

ACTING DIRECTOR T.J. MCHUGH CALENDAR MARCH 2023

April 2023							May 2023							
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<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>	<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	
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June 2023								
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**April 2023**

▲ **Mon, Apr 3**

- 9:15 AM – 10:00 AM Team Meeting
- 11:00 AM – 12:00 PM Grant Management
- ▨ 12:30 PM – 1:00 PM RCV Briefing for Commissioner Ryan (Kellie)
- 1:00 PM – 2:30 PM SALT Meeting - Transition Work
- 2:30 PM – 3:30 PM CAB Meeting
- 4:00 PM – 4:30 PM SAP approval process

▲ **Tue, Apr 4**

- 9:30 AM – 10:00 AM Kellie/T.J./Cmr Ryan
- 10:45 AM – 11:00 AM Citywide communications huddle
- 11:00 AM – 11:45 AM Civic Life HR Bus Ops weekly meeting
- 11:00 AM – 12:00 PM Tuesday Chiefs
- 12:30 PM – 1:45 PM Civic Life Leadership Team Meeting (in person)
- 2:30 PM – 4:00 PM Art Installation
- 3:00 PM – 3:30 PM Update on DCL programming
- 4:00 PM – 4:45 PM Bureau Directors Meeting
- 6:30 PM – 7:30 PM Commissioner Ryan / East Portland NA Meeting

▲ **Wed, Apr 5**

- 9:00 AM – 9:30 AM Council Prep (Darion)
  - ▨ 10:30 AM – 11:15 AM Portland <> CPI Check-In
  - ▨ 11:00 AM – 12:00 PM PEP External Listening Project Team
  - ▨ 12:30 PM – 1:30 PM Coordinated Comms for RACC
  - 1:00 PM – 1:45 PM Update: Community Visioning and Beyond Summit
  - 2:00 PM – 2:30 PM Public Request
  - 3:00 PM – 3:45 PM T.J.M & GH 1:1
  - 4:00 PM – 4:45 PM Proposed DCL Grant Reductions
  - 5:00 PM – 6:30 PM Private Appointment
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▲ **Thu, Apr 6**

- 9:00 AM – 10:00 AM Desk time
  - 10:00 AM – 10:30 AM Civic Life Check-in
  - 10:30 AM – 11:30 AM op-ed prep
  - 10:30 AM – 11:30 AM Thursday Chiefs
  - 10:45 AM – 11:00 AM Citywide communications huddle
  - ▨ 11:00 AM – 12:30 PM CONFIRMED: Planning & Development Directors Meeting (agenda attached)
  - 12:30 PM – 1:00 PM Discuss Public Records Request
  - 1:00 PM – 1:30 PM Budget Huddle
  - 2:30 PM – 3:00 PM OGR & Commissioner Ryan Liaison Check-In
  - 4:30 PM – 6:00 PM ATTEND: Lloyd Open House (T.J.)
  - 6:00 PM – 7:00 PM HH
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▲ **Fri, Apr 7**

- 12:30 PM – 1:30 PM Ed board prep time (Chariti & Staff)
  - 2:00 PM – 2:45 PM T.J.M & Icie 1:1
  - 3:00 PM – 3:30 PM Mike J & TJ McHugh check-in
  - 3:30 PM – 4:30 PM INTERVIEW: Oregonian Ed Board (Chariti/Bryan)
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▲ **Mon, Apr 10**

- 9:15 AM – 10:00 AM Team Meeting
- 10:30 AM – 11:00 AM North Portland Trust Fund - PIR
- 11:00 AM – 12:00 PM 1:1 TJ & Icie
- 12:30 PM – 1:00 PM Discuss Permitting Waivers for Civic Life Grant Recipients
- 1:00 PM – 1:30 PM Conversation about website updates
- 2:30 PM – 3:30 PM CAB Meeting

- 4:00 PM – 4:30 PM Waterfront Blues Festival ZOOM meeting
  - 5:30 PM – 6:15 PM Portland Tenants United
  - 6:30 PM – 8:30 PM City Council: Community Listening Session #2 (Budget)
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▲ **Tue, Apr 11**

