

**INTERIM DIRECTOR MOUARD RATBI CALENDAR Q1 2023**

| <b>July 2023</b> |    |    |    |    |    |    | <b>August 2023</b> |    |    |    |    |    |    | <b>September 2023</b> |    |    |    |    |    |    |
|------------------|----|----|----|----|----|----|--------------------|----|----|----|----|----|----|-----------------------|----|----|----|----|----|----|
| Su               | Mo | Tu | We | Th | Fr | Sa | Su                 | Mo | Tu | We | Th | Fr | Sa | Su                    | Mo | Tu | We | Th | Fr | Sa |
|                  |    |    |    |    |    | 1  |                    |    | 1  | 2  | 3  | 4  | 5  |                       |    |    |    |    | 1  | 2  |
| 2                | 3  | 4  | 5  | 6  | 7  | 8  | 6                  | 7  | 8  | 9  | 10 | 11 | 12 | 3                     | 4  | 5  | 6  | 7  | 8  | 9  |
| 9                | 10 | 11 | 12 | 13 | 14 | 15 | 13                 | 14 | 15 | 16 | 17 | 18 | 19 | 10                    | 11 | 12 | 13 | 14 | 15 | 16 |
| 16               | 17 | 18 | 19 | 20 | 21 | 22 | 20                 | 21 | 22 | 23 | 24 | 25 | 26 | 17                    | 18 | 19 | 20 | 21 | 22 | 23 |
| 23               | 24 | 25 | 26 | 27 | 28 | 29 | 27                 | 28 | 29 | 30 | 31 | 24 | 25 | 26                    | 27 | 28 | 29 | 30 |    |    |
| 30               | 31 |    |    |    |    |    |                    |    |    |    |    |    |    |                       |    |    |    |    |    |    |

**July 2023**

**Mon, Jul 3**

- 10:30 AM – 12:00 PM Racial Equity Plan Office Hours
- 11:30 AM – 12:00 PM Check-in
- 1:00 PM – 2:00 PM City Organization and Future Improvements Project Office Hour with Equity Practitioners Citywide

**Tue, Jul 4**

CITY HOLIDAY: INDEPENDENCE DAY

**Wed, Jul 5**

- 9:00 AM – 10:00 AM CNIC & A2I Monthly Check In
- 10:00 AM – 11:00 AM review P-card pipeline for approval
- 1:00 PM – 2:00 PM Biweekly Check-In (Ocean & Mourad)
- 5:30 PM – 6:30 PM New Portlanders Policy Commission

**Thu, Jul 6**

- 10:00 AM – 12:00 PM Leading Through Change (virtual option 1/2)
- 11:00 AM – 12:30 PM Planning & Development Directors Meeting
- 1:30 PM – 2:00 PM Discuss Welcoming Week
- 2:30 PM – 3:00 PM NWNW and Civic Life

**Fri, Jul 7**

- 10:30 AM – 11:30 AM Work Session/Check In
- 11:00 AM – 12:00 PM Check-in
- 2:00 PM – 2:30 PM Check-in
- 3:00 PM – 3:50 PM Welcoming Week Communications

**Mon, Jul 10**

- 10:30 AM – 12:00 PM Racial Equity Plan Office Hours
- 2:00 PM – 3:00 PM Andrea/Mourad 1:1

