

DIRECTOR MICHAEL MONTOYA CALENDAR SEPTEMBER 2022

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September 2022

▲ Thu, Sep 1

- 10:00 AM – 11:00 AM Civic Life SOW planning and next steps
- 11:30 AM – 1:00 PM Bureau Directors Monthly Meeting
- 1:00 PM – 1:45 PM 1:1 M. Ratbi + M. Montoya
- ▨ 4:00 PM – 4:30 PM HR Discussion

▲ Fri, Sep 2

- 9:00 AM – 10:00 AM 1:1 K. Perkins + M. Montoya
- 12:00 PM – 1:00 PM private appt
- 1:00 PM – 2:00 PM Weekly Strategic Comms Team Meeting
- 2:00 PM – 3:00 PM Engagement Learning Meeting BPS and Civic Life
- 3:30 PM – 4:00 PM Check in on your strategic planning project

▲ Sat, Sep 3 – Sun, Sep 4

▲ Mon, Sep 5

- 12:00 PM – 12:45 PM Check In: D. Dawson + M. Ratbi + M. Montoya
- 1:00 PM – 1:45 PM Monthly Check In: A. Yoder + M. Montoya
- 4:00 PM – 4:45 PM Mtg. C. Henson + Dir. Montoya

▲ Tue, Sep 6

- 12:30 PM – 1:30 PM Civic Life Leadership Team Meeting
- 12:30 PM – 1:45 PM Civic Life Leadership Team Meeting
- 2:00 PM – 2:50 PM CHECK-IN (monthly): Lisa & Michael Montoya
- 4:00 PM – 4:30 PM Canceled: Directors 2x Weekly Check-in

▲ Wed, Sep 7

- 7:00 AM – 12:00 PM Desk time
- 12:00 PM – 1:00 PM Civic Life/CPI team planning mtg

- 1:00 PM – 1:45 PM MM w SL 1:1
  - 2:00 PM – 3:00 PM Fall BMP Review
  - 3:00 PM – 6:00 PM Desk time
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▲ Thu, Sep 8

- 9:00 AM – 10:00 AM SEED/ Webgrants
  - 1:00 PM – 1:45 PM 1:1 M. Ratbi + M. Montoya
  - ▨ 2:00 PM – 2:40 PM Civic Life:BTS Monthly Meeting
  - 4:00 PM – 4:30 PM Directors 2x Weekly Check-in
  - 6:00 PM – 8:30 PM FW: Cannabis Policy Oversight Team (CPOT)
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▲ Fri, Sep 9

- 9:00 AM – 10:00 AM 1:1 K. Perkins + M. Montoya
  - 11:00 AM – 12:00 PM 1:1 Michael M & Icie
  - 12:00 PM – 1:00 PM private appt
  - 1:00 PM – 2:00 PM Weekly Strategic Comms Team Meeting
  - 6:00 PM – 8:00 PM SAVE THE DATE: Welcoming Week Opening Ceremony
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▲ Sat, Sep 10 – Sun, Sep 11

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▲ Mon, Sep 12

- 9:00 AM – 9:45 AM Open data - City of Portland neighborhood data - Portland engagement project
  - 10:00 AM – 11:00 AM PEP Project Weekly Huddle: Michael x Ciara x Marissa
  - 3:00 PM – 4:00 PM Private appt
  - 4:00 PM – 4:45 PM Mtg. C. Henson + Dir. Montoya
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▲ Tue, Sep 13

- 9:00 AM – 10:00 AM Kari & Kareen 1:1
  - 10:00 AM – 10:30 AM Bus Ops Team Meeting - HR Items
  - 10:30 AM – 12:00 PM Bus Ops Team Meeting
  - 12:30 PM – 1:45 PM Civic Life Leadership Team Meeting
  - 4:00 PM – 4:30 PM Directors 2x Weekly Check-in
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▲ Wed, Sep 14

- 7:00 AM – 12:00 PM Desk time
- 9:30 AM – 10:15 AM Coffee: N. Tillstrom + M. Montoya
- 11:00 AM – 11:45 AM GH & MM 1:1
- 1:00 PM – 1:45 PM DD w MM 1:1

- 2:00 PM – 3:00 PM Portland Engagement Project Sync -- Post Neighborhood Profiles Survey
  - 3:00 PM – 6:00 PM Desk time
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▲ Thu, Sep 15

- 1:00 PM – 1:45 PM 1:1 M. Ratbi + M. Montoya
  - 4:00 PM – 4:30 PM Directors 2x Weekly Check-in
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▲ Fri, Sep 16

- 9:00 AM – 10:00 AM 1:1 K. Perkins + M. Montoya
  - 12:00 PM – 1:00 PM private appt
  - 1:00 PM – 2:00 PM Weekly Strategic Comms Team Meeting
  - 2:30 PM – 3:00 PM michael-christine-donnie
  - 2:45 PM – 3:30 PM GH & MM 1:1
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▲ Sat, Sep 17 – Sun, Sep 18