- ▨ 8:00 AM – 9:00 AM Starbucks TJ/Kellie
  - 9:15 AM – 10:00 AM Kenton Firehouse Rentals
  - 10:45 AM – 11:00 AM Citywide communications huddle
  - 11:30 AM – 12:00 PM Tuesday Chiefs
  - 12:30 PM – 1:30 PM Civic Life Leadership Team Meeting
  - 2:00 PM – 3:00 PM Private Appointment
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▲ **Wed, Apr 12**

- 9:00 AM – 9:30 AM Council Prep (Darion)
  - ▨ 10:30 AM – 11:15 AM Portland <> CPI Check-In
  - ▨ 11:00 AM – 12:00 PM PEP External Listening Project Team
  - ▨ 12:00 PM – 12:20 PM Check in
  - 12:30 PM – 1:15 PM T.J.M & DO coffee
  - 1:30 PM – 2:30 PM Bi-weekly Summit check in with PSU / Civic Life
  - 6:00 PM – 7:30 PM Budget Advisory Committee
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▲ **Thu, Apr 13**

- 9:00 AM – 9:15 AM TJ / Josee
  - 9:30 AM – 10:30 AM Anna Del Savio (Portland Tribune)
  - 10:30 AM – 12:00 PM Thursday Chiefs
  - 10:45 AM – 11:00 AM Citywide communications huddle
  - 11:00 AM – 11:30 AM TJ McHugh/Comm Mapps Civic Life Download
  - 11:30 AM – 1:00 PM Bureau Directors Meeting
  - At 1:00 PM Monthly PEP Partners check-in
  - 2:00 PM – 3:00 PM Prep for WW Interview
  - 3:00 PM – 4:00 PM Allen - NW Examiner
  - 4:00 PM – 4:30 PM T.J.M & GH 1:1
  - 5:00 PM – 6:30 PM HH with Shah and Katie
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▲ **Fri, Apr 14**

- 9:00 AM – 10:30 AM Citywide Equitable Engagement Cohort Capstone Presentation
- 10:30 AM – 11:00 AM T.J. / Eric Zimmerman
- 11:00 AM – 12:00 PM City Hall Communications Check In

- 12:00 PM – 1:30 PM LP Impact Project: Community Warehouse
  - 2:30 PM – 3:00 PM Check-In
  - 4:15 PM – 4:45 PM WW Interview
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▲ **Mon, Apr 17**

- 9:00 AM – 10:00 AM SEED and Reimagine Check In
  - 9:15 AM – 10:00 AM Team Meeting
  - 10:00 AM – 11:00 AM MEET: Planning Meeting for Portland Solutions
  - 11:30 AM – 12:00 PM Sculpture in the Cathedral Park Neighborhood
  - 1:00 PM – 2:30 PM SALT Meeting - Transition Work
  - ▨ 2:00 PM – 3:00 PM Discuss scheduling in person NA meeting - Southwest Community Services
  - 2:30 PM – 3:30 PM CAB Meeting
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▲ **Tue, Apr 18**

- ▨ 9:00 AM – 10:30 AM Darion/TJ -Brainstorm
  - 10:45 AM – 11:00 AM Citywide communications huddle
  - 11:00 AM – 12:00 PM Tuesday Chiefs
  - 12:30 PM – 1:00 PM Council Prep for Wednesday
  - 1:00 PM – 2:15 PM Civic Life Leadership Team Meeting (in person)
  - 2:15 PM – 3:30 PM CNIC team meeting
  - 4:00 PM – 4:30 PM Bureau Director meeting
  - 4:30 PM – 6:00 PM Private Appointment
  - 6:00 PM – 8:00 PM Advisory Group Dinner
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▲ **Wed, Apr 19**

- 9:00 AM – 9:30 AM Council Prep (Darion)
  - ▨ 10:30 AM – 11:15 AM Portland <> CPI Check-In
  - ▨ 11:00 AM – 12:00 PM PEP External Listening Project Team
  - 5:00 PM – 6:30 PM Private Appointment
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▲ **Thu, Apr 20**

