

# January 2, 2023 - January 8, 2023

January 2023							February 2023							
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## Monday, January 2

## Tuesday, January 3

- **10:00am - 10:30am Introductions: New City Auditor/New City Ombudsman** (Simone's Office) - Rede, Simone
- **12:00pm - 1:00pm Private Appointment** -
- **2:30pm - 3:00pm Introductions: New City Auditor/New City Ombudsman** (Simone's Office) - Rede, Simone

## Wednesday, January 4

## Thursday, January 5

- **9:00am - 9:30am Ombudsman 1:1** - Croft, Jennifer
- **11:00am - 12:00pm Onboarding & SuccessFactors check in** (Microsoft Teams Meeting) - McNeal, Joshua
- **1:00pm - 1:30pm RFP - Communication Materials & Graphic Design** (Microsoft Teams Meeting) - Rede, Simone
- **3:30pm - 4:30pm Simone/Lisa check in** (Microsoft Teams Meeting) - Howley, Lisa

- **8:30am - 9:00am Simone/Josh/Lisa** (Simone's office) - Howley, Lisa
- **9:30am - 10:30am Oath Ceremony**
- **11:00am - 12:00pm Auditor's Office Meeting** (City Hall, Lovejoy Room) - Facilities - City Hall - Lovejoy
- **1:00pm - 1:45pm Gang Enforcement Follow-up Briefing** (Microsoft Teams Meeting) - Jones, KC
- **2:00pm - 2:30pm Introductions: New City Auditor/New City Ombudsman** (Simone's Office) - Rede, Simone
- **2:30pm - 3:00pm Introductions: New City Auditor/New City Ombudsman** (Simone's Office) - Rede, Simone

## Friday, January 6

## Saturday, January 7

## Sunday, January 8

# January 9, 2023 - January 15, 2023

January 2023							February 2023							
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## Monday, January 9

- **9:00am - 9:45am Simone/Reed 1:1** (Simone's Office) - Mitchell, Claire
- **10:00am - 11:00am Ranked Choice Voting** (Microsoft Teams Meeting) - Howley, Lisa
- **11:00am - 12:00pm Budget Meeting** (Microsoft Teams Meeting) - McNeal, Joshua
- **12:00pm - 1:30pm Lunch** (Luc Lac Vietnamese Kitchen (831 SW 2nd Ave, Portland, OR 97204)) - Mitchell, Claire
- **1:30pm - 2:00pm Introductions: New City Auditor/New City Ombudsman** (Simone's Office) - Rede, Simone
- **2:00pm - 2:30pm Auditor's Office Email Accounts** (Microsoft Teams Meeting) - Thomas, Christina
- **3:30pm - 4:00pm Transparency Advocate Proposal** - Rede, Simone

## Tuesday, January 10

- **10:00am - 10:30am Introductions: New City Auditor/New City Ombudsman** (Mapps' Office) - Rede, Simone
- **2:30pm - 3:00pm Introductions: New City Auditor/New City Ombudsman** (Simone's Office) - Rede, Simone

## Wednesday, January 11

- **9:00am - 9:30am Ombudsman 1:1** - Croft, Jennifer
- **9:30am - 10:00am Archives check-in** (Microsoft Teams Meeting) - Banning, Diana
- **1:30pm - 2:00pm Simone/Lisa** (Microsoft Teams Meeting) - Howley, Lisa
- **2:00pm - 3:00pm Simone/Lisa** (Microsoft Teams Meeting; or Simone's Office) - Howley, Lisa

## Thursday, January 12

- **9:00am - 10:00am Staff Meeting** (Microsoft Teams Meeting) - Jones, KC
- **10:00am - 11:00am Audit Services Check-in** (Microsoft Teams Meeting) - Jones, KC
- **1:30pm - 2:00pm Simone/Josh/Lisa** (Microsoft Teams Meeting) - Howley, Lisa
- **2:30pm - 3:00pm PBOT Paynotes Monthly Audit Update for City Auditor** (Microsoft Teams Meeting) - Jones, KC
- **3:00pm - 3:30pm Timekeeping** - McNeal, Joshua
- **5:00pm - 5:45pm Emily Harris & Nick Budnick**

## Friday, January 13

- **8:30am - 10:30am Auditor's Office ARA Discussion** (<https://us02web.zoom.us/j/88190364725>) - Martineau, Rob (External Contact)

