

DIRECTOR MICHAEL MONTOYA CALENDAR OCTOBER 2022

October 2022

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October 2022

▲ Sat, Oct 1 – Sun, Oct 2

▲ Mon, Oct 3

- 9:00 AM – 9:30 AM Civic Life Director Michael Montoya
- ▨ 10:00 AM – 11:00 AM PEP External Listening Project Team
- 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
- 2:00 PM – 2:45 PM Grievance Appeal Response
- 3:00 PM – 4:00 PM Kareen & MM - check-in & Success Factors
- 4:00 PM – 4:45 PM Mtg. C. Henson + Dir. Montoya

▲ Tue, Oct 4

- 9:00 AM – 9:30 AM Success Factors - DM & MM
- 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 – 2:50 PM CHECK-IN (monthly): Lisa & Michael Montoya
- 3:00 PM – 3:30 PM Success Factors SW & MM
- 4:00 PM – 4:30 PM Directors 2x Weekly Check-in

▲ Wed, Oct 5

- 7:00 AM – 12:00 PM Desk time
- 9:00 AM – 9:45 AM Please plan to attend-- MS Teams---Neighborhood Team
- 10:00 AM – 11:00 AM Civic Life / PSU Team - Summit Planning
- 11:15 AM – 12:00 PM Success Factors: GH & MM
- 1:00 PM – 1:30 PM Success Factors: CC & MM
- 2:00 PM – 2:30 PM Success Factors: KP & MM
- 3:00 PM – 6:00 PM Desk time

▲ **Thu, Oct 6**

- 9:00 AM – 9:30 AM Success Factors: PS & MM
- 10:00 AM – 10:30 AM Success Factors: MR & MM
- 1:00 PM – 1:45 PM 1:1 M. Ratbi + M. Montoya
- 2:30 PM – 3:15 PM Final 1:1 DD w MM sad face
- 4:00 PM – 4:30 PM Directors 2x Weekly Check-in
- 4:30 PM – 5:30 PM Drs appr

▲ **Fri, Oct 7**

- 9:00 AM – 10:00 AM 1:1 K. Perkins + M. Montoya
- 9:00 AM – 2:30 PM Civic Life Grants Retreat
- 11:00 AM – 12:00 PM Canceled: 1:1 Michael M & Icie
- 12:00 PM – 1:00 PM private appt
- 1:00 PM – 2:30 PM Grants retreat
- 3:15 PM – 3:45 PM GH & MM - tasks

▲ **Sat, Oct 8 – Sun, Oct 9**

▲ **Mon, Oct 10**

- 9:30 AM – 10:00 AM Use of Cannabis Tax Fund Resources
- ▨ 10:00 AM – 11:00 AM PEP External Listening Project Team
- 1:00 PM – 1:30 PM Emergency Contracting
- 1:00 PM – 2:00 PM OPTIONAL Rescue Plan Reporting Office Hours (5/7)
- 1:30 PM – 2:15 PM Mtg. C. Henson + Dir. Montoya
- 2:30 PM – 3:00 PM Michael Montoya/Wendy Willis
- 3:00 PM – 4:00 PM Private appt
- 4:30 PM – 5:00 PM discuss council items

▲ **Tue, Oct 11**

- 8:00 AM – 9:00 AM Transition Planning
- 10:00 AM – 11:30 AM East, North, SW Coalition Staff Meetings
- 12:30 PM – 1:45 PM Civic Life Leadership Team Meeting
- 2:00 PM – 2:45 PM Glenn Traeger + Michael Montoya: BAC
- ▨ 2:00 PM – 3:00 PM PIR & Noise Monthly Complaint Review
- 3:15 PM – 3:45 PM Quick catchup to finalize BAC docs
- 4:00 PM – 4:30 PM Directors 2x Weekly Check-in
- 5:00 PM – 6:30 PM Michael x Ciara HH

▲ **Wed, Oct 12**

■	7:00 AM – 12:00 PM	Desk time
■	11:15 AM – 12:15 PM	GH & MM 1:1
□	1:00 PM – 2:00 PM	OPTIONAL Rescue Plan Reporting Office Hours (6/7)
▨	1:00 PM – 5:00 PM	DEEP INVITE: Oregon Voices Travelling Exhibit Opening Reception
■	3:00 PM – 4:30 PM	Civic Life: External Listening Project Kickoff
■	6:00 PM – 7:30 PM	Budget Advisory Committee

▲ Thu, Oct 13

▨	9:00 AM – 9:30 AM	Meeting w/ Tony Garcia & Michael Montoya
■	10:00 AM – 11:30 AM	DCO Monthly Meeting-ZOOM
■	12:00 PM – 1:00 PM	Staff Advisory Committee - Transition Planning
■	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
■	4:30 PM – 6:00 PM	C mcdonald
▨	6:00 PM – 7:30 PM	CPOT Session
■	6:00 PM – 8:30 PM	FW: Cannabis Policy Oversight Team (CPOT)