- ▨ 10:00 AM – 11:00 AM PSU and Civic life monthly check in on Summit
  - 10:30 AM – 11:30 AM Thursday Chiefs
  - 10:45 AM – 11:00 AM Citywide communications huddle
  - 2:00 PM – 5:00 PM Future of Work
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### Fri, Apr 21

- 10:00 AM – 10:45 AM SuccessFactors Refine Check-in (GH) + Weekly Check-in
  - 11:00 AM – 12:00 PM Coffee: LNA President
  - ▨ 1:45 PM – 2:00 PM Very quick call/check in about BNA email
  - 2:00 PM – 3:00 PM Organizational Realignment Resolution
  - 4:00 PM – 5:00 PM Commissioner Ryan / John Canzano Interview
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### ▲ Mon, Apr 24

- 9:15 AM – 10:00 AM Team Meeting
  - 11:00 AM – 11:30 AM Check-in on Volunteer Applications
  - 11:30 AM – 12:00 PM SuccessFactors Refine Check-in (PS)
  - 1:30 PM – 2:00 PM SuccessFactors Refine Check-in (KP)
  - 2:00 PM – 2:30 PM SuccessFactors Refine Check-in (CC)
  - 2:30 PM – 3:30 PM CAB Meeting
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### ▲ Tue, Apr 25

- 10:00 AM – 10:30 AM Capstone follow up
  - 10:30 AM – 11:15 AM MEET: Cmr Ryan / Cmr Gonzalez Check-In
  - 10:45 AM – 11:00 AM Citywide communications huddle
  - 11:00 AM – 12:00 PM Tuesday Chiefs
  - 12:30 PM – 1:30 PM Civic Life Leadership Team Meeting (in person)
  - 1:30 PM – 2:00 PM Lunch
  - 2:00 PM – 2:30 PM MEET: Cmr. Rubio/Ryan, biweekly (Jillian)
  - 3:00 PM – 3:30 PM SuccessFactors Refine Check-in (SW)
  - 4:00 PM – 4:30 PM MEET: Cmr. Mapps/Ryan bi-weekly
  - 5:00 PM – 6:30 PM James Beard Dinner
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### ▲ Wed, Apr 26

- 9:00 AM – 9:30 AM Council Prep (Darion)
  - ▨ 11:00 AM – 12:00 PM PEP External Listening Project Team
  - 12:30 PM – 1:00 PM CALL: Tony Hopson, SEI/Cmr Ryan (T.J.)
  - 1:30 PM – 2:30 PM Bi-weekly Summit check in with PSU / Civic Life
  - 3:00 PM – 4:30 PM Civic Life all team monthly meeting
  - ▨ 5:30 PM – 6:30 PM 2023 New Portlanders Policy Commission Meeting
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▲ **Thu, Apr 27**

- 9:00 AM – 3:00 PM T.J. Out
- 10:30 AM – 11:30 AM Thursday Chiefs
- 10:45 AM – 11:00 AM Citywide communications huddle
- ▨ 3:45 PM – 4:45 PM SPEAK: PEP Talk (T.J.)
- 4:00 PM – 6:00 PM HOLD: Welcome from Commissioner Dan Ryan (SUMMIT)

▲ **Fri, Apr 28**

- 9:30 AM – 10:00 AM T.J.M. & GH 1:1
- 10:00 AM – 10:30 AM Quick chat about text messages
- 11:00 AM – 12:00 PM City Hall Communications Check In
- 12:00 PM – 1:00 PM Crestwood Neighborhood Association

**May 2023**

▲ **Mon, May 1**

- 9:15 AM – 10:00 AM Team Meeting
- 10:30 AM – 11:00 AM Approve grants
- 1:00 PM – 2:30 PM SALT Meeting - Transition Work
- 2:30 PM – 3:30 PM CAB Meeting
- ▨ 5:00 PM – 6:00 PM SPEAK: Special Preview (Halprin Landscape Conservancy) (Jill)