## Saturday, January 14

## Sunday, January 15

# January 16, 2023 - January 22, 2023

January 2023							February 2023							
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## Monday, January 16

11:30am - 12:00pm Simone/KC 1:1 (City Auditor's Office) - Jones, KC

## Tuesday, January 17

10:30am - 11:00am Reed/Simone Weekly 1:1 (Simone's Office) - Rede, Simone

11:30am - 12:00pm Introductions: New City Auditor/New City Ombudsman (Simone's Office) - Rede, Simone

1:30pm - 2:00pm Introductions: New City Auditor/New City Ombudsman (Commissioner Gonzalez's Office) - Rede, Simone

2:30pm - 3:00pm JOHS Audit - Monthly Meeting with City Auditor (Auditor - Library) - Jones, KC

3:00pm - 3:30pm Inclusionary Housing Audit Update for City Auditor - Jones, KC

4:30pm - 5:00pm Strategic Plan assessment (Simone's Office) - Brodersen, Reed

## Wednesday, January 18

9:00am - 9:30am Ombudsman 1:1 - Croft, Jennifer

11:00am - 11:30am Simone/Lisa/Josh (Microsoft Teams Meeting) - Howley, Lisa

11:30am - 12:30pm Ranked Choice Voting (Microsoft Teams Meeting) - Lamboley, Becky

1:00pm - 1:30pm Fire Workload Management Audit - Monthly Meeting w/ City Auditor (Microsoft Teams Meeting) - Jones, KC

2:00pm - 2:30pm Vision for Communication Externally (Microsoft Teams Meeting) - Rede, Simone

3:00pm - 4:30pm Nick Budnick

## Thursday, January 19

10:00am - 11:00am Audit Services Check-in (Microsoft Teams Meeting) - Jones, KC

11:00am - 12:00pm Records Management Training (Large Conference Room - Suite 140) - Rede, Simone

1:00pm - 1:30pm Introductions: New City Auditor/New City Ombudsman (In-person - Simone's Office) - Rede, Simone

## Friday, January 20

8:30am - 11:30am Auditor's Office & AFSCME 189 @ Fri Jan 20, 2023 8:30am - 11:30am (PST) (lisa.howley@portlandoregon.gov) (<https://us02web.zoom.us/j/84659676429>) - Martineau, Rob (External Contact)

## Saturday, January 21

## Sunday, January 22

# January 23, 2023 - January 29, 2023

January 2023							February 2023							
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## Monday, January 23

- **9:00am - 9:30am Budget Check In** (Microsoft Teams Meeting) - McNeal, Joshua
- **9:30am - 10:00am Simone/Josh/Lisa** (Microsoft Teams Meeting) - Howley, Lisa
- **10:00am - 11:00am Archives & Records Management: All staff** (1800 SW 6th Ave (1800 SW 6th Ave, Portland, Oregon 97201)) - Banning, Diana
- **11:00am - 11:30am IT Procurement - Monthly Briefing with City Auditor** (Microsoft Teams Meeting) - Jones, KC
- **11:30am - 12:00pm Simone/KC 1:1** (City Auditor's Office) - Jones, KC
- **2:00pm - 2:45pm Operations Management** (Microsoft Teams Meeting) - Lamboley, Becky

## Tuesday, January 24

- **9:30am - 11:30am BHR Executive Session w/ Mayor Wheeler and Commissioners** (Hybrid: Rose Room / Zoom) - Wheeler, Ted
- **11:00am - 12:30pm Final Review of FY24 Budget** (Microsoft Teams Meeting) - McNeal, Joshua
- **12:30pm - 1:30pm LUNCH: Simone Rede / Mayor Wheeler (Bobby)** (Huber's Restaurant (411 SW 3rd Ave, Portland, OR 97204)) - Wheeler, Ted

## Wednesday, January 25

- **9:30am - 10:00am Archives check-in** (Microsoft Teams Meeting) - Banning, Diana
- **10:00am - 10:30am check in** (Microsoft Teams Meeting) - McNeal, Joshua
- **11:00am - 11:30am GET Follow-up Prep Meeting** (Microsoft Teams Meeting) - Jones, KC
- **1:00pm - 1:30pm Introductions: New City Auditor/New City Ombudsman** (Simone's Office) - Rede, Simone
- **2:00pm - 2:30pm Introductions: New City Auditor/New City Ombudsman** (Simone's Office) - Rede, Simone
- **2:30pm - 3:00pm Simone and Reed** - Brodersen, Reed
- **3:00pm - 4:00pm Ranked Choice Voting** (Microsoft Teams Meeting) - Lamboley, Becky

