

April 2023

▲ Mon, Apr 3

- 9:30 AM – 10:00 AM OMF Leadership Team
 - 12:00 PM – 2:00 PM Budget Meeting
 - 2:00 PM – 2:30 PM Transition: Project Leadership
 - 2:30 PM – 3:00 PM MEET: Check-in CAO Mike Jordan & Commr. Gonzalez
-

▲ Tue, Apr 4

- 1:00 PM – 1:25 PM CAO Mike Jordan & Donnie Oliveira BPS Dir. check-in
 - 3:00 PM – 3:30 PM Transition: Sponsors Update
 - 4:00 PM – 4:45 PM Bureau Directors Meeting
-

▲ Wed, Apr 5

- 9:30 AM – 10:00 AM MEET: Transition Project Budget Questions
 - 11:00 AM – 11:50 AM CAO Mike Jordan / BHR Dir. Cathy Bless Check-in
 - 1:00 PM – 1:50 PM CAO Mike Jordan & CFO Michelle Kirby check-in
 - 2:00 PM – 2:50 PM CAO Mike Jordan/ Rebecca Esau BDS Dir. Check-in
 - ▨ 3:00 PM – 4:30 PM MEET: Budget Development
-

▲ Thu, Apr 6

- 9:30 AM – 10:00 AM CAO Mike Jordan & Tim Grewe Coordinate the budget process
 - 11:00 AM – 12:30 PM CONFIRMED: Planning & Development Directors Meeting
 - 12:00 PM – 1:00 PM Budget Development
 - ▨ 1:00 PM – 2:30 PM DAM CSG - Q2 Bureau Director's Meeting
 - 3:00 PM – 3:30 PM CFO transition
 - 4:00 PM – 4:50 PM CAO Mike Jordan / Jeff Baer BTS Dir. Check-in
-

▲ Fri, Apr 7

- 8:30 AM – 9:00 AM Caregivers Meeting
 - 11:45 AM – 12:15 PM Budget Process
 - 1:00 PM – 1:30 PM Project Friday City Team Check in
 - ▨ 1:30 PM – 2:30 PM MEET: Budget Development
 - 1:45 PM – 2:00 PM CAO Mike Jordan / DCAO Sonia Schmanski Check-in
 - 3:30 PM – 4:00 PM MEET: Mike Jordan / Haley Blonsley / Sara Morrissey / Bobby Lee
 - 4:00 PM – 4:50 PM Review GTAC Priorities
-

▲ **Mon, Apr 10**

- 10:30 AM – 11:00 AM CAO Mike Jordan & Shad Ahmed PBEM Dir. check-in
 - 1:00 PM – 1:50 PM CAO Mike Jordan & Sheila Ritz Zoom call
 - 2:00 PM – 2:30 PM Transition: Project Leadership
 - 3:00 PM – 3:45 PM Hearings Office Financial Analysis Project
 - ▨ 3:30 PM – 4:00 PM CAO Mike Jordan and Commissioner Mapps check-in
-

▲ **Tue, Apr 11**

- ▨ 8:00 AM – 10:00 AM Rose Quarter: Safety Workshop/Principal Meeting
 - 9:30 AM – 10:00 AM Governance + Svc Delivery Staff
 - ▨ 9:30 AM – 11:30 AM BHR Executive Session
 - 10:00 AM – 11:30 AM Charter Reform
 - ▨ 11:30 AM – 12:30 PM Service Delivery Strategic Leads - onboarding
 - 2:30 PM – 3:00 PM MEET: Directors' Cabinet
-

▲ **Wed, Apr 12**

- 8:30 AM – 9:00 AM CAO Mike Jordan / Kimberly Branam Prosper Portland Dir. Check-in
 - 9:00 AM – 9:30 AM Transition: NEX
 - 10:00 AM – 10:50 AM CAO Mike Jordan / Chief Boone Check-in
 - 11:00 AM – 11:50 AM CAO Mike Jordan / BHR Dir. Cathy Bless Check-in
 - 1:00 PM – 1:50 PM CAO Mike Jordan & CFO Michelle Kirby check-in
 - ▨ 3:00 PM – 5:00 PM HOLD - Elections Code Updates First Reading 3:00 Time Certain
 - 4:00 PM – 4:30 PM Levee Ready Columbia/UFSWQD
-

