

Bureau Director: Lisa Watson

January 1st, 2023 to March 1st, 2023

Tuesday, January 3

9:00AM – 10:00AM	MEET: Lisa & Melody Brooks; Teams
10:00AM – 11:30AM	Office of Equity Staff Meeting; Zoom
1:00PM – 2:00PM	Lisa/Danielle 1:1; Brooks, Danielle; Teams
2:00PM – 2:50PM	CHECK-IN (monthly): Lisa & Michael Montoya Director, Office of Community and Civic Life; Teams
3:00PM – 3:30PM	Lisa/Lex; Teams
4:00PM – 4:30PM	Bureau Directors Meeting; Zoom

Wednesday, January 4

9:00AM – 9:50AM	CHECK-IN (monthly): Lisa and Kellie Torres Chief of Staff, Cmr. Ryan's Office; Teams
10:30AM – 11:00AM	CHECK-IN: Grace & Lisa; Teams
11:00AM – 12:00PM	MEET: Lisa & Molly Rogers; Teams
3:00PM – 3:30PM	Sue's first day check in; Cheron, Nickole; Zoom
4:00PM – 5:00PM	MEET: Dir Lisa Watson / Cmr Ryan (Kellie); Commissioner Ryan's Office

Friday, January 6

11:00AM – 2:00PM	Reconnect Future of the Workplace - Revisit FAQ and decisions needed; Teams
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Tuesday, January 17

8:00AM – 8:30AM	WALK: Cmr Ryan / Dir Watson
10:00AM – 11:30AM	Office of Equity Staff Meeting; Zoom
11:30AM – 12:00PM	Introductions: New City Auditor/New City Ombudsman; Rede, Simone; Simone's Office 1221 SW 4 th Avenue, Suite 320 Portland, OR 97204
1:00PM – 2:00PM	Budget Operations Handoff; Selby, Jeff; Teams

1:45PM – 3:00PM	MEET: Cmr Ryan / Dir Long / Dir Montoya / Dir Watson (Service Area Leadership Team); Commissioner Ryan Office
3:00PM – 3:45PM	Cathy Bless & Lisa Watson; Cathy's Office
4:00PM – 4:30PM	Bureau Director Meeting; Zoom
7:00PM – 8:30PM	Lisa / Stephan; DEADSHOT (2133 SE 11th Ave, Portland, OR 97214)

Wednesday, January 18

8:30AM – 9:30AM	Weekly Check-in; Lisa's Office
9:00AM – 9:30AM	CHECK-IN: Grace & Lisa; Teams
10:30AM – 11:00AM	Introduction: Sheryl/Lisa; Teams
11:00AM – 11:30AM	Workforce census video - Lisa Watson; Cirimo, Ethan; Zoom
11:30AM – 12:30PM	Lisa/Lex Check In; Jakusovszky, Lex; Teams
12:30PM – 1:30PM	Lisa/Danielle 1:1; Teams

Thursday, January 19

8:00AM – 8:45AM	Lisa (OEHR) and Steve (HRBP); Mahmoud, Steve; Teams
9:00AM – 9:50AM	CHECK-IN (monthly): Lisa & Yashica Island Equity Manager; Island, Yashica, Teams
10:00AM – 11:00AM	MEET: Civil Rights / ADA Complaints; Brooks, Danielle / Cheron, Nickole; Teams
1:00PM – 2:00PM	Lisa + Yolanda 1:1; Zoom
2:30PM – 2:55PM	Check-in; Mowry, Judith; Teams

Friday, January 20

12:00PM – 12:50PM	MEET (monthly): Director Lisa Watson Office of Equity & Michelle Rodriguez Cmr. Mapps Senior Staff Rep; Teams
1:30PM – 2:30PM	1:1 Check in; Claudio, Claudia; Teams
3:00PM – 3:30PM	Resolution Discussion; McHugh, TJ; Teams
4:00PM – 5:00PM	MEET: Lisa & Darion Jones Cmr. Ryan, Policy Director & Council Liaison; Teams

Monday, January 23

8:00AM – 9:00AM	Weekly Planning/Prep
9:30AM – 10:00AM	Check-in; Mowry, Judith; Teams
10:00AM – 11:00AM	MEET: Racial Equity Plan; Brooks, Danielle / Selby, Jeff / Means, Sheryl; Teams
1:00PM – 2:30PM	Budget check-in: Lisa, Douglas, + Jeff; Teams
4:00PM – 5:00PM	MEET: Lisa & Caitlin; Teams