## Thursday, January 26

- **9:30am - 10:00am Introductions: Auditor/Ombudsman** (In-person, Simone's Office) - Rede, Simone
- **10:00am - 11:00am Audit Services Check-in** (Microsoft Teams Meeting) - Jones, KC
- **11:00am - 12:00pm Fraud Hotline Monthly Update** (Microsoft Teams Meeting) - Jones, KC

## Friday, January 27

- **8:30am - 11:30am Private Appointment** -
- **8:30am - 11:30am Simone/Josh/Lisa** (Microsoft Teams Meeting) - Howley, Lisa
- **11:30am - 12:00pm TA chat** (phone or Zoom) <https://us05web.zoom.us/j/84197950317?pwd=TmRWN0prR0FIdGR6allLaGgvWFRhUT09> - nickbudnick@gmail.com
- **1:30pm - 2:30pm LWVPDX** (Zoom)

## Saturday, January 28

## Sunday, January 29

# January 30, 2023 - February 5, 2023

January 2023							February 2023							
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## Monday, January 30

- **8:30am - 9:00am Private Appointment** - 🔒
- **8:30am - 9:00am Telework Policy** (Microsoft Teams Meeting) - Howley, Lisa
- **9:00am - 9:00pm COP Auditor's Office/AFSCME Mediation (ME-013-22)** - GILLMAN Janet F \* ERB

## Tuesday, January 31

- **8:30am - 9:00am Trans. Ad. check in** (Simone's Office) - Brodersen, Reed
- **10:00am - 10:30am Direct Access to Police Records Discussion** (Microsoft Teams Meeting; (or in-person if we're all here?)) - Jones, KC
- **11:00am - 11:30am Simone/Lisa/Josh** (Microsoft Teams Meeting) - Howley, Lisa
- **2:30pm - 3:00pm Introductions: New City Auditor/New City Ombudsman** (Ryan's Office) - Rede, Simone
- **3:00pm - 3:30pm Reed/Simone Weekly 1:1** (Simone's Office) - Rede, Simone ↻

## Wednesday, February 1

- **10:00am - 11:00am House of Gul: Auditor's Office Vision** (Zoom Meeting) - Rede, Simone
- **2:00pm - 3:00pm Ranked Choice Voting** (Microsoft Teams Meeting) - Lamboley, Becky
- **4:00pm - 5:00pm Simone/Lisa/Josh** (Microsoft Teams Meeting) - Howley, Lisa

## Thursday, February 2

- **9:00am - 9:30am Public Input - RCV Code** (Microsoft Teams Meeting)
- **10:00am - 11:00am Audit Services Check-in** (Microsoft Teams Meeting) - Jones, KC
- **12:30pm - 1:30pm Meeting: Small Donor Elections & Auditor Rede**
- **2:00pm - 3:00pm Joint Session Auditor's Office & AFSCME 189** (<https://us02web.zoom.us/j/82550028054>) - martineaupdx@gmail.com
- **3:00pm - 4:00pm Archives 1:1** (Microsoft Teams Meeting) - Banning, Diana
- **5:00pm - 5:30pm Nick Budnick**

## Friday, February 3

- **8:30am - 11:30am Auditor's Office & AFSCME 189** (<https://us02web.zoom.us/j/84659676429>) - martineaupdx@gmail.com
- **2:30pm - 3:00pm Private Appointment** 🔒
- **2:30pm - 3:00pm Private Appointment** 🔒
- **2:30pm - 3:00pm Rob Martineau**
- **3:30pm - 4:00pm JOHS Audit Meeting (JVP Zoom host)** (<https://multco-us.zoom.us/j/92021901857?pwd=TW1hRnlxM0o1Q0hRckZWbGY2TFBGUT09>) - jessica.vegapederson@multco.us

## Saturday, February 4

## Sunday, February 5

# February 6, 2023 - February 12, 2023

February 2023							March 2023							
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## Monday, February 6

