

Interim Bureau Director: Jeff Selby April 1st, 2023 to June 30th, 2023

Monday, April 3

9:00AM – 10:00AM	Biz Ops, Performance, & Budget Meeting; Imaralu, Douglas; Teams
11:00AM – 12:00PM	CHECK-IN (hybrid): Jeff & Judith; Teams
1:00PM – 2:30PM	SALT Meeting - Transition Work; City Hall, Lovejoy Room

Tuesday, April 4

8:00AM – 8:30AM	Jeff Selby and Karanja Crews: Black Male Achievement; Zoom
10:00AM – 11:00AM	Service Area Communication Team; Torres, Kellie; Hybrid – Teams and City Hall, Lovejoy
10:45AM – 11:00AM	Citywide communications huddle; Oppenheimer, Laura; Teams
1:30PM – 1:55PM	Check-in w/ Judith Mowry; Teams
3:00PM – 3:45PM	Steve Lee + Jeff check-in: Communications; Teams
4:00PM – 4:45PM	Bureau Directors Meeting; Teams or PB, Room 1501

Wednesday, April 5

1:00PM – 3:00PM	Project work
2:30PM – 3:30PM	Digital Accessibility Team Meeting (Spring); Teams

Thursday, April 6

9:30AM – 10:30AM	Events Action Table Virtual Meeting (Office of Events & Film); Zoom
10:00AM – 10:30AM	Sheryl Felecia + Jeff PowerPoint check-in; Teams
10:45AM – 11:00AM	Citywide communications huddle; Oppenheimer, Laura; Teams
1:00PM – 2:30PM	DAM CSG - Q2 Bureau Director's Meeting; Teams
2:00PM – 5:00PM	Spring BMP Budget Work Session

Friday, April 7

7:00AM – 10:00AM	Laptop fix; Nguyen, Thai; Teams
11:30AM – 12:30PM	SuccessFactor Check in; Claudio, Claudia; Teams

Tuesday, April 11

9:00AM – 9:50AM	Check-in: Jeff & Danielle; Teams
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	All Aces Equity Firm Discussion; Ahmed, Shad; Teams
2:30PM – 3:30PM	MEET: Directors' Cabinet; Morrissey, Sara; Hybrid – Mayor's Conference Room & Teams
3:00PM – 4:00PM	Discuss "homework" for Service Area Leadership Team; Mowry, Judith; Teams

Wednesday, April 12

9:00AM – 9:45AM	PF&R Equity; Moore, Janice; Teams
10:00AM – 11:30AM	City Council: Trans Day of Visibility
12:00PM – 1:00PM	HAPI Leadership Committee Meeting; Dake, Gina; Teams
1:00PM – 3:30PM	Project Work

Thursday, April 13

9:00AM – 9:45AM	LGBTQIA2S+ Policy Analyst Round 2 Interview; Claudio, Claudia; Zoom
10:45AM – 11:00AM	Citywide communications huddle; Oppenheimer, Laura; Teams
11:30AM – 1:00PM	Bureau Directors Meeting; Teams
1:10PM – 2:10PM	Jeff and Judith check-in; Teams
3:00PM – 5:00PM	LGBTQIA2S+ Policy Analyst 1 Interview (Final Round); Claudio, Claudia; Zoom

Wednesday, April 19

9:00AM – 10:00AM	Judith and Jeff Check-in; Teams
10:00AM – 11:00AM	Community Equity Determinants; Lee, Steve; Teams
11:00AM – 12:00PM	Steve/Jeff Catch-up; Lee, Steve; Caffe Umbria 710 SW Madison Street Portland, OR 97205
1:00PM – 1:55PM	Deputy Directors; Schmanski, Sonia; PB, Room 1500 & Teams
2:00PM – 3:00PM	Office of Equity + APANO check-in; Zoom