▲ **Thu, Apr 13**

- 8:30 AM – 9:00 AM Transition: Sponsors Update
 - 9:00 AM – 9:30 AM CAO Mike Jordan/Adena Long Parks & Rec Dir. Check-in
 - 9:45 AM – 10:45 AM Future of Work
 - 11:00 AM – 11:15 AM CAO Mike Jordan / DCAO Sonia Schmanski Check-in
 - 11:30 AM – 1:00 PM Bureau Directors Meeting
 - 2:30 PM – 3:30 PM CAO Mike Jordan & Aaron Beck, Crystal Castruita & Ben Smith check-in
 - 4:30 PM – 4:55 PM Prep for DEQ Director
-

▲ **Fri, Apr 14**

- ▨ 9:00 AM – 11:00 AM Willamette Partnership April Board Meeting
- ▨ 10:00 AM – 11:00 AM Meeting with Comm. Mapps re: PCC 3.02
- 11:30 AM – 12:00 PM CAO Mike Jordan & Tim Grewe Coordinate the budget process

- 1:00 PM – 2:00 PM Administration Programmatic Assessment Meeting #1
 - 2:30 PM – 3:30 PM (P) CAO Mike Jordan, Biko Taylor & CEO Dr Hennessee
-

▲ Mon, Apr 17

- 8:00 AM – 8:50 AM CAO Mike Jordan & Mark Williams - coffee
 - 9:30 AM – 11:00 AM OMF Leadership Team
 - 11:00 AM – 11:50 AM DEQ | Environmental Cleanup Sites
 - ▨ 11:30 AM – 12:00 PM CHECK-IN: Bobby Lee / Barry Pack / Sara Morrissey
 - 2:00 PM – 2:30 PM Transition: Project Leadership
 - 3:00 PM – 4:00 PM Change Advisory Team brainstorming
-

▲ Tue, Apr 18

- 10:00 AM – 10:30 AM Realignment Resolution
 - 11:00 AM – 12:00 PM Tuesday Chiefs
 - 1:30 PM – 1:55 PM CAO Mike Jordan & Tim Grewe Budget Office check-in
 - 3:15 PM – 3:45 PM Transition: Sponsors Update
 - 4:00 PM – 4:30 PM Bureau Director meeting
-

▲ Wed, Apr 19

- 9:00 AM – 10:00 AM OMF Labor Management Committee
 - 10:00 AM – 11:00 AM Council
 - ▨ 11:00 AM – 11:45 AM IA Team Cross-bureau Structure Meeting
 - 1:00 PM – 1:50 PM CAO Mike Jordan & CFO Michelle Kirby check-in
 - 2:00 PM – 3:00 PM Administration Service Delivery Transition homework - Due Friday
-

▲ Thu, Apr 20

- 8:45 AM – 9:15 AM Transition: Sponsors Update
 - 9:30 AM – 11:00 AM CAO Office managers / supervisors' discussion series on white supremacy - Session 1 (a)
 - 10:15 AM – 11:00 AM PBEM iParametrics Findings Discussion w/CAO
 - 11:30 AM – 12:00 PM CAO Mike Jordan / Sam Hutchinson FPDR Dir. Check-in
 - 2:30 PM – 4:30 PM Project Friday
-

▲ Fri, Apr 21

- 8:00 AM – 9:00 AM Charter Transition: Budget Function review
- 9:00 AM – 9:50 AM CAO Mike Jordan / Jeff Baer BTS Director Check-in
- 10:00 AM – 11:50 AM Service Delivery program questions and brainstorming
- 1:45 PM – 2:00 PM CAO Mike Jordan / DCAO Sonia Schmanski Check-in
- 2:15 PM – 2:45 PM CAO Mike Jordan & Mike Myers CSD Director check-in

■ 4:00 PM – 5:00 PM MEET: Budget Development & Spring BMP

▲ **Mon, Apr 24**

■ 10:00 AM – 11:00 AM Transition: Full Team
▨ 11:00 AM – 1:00 PM Administration Programmatic Assessment Meeting #2
■ 1:30 PM – 3:00 PM Prosper/City Bureaus/Metro - quarterly check-in
■ 2:00 PM – 2:30 PM Transition: Project Leadership
■ 3:00 PM – 3:25 PM GTAC run through

