

## Suk Rhee's Calendar

### January 2020

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### January 2020

#### ▲ Wed, Jan 1



All Day NEW YEARS DAY - CITY OFFICES CLOSED

#### ▲ Thu, Jan 2



9:00 AM – 10:00 AM Admin Team Meetings



10:00 AM – 10:45 AM Annual Review: Dianne Riley



3:00 PM – 3:30 PM Review BAC agenda

#### ▲ Fri, Jan 3



9:15 AM – 9:45 AM Civic Life BHR Check In



11:00 AM – 11:45 AM Review cannabis responses to audit



12:00 PM – 12:15 PM Discuss admin metric



2:00 PM – 3:00 PM Informational Interview/J. Curran

#### ▲ Mon, Jan 6



8:00 AM – 9:30 AM Stipends Taskforce Meeting



11:00 AM – 11:15 AM Phone Call with S. Arifdjanov



11:30 AM – 12:00 PM check-in on budget numbers for BAC



1:00 PM – 1:45 PM Check-in -- P. Birge



1:45 PM – 2:30 PM Check In – M. Montoya



2:30 PM – 5:00 PM Civic Life Leadership Team Meeting



5:30 PM – 7:30 PM Civic Life BAC Meeting

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▲ **Tue, Jan 7**

- 10:00 AM – 10:45 AM Check In – S. Wilson
- 10:00 AM – 11:00 AM Adapt to Impact Meeting
- 11:00 AM – 11:30 AM Communications Check In
- 1:00 PM – 2:00 PM BHR and Civic Life Check In
- 2:30 PM – 2:45 PM CEFCO update/Call
- 3:00 PM – 4:00 PM Census Equity Fund Meeting
- 4:00 PM – 4:45 PM MEET: Working IAC Cannabis Program Audit

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▲ **Wed, Jan 8**

- 9:30 AM – 10:30 AM MEET: C. Baggott
- 10:30 AM – 11:00 AM TRAVEL
- 1:00 PM – 1:45 PM Check In – M. Runkel and H. Holloway
- 3:00 PM – 4:00 PM Check In - A. Lyons

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▲ **Thu, Jan 9**

- 8:00 AM – 8:30 AM TRAVEL
- 8:30 AM – 9:15 AM MEET: E&N Workplan
- 9:30 AM – 10:00 AM TRAVEL
- 10:00 AM – 12:00 PM ADMINISTRATIVE COALITION MEETINGS 2020: SWNI
- 11:00 AM – 11:30 AM TRAVEL
- 11:30 AM – 12:00 PM MEET: Bi-weekly, Suk Rhee, Director Office of Community & Civic Life
- 12:45 PM – 1:45 PM Check-in H. Holloway
- 2:00 PM – 4:00 PM City Council: Public testimony on code change
- 4:45 PM – 5:00 PM Phone Call: J. Wells
- 6:00 PM – 8:30 PM Cannabis Policy Oversight Team (CPOT)
- 6:00 PM – 9:00 PM Noise Review Board Meeting

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▲ **Fri, Jan 10**

- 9:15 AM – 9:45 AM Civic Life BHR Check In
  - 10:00 AM – 11:00 AM MEET: MC2 Consulting
  - 3:00 PM – 4:00 PM Meet: M. Mcleod, J. Murphy and S. Comstock
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▲ **Mon, Jan 13**

- 9:00 AM – 9:45 AM Check In – M. Montoya
  - 11:00 AM – 11:45 AM Check-in P. Birge
  - 12:30 PM – 1:00 PM TRAVEL
  - 1:00 PM – 2:00 PM Community Safety conversation with E. Blackburn
  - 2:15 PM – 3:00 PM Management Team Meetings
  - 2:45 PM – 3:15 PM TRAVEL
  - 3:45 PM – 5:00 PM Civic Life Leadership Team Meeting
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▲ **Tue, Jan 14**

- 9:00 AM – 10:00 AM Code Change Internal Team
  - 10:00 AM – 10:45 AM Check In – S. Wilson
  - 11:00 AM – 11:30 AM TRAVEL
  - 11:30 AM – 12:30 PM MEET: D. Martinez
  - 12:30 PM – 1:00 PM TRAVEL
  - 1:00 PM – 2:00 PM MEET: K. Sands @ Street Roots
  - 2:00 PM – 2:30 PM TRAVEL
  - 3:00 PM – 4:00 PM OMF Advisory Committee - FY 2019-20 meeting series
  - 6:00 PM – 8:00 PM OHSU Hatfield Lecture: Achieving Health Equity: Tools for a National Campaign Against Racism
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▲ **Wed, Jan 15**