3:30PM – 4:00PM Biz Ops Position #s Discussion; Claudio, Claudia; Teams

Thursday, April 20

10:45AM – 11:00AM Citywide communications huddle; Oppenheimer, Laura; Teams

11:00AM – 11:25AM Response to Title VI inquiry; Posey, Leesha; Teams

1:30PM – 2:30PMPM Equity Office Assessment; Lee, Steve; Teams

3:00PM – 3:30PM Discuss pause on Equity Training Analyst II recruitment; Claudio, Claudia; Teams

3:30PM – 4:00PM Check-in: Jeff & Asena; Teams

Friday, April 21

10:00AM – 11:00AM Communications & Visual Development; Brooks, Danielle; Teams

1:00PM – 1:30PM Racial Equity Plan Messaging; Means, Sheryl; Teams

Monday, April 24

10:00AM – 11:00AM SF Performance Reviews Steering Committee Meeting; Zito, Ronald; Teams

11:00AM – 12:00PM CHECK-IN (hybrid): Jeff & Judith; Teams

1:00PM – 2:00PM Communications & Visual Development; Brooks, Danielle; Teams

Tuesday, April 25

9:00AM – 9:50AM Check-in: Jeff & Danielle; Teams

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

12:00PM – 1:00PM 13th Annual Wonder Woman Awards Ceremony; Caselton, Debbie; Portland Building | 1120 SW 5th Avenue, Room 108 | AND via Zoom

2:00PM – 3:00PM MEET: Directors' Cabinet; Morrissey, Sara; Hybrid: Mayor's Conference Room & Teams

3:30PM – 4:20PM Training Prep; Mowry, Judith; Teams

Wednesday, April 26

9:00AM – 12:00PM Future of Work - Equity Considerations in Returning Employees to the Office; 1900 Building, Room 2500B

1:30PM – 2:30PM PBOT Technology Services Division: Inclusive Language Training; Delgoda, Maiya; Portland Building, Room 201

Thursday, April 27

8:00AM – 9:00AM Training Setup; Portland Building, Room 202

9:00AM – 12:30PM CSD/Gonzalez 101; Mowry, Judith; Portland Building, Room 202

11:30AM – 1:00PM Bureau Directors Meeting; Jordan, Michael; Portland Building, Room 1501

2:00PM – 3:00PM Mtg with TE; Elejalde, Tatiana; Teams

Friday, April 28

10:00AM – 10:45AM Citywide transition equity framework; Ocana-Chiu, Juan Carlos; Teams

Monday, May 1 – May 4 Conference

Friday, May 5

8:00AM -9:00AM Check-in: Sonia and Jeff; Schmanski, Sonia; Teams

10:00AM – 11:00AM HRBP Introduction; Lewis, Nnenna; Teams

11:00AM – 11:30AM Check-in: Jeff and Jess Aloisio; Teams

12:15PM – 1:00PM Hoosier Colleague?: Getting to Know Your Cornbelt Connections; Anderson, Kim; Teams

2:00PM – 3:00PM Meeting with Leavitt Partners: CHEO Response (Jeff Selby); Chipman, Chloe; Zoom

Monday, May 8

10:00AM – 10:45AM Check-in: Claudia and Jeff; Teams

11:00AM – 12:00PM CHECK-IN (hybrid): Jeff & Judith; Teams

1:00PM – 2:30PM Project Work

2:30PM – 3:00PM Check-in with Kellie and T.J.

3:00PM – 4:30PM Project work

Tuesday, May 9

9:00AM – 9:50AM Check-in: Jeff & Danielle; Teams

10:00AM – 11:30AM	Office of Equity Staff Meeting; Zoom
11:30AM – 12:00PM	Meeting w TE; Elejalde, Tatiana; Teams
12:00PM – 1:00PM	DEEP Executive Committee Meeting; Caselton, Debbie; Teams
1:00PM – 1:50PM	Communications and Marketing Team Meeting; Pineda, Robert; Teams
2:00PM – 3:00PM	MEET: Directors' Cabinet; Morrissey, Sara; Hybrid: Mayor's Conference Room & Teams