▲ **Tue, Apr 25**

▨ 9:00 AM – 10:00 AM PF City Check In
■ 10:30 AM – 11:00 AM Charter Reform - Facility Costs/Funding
▨ 11:00 AM – 11:45 AM MEET: Commr. Rubio/Office of Management & Finance (OMF) Strategic Projects and Opportunities Team re: PCC 3.02 (Jillian)
■ 12:00 PM – 1:00 PM 13th Annual Wonder Woman Awards Ceremony
▨ 1:00 PM – 2:30 PM BTS Quarterly Equity Session
■ 2:00 PM – 3:00 PM MEET: Directors' Cabinet
■ 3:00 PM – 3:30 PM Transition: Sponsors Update
■ 4:00 PM – 4:30 PM Shad Ahmed PBEM Director/CAO Mike Jordan Check-in
■ 6:00 PM – 8:00 PM GTAC Meeting #1

▲ **Wed, Apr 26**

■ 8:15 AM – 8:40 AM CAO Mike Jordan/Donnie Oliveira BPS Dir. check-in
■ 9:00 AM – 9:30 AM Transition: NEX
■ 9:30 AM – 9:55 AM CAMG Follow-up: Validating Assumptions for Future Citywide AM
■ 10:00 AM – 10:30 AM CAO Mike Jordan & CFO Michelle Kirby check-in
■ 10:30 AM – 10:45 AM CAO Mike Jordan & Thomas Lannom BRFS Dep. Director check-in
■ 11:00 AM – 11:50 AM CAO Mike Jordan / BHR Dir. Cathy Bless Check-in
▨ 12:30 PM – 3:30 PM CityFleet Q2 All-Staff Meeting
■ 2:00 PM – 2:50 PM CAO Mike Jordan / Gabe Solmer PWB Dir. Check-in
■ 3:30 PM – 3:45 PM CAO Mike Jordan & Brigid OCallaghan City Treasurer check-in

▲ **Thu, Apr 27**

■ 8:00 AM – 8:15 AM CAO Mike Jordan & Ron Vaught City Controller check-in
■ 8:30 AM – 9:00 AM Transition: Sponsors Update
▨ 9:00 AM – 10:00 AM MEET: Budget Development
■ 11:30 AM – 1:00 PM Bureau Directors Meeting

▲ **Fri, Apr 28**

- ▨ 8:00 AM – 8:50 AM Review Budget Note
- 12:00 PM – 1:30 PM LUNCH: John Kitzhaber
- ▨ 1:00 PM – 2:30 PM CAO Office managers/supervisors' discussion series on white supremacy - Session 1 (b)
- 2:00 PM – 2:30 PM MEET: Mike Jordan / Haley Blonsley / Sara Morrissey / Bobby Lee

May 2023

▲ **Mon, May 1**

- 8:15 AM – 9:15 AM CAO Mike Jordan & DCAO Sonia Schmanski - breakfast
- ▨ 9:30 AM – 11:30 AM Administration Programmatic Assessment Meeting #3
- ▨ 11:30 AM – 12:15 PM MEET: Portland City Code Chapter 3.02
- ▨ 12:30 PM – 12:45 PM Quick check in on Office of Equity Conversation
- 2:00 PM – 2:30 PM Transition: Project Leadership
- 2:30 PM – 3:00 PM MEET: Check-in CAO Mike Jordan & Commr. Gonzalez
- ▨ 3:00 PM – 3:45 PM Charter Transition Team Meeting re City Code (chapter 3.02) (Kellie)
- ▨ 6:00 PM – 8:00 PM GTAC Meeting #2

▲ **Tue, May 2 – May 5 CAO Mike Jordan Out of Office**

▲ **Mon, May 8**

- ▨ 1:00 PM – 1:50 PM TESC Monthly Meeting
- 2:00 PM – 2:30 PM Transition: Project Leadership
- ▨ 3:30 PM – 4:00 PM CAO Jordan & Commissioner Mapps Monthly check in

▲ **Tue, May 9**

- 9:30 AM – 10:00 AM Governance + Svc Delivery Staff
- ▨ 9:30 AM – 11:00 AM Charter Implementation Team Meeting - Change Management Training with NEX
- 2:00 PM – 3:00 PM MEET: Directors' Cabinet
- 3:00 PM – 3:30 PM Transition: Sponsors Update

▲ **Wed, May 10**

- 8:30 AM – 9:00 AM CAO Mike Jordan / Kimberly Branam Prosper Portland Dir. Check-in
 - 11:00 AM – 11:50 AM CAO Mike Jordan / BHR Dir. Cathy Bless Check-in
 - 3:30 PM – 4:00 PM Service Delivery Update
-