**Tue, Jul 11**

- 10:00 AM – 12:00 PM Contracts review

## INTERIM DIRECTOR MOURAD RATBI CALENDAR Q1 2023

|                     |  |
|---------------------|--|
| 2:00 PM – 2:45 PM   | Civic Life HR Bus Ops weekly meeting                   |
| 3:00 PM – 3:15 PM   | Vacancies transfer                                     |
| 3:00 PM – 3:50 PM   | Bureau Liaison Meeting                                 |
| <b>Wed, Jul 12</b>  |  |
| 9:00 AM – 11:00 AM  | Grant template review                                  |
| 12:00 PM – 12:30 PM | 2023 Welcoming Week                                    |
| 1:30 PM – 2:30 PM   | Grants Review  |
| <b>Thu, Jul 13</b>  |  |
| 11:00 AM – 11:30 AM | Christine / Mourad                                     |
| 11:30 AM – 1:00 PM  | Bureau Directors Meeting                               |
| 1:00 PM – 1:30 PM   | City ordinance DCL + DCO amendments                    |
| 2:00 PM – 4:00 PM   | review reports for DCO FY23-24                         |
| <b>Fri, Jul 14</b>  |  |
| 9:00 AM – 9:30 AM   | Update from Ocean                                      |
| 9:00 AM – 9:30 AM   | Welcoming Week check in                                |
| 10:00 AM – 10:15 AM | Quick check-in SuccessFactors                          |
| 10:30 AM – 11:00 AM | City of Yokohama / City of Portland meeting            |
| 11:00 AM – 11:30 AM | CCD  |
| 12:00 PM – 12:10 PM | Success Factors  |
| <b>Mon, Jul 17</b>  |  |
| 10:30 AM – 12:00 PM | Racial Equity Plan Office Hours                        |
| 12:00 PM – 12:30 PM | My meeting with Kelley, Mary                           |
| 1:00 PM – 2:30 PM   | SALT- Phase 2 Meeting 2                                |
| 2:30 PM – 5:00 PM   |  |
| <b>Tue, Jul 18</b>  |  |
| 9:00 AM – 10:00 AM  | Success Factors Calibration                            |
| 10:00 AM – 10:30 AM | ADA accessibility programs                             |
| 11:00 AM – 11:30 AM | Check In   |
| 2:00 PM – 2:45 PM   | Civic Life HR Bus Ops weekly meeting                   |
| 4:00 PM – 4:30 PM   | Bureau Director meeting                                |
| 4:00 PM – 5:00 PM   | Indigenous PDX employee resource group monthly meeting |
| <b>Wed, Jul 19</b>  |  |
| 9:00 AM – 9:55 AM   | NEW TIME: Deputy Directors                             |
| 1:30 PM – 2:30 PM   | Biweekly Check-In (Ocean & Mourad)                     |
| 2:00 PM – 2:30 PM   | Andrea/Mourad 1:1 reschedule                           |
| 3:00 PM – 4:30 PM   | Equity Mgrs Meeting                                    |
| 3:15 PM – 4:00 PM   | SALT Check- In before the re-treat                     |
| <b>Thu, Jul 20</b>  |  |

**INTERIM DIRECTOR MOUARD RATBI CALENDAR Q1 2023**

|                     |  |
|---------------------|--|
| 8:30 AM – 12:30 PM  | City Organization Workshop #2  |
| 11:00 AM – 11:30 AM | Check-in w/Sandra  |
| 12:00 PM – 1:00 PM  | LatinxPDX  |
| 3:00 PM – 3:30 PM   | Civic Life catch up  |
| 3:30 PM – 4:30 PM   | SET Meeting  |
| <b>Fri, Jul 21</b>  |  |
| 9:00 AM – 9:30 AM   | Mourad Ratbi/Gabriel Solmer Meeting                                  |
| 9:30 AM – 10:00 AM  | Welcoming Week Check-In  |
| 1:00 PM – 1:45 PM   | Civic Life Check In  |
| 3:00 PM – 3:30 PM   | Bureau Emergency Coordination Call - Luuwit                          |
| <b>Mon, Jul 24</b>  |  |
| 10:30 AM – 12:00 PM | Racial Equity Plan Office Hours                                      |
| 2:00 PM – 3:00 PM   | Andrea/Mourad 1:1  |
| 2:30 PM – 3:00 PM   | Success Factors  |
| <b>Tue, Jul 25</b>  |  |
| 11:00 AM – 11:30 AM | Check In   |
| 2:00 PM – 2:45 PM   | Civic Life HR Bus Ops weekly meeting                                 |
| 6:00 PM – 7:30 PM   | Listening Session with Commissioner Ryan                             |
| <b>Wed, Jul 26</b>  |  |
| 9:00 AM – 10:00 AM  | Monthly budget meeting   |
| 10:15 AM – 10:50 AM | Small Grants & Ins   |
| 12:00 PM – 12:30 PM | 22-690 check in  |
| 2:30 PM – 3:00 PM   | mourad + daniel  |
| 3:00 PM – 4:30 PM   | Civic Life all team monthly meeting                                  |
| 5:30 PM – 6:30 PM   | New Portlanders Commission Policy monthly meeting                    |
| <b>Thu, Jul 27</b>  |  |
| 9:00 AM – 10:30 AM  | Civic Calibration  |
| 11:00 AM – 11:25 AM | Meet: OGR & Civic Life Check-in                                      |
| 11:30 AM – 1:00 PM  | Portland ELT Panel: “Centering Equity through Organizational Change” |
| 1:00 PM – 2:00 PM   | District Alignment Conversation                                      |
| 2:00 PM – 2:30 PM   | Grievance information  |
| <b>Fri, Jul 28</b>  |  |
| 9:00 AM – 11:00 AM  | Native Garden tending party- Indigenous PDX                          |
| 10:00 AM – 10:30 AM | Rescheduled check-in from last week                                  |
| 11:00 AM – 11:30 AM | Welcoming Week Check-in  |
| 12:00 PM – 1:00 PM  | Calibration  |

