

# Bureau Director: Lisa Watson

## October 1<sup>st</sup>, 2022 to December 31<sup>st</sup>, 2022

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### Monday, October 3

8:00AM – 9:00AM	Weekly Planning/Prep
9:00AM – 10:00AM	Weekly Check-in; Selby, Jeff; Lisa's Office or Teams
1:30PM – 2:30PM	OFFICE: Interview questions, writing guide work
4:00PM – 5:00PM	Lisa + Yolanda 1:1; Sanchez, Yolanda; Zoom

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### Tuesday, October 4

9:00AM – 9:30AM	OEHR/HR Check-Ins; Lane, Anita; Hybrid: Teams or in-person
12:00PM – 1:00PM	MEET: Office of Equity Director and Deputy Director w/ BMA Executive Committee; Zoom
1:30PM – 2:00PM	CHECK-IN: Nickole and Lisa; Teams
2:00PM – 2:50PM	CHECK-IN (monthly): Lisa & Michael Montoya   Director, Office of Community and Civic Life; Teams
3:00PM – 3:45PM	MEET: Tatiana & Lisa; Teams
4:00PM – 4:30PM	Directors 2x Weekly Check-in; Jordan, Michael; Zoom

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### Wednesday, October 5

9:00AM – 9:50AM	CHECK-IN (monthly): Lisa and Kellie Torres   Chief of Staff, Cmr. Ryan's Office; Teams
10:00AM – 12:00PM	BES Management Team Meetings; Uchiyama, Dawn; Zoom
11:30AM – 12:30PM	Lisa/Lex Check In; Jakusovszky, Lex; Team
2:00PM – 2:50PM	CHECK-IN (biweekly): Lisa & Cathy Bless   Director, Bureau of Human Resources; Teams
3:30PM – 4:15PM	Bias Awareness for Interview Panels Training; Zoom

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### Thursday, October 6

9:00AM – 9:50AM	CHECK-IN (monthly): Lisa & Jessica Kinard   Director, City Budget Office; Teams
11:30AM – 1:00PM	Bureau Directors Monthly Meeting; Jordan, Michael; Zoom

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**Friday, October 7**

9:35AM – 10:25AM

MEET / GREET: Director Lisa Watson | Office of Equity &amp; Angela Henderson | Equity Manager; Teams

10:00AM – 10:30AM

CHECK-IN: Grace &amp; Lisa; Teams

12:00PM – 1:30PM

Dawn and Lisa Lunch Meeting; Dar Salam | 320 SW Alder Street | Portland, OR

3:00PM – 5:00PM

Wrap Up this week/Plan for next week

**Monday, October 10**

8:00AM – 9:00AM

Weekly Planning/Prep

9:00AM – 10:00AM

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

12:15PM – 1:00PM

Indigenous Art at Mayor's Office; Mayor Wheeler's Office | City Hall | 1221 SW 4<sup>th</sup> Avenue, Room 340

1:00PM – 2:30PM

Prep for Oregon Voices Wednesday

5:00PM – 6:00PM

Review CBO Report

**Tuesday, October 11**

ALL DAY

Northwest Public Employees Diversity Conference | Oregon Convention Center Hotel | 120 NE Holladay Street | Portland, OR

**Wednesday, October 12**

9:00AM – 12:30PM

Administering the Discipline Process; Web-based Classroom

1:00PM – 3:00PM

Oregon Voices - I am speaking\*

2:00PM – 2:50PM

Mike J./ Lisa Check-in; Jordan, Michael; Teams

4:00PM – 6:30PM

Office of Equity Team Gathering; The Fields Park | 1099 NW Overton Street | Portland, OR 97209

**Thursday, October 13**

9:00AM – 10:00AM

Lisa/Danielle 1:1; Brooks, Danielle; Teams

10:30AM – 12:00PM

P&amp;D Directors Monthly Meeting; Nameny, Phil; Teams\*

2:30PM – 3:30PM

Discuss LPD Pathway 3; Siples, Barbara; Teams\*

4:00PM – 4:30PM

Directors 2x Weekly Check-in; Jordan, Michael; Zoom\*

5:30PM – 8:45PM

October 13, 2022, Oregon Native American Chamber (ONAC)The Annual Gathering 2022- City of Portland "We Are Better Together"- Welcome Guests; Owusu Bempah, Ana; The Redd on Salmon | 831 SW Salmon Street | Portland, OR 97214