▲ **Thu, May 11**

- 9:00 AM – 9:50 AM CAO Mike Jordan / Adena Long Parks & Rec Check-in
 - 11:30 AM – 1:00 PM Bureau Directors Meeting
 - 2:30 PM – 3:30 PM CAO Mike Jordan & Aaron Beck, Crystal Castruita & Ben Smith check-in
 - 4:00 PM – 5:00 PM MEET: Portland Region Public Agency Leadership Meeting: Collective Tax, Rate & Fee Impact
-

▲ **Fri, May 12**

- ▨ 8:30 AM – 9:00 AM Excessive Heat Situational Awareness Coordination Call
 - 12:30 PM – 1:00 PM CAO Mike Jordan & Mike Myers check-in
 - 2:45 PM – 4:15 PM User Rates and Fees Work Session
-

▲ **Mon, May 15**

- 9:30 AM – 11:30 AM Administration Programmatic Assessment Meeting #4
 - 1:00 PM – 1:45 PM Levee Ready Columbia/UFSWQD
 - 2:30 PM – 3:00 PM Transition: Project Leadership
-

▲ **Tue, May 16**

- ▨ 9:30 AM – 11:00 AM Charter Implementation Team Meeting
 - ▨ 9:30 AM – 11:30 AM BHR Executive Session w/ Mayor Wheeler and Commissioners
 - 3:00 PM – 3:30 PM Transition: Sponsors Update
 - 4:00 PM – 4:30 PM Bureau Director meeting
 - 4:40 PM – 5:00 PM MEET: Hearings Office
-

▲ **Wed, May 17**

- 8:30 AM – 9:00 AM Transition: NEX
 - 9:00 AM – 10:00 AM OMF Labor Management Committee
 - 10:30 AM – 12:30 PM Transition check-in
 - 1:00 PM – 1:50 PM CAO Mike Jordan & CFO Michelle Kirby check-in
 - 2:00 PM – 3:00 PM Approved Budget Hearing time certain for 2:00pm
 - ▨ 3:00 PM – 4:30 PM Monthly City Asset Managers Group (CAMG) Meeting
-

▲ **Thu, May 18**

- All Day OEO Submissions Due
 - 9:00 AM – 10:00 AM Charter Employee Town Hall
 - 11:30 AM – 11:55 AM CAO Mike Jordan / Annie Von Burg Check-in re: Portland Harbor Superfund Program
-

▲ **Fri, May 19**

- 8:30 AM – 9:15 AM CAO Mike Jordan / Jeff Baer BTS Director Check-in
 - 9:30 AM – 10:00 AM CAO Mike Jordan / Mike Myers CSD Director check-in
 - 10:30 AM – 11:20 AM CAO Mike Jordan / BHR Dir. Cathy Bless Check-in
 - 1:45 PM – 2:00 PM CAO Mike Jordan / DCAO Sonia Schmanski Check-in
 - 3:30 PM – 4:00 PM CAO Jordan & Commissioner Mapps Monthly check in
-

▲ **Mon, May 22**

- 8:00 AM – 8:30 AM Call Allocation Timeline Meeting with Mike Myers, CAO Mike Jordan, Lisa Freeman and Ken Lee
 - 11:30 AM – 12:00 PM CAO Mike Jordan / Chief Lovell Check-in
 - 2:00 PM – 2:30 PM Transition: Project Leadership
 - 3:30 PM – 4:00 PM MEET: Mike Jordan / Haley Blonsley / Sara Morrissey / Bobby Lee
 - 5:30 PM – 7:30 PM Mayor Wheeler's GFOA Reception
-

▲ **Tue, May 23**

- 9:30 AM – 11:00 AM Charter Implementation Team Meeting
 - 2:00 PM – 3:00 PM Charter Reform and EM
 - 3:30 PM – 4:00 PM Transition: Sponsors Update
 - 4:35 PM – 5:00 PM CAO Mike Jordan & Donnie Oliveira PBS Dir. check-in
 - 5:00 PM – 6:00 PM CAO Mike Jordan , Randy Ealy & Raihana Ansary HH
-

