~ April 2014 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 8:30a All Staff Meeting 11a Budget Presentation - Equity Enhancements - Fair Housing and Title VI Programs 12p Oregon ON Multnomah County Commission Candidates Forums	**2** 8a Emerald Bogue 11a Letimya Clayton 1:1 1p Kate Allen 1:1 2p Fran Davison and Marc Rose, Multco RE: Multnomah County Audit of Housing Resources 3:30p Andrew Colas, Colas Construction	**3** 8:30a Transition Check-In 9a Dante James, OEHR 9:30a Jeff Selby, OEHR and Traci Manning, PHB 11a BCC/Union Station Area Neighborhood Meeting 1p Tracy Reeve, City Atty 2p PHB Manager's Team Meeting	**4** Letimya Teleworking 7:30a Breakfast with Mayor & Nan Roman 11:30a Nan Roman at City Club 12:15p City Club Forum - National Perspective on Homelessness 2p NOFA	**5**
6	**7** 10a Letimya and Traci 1:1 11a Exec Team Meeting 2p City Land Housing Program	**8** 9a Javier Mena and Traci 1:1 12p Jaymee Cuti and Traci 1:1 1p Review Governance Powerpoint 3p Fair Housing Advocacy Committee	**9** Letimya out AM/Training PM 4:30 7:30a Certify timesheet 8a John Miller, Oregon ON 9:30a City Council - Fair Housing 9:30 & Governance 9:45 10a David Sheern and Traci 1:1 12:30p Maxine Fitzpatrick, PCRI 6:30p Budget Committee Public Hearing	**10** 7:30a LifeWorks Breakfast 9a Approve timesheets 10a Kim McCarty and Traci 1:1 10a Multnomah County Board presentation on Governance 12p Valerie's Shindig 2p PHB Manager's Team Meeting	**11** Out of Office	**12**
13	**14** Leslie NFBPA Conference Letimya NFBPA Conference Office 365 Installed 11a Exec Team Meeting 12p Mike Abbate, PP&R 1:30p EPIC Team Meeting 2:30p Day After Governance Passes 4p NOFA	**15** Tax Day (Taxes Due) Leslie NFBPA Conference Letimya NFBPA Conference 11a Workforce Housing Needs Data 1p PHB Director Traci Manning Check-in 2:30p Dr. Lisa Bates, PSU and Traci Manning and Kate Allen, PHB	**16** Leslie NFBPA Conference Letimya NFBPA Conference 9:30a City Council - BMP Report 3p April CCEH Meeting 6:30p Oregon ON Multnomah County Commission Candidates Forums	**17** 8a Travel 9a Housing Alliance and Friends update on Inclusionary Housing Workgroup 12p Travel 2p PHB Manager's Team Meeting	**18** Good Friday Letimya Teleworking 10:30a Abby Coppock, OMF and Traci Manning, PHB 1p MEET: Traci Manning RE: PBOT 2-Year Plan 1p PBOT's 2-Year Workplan	**19**
20 Easter	**21** 9:30a COFFEE 11a Exec Team Meeting 1p Letimya and Traci 1:1 3:30p Data Team Vision and Outcome Goals	**22** Earth Day 9a Cyreena Boston Ashby, PAALF and Traci Manning and Kate Allen, PHB 9:30a Spring BMP Work Session 11a Javier Mena and Traci 1:1 1:30p PHB Check-in with Commissioner Saltzman 6:30p Budget Committee Public Hearing	**23** Administrative Professionals 7a Habitat for Humanity - 14th Annual HopeBuilders Breakfast 7:30a Habitat for Humanity Annual HopeBuilder 9a Certify timesheet 10a David Sheern and Traci 1:1 10a Leslie Goodlow and Traci 1:1 11:30a Bing Sheldon First Citizen lunch 1:30p Bill Block New Regional Administrator HUD*PHB 3p Appt	**24** 8a Approve timesheets 9a Oregon Opportunity Network (ON) 10a Kim McCarty and Traci 1:1 10:30a Dante James, OEHR 2p PHB Manager's Team Meeting 3:30p Jurisdictional Partner Meeting	**25** Arbor Day Leslie Out Letimya Teleworking 8:30a Invitation: Joanne 10a PHAC Exec Team Conference Call	**26**