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**Friday, October 14**

9:00AM – 10:00AM

Office of Equity Staff Meeting; Zoom

10:00AM – 10:30AM

MEET: Discuss Legislative Priorities Process; Selby, Jeff; Teams

11:30AM – 1:00PM

LUNCH MEET: Lisa & Tiffani Penson \*Reservation under Lisa\*; Mother's Bistro | 121 SW 3<sup>rd</sup> Avenue | Portland, OR 97204\*

1:30PM – 2:00PM

MEET: Cmr. Rubio/Lisa Watson, Office of Equity & Human Rights (OEHR)/Dani Ledezma, Portland Public Schools (PPS); Rubio, Carmen; Zoom

2:00PM – 2:45PM

MEET: Tatiana & Lisa; Teams

2:45PM – 3:00PM

Meeting w/ Cathy Bless

3:00PM – 5:00PM

Wrap Up this week/Plan for next week

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**Monday, October 17**

8:00AM – 9:00AM

Weekly Planning/Prep

8:00AM – 8:30AM

Claudia's Success Factors Work

9:00AM – 9:30AM

Introduction to Somer; Erickson, Somer; Teams

10:00AM – 11:00AM

MEET INTRO: Lisa and Anna Hughes (12PM CST); Teams

11:00AM – 1:00PM

Glossary

12:00PM – 12:30PM

Check-in: Lisa and Jeff; Selby, Jeff; Teams

1:00PM – 1:30PM

Stone Hudson and Maria Givens; Zoom

2:00PM – 3:30PM

DAM CSG - Q4 Bureau Director's Meeting

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**Tuesday, October 18**

9:00AM – 9:30AM

OEHR/HR Check-Ins; Lane, Anita; Hybrid: Teams or in-person

9:30AM – 11:30AM

HOLD: Council Session on Future of Work

12:00PM – 1:00PM

Lunch and Learn: CCoP

2:00PM – 3:00PM Digital Accessibility Team - Access in action examples from BDS and BPS; Teams

3:00PM – 3:50PM CHECK-IN (biweekly): Lisa & Cathy Bless | Director, Bureau of Human Resources; Bless, Cathy; Teams

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**Wednesday, October 19**

9:00AM – 12:00PM Part 1: CAMG Infrastructure Workshop; Sauter, Maty; TPB, First Floor Conference Room 108

12:30PM – 1:30PM Meeting w/ Maty Sauer

1:30PM – 2:00PM CHECK-IN: Nickole and Lisa; Teams

2:30PM – 3:30PM FY 2023-24 Budget Support Session- Position Verification and PCF Information; Owen, Christina; PB XL 34 ppl AV & Video Camera - Rm 1500

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**Thursday, October 20**

8:00AM – 10:00AM Prep for Interviews this week and next

10:00AM – 10:45AM Hold for Admin II Interview; Selby, Jeff; Teams

1:00PM – 4:00PM LEAD - Value(s)-Centric Leadership Training; Zoom

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**Friday, October 21**

8:00AM – 10:00AM SuccessFactors

10:00AM – 11:00AM Lisa/Lex Check In; Jakusovszky, Lex; Teams

1:30PM – 2:15PM MEET INTRO: Lisa and Mariya; Teams

3:00PM – 5:00PM Wrap Up this week/Plan for next week

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**Monday, October 24**

11:00AM – 11:45AM MEET INTRO: Director Lisa Watson and Pastor Matt RE: Fair Contracting; Teams

12:00PM – 1:00PM MEET (monthly): Director Lisa Watson | Office of Equity & Michelle Rodriguez | Cmr. Mapps Senior Staff Rep