▲ **Wed, May 24**

- 8:15 AM – 9:00 AM City Rose Quarter Coordination Mtg
 - 9:00 AM – 9:30 AM Transition: NEX
 - 9:30 AM – 11:30 AM Project Friday
 - 12:00 PM – 1:00 PM CHECK-IN: Charter Transition
 - 2:00 PM – 3:00 PM Utility Rate Hearing time certain for 2:00pm.
 - ▨ 2:00 PM – 3:00 PM KPFF Soil Nail Wall Investigation Follow up Meeting | Providence Park Water Intrusion
 - 3:45 PM – 5:00 PM Debrief on Walnut Park
-

▲ **Thu, May 25**

- 8:30 AM – 8:55 AM Path to Leadership: Impact Project Presentation
- 9:00 AM – 10:00 AM CAO Staff Meeting
- ▨ 10:30 AM – 11:30 AM Thursday Chiefs
- 11:30 AM – 1:00 PM Bureau Directors Meeting
- ▨ 2:00 PM – 2:45 PM Office of the CAO Racial Equity Advancement Group meeting (with the CAOs)

- 3:00 PM – 4:00 PM Charter Employee Town Hall
- 4:15 PM – 4:45 PM CAO Mike Jordan & Mike Myers CSD Dir. check-in

▲ **Fri, May 26**

- 8:30 AM – 9:20 AM CAO Mike Jordan / Gabe Solmer Parks & Rec Dir. Check-in
- 10:30 AM – 11:00 AM CAO Mike Jordan & CFO Michelle Kirby check-in
- 11:15 AM – 12:00 PM CAO Mike Jordan / BHR Dir. Cathy Bless Check-in

▲ **Mon, May 29 – Holiday**

▲ **Tue, May 30**

- 10:00 AM – 10:25 AM Meet: Tribal Relations Check-in
- 2:30 PM – 3:00 PM CAO Mike Jordan & Mike Myers CSD Dir. check-in
- 3:15 PM – 3:45 PM Transition: Sponsors Update
- 4:00 PM – 4:30 PM Transition: Project Leadership

▲ **Wed, May 31**

- 9:00 AM – 9:30 AM Transition: NEX
- 10:00 AM – 12:00 PM Transition check-in
- 1:00 PM – 1:50 PM CAO Mike Jordan & CFO Michelle Kirby check-in
- 2:00 PM – 2:30 PM OMF Leadership Team

June 2023

▲ **Thu, Jun 1**

- 8:30 AM – 9:00 AM Transition: Sponsors Update
- 10:00 AM – 11:30 AM Project Friday Prep
- 11:00 AM – 12:30 PM Planning & Development Directors Meeting
- 1:00 PM – 2:00 PM CAO and Auditors Monthly Check-in

▲ **Fri, Jun 2**

- 8:30 AM – 9:20 AM City Security discussion
 - 10:00 AM – 10:50 AM CAO Mike Jordan / BHR Dir. Cathy Bless Check-in
 - 11:00 AM – 11:30 AM Discuss workplace safety
 - 12:00 PM – 12:30 PM Mike Jordan CAO/ Bob Cozzi BOEC Quarterly Check-in
 - 1:45 PM – 2:00 PM Mike Jordan CAO/ Sonia Schmanski DCAO Quick Check-in (if needed)
 - 2:00 PM – 3:00 PM Keller planning update
-

▲ **Mon, Jun 5**

- 8:00 AM – 8:50 AM Mike Jordan CAO / Jeff Baer BTS Check-in
 - 9:00 AM – 9:30 AM Mike Jordan CAO / Juan Carlos
 - 10:00 AM – 11:00 AM Administration Programmatic Assessment Meeting #5
 - 10:00 AM – 12:00 PM HOLD - Transition check-in
 - 1:00 PM – 1:30 PM Mike Jordan CAO / Laura Oppenheimer Check-in
 - 2:00 PM – 2:30 PM Transition: Project Leadership
 - 2:30 PM – 3:00 PM MEET: Check-in Mike Jordan & Cmr. Gonzalez (monthly)
-

▲ **Tue, Jun 6**

- ▨ 8:30 AM – 10:30 AM Project Friday
 - 11:00 AM – 11:50 AM Mike Jordan CAO/ Shad Check-in (Quarterly)
 - 3:00 PM – 3:30 PM Transition: Sponsors Update
-