- 9:30 AM – 12:00 PM Equitable Education/Meyer Memorial Trust
  - 12:30 PM – 1:30 PM Check In – S. Davis and M. Montoya
  - 1:30 AM – 2:00 PM TRAVEL to HUB
  - 2:00 PM – 2:45 PM Check In - A. Williams
  - 3:00 PM – 3:45 PM Check In – M. Juarez
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▲ **Thu, Jan 16**

- 9:00 AM – 9:45 AM Briefing on Equity Committee Update
- 11:30 AM – 1:00 PM Bureau Directors Monthly Meeting
- 1:00 PM – 2:30 PM Check-in H. Holloway
- 2:30 PM – 3:00 PM T. Rinehart Quarterly Check-ins
- 3:00 PM – 4:00 PM Census Weekly Check in
- 4:00 PM – 4:30 PM Check-in J. Fox

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▲ **Fri, Jan 17**

- 9:15 AM – 9:45 AM Civic Life BHR Check In
- 11:00 AM – 12:00 PM Community Safety Team meeting with BHR
- 12:00 PM – 2:00 PM CBO BAC Meeting
- 2:15 PM – 3:00 PM Monthly Budget Check In
- 4:30 PM – 5:00 PM Communications Check In

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▲ **Mon, Jan 20**

- All Day MLK JR DAY - CITY OFFICES CLOSED

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▲ **Tue, Jan 21**

- 11:00 AM – 1:00 PM Civic Life Leadership Team Meeting
- 1:00 PM – 1:45 PM Check In – S. Wilson
- 2:30 PM – 4:00 PM 311 Leadership Team Meeting

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▲ **Wed, Jan 22**

- 1:00 PM – 1:45 PM Meet: D. Kolodny
- 2:00 PM – 2:30 PM TRAVEL
- 2:30 PM – 3:15 PM Update on timelines/contracting
- 3:15 PM – 5:00 PM E & N Workplan
- 5:30 PM – 7:00 PM Civic Life BAC Meeting

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▲ **Thu, Jan 23**

- 9:00 AM – 10:00 AM Admin Team Meetings
  - 10:00 AM – 10:30 AM Check-in with P. Birge
  - 11:00 AM – 12:00 PM Code Change/Multi-Bureau Workgroup
  - 12:30 PM – 2:00 PM Check-in H. Holloway
  - 2:00 PM – 2:30 PM FMLA Processes for Civic Life
  - 3:00 PM – 4:00 PM Census Weekly Check in
  - 4:00 PM – 4:30 PM Pick up laptop/diagnostic
  - 5:00 PM – 5:30 PM Check In: M. Runkel, H. Holloway
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▲ **Fri, Jan 24**

- 9:15 AM – 9:45 AM Civic Life BHR Check In
  - 2:00 PM – 3:00 PM Budget Team Check in
  - 4:00 PM – 5:00 PM Travel
  - 5:30 PM – 9:00 PM CAIR-Oregon Annual Banquet
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▲ **Mon, Jan 27**

**ALL DAY: Finalize Budget Submission**

- 8:30 AM – 9:00 AM PHONE CALL: Universal Representation
  - 10:00 AM – 10:30 AM Communications Check In
  - 1:30 PM – 2:00 PM MEET: Commissioner Hardesty
  - 4:00 PM – 5:00 PM Civic Life Leadership Team Meeting
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▲ **Tue, Jan 28**

**ALL DAY: Finalize Budget Submission**

- 10:00 AM – 10:45 AM Check In – S. Wilson
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▲ **Wed, Jan 29**

**ALL DAY: Finalize Budget Submission**

- 8:30 AM – 9:30 AM Finalize Budget Submission
  - 9:30 AM – 10:00 AM Check in – P. Birge
  - 2:00 PM – 2:45 PM Check In – A. Williams
  - 2:00 PM – 3:00 PM Celebrate L. Castillo
  - 3:00 PM – 3:45 PM Check In – M. Juarez
  - 4:00 PM – 6:00 PM Black History Month Proclamation
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▲ **Thu, Jan 30**

- 9:00 AM – 10:00 AM Admin Team Meetings
  - 10:45 AM – 11:00 AM Check in – K. Williams
  - 11:00 AM – 11:30 AM Check in – J. Dutt
  - 11:30 AM – 1:00 PM Stipends Taskforce Meeting
  - 1:00 PM – 2:30 PM Check-in H. Holloway
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▲ **Fri, Jan 31**

- 8:30 AM – 9:00 AM Phone Call: M. Hildebrant
- 9:30 AM – 10:00 AM TRAVEL
- 10:00 AM – 10:45 AM MEET: Resch, Rhee, Juarez
- 11:00 AM – 11:45 AM MEET: L. Lo Forti
- 12:30 PM – 1:00 PM TRAVEL
- 2:30 PM – 3:00 PM MEET: E. Edwards
- 3:00 PM – 4:00 PM Civic Life HR Meeting
- 4:00 PM – 4:45 PM Legislative Concepts Review