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**Tuesday, October 25**

9:00AM – 9:30AM OEHR/HR Check-Ins; Lane, Anita; Hybrid: Teams or in-person

9:30AM – 10:00AM Civic life data; Cheron, Nickole; Teams

10:00AM – 11:30AM	Office of Equity Staff Meeting; Zoom
12:00PM – 1:00PM	Yashica / Lisa; Island, Yashica; Teams
1:30PM – 2:00PM	Monthly Check-in: Lisa & Asena; Lawrence, Asena; Teams
4:00PM – 4:30PM	Directors 2x Weekly Check-in; Jordan, Michael; Zoom

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**Wednesday, October 26**

7:00AM – 9:00AM	SuccessFactors
9:00AM – 9:50AM	Lisa + Wendy 1:1; Serrano, Wendy; Teams
10:00AM – 12:00PM	Hold: Equity Strategies Analyst Round 2 Interviews; Brooks, Danielle; TBD
2:10PM – 3:00PM	Lisa/Danielle 1:1; Brooks, Danielle; Teams
3:00PM – 3:30PM	CBO: Equity Check-in; Saites, Owen; Teams
3:30PM – 5:00PM	Claudia

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**Thursday, October 27**

10:00AM – 10:50AM	Fair Contracting Forum + Forecasting meetings; Zoom
11:30AM – 12:00PM	Check In; John, Laura
12:00PM – 1:00PM	Laura John, Continued
2:00PM – 3:00PM	Lisa + Yolanda 1:1; Sanchez, Yolanda; Zoom
2:00PM – 3:00PM	Lisa & TE 1:1; Elejalde, Tatiana; Teams
3:00PM – 3:50PM	Judith/Lisa; Mowry, Judith; Teams
4:00PM – 5:00PM	Indigenous PDX Monthly Meeting; Mishan, Miranda; Zoom

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**Friday, October 28**

8:30AM – 9:00AM	Meeting: OEHR & OGR re: Federal Agenda; Tillstrom, Nils; Teams
9:00AM – 10:30AM	GARE Working Group: Chief Equity Officers; Zoom
10:30AM – 12:00PM	Equity Strategies Analyst Round 2 Interviews Day 2; Brooks, Danielle; Zoom
3:00PM – 5:00PM	Wrap Up this week/Plan for next week

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**Monday, October 31**

8:00AM – 9:00AM

Weekly Planning/Prep

10:00AM – 10:30AM

Meet and Greet meeting; Mahmoud, Steve Johnson; Teams

**Tuesday, November 1**

8:00AM – 9:00AM

Lisa and Jeff Check-in; Selby, Jeff; Teams

9:00AM – 10:00AM

Lisa and Yashica; Island, Yashica; Teams

1:30PM – 2:00PM

CHECK-IN: Nickole and Lisa; Teams

2:00PM – 2:50PM

CHECK-IN (monthly): Lisa &amp; Michael Montoya | Director, Office of Community and Civic Life; Teams

3:00PM – 3:50PM

CHECK-IN (biweekly): Lisa &amp; Cathy Bless | Director, Bureau of Human Resources; Teams

**Wednesday, November 2**

9:00AM – 9:50AM

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

10:00AM – 10:50AM

CHECK-IN (monthly): Lisa &amp; Jessica Kinard | Director, City Budget Office; Teams

12:00PM – 1:00PM

Equity Strategies Analyst Round 2 Interviews Day 3; Brooks, Danielle; Zoom

1:15PM – 2:15PM

Lisa/Lex Check In; Jakusovszky, Lex; Teams

2:15PM – 5:00PM

SuccessFactors

**Thursday, November 3**

8:30AM – 9:00AM

Presentation for this morning

9:00AM – 12:00PM

Part 2: CAMG Infrastructure Workshop; Sauter, Maty; TPB – 1<sup>st</sup> Floor Conference Room (Room 108)

12:00PM – 12:30PM

Lisa/Danielle Check-in; Brooks, Danielle; Teams

12:30PM – 1:30PM

Danielle, Continued

2:00PM – 9:00PM

City Council

**Friday, November 4**

8:00Am – 5:00PM

SuccessFactors Work

3:00PM – 3:30PM Success Factors w/ Tatiana; Teams

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**Monday, November 7**

10:00AM – 11:00AM Stakeholder Workgroup Discussion; Michels, Joel; Teams

11:00AM – 12:00PM Transition press conference dry run; Oppenheimer, Laura; Teams

3:00PM – 3:30PM Cascade Aids Project/ Director Watson/ Lex Jakusovszky; Jakusovszky, Lex; Teams