▲ **Wed, Jun 7**

- ▨ 8:00 AM – 9:00 AM Services Offered for Sheltering Framework Discussion
 - 9:45 AM – 10:15 AM Mike Jordan CAO & Mike Myers CSD check-in
 - 10:30 AM – 11:00 AM Back-On: PWB/OMF/CBO Check-In
 - 11:00 AM – 11:50 AM CAO Mike Jordan / BHR BHR Dir. Cathy Bless Check-in
 - 1:00 PM – 1:50 PM Mike Jordan CAO & Michelle Kirby CFO check-in
 - 2:00 PM – 2:50 PM Mike Jordan CAO / Rebecca Esau BDS Check-in
 - 4:00 PM – 4:50 PM City funding for expenses related to the Portland Metro Levee System (PMLS) in FY 23-24
-

▲ **Thu, Jun 8**

- 9:00 AM – 4:00 PM City Organization Retreat
-

▲ **Fri, Jun 9**

- 9:30 AM – 10:30 AM MEET: Discuss IGA Re-Negotiation
 - 11:00 AM – 12:00 PM Mike Jordan CAO and Teresa Jacobs Willamette Partnership
 - 12:30 PM – 1:30 PM Mike Jordan CAO & Maty Sauter check-in
 - 2:15 PM – 2:30 PM Mike Jordan CAO/ Sonia Schmanski DCAO Quick Check-in (if needed)
 - 2:30 PM – 3:00 PM Mike Jordan CAO / Lucas Hillier Check-in
-

▲ **Mon, Jun 12**

- 9:30 AM – 10:00 AM OMF Leadership Team

- 10:30 AM – 10:55 AM Discuss Director’s Memo for Amendment #10 to contract #31000584 Janitorial Services for the Justice Center includes Firing Range
- ▨ 11:00 AM – 1:00 PM Admin Service Delivery Project
- ▨ 1:30 PM – 2:30 PM PF Check In
- 2:00 PM – 2:30 PM Transition: Project Leadership
- ▨ 2:00 PM – 4:00 PM BHR Executive Session w/ Mayor Wheeler and Commissioners

▲ **Tue, Jun 13**

- 8:30 AM – 9:00 AM Mike Jordan CAO / Laura Oppenheimer Check-in
- 9:30 AM – 10:00 AM Governance + Svc Delivery Staff
- 10:15 AM – 10:45 AM Mike Jordan CAO & William Guzman - Virtual
- 11:00 AM – 12:00 PM City Organization community engagement planning
- 2:00 PM – 3:00 PM MEET: Directors' Cabinet
- 3:00 PM – 3:30 PM Transition: Sponsors Update
- 4:00 PM – 4:30 PM Bureau Directors Meeting

▲ **Wed, Jun 14**

- ▨ 8:00 AM – 9:00 AM Services Offered for Sheltering Framework Discussion
- 8:30 AM – 9:00 AM Mike Jordan CAO and Kimberly Branam Prosper Portland Check-in
- 9:00 AM – 9:30 AM Transition: NEX
- 9:45 AM – 10:45 AM Budget process review and Charter change
- 11:00 AM – 11:50 AM CAO Mike Jordan / BHR Dir. Cathy Bless Check-in
- 2:00 PM – 2:45 PM Mike Jordan CAO / Jeff Baer BTS Check-in
- 3:00 PM – 4:00 PM CAO and Auditors Monthly Check-in
- 4:00 PM – 4:30 PM Levee Ready Columbia/UFSWQD
- ▨ 4:30 PM – 5:30 PM Meet With GTAC Member Lory Hefele re: success indicators

▲ **Thu, Jun 15**

- 8:00 AM – 9:30 AM Where does the Budget fit within the Organizational Structure
- 9:00 AM – 9:30 AM Transition: Sponsors Update

▲ **Fri, Jun 16**

- ▨ 8:00 AM – 9:00 AM Services Offered Follow up
- 9:00 AM – 10:00 AM Briefing on a pending COEP amendment 06.21.23 Council
- 10:30 AM – 11:00 AM Mike Jordan CAO / Juan Carlos
- 1:00 PM – 2:00 PM Union Station – Prep Meeting

- ▨ 2:00 PM – 3:00 PM Manager/Supervisor CPPW Update - BHR Labor Relations
 - 3:30 PM – 4:00 PM MEET: Mike Jordan CAO / Hayley Blonsley / Sara Morrissey / Bobby Lee
-