Wednesday, May 10

8:30AM – 12:00PM	Asian American and Pacific Islander Heritage Month Proclamation prep and Council
1:00PM – 2:00PM	City web leads/strategists; Skonberg, JoEllen; Teams
2:30PM – 3:30PM	Racial Equity Communications Plan; Means, Sheryl; Teams
3:30PM – 4:00PM	Check-in; Imaralu, Douglas; Teams
4:30PM – 6:30PM	City Communicators After Hours; Cuti, Jaymee; Fireside 801 NW 23 rd Avenue Portland, OR 97210

Thursday, May 11

11:30AM – 1:00PM	Bureau Directors Meeting; Jordan, Michael; Teams or Portland Building, Room 1500
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Monday, May 15

11:00AM – 12:00PM	CHECK-IN (hybrid); Jeff & Judith; Teams
1:00PM – 2:00PM	Project Work
2:30PM – 3:00PM	Project Work

Tuesday, May 16

7:00AM – 9:00AM	Project Work
9:00AM – 12:00PM	SALT Meeting - Transition Work: Report Retreat; Souede, Jill; Portland Building, Room 218
1:00PM – 2:00PM	Training support: Claudia and Yolanda; Teams
4:00PM – 4:30PM	Bureau Director meeting; Jordan Michael; Zoom

Wednesday, May 17

9:00AM – 10:00AM	Service delivery scope check in with OEHR; Tillson, Becky; Teams
11:00AM – 11:30AM	Disability discussion; McHugh, TJ / Cheron, Nickole; Teams
1:00PM – 2:00PM	Administrative and Business Operations Meeting; Teams
2:00PM – 2:30PM	Check-in: Jeff & Asena; Teams
2:30PM – 3:00PM	Check-in: Judith and Jeff; Teams
3:00PM – 3:30PM	Meet w TE; Elejalde, Tatiana; Teams

Thursday, May 18

9:00AM -10:00AM	Charter Employee Town Hall; Zoom
10:00AM – 12:00PM	Project Time
1:00PM – 4:00PM	Project Time

Monday, May 22

11:00AM – 12:00PM	CHECK-IN (hybrid): Jeff & Judith; Teams
1:00PM – 1:30PM	rescheduled- Approved Budget debrief; Owen, Christina; Teams
1:30PM – 3:30PM	Project Work

Tuesday, May 23

9:00AM – 9:50AM	Check-in: Jeff & Danielle; Teams
10:00AM – 11:30AM	Office of Equity Staff Meeting; Zoom or Portland Building, Room 1221
1:30PM – 2:00PM	Jeff Selby and Ramón Valdez; Zoom

Wednesday, May 24

ALL DAY	Project Work
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Thursday, May 25

9:00AM – 10:00AM	CAO Staff Meeting; Jordan, Michael; Teams
10:00AM – 10:45AM	Jeff & Ana – Meeting; Navarro Schneider, Ana Clara
11:00AM – 11:05AM	CALL: Jeff & Asena, re: SuccessFactors; Teams

11:30AM – 1:00PM	Bureau Directors Meeting; Jordan, Michael; Portland Building, Room 1501 or Teams
1:30PM – 2:00PM	Mental Health position check-in; McHugh, TJ; Teams
3:00PM – 4:00PM	Charter Employee Town Hall; Jordan, Michael; Zoom

Friday, May 26

9:30AM – 10:30AM	Ph 2 report out brainstorming; Tillson, Becky; Teams
12:30PM – 1:00PM	Black Male Achievement Req Review; Claudio, Claudia; Teams

Tuesday, May 30

9:30AM – 9:55AM	Tribal Relations + Office of Equity check-in; Mishan, Miranda; Teams
1:50PM – 2:10PM	Quick Question: Transition Team Request and Collaboration; Brooks, Danielle; Teams

Wednesday, May 31

9:30AM – 9:55AM	Check-in; Mowry, Judith; Teams
10:00AM – 10:30AM	Check-in; Lewis, Nnenna; Teams
11:00AM – 11:30AM	Check-in: Jeff & Asena; Teams
1:30PM – 4:30PM	Project time