▲ Fri, Oct 14

■	9:00 AM – 10:00 AM	1:1 K. Perkins + M. Montoya
■	10:15 AM – 12:00 PM	Part 1: K&A Crisis Communications Framework
■	12:00 PM – 1:00 PM	private appt
□	1:00 PM – 2:00 PM	OPTIONAL Rescue Plan Reporting Office Hours (7/7)
■	1:00 PM – 2:30 PM	Part 2: K&A Crisis Communications Framework
■	2:45 PM – 3:30 PM	GH & MM 1:1
■	3:00 PM – 5:00 PM	Office Hours with Director Montoya

▲ Sat, Oct 15 – Sun, Oct 16

▲ Mon, Oct 17

▨	10:00 AM – 11:00 AM	PEP External Listening Project Team
■	11:15 AM – 11:45 AM	Portland Insights - Civic Engagement questions
■	12:00 PM – 1:00 PM	The Future of PSU as an Urban University Panel Prep
▨	1:30 PM – 2:00 PM	Comms Follow-up Call
▨	2:00 PM – 3:30 PM	DAM CSG - Q4 Bureau Director's Meeting
■	4:00 PM – 4:45 PM	Mtg. C. Henson + Dir. Montoya

▲ Tue, Oct 18

■	9:00 AM – 10:00 AM	Watson
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- 10:00 AM – 10:30 AM Bus Ops Team Meeting - HR Items
 - 10:30 AM – 12:00 PM Bus Ops Team Meeting
 - 12:00 PM – 12:50 PM CONFIRMED: City/Community mtg to discuss equitable development on 82nd
 - 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, Oct 19**

- 7:00 AM – 12:00 PM Desk time
 - ▨ 9:00 AM – 12:00 PM Part 1: CAMG Infrastructure Workshop
TPB - 1st Floor Conference Room (Room 108)
 - 1:00 PM – 1:45 PM MM w SL 1:1
 - 2:00 PM – 3:00 PM GH & MM 1:1 (review BAC agenda)
 - 3:00 PM – 6:00 PM Desk time
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▲ **Thu, Oct 20**

- 9:30 AM – 10:30 AM Weekly Strategic Comms Team Meeting
 - ▨ 12:00 PM – 1:00 PM LatinxPDX
 - 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, Oct 21**

- 9:00 AM – 10:00 AM 1:1 K. Perkins + M. Montoya
 - 10:15 AM – 10:45 AM quick check in-insurance, pemo, other
 - 11:00 AM – 12:00 PM 1:1 Michael M & Icie
 - 12:00 PM – 1:00 PM private appt
 - ▨ 1:00 PM – 2:15 PM Staff Advisory Committee - Transition Planning
 - 2:45 PM – 3:30 PM GH & MM 1:1 (finalize BAC agenda)
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▲ **Sat, Oct 22 – Sun, Oct 23**

▲ **Mon, Oct 24**

- 9:00 AM – 9:50 AM Mike J./ Mike M. Check-in (Quarterly)
 - ▨ 10:00 AM – 11:00 AM PEP External Listening Project Team
 - 11:00 AM – 11:45 AM Mtg: T. Garcia/Civic Life
 - 1:00 PM – 1:30 PM Connect Jill Monroe
 - 2:00 PM – 2:45 PM Christina and Michael 1:1
 - 3:00 PM – 4:00 PM Private appt
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▲ **Tue, Oct 25**

- 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 – 2:45 PM HOLD: Equity Practitioners group meeting
 - 4:00 PM – 4:30 PM Directors 2x Weekly Check-in
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▲ Wed, Oct 26

- 8:30 AM – 9:30 AM K&A Connect
 - 9:30 AM – 2:00 PM City Council Meeting
 - 3:00 PM – 3:45 PM GH & MM 1:1 (discuss the next BAC agenda)
 - 6:00 PM – 7:30 PM Budget Advisory Committee
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▲ Thu, Oct 27

- 9:00 AM – 9:45 AM Mtg. C. Henson + Dir. Montoya
 - 10:00 AM – 10:45 AM 1:1 M. Ratbi + M. Montoya
 - 11:00 AM – 12:00 PM Webgrants checkin
 - 1:30 PM – 4:00 PM IN COUNCIL
 - ▨ 3:30 PM – 4:00 PM Meeting: Civic Life & OGR re: Federal Agenda
 - 4:00 PM – 4:30 PM Discuss PEP website
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▲ Fri, Oct 28

- 9:00 AM – 10:00 AM 1:1 K. Perkins + M. Montoya
 - 12:00 PM – 1:00 PM private appt
 - ▨ 1:30 PM – 2:20 PM Staff Advisory Committee - Transition Planning
 - 2:30 PM – 5:30 PM PSU panel discussion (3:30-5:30)
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▲ Sat, Oct 29 – Sun, Oct 30

▲ Mon, Oct 31

- 9:00 AM – 9:45 AM Civic Life Monthly Budget
 - 10:00 AM – 11:00 AM PEP External Listening Project Team
 - 11:00 AM – 12:00 PM Weekly Strategic Comms Team Meeting
 - 3:00 PM – 3:45 PM Discuss: Portland Engagement Project (PEP)
 - 4:00 PM – 4:45 PM Mtg. C. Henson + Dir. Montoya
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