


Shannon Callahan, Housing Bureau DirectorQuarter 2, 2020: Wednesday, April 1, 2020 – Tuesday, June 30, 2020




-  Busy  Tentative  Free
 Out of Office  Working Elsewhere  Outside of Working Hours

April 2020



▲ Wed, Apr 1

-  11:00 AM – 12:00 PM Economic Impact Action Committee
 -  2:50 PM – 4:00 PM Senator Merkley: statewide conference call with affordable housing and homelessness stakeholders.
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▲ Thu, Apr 2

-  11:30 AM – 12:30 PM Bureau Directors Monthly Meeting (via Zoom)
 -  3:00 PM – 3:30 PM CARES Act Planning with Mayor's Office staff
 -  4:00 PM – 4:15 PM City Directors Check-in Opportunity (via Zoom)
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▲ Fri, Apr 3

-  9:00 AM – 11:00 AM Economic Impact & Intervention Task Force (via Zoom)
 -  12:00 PM – 1:00 PM funding coordination: PHB, JOHS, HomeForward
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▲ Mon, Apr 6

-  9:15 AM – 9:45 AM Deborah Imse, Multifamily NW (via phone)
 -  11:00 AM – 12:00 PM Economic Impact Action Committee
 -  2:30 PM – 3:00 PM Sarah Stevenson, Executive Director, Innovative Housing, Inc. (via Skype)
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▲ Tue, Apr 7

-  11:30 AM – 12:00 PM Directors community/economic development meeting (via skype)
-  4:00 PM – 4:15 PM City Directors Check-in Opportunity (via Zoom)

▲ **Wed, Apr 8**

- 11:00 AM – Economic Impact Action Committee
12:00 PM
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▲ **Thu, Apr 9**

- 9:45 AM – 10:15 AM Check-in with Tia Williams, Mayor's Office liaison to Housing Bureau
 - 2:00 PM – 3:00 PM Bond Counsel
 - 3:00 PM – 3:30 PM PHB / Housing Oregon
 - 4:00 PM – 4:15 PM City Directors Check-in Opportunity (via Zoom)
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▲ **Fri, Apr 10**

- 10:30 AM – 11:00 AM IH briefing: Commissioner Hardesty/PHB (MS Teams)
 - 11:15 AM – 11:45 AM via phone: Katrina Holland, Executive Director, JOIN PDX
 - 1:00 PM – 2:00 PM Prosper Portland / Portland Housing Bureau / Bureau of Planning and Sustainability leadership meeting
 - 2:30 PM – 3:00 PM CARES funding coordination (Skype)
 - 3:45 PM – 4:45 PM Mayor's Office Smart Growth meeting
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▲ **Mon, Apr 13**

- 9:30 AM – 11:00 AM Bond Oversight Committee Meeting (via Zoom)
 - 11:00 AM – 12:00 PM Economic Impact Action Committee (via Zoom)
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▲ **Tue, Apr 14**

- 11:30 AM – 12:00 PM Directors meeting: community/economic development (via skype)
 - 3:30 PM – 4:00 PM Jessica Kinard, Director, City Budget Office (via MS Teams)
 - 4:00 PM – 4:15 PM City Bureau Directors Check-in (via Zoom)
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▲ **Wed, Apr 15**

- 3:30 PM – 4:15 PM via phone: Elissa Gertler, Director, Planning and Development, Metro

▲ **Thu, Apr 16**

- 9:40 AM – 10:10 AM VIRTUAL MEET: CBO | Budget Planning (Mayor/Kristin)
 - 2:00 PM – 2:30 PM Check-In with Sonia Schmanski, Deputy Chief of Staff, Mayor's Office
 - 3:30 PM – 4:30 PM Portland Housing Bureau/Prosper Portland Monthly Check-In (via MS Teams)
 - 4:00 PM – 4:15 PM City Bureau Directors Check-in (via Zoom)
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▲ **Fri, Apr 17**

- 9:00 AM – 11:00 AM Economic Impact & Intervention Task Force (via Zoom)
 - 1:00 PM – 1:30 PM CARES funding coordination (skype)
 - 2:15 PM – 3:00 PM Check-in with Tia Williams, Mayor's Office liaison to Housing Bureau
 - 3:30 PM – 4:15 PM Virtual Meeting: Housing Oregon Quarterly Meeting
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▲ **Mon, Apr 20**

