

~ October 2014 ~

Mon	Tue	Wed	Thu	Fri
		<b>1</b> Out of Office	<b>2</b> Out of Office	<b>3</b> Out of Office
<b>6</b> 9a Letimya Clayton 1:1 10a KBMS Interview Prep 11a Leslie Goodlow 1:1 1p KBMS Interview 2p PHB - SAS 99 Audit Interview 3:30p Tiny House - Pilot Definition/Facilities	<b>7</b> 8:30a All Staff Meeting 10:30a Mary Carroll, Multnomah County 11a Javier Mena 1:1 1p PHB Check-in with Commissioner Saltzman 3p PHAC - Portland Housing Advisory Commission	<b>8</b> 9a Martha Calhoun 1:1 9:30a City Council - CCofC Presentation, Slavic Community 1p Annual State of the City Housing Report 2p XRAY FM interview 3p Home for Everyone Coordinating Board	<b>9</b> 7:30a Street Roots Breakfast 9:15a Martha Calhoun RE: Oregonian Set Aside 10:30a P&D Directors Meeting 11:30a Bureau Directors Meeting 2p Leadership Team Meeting 6p NNE Forum – City of Gresham	<b>10</b> 8a Dante James, OEHR 10a HUD Update 12p Ed Blackburn, CCC 5p Leah Treat, Transportation
<b>13</b> 2:30p Letimya Clayton 1:1	<b>14</b> 9a OHER and PHB - RE: Equity and CEC 10a HART Team Meeting - Budget Discussion 1p PHB Check-in with Commissioner Saltzman	<b>15</b> 8:30a Sean Hubert, CCC 9a Martha Calhoun 1:1 10:30a Antoinette Pietka RE: Thinking About the Dashboard 12p Ian Jaquiss, Disability Awareness Trainer & Community Outreach Specialist at OHSU	<b>16</b> 10a Rob Wheaton, Oregon AFSCME 1p NNE Neighborhood Housing Strategy Core Team Meeting 2p Leadership Team Meeting	<b>17</b> 9a PHB Equity and Policy Manager Final interviews 2p 2015 Federal Legislative agenda 4p PFM Strategic Plan Meeting
<b>20</b> 9a Sarah Stevenson, IHI 10:30a Equity and Policy Manager interviews 11a Letimya Clayton 1:1	<b>21</b> 8a Trudy Toliver, PFM 9:30a Severe Weather SOPs 11a Javier Mena 1:1 12p Alfonso Moore, HR 1p PHB Check-in with Commissioner Saltzman 3p OMF Advisory Committee Meeting	<b>22</b> 9a Martha Calhoun 1:1 10a Hunger & Homelessness Dashboard 2p Kathy Milliken 1:1	<b>23</b> 8a HDS Follow-up 11a PHAC Check-in 1p NNE Debrief and Next Steps 2p Leadership Team Meeting 3:30p Budget Functional Area	<b>24</b> 10a Peg Malloy, PHC and Board Members 2:30p Leslie Goodlow 1:1
<b>27</b> 9:30a Letimya Clayton 1:1 11a Abigail Ground Breaking 1:30p PHB Equity Council	<b>28</b> 8:30a Andrea Matthiessen 1:1 10:30a Karl Dinkelspiel 1:1 11:30a Javier Mena 1:1 1p PHB Check-in with Commissioner Saltzman 2:15p NNE Neighborhood Housing Strategy Core Team Meeting	<b>29</b> 9a Martha Calhoun 1:1 9a Position Description Training - Housing Training Session 11a Neighborhood Partnership Conference and 25th Anniversary	<b>30</b> 9:30a NNE Meeting 11:30a Shannon Singleton – RE: RFP Results Check-in 1:30p Public Space Management Update 2p Leadership Team Meeting 3:30p David Sheern – RE: Dashboard Review	<b>31</b> 9a Explanatory Information & Self-Assessed KPI Ratings 1p Opportunity Fund 1p Strategic Planning

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Mon	Tue	Wed	Thu	Fri
<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
9a Javier Mena 1:1	8:30a All Staff Meeting	9a Equity 101 Training	11:30a Bureau Director Meeting	9a Karl Dinkelspiel 1:1
10a Letimya Clayton 1:1	10a Performance Dashboards at 11/4 Budget Retreat	2:30p Home for Everyone Coordinating Board	2p Leadership Team Meeting	10a Kalei Taylor, City Atty RE: Post-HDS Discussion
1p Leslie Goodlow 1:1	11a Intro to Racial Equity Roadmap		3:30p N/NE Neighborhood Housing Strategy Core Team Meeting	1p Jill Sherman, Gerding Edlen
	1p PHB Check-in with Commissioner Saltzman			
	3p PHAC - Portland Housing Advisory Commission			
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
1p Veterans Day Event	HOLIDAY	9a Martha Calhoon 1:1	5a Disaster Policy Council meeting	9a Winter Weather Coordination Call
2:30p Letimya Clayton 1:1		9:30a City Council	10a Public Spaces Management Wrap-Up and Council Work Session Prep	4p Debbie Aiona, League of Women Voters of Portland
3p Matt Tschabold 1:1		3:30p Coordinated Access for Adults - PTE vs. Temp	10:30a P&D Directors Meeting	
			1:30p Disaster Policy Council Conference Call	
			2:30p N/NE Neighborhood Housing Strategy Core Team Meeting	
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
8:30a Affordable Housing News	9a Matt Tschabold 1:1	9a Martha Calhoon 1:1	8:30a Tony Jones, MCIP	12p Jill Smith, Home Forward
9a Winter Weather Coordination Call	1p Executive Equity Committee - Quarterly Meeting	11:30a Mary Li, Multnomah County	10a Shelby King, DJC	1:30p Central City Bonus and Transfer Study Kickoff Meeting with Consultant Team
10:30a Mayor Homelessness Talking Points Brainstorm	2p PHB Check-in with Commissioner Saltzman	2p N/NE Neighborhood Housing Strategy Core Team Meeting	2p Leadership Team Meeting	
12p Sharon Fitzgerald, CCC	5p Planning and Sustainability Commission - Comp Plan	3p Leslie Goodlow 1:1	4p Shannon Singleton 1:1	
1p Business Analysis Research Section & IT Team Meeting			6p Our House Board Meeting	
2:30p Letimya Clayton 1:1				
3p Javier Mena 1:1				
4p PHAC Check-in				
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>
7:30a PFM Meeting	7:30a Joanne Fuller, Multnomah County	8a Lorenzo Poe, PPS	HOLIDAY	HOLIDAY
9a Jes Larson, Welcome Home Coalition	11a Mayor's Office Housing Meeting	9a Martha Calhoon 1:1		
10a Matt Tschabold 1:1	1p PHB and Comm. Saltzman's Office Housing Liaisons Check-in	10a HIPP Team Monthly Meeting		
1:30p PHB Equity Council		2p N/NE Neighborhood Housing Strategy Core Team Meeting		