▲ **Tue, May 2**

- 9:00 AM – 10:00 AM Civic Life Leadership Team Meeting (in person)
- 10:45 AM – 11:00 AM Citywide communications huddle
- 11:00 AM – 12:00 PM Tuesday Chiefs
- 2:30 PM – 3:30 PM T.J. / Kellie / Steve Touchbase: Discuss the 90 Day assessments and next steps on OEHR and OCCL
- 3:00 PM – 4:00 PM Council Prep (Jill)
- 3:30 PM – 4:00 PM Discuss Montoya Next Steps
- 5:30 PM – 6:30 PM Happy Hour: Adam Tyler/Cmr Ryan/T.J. McHugh

▲ **Wed, May 3**

- 9:00 AM – 9:30 AM Council Prep (Darion)
- 11:00 AM – 11:30 AM Permitting for OCCL Small Grants
- 11:30 AM – 12:30 PM SW Neighborhoods
- 2:00 PM – 3:30 PM Private Appointment

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▲ **Thu, May 4**

- 10:00 AM – 10:30 AM Civic Life Check-in
- 10:00 AM – 11:15 AM Formula E Leadership Briefing
- 10:30 AM – 11:30 AM Thursday Chiefs
- 10:45 AM – 11:00 AM Citywide communications huddle
- 11:00 AM – 12:30 PM Planning & Development Directors Meeting
- 1:00 PM – 1:30 PM Meet: Sam Chase, OGR Director & Commissioner Ryan
- 2:00 PM – 2:30 PM Stan Penkin
- 3:00 PM – 3:45 PM Civic Life / Portland Solutions
- 4:00 PM – 5:00 PM Civic Life HR Bus Ops weekly meeting
- 5:00 PM – 6:30 PM Private Appointment

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▲ **Fri, May 5**

- 10:30 AM – 11:00 AM T.J.M. & GH 1:1 - BAC agenda
- 11:00 AM – 11:45 AM Neighborhood Insights for Commissioner
- 12:00 PM – 1:30 PM FW: LP Impact Project: Community Warehouse
- 2:00 PM – 2:30 PM Cmr Ryan/ Lents Neighborhood Livability Association (Chariti & T.J.)

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▲ **Mon, May 8**

- 9:15 AM – 10:00 AM Team Meeting
- 11:00 AM – 11:30 AM Pay Review Request from Lishao Chen
- ▨ 12:30 PM – 1:30 PM MEET: Cmr/ Prosper/ Reimagine Oregon
- 2:30 PM – 3:00 PM BOEHR Bi-Weekly Check-In (Steve)
- 2:30 PM – 3:30 PM CAB Meeting
- 3:00 PM – 3:40 PM Urban League of Portland (T.J.)
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▲ **Tue, May 9**

- 9:00 AM – 9:45 AM T.J. McHugh meeting with PEMO / Coalitions
- 9:30 AM – 11:30 AM FY 2023-24 Mayor's Proposed Budget Work Session
- 10:45 AM – 11:00 AM Citywide communications huddle
- 11:10 AM – 12:00 PM Tuesday Chiefs (shortened to accommodate work session)
- 12:30 PM – 1:45 PM Civic Life Leadership Team Meeting (in person)
- 1:30 PM – 2:00 PM Prep for KGW
- 2:00 PM – 2:45 PM Civic Life HR Bus Ops weekly meeting
- 3:30 PM – 4:00 PM KGW: Arts Interview



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▲ **Wed, May 10**

- 9:00 AM – 9:30 AM Council Prep (Darion)
- 11:00 AM – 11:45 AM Discuss EPAP position
- ▨ 12:00 PM – 1:00 PM Dan/Darion - Council Prep
- 3:30 PM – 4:00 PM Concerns with Southeast Uplift
- 4:30 PM – 6:30 PM City Communicators After Hours
- ▨ 6:00 PM – 7:30 PM Budget Advisory Committee

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▲ **Thu, May 11**

- 8:20 AM – 9:30 AM PPB Hiring Ceremony (T.J.)
- 10:30 AM – 11:45 AM Thursday Chiefs
- 10:45 AM – 11:00 AM Citywide communications huddle
- 1:00 PM – 1:30 PM Portland Solutions
- 4:00 PM – 5:30 PM Private Appointment
- 5:30 PM – 7:30 PM GATHER: a happy hour for social good
- 6:30 PM – 8:30 PM Public Hearing: Mayor's Proposed Budget