- 9:00 AM – 9:30 AM Long-term resilience/recovery framework discussion with Mayor's Office staff and Directors Branam, Durbin, Callahan, and Esau
 - 11:00 AM – 12:00 PM Economic Impact Action Committee
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▲ **Tue, Apr 21**

- 9:30 AM – 11:00 AM CARES Act - Federal Response Work Session
 - 1:00 PM – 1:30 PM (via phone) Meeting with Commissioner Fritz
 - 2:30 PM – 5:00 PM RSC: Rental Service Commission meeting (via Zoom)
 - 4:00 PM – 4:15 PM City Bureau Directors Check-in
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▲ **Wed, Apr 22**

- 7:30 AM – 8:00 AM Invitation: Agenda setting for COVID-19 Call
- 8:00 AM – 8:30 AM COVID call with Joint Office of Homeless Services
- 2:00 PM – 3:00 PM Check-in: Bureau of Planning and Sustainability, Prosper Portland, and Portland Housing Bureau
- 4:00 PM – 4:30 PM via phone: Tyrone Poole, President and founder, One App Oregon

▲ **Thu, Apr 23**

- 11:15 AM – 12:00 PM Check-in with Tia Williams, Mayor's Office liaison to Housing Bureau
 - 4:00 PM – 4:15 PM City Bureau Directors Check-in
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▲ **Fri, Apr 24**

- 1:00 PM – 1:30 PM CARES funding coordination (skype)
 - 1:30 PM – 2:00 PM Kaia Sand, Executive Director, Street Roots
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▲ **Mon, Apr 27**

- 11:00 AM – 12:00 PM Economic Impact Action Committee
 - 1:00 PM – 1:30 PM N/NE Pref. Policy update with Robin Smith and Austin Turner, CEO & Founder, TW Solutions LLC (skype)
 - ▨ 5:00 PM – 6:00 PM Updated invitation: Motel Transition Team
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▲ **Tue, Apr 28**

- 10:00 AM – 11:00 AM Multnomah Bar Association Continuing Legal Education: Families First Coronavirus Response Act and CARES Act Tax Aspects
 - 11:30 AM – 12:00 PM Directors: community/economic development (skype)
 - 3:30 PM – 4:30 PM Updated invitation: Motel Transition Team
 - 4:00 PM – 4:15 PM City Bureau Directors Check-in (via Zoom)
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▲ **Wed, Apr 29**

- 4:00 PM – 4:30 PM Bond Issuance meeting with Matthew Gierach and Brigid O'Callaghan (MS Teams)
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▲ **Thu, Apr 30**

- 8:30 AM – 9:00 AM Mayor's Office meeting on Homelessness
 - 9:15 AM – 10:00 AM via phone: Check-in with Marc Jolin, Director, Joint Office of Homeless Services
 - 11:00 AM – 11:30 AM GoToWebinar - De Paul's Virtual Groundbreaking Event
 - 1:15 PM – 2:00 PM Check-in with Tia Williams, Mayor's Office liaison to Housing Bureau
 - 4:00 PM – 4:15 PM City Bureau Directors Check-in (via Zoom)
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May 2020

▲ Fri, May 1

- ▣ 9:00 AM – 10:30 AM Housing Bond Implementation Coordination with Metro (via Zoom)
 - 9:00 AM – 11:00 AM Economic Impact & Intervention Task Force (via Zoom)
 - 10:30 AM – 11:00 AM via phone: Check-in with Michael Buonocore, Executive Director, Home Forward
 - 1:00 PM – 1:30 PM CARES funding coordination (skype)
 - ▣ 3:00 PM – 4:30 PM Disaster Policy Council meeting
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▲ Mon, May 4

- 11:00 AM – 12:00 PM Economic Impact Action Committee (via Zoom)
 - 2:00 PM – 3:00 PM Motel Transition Team
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▲ Tue, May 5

- 3:00 PM – 5:00 PM PHAC--Portland Housing Advisory Commission meeting
 - 4:00 PM – 4:15 PM City Bureau Directors Check-in
 - 4:00 PM – 5:00 PM Motel Transition Team
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▲ Wed, May 6

- 9:30 AM – 10:00 AM CARES funding coordination (skype)
 - 10:30 AM – 11:00 AM Directors: community/economic development (skype)
 - 1:00 PM – 1:30 PM via phone: Ernesto Fonseca, CEO, Hacienda CDC
 - 4:00 PM – 4:30 PM Motel Transition Team
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▲ Thu, May 7

