

April 2024

▲ Mon, Apr 1

- 9:30 AM – 11:00 AM OMF Leadership Team
 - 11:00 AM – 11:30 AM Project Friday Internal City Team
 - 11:30 AM – 12:30 PM Permitting Authority budget
 - 1:00 PM – 1:30 PM Michael Jordan CAO / Tracy Warren CHRO 1:1
 - 1:30 PM – 2:00 PM Ron Zito and Bobby Lee CoS Check in
 - 2:30 PM – 3:00 PM MEET: Check-in Michael Jordan CAO & Cmr. Gonzalez (monthly)
 - 3:30 PM – 5:00 PM Mayor's Proposed Workshop
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▲ Tue, Apr 2

- 9:00 AM – 9:30 AM Michael Jordan CAO/ Laura Oppenheimer SCM Check-in
 - 9:30 AM – 10:00 AM Director Williams / Michael Jordan CAO Check-in (monthly)
 - 10:30 AM – 10:45 AM Meet: Check-in, Sam Chase & Michael Jordan CAO
 - 11:00 AM – 11:30 AM Michael Jordan CAO & Maty Sauter check-in
 - 11:30 AM – 12:00 PM Tuesday Chiefs
 - 1:00 PM – 1:30 PM Michael Jordan CAO/Shad Ahmed PBEM Director Check-in
 - 2:00 PM – 3:00 PM Project Friday
 - 2:30 PM – 3:00 PM MEET: Commissioner Mapps / Mayor Wheeler (Bobby Lee CoS)
 - 4:00 PM – 4:30 PM Tuesday ELT
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▲ Wed, Apr 3

- ▨ 11:00 AM – 11:30 AM Call with NBA, City of Portland, Portland Trail Blazers
 - ▨ 11:00 AM – 11:30 AM Project Friday - Call with RCM and NBA Office
 - 1:30 PM – 2:00 PM JOHS IGA - Internal City Check-in
 - 2:30 PM – 3:00 PM Michael Jordan CAO, Sonia Schmanski DCAO Schmanski DCAO & Terri Theisen check-in
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▲ Thu, Apr 4

- 8:00 AM – 8:10 AM Michael Jordan CAO & Patricia Tigue quick check-in
- 8:30 AM – 9:00 AM Transition: Sponsors Update
- ▨ 9:00 AM – 10:00 AM DAM - Bureau Directors/Finance Managers Meeting - Q2 CSG
- 9:30 AM – 10:00 AM City of Portland Check-In: HR Director Recruitment

- 10:00 AM – 10:45 AM Michael Jordan CAO / Ryan Gillespie - Fire Chief check-in
- ▨ 11:00 AM – 12:30 PM Planning & Development Directors Meeting
- 12:00 PM – 12:10 PM Michael Jordan CAO & Thomas quick check-in
- 12:15 PM – 12:24 PM Michael Jordan CAO & Matthew Gierach 1:1
- 1:00 PM – 2:00 PM Follow Up Re: Security Resolution
- 1:30 PM – 2:20 PM Michael Jordan CAO/ Jeff Baer BTS Dir. Check-in
- 2:00 PM – 3:30 PM Mayor's Proposed Check In
- 3:00 PM – 3:30 PM Michael Jordan CAO & Mike Myers CSD Director check-in
- 4:30 PM – 5:30 PM Michael Jordan CAO & Sara O'Brien check-in

▲ **Fri, Apr 5**

- 9:30 AM – 9:50 AM Engineering Decision Making Pilot
- 10:00 AM – 10:10 AM Michael Jordan CAO / Orlando Williams: Interim HR Director Recruitment
- 10:30 AM – 11:30 AM Project Friday Internal
- 11:00 AM – 11:30 AM MEET: Commissioner Rubio / Mayor Wheeler
- 11:30 AM – 11:55 AM Technical Implementation of Organizational Change (Steering Committee)
- 1:45 PM – 2:00 PM Michael Jordan CAO/ Sonia Schmanski DCAO Quick Check-in (if needed)
- 2:30 PM – 2:40 PM Michael Jordan CAO / Orlando Williams: Interim HR Director Recruitment
- 3:30 PM – 4:00 PM MEET: Mike / Hayley / Sara / Bobby Lee CoS