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**Tuesday, November 8**

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

9:00AM – 9:45AM Coffee: Nils & Lisa; Tillstrom, Nils\*\*\*\*

10:00AM – 11:30AM Office of Equity Staff Meeting; Zoom

2:30PM – 2:55PM Check-in w/ Judith Mowry; Teams

3:30PM – 4:30PM Lisa/Lex Success Factors; Jakusovszky, Lex; Teams

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**Wednesday, November 9**

11:45AM – 1:00PM Potential press conference; Oppenheimer, Laura; Lizzie K. Weeks Room (Portland Building)

3:30PM – 4:00PM Mike J./ Lisa W Check-in; Jordan, Michael; Mike's office, room 926, Portland Building

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**Thursday, November 10**

8:00AM – 8:45AM Lisa (OEHR) and Steve (HRBP); Mahmoud, Steve Johnson; Teams

10:05AM – 10:30AM Hiring process reference check in; Claudio, Claudia; Teams

10:30AM – 11:30AM P&D Directors Monthly Meeting; Nameny, Phil; Teams

11:30AM – 1:00PM Bureau Directors meeting; Jordan, Michael; TPB Room 100

1:00PM – 2:00PM Lisa + Yolanda 1:1; Sanchez, Yolanda; Zoom

2:00PM – 5:00PM Work Session: FY23 Budget Allocations and FY24 Financial Outlook; Ford, Jane Marie; Zoom

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**Monday, November 14**

8:00AM – 9:00AM Weekly Planning/Prep

10:00AM – 11:00AM COFFEE MEET: Lisa and Stacey Heath; 40 LBS Coffee Bar | 824 SW 2<sup>nd</sup> Avenue | Portland, OR 97204

2:00PM – 2:30PM Lisa/Lex Quick Check In; Jakusovzsky, Lex; Teams

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**Tuesday, November 15**

8:30AM – 9:30AM Weekly Check-in; Selby, Jeff; Teams

10:00AM – 11:00AM BHR + OEHR Check In; Bless, Cathy; Teams

11:00AM – 11:30AM CHECK-IN: Grace & Lisa; Labrador-Hallett, Grace; Teams

12:30PM – 1:00PM Reference Check Sheryl Means- Charles Becknell; Claudio, Claudia; Phone Call

1:00PM – 1:30PM Reference Check for Sherly Means -Brigitte Blom; Claudio, Claudia; Phone Call

1:30PM – 2:00PM CHECK-IN: Nickole and Lisa; Cheron, Nickole; Teams

3:00PM – 3:50PM CHECK-IN (biweekly): Lisa & Cathy Bless | Director, Bureau of Human Resources; Bless, Cathy; Teams

4:00PM – 4:30PM Bureau Directors Meeting; Jordan, Michael; Zoom

4:30PM – 5:00PM Reference Check for Sheryl Means - Holly Benner; Claudio, Claudia; Teams

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**Wednesday, November 16**

ALL DAY AZ Conference – Facing Race: A National Conference

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**Thursday, November 17**

ALL DAY AZ Conference – Facing Race: A National Conference

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**Friday, November 18**

ALL DAY AZ Conference – Facing Race: A National Conference

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**Tuesday, November 22**

8:00AM – 8:45AM Lisa (OEHR) and Steve (HRBP); Mahmoud, Steve Johnson; Teams

11:00AM – 11:30AM MEET: Lisa and Nils Tillstrom RE: Prep Work for 11/29 Work Session; Teams

11:30AM – 1:00PM Hold final interview ADA policy analyst; Cheron, Nickole; Teams



1:30PM – 2:00PM	Monthly Check-in: Lisa & Asena; Lawrence, Asena; Teams
2:30PM – 3:00PM	Meeting w/ Claudia; Zoom
3:30PM – 4:00PM	Success Factors: Jeff; Teams