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▲ **Fri, May 12**

- 10:30 AM – 11:00 AM T.J.M. & GH 1:1
- 11:00 AM – 12:00 PM City Hall Communications Check In
- 12:00 PM – 12:30 PM Rep. Nelson Office Touchbase
- 1:00 PM – 1:30 PM FY 23-24 Proposed Budget - Civic Life
- 2:45 PM – 4:15 PM User Rates and Fees Work Session
- 4:00 PM – 4:15 PM Check in on Montoya
- 4:15 PM – 5:00 PM VIRTUAL MEET: Rukaiyah Adams/ Commissioner Ryan (T.J.)

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▲ **Mon, May 15**

- 9:15 AM – 10:00 AM Team Meeting
- 10:30 AM – 11:00 AM Civic Life/PBEM coordination
- 12:30 PM – 1:00 PM Advisory Groups Check-In
- 2:30 PM – 3:30 PM CAB Meeting

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▲ **Tue, May 16**

- 8:00 AM – 9:00 AM Talking Points
- 9:00 AM – 12:00 PM SALT Meeting - Transition Work: Report Retreat
- 10:45 AM – 11:00 AM Citywide communications huddle



- ▨ 11:30 AM – 12:00 PM Tuesday Chiefs (shortened to accommodate Exec Session)
  - 12:30 PM – 1:45 PM Civic Life Leadership Team Meeting (in person)
  - 2:00 PM – 2:45 PM Civic Life HR Bus Ops weekly meeting
  - 3:00 PM – 3:45 PM T.J.M & Icie 1:1 (And Success Factors)
  - ▨ 3:30 PM – 4:15 PM Council Prep (Jill)
  - 3:30 PM – 6:30 PM Boat Tour of the Willamette
  - 4:00 PM – 4:30 PM Bureau Director meeting
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### ▲ Wed, May 17

- 9:00 AM – 9:30 AM Council Prep (Darion)
  - 11:00 AM – 11:30 AM Disability discussion
  - ▨ 11:00 AM – 12:00 PM Civic Life: PEP Project Team Huddle
  - 4:00 PM – 4:30 PM T.J. / Elshad Touchbase - Open Positions
  - 5:00 PM – 6:30 PM Private Appointment
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### ▲ Thu, May 18

- 10:30 AM – 11:30 AM Thursday Chiefs
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### ▲ Fri, May 19

- 10:00 AM – 10:45 AM Advisory Bodies
  - 12:15 PM – 1:00 PM T.J.M & Icie 1:1
  - 1:00 PM – 1:30 PM MEET: Lents Strong/SRV/Cmr Ryan (T.J.)
  - 3:00 PM – 3:30 PM NAs Summer Meetings Plan (On Teams)
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### ▲ Mon, May 22

- 8:45 AM – 9:15 AM Open Gate
  - 9:15 AM – 10:00 AM Team Meeting
  - 12:30 PM – 1:45 PM Private Appointment
  - 2:30 PM – 3:30 PM CAB Meeting
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### ▲ Tue, May 23

- 10:45 AM – 11:00 AM Citywide communications huddle
- 11:30 AM – 12:00 PM T.J. McHugh / Allen Field
- 11:30 AM – 12:00 PM Tuesday Chiefs (shortened to accommodate work session)
- 12:30 PM – 1:45 PM Civic Life leadership team meeting
- 2:00 PM – 2:45 PM Civic Life HR Bus Ops weekly meeting
- 3:00 PM – 3:45 PM Council Prep (Jill)
- 4:00 PM – 5:30 PM Private Appointment



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▲ **Wed, May 24**

- 9:00 AM – 9:30 AM Council Prep (Darion)
- 1:00 PM – 2:00 PM Headshots- (Walk to the Waterfront)
- 3:00 PM – 4:30 PM Civic Life all team monthly meeting
- 5:00 PM – 6:30 PM Shah / T.J.

