

DIRECTOR MICHAEL MONTOYA CALENDAR JANUARY 2023

January 2023
Su Mo Tu We Th Fr Sa

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Mon, Jan 2

City holiday: New Year's Day (observed)

Tue, Jan 3

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
CHECK-IN (monthly): Lisa & Michael Montoya Director, Office of Community and Civic Life	2:00 PM – 2:50 PM
Bureau Directors Meeting	4:00 PM – 4:30 PM
A.M. Professional Development	4:30 PM – 5:15 PM

Wed, Jan 4

Desk time	7:00 AM – 12:00 PM
Monthly BOLT Meeting	9:00 AM – 10:00 AM
C.S. Professional development	10:00 AM – 10:45 AM
MM & SS 1:1	11:00 AM – 12:00 PM
PRR check in for SW	1:15 PM – 1:45 PM
Mtg. C. Henson + Dir. Montoya	1:30 PM – 2:15 PM
GH & MM 1:1	2:30 PM – 3:15 PM
Desk time	3:00 PM – 6:00 PM
Budget Advisory Committee	6:00 PM – 7:30 PM

Thu, Jan 5

MH & MM 1:1	9:00 AM – 9:45 AM
Monthly Check In: A. Yoder + M. Montoya	10:15 AM – 11:00 AM
1:1 M. Ratbi + M. Montoya	1:00 PM – 1:45 PM
Review Draft Letter	2:00 PM – 2:30 PM
Introductions: New City Auditor/New City Ombudsman	2:30 PM – 3:00 PM
S.A. Professional Development	3:15 PM – 4:00 PM

MEET: Cmr Ryan / Michael Montoya (T.J.) re Office of Community & Civic Life 4:00 PM – 5:00 PM

Fri, Jan 6

Intro Meeting with CPI Program Manager 10:30 AM – 11:45 AM
lunch appt 12:00 PM – 1:00 PM
Work on budget narratives 1:00 PM – 3:00 PM
Michael Montoya and Rebecca Esau check-in 2:30 PM – 3:00 PM
Branam 3:30 PM – 4:30 PM
GH & MM 1:1 4:15 PM – 4:45 PM

Mon, Jan 9

Cannabis and Livability Meeting 9:00 AM – 9:45 AM
PEP External Listening Project Team 10:00 AM – 11:00 AM
Weekly Strategic Comms Team Meeting 11:00 AM – 11:45 AM
Portland is Possible Leadership Circle Meeting 12:00 PM – 1:00 PM
Bi-weekly Management Meeting 1:15 PM – 2:00 PM
Cannabis/Livability Meeting 2:15 PM – 2:45 PM
MEET: Cmr Ryan Office / Michael Montoya Check-In (T.J.) 3:00 PM – 3:30 PM
Mtg. C. Henson + Dir. Montoya 3:45 PM – 4:15 PM
Change management: financial impacts 4:15 PM – 5:00 PM

Tue, Jan 10

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
Mtg to discuss transition 2:00 PM – 2:30 PM
Mike J./ Mike M. Check-in (Quarterly) 3:00 PM – 3:50 PM
alan w michael 4:15 PM – 4:45 PM

Wed, Jan 11

Desk time 7:00 AM – 12:00 PM
Portland <> CPI Check-In 10:30 AM – 11:15 AM
MM w SL 1:1 1:00 PM – 1:45 PM
GH & MM 1:1 2:00 PM – 2:45 PM
Desk time 3:00 PM – 6:00 PM

Thu, Jan 12

Mourad & Michael 1:1 8:45 AM – 9:15 AM
Reimagine and SEED moving Forward 9:30 AM – 10:30 AM

DCO ALL- Monthly Meetings	10:00 AM – 11:30 AM
Bureau Directors Meeting	11:30 AM – 1:00 PM
Monthly PEP Partners check-in	1:00 PM – 2:00 PM
TMR Professional Development	3:00 PM – 3:45 PM
Discuss Honorarium and Stipend forms	4:00 PM – 4:45 PM
FW: Cannabis Policy Oversight Team (CPOT)	6:00 PM – 8:30 PM

Fri, Jan 13

Leadership Huddle	9:00 AM – 10:00 AM
Discuss extension	10:30 AM – 11:00 AM
1:1 K. Perkins + M. Montoya	11:00 AM – 11:45 AM
lunch appt	12:00 PM – 1:00 PM
OE Professional Development	1:15 PM – 2:00 PM
Parks & OCCL huddle	2:00 PM – 3:00 PM
Mandatory: Office Hours with Director Montoya	3:00 PM – 5:00 PM