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**Wednesday, November 23**

9:00AM – 10:00AM	CHECK-IN + SuccessFactors: Grace & Lisa; Teams
10:30AM – 11:00AM	SuccessFactors: Claudia and Lisa; Teams
2:10PM – 3:00PM	Lisa/Danielle 1:1; Teams

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**Monday, November 28**

8:00AM – 9:00AM	Weekly Planning/Prep
8:30AM – 9:00AM	Office Time
9:30AM – 10:00AM	SuccessFactors: Nickole and Lisa; Teams
10:10AM – 11:00AM	Judith/Lisa; Teams
11:00AM – 11:25AM	Office of Equity and OCT check-in; Selby, Jeff; Teams
5:15PM – 6:15PM	Informal Dinner Get-to-Gather; Adams, Sam; SouthPark Seafood   901 SW Salmon Street   Portland, OR 97205

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**Tuesday, November 29**

8:30AM – 9:30AM	Weekly Check-in; Selby, Jeff; Lisa's Office
9:30AM – 11:30AM	Legislative Council Session
11:00AM – 12:00PM	Financial Analyst Interview 1 of 2; Teams
1:00PM – 2:00PM	MEET: Cmr. Rubio/Dir. Lisa Watson, Office of Equity & Human Rights (OEHR) (Jillian); Cmr. Rubio's Office
2:15PM – 2:45PM	CHECK-IN: Nickole and Lisa; Cheron, Nickole; Teams
4:00PM – 4:30PM	Bureau Directors meeting; Jordan, Michael; Zoom

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**Wednesday, November 30**

9:00AM – 9:30AM	CHECK-IN: Grace & Lisa; Teams
10:00AM – 11:00AM	Lisa Watson and Elona J Wilson
11:30AM – 12:30PM	Lisa/Lex Check In; Jakusovzsky, Lex; Teams

1:00PM – 1:50PM MEET (monthly): Director Lisa Watson | Office of Equity & Michelle Rodriguez | Cmr. Mapps Senior Staff Rep; Teams

4:00PM – 5:00PM Lisa + Yolanda 1:1; Zoom

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**Thursday, December 1**

8:00AM – 8:45AM Lisa (OEHR) and Steve (HRBP); Mahmoud, Steve Johnson; Teams

9:00AM – 9:50AM CHECK-IN (monthly): Lisa & Jessica Kinard | Director, City Budget Office; Teams

10:00AM – 10:45AM MEET: Lisa and Keith Lampton; Teams

11:00AM – 12:00PM Surveillance Tech Policy; Oliveira, Donnie; Teams

12:00PM – 1:30PM We are the Land at OMSI

1:30PM – 2:30PM MEET (quarterly): Lisa & Mike Frome | Deputy Chief, Chief's Office

3:00PM – 3:45PM MEET: Lisa and Sue Mindler RE: ADA Candidate; Zoom

4:00PM – 5:00PM Lisa Watson and Housing Collaborative; Zoom

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**Friday, December 2**

8:30AM – 9:30AM Joshua Todd, Camp Fire

9:30AM – 10:30AM COFFEE MEET (biweekly): Lisa and Michelle DePass

11:30AM – 12:20PM CHECK-IN (monthly): Lisa & Cathy Bless | Director, Bureau of Human Resources; Teams

2:00PM – 2:30PM Success Factors Objectives

3:00PM – 5:00PM Wrap Up this week/Plan for next week

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**Monday, December 5**

8:00AM – 9:00AM Weekly Planning/Prep

10:00AM – 11:00AM COFFEE MEET: Lisa and Marifer; Café Umbria | 710 SW Madison Street | Portland, OR 97205