- 9:00 AM – 9:30 AM PHB/Housing Oregon – via Zoom
 - 10:30 AM – 11:00 AM Bridge Housing (with Kurt Creager, Steven Holt) - via Skype
 - 12:00 PM – 1:00 PM Bureau Directors Monthly Meeting (via Zoom)
 - 1:00 PM – 2:30 PM City Bureau & Metro Quarterly Check-In (via Zoom)
 - 4:00 PM – 4:15 PM City Bureau Directors Check-in (via Zoom)
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▲ **Mon, May 11**

- 11:00 AM – 12:00 PM Economic Impact Action Committee (via Zoom)
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▲ **Tue, May 12**

- 8:30 AM – 9:00 AM CARES funding coordination (skype)
 - 11:30 AM – 12:00 PM Directors: community/economic development (skype)
 - ▨ 12:00 PM – 12:30 PM Tour: Motel 6
 - 2:00 PM – 2:30 PM Meeting with Seraphie Allen, Sonia Schmanski, and Tia Williams (Mayor's Office Staff) and Marc Jolin (Joint Office of Homeless Services)
 - 3:00 PM – 3:30 PM via phone: Ernesto Fonseca, CEO, Hacienda CDC
 - 4:00 PM – 4:15 PM City Bureau Directors Check-in (via Zoom)
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▲ **Wed, May 13**

- 12:00 PM – 1:00 PM PCEF follow-up
 - 2:00 PM – 2:45 PM via phone: Margaret Salazar and Julie Cody, Oregon Housing and Community Services
 - 3:00 PM – 4:00 PM Bridge Meadows Discussion with Derenda Schubert, Executive Director, and Ross Cornelius, Welsh Construction (via Zoom)
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▲ **Thu, May 14**

- 8:30 AM – 9:15 AM Mayor's Office meeting on Homelessness
 - 9:15 AM – 9:45 AM via phone: Check-in with Marc Jolin, Director, Joint Office of Homeless Services
 - 10:30 AM – 12:00 PM May P&D Directors Meeting (via Zoom)
 - 1:15 PM – 2:00 PM Check-in with Tia Williams, Mayor's Office liaison to Housing Bureau
 - 4:00 PM – 4:15 PM City Bureau Directors Check-in (via Zoom)
 - 6:00 PM – 8:00 PM N/NE Oversight Committee Meeting
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▲ **Mon, May 18**

- 8:30 AM – 9:15 AM Mayor's Office Smart Growth Meeting
- 11:00 AM – 12:00 PM Economic Impact Action Committee (via Zoom)
- 5:15 PM – 5:30 PM Via phone: Andrés Oswill, Commissioner Eudaly's Office

▲ **Tue, May 19**

- 11:30 AM – 12:00 PM Directors: community/economic development (skype) Callahan, Shannon
- 2:30 PM – 3:00 PM CARES work session check-in with Mayor's Office Staff
- 2:30 PM – 5:00 PM RSC: Rental Service Commission Meeting (via Zoom)
- 4:00 PM – 4:15 PM City Bureau Directors Check-in (via Zoom)

▲ **Wed, May 20**

- 9:00 AM – 9:30 AM Prep for CARES Presentation with Prosper Portland

▲ **Thu, May 21**

- 9:00 AM – 10:30 AM COVID-19 Rental Housing Market Response Work Group (via Zoom)
- 11:15 AM – 12:15 PM Multnomah County reopening briefing
- 1:00 PM – 1:30 PM supportive housing next steps (via Zoom)
- 1:30 PM – 2:00 PM Check-in with Tia Williams, Mayor's Office liaison to Housing Bureau
- 3:00 PM – 4:00 PM Portland Housing Bureau/Prosper Portland Monthly Check-In (via MS Teams)
- 4:00 PM – 4:15 PM City Bureau Directors Check-in (via Zoom)

▲ **Mon, May 25**

- All Day **Memorial Day Holiday**

▲ **Tue, May 26**

- 9:30 AM – 11:30 AM Work Session: CARES Act Local Relief Funds
- 11:30 AM – 12:00 PM Directors: community/economic development (skype)
- 3:00 PM – 3:30 PM via phone: Meeting with Diane Linn, Proud Ground
- 4:00 PM – 4:15 PM City Bureau Directors Check-in (via Zoom)

