

# Interim Bureau Director: Jeff Selby

## April 1<sup>st</sup>, 2022 – May 31<sup>st</sup>, 2022

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### Friday, April 1

9:15AM – 10:00AM Jeff/Danielle Biweekly Check-in; Brooks, Danielle; Teams

10:00AM – 11:00AM Work Group – RBA Citywide Strategic Plan; Sanchez, Yolanda; Teams

4:30PM – 7:00PM Farewell Party for Seraphie Allen; The Cart Blocks: 770 W Burnside, Portland, OR 97209

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### Monday, April 4

ALL DAY Vacation

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### Tuesday, April 5

9:30AM – 11:30AM WORK SESSION: Spring BMP; Cheney, Robert; Zoom

4:00PM – 4:30PM Directors 2X Weekly Check-in; Rinehart, Tom; Zoom

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### Wednesday, April 6

8:00AM – 9:00AM Business Operations Position at Office of Equity; Martin, Anthony / Stewart, Paul; Teams

11:00AM – 12:00PM Unified Communications Steering Committee Meeting; Gabriel, Alexis; Teams

2:15PM – 2:30PM MEET: Portland Insights Survey; Lawrence, Asena; Teams

2:30PM – 3:00PM Office of Equity Biweekly Check-in; Herrera, Stephan; Teams

3:00PM – 3:30PM Check-in; Mowry, Judith; Teams

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### Thursday, April 7

10:00AM – 11:00AM Office of Equity Check-in; Teams

11:30AM – 12:30PM Bureau Directors Monthly Meeting; Rinehart, Tom; Zoom

1:30PM – 2:00PM Office of Equity / HR Business Partner Weekly Meeting; Lane, Anita; Teams

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**Friday, April 8**

11:30AM – 12:00PM Check-in: Position Description; Foster, Kapuanani; Teams

1:00PM – 2:00PM Check-in; Ocana Chiu, Juan Carlos; Teams

2:00PM – 3:00PM Reconnect on Next Steps with Language Pay Pilot; Okibedi, Stephon; Teams

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**Monday, April 11**

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

2:00PM – 4:00PM PUAH Steering Committee Meeting @ SEUL; 3534 SE Main Street, Portland, OR 97214; diego05h@gmailcom

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**Tuesday, April 12**

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

12:00PM – 1:00PM DEEP Executive Committee Meeting; Caselton, Debbie; Teams

3:00PM – 3:30PM Office of Equity / HR Business Partner Weekly Meeting; Lane, Anita; Teams

4:00PM – 4:30PM Directors 2X Weekly Check-in; Rinehart, Tom; Zoom

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**Wednesday, April 13**

10:00AM – 11:00AM Jeff/Danielle Biweekly Check-in; Brooks, Danielle; Teams

3:00PM – 4:30PM Equity Managers' Weekly Meeting; Duong, Thuan; Teams

4:00PM – 4:30PM Office of Equity Leadership Transition Update; Teams

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**Thursday, April 14**

10:00AM – 11:00AM Office of Equity Check-in; Teams

12:00PM – 1:00PM HAPI Leadership Committee Meeting; Dake, Gina; Teams

3:00PM – 3:45PM MEET: Cmr. Rubio / Jeff Selby, Office of Equity & Human Rights Interim Director (Jillian / Stephan); Zoom

4:00PM – 4:30PM Directors 2X Weekly Check-in; Rinehart, Tom; Zoom

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**Friday, April 15**

1:00PM – 1:30PM

Stephan & Jeff Check-in; Teams

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**Monday, April 18**

ALL DAY

GARE Conference

9:30AM – 10:00AM

Check-in: Yolanda and Jeff; Teams

1:00PM – 2:00PM

MEET: Commissioner Rubio's Office / Mayor's Office w/  
CBO | Budget Updates; Lee, Bobby; Zoom or Rose Room

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**Tuesday, April 19**

ALL DAY

GARE Conference

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**Wednesday, April 20**

ALL DAY

GARE Conference

11:00AM – 12:00PM

Unified Communications Steering Committee Meeting;  
Gabriel, Alexis; Teams

1:00PM – 2:00PM

Deputy Directors Meeting; Merlo, Carmen; Teams

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**Thursday, April 21**

ALL DAY

GARE Conference

10:45AM – 11:00AM

Citywide Communications Huddle; Oppenheimer, Laura;  
Teams

2:00PM – 3:00PM

Office of Equity Biweekly Check-in; Herrera, Stephan

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**Friday, April 22**

9:00AM – 9:30AM

Check-in: Jeff &amp; Asena; Caffè Umbria

11:00AM – 12:30PM

Discuss and Complete Form for Insight Survey; Cheron,  
Nickole; Teams

2:00PM – 3:00PM

Reconnect on Next Steps with Language Pay Pilot;  
Okibedi, Stephon; Teams

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**Monday, April 25**

9:30AM – 10:00AM

Check-in: Julia Thompson and Jeff; Teams

11:00AM – 11:30AM

Meet; Elejalde, Tatiana

1:00PM – 2:00PM James Nixon and Jeff; Zoom  
2:00PM – 2:45PM Mtg: Black Male Achievement; McFerrin II, Joe; Zoom

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**Tuesday, April 26**

10:00AM – 11:30AM Office of Equity Staff Meeting; Zoom  
11:30AM – 12:00PM Discuss IA Balancing; Martin, Anthony; Teams  
12:30PM – 1:30PM Juneteenth Planning Meeting; Hosley, Jarrell; Teams  
3:00PM – 3:30PM Office of Equity / HR Business Partner Weekly Meeting; Lane, Anita; Teams  
4:00PM – 4:30PM Directors 2X Weekly Check-in; Rinehart, Tom; Zoom