Mon, Jan 16

City holiday: Martin Luther King Jr. Day

Tue, Jan 17

Christina and Michael 1:1	9:00 AM – 9:45 AM
Bus Ops Team Meeting	10:30 AM – 12:00 PM
Civic Life Leadership Team Meeting	12:30 PM – 1:45 PM
MEET: Cmr Ryan / Dir Long / Dir Montoya / Dir Watson (Service Area Leadership Team)	1:45 PM – 3:00 PM
Meet: Michael Montoya	3:00 PM – 4:00 PM
Bureau Director meeting	4:00 PM – 4:30 PM
Civic Life:BTS Monthly Meeting	4:00 PM – 4:40 PM

Wed, Jan 18

Desk time	7:00 AM – 12:00 PM
Weekly Strategic Comms Team Meeting	9:00 AM – 10:00 AM
Portland <> CPI Check-In	10:30 AM – 11:15 AM
GH & MM 1:1	11:30 AM – 12:15 PM
Budget Advisory Committee meeting	1:00 PM – 2:30 PM
Response to HR Matter	3:00 PM – 3:45 PM
Desk time	3:00 PM – 6:00 PM
Org chart	4:00 PM – 4:30 PM
Budget Advisory Committee	6:00 PM – 7:30 PM
SWHRL	7:45 PM – 8:15 PM

Thu, Jan 19

Mtg. C. Henson + Dir. Montoya	9:00 AM – 9:30 AM
PSU and Civic life monthly check in on Summit	10:00 AM – 11:00 AM
PEP External Listening Project Team	11:00 AM – 11:50 AM
LatinxPDX Affinity Group meeting (updated)	12:00 PM – 1:00 PM
1:1 M. Ratbi + M. Montoya	1:00 PM – 1:45 PM
Due process follow up	2:30 PM – 3:00 PM
Budget finalization	2:30 PM – 3:30 PM

Fri, Jan 20

Leadership Huddle	9:00 AM – 10:00 AM
1:1 K. Perkins + M. Montoya	10:15 AM – 11:00 AM
lunch appt	12:00 PM – 1:00 PM
Civic Life Budget	1:30 PM – 2:30 PM
GH & MM 1:1	2:45 PM – 3:30 PM

Mon, Jan 23

Weekly Strategic Comms Team Meeting	9:00 AM – 10:00 AM
Mtg: T. Garcia/Civic Life	11:00 AM – 11:45 AM
Bi-weekly Management Meeting	1:00 PM – 1:45 PM
Disability Program	2:00 PM – 2:30 PM
MEET: Cmr Ryan Office / Michael Montoya Check-In (T.J.)	3:00 PM – 3:30 PM
Mtg. C. Henson + Dir. Montoya	4:00 PM – 4:45 PM

Tue, Jan 24

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
Lunch appt	2:00 PM – 3:00 PM
PSU/Civic Life Media Relations + Profiles Call	3:00 PM – 4:00 PM

Wed, Jan 25

Desk time	7:00 AM – 12:00 PM
GH & MM 1:1	9:00 AM – 9:45 AM
Portland <> CPI Check-In	10:30 AM – 11:15 AM
PEP External Listening Project Team	11:00 AM – 12:00 PM
MM w SL 1:1	1:00 PM – 1:45 PM
NOPO NA Follow Up	2:00 PM – 3:00 PM
Desk time	3:00 PM – 6:00 PM

1:1 Michael M & Icie 4:00 PM – 5:00 PM

Thu, Jan 26

1:1 K. Perkins + M. Montoya 9:00 AM – 9:45 AM

1:1 M. Ratbi + M. Montoya 10:00 AM – 10:45 AM

Directors Retreat Day 1 12:00 PM – 5:00 PM

Fri, Jan 27

Directors Retreat Day 2 8:00 AM – 5:00 PM

Citywide Equitable Engagement Cohort Session 9:00 AM – 10:30 AM

CPI 9:10 9:05 AM – 10:05 AM

lunch appt 12:00 PM – 1:00 PM

Mon, Jan 30

Mtg. C. Henson + Dir. Montoya 9:00 AM – 9:45 AM

Weekly Strategic Comms Team Meeting 11:00 AM – 12:00 PM

MEET: Cmr Ryan Office / Michael Montoya Check-In (T.J.) 1:00 PM – 1:45 PM

SW PEP Debrief 2:30 PM – 3:00 PM

Private appt 3:00 PM – 4:00 PM

Tue, Jan 31

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 Session Planning- round 1 2:00 PM – 2:30 PM

SWHRL follow-up 3:00 PM – 3:45 PM

Developing Talking Points + Other Things 4:00 PM – 4:30 PM