- **9:00am - 9:30am Briefing: Financial audit contract** (Microsoft Teams Meeting) - Gonta, Tenzin
- **10:00am - 10:30am Simone/Reed (Bobby mtg. prep)** (Simone's office) - Brodersen, Reed
- **10:30am - 11:00am TA check in** (Simone's Office) - Brodersen, Reed
- **11:30am - 12:00pm Simone/KC 1:1** (City Auditor's Office) - Jones, KC
- **12:00pm - 12:30pm Transparency Advocate Proposal** (Simone's Office) - Rede, Simone
- **2:00pm - 3:00pm Meeting on Follow-ups (past, present and future)**

## Tuesday, February 7

- **10:00am - 10:30am BHR Mtg. Prep** (Microsoft Teams Meeting) - Brodersen, Reed
- **10:30am - 11:00am Reed/Simone Weekly 1:1** (Simone's Office) - Rede, Simone ↻
- **11:00am - 12:00pm Ranked Choice Voting** (Microsoft Teams Meeting) - Lamboley, Becky
- **12:30pm - 1:00pm Introductions: New City Auditor/City Ombudsman** (Zoom Meeting) - Rede, Simone
- **1:00pm - 2:00pm MEETING: City Attorney, Auditor's Office & BHR - Introduction** (Microsoft Teams Meeting) - Brown, Heidi
- **2:00pm - 2:30pm Introductions: New City Auditor/City Ombudsman** (Simone's Office) - Rede, Simone

## Wednesday, February 8

- **9:30am - 10:00am Archives check-in** (Microsoft Teams Meeting) - Banning, Diana
- **2:00pm - 2:30pm RCV Part II** (Teams) - Lamboley, Becky

## Thursday, February 9

- **9:00am - 10:00am Staff Meeting** (Microsoft Teams Meeting) - Jones, KC
- **10:00am - 11:00am Audit Services Check-in** (Microsoft Teams Meeting) - Jones, KC
- **11:00am - 11:30am Simone/Reed Check in** (Simone's Office) - Brodersen, Reed
- **11:30am - 12:00pm Use of City Seal (Process)** (Microsoft Teams Meeting) - McNeal, Joshua
- **2:00pm - 2:30pm SB 709** (Microsoft Teams Meeting) - Howley, Lisa
- **2:30pm - 3:00pm PBOT Paynotes Monthly Audit Update for City Auditor** (Microsoft Teams Meeting) - Jones, KC

## Friday, February 10

- **2:30pm - 3:30pm Auditors Meeting**  
(<https://us06web.zoom.us/j/86932901108?pwd=aVVtZ2E5c3IxUjRveHdiYUJWakwxZz09>) - Bao Nguyen

## Saturday, February 11

## Sunday, February 12

# February 13, 2023 - February 19, 2023

February 2023

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March 2023

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## Monday, February 13

- **9:15am - 10:15am Improving Audit Topic Selection Kick-off** (Auditor - Library) - Jones, KC
- **11:30am - 12:00pm Simone/KC 1:1** (City Auditor's Office) - Jones, KC
- **2:00pm - 2:30pm San Diego City Auditor** (City cell)

## Tuesday, February 14

- **10:30am - 11:00am Reed/Simone Weekly 1:1** (Simone's Office) - Rede, Simone ↻
- **11:30am - 12:00pm Rob Martineau**
- **12:30pm - 2:30pm Management Team Meeting** (Microsoft Teams Meeting; Jewel Lansing Conference Room) - Rede, Simone ↻
- **1:30pm - 2:00pm Transparency Advocate Briefing (Mercury)** (<https://us06web.zoom.us/j/85073174807>) - Brodersen, Reed
- **2:00pm - 2:30pm Transparency Advocate Briefing (Oregonian)** (Zoom) - Brodersen, Reed
- **2:30pm - 3:00pm Transparency Advocate Briefing (OPB)** (<https://us06web.zoom.us/j/89662531260>) - Brodersen, Reed
- **3:00pm - 3:30pm Simone/Josh/Lisa** (Microsoft Teams Meeting) - Howley, Lisa
- **3:30pm - 4:30pm Auditors Check in** (<https://us06web.zoom.us/j/87861661592?pwd=UCtLS0hneVNYRVBiZjV>)