27	**28** 9:30a Letimya and Traci 1:1 11a Exec Team Meeting 1:30p EPIC Team Meeting 3p HDS Stakeholder Meeting	**29** 10:30a PHAC Review Process 11:30a Lunch/Kilimanjaro 1p PHB Director Traci Manning Check-in 3p Hold for Equity Council	**30** Mayors Proposed Released 9:30a City Council - Financial Assistance Guidelines			

~ May 2014 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Letimya Out 9:30a Dante James 11:30a Bureau Director Meeting 1p Budget Press Conference 2p PHB Manager's Team Meeting 3p MMT presentation prep 4p PHB / PDC Outreach Efforts	**2** Letimya Teleworking 8:30a Mary Li, Multnomah County 12p Bill Van Vliet, NOAH and Traci Manning, PHB	**3**
4	**5** David on Vacation Letimya Vacation 9a Javier Mena and Traci 1:1 11a Exec Team Meeting 1:30p Tony Hopson 3p Plumber at home	**6** David on Vacation Letimya Vacation 7:30a Bureau Directors Planning Session 4p PHAC - Portland Housing Advisory Commission	**7** David on Vacation 8a Certify timesheet 8:30a All Staff Meeting 10a David Sheern and Traci 1:1 10:30a City Council - Time Certain - Affordable housing Incentive Zoning Program 1:30p Charles McGee, Black Parent Initiative and Traci Manning and Kate Allen, PHB 3p Leslie Goodlow and Traci 1:1	**8** David on Vacation 8a Approve timesheets 8a "Innovation & Affordable Housing in Portland" - Breakfast & Dialogue - Detroit Revitalization Fellows Program 10:30a P&D Directors Meeting 12p Karl & Annie's excellent adventure potluck 12p Karl's Excellent Adventure 2p Leadership Team Meeting 6p JOIN Thank You Event	**9** David on Vacation Leslie out Letimya Teleworking 8a Traci 10a N/NE Housing Strategies - communication plan 12:30p Lunch and presentation on the economic development work currently happening in Detroit by our 22 fellows with a Q & A session to follow	**10** David on Vacation
11 Mother's Day David on Vacation	**12** David on Vacation 9:30a Letimya and Traci 1:1 1p Housing Needs Data Workgroup	**13** David on Vacation 9a Cost of Affordable Housing Work - Getting Started 11a MEET: Affordable Housing and the Transportation Funding Conversation 1p PHB Director Traci Manning Check-in 2:30p Victor Merced, Hacienda CDC	**14** David on Vacation 9a June 13th Friday Forum on Homelessness Part II - Local Report 10a N/NE Investment Strategy 12p NOFA Mandatory Information Session 1:45p Steve Rudman, Home Froward	**15** David on Vacation 10:30a PHAC Check-in 11:30a LUNCH w/Traci Manning location 2p Leadership Team Meeting	**16** David on Vacation Letimya Teleworking Traci out 12p JEAN'S PLACE LUNCHEON - PHB Table Attendee	**17** Armed Forces Day David on Vacation Traci out
18 David on Vacation Traci out	**19** David on Vacation Traci out	**20** David on Vacation Leslie Out Traci out	**21** David on Vacation Leslie Out Traci out 8a Certify timesheet	**22** Traci out 8a Approve timesheets	**23** Leslie Out Letimya Teleworking Traci out	**24**