▲ **Wed, May 27**

- 8:00 AM – 9:00 AM SHS Regional Agency Leads (via Zoom)
- 1:00 PM – 1:30 PM FY 20-21 audit plan - via MS Teams (Kari Guy, Mary Hull Caballero, Shannon Callahan)

- 2:00 PM – 3:00 PM Unified Contracting Approach FY20-21 (via Zoom)
 - 2:00 PM – 3:30 PM COVID-19 Affordable Housing Development Stabilization and Recovery Work Group (via Zoom)
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▲ Thu, May 28

- ▨ 8:00 AM – 8:10 AM Steve Messinetti, Habitat LIVE tour of Preference Policy Building
 - 8:30 AM – 9:15 AM Mayor's Office meeting on Homelessness (Sonia) via Zoom
 - 9:50 AM – 10:00 AM via phone: Margaret Salazar, Director, OHCS
 - 11:00 AM – 12:00 PM Economic Impact Action Committee, via Zoom
 - 1:15 PM – 2:00 PM Check-in with Tia Williams, Mayor's Office liaison to Housing Bureau
 - 3:30 PM – 4:30 PM Housing stability and rent assistance planning
 - 4:00 PM – 4:15 PM City Bureau Directors Check-in (via Zoom)
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▲ Fri, May 29

- 9:00 AM – 11:00 AM Economic Recovery Task Force (via Zoom)
 - 1:00 PM – 1:30 PM CARES funding coordination (skype)
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June 2020

▲ Mon, Jun 1

- 8:00 AM – 9:00 AM ECC Orientation
 - 9:00 AM – 9:15 AM ECC all staff briefing
 - 10:00 AM – 10:15 AM JIC/Command Forward Planning Check-in
 - 11:00 AM – 12:00 PM Economic Impact Action Committee (via Zoom)
 - 2:00 PM – 2:30 PM ECC: meet the planning section
 - 2:30 PM – 3:00 PM PDX/County Emergency Mgmt Mtg.
 - 4:30 PM – 4:45 PM ECC all staff briefing
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▲ Tue, Jun 2

- 8:00 AM – 8:30 AM via phone: Elissa Gertler, Planning and Development Director, Metro
- 10:00 AM – 11:00 AM Delegation of Authority
- 11:00 AM – 12:30 PM LRF Task Force (Local Relief Fund Task Force)

- ▨ 1:45 PM – 2:45 PM VIRTUAL MEET: COVID-19 Shelter Response with Mayor's Office Staff (via Zoom)
 - 2:30 PM – 3:00 PM JIC/Command Forward Planning Check-in
 - 3:00 PM – 5:00 PM PHAC--Portland Housing Advisory Commission meeting (via Zoom)
 - 4:00 PM – 4:15 PM City Bureau Directors Check-in (via Zoom)
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▲ **Wed, Jun 3**

- 11:00 AM – 2:00 PM ECC
 - 2:00 PM – 2:30 PM Check-in with Tom Rinehart, CAO, Office of Management & Finance (via Zoom)
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▲ **Thu, Jun 4**

- 8:30 AM – 10:00 AM LRF Task Force #2 (via Zoom)
 - ▨ 3:00 PM – 5:00 PM COVID-19 Rental Housing Market Response Work Group (via Zoom)
 - 4:00 PM – 4:15 PM City Bureau Directors Check-in (via Zoom)
 - 6:30 PM – 9:30 PM PSU MRED & MURP Class Presentation Review
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▲ **Fri, Jun 5**

- 8:00 AM – 9:30 AM LRF Task Force #3 (via Zoom)
 - 10:30 AM – 11:00 AM ECC: Finance check-in (Katy's email listed start time, but no end time)
 - 10:30 AM – 11:00 AM Masks for community members
 - 1:00 PM – 1:30 PM Finance Check-in
 - 2:30 PM – 3:00 PM Directors: community/econ. development (skype)
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▲ **Mon, Jun 8**

- 11:00 AM – 12:00 PM Economic Impact Action Committee
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▲ **Tue, Jun 9**

- 11:30 AM – 12:00 PM Directors: community/economic development (skype)
- 1:30 PM – 3:00 PM LRF Task Force #4 (via Zoom)
- 4:00 PM – 4:15 PM City Bureau Directors Check-in (via Zoom)