## Wednesday, February 15

- **9:00am - 10:00am Management Team Meeting (Budget Discussion)** (/ Teams Meeting; Auditor - Large Conference Room) - Brodersen, Reed
- **11:00am - 12:00pm Safety: Site Visit and Discussion** (Microsoft Teams Meeting) - Zyph, Amanda
- **2:00pm - 3:00pm Ranked Choice Voting** (Microsoft Teams Meeting) - Lambole, Becky

## Thursday, February 16

- **8:00am - 8:30am General Conversation and Gang Enforcement Follow-up Report** (Mayor's Conference Room) - Rede, Simone
- **8:30am - 9:00am Simone Rede / Mayor Wheeler** (Mayor's Conference Room) - Wheeler, Ted
- **10:00am - 11:00am Audit Services Check-in** (Simone's Office) - Jones, KC
- **1:00pm - 2:00pm CAO Monthly Check-in**
- **2:00pm - 3:00pm Fraud Hotline Monthly Update** (Microsoft Teams Meeting) - Jones, KC
- **3:00pm - 4:00pm Archives 1:1** (Microsoft Teams Meeting) - Banning, Diana
- **5:00pm - 5:30pm Rob Martineau**

## Friday, February 17

- **8:30am - 9:00am Call with Jennifer** (Microsoft Teams Meeting) - Croft, Jennifer
- **9:00am - 9:30am Simone/Lisa/Reed/Josh** (Microsoft Teams Meeting)
- **10:00am - 11:00am Council Session Prep (TA)** (Microsoft Teams Meeting) - Brodersen, Reed
- **12:00pm - 12:30pm Transparency Advocate Proposal** (Microsoft Teams Meeting) - Rede, Simone
- **4:30pm - 5:00pm Commissioner Gonzalez**

## Saturday, February 18

## Sunday, February 19

# February 20, 2023 - February 26, 2023

February 2023						
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March 2023						
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## Monday, February 20

11:30am - 12:00pm Simone/KC 1:1 (City Auditor's Office) - Jones, KC

## Tuesday, February 21

9:30am - 11:30am BHR Executive Session w/ Mayor Wheeler and Commissioners (Hybrid Session – Rose Room & Zoom) - Wheeler, Ted

1:00pm - 1:30pm Auditor's Email SOP Check-in (Teams Meeting) - Rede, Simone

2:30pm - 3:00pm Simone Rede/Rubio Discussion (Microsoft Teams Meeting) - Rede, Simone

## Wednesday, February 22

9:30am - 10:00am Archives check-in (Microsoft Teams Meeting) - Banning, Diana

## Thursday, February 23

9:00am - 9:30am Introductions: New City Auditor/City Ombudsman (Teams) - Rede, Simone

9:30am - 10:00am Reed/Simone Weekly 1:1 (Simone's Office) - Rede, Simone ↻

10:00am - 10:30am Simone/Lisa (Microsoft Teams Meeting) - Howley, Lisa

2:00pm - 2:30pm Pre meeting (Microsoft Teams Meeting) - Croft, Jennifer

2:30pm - 3:00pm MEET: New Ombudsman (Microsoft Teams Meeting) - Wheeler, Ted

## Friday, February 24

8:00am - 9:00am Private Appointment - 🔒

8:00am - 9:00am Simone/Lisa/Reed/Josh (Microsoft Teams Meeting)

9:30am - 10:00am DOJ Case Issues (Microsoft Teams Meeting) - Rede, Simone

10:00am - 10:30am ESD Audit Follow-Up (Microsoft Teams Meeting) - Rede, Simone

1:30pm - 2:00pm Think Out Loud prep (Microsoft Teams Meeting) - Brodersen, Reed

## Saturday, February 25

## Sunday, February 26



# February 27, 2023 - March 5, 2023

February 2023							March 2023						
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## Monday, February 27

- **10:30am - 11:00am GET Follow-Up** (Microsoft Teams Meeting) - Jones, KC
- **11:00am - 11:30am Lobbying Update** (Microsoft Teams Meeting) - Lamboley, Becky
- **11:30am - 12:30pm Think Out Loud (OPB)**
- **11:30am - 12:00pm Simone/KC 1:1** (City Auditor's Office) - Jones, KC
- **2:00pm - 2:30pm Vision Zero Monthly Update with City Auditor** (City Auditor's Office) - Jones, KC
- **2:30pm - 3:00pm Inclusionary Housing update with City Auditor** (Microsoft Teams Meeting) - Scott, Jenny
- **3:30pm - 4:30pm Budget Request deliberation** (Microsoft Teams Meeting) - Brodersen, Reed