11:30AM – 1:00PM Orgon Recovers Luncheon; Double Tree Lloyd Center

2:00PM – 3:00PM Financial Analyst Interview 2 of 2; Teams

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**Tuesday, December 6**

8:30AM – 9:30AM	Weekly Check-in; Selby, Jeff; Lisa's Office
10:00AM – 11:30AM	Office of Equity Staff Meeting; Zoom
11:30AM – 12:00PM	Success Factors Performance; Sanchez, Yolanda; Teams
1:30PM – 2:30PM	Lisa/Lex Rescheduled 1-1; Jakusovzsky, Lex; Teams
3:00PM – 4:00PM	Lisa/Danielle 1:1; Brooks, Danielle; Teams
4:00PM – 4:30PM	Bureau Directors Meeting; Zoom

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**Wednesday, December 7**

11:00AM – 11:30AM	Claudia/ Lisa 1:1; Claudio, Claudia; Teams
12:00PM – 12:50PM	CHECK-IN (monthly): Lisa and Kellie Torres   Chief of Staff, Cmr. Ryan's Office; Teams
2:00PM – 3:00PM	CHECK-IN (monthly): Lisa & Michael Montoya   Director, Office of Community and Civic Life; Teams
3:00PM – 4:30PM	Equity Manager Mtg with Lisa Watson; Duong, Thuan; Teams

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**Thursday, December 8**

8:00AM – 8:45AM	Lisa (OEHR) and Steve (HRBP); Mahmoud, Steve Johnson; Teams
9:30AM – 10:00AM	CHECK-IN: Grace & Lisa; Teams
12:00PM – 1:00PM	Lunch and Learn: Meet the Nelnet Accessibility Team (Vendor for web accessibility review); Teams
1:00PM – 2:00PM	Lisa + Yolanda 1:1; Sanchez, Yolanda; Zoom
3:00PM – 3:50PM	Judith/Lisa; Mowry, Judith; Teams
4:00PM – 5:00PM	Walle Brown; Honey Latte Café   1033 SE Main Street, Suite 7   Portland, OR

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**Friday, December 9**

9:00AM – 12:00PM	BOEC Sit Along; 3732 SE 99 <sup>th</sup> Avenue   Portland, OR 97207
12:00PM – 1:00PM	Equity/Post-SAL chat; Tjaden, Ashley; BOEC
1:00PM – 2:00PM	Reconnect Future of the Workplace - Communications and Next Steps; Zito, Ronald; Teams

3:00PM – 5:00PM

Wrap Up this week/Plan for next week

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**Monday, December 12**

8:00AM – 9:00AM

Weekly Planning/Prep

9:00AM – 11:00AM

Prepare for Commissioner Elect Gonzales Briefing

1:30PM – 2:30PM

BHR + OEHR Check In; Teams

4:00PM – 5:00PM

CityStrong Overview; Teams

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**Tuesday, December 13**

7:00AM – 8:30AM

Edits to Commissioners Briefing Doc

8:30AM – 9:30AM

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

10:00AM – 11:30AM

CONFIRMED: City Club

11:30AM – 1:00PM

Office: Prep for meetings

1:00PM – 1:30PM

MEET: Strategies Analyst Extension Request Timeline & Next Steps

3:00PM – 4:30PM

New Commissioner Briefing: Charter Transition; Oppenheimer, Laura; PB LG 16 ppl AV & Video Camera - Rm 219

5:00PM – 6:30PM

Lisa W + Stephan H; Deadshot | 2133 SE 11<sup>th</sup> Avenue | Portland, OR 97214

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**Wednesday, December 14**

9:30AM – 10:00AM

CHECK-IN: Nickole and Lisa; Teams

10:00AM – 11:30AM

BTS Customer Stakeholder Group Meeting -December 2022; Midland, Patti; Teams

11:30AM – 12:30PM

Lisa/Lex Check In; Jakusovzsky, Lex; Teams

2:00PM – 2:50PM

Mike J./ Lisa W Check-in; Mike's office, room 926, Portland Building

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**Thursday, December 15**

8:00AM – 8:45AM

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

10:00AM – 10:50AM

Fair Contracting Forum + Forecasting meetings; Zoom

11:00AM – 11:30AM

Disability data debrief; Scrivner, Brie; Teams

11:30AM – 1:30PM	In Person - Bureau Director Meetings; Portland Building, RM 201
2:00PM – 3:30PM	City Council: Arts Presentation
3:30PM – 4:00PM	Meeting w Tatiana; Teams
4:00PM – 4:30PM	Follow up: Equity Director and Data and Equity Strategies Team (DEST); Brooks, Danielle; Teams