Tuesday, January 24

8:30AM – 9:30AM	Weekly Check-in; Selby, Jeff; Lisa's Office
9:00AM – 10:00AM	Lisa / María Lisa check in; Zoom
9:30AM – 10:30AM	COFFEE MEET (monthly): Lisa and Michelle DePass; Concourse Coffee 807 NE Couch Street Portland, OR 97232
11:30AM – 12:30PM	CHECK-IN: Nickole and Lisa; Teams
1:00PM – 2:00PM	#Memo 2 alignment meeting; Imaralu, Douglas; Teams
2:00PM – 3:20PM	Equity Practitioner's Meeting; Mowry, Judith; Zoom
3:30PM – 4:30PM	MEET: Cmr Ryan / Director Lisa Watson (Kellie & T.J.); City Hall Rm. 240

Wednesday, January 25

9:00AM – 11:30AM	Check-in; Mowry, Judith; Teams
12:00PM – 1:00PM	Funding Non Merit Costs; Imaralu, Douglas; Teams
1:00PM – 2:00PM	Prepare for Meeting with Michael Jordan
3:00PM – 3:30PM	MJ & Lisa Watson to discuss the retreat; Teams
5:00PM – 6:00PM	CHECK-IN (HH): Lisa & Fire Chief Sara Boone; Mother's Bistro 121SW 3 rd Avenue Portland, OR 97204

Thursday, January 26

8:00AM – 8:45AM	Lisa (OEHR) and Steve (HRBP); Mahmoud, Steve; Teams
9:30AM – 10:00AM	CHECK-IN: Grace & Lisa; Teams
10:00AM – 10:50AM	Fair Contracting Forum +; Zoom

11:00AM – 12:00PM

Lisa & TE 1:1; Teams

12:00PM – 6:00PM

Directors Retreat Day 1; The Portland Bldg., Rm 100

Friday, January 27

8:00AM – 5:00PM

Directors Retreat Day 2; The Portland Bldg., Rm 108

Monday, January 30

8:30AM – 9:00AM

IN-PERSON; MEET: Cmr. Rubio / Cmr. Ryan Liaisons Briefing;
City Hall, Rm 240

9:30AM – 10:20AM

Mike J & Lisa Watson check-in; Teams

2:30PM – 3:00PM

MEET: Cmr Ryan / Director Watson (Kellie & T.J.); City Hall,
Rm 240

4:00PM – 4:30PM

MEET: Cmr Ryan / SmartCity PDX (Darion); Commissioner
Ryan's Office

Tuesday, January 31

8:30AM – 9:30AM

Weekly Check-in; Selby, Jeff; Lisa's Office

10:00AM – 11:30AM

Office of Equity Staff Meeting; Zoom

11:45AM – 12:30PM

MEET (monthly): Lisa & Mike Myers *Reschedule from 1/25*;
Teams

2:00PM – 3:00PM

MEET: Directors' Cabinet; Hybrid: Mayor's Conference
Room & Teams

Wednesday, February 1

1:30PM – 4:00PM

Surveillance policy at City Council

Thursday, February 2

9:00AM – 9:30AM

CHECK-IN: Grace & Lisa; Teams

2:00PM – 5:00PM

Council Resolution

5:30PM – 6:30PM

MEET: Cmr. Rubio/Dir. Lisa Watson, Office of Equity &
Human Rights (OEHR), 1:1 happy hour

Friday, February 3

7:30AM – 8:15AM

Mike J & Lisa W check-in; Teams

9:00AM – 11:00AM	Workplace of the Future - Planning Committee Work Sessions; Zito, Ronald; Teams
11:00AM – 11:50AM	CHECK-IN (monthly): Lisa & Cathy Bless Director, Bureau of Human Resources; Teams
2:00PM – 3:00PM	CHECK-IN: Lisa & Yolanda; Zoom
3:00PM – 5:00PM	Wrap Up this week/Plan for next week

Monday, February 6

8:00AM – 9:00AM	Weekly Check-in; Selby, Jeff; Lisa's Office
9:00AM – 10:00AM	Biz Ops, Performance, & Budget Meeting; Imaralu, Douglas; Teams
11:00AM – 12:30PM	Great Circle Recover Ribbon Cutting; 3580 SE 82 nd Avenue Portland, OR
1:00PM – 1:30PM	MEET: Cmr Ryan / Dir Watson Check-In (Kellie & T.J.); City Hall, Rm 240
2:00PM – 3:00PM	IN-PERSON; MEET: Lisa & Nils; City Hall, Suite 410
3:00PM – 3:50PM	Mike J & Lisa Watson check-in; Teams