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<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
8a Jill Chen, PDC	8:30a All Staff Meeting	9a Martha Calhoon 1:1	7:45a Bureau Director's Work Session	10a Severe Weather Debrief
9a Annual Housing Report	10a HART team meeting - budget discussion	9:30a Finance Staff Meeting	2p Leadership Team Meeting	11a Maxine Fitzpatrick, PCRI
10a Introduction of Auditor-Elect Mary Hull Caballero	1p PHB Check-in with Commissioner Saltzman	10:15a Leslie Goodlow 1:1	3:30p NNE Neighborhood Housing Strategy Core Team Meeting	1p Decision Package Strategy
1:30p Letimya Clayton 1:1	2p Commissioner Fritz RE: Housing Development Goals	2:30p Susan Anderson, BPS RE: Housing questions re: PSC / West Quad	4:30p Kate Allen 1:1	2:30p Patrick Quinton, PDC and Commissioner Novick
2p Matt Tschabold 1:1	3p PHAC - Portland Housing Advisory Commission		6:30p Faith Leaders Meeting	3:30p Marc Jolin, JOIN
<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
9a Matt Tschabold 1:1	9a Peg Malloy, Portland Housing Center	9a Martha Calhoon 1:1	8:30a Development Forecast Ground Rules	8a NNE Recommendation group
10a Community Need Meeting	11:30a Margaret Bax	10:30a Janet Byrd and Omar Carrillo, Neighborhood Partnership	10a Alfonso Moore, HR	9:30a Highland Ribbon Cutting - speak at 10
11:30a NNE All Staff Brainstorming	1p PHB and Comm. Saltzman's Office Housing Liaisons Check-in	11:30a N. MAC Strategy	10:30a P&D Directors Meeting	12:30p Shelli Romero, ODOT
1:30p Patrick Quinton, PDC	3:30p Commissioner Fish 1:1	12p Lunchtime Discussion -- Ferguson from an Institutional Perspective	1p Partners for Affordable Homeownership (PAH)	2:30p Commissioner Fish RE: Farmers Market Fund
3:30p Government Relations Work	4p Fair Housing check-in	2p NNE Neighborhood Housing Strategy Core Team Meeting	2p Leadership Team Meeting	3:30p Out of Office
4:30p Susan Anderson, BPS		4p Joseph Kohnstamm - Student Interview	6p Annual Community Need Meeting	
<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>
10a Matt Tschabold 1:1	9a Javier Mena 1:1	9a Martha Calhoon 1:1	9a VA meeting re VASH	8:30a Javier Mena 1:1
2p Jennifer Johnston, City Atty RE: Legal Records Management	10a NNE Neighborhood Housing Strategy Core Team Meeting	11a Tony Hopson, SEI	2p Leadership Team Meeting	1p Central City Bonus and Transfer Study Executive Oversight Meeting
3p Letimya Clayton 1:1	11:30a Bureau Holiday Gathering	1:30p Leslie Goodlow 1:1		6:30p Commissioners' and Bureau Directors' Holiday Gathering
4:30p Michael Buonocore, HomeForward	1p PHB Check-in with Commissioner Saltzman			
	3p OMF Advisory Committee Meeting			
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>
9a Matt Tschabold 1:1	9a Martha Calhoon 1:1	8a Jill Chen, PDC	Holiday	
10a PHAC Exec Meeting	10a Elisa Harrigan, MMT			
11:30a Mike Abbate, PP&R	1p PHB and Comm. Saltzman's Office Housing Liaisons Check-in			
2p Diane Linn, Proud Ground	2p URA Amendments Discussion			
2:30p ZRZ Agreement				
3:30p Letimya Clayton 1:1				
4:30p Steve Rudman, Home Forward				
<b>29</b>	<b>30</b>	<b>31</b>	<b>Notes:</b>	
9a Matt Tschabold 1:1	9a Leadership Team Meeting	9a Coordinated Access Pilot/Next Steps		
10a Dante James, OEHR	11a N. Williams Discussion	11a Parcel 3 tour		
3:30p Letimya Clayton 1:1	12p Susan Anderson, Planning Bureau	2:30p HFE - City budget requests		
	1p PHB Check-in with Commissioner Saltzman			
	2:30p NNE Neighborhood Housing Strategy Core Team Meeting			