

# Interim Bureau Director: Jeff Selby

## March 1<sup>st</sup>, 2023 to March 31<sup>st</sup>, 2023

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### Monday, March 6

6:30AM – 12:00PM

Budget Kickoff Presentation Preparation

12:30PM – 1:00PM

Culture and Livability Deck Development #3; Brey, Alex; Teams

4:00PM – 6:00PM

CHD Group Meeting; Zimmer, Melissa; Station 1 – Skidmore Conference Room

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### Tuesday, March 7

9:00AM – 12:00PM

City Council: Work Session #1 - FY23-24 Budget

3:00PM – 4:00PM

Steve and Jeff Meeting; Lee, Steve; Teams

4:00PM – 4:30PM

Citywide Equitable Engagement Group / Unified Comms Team Sync re: Language Access; McArdle; Jaimes, Daniel; Teams

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### Wednesday, March 8

9:00AM – 10:00AM

Tatiana + Jeff check-in; Teams

12:00PM – 1:00PM

HAPI Leadership Committee Meeting; Dake, Gina; Teams

3:00PM – 3:30PM

BHR Check-in: Steve and Jeff; Teams

4:00PM – 4:30PM

Office of Equity Check-in; Teams and PB, Room 1201

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### Thursday, March 9

9:00AM – 11:30AM

Budget Presentation prep

10:45AM – 11:00AM

Citywide communications huddle; Oppenheimer, Laura; Teams

11:30AM – 1:00PM

Bureau Directors Meeting; Zoom

2:00PM – 5:00PM

Budget Work Session #2

5:00PM – 7:00PM

City Communicators After Hours; Cuti, Jaymee; Baby Ketten Klub, Pardee Karaoke Room

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### Friday, March 10

6:00AM – 12:00PM

Budget Presentation prep

12:00PM – 1:00PM	ALL-STAFF MEETING; PB, Room 216 & Teams
1:30PM – 2:00PM	Biz Ops, Performance, & Budget Meeting; Imaralu, Douglas; Teams
4:00PM – 6:00PM	CHD Group Meeting; Zimmer, Melissa; Station 1, Skidmore Conference Room

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**Monday, March 13**

8:00AM – 9:00AM	Spring BMP check-in; Imaralu, Douglas; Teams
10:00AM – 11:00AM	SF Performance Reviews Steering Committee Meeting; Zito, Ronald; Teams
1:30PM – 2:00PM	Discuss attached Position Description; Mahmoud, Steve; Teams
2:30PM – 2:55PM	OEHR-BTS Monthly Check In; Anderson, Connor; Teams

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**Tuesday, March 14**

9:00AM – 9:45AM (end time 12PM)	City Council: Work Session #3 - FY23-24 Budget
10:00AM – 11:30AM	Office of Equity Staff Meeting; Zoom
12:00PM – 1:00PM	DEEP Executive Committee Meeting; Caselton, Debbie; Teams
1:45PM – 2:00PM	Check-in; Phillips, Nikoyia; Teams
2:00PM – 3:00PM	Check-in with Michelle DePass
4:00PM – 5:00PM	Bureau Directors Meeting; Zoom & Room 108

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**Wednesday, March 15**

9:00AM – 9:30AM	Meet: Musse Olol
10:00AM – 11:00AM	CPPW v. City of Portland: Hearing Mtg. (Jeff Selby); Lucchin, Franco; Teams
11:00AM – 11:30AM	MEET: Jeff and Chief Boone; Teams
3:00PM – 3:30PM	BHR Check-in: Steve and Jeff; Mahmoud, Steve; Teams

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**Thursday, March 16**

9:00AM – 10:00AM	Service Delivery conversation; Tillson, Becky; Teams
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10:45AM – 11:00AM Citywide communications huddle; Oppenheimer, Laura; Teams