Tuesday, February 7

8:30AM – 9:30AM	IN-PERSON MEET: Council Resolution-based Assessment; Portland Building 1120 SW 5 th Avenue Portland, OR 97204 Rm 1221
10:00AM – 11:00AM	Kick-off Meeting RFP; Sakamoto, Tristan; Zoom
11:00AM – 11:50AM	Mtg w/ Director Watson; Montoya, Michael; Teams
1:30PM – 2:00PM	CHECK-IN: Nickole and Lisa; Teams
2:00PM – 3:00PM	MEET: Directors' Cabinet; Hybrid: Mayor's Conference Room & Teams
3:00PM – 3:50PM	CHECK-IN (monthly): Lisa & Michael Montoya Director, Office of Community and Civic Life; Teams
4:30PM – 5:15PM	Cathy Bless Phone Call

Wednesday, February 8

9:00AM – 9:50AM	Check in on Campus work; Mowry, Judith; Teams
10:00AM – 11:00AM	Equity/Title VI Planning follow-up; Brooks, Danielle; Teams

11:00AM – 11:45AM	Title VI/Title II Investigator Chat; Imaralu, Douglas; Teams
1:00PM – 2:00PM	(Confirmed) OEHR Disability Data Report and Rubric; Pietka, Antoinette; Teams
2:00PM – 2:50PM	Mike J./ Lisa W Check-in; Portland Building, Rm 926

Thursday, February 9

8:00AM – 8:45AM	Lisa (OEHR) and Steve (HRBP); Mahmoud, Steve; Teams
9:30AM – 10:00AM	CHECK-IN: Grace & Lisa; Teams
10:00AM – 11:15AM	Lisa Watson and Cathy Bless; Walk
11:30AM – 1:00PM	Bureau Directors Meeting; Zoom
2:00PM – 3:00PM	OEHR/OCCL Work Session; McHugh, TJ; Lisa's Office

Friday, February 10

8:00AM – 9:00AM	RFP 00002039 Evaluation Committee Kick-Off; Sakamoto, Tristan; Zoom
9:00AM – 11:00AM	Workplace of the Future - Planning Committee Work Sessions; Zito, Ronald; Teams
12:00PM – 1:00PM	Mari Watanabe Lunch; Broadway Grill
1:00PM – 2:00PM	Weekly Check-in; Imaralu, Douglas; Teams
2:00PM – 2:45PM	Lisa Watson & John McNaught CAP CEO Thoughts; Zoom
3:00PM – 3:45PM	MEET: Lisa & Daimler Trucking; Zoom
3:00PM – 5:00PM	Wrap Up this week/Plan for next week
4:30PM – 5:00PM	Meet w/ Kimberly Branam

Monday, February 13

8:00AM – 9:00AM	Biz Ops, Performance, & Budget Meeting; Imaralu, Douglas; Teams
10:00AM – 11:00AM	MEET (time is PST): Lisa & Benjamin (Indiana Chief Diversity and Equity Officer); Teams
11:00AM – 11:50AM	Check in; Mowry, Judith; Teams
12:30PM – 1:00PM	FY2023-24 Budget Work Session Kick-off meeting; Hybrid: Teams or Portland Building, Rm. 1001

3:30PM – 4:30PM

MEET: Cmr Ryan / Dir Watson Check-In (Kellie & T.J.); City Hall, Rm 240

Tuesday, February 14

8:00AM – 9:00AM

MEET: Office of Equity & Civic Life; Teams

9:00AM – 10:00AM

Weekly Check-in; Selby, Jeff; Lisa's Office

10:00AM – 11:30AM

Office of Equity Staff Meeting; Zoom

12:00PM – 1:00PM

DEEP Executive Committee Meeting; Caselton, Debbie; Teams

1:00PM – 2:00PM

MEET: Lisa & Jeff RE: Digital Access Policy; Teams

3:00PM – 3:30PM

CHECK-IN: Lisa & Yolanda; Zoom

4:00PM – 4:30PM

Bureau Directors Meeting; Zoom

Wednesday, February 15

7:30AM – 8:30AM

Prepare for Director Montoya Meeting

8:30AM – 9:15AM

Mtg w/ Director Watson; Teams

10:00AM – 10:50AM

IN-PERSON; CHECK-IN (biweekly): Lisa and Kellie Torres | Chief of Staff, Cmr. Ryan's Office