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▲ Mon, Sep 19

- 10:00 AM – 11:00 AM PEP Project Weekly Huddle: Michael x Ciara x Marissa
  - 11:00 AM – 12:00 PM OPTIONAL Language Access Briefing
  - 12:00 PM – 12:45 PM Check In: D. Dawson + M. Ratbi + M. Montoya
  - 1:00 PM – 2:30 PM Toronto to connect with Portland on Engagement
  - 3:00 PM – 4:00 PM PSU and Civic Life
  - 4:00 PM – 4:45 PM Mtg. C. Henson + Dir. Montoya
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▲ Tue, Sep 20

- 9:30 AM – 10:00 AM Bus Ops Team Meeting - HR Items
  - 11:00 AM – 11:45 AM Performance Success Factors
  - 12:30 PM – 1:45 PM Civic Life Leadership Team Meeting
  - 2:00 PM – 3:00 PM Bus Ops Team Meeting
  - 4:30 PM – 5:00 PM Graffiti Program Transfer Discussion
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▲ Wed, Sep 21

- 7:00 AM – 12:00 PM Desk time
- 11:00 AM – 11:45 AM GH & MM 1:1
- 12:00 PM – 12:45 PM MM w SL 1:1
- 1:00 PM – 2:00 PM Michael Derek 1:1
- 2:00 PM – 5:00 PM drs appt
- 3:00 PM – 6:00 PM Desk time

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▲ Thu, Sep 22

- 7:00 AM – 6:00 PM MM OOO
- 4:00 PM – 4:30 PM Directors 2x Weekly Check-in

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▲ Fri, Sep 23

- 9:00 AM – 10:00 AM 1:1 K. Perkins + M. Montoya
- 10:00 AM – 10:45 AM 1:1 M. Ratbi + M. Montoya
- 11:00 AM – 12:00 PM 1:1 Michael M & Icie
- 12:00 PM – 1:00 PM private appt
- 1:00 PM – 2:00 PM Weekly Strategic Comms Team Meeting
- 2:00 PM – 2:30 PM [Branam](#) Call w/ Michael Montoya
- 2:45 PM – 3:30 PM GH & MM 1:1

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▲ Sat, Sep 24 – Sun, Sep 25

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▲ Mon, Sep 26

- 9:00 AM – 10:00 AM PIR & Noise Monthly Complaint Review
- 10:00 AM – 11:00 AM PEP Project Weekly Huddle: Michael x Ciara x Marissa
- 11:00 AM – 11:45 AM Mtg: T. Garcia/Civic Life
- 12:00 PM – 1:00 PM Graffiti Program Transfer Kick-Off
- 1:30 PM – 2:30 PM Leistner - DCO funding formula report discussion
- 3:00 PM – 4:00 PM Private appt
- 4:00 PM – 4:45 PM Mtg. C. Henson + Dir. Montoya

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▲ Tue, Sep 27

- 9:00 AM – 9:45 AM 1:1 M. Ratbi + M. Montoya
- 10:00 AM – 10:30 AM Bus Ops Team Meeting - HR Items
- 10:30 AM – 12:00 PM Bus Ops Team Meeting
- 12:30 PM – 1:45 PM Civic Life Leadership Team Meeting
- ▨ 2:00 PM – 3:20 PM Equity Practitioner's Meeting
- 3:00 PM – 4:00 PM Maximo + Kareen + Katz & Associates Onboarding
- 4:00 PM – 4:30 PM Directors 2x Weekly Check-in
- ▨ 5:00 PM – 7:00 PM Noise Review Board (In-Person) Public Meeting

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▲ Wed, Sep 28

- 7:00 AM – 12:00 PM Desk time
- 8:00 AM – 8:30 AM REMINDER: CLEAN UP CALENDAR
- 9:00 AM – 12:00 PM Crisis Communications Framework & Planning with K&A

- 10:00 AM – 10:30 AM LATINX HERITAGE MONTH PROCLAMATION - TIME CERTAIN - PORTLAND CITY COUNCIL
  - ▨ 12:00 PM – 12:30 PM BOLT Meeting
  - 12:00 PM – 1:15 PM Portland Engagement Plan (PEP) & DCO/Neighborhoods Associations on-boarding with K&A
  - 1:00 PM – 1:45 PM DD w MM 1:1
  - 2:30 PM – 5:00 PM DCO & Neighborhood Offices Planning & Aligning with K&A
  - 3:00 PM – 6:00 PM Desk time
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▲ Thu, Sep 29

- 8:00 AM – 6:00 PM Bureau Directors Retreat, Day 1
  - ▨ 2:00 PM – 2:30 PM HR Matter KP: MM
  - 4:00 PM – 6:30 PM Katherine's Celebration!
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▲ Fri, Sep 30

- 8:00 AM – 12:00 PM Bureau Directors Retreat, Day 2
- 12:00 PM – 1:00 PM private appt
- 1:00 PM – 2:00 PM Weekly Strategic Comms Team Meeting
- 2:30 PM – 3:00 PM Success Factors: SL & MM
- 3:30 PM – 4:00 PM 1:1 K. Perkins + M. Montoya