▲ **Mon, Apr 8**

- 8:15 AM – 8:45 AM Review SPA presentation / check-in
- 10:30 AM – 11:00 AM Michael Jordan CAO / Tracy Warren CHRO 1:1
- 11:00 AM – 12:00 PM Management & Communications Meeting
- 12:00 PM – 1:00 PM HRS Implementation Subcommittee - Hybrid
- 3:30 PM – 5:00 PM Mayor's Proposed Workshop

▲ **Tue, Apr 9**

- 9:00 AM – 11:50 AM BMP at Council
- 11:30 AM – 12:00 PM Tuesday Chiefs (shortened to accommodate work session)
- 12:00 PM – 1:00 PM Confidential: Portland Harbor
- 1:00 PM – 1:30 PM Michael Jordan CAO & David Kuhnhausen 1:1
- 3:00 PM – 4:00 PM 3:00 pm Gov. Kotek | Mayor Wheeler | Chair Vega Pederson

- 3:40 PM – 3:55 PM Michael Jordan CAO & Brigid O’Callaghan City Treasure quick check-in
- 4:00 PM – 4:30 PM Michael Jordan CAO/ Laura Oppenheimer SCM Check-in

▲ **Wed, Apr 10**

- 8:30 AM – 9:00 AM Michael Jordan CAO/ Kimberly Branam Prosper Portland Dir. Check-in
- 10:35 AM – 11:30 AM Recruitment Discussion
- 12:30 PM – 2:00 PM Mayor's Proposed Workshop
- 2:30 PM – 2:55 PM Hold for BDS 'drop in session' discuss SPA & Charter Transition
- 3:00 PM – 3:45 PM Michael Jordan CAO & Jeff Baer BTS Dir. check-in

▲ **Thu, Apr 11**

- 7:00 AM – 8:00 AM OMF: Reed Wagner and Michael Jordan CAO
- 8:30 AM – 9:00 AM Transition Look Ahead
- 8:30 AM – 9:00 AM Transition: Sponsors Update
- 11:30 AM – 1:00 PM Thursday ELT
- ▨ 2:00 PM – 4:50 PM Hearing on Spring BMP
- 3:00 PM – 3:30 PM Michael Jordan CAO & Mike Myers CSD Director check-in

▲ **Fri, Apr 12**

- 9:00 AM – 10:30 AM Mayor's Proposed Workshop
- 11:00 AM – 11:30 AM MEET: Commissioner Rubio / Mayor Wheeler
- 12:30 PM – 1:30 PM Michael Jordan CAO / Margi Bradway (Reservation under: Bradway)
- 2:00 PM – 2:30 PM Prep Call for North Star Governance Panel

▲ **Mon, Apr 15**

- 9:30 AM – 11:00 AM OMF Leadership Team
- 10:40 AM – 11:00 AM Meet: Check-in w/OGR & Michael Jordan CAO
- 1:00 PM – 1:30 PM Michael Jordan CAO / Tracy Warren CHRO1:1
- 1:30 PM – 2:15 PM Michael Jordan CAO & Priya Dhanapal
- ▨ 2:00 PM – 3:00 PM Project Friday City Internal Team
- ▨ 3:30 PM – 5:00 PM Mayor's Proposed Workshop

▲ **Tue, Apr 16**

- 8:30 AM – 8:55 AM Michael Jordan CAO & Thomas Lannom CFO check-in

- 9:00 AM – 9:25 AM Streamlining Council Actions - Fleet & Facilities and SPA
- 10:30 AM – 12:30 PM BHR Executive Session w/ Mayor Wheeler and Commissioners
- 1:30 PM – 2:00 PM Michael Jordan CAO/ Laura Oppenheimer SCM Check-in
- ▨ 2:00 PM – 2:30 PM bus analysis
- 2:30 PM – 3:00 PM Michael Jordan CAO & David Kuhnhausen check-in
- 3:00 PM – 3:30 PM Transition: Sponsors Update
- 3:00 PM – 4:00 PM MEET: Budget Discussion (Hayley)
- 4:00 PM – 4:15 PM Michael Jordan CAO & Dewayne Hankins call