25	**26** Memorial Day Memorial Day	**27** Letimya Vacation 9a Javier and Traci 1:1 1p PHB Director Traci Manning Check-in 2:30p Appt 4p Prep before MLK South / Housing Allocation Meeting 5:30p HOLD: MLK South Commercial Community Meeting	**28** 8a Mike Abbate, PP&R and Traci Manning, PHB 10a Innovation Fund 11:30a PHAC Exec Team Conference Call 2p Letimya and Traci 1:1 4p Call Karen Gibson	**29** 10a Cost of Affordable Housing planning 12p GED and Mayor of Somerville, MA 2p Leadership Team Meeting	**30** Leslie Vacation Letimya Teleworking 11:30a Jayme Bennett re Interstate 12p Ed Blackburn, CCC and Traci Manning, PHB	**31**

~ June 2014 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	**2** PHB Equity Forum 8a Spring Equity Forum	**3** 8:30a FW: All Staff Meeting 10a Letimya and Traci 1:1 11a Leslie Goodlow and Traci 1:1 1p PHB Director Traci Manning Check-in 3p PHAC - Portland Housing Advisory Commission	**4** 8a Certify timesheet 8:30a Interstate Corridor 10:30a Commissioner Council Item at 10:30? 4p PSU/BPS/PHB Meeting re NY Collaborative	**5** Letimya out at 3:30 8a Approve timesheets 8:30a Training: Conflict Management 2p Leadership Team Meeting	**6** Leslie Out Letimya Teleworking 8a Angela Guo and Traci Manning, PHB 10a Stephens Creek Crossing Grand Opening 11:45a Lunch with mom 2p Sally Erickson 1:1 - City Club Forum	**7**
8	**9** 9a MHAC Meeting 11a Derald Walker and Samantha Ridderbusch, Cascadia Behavioral Healthcare 12:30p Leah Treat, Transportation 2:30p Appt	**10** 8a Appt 11a Letimya and Traci 1:1 1p PHB Check-in with Commissioner Saltzman 1p PHB Director Traci Manning Check-in 3p Dylan Long: HDS Q & A Session 4:45p Karie Trujillo	**11** 8:30a Coalition of Communities of Color's Role in Advancing PHB's Equity Capacity 10a Interstate Corridor Meeting	**12** Javier Out 10:30a P&D Directors Meeting 2p Letimya	**13** Javier Out Letimya Teleworking 11a City Club Forum on Homelessness 3p introduction	**14** Flag Day
15 Father's Day	**16** 9a LMC- 10a HDS 11a PHAC Exec Team Conference Call 11:30a Letimya and Traci 1:1 3:30p N/NE Communications 4:30p Rob Prasch	**17** 11a Javier Mena and Traci 1:1 1p Appt 3:30p Communications Detail next steps	**18** 8a Certify timesheet 9a Communications Detail Next Steps 11a City Council 1p Leslie Goodlow and Traci 1:1 2p N/NE Portland 2:30p Interstate Corridor Meeting	**19** Letimya in at 1pm 8a Approve timesheets 11a PHB Director Traci Manning Check-in 2p Leadership Team Meeting 6p Meet with Fresno Delegation	**20** Javier Out Letimya Teleworking 11a Shoshanah Oppenheim	**21**
22	**23** 10:30a Hold For Equity Council 12p Robin Pritchard retirement party 2p Letimya and Traci 1:1	**24** 8:30a Mary Li, Multnomah County 10a Moving to Work Meeting - Jill Khadduri from Abt Associates 1p PHB Director Traci Manning Check-in	**25** Javier Out 9:30a City Council 11:20a Call Israel 2:15p Mike Abbate, PP&R and Traci Manning, PHB 3:30p White House Veterans' Homelessness Challenge Discussion	**26** 9:30a Interstate Corridor Meeting 11a Appt 2p Leadership Team Meeting	**27** Letimya Teleworking 9a Leslie Goodlow and Traci 1:1 1:30p A Home for Everyone Board Meeting 4:45p Shut Down Computers before 5:00p.m. for Cloud Installation	**28**
29	**30** 9a Letimya and Traci 1:1 9:30a Javier Mena and Traci 1:1 11a Kurt Creager| Director of Housing & Community Development - OTAK - Seattle Incentive Zoning 3p Mary Carroll					