Monday, June 5

9:00AM – 10:00AM	RM 1221: Biz Ops, Performance, & Budget Meeting; Teams
11:00AM – 12:00PM	CHECK-IN (hybrid): Jeff & Judith; Mowry, Judith; Teams
2:30PM – 3:00PM	BOEHR Weekly Check-In (Steve); Commissioner Ryan Conference Room
1:30PM – 4:30PM	Project time

Tuesday, June 6

9:00AM – 9:50AM	Check-in: Jeff & Danielle; Teams
10:00AM – 11:30AM	Office of Equity Staff Meeting; Zoom or Portland Building, Room 218
1:30Pm – 2:00PM	OEHR Assessment; Lee, Steve; City Hall 240
4:00PM – 4:45PM	Jeff Selby/Donnie Oliveira - check in; Teams

Wednesday, June 7

9:00AM – 9:30AM	Project work
9:30AM – 10:00AM	Jeff Selby/Josie Chavez Coffee chat; Caffè Umbria 710 SW Madison Street Portland, OR 97205
10:00AM – 12:30PM	Project work
12:30PM – 1:00PM	Check in; Claudio, Claudia; Teams
2:00PM – 2:50PM	Equity/Community Org Structure Assessment; Duhamel, Jamey; Teams

Thursday, June 8

9:00AM – 4:00PM	City Organization Retreat; Tillson, Becky; Portland Building, Room 108 or Zoom
4:00PM – 4:15PM	Quick catch-up phone call; Mowry, Judith

Friday, June 9

11:00AM – 11:30AM	Government Transition Advisory Committee Check-In; Meier, Julia; Teams
1:00PM – 1:30PM	Sabra Purifoy and Jeff Selby Introduction; Zoom
5:30PM – 9:00PM	June 9, 2023, Coalition of Communities of Color, (CCC)'s Summer Soireé 2023, "We Are Better Together" Outreach Team - Welcome Guests!; World Forestry Center Cheatham Hall / Plaza 4033 SW Canyon Rd Portland, OR 97221

Monday, June 12

10:00AM – 11:00AM	SF Performance Reviews Steering Committee Meeting; Zito, Ronald; Teams
11:00AM – 12:00PM	CHECK-IN (hybrid): Jeff & Judith; Teams
1:00PM – 3:00PM	Education and Training Team; Zoom
3:00PM – 3:30PM	Yashica and Jeff meet; Island, Yashica; Teams
3:30PM – 5:00PM	Hold 2nd Round of Interviews - Training Equity Analyst II; Teams

Tuesday, June 13

9:00AM – 9:45AM	Topic Equity Training Analyst II Round 2 Interview Day 2; Zoom
12:00PM – 1:00PM	DEEP Executive Committee Meeting; Caselton, Debbie; Teams

1:00PM – 2:00PM	Director Prep; Means, Sheryl; Teams
2:00PM – 2:30PM	Success Factors Align Check-in; Sanchez, Yolanda / Mowry, Judith; Teams
3:00PM – 3:45PM	City of Portland Office of Equity and Human Rights/Clackamas County EIO Check-In; Leonard, Csea; Zoom
4:00PM – 4:30PM	Bureau Directors Meeting; Jordan, Michael; Teams

Wednesday, June 14

10:00AM – 10:55AM	Office of Equity Administrative Specialist hiring options; Johnson, Terrol; Teams
12:00PM – 1:00PM	HAPI Leadership Committee Meeting; Dake, Gina; Teams
1:00PM – 1:45PM	Coffee: Haley and Jeff; 40LBS Coffee 101 SW Main Street, Suite 116 Portland, OR
2:00PM – 2:30PM	Check-in: Jeff & Asena; Teams
3:00PM – 4:30PM	Monthly Equity in Charter Transition Meeting; Duong, Thuan; Teams
6:00PM – 8:00PM	HAPI Dinner Social & Celebration; Liu, Riza; Duck House Chinese Restaurant 1968 SW 5 th Avenue Portland, OR 97201