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▲ **Thu, May 25**

- ▨ 10:30 AM – 11:15 AM TPM Briefing
- 10:30 AM – 11:30 AM Thursday Chiefs
- 1:30 PM – 2:00 PM Mental Health position check-in
- 3:00 PM – 3:30 PM Portland Solutions Briefing
- 4:00 PM – 4:30 PM T.J.M & Icie 1:1
- 6:00 PM – 7:30 PM Neighbors NW Neighborhood Meeting (T.J.)
- 6:00 PM – 7:30 PM Neighbors West-Northwest Meeting with Commissioner Ryan
- 6:00 PM – 7:30 PM NWNW COALITION NEIGHBORHOODS CONNECT WITH COMMISSIONER RYAN

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▲ **Fri, May 26**

- 11:00 AM – 11:30 AM Mary Kelly / T.J. McHugh
- 11:00 AM – 12:00 PM City Hall Communications Check In
- 1:15 PM – 2:30 PM Private Appointment
- 3:00 PM – 5:00 PM Private Appointment

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▲ **Mon, May 29**

■ All Day Memorial Day

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▲ **Tue, May 30**

- 10:00 AM – 10:30 AM Team Huddle
  - 10:45 AM – 11:00 AM Citywide communications huddle
  - 11:00 AM – 12:00 PM Tuesday Chiefs
  - 11:30 AM – 12:00 PM Tyesha / T.J. Touchbase
  - 1:00 PM – 1:45 PM Civic Life HR Bus Ops weekly meeting
  - 2:00 PM – 3:00 PM Civic Life leadership team meeting
  - 3:00 PM – 3:45 PM Council Prep (Jill)
  - 4:30 PM – 6:00 PM Private Appointment
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▲ **Wed, May 31**

- 9:00 AM – 9:30 AM Council Prep (Darion)
- 12:00 PM – 1:00 PM Team Huddle

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**June 2023**

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▲ **Thu, Jun 1**

- 10:00 AM – 10:30 AM Civic Life Check-in
- 10:30 AM – 11:30 AM Thursday Chiefs
- 10:45 AM – 11:00 AM Citywide communications huddle
- 11:00 AM – 12:30 PM Planning & Development Directors Meeting
- 1:00 PM – 1:30 PM SW Check-in
- 2:00 PM – 2:45 PM City Council Meeting
- 3:00 PM – 4:30 PM Private Appointment
- ▨ 4:45 PM – 5:00 PM Underspending approach

▲ **Fri, Jun 2**

- 10:00 AM – 11:00 AM T.J. Mchugh & Home Share Oregon
- 12:00 PM – 12:30 PM T.J.M & Icie 1:1
- 12:30 PM – 1:00 PM T.J.M. & GH 1:1
- 6:00 PM – 8:00 PM SE Uplift Annual Grantee Mixer

▲ **Mon, Jun 5**

- 9:15 AM – 10:00 AM Team Meeting
- 11:00 AM – 11:30 AM Welcoming Week working group
- 12:30 PM – 1:00 PM EPAP Follow Up
- 2:30 PM – 3:30 PM CAB Meeting
- 3:30 PM – 4:00 PM Civic Life Check In
- 6:00 PM – 8:00 PM HOLD: North Portland Chairs meeting

▲ **Tue, Jun 6**

- 10:45 AM – 11:00 AM Citywide communications huddle
- 10:45 AM – 11:30 AM KGW Prep Time
- 11:00 AM – 12:00 PM Tuesday Chiefs
- ▨ 11:30 AM – 12:00 PM Security Meeting
- 12:00 PM – 12:30 PM KGW Interview
- 12:30 PM – 1:45 PM Civic Life leadership team meeting

- 1:45 PM – 2:15 PM Civic Life HR Bus Ops weekly meeting
  - 2:30 PM – 3:00 PM JOHS Support Meeting w/ Fred Neal, et al. (T.J.)
  - 3:00 PM – 3:45 PM Council Prep (Jill)
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▲ **Wed, Jun 7**