## Tuesday, February 28

- **9:00am - 12:00pm DOJ v. City of Portland - Status Conference** (Mark IO. Hatfield U.S Courthouse, 1000 SW Third Ave, Portland, OR, 97204 - Courtroom 15B) - Brown, Heidi
- **1:30pm - 2:00pm Reed/Simone Weekly 1:1** (Simone's Office) - Rede, Simone ↻

## Wednesday, March 1

- **9:30am - 10:00am Recording session: Auditor's training intro** (Microsoft Teams Meeting) - Rede, Simone
- **10:00am - 10:30am Check-in/Coffee** (TBD) - Bless, Cathy
- **1:00pm - 1:30pm Fire Workload Management Audit - Monthly Meeting w/ City Auditor** (Microsoft Teams Meeting) - Jones, KC
- **2:00pm - 3:00pm Ranked Choice Voting** (Microsoft Teams Meeting) - Lamboley, Becky
- **3:00pm - 3:30pm JOHS Audit - Monthly Meeting with City Auditor** (Microsoft Teams Meeting) - Jones, KC

## Thursday, March 2

- **8:00am - 8:30am Shane Kavanaugh**
- **8:30am - 9:00am check in** (Microsoft Teams Meeting) - McNeal, Joshua
- **9:00am - 9:30am IT Procurement - Monthly Briefing with City Auditor** (Microsoft Teams Meeting) - Jones, KC
- **9:30am - 10:00am Audit Services Check-in** (Microsoft Teams Meeting) - Jones, KC
- **2:00pm - 3:00pm Parks Fiscal Management Audit - Update for the City Auditor** (Microsoft Teams Meeting) - Gonta, Tenzin
- **3:00pm - 4:00pm Archives 1:1** (Microsoft Teams Meeting) - Banning, Diana

## Friday, March 3

- **9:30am - 10:00am GET Meeting II** (Microsoft Teams Meeting) - Jones, KC

## Saturday, March 4

## Sunday, March 5

# March 6, 2023 - March 12, 2023

March 2023							April 2023						
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## Monday, March 6

## Tuesday, March 7

- **11:00am - 12:00pm Council Budget Work Session** (Council Chambers) - Brodersen, Reed
- **1:00pm - 1:45pm Optional: Transparency Advocate Q&A** (<https://us06web.zoom.us/j/87028613780>) - Brodersen, Reed
- **2:00pm - 2:30pm Spring BMP check-in** (Microsoft Teams Meeting) - McNeal, Joshua
- **2:30pm - 3:00pm Simone/KC 1:1** (City Auditor's Office) - Jones, KC
- **3:00pm - 4:00pm Transparency Advocate debrief + Next steps** - Brodersen, Reed
- **4:30pm - 5:00pm Reed/Simone Weekly 1:1** (Simone's Office) - Rede, Simone ↻

## Wednesday, March 8

- **9:00am - 10:00am AFSCME 189 & Auditors Office** (<https://us02web.zoom.us/j/86205491140>) - martineaupdx@gmail.com
- **9:30am - 10:00am Archives check-in** (Microsoft Teams Meeting) - Banning, Diana
- **1:30pm - 2:00pm Hotline Discussion** (Simone's Office) - Jones, KC
- **2:00pm - 3:00pm Ranked Choice Voting** (Microsoft Teams Meeting) - Lamboley, Becky

## Thursday, March 9

- **8:30am - 9:00am Ordinance Prep** (Microsoft Teams Meeting) - Brodersen, Reed
- **9:00am - 9:30am Check in** - Croft, Jennifer
- **9:30am - 10:00am Reed Success Factors** - Brodersen, Reed
- **10:00am - 12:00pm HR 2.02**
- **1:00pm - 2:00pm K. Rambo** (My Office)
- **2:00pm - 2:30pm Archives check-in** (Microsoft Teams Meeting) - Banning, Diana
- **2:30pm - 3:00pm PBOT Paynotes Monthly Audit Update for City Auditor** (Microsoft Teams Meeting) - Jones, KC
- **3:00pm - 4:00pm Audit Services Check-in** (Microsoft Teams Meeting)
- **4:00pm - 4:30pm Simone/Reed/Lisa** (Microsoft Teams Meeting) - Howley, Lisa