▲ **Wed, Apr 17**

- 9:00 AM – 10:00 AM Mayor's Proposed Check In - Virtual Only
- 9:00 AM – 10:00 AM OMF Labor Management Committee
- 10:30 AM – 11:00 AM Natural resources workplan
- 4:00 PM – 6:00 PM North Star Gathering: Governance Panel Discussion

▲ **Thu, Apr 18**

- 8:30 AM – 9:00 AM Transition: Sponsors Update
- 9:00 AM – 4:30 PM Retreat Day #1 - confirmed
- 11:30 AM – 12:00 PM Michael Jordan CAO/ Sam Hutchinson FPDR Check-in (Quarterly)
- 11:30 AM – 12:30 PM MEET: Commissioner Mapps / Mayor Wheeler (Bobby Lee CoS)
- 1:30 PM – 2:20 PM Michael Jordan CAO/ Jeff Baer BTS Dir. Check-in
- 3:00 PM – 3:30 PM Michael Jordan CAO & Mike Myers CSD Director check-in
- ▨ 3:30 PM – 4:15 PM Singe Permitting Authority Briefing - Mapps Office
- ▨ 3:30 PM – 5:30 PM Project Friday

▲ **Fri, Apr 19 &**

▲ **Mon, Apr 22**

▲ **Tue, Apr 23**

- 9:00 AM – 9:30 AM Michael Jordan CAO/ Laura Oppenheimer SCM Check-in
- 11:30 AM – 12:00 PM Michael Jordan CAO / Tracy Warren CHRO1:1
- 1:00 PM – 1:30 PM Michael Jordan CAO & David Kuhnhausen 1:1
- 1:30 PM – 1:55 PM Michael Jordan CAO & Chief Day check-in
- 3:00 PM – 3:30 PM Transition: Sponsors Update

- 3:00 PM – 4:00 PM 3:00 pm Gov. Kotek | Mayor Wheeler | Chair Vega Pederson
 - 4:35 PM – 5:00 PM Michael Jordan CAO & Donnie Oliveira BPS Dir. check-in
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▲ **Wed, Apr 24**

- 10:00 AM – 11:00 AM Portland City Administrator
 - 2:00 PM – 2:50 PM Michael Jordan CAO/ Gabe Solmer PWB Dir. Check-in
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▲ **Thu, Apr 25**

- 8:30 AM – 9:00 AM Transition: Sponsors Update
 - ▨ 9:00 AM – 10:00 AM Project Friday Internal
 - 10:05 AM – 10:35 AM Michael Jordan CAO & Mike Myers CSD Director check-in
 - 11:30 AM – 12:00 PM MEET: Commissioner Mapps / Mayor Wheeler (Bobby Lee CoS)
 - 11:30 AM – 1:30 PM Peer Panel and Workshop
 - ▨ 1:00 PM – 2:00 PM Housing Funding Information Session
 - 2:30 PM – 2:55 PM Discuss Salvation Army
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▲ **Fri, Apr 26**

- 8:00 AM – 8:45 AM MEET: Budget Forecast
 - 9:00 AM – 9:30 AM Prep-meeting with Randy and Raihana of PGE
 - 11:00 AM – 11:30 AM PGE's Harborton Reliability Project
 - 11:30 AM – 12:00 PM MEET: Commissioner Rubio / Mayor Wheeler (Bobby Lee CoS)
 - 12:30 PM – 1:30 PM CAO Monthly Check-in
 - 1:30 PM – 2:10 PM Meet: MTW/CAO/Tribal Relations
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▲ **Mon, Apr 29**