- 9:00 AM – 9:30 AM Council Prep (Darion)
  - ▨ 11:30 AM – 1:30 PM OTCA General + Board Meeting (New Room!): In-person w/ virtual option
  - 1:30 PM – 2:30 PM Goal Setting Retreat
  - ▨ 2:30 PM – 3:15 PM Noise Ordinance Next Steps
  - 5:00 PM – 7:00 PM Columbia Sportswear Gay Pride
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▲ **Thu, Jun 8**

- 9:00 AM – 4:00 PM City Organization Retreat
  - 11:00 AM – 11:30 AM Thursday Chiefs
  - 1:00 PM – 5:00 PM OUT - Leadership Portland
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▲ **Fri, Jun 9**

- 11:00 AM – 12:00 PM City Hall Communications Check In
  - 12:00 PM – 1:00 PM Lunch with Don
  - 1:30 PM – 2:00 PM Mental Health Program check-in
  - 2:00 PM – 2:45 PM T.J.M & Icie 1:1
  - 3:30 PM – 4:00 PM T.J.M. & GH 1:1
  - 5:00 PM – 7:00 PM Coalition of Communities of Color Fundraiser
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▲ **Mon, Jun 12**

- 9:15 AM – 10:00 AM Team Meeting
  - 10:00 AM – 11:00 AM Communication Priorities for Next 3 Months
  - ▨ 1:30 PM – 2:00 PM Multnomah County D.A | Civic Life
  - 2:30 PM – 3:30 PM CAB Meeting
  - 5:00 PM – 6:30 PM Private Appointment
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▲ **Tue, Jun 13**

- 9:30 AM – 11:00 AM Council Work Session: TSCC Hearing
- ▨ 10:00 AM – 11:00 AM NWNW - Civic Life Check-in
- 10:45 AM – 11:00 AM Citywide communications huddle
- 11:00 AM – 12:00 PM Tuesday Chiefs
- 12:30 PM – 1:45 PM Civic Life leadership team meeting

- 2:00 PM – 2:45 PM Civic Life HR Bus Ops weekly meeting
- 4:00 PM – 4:30 PM Bureau Directors Meeting
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▲ **Wed, Jun 14**

- 9:00 AM – 9:30 AM Council Prep (Darion)
- ▨ 9:45 AM – 10:45 AM SE UPLIFT - CIVIC LIFE check-in
- ▨ 11:30 AM – 12:30 PM Unite Oregon - Civic Life Check-in
- 12:30 PM – 1:00 PM T.J.M & Icie 1:1
- ▨ 1:30 PM – 2:00 PM council prep
- ▨ 2:00 PM – 3:00 PM Latino Network - Civic Life Check-in
- 5:00 PM – 6:00 PM T.J. / Reed HH
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▲ **Thu, Jun 15**

- 9:15 AM – 10:00 AM District Coalition Office Discussion
- 10:00 AM – 10:30 AM T.J.M. & GH 1:1
- 10:30 AM – 11:30 AM PBA Annual Meeting: VIP Reception (T.J.)
- 10:30 AM – 11:30 AM Thursday Chiefs
- 11:30 AM – 1:30 PM PBA Annual Meeting (T.J.)
- ▨ 2:00 PM – 2:30 PM Council Prep (Jill)
- 2:30 PM – 3:00 PM OGR & Commissioner Ryan Liaison Check-In
- 5:00 PM – 6:30 PM Private Appointment

▲ **Fri, Jun 16**

- ▨ 9:00 AM – 5:00 PM Team Retreat in Corbett

▲ **Mon, Jun 19**

■ All Day City Holiday

▲ **Tue, Jun 20**

- 11:30 AM – 12:00 PM Tuesday Chiefs (shortened to accommodate exec session)
- ▨ 3:30 PM – 4:15 PM Council Prep (Jill)

▲ **Wed, Jun 21**

- 9:00 AM – 10:00 AM Civic Life leadership team meeting
- 11:00 AM – 12:00 PM Quarterly Citywide Communicators Meeting
- 1:00 PM – 2:00 PM Manager/Supervisor CPPW Update - BHR Labor Relations (option 2)