Thursday, June 15

10:00AM – 10:30AM	Check-in; Lewis, Nnenna; Teams
11:30AM – 11:55AM	Jamila Reference Check - John Joo; Phone Call
1:00PM – 2:30PM	City Media Strategists Group; Cuti, Jaymee; Teams
4:15PM – 4:20PM	Jamila Reference Check - Andy Tan-DelliCicchi; Phone Call

Tuesday, June 20

9:00AM – 9:50AM	Check-in: Jeff & Danielle; Teams
10:00AM – 11:30AM	Office of Equity Staff Meeting; Zoom or Room 1201
11:30AM – 12:00PM	Quick check-in; Imaralu, Douglas; Teams
12:00PM – 12:25PM	Jamila Reference Check - Sarah Hassouneh; Phone Call
1:00PM – 1:25PM	quick check in; Mowry, Judith; Teams
2:00PM – 2:30PM	Check-in: Harmonee + Jeff; Dashiell, Harmones; Teams
3:00PM – 3:30PM	Kellie/Jeff S. Connect; Teams

Wednesday, June 21

ALL DAY

PBOT Interview

Thursday, June 22

8:30AM – 8:55AM

Dawn & Jeff Check-In; Teams

9:00AM – 9:45AM

2024-25 Budget Process Meeting 1; Owen, Christina; Portland Building, Room 216

10:00AM – 10:30AM

Check ins; Lewis, Nnenna; Teams

10:35AM – 10:55AM

Check-in: Laura + Jeff; Hall, Laura; Teams

12:30PM – 1:00PM

Bureau Directors meeting; Jordan, Michael; Portland Building, Room 108

1:00PM – 5:00PM

Organizational development design charette; Tillson, Becky; Teams or Portland Building, Room 108

Friday, June 23

8:00AM – 8:55AM

PBEM Equity check-in; Carey, Chris; Teams

10:00AM – 10:15AM

Success Factors - Align Check-in; Claudio, Claudia; Teams

10:30AM – 10:45AM

Success Factors - Align Check-in; Elejalde, Tatiana; Teams

11:00AM – 11:30AM

Director Meet Up; Cheron, Nickole; Teams

12:00PM – 12:30PM

BOEHR Check-In (T.J.); City Hall, Room 240

Monday, June 26

10:00AM – 10:30AM

Discuss Admin II Reclassification; Epling, Kim; Teams

10:30AM – 10:45AM

Success Factors - Align Check-in; Labrador-Hallett, Grace; Teams

11:00AM – 12:00PM

CHECK-IN (hybrid); Jeff & Judith; Teams

1:00PM – 1:15PM

Success Factors - Align Check-in; Jakusovszky, Lex; Teams

Tuesday, June 27

11:30AM – 11:55AM

Meet: Check-in, Sam Chase & Jeff Selby; City Hall, Suite 410 Conference Room

1:00PM – 1:30PM

Introduction: Director Selby; Rede, Simone; Simone's Office, City Hall, Room 310

3:00PM – 5:00PM JAMO Director meeting

Wednesday, June 28

10:00AM – 10:50AM Equity Assessment Tool; Duhamel, Jamey; Teams

Thursday, June 29

9:30AM – 10:00AM Success factors; Cheron, Nickole; Teams

10:00AM – 10:30AM Check ins; Lewis, Nnenna; Teams

1:00PM – 1:15PM Success Factors - Align Check-in; Imaralu, Douglas; Teams

1:30PM – 2:00PM Assessment debrief; Elejalde, Tatiana; Teams

2:00PM – 2:30PM 1:1 Check in; Claudio, Claudia; Teams

2:30PM – 3:30PM Quick check-in (since there's no Staff Meeting next week); Teams

Friday, June 30

9:30AM – 10:30AM Meet: Steve Lee + Judith Mowry + Jeff Selby; Teams

11:30AM – 12:30PM Mike J & Jeff Selby – lunch; Southpark Seafood

1:00PM – 2:00PM Check-in: Mourad and Jeff; Teams
