

DIRECTOR MICHAEL MONTOYA CALENDAR DECEMBER 2022

December 2022

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11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

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**Thu, Dec 1**

CEE Cohort Participation Confirmation Meeting	9:00 AM – 10:00 AM
1:1 Michael M & Icie	10:15 AM – 11:15 AM
HOLD: BTS cell phone calendar troubleshooting	12:30 PM – 1:00 PM
OUT OF OFFICE	1:00 PM – 5:00 PM

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**Fri, Dec 2**

OUT OF OFFICE

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**Mon, Dec 5**

PEP External Listening Project Team	10:00 AM – 11:00 AM
Weekly Strategic Comms Team Meeting	11:00 AM – 12:00 PM
Confidentiality on Noise Reports & Sporting Events Defined	12:00 PM – 12:30 PM
Monthly Check In: A. Yoder + M. Montoya	1:00 PM – 1:45 PM
CC: Quarterly Success Factors	2:00 PM – 2:30 PM
Mtg. C. Henson + Dir. Montoya	2:30 PM – 3:00 PM
Private appt	3:00 PM – 4:00 PM
Potential BAC Member: Shana Koalska	5:30 PM – 6:00 PM

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**Tue, Dec 6**

	9:00 AM – 9:45 AM
Bus Ops Team Meeting - HR Items	10:00 AM – 10:30 AM
Bus Ops Team Meeting	10:30 AM – 12:00 PM
Civic Life Leadership Team Meeting	12:30 PM – 1:45 PM
Citywide Equitable Engagement Cohort Pre-program Session 1	2:00 PM – 3:00 PM
Meet with Director Montoya and CAO Jordan Re: IDC Applications	3:30 PM – 4:00 PM
Bureau Directors Meeting	4:00 PM – 4:30 PM

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**Wed, Dec 7**

Desk time	7:00 AM – 12:00 PM
Connect w J. Monroe	9:00 AM – 9:30 AM
Monthly BOLT Meeting	9:00 AM – 10:00 AM
GH & MM 1:1/ Quarterly Success Factors	10:30 AM – 11:30 AM
1:1 M. Ratbi + M. Montoya	1:15 PM – 2:00 PM
CHECK-IN (monthly): Lisa & Michael Montoya	2:00 PM – 3:00 PM
Desk time	3:00 PM – 6:00 PM

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**Thu, Dec 8**

PS: Quarterly Success Factors	9:00 AM – 9:30 AM
SW: Quarterly Success Factors	9:45 AM – 10:15 AM
KP: Quarterly Success Factors	11:00 AM – 11:30 AM
Monthly PEP Partners check-in	1:00 PM – 2:00 PM
MH: Quarterly Success Factors	3:00 PM – 3:30 PM
FW: Cannabis Policy Oversight Team (CPOT)	6:00 PM – 8:30 PM

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**Fri, Dec 9**

Director Meeting for ABC's program	10:00 AM – 11:00 AM
Work on Budget Narratives	10:30 AM – 12:30 PM
GH & MM 1:1 and BAC agenda	2:00 PM – 2:45 PM

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**Mon, Dec 12**

Mtg. C. Henson + Dir. Montoya	9:00 AM – 9:45 AM
PEP External Listening Project Team <a href="http://www.pregamehq.com/workout">http://www.pregamehq.com/workout</a>	10:00 AM – 11:00 AM
Weekly Strategic Comms Team Meeting	11:00 AM – 12:00 PM
K&A Monthly Check-In	2:00 PM – 3:30 PM
Due process discussion	4:00 PM – 5:00 PM

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**Tue, Dec 13**

1:1 M. Ratbi + M. Montoya	11:15 AM – 12:00 PM
Civic Life Leadership Team Meeting	12:30 PM – 1:45 PM
Citywide Equitable Engagement Cohort Pre-program Session 2	2:00 PM – 3:00 PM
New Commissioner Briefing: Charter Transition	3:00 PM – 4:30 PM