## Friday, March 10

- **10:00am - 10:15am State RCV bills** (Microsoft Teams Meeting) - Howley, Lisa

## Saturday, March 11

## Sunday, March 12

# March 13, 2023 - March 19, 2023

March 2023							April 2023						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3	4						1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30						

## Monday, March 13

- **8:00am - 8:30am Finalize Telework policies** (Microsoft Teams Meeting) - Brodersen, Reed
- **11:30am - 12:00pm Simone/KC 1:1** (City Auditor's Office) - Jones, KC
- **2:00pm - 2:30pm MEET: City Auditor & Cmr. Gonzalez** (City Hall - Auditor's office; - Suite 320) - Gonzalez, Rene
- **2:30pm - 3:00pm MEET: City Auditor Simone Rede / Mayor Wheeler** (Mayor's Conference Room / teams) - Wheeler, Ted
- **3:30pm - 4:00pm Shane Kavanaugh**

## Tuesday, March 14

- **8:30am - 10:00am Management Team (Telework Policies)** (Jewel Lansing Conference Room) - Brodersen, Reed
- **10:00am - 2:00pm New Employee Orientation** (Zoom) - HR New Employee Orientation
- **12:30pm - 2:30pm Management Team Meeting** (Microsoft Teams Meeting; Jewel Lansing Conference Room) - Rede, Simone ↻
- **1:30pm - 2:00pm Reed/Simone Weekly 1:1** (Simone's Office) - Rede, Simone ↻
- **2:00pm - 2:30pm Council Prep - Key Message development** (Microsoft Teams Meeting) - Brodersen, Reed
- **2:30pm - 3:00pm MEET: Cmr. Rubio/Auditor Rede (Jillian)** (Cmr. Rubio's conference room) - Rubio, Carmen

## Wednesday, March 15

- **9:00am - 9:30am Simone/Lisa check-in** (Microsoft Teams Meeting) - Howley, Lisa
- **1:30pm - 1:45pm MEET: Auditor Rede/Cmr Ryan re Bargaining** (Commissioner Ryan Office) - Ryan, Dan
- **2:30pm - 3:00pm Council Prep - Key talking points** (Simone's Office)
- **3:00pm - 4:30pm Spring Bump Review** (Microsoft Teams Meeting) - Brodersen, Reed

## Thursday, March 16

- **9:00am - 10:00am Audit Services Check-in** (Microsoft Teams Meeting) - Jones, KC
- **10:00am - 12:30pm AR RBA Public Leaders Series Session 2** (<https://us06web.zoom.us/j/89216596545?pwd=eTY3dDJZOG5JcWdrWGJGeGdUSkVEUT09>) - andres@equityandresults.com
- **1:00pm - 1:30pm CAO Monthly Check-in**
- **1:30pm - 2:00pm Commissioner Mapps**
- **2:00pm - 3:00pm Fraud Hotline Monthly Update** (Microsoft Teams Meeting) - Jones, KC
- **3:00pm - 4:00pm Archives 1:1** (Microsoft Teams Meeting) - Banning, Diana

## Friday, March 17

- **9:30am - 10:00am Talking Point Outline review** (Microsoft Teams Meeting) - Brodersen, Reed
- **10:00am - 11:00am SuccessFactors Meeting** (Microsoft Teams Meeting) - McNeal, Joshua
- **11:30am - 12:00pm Jennifer/Simone 1:1** (Microsoft Teams Meeting) - Rede, Simone
- **12:00pm - 12:30pm Shane Kavanaugh**
- **3:00pm - 4:00pm Virtual: Insights Survey meeting** (Microsoft Teams Meeting) - Chavez, Josie

## Saturday, March 18

## Sunday, March 19

# March 20, 2023 - March 26, 2023

March 2023							April 2023						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3	4						1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
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## Monday, March 20