## INTERIM DIRECTOR MOUARD RATBI CALENDAR Q1 2023

### Mon, Jul 31

|                     |                                 |
|---------------------|---------------------------------|
| 10:30 AM – 12:00 PM | Racial Equity Plan Office Hours |
| 11:30 AM – 12:30 PM | Catch up and next steps         |
| 1:00 PM – 1:15 PM   | Advisory bodies conversation    |

### August 2023

### Tue, Aug 1

|                    |                                      |
|--------------------|--------------------------------------|
| 12:30 PM – 1:45 PM | Civic Life leadership team meeting   |
| 2:00 PM – 2:45 PM  | Civic Life HR Bus Ops weekly meeting |

### Wed, Aug 2

|                    |   |
|--------------------|---|
| 9:00 AM – 10:00 AM | CNIC & A2I Monthly Check In                     |
| 9:00 AM – 2:00 PM  | bureau strategy work - unavailable for meetings |
| 2:30 PM – 3:00 PM  | Mourad and Perla Check-In                       |

### Thu, Aug 3

|                     |  |
|---------------------|--|
| 9:00 AM – 11:00 AM  | East Portland TIF Exploration Steering Committee meeting 1 |
| 11:00 AM – 11:30 AM | Check-in w/Sandra  |
| 11:30 AM – 1:00 PM  | Bureau Directors Meeting                                   |
| 12:30 PM – 1:30 PM  | FACE Monthly Meeting                                       |
| 1:30 PM – 2:00 PM   | Andrea/Mourad 1:1  |
| 2:00 PM – 2:30 PM   | Meeting with Mourad and Sokho                              |

### Fri, Aug 4

|                     |  |
|---------------------|--|
| 9:00 AM – 10:00 AM  | Due date for Phase 2 reports             |
| 9:00 AM – 10:00 AM  | KD and MR 1:1                            |
| 11:00 AM – 12:00 PM | Check in, Firedance, and 90 days updates |

### Mon, Aug 7

|                     |  |
|---------------------|--|
| 10:30 AM – 11:00 AM | EPAP / East Portland Community Office conversation |
| 10:30 AM – 12:00 PM | Racial Equity Plan Office Hours                    |
| 1:00 PM – 1:15 PM   | Mary SuccessFactors                                |
| 2:00 PM – 3:00 PM   | Andrea/Mourad 1:1                                  |
| 2:30 PM – 2:45 PM   | Gloria SuccessFactors                              |
| 4:30 PM – 5:00 PM   | TM+SO+MR   |

### Tue, Aug 8

|                     |                                      |
|---------------------|--------------------------------------|
| 9:30 AM – 10:00 AM  | EPAP/EPCO                            |
| 11:00 AM – 11:30 AM | Check In                             |
| 12:30 PM – 1:30 PM  | Civic Life leadership team meeting   |
| 2:00 PM – 2:45 PM   | Civic Life HR Bus Ops weekly meeting |