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**Wed, Dec 14**

Desk time	7:00 AM – 12:00 PM
Leina BAC	9:00 AM – 10:00 AM
GH & MM 1:1	10:15 AM – 11:00 AM
Bus Ops Team Meeting - HR Items	11:30 AM – 12:00 PM

Future of PSU	1:00 PM – 1:45 PM
East Portland office space	2:00 PM – 2:45 PM
Desk time	3:00 PM – 6:00 PM
Introductions: NT & MM	3:30 PM – 3:45 PM
Bus Ops Team Meeting	4:00 PM – 5:00 PM
Budget Advisory Committee	6:00 PM – 7:30 PM

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**Thu, Dec 15**

PSU and Civic life monthly check in on Summit	10:00 AM – 11:00 AM
In Person - Bureau Director Meetings	11:30 AM – 1:30 PM
LatinxPDX Affinity Group meeting (updated)	12:00 PM – 1:00 PM
MM w SL 1:1	2:00 PM – 2:45 PM
GH & MM 1:1 (quick check in)	3:00 PM – 3:15 PM

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**Fri, Dec 16**

Advisory Bodies Application Discussion	9:00 AM – 9:30 AM
City-employee Town Hall: Portland Engagement Project Update	9:30 AM – 11:00 AM
1:1 Michael M & Icie	11:00 AM – 12:00 PM
lunch appt	12:00 PM – 1:00 PM
Budget Advisory Committee meeting	1:00 PM – 2:30 PM
Reorg Stuff	3:00 PM – 4:00 PM

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**Mon, Dec 19**

BHR-Civic Life Follow up	9:00 AM – 9:45 AM
PEP External Listening Project Team	10:00 AM – 11:00 AM
Mtg: T. Garcia/Civic Life	11:00 AM – 11:45 AM
Civic Life Monthly Budget	1:00 PM – 2:00 PM
Weekly Strategic Comms Team Meeting	2:00 PM – 3:00 PM
Private appt	3:00 PM – 4:00 PM
Desk time	4:00 PM – 7:00 PM

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**Tue, Dec 20**

Christina and Michael 1:1	9:00 AM – 9:45 AM
Bus Ops Team Meeting - HR Items	10:00 AM – 10:30 AM
Bus Ops Team Meeting	10:30 AM – 12:00 PM
Civic Life Leadership Team Meeting	12:30 PM – 1:45 PM
Work on budget narratives	2:00 PM – 4:00 PM
Bureau Director Meeting	4:00 PM – 4:30 PM

MEETING FOR THE PIR SUBCOMMITTEE

6:00 PM – 8:00 PM

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**Wed, Dec 21**

Desk time	7:00 AM – 12:00 PM
GH & MM 1:1	10:30 AM – 11:15 AM
PP&R engagements - New Portlanders program	11:30 AM – 12:15 PM
Drop-in Farewell for Jessica	12:00 PM – 1:30 PM
Transitions and Collaborations	2:30 PM – 3:15 PM
Desk time	3:00 PM – 6:00 PM

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**Thu, Dec 22**

MM dual meetings	8:00 AM – 5:00 PM
Pregame and Civic Life website discussion	9:00 AM – 10:00 AM
1:1 M. Ratbi + M. Montoya	10:15 AM – 11:00 AM

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**Fri, Dec 23**

Michael Out of Office	Fri, Dec 23	
lunch appt	Fri, Dec 23	12:00 PM – 1:00 PM

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**Mon, Dec 26**

City holiday: Christmas (observed)

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**Tue, Dec 27**

1:1 M. Ratbi + M. Montoya	1:00 PM – 1:45 PM
Private appointment	3:00 PM – 5:00 PM

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**Wed, Dec 28**

Desk time	7:00 AM – 12:00 PM
GH & MM 1:1	11:15 AM – 12:00 PM
MM w SL 1:1	1:00 PM – 1:45 PM
Desk time	3:00 PM – 6:00 PM
1:1 Michael M & Icie	4:00 PM – 4:30 PM

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**Thu, Dec 29 - Fri, Dec 30**

Out of Office