microsoft Teams Meeting, Cole, Michelle  
9:00 AM – 10:00 AM Language Pay Discussion, Microsoft Teams Meeting, Zito, Ronald  
10:00 AM – 10:30 AM Tribal Nations and People Training Update, Teams, Sanchez-Marquez, Yolanda  
10:30 AM – 11:30 AM P&D Directors Monthly Meeting, Durbin, Andrea  
11:30 AM – 12:00 PM Koffi and Markisha Check-In, Microsoft Teams Meeting  
1:00 PM – 1:45 PM Mayor's office check-in, Sam Diaz, Microsoft Teams Meeting, Smith, Markisha  
1:30 PM – 2:30 PM Tatiana 1:1 w/ Markisha  
3:30 PM – 4:00 PM Dr. Webster & Bobby Meeting, Microsoft Teams, Lee, Bobby  
4:00 PM – 4:30 PM Directors 2x Weekly Check-in, Zoom, Rinehart, Tom  
4:30 PM – 5:00 PM Ashlie & Markisha Check in, Ashlie to call Markisha, Grundy, Ashlie

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### Fri, Jun 11

9:00 AM – 10:00 AM Rescheduled Danielle/Markisha 1:1, MS Teams, Brooks, Danielle  
1:00 PM – 3:00 PM MEETING: Bi-Weekly PPA Management Meeting (Part 2), Blanco Chapin, Amaya  
1:30 PM – 2:30 PM Paycheck correction, Microsoft Teams Meeting, Elejalde, Tatiana  
3:00 PM – 4:00 PM Red House Check-in (Please hold as recurring), Zoom Series, Diaz, Samuel

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### Mon, Jun 14

9:30 AM – 9:50 AM VIDEO SHOOT: Juneteenth Celebration, Zoom, Wheeler, Ted  
9:45 AM – 10:15 AM Management Team - Emerging Issues, Zoom, Wheeler, Ted  
10:00 AM – 10:30 AM Emerging Issues, Zoom, Wheeler, Ted  
10:30 AM – 4:30 PM PBOT Equity & Inclusion Manager Round Two Interview Panel-Overall Details  
Microsoft Teams, Warner, Chris  
1:45 PM – 2:45 PM Management Team Meeting on Priorities w/ Mayor, Zoom, Wheeler, Ted

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### Tue, Jun 15

All Day Zach out (vacation)  
Wheeler, Ted  
All Day Asena Out (vacation)  
Wheeler, Ted  
10:00 AM – 11:00 AM 1-on-1 Dr. Webster/Melody Brooks, Melody  
11:30 AM – 12:00 PM Budget for Accessibility Microsoft Teams Meeting, Sanchez-Marquez, Yolanda  
3:00 PM – 4:00 PM Economic Relief and Stimulus Coordinating Council, Zoom, Branam, Kimberly

## Office of Equity and Human Rights - Dr. Markisha Webster - June 2021

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### Wed, Jun 16

9:30 AM – 10:00 AM Payroll: Angela Miller, Microsoft Teams Meeting  
2:30 PM – 2:45 PM Judith Check-In, Microsoft Teams Meeting, Webster, Markisha  
3:00 PM – 4:00 PM MEET: PCCEP w/ Sam Adams & Sam Diaz, Zoom info in appointment, Lee, Bobby  
4:30 PM – 5:00 PM Racial Equity Work Microsoft Teams Meeting, Bless, Cathy

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### Thu, Jun 17

All Day Dr. Webster out (vacation),\_Wheeler, Ted

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### Fri, Jun 18

All Day HOLIDAY - Juneteenth City Holiday Observed

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### Mon, Jun 21

All Day Dr. Webster out (vacation) Wheeler, Ted

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### Tue, Jun 22

All Day Dr. Webster out (vacation)

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### Wed, Jun 23

9:00 AM – 9:30 AM Staff Huddle - No Mayor Microsoft Teams Meeting, Blair, Aja  
10:00 AM – 3:00 PM Project and Email Catch-UP  
3:00 PM – 4:30 PM Equity Managers' Weekly Meeting, Microsoft Teams Meeting, Duong, Thuan