▲ **Mon, Jun 19**

- 8:00 AM – 4:00 PM Juneteenth Holiday
-

▲ **Tue, Jun 20**

- 8:30 AM – 9:00 AM Mike Jordan CAO / Laura Oppenheimer Check-in
 - 10:00 AM – 11:00 AM Charter Facility Decisions
 - ▨ 1:00 PM – 1:25 PM Jeff & Elyse Office Hours
 - 2:00 PM – 2:30 PM Mike Jordan CAO / Juan Carlos
 - 3:00 PM – 3:30 PM Transition: Sponsors Update
 - 4:00 PM – 4:30 PM Transition: Project Leadership
-

▲ **Wed, Jun 21**

- 8:30 AM – 9:00 AM Transition: NEX
 - 9:00 AM – 10:00 AM OMF Labor Management Committee
 - 10:15 AM – 10:45 AM Mike Jordan CAO & Elisabeth Perez OCT Check-in
 - 11:00 AM – 11:50 AM CAO Mike Jordan / BHR Dir. Cathy Bless Check-in
 - 3:30 PM – 4:00 PM Discuss security at City Hall
-

▲ **Thu, Jun 22**

- 8:00 AM – 9:00 AM MEET: JOHS IGA
 - ▨ 9:00 AM – 10:00 AM Language Access Program training for OMF Leadership Team and direct reports
 - 10:30 AM – 11:00 AM Mike Jordan CAO & Maty Sauter check-in
 - 12:30 PM – 1:00 PM Bureau Directors meeting
 - 1:00 PM – 5:00 PM Organizational development design charette
-

▲ **Fri, Jun 23**

- 10:00 AM – 10:50 AM Mike Jordan CAO & Robert Taylor CA Check-in (Quarterly)
- 11:00 AM – 12:00 PM PF Check In
- 1:00 PM – 1:30 PM Mike Jordan CAO / Lucas Hillier Check-in
- 1:45 PM – 2:00 PM Mike Jordan CAO/ Sonia Schmanski DCAO Quick Check-in (if needed)
- 2:00 PM – 2:50 PM Mike Jordan CAO & Michelle Kirby CFO check-in
- 3:30 PM – 4:00 PM MEET: Mike Jordan CAO / Hayley Blonsley / Sara Morrissey / Bobby Lee

■ 4:30 PM – 5:00 PM Mike Jordan CAO & Mike Myers CSD check-in

▲ **Mon, Jun 26**

■ 9:00 AM – 10:30 AM OMF Leadership Team
▨ 10:00 AM – 12:00 PM Admin Service Delivery Transition
■ 2:00 PM – 3:00 PM MEET: Project Friday Discussion

▲ **Tue, Jun 27**

■ 9:30 AM – 10:30 AM Council Work Session Run through
■ 10:30 AM – 11:30 AM Update on Keller planning
■ 3:00 PM – 3:30 PM Transition: Sponsors Update
■ 4:00 PM – 4:30 PM Bureau Director meeting
■ 4:35 PM – 5:00 PM MEET: Mike Jordan CAO & Donnie Oliveira BPS check-in

▲ **Wed, Jun 28**

■ 8:00 AM – 8:30 AM Mike J./ Gabe Check-in
■ 9:00 AM – 9:30 AM Transition: NEX
■ 11:00 AM – 1:00 PM Project Friday
■ 1:30 PM – 2:00 PM Mike Jordan CAO / Juan Carlos
▨ 2:30 PM – 4:30 PM Leading Through Change (in-person option 2/2)

▲ **Thu, Jun 29**

■ 8:30 AM – 9:00 AM Transition: Sponsors Update
■ 9:00 AM – 10:00 AM CAO Staff Meeting
■ 1:00 PM – 1:30 PM Mike Jordan CAO & Mike Myers CSD check-in
■ 2:00 PM – 5:00 PM Transition Work Session

▲ **Fri, Jun 30**

■ 8:00 AM – 9:00 AM Union Station – Hand Back/Agreement Termination Meeting
■ 9:00 AM – 9:50 AM Mike Jordan CAO / Jeff Baer BTS Check-in
■ 10:15 AM – 11:00 AM CAO Mike Jordan / BHR Dir. Cathy Bless Check-in
■ 11:00 AM – 11:25 AM Facilities Director
▨ 12:30 PM – 1:00 PM City I5 Rose Quarter Coordination Mtg
■ 1:00 PM – 2:00 PM Budget Process Update Check-in