▲ **Wed, Jun 10**

- 11:00 AM – 11:30 AM check-in with Trell Anderson, NW Housing (via Zoom)
- 1:00 PM – 1:30 PM CARES funding coordination – via Zoom
- 1:30 PM – 2:00 PM Meeting with Kenechi Onyeagusi, Executive Director, Professional Business Development Group (via Skype)
- 2:00 PM – 2:30 PM Nate McCoy, PHAC Chair
- 2:30 PM – 3:30 PM Markisha Smith, Director, Office of Equity and Human Rights (via MS Teams)
- 3:30 PM – 4:00 PM Jill Sherman, Gerding Edlen (via phone)

▲ **Thu, Jun 11**

- 10:30 AM – 12:00 PM P&D Directors Monthly Meeting (via Zoom)
- 1:00 PM – 1:45 PM Check-in with Tia Williams, Mayor's Office liaison to Housing Bureau
- 2:00 PM – 2:45 PM LRF Task Force #7 (via Zoom)
- 4:00 PM – 4:15 PM City Bureau Directors Check-in (via Zoom)
- ▨ 6:00 PM – 8:00 PM Portland Consortium Action Plan Hearings for the 2020 Action Plan, 2019 Action Plan Substantial Amendment and Community Participation Plan amendment (via Zoom)

▲ **Mon, Jun 15**

- 8:30 AM – 9:15 AM Mayor's Office Smart Growth meeting w/ Commissioner Eudaly (Sonia)
- 1:00 PM – 3:00 PM COVID-19 Rental Housing Market Response Work Group (via Zoom)
- 1:30 PM – 2:00 PM Via phone: Michael Buonocore, Executive Director, Home Forward
- ▨ 2:00 PM – 3:30 PM Joint Office of Homeless Services Executive Committee Meeting
- 3:00 PM – 3:30 PM Via phone: Meeting with Commissioner Fritz

▲ **Tue, Jun 16**

- 2:30 PM – 5:00 PM RSC: Rental Service Commission Meeting (via Zoom)
- 4:00 PM – 4:15 PM City Bureau Directors Check-in (via Zoom)

▲ **Wed, Jun 17**

- 2:30 PM – 3:00 PM CARES funding coordination VIA ZOOM (via Zoom)

▲ **Thu, Jun 18**

- 8:30 AM – 9:00 AM Mayor's Office meeting on Homelessness (via Zoom)
 - 9:15 AM – 10:00 AM Marc Jolin, Director, Joint Office of Homeless Services (via phone)
 - 12:00 PM – 1:30 PM LRF Task Force #8 (via Zoom)
 - 1:30 PM – 2:00 PM Check-in with Tia Williams, Mayor's Office liaison to Housing Bureau
 - 4:00 PM – 4:15 PM City Bureau Directors Check-in (via Zoom)
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▲ **Fri, Jun 19**

- All Day **Juneteenth Holiday**
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▲ **Mon, Jun 22**

- 9:00 AM – 10:00 AM Bureau of Planning and Sustainability / Portland Housing Bureau
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▲ **Tue, Jun 23**

- 11:30 AM – 12:00 PM Directors: community/economic development (skype)
 - 4:00 PM – 4:15 PM City Bureau Directors Check-in (via Zoom)
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▲ **Wed, Jun 24**

- 1:00 PM – 2:00 PM Portland Housing Bureau/Prosper Portland Monthly Check-In
 - 2:00 PM – 2:30 PM Check-in with Kimberly Branam, Executive Director, Prosper Portland (via MS Teams)
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▲ **Thu, Jun 25**

- ▨ 8:00 AM – 8:30 AM Anti-displacement: Mayor's Office portfolio coordination (via Zoom)
- 8:30 AM – 9:15 AM Mayor's Office Meeting on Homelessness (via Zoom)
- 1:00 PM – 1:45 PM Check-in with Tia Williams, Mayor's Office liaison to Housing Bureau
- 4:00 PM – 4:15 PM City Bureau Directors Check-in (via Zoom)

▲ **Fri, Jun 26**

- 9:30 AM – 10:15 AM via phone: Check-in with Michael Buonocore, Executive Director, Home Forward

▲ **Mon, Jun 29**

- 10:00 AM – 11:00 AM Michael and Mitchell Menashe, PHB, Prosper Portland, and Mayor's Office staff (via Zoom)
- 11:00 AM – 12:00 PM Racial Equity Small Group meeting (via Zoom)
- ▨ 4:30 PM – 6:30 PM Mayor's Office Resilience Resolution Kick-off Meeting (via Zoom)

▲ **Tue, Jun 30**

- 11:30 AM – 12:00 PM Directors: community/economic development (skype)
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