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**Friday, December 16**

9:00AM - 12:50PM	ADD: Workplace of the Future (WTF) Brainstorm Session; In-Person; 9 <sup>th</sup> Floor Portland Building
1:00PM – 2:30PM	LUNCH MEET: Lisa & Reiana DaRosa; Mother's Bistro   121 SW 3 <sup>rd</sup> Avenue   Portland, OR 97204
3:00PM – 4:00PM	Judith Mowry: Check In; Teams

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**Monday, December 19**

8:00AM – 9:00AM	Weekly Planning/Prep
12:00PM – 2:30PM	Onboarding Check in; Claudio, Claudia; Portland Building

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**Tuesday, December 20**

8:30AM – 9:30AM	Weekly Check-in; Selby, Jeff; Lisa's Office
10:00AM – 11:00AM	Bureau Emergency Coordination Call (Severe Weather)
2:00PM – 3:00PM	Lisa/Danielle 1:1; Teams
3:00PM – 3:55PM	Meet up; Mowry, Judith; Teams
4:00PM – 4:30PM	Bureau Director Meeting; Zoom
4:30PM – 4:45PM	Quick check-in on Financial Analyst hiring issue; Selby, Jeff; Teams

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**Wednesday, December 21**

9:30AM – 11:30AM	MEET (monthly): Director Lisa Watson   Office of Equity & Michelle Rodriguez   Cmr. Mapps Senior Staff Rep; Teams
12:00PM – 1:00PM	MEET: Cmr. Rubio/Dir. Lisa Watson, Office of Equity & Human Rights (OEHR), 1:1 lunch
2:00PM – 3:00PM	COFFEE MEET (biweekly): Lisa and Michelle DePass; Barista   1725 NE Alberta Street   Portland, OR 97211

5:00PM – 6:00PM Jeff and Lisa HH; Hawthorne, Jeff

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**Thursday, December 22**

8:00AM – 8:45AM Lisa (OEHR) and Steve (HRBP); Mahmoud, Steve Johnson; Teams

9:30AM – 10:00AM CHECK-IN: Grace & Lisa; Teams

10:00AM – 11:00AM Bureau Emergency Coordination Call (Severe Weather)

3:00PM – 3:50PM Judith/Lisa; Mowry, Judith; Teams

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**Friday, December 23**

9:00AM – 10:30AM GARE Working Group: Chief Equity Officers; Zoom

11:00AM – 12:00PM MEET / GREET: Director Watson / Zeloszelos Marchandt

1:00PM – 2:00PM Reconnect Future of the Workplace - Communications and Next Steps; Zito, Ronald; Teams

3:00PM – 5:00PM Wrap Up this week/Plan for next week

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**Tuesday, December 27**

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

10:00AM – 10:50AM CHECK-IN (1x Quarterly): Lisa & Juan Carlos Ocana-Chiu | Equity Manager, Office of Management & Finance; Teams

1:00PM – 1:30PM Interview Prep; Oppenheim, Shoshanah; Teams

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**Wednesday, December 28**

10:00AM – 10:30AM Debrief Interviews; Oppenheim, Shoshanah; Teams

11:00AM – 11:30AM Monthly Check-in: Lisa & Asena; Lawrence, Asena; Teams

11:30AM – 12:30PM Lisa/Lex Check In; Jakusovzsky, Lex; Teams

2:05PM – 3:00PM Discussion - Updated Guidance on ADA Accommodations For Remote Work Requests; Parra, Christopher; Teams

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**Thursday, December 29**

9:30AM – 10:00AM CHECK-IN: Grace & Lisa; Teams

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**Friday, December 30**

9:30AM – 10:30AM

COFFEE MEET (biweekly): Lisa and Michelle DePass

11:00AM – 11:50AM

CHECK-IN (quarterly): Lisa & Fire Chief Sara Boone; Teams

3:00PM – 5:00PM

Wrap Up this week/Plan for next week

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