■ 3:00 PM – 3:45 PM Civic Life HR Bus Ops weekly meeting

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▲ **Thu, Jun 22**

■ 10:30 AM – 11:30 AM Thursday Chiefs  
■ 10:45 AM – 11:00 AM Citywide communications huddle  
■ 11:00 AM – 11:45 AM MEET: Cmr Ryan / Cmr Gonzalez Check-In  
■ 12:30 PM – 1:00 PM Bureau Directors meeting  
■ 1:00 PM – 5:00 PM Organizational development design charette  
■ 5:00 PM – 6:30 PM Private Appointment

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▲ **Fri, Jun 23**

▨ 10:00 AM – 10:30 AM Urban League | Civic Life check-in  
■ 11:00 AM – 12:00 PM City Hall Communications Check In  
■ 11:30 AM – 12:00 PM Mourad / T.J.  
■ 12:00 PM – 12:30 PM BOEHR Check-In (T.J.)  
■ 12:30 PM – 1:00 PM Civic Life Weekly Check-In  
■ 1:30 PM – 2:00 PM T.J.M. & GH 1:1  
■ 2:00 PM – 2:30 PM T.J.M & Icie 1:1  
■ 2:30 PM – 3:30 PM TJ/Kellie  
■ 3:30 PM – 5:00 PM Deskttime

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▲ **Mon, Jun 26**

■ 9:15 AM – 10:00 AM Team Meeting  
■ 11:00 AM – 12:30 PM Trailblazers G League  
■ 2:30 PM – 3:30 PM CAB Meeting  
■ 3:30 PM – 4:00 PM Quick Catch Up: OEHR, Civic Life, Commissioner Ryan Personnel Move  
■ 3:30 PM – 4:00 PM Shelter Sites & SSCC Weekly Updates  
■ 5:00 PM – 6:00 PM Charter Discussion  
▨ 7:00 PM – 8:30 PM Historic Kenton, NPTF

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▲ **Tue, Jun 27**

■ 9:00 AM – 9:30 AM Ergonomic Assessment- Chair Fitting  
■ 9:30 AM – 10:30 AM Cafe Umbria  
■ 10:45 AM – 11:00 AM Citywide communications huddle  
■ 11:00 AM – 12:00 PM Tuesday Chiefs  
■ 12:30 PM – 1:45 PM Civic Life leadership team meeting  
■ 2:00 PM – 2:45 PM Civic Life HR Bus Ops weekly meeting  
▨ 2:45 PM – 3:00 PM outreach and civic life and pemo

- 3:00 PM – 3:45 PM Stan Penkin / Robin Denburg
  - 4:00 PM – 4:30 PM Bureau Director meeting
  - 6:00 PM – 7:30 PM Southeast Uplift Neighborhood Meeting (T.J.)
  - ▨ 6:00 PM – 7:30 PM Neighborhood Meeting: Southeast Uplift Neighborhood Program
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▲ **Wed, Jun 28**

- ▨ 8:00 AM – 8:50 AM Stipends Policy for Advisory Body Members
  - 9:00 AM – 9:30 AM Council Prep (Darion)
  - 3:00 PM – 4:30 PM Civic Life all team monthly meeting
  - 4:30 PM – 5:00 PM T.J. / Tyesha Catch Up
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▲ **Thu, Jun 29**

- 9:00 AM – 9:30 AM SPEAK: Civic Life Gathering (T.J.)
  - 9:00 AM – 3:00 PM Civic Life Annual Goal Setting Workshop
  - 10:30 AM – 11:30 AM Thursday Chiefs
  - 10:45 AM – 11:00 AM Citywide communications huddle
  - ▨ 1:00 PM – 1:30 PM SDC - Overview
  - 2:00 PM – 5:00 PM CMR RYAN OOO
  - 2:30 PM – 3:00 PM OGR & Commissioner Ryan Liaison Check-In
  - 5:00 PM – 6:30 PM Private Appointment
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▲ **Fri, Jun 30**

- 11:30 AM – 12:15 PM T.J.M. & GH 1:1
- 12:15 PM – 1:00 PM darcelle press release
- 1:30 PM – 2:30 PM Portland Waterfront Blues Festival Pre-event
- ▨ 2:00 PM – 2:45 PM T.J.M & Icie 1:1
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