## INTERIM DIRECTOR MOUARD RATBI CALENDAR Q1 2023

|                     |   |
|---------------------|---|
| 3:00 PM – 3:50 PM   | Bureau Liaison Meeting  |
| <b>Wed, Aug 9</b>   |   |
| 9:00 AM – 9:15 AM   | Sandra SuccessFactors   |
| 9:30 AM – 9:45 AM   | Ocean Success Factors   |
| 10:00 AM – 11:30 AM | Neighborhood Meeting  |
| 2:00 PM – 2:30 PM   | Grant Management  |
| 4:00 PM – 5:00 PM   | Indigenous PDX employee resource group  |
| <b>Thu, Aug 10</b>  |   |
| 10:00 AM – 10:15 AM | Victor + Mourad discussion  |
| 1:00 PM – 2:00 PM   | Welcoming Week Introduction   |
| <b>Fri, Aug 11</b>  |   |
|                     | Out of Office   |
| <b>Mon, Aug 14</b>  |   |
| 10:30 AM – 12:00 PM | Racial Equity Plan Office Hours   |
| 2:00 PM – 3:00 PM   | Andrea/Mourad 1:1   |
| <b>Tue, Aug 15</b>  |   |
| 11:00 AM – 11:30 AM | Check In  |
| 11:30 AM – 1:00 PM  | Portland ELT Panel: "Understanding Deputy Administrator Roles and Responsibilities" |
| 12:30 PM – 1:30 PM  | Civic Life leadership team meeting  |
| 2:00 PM – 2:45 PM   | Civic Life HR Bus Ops weekly meeting  |
| 2:30 PM – 3:00 PM   | quick check-in re civic life elements in culture/livability section                 |
| 3:00 PM – 3:30 PM   | NC + MR 1:1   |
| 4:00 PM – 4:30 PM   | Bureau Director meeting   |
| <b>Wed, Aug 16</b>  |   |
| 10:00 AM – 12:00 PM | City of Yokohama City Council Members Visit to Portland                             |
| 1:00 PM – 1:55 PM   | Deputy Directors  |
| 1:00 PM – 2:00 PM   | Biweekly Check-In (Ocean & Mourad)  |
| 2:30 PM – 2:45 PM   | Tyesha SuccessFactors + move decision   |
| 3:00 PM – 4:30 PM   | Equity Mgrs Meeting   |
| <b>Thu, Aug 17</b>  |   |
| 9:30 AM – 4:30 PM   | City Organization Retreat   |
| 11:00 AM – 12:00 PM | Send thank you note to guests   |
| <b>Fri, Aug 18</b>  |   |
| 9:00 AM – 1:00 PM   | Busy - CCD review   |
| 3:00 PM – 3:30 PM   | Civic Life Reclassification   |

## INTERIM DIRECTOR MOUARD RATBI CALENDAR Q1 2023

### Mon, Aug 21

|                     |  |
|---------------------|--|
| 9:00 AM – 9:30 AM   | Rescheduled Check-in w/Sandra            |
| 10:30 AM – 12:00 PM | Racial Equity Plan Office Hours          |
| 2:00 PM – 2:30 PM   | Civic Life & Portland solutions check-in |
| 2:30 PM – 3:00 PM   | Civic Life & Portland solutions check-in |

### Tue, Aug 22

|                     |                                      |
|---------------------|--------------------------------------|
| 10:30 AM – 11:00 AM | Check-in Wafa   Mourad               |
| 11:00 AM – 11:30 AM | Check In                             |
| 12:30 PM – 1:30 PM  | Civic Life leadership team meeting   |
| 2:00 PM – 2:45 PM   | Civic Life HR Bus Ops weekly meeting |
| 6:00 PM – 7:30 PM   | Town Hall Dan Ryan                   |

### Wed, Aug 23

|                     |                                   |
|---------------------|-----------------------------------|
| 9:00 AM – 10:00 AM  | Monthly budget meeting            |
| 11:00 AM – 11:45 AM | Discuss grievance                 |
| 6:00 PM – 7:30 PM   | New Portlanders Commission Policy |

### Thu, Aug 24

|                    |  |
|--------------------|--|
| 9:00 AM – 11:00 AM | East Portland TIF Exploration Steering Committee Meeting 2 |
| 11:30 AM – 1:00 PM | Bureau Directors Meeting                                   |
| 1:30 PM – 3:00 PM  | FW: Neighborhood Meeting                                   |

### Fri, Aug 25

Out of Office

### Mon, Aug 28

|                     |  |
|---------------------|--|
| 10:30 AM – 12:00 PM | Racial Equity Plan Office Hours                |
| 1:30 PM – 2:00 PM   | Fall bump stuff                                |
| 2:00 PM – 3:00 PM   | Andrea/Mourad 1:1                              |
| 3:10 PM – 3:30 PM   | Civic Life + Office of Equity                  |
| 6:00 PM – 7:30 PM   | An Evening with Commissioner Dan Ryan & Guests |