2:00PM – 5:00PM City Council: Work Session #4 - FY23-24 Budget

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**Friday, March 17**

2:00PM -4:00PM SALT Meeting - Budget Prep; Ryan, Dan; City Hall, Lovejoy Room

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**Monday, March 20**

8:00AM – 9:00AM Work Session Presentation Run Through; Torres, Kellie; Teams

9:00AM – 12:00PM Budget Presentation Prep; Imaralu, Douglas; Teams

1:00PM – 4:00PM City Council: Work Session #5 - FY23-24 Budget; Council Chambers

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**Tuesday, March 21**

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

11:00AM – 12:00PM MEET: Jeff & Douglas and Steve; Teams

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

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**Wednesday, March 22**

9:00AM – 10:00AM Check-in; Sitcov, Perla; Teams

10:00AM – 11:00AM Kognito Contract Risk Assessment; Jakusovszky, Lex; Teams

11:00AM – 12:00PM Citywide Communicators Quarterly Meeting; Zoom

12:30PM – 1:00PM Discuss Data Analysis Position; Claudio, Claudia; Teams

2:00PM – 2:30PM Check-in: Jeff & Asena; Teams

3:00PM – 3:30PM BHR Check-in: Steve and Jeff; Mahmoud, Steve; Teams

4:30PM – 5:30PM Jeff/Sonia check-in; Schmanski, Sonia; Teams

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**Thursday, March 23**

8:30AM – 10:00AM Check-in: Jeff Selby and Steve Lee; Teams

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

11:30AM – 1:00PM In person - Bureau Directors Meeting; Zoom & Room 201  
2:00PM – 5:00PM City Council: Work Session #6 - FY23-24 Budget

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**Friday, March 24**

9:00AM – 10:00AM Tatiana check-in; Teams  
10:00AM – 11:00AM MEET: Jeff & Douglas RE: Reclass; Teams  
1:30PM – 3:00PM Chief's Corner Videotaping; Moore, Janice; Station 1 | 55 SW Ash Street | Skidmore Conference Room on 1<sup>st</sup> Floor

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**Monday, March 27**

9:00AM – 10:00AM Biz Ops, Performance, & Budget Meeting; Imaralu, Douglas; Teams  
10:00AM – 11:00AM Check-in: Ciara Pressler + Jeff Selby; Zoom  
12:00PM – 1:00PM Discuss Analyst II (Complaints Investigations & Training) Reclass; Claudio, Claudia; Teams  
1:30PM – 2:00PM Brie's request; Mahmoud, Steve; Teams  
2:15PM – 3:00PM Office of Equity Space Follow Up; Reynolds, Aymie; Teams  
3:00PM – 3:50PM Check in; Mowry, Judith; Teams

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**Tuesday, March 28**

9:00AM – 9:50AM Check-in: Jeff & Danielle; Teams  
10:00AM – 11:30AM Office of Equity Staff Meeting; Zoom  
12:45PM – 1:45PM Racial Equity Plan; Means, Sheryl; Teams  
2:00PM – 3:20PM Monthly Equity Practitioner's meeting; Zoom  
3:30PM – 4:00PM Check-in (Office of Equity); Gabriel, Alexis; Teams  
4:00PM – 4:30PM Bureau Director meeting; Zoom

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**Wednesday, March 29**

8:25AM – 8:55AM CHECK-IN: SuccessFactors – Yolanda; Teams  
9:00AM – 9:25AM CHECK-IN: SuccessFactors – Asena; Teams  
10:00AM – 10:25AM CHECK-IN: SuccessFactors – Nickole; Teams

11:00AM – 11:45AM	One on One Check in; Claudio, Claudia; Teams
12:00PM – 1:00PM	Unified Comms Lunch & Learn: Intro to Adobe Express; Hobbs, Shaina; Zoom
2:00PM – 2:30PM	CHECK-IN: Grace & Jeff; Phone Call

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**Thursday, March 30**

8:30AM – 9:00AM	Check-in Steve Lee and Jeff Selby; Teams
9:00AM – 9:25AM	CHECK-IN: SuccessFactors – Douglas; Teams
9:30AM – 9:55AM	CHECK-IN: SuccessFactors – Grace; Teams
10:45AM – 11:00AM	Citywide communications huddle; Oppenheimer, Laura; Teams
1:30PM – 2:00PM	Success Factors; Mowry, Judith; Teams
4:00PM – 4:30PM	CHECK-IN: SuccessFactors – Lex; Teams
4:30PM – 4:40PM	Jeff/Lex Check In; Teams

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