- 11:30am - 12:00pm Simone/Lisa - Howley, Lisa
- 2:00pm - 3:00pm Mallory Gruben

## Tuesday, March 21

- 9:30am - 11:30am BHR Executive Session w/ Mayor Wheeler and Commissioners (HYBRID: Rose Room / Teams) - Wheeler, Ted
- 10:30am - 11:00am Reed/Simone Weekly 1:1 (Simone's Office) - Rede, Simone ↻
- 11:00am - 12:00pm Grow Check-in (Simone's Office) - Rede, Simone
- 2:30pm - 3:00pm JOHS Audit - Monthly Meeting with City Auditor (Microsoft Teams Meeting) - Jones, KC
- 3:00pm - 3:30pm Inclusionary Housing Audit Update for City Auditor (Microsoft Teams Meeting) - Jones, KC

## Wednesday, March 22

- 9:00am - 11:00am Auditor's Telework Policy (<https://us02web.zoom.us/j/83198850089>) - martineaupdx@gmail.com
- 11:00am - 11:30am Fire Workload Management Audit - Monthly Meeting w/ City Auditor (Microsoft Teams Meeting) - Jones, KC
- 12:00pm - 12:30pm Telework Policy Review (Microsoft Teams Meeting) - Brodersen, Reed
- 1:00pm - 1:30pm Results Based Accountability Vision Statement (Microsoft Teams Meeting) - Howley, Lisa

## Thursday, March 23

- 9:00am - 10:00am Simone & Jason - Mental Health Alliance (<https://us02web.zoom.us/j/84052764392?pwd=YWNMb1ImNnJkK2lvejFLbmJHczZjZz09>) - jason@lawconferences.org
- 10:00am - 11:00am Audit Services Check-in (Microsoft Teams Meeting) - Jones, KC
- 1:00pm - 2:00pm Grow Check-in (Simone's Office) - Rede, Simone
- 3:00pm - 4:00pm Grow Check-in (Simone's Office) - Rede, Simone

## Friday, March 24

## Saturday, March 25

## Sunday, March 26

# March 27, 2023 - April 2, 2023

March 2023							April 2023						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
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## Monday, March 27

## Tuesday, March 28

- **10:30am - 11:00am Reed/Simone Weekly 1:1** (Simone's Office) - Rede, Simone ☺
- **11:00am - 12:00pm Grow Check-in** (Simone's Office) - Rede, Simone
- **12:00pm - 12:30pm AR RBA Session 2 Review**  
(<https://us06web.zoom.us/j/86335863055?pwd=clhuN2ZhTXFpbDNCR2hlZXQ4d0NlZz09>) - andres@equityandresults.com
- **2:45pm - 3:30pm Review Proposed Schedules** (Microsoft Teams Meeting) - Rede, Simone
- **3:30pm - 4:00pm Reed/Simone check in pt.2** (Microsoft Teams Meeting) - Brodersen, Reed

## Wednesday, March 29

## Thursday, March 30

- **10:00am - 11:00am Review Proposed Schedules** (Microsoft Teams Meeting; Auditor - Library) - Rede, Simone
- **11:00am - 12:00pm Grow Check-in** (Simone's Office) - Rede, Simone
- **1:00pm - 1:30pm Sean-Hobbs Waters** (My office)
- **1:30pm - 2:00pm HoG Task Order 1 - Office Engagement Brainstorm** (Auditor - Executive Conference Room/Teams) - Rede, Simone
- **3:00pm - 3:30pm Cliff Smedley** (Zoom Meeting)
- **5:00pm - 6:30pm Mental Health Alliance**  
(<https://us02web.zoom.us/j/86345975177?pwd=ZGpmRVdvUk1ybnRnL1pzN2FpZGxHQT09>) - jason@lawconferences.org

- **10:00am - 12:30pm AR RBA Public Leaders Series Session 3**  
(<https://us06web.zoom.us/j/82536830925?pwd=a2QydVl0QmtjOGY5Zk0wQWRGSINtZz09>) - andres@equityandresults.com
- **1:00pm - 2:00pm Auditor's Office Visioning** (Jewel Lansing Conference Room) - Brodersen, Reed
- **2:00pm - 2:30pm New City Ombudsman Introduction** (Simone's Office) - Rede, Simone
- **2:30pm - 3:00pm GAO Travel Admin** (Simone's Office) - Rede, Simone
- **3:00pm - 3:30pm Rob Martineau**

## Friday, March 31

## Saturday, April 1

- **9:00am - 9:30am Mallory Gruben** (City cell)

## Sunday, April 2