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**Wednesday, April 27**

8:30AM – 9:30AM Jeff/Danielle Biweekly Check-in; Teams

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**Thursday, April 28**

10:45AM – 11:00AM Citywide Communications Huddle; Oppenheimer, Laura; Teams  
3:00PM – 3:30PM MEET: Proposal for Budget Cover to Honor AAPI; Lee, Bobby; Teams

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**Friday, April 29**

11:30AM – 12:00PM Curriculum Development Check-in; Hudson, Stone; Teams  
1:30PM – 2:00PM PSU MURP Student Interview – Jacob Storm; Zoom

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**Monday, May 2**

10:00AM – 12:00PM Onboarding Claudia

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**Tuesday, May 3**

10:45AM – 11:00AM Citywide Communications Huddle; Oppenheimer, Laura; Teams  
1:00PM – 1:30PM Check-in w/ Tatiana; Teams  
4:00PM – 4:30PM Directors 2X Weekly Check-in; Rinehart, Tom; Zoom

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**Wednesday, May 4**

10:00AM – 10:30AM

Watch Live – AAPI Heritage Month Proclamation;

11:00AM – 12:00PM

Unified Communications Steering Committee Meeting;  
Gabriel, Alexis; Teams

1:30PM – 2:00PM

Reclass issue; Imaralu, Douglas; Teams

2:00PM – 3:00PM

Office of Equity Leadership Transition; Teams

3:00PM – 3:30PM

Office of Equity / HR Business Partner Weekly Meeting;  
Lane, Anita; Teams

3:30PM – 3:45PM

Tom / Jeff "Tom Exit Interview"; Rinehart, Tom; CAO Huddle,  
9<sup>th</sup> Floor

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**Thursday, May 5**

ALL Day

Vacation

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**Friday, May 6**

ALL Day

Vacation

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**Monday, May 9**

ALL Day

Vacation

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**Tuesday, May 10**

ALL Day

Vacation

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**Friday, May 13**

12:00PM – 1:00PM

Stone Hudson and Maria Givens; Zoom

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**Monday, May 16**

11:00AM – 12:00PM

Jeff/Danielle Biweekly Check-in; Teams

2:00PM – 3:00PM

Check-in w/ Yolanda Sanchez; Teams

2:30PM – 4:00PM

Messaging Workshop: Equity; GT – OMF CAO – Unified  
Communications Pilot; Teams

4:00PM – 4:30PM

Check-in: Yashica and Jeff; Island, Yashica; Teams

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**Tuesday, May 17**

8:00AM – 11:30AM

Racial Equity Training 101; Davies, John; 4800 NE 122<sup>nd</sup> Ave  
| Portland, OR 97230 @ TAC which is the building to the  
East of Station 2

2:00PM – 3:00PM

MEET: Cmr. Rubio / Office of Equity and Human Rights Staff;  
Zoom or Office of Commissioner Rubio, City Hall, Room 220,  
1221 SW Fourth Ave, Portland, OR 97204

3:00PM – 3:30PM

Office of Equity / HR Business Partner Weekly Meeting;  
Lane, Anita; Teams

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**Wednesday, May 18**

11:30AM – 12:30PM

Post-training discussion: The Myth of the Bamboo Ceiling;  
Jiang, Ning; Teams

1:00PM – 2:00PM

Deputy Directors Meeting; Merlo, Carmen; Teams

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**Thursday, May 19**

10:00AM – 11:00AM

Office of Equity Check-in; Teams

11:00AM – 2:30PM

Disability Date Analyst; Cheron, Nickole; Zoom

3:00PM – 3:30PM

Check-in: Asena & Jeff; Teams

4:00PM – 4:30PM

Directors 2X Weekly Check-in; Jordan, Michael; Zoom

4:30PM – 5:00PM

Office of Equity Weekly Check-in; Herrera, Stephan; Teams

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**Friday, May 20**

10:00AM – 11:30AM

Claudia on-boarding

3:00PM – 3:45PM

Jeff/Carmen; Teams

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**Monday, May 23**

4:00PM – 5:00PM

Messaging Workshop: Equity; Teams

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**Tuesday, May 24**

10:00AM – 11:30AM

Office of Equity Staff Meeting; Zoom

11:30AM – 12:45PM

Language Access Webpage; Elejalde, Tatiana; Teams

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**Wednesday, May 25**

11:30AM – 1:30PM

Hold for Incarceration Talk

2:00PM – 2:30PM

Office of Equity / HR Business Partner Weekly Meeting;  
Lane, Anita; Teams

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**Thursday, May 26**

9:00AM – 12:00PM

PSR / CHAT Equity 101 Training Group 1; Burek, Robyn; Fire  
Station 1: 55 Ash Street | Portland, OR 97204; Skidmore  
Conference Room on the 1<sup>st</sup> Floor

12:30PM – 3:30PM

PSR / CHAT Equity 101 Training Group 2; Burek, Robyn; Fire  
Station 1: 55 Ash Street | Portland, OR 97204; Skidmore  
Conference Room on the 1<sup>st</sup> Floor

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**Friday, May 27**

11:00AM – 12:00PM

Discuss Narrative Changes from Requested – Adopted;  
Martin, Anthony; Teams

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**Tuesday, May 31**

10:00AM – 11:00AM

Office of Equity Team Check-in; Teams

1:00PM – 1:30PM

Coffee w/ Juan Carlos

3:00PM – 3:30PM

Office of Equity / HR Business Partner Weekly Meeting;  
Lane, Anita; Teams

4:00PM – 5:00PM

NWPEDC; Sanchez, Yolanda; Teams

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