### Tue, Aug 29

|                     |                                      |
|---------------------|--------------------------------------|
| 8:15 AM – 8:30 AM   | Connect: Portland Solutions Fall BMP |
| 9:00 AM – 9:30 AM   | SuccessFactors review                |
| 10:00 AM – 10:30 AM | JIAM check-in with T.J.              |
| 11:00 AM – 11:30 AM | Check In                             |
| 12:30 PM – 1:30 PM  | Civic Life leadership team meeting   |
| 2:00 PM – 2:45 PM   | Civic Life HR Bus Ops weekly meeting |

### Wed, Aug 30

|                    |                                       |
|--------------------|---------------------------------------|
| 8:30 AM – 9:10 AM  | Mike Jordan, Sonia Schmanski & Mourad |
| 9:30 AM – 10:30 AM | Immigrant & Refugee review            |

## INTERIM DIRECTOR MOUARD RATBI CALENDAR Q1 2023

|                    |                                   |
|--------------------|-----------------------------------|
| 12:00 PM – 1:00 PM | VET 2023: Monthly Meetings        |
| 3:00 PM – 4:30 PM  | JIAM visit - 2023                 |
| 5:30 PM – 6:30 PM  | New Portlanders Policy Commission |

### Thu, Aug 31

|                     |                                  |
|---------------------|----------------------------------|
| 8:00 AM – 9:00 AM   | Gloria & Mourad 1:1              |
| 10:30 AM – 11:00 AM | Urban League DCL Grant           |
| 11:00 AM – 11:30 AM | Check-in w/Sandra                |
| 11:00 AM – 12:30 PM | DCO work session                 |
| 11:30 AM – 1:00 PM  | ELT/Chiefs Re: City Organization |
| 2:00 PM – 3:00 PM   | Neighborhood Meeting             |

## September 2023

### Fri, Sep 1

|                     |  |
|---------------------|--|
| 8:00 AM – 9:00 AM   | Review P-card pipeline                       |
| 9:00 AM – 10:00 AM  | Neighborhoods                                |
| 10:30 AM – 11:00 AM | Check-In re Neighborhood Dispute Resolutions |
| 11:30 AM – 12:00 PM | travel time                                  |
| 12:00 PM – 1:00 PM  | Lunch: Darlene and Mourad                    |
| 1:00 PM – 1:30 PM   | travel time                                  |
| 2:00 PM – 4:00 PM   | Email backlog: review/respond                |

### Mon, Sep 4

CITY HOLIDAY: LABOR DAY

### Tue, Sep 5

|                     |   |
|---------------------|---|
| 8:00 AM – 9:00 AM   | Gloria & Mourad 1:1                                 |
| 9:00 AM – 11:00 AM  | review P-card pipeline for approval                 |
| 11:00 AM – 11:30 AM | Check In  |
| 11:30 AM – 12:00 PM | Check-in w/ Mourad Ratbi - Community and Civic Life |
| 11:30 AM – 12:30 PM | Always Eat Together                                 |
| 12:30 PM – 1:30 PM  | Civic Life leadership team meeting                  |
| 2:00 PM – 2:45 PM   | Civic Life HR Bus Ops weekly meeting                |
| 3:00 PM – 4:00 PM   | Andrea/Mourad 1:1                                   |

### Wed, Sep 6

|                    |  |
|--------------------|--|
| 8:00 AM – 9:00 AM  | Diversity & Civic Leadership                 |
| 9:00 AM – 10:00 AM | CNIC & A2I Monthly Check In                  |
| 9:30 AM – 10:30 AM | Welcoming Week Proclamation                  |
| 11:30 AM – 1:00 PM | PDXCityParents: Lunch at the Farmer's Market |

## INTERIM DIRECTOR MOURAD RATBI CALENDAR Q1 2023

1:00 PM – 2:30 PM Neighborhood Team Meeting  
1:30 PM – 2:00 PM MLA  
2:00 PM – 3:30 PM Planning & Development Directors Meeting