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### Thu, Jun 24

8:00 AM – 8:30 AM BHR & OEHR Check-in Microsoft Teams Meeting, Cole, Michelle  
9:00 AM – 10:00 AM Language Pay Discussion, Microsoft Teams Meeting, Zito, Ronald  
10:00 AM – 11:00 AM Check-In, Microsoft Teams Meeting, Bennett, Nikki  
11:00 AM – 12:00 PM Judith 1:1 Check-in, Smith, Markisha  
1:00 PM – 1:45 PM Mayor's office check-in, Sam Diaz, Microsoft Teams Meeting, Smith, Markisha  
2:30 PM – 4:00 PM Economic Relief & Stimulus Coordinating Council, Zoom, Branam, Kimberly  
4:00 PM – 4:30 PM Directors 2x Weekly Check-in, Zoom, Rinehart, Tom

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### Fri, Jun 25

8:00 AM – 9:00 AM Economic Relief & Stimulus Coordination Council, Zoom, Branam, Kimberly  
9:00 AM – 12:00 PM AABSS Advisory Committee Meeting ,\_SALAS Ana - ODE  
10:30 AM – 12:00 PM GARE Working Group: Chief Equity Officers, Gordon Goodwin  
1:00 PM – 3:00 PM MEETING: Bi-Weekly PPA Management Meeting (Part 2),\_Blanco Chapin, Amaya  
3:00 PM – 4:00 PM Red House Check-in (Please hold as recurring),\_Zoom Series, Diaz, Samuel

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## Office of Equity and Human Rights - Dr. Markisha Webster - June 2021

### Mon, Jun 28

9:45 AM – 10:15 AM MEET: Management Team - Emerging Issues Zoom, Wheeler, Ted  
11:00 AM – 12:00 PM DF-Portland interview re Equity Policy, [rthurston@democracyforward.org](mailto:rthurston@democracyforward.org)  
11:00 AM – 12:00 PM HOLD: Federal RFI Equity Tools, Taylor, Robert  
1:00 PM – 2:30 PM Black Space, Mowry, Judith  
2:30 PM – 3:00 PM MEET: Dr. Webster & Cathy Bless

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### Tue, Jun 29

9:00 AM – 9:30 AM Staff Huddle (No Mayor), Microsoft Teams Meeting, Lee, Bobby  
9:15 AM – 10:00 AM Council Briefing (Ness), Wheeler, Ted  
10:00 AM – 10:30 AM Tom/ Markisha Monthly Meetings (2020) Zoom, Rinehart, Tom  
2:00 PM – 3:30 PM Equity Practitioner's meeting, Mowry, Judith  
3:00 PM – 3:30 PM HR/OEHR Check-In, Teams, Lane, Anita  
3:30 PM – 3:50 PM Dr. Webster & Bobby Lee meeting, Microsoft Teams Meeting, Lee, Bobby  
3:30 PM – 4:30 PM Red House Mediation  
3:30 PM – 4:30 PM Zoom link for 3:30 meeting, Allen, Seraphie  
4:00 PM – 4:30 PM Directors 2x Weekly Check-in, Zoom, Rinehart, Tom

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### Wed, Jun 30

9:00 AM – 9:30 AM Asena and Markisha Check-In, Microsoft Teams Meeting  
10:00 AM – 11:00 AM CAAN Check-In, Microsoft Teams Meeting  
11:00 AM – 12:00 PM Check-in: Markisha and Tatiana, Microsoft Teams Meeting  
12:00 PM – 1:00 PM Check-in: Markisha and Nickole, Microsoft Teams Meeting  
1:00 PM – 2:00 PM Check In & Discuss 5-Year Racial Equity Plan Updates, MS Teams, Ambati, Svetha  
2:30 PM – 3:00 PM Weekly Check-In for Recruitments & Other Actions, MS Teams, Lane, Anita  
3:00 PM – 4:00 PM check-in: Dr. Webster and Eboneze' Oluchi, Microsoft Teams  
5:00 PM – 7:30 PM East Portland Summit, Lum, Leslie