12:30PM – 1:30PM

Lisa/Danielle 1:1; Teams

1:30PM – 4:00PM

RFP Review

Thursday, February 16

8:00AM – 8:45AM

Lisa (OEHR) and Steve (HRBP); Mahmoud, Steve; Teams

9:00AM – 12:00PM

Administering the Discipline Process; Zoom

12:00PM – 1:00PM

Service Area Leadership Team (SALT) Meeting (Budget Session Prep); City Hall, Rose Room

1:00PM – 2:00PM

RFP Review

2:00PM – 3:00PM

Employee Town Hall on City Transition; Zoom

3:00PM – 5:00PM

Prepare Daimler Presentation

Friday, February 17

7:30AM – 8:30AM

RFP Review

8:30AM – 9:00AM	CHECK-IN: Grace & Lisa; Teams
9:00AM – 11:00AM	Workplace of the Future - Planning Committee Work Sessions; Zito, Ronald; Teams
11:00AM – 11:50AM	MEET (monthly): Director Lisa Watson Office of Equity & Michelle Rodriguez Cmr. Mapps Senior Staff Rep; Teams
1:00PM – 2:00PM	Reconnect Future of the Workplace - Communications and Next Steps; Teams
2:00PM – 3:00PM	Lisa + Douglas Weekly Check-in; Teams
3:00PM – 3:45PM	MEET: Admin Items; Lisa / Jeff / Grace / Claudia; Teams
3:00PM – 5:00PM	Wrap Up this week/Plan for next week

Tuesday, February 21

8:30AM – 9:30AM	Weekly Check-in; Selby, Jeff; Lisa's Office
9:30AM – 10:00AM	CHECK-IN: Grace & Lisa; Teams
10:00AM – 10:30AM	CHECK-IN: Nickole and Lisa; Teams
11:30AM – 1:00PM	LUNCH MEET: Lisa & Shane (OBT); Mother's Bistro 121 SW 3 rd Avenue Portland, OR 97204
1:30PM – 2:00PM	MEET: Cmr Ryan / Dir Watson (Kellie & T.J.); City Hall, Rm 240
2:00PM – 3:00PM	MEET: Directors' Cabinet; Mayor's Conference Room & Teams
4:00PM – 4:30PM	Equity Procurement Tasks; Erickson, Somer; Teams

Wednesday, February 22

9:15AM – 1:00PM	BES Director Interview Panel; Zoom
1:00PM – 5:00PM	Remaining RFP Reviews

Thursday, February 23

7:30AM – 11:30AM	RFP Review
11:30AM – 1:00PM	Bureau Directors Meeting; Zoom
1:30PM – 2:00PM	Title II Disability Date & Survey Budget / Procurement; Teams
2:00PM – 3:00PM	Lisa & TE 1:1; Teams

3:00PM – 4:00PM MEET (monthly): Lisa & Mike Myers; Teams

4:00PM – 4:45PM Lisa+Douglas Weekly Check-in; Teams

Friday, February 24

9:00AM – 11:00AM Workplace of the Future - Planning Committee Work Sessions; Zito, Ronald; Teams

11:30AM – 1:00PM MEET: Lisa and Maria Lisa RE: Strategy Session; Teams

1:00PM – 2:30PM Scoring Meeting of Community Engagement RFP; Oppenheim, Shoshanah; Zoom

3:00PM – 4:00PM Civic Life & Equity/HR; Montoya, Michael; Teams

4:00PM – 5:00PM Wrap Up this week/Plan for next week

Tuesday, February 28

8:30AM – 9:30AM Weekly Check-in; Selby, Jeff; Lisa's Office

10:00AM – 11:30AM Office of Equity Staff Meeting: COMMISSIONER BRIEFING BOOK DISCUSSION; Zoom

12:30PM – 1:30PM Lisa/Danielle 1:1; Teams

1:30PM – 2:00PM Monthly Check-in: Lisa & Asena; Teams

Wednesday, March 1

8:00AM – 9:00AM Civic Life & Equity/HR; Montoya, Michael; Teams

10:00AM – 10:50AM VIRTUAL; CHECK-IN (biweekly): Lisa and Kellie Torres | Chief of Staff, Cmr. Ryan's Office

1:00PM – 4:00PM LEAD - Emotional Intelligence