### Thu, Sep 7

8:00 AM – 9:00 AM Gloria & Mourad 1:1  
9:30 AM – 10:00 AM DCO FAQ draft  
10:00 AM – 10:30 AM BAC recruitment with Sandra  
11:00 AM – 11:30 AM travel  
11:30 AM – 12:15 PM Bureau Directors Meeting  
12:30 PM – 1:30 PM FACE Monthly Meeting  
2:30 PM – 4:00 PM Civic Life + SE Uplift Meeting

### Fri, Sep 8

8:00 AM – 10:00 AM Neighborhoods: review and response  
10:30 AM – 11:00 AM Discuss assisting Civic Life  
11:30 AM – 12:00 PM DCL compliance check in  
12:00 PM – 12:30 PM Civic Life Weekly Check-in  
12:30 PM – 1:00 PM Brief discussion about Civic Life budget\  
2:30 PM – 3:00 PM Mourad/Sonia check-in  
5:00 PM – 8:00 PM Welcoming Week Opening Ceremony

### Mon, Sep 11

8:00 AM – 10:00 AM DCL/DCO review and response  
10:30 AM – 12:00 PM Racial Equity Plan Office Hours  
12:00 PM – 1:00 PM MEET: Civic Life Budget Discussion  
5:00 PM – 8:00 PM Refugee Art Show Reception UPROOTED

### Tue, Sep 12

8:00 AM – 9:00 AM Gloria & Mourad 1:1  
9:00 AM – 9:30 AM BizOps check in  
9:30 AM – 10:00 AM Commute time  
10:00 AM – 11:00 AM Please attend: Civic Life leadership team meeting  
11:00 AM – 11:30 AM Check In  
2:00 PM – 2:45 PM Civic Life HR Bus Ops weekly meeting  
2:00 PM – 3:00 PM Youth Engagement in Government CEE Talk  
4:00 PM – 4:45 PM North Portland Insurance Discussion

### Wed, Sep 13

8:00 AM – 9:00 AM Diversity & Civic Leadership  
9:00 AM – 10:00 AM Youth check in  
10:00 AM – 11:00 AM OGR & Bureau Liaison Check-In  
10:30 AM – 11:00 AM NT team meeting  
1:00 PM – 2:30 PM Bus Ops Meeting



## INTERIM DIRECTOR MOUARD RATBI CALENDAR Q1 2023

4:00 PM – 5:00 PM Indigenous PDX employee resource group  
4:00 PM – 6:00 PM The Immigrant Story

### Thu, Sep 14

8:00 AM – 9:00 AM Gloria & Mourad 1:1  
9:00 AM – 10:00 AM Communications review  
10:30 AM – 11:00 AM Check-in w/Sandra  
11:00 AM – 12:30 PM DCO work session  
11:30 AM – 12:15 PM Bureau Directors Meeting  
12:15 PM – 12:30 PM Catch up Kellie / Mourad  
1:00 PM – 1:45 PM A2I Update  
2:00 PM – 3:00 PM ERG Member Check-in Regarding Transition (Option 1)  
3:00 PM – 4:00 PM Andrea/Mourad 1:1  
4:00 PM – 6:30 PM Building Community Through the Arts

### Fri, Sep 15

8:00 AM – 10:00 AM Neighborhoods: review and response  
10:30 AM – 11:00 AM DCL compliance check in  
1:00 PM – 2:00 PM Civic Life Action Plan Review

### Mon, Sep 18

8:00 AM – 10:00 AM DCL/DCO review and response  
10:30 AM – 12:00 PM Racial Equity Plan Office Hours  
12:00 PM – 12:30 PM NPNS Inc. phone call  
1:00 PM – 2:00 PM City Organization and Future Improvements Project  
2:00 PM – 3:00 PM Andrea/Mourad 1:1  
3:00 PM – 5:00 PM Behavioral health forum\_NWNW

### Tue, Sep 19

8:00 AM – 9:00 AM Gloria & Mourad 1:1  
9:00 AM – 10:00 AM BizOps check in  
10:00 AM – 10:30 AM Portland Solutions\_Comms  
10:00 AM – 11:30 AM Neighborhood Meeting  
11:00 AM – 11:30 AM Check In  
12:30 PM – 1:30 PM Civic Life leadership team meeting  
1:00 PM – 2:30 PM Black Space  
2:00 PM – 2:45 PM Civic Life HR Bus Ops weekly meeting  
3:00 PM – 3:50 PM Bureau Liaison Meeting  
4:00 PM – 5:00 PM Employee Town Hall on City Transition

### Wed, Sep 20

8:00 AM – 9:00 AM Diversity & Civic Leadership

## INTERIM DIRECTOR MOUARD RATBI CALENDAR Q1 2023

9:00 AM – 10:00 AM Youth check in  
10:30 AM – 12:30 PM Review DCL agreements from Juliette  
2:00 PM – 2:30 PM Recruitment questions  
3:00 PM – 4:30 PM Equity Mgrs Meeting

### Thu, Sep 21

8:00 AM – 9:00 AM Gloria & Mourad 1:1  
9:00 AM – 10:00 AM Communications review  
9:00 AM – 10:00 AM Employee Town Hall on City Transition  
11:30 AM – 1:00 PM Bureau Directors Meeting  
12:00 PM – 1:00 PM LatinxPDX  
2:00 PM – 3:00 PM Follow up with Darlene & Allison  
3:30 PM – 4:30 PM SET Meeting

### Fri, Sep 22

9:00 AM – 11:00 AM Neighborhoods: review and response  
10:00 AM – 10:15 AM GH: SF Assess objective setting  
10:15 AM – 10:30 AM DCL compliance check in  
11:00 AM – 11:15 AM WA: SF Assess objective setting  
11:30 AM – 11:45 AM IT: SF Assess objective setting  
1:00 PM – 1:15 PM SL: SF Assess objective setting  
1:30 PM – 1:45 PM OE: SF Assess objective setting  
2:00 PM – 2:30 PM NAYA Family Center - DCL SOW, Budget, Agreement  
2:45 PM – 3:00 PM TMR: SF Assess objective setting

### Mon, Sep 25

8:00 AM – 10:00 AM DCL/DCO review and response  
10:30 AM – 12:00 PM Racial Equity Plan Office Hours  
10:45 AM – 11:00 AM KD: Success Factors objectives check in  
12:30 PM – 1:00 PM Civic Life Check-In

### Tue, Sep 26

8:00 AM – 9:00 AM Gloria & Mourad 1:1  
9:00 AM – 9:30 AM Recruitment, travel, et al  
9:00 AM – 10:00 AM BizOps check in  
11:00 AM – 11:30 AM Check In  
11:30 AM – 1:00 PM MCF Sept 26 Invite - Story Sharing on "Personal DEI at Work and Home"  
12:30 PM – 1:30 PM Civic Life leadership team meeting  
1:00 PM – 2:00 PM ERG Member Check-in Regarding Transition (Option 2)  
2:00 PM – 2:45 PM Civic Life HR Bus Ops weekly meeting

## INTERIM DIRECTOR MOUARD RATBI CALENDAR Q1 2023

|                     |   |
|---------------------|---|
| 2:00 PM – 3:00 PM   | Paid Leave Oregon Implementation for Managers and Supervisors 1/3 |
| 3:30 PM – 4:00 PM   | Fall BMP Follow-Up - Realignment Package                          |
| <b>Wed, Sep 27</b>  |   |
| 8:00 AM – 9:00 AM   | Diversity & Civic Leadership                                      |
| 9:00 AM – 10:00 AM  | Monthly budget meeting<br>PB Huddle - AV - No Camera - Rm 106     |
| 9:00 AM – 10:00 AM  | Youth check in  |
| 10:00 AM – 11:00 AM | Finalize SuccessFactors   |
| 12:00 PM – 1:00 PM  | Check in on neighborhood info session for city org                |
| 12:00 PM – 1:00 PM  | VET 2023: Monthly Meetings  |
| 1:00 PM – 1:30 PM   | Andrea/Mourad 1:1   |
| <b>Thu, Sep 28</b>  |   |
| 9:00 AM – 9:30 AM   | Pending/urgent items to monitor                                   |
| 10:00 AM – 11:00 AM | Paid Leave Oregon Implementation for Managers and Supervisors 2/3 |
| 1:00 PM – 2:00 PM   | community listening session logistics                             |
| <b>Fri, Sep 29</b>  |   |
|                     | Out of Office   |