- 8:00 AM – 9:00 AM Discuss issues with PGE
 - 8:30 AM – 9:00 AM Michael Jordan CAO & Dawn Uchiyama 1:1
 - 9:30 AM – 11:00 AM OMF Leadership Team
 - ▨ 11:30 AM – 12:00 PM WP Board meeting
 - 12:00 PM – 1:00 PM MEET: Title III/Budget
 - 1:00 PM – 2:30 PM City of Portland: Visit with CAO Michael Jordan CAO
 - 3:00 PM – 3:30 PM Transition: Weekly Look-Ahead
 - 3:30 PM – 4:15 PM Michael Jordan CAO & Adena Long check-in
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▲ **Tue, Apr 30**

- 9:00 AM – 9:30 AM Michael Jordan CAO/ Laura Oppenheimer SCM Check-in
- ▨ 9:30 AM – 9:55 AM MICHAEL JORDAN CAO to attend Transition Team Meeting
- 1:30 PM – 2:00 PM Michael Jordan CAO / Tracy Warren CHRO1:1
- 2:00 PM – 2:30 PM Transition: Sponsors Update
- 3:00 PM – 5:00 PM EJ Center Launch Event

May 2024

▲ **Wed, May 1**

- ▨ 9:00 AM – 4:30 PM Retreat Day #2 - confirmed

▲ **Thu, May 2**

- 8:00 AM – 8:30 AM COS - Proposed Budget Presentation
- ▨ 8:00 AM – 8:30 AM Quick Protest Update
- 8:30 AM – 9:00 AM Transition: Sponsors Update
- 9:30 AM – 10:20 AM Discuss recruitments
- 10:00 AM – 10:45 AM Michael Jordan CAO / Ryan Gillespie - Fire Chief check-in
- 11:00 AM – 12:30 PM Planning & Development Directors Meeting
- ▨ 11:00 AM – 12:30 PM Hold for SPA Code Amendments at P&D
- 12:30 PM – 1:00 PM ELT Proposed Budget Preview
- 1:30 PM – 2:20 PM Michael Jordan CAO/ Jeff Baer BTS Dir. Check-in
- 2:30 PM – 2:55 PM Michael Jordan CAO and Shad Ahmed PBEM Director check-in
- ▨ 3:00 PM – 4:00 PM Project Friday Internal
- 3:40 PM – 4:30 PM Mayor's Proposed Briefing

▲ **Fri, May 3**

- 8:30 AM – 8:55 AM Natural resources workplan presentation
- 11:00 AM – 11:25 AM PIT Check In with Mike
- ▨ 11:30 AM – 11:55 AM Technical Implementation of Organizational Change (Steering Committee)
- 1:00 PM – 1:45 PM Michael Jordan CAO & Jeff Selby 1:1
- 2:00 PM – 2:45 PM Discuss the launch of asset management audit

▲ **Mon, May 6**

- 9:30 AM – 10:00 AM Michael Jordan CAO / Tracy Warren CHRO 1:1

- 12:00 PM – 1:30 PM In person: Homelessness Response Implementation Committee
 - 2:00 PM – 2:30 PM Transition: Weekly Look-Ahead
 - 4:00 PM – 4:30 PM CBO & Mayor's Office Weekly Check-in
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▲ Tue, May 7

- 9:30 AM – 10:00 AM Director Williams / Michael Jordan CAO Check-in (monthly)
 - 1:00 PM – 1:30 PM Michael Jordan CAO & David Kuhnhausen 1:1
 - 1:00 PM – 1:30 PM Michael Jordan CAO/Shad Ahmed PBEM Director Check-in
 - 1:45 PM – 2:15 PM Michael Jordan CAO & Susan Mottet - check-in
 - 2:30 PM – 3:00 PM Michael Jordan CAO & Mike Myers CSD Director 1:1
 - 3:00 PM – 3:30 PM Transition: Sponsors Update
 - 3:00 PM – 4:00 PM 3:00 pm Gov. Kotek | Mayor Wheeler | Chair Vega Pederson
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▲ Wed, May 8

- 8:00 AM – 9:00 AM Initial Project Meeting: Budget and Finance Staffing and Budget Process Transition
 - 8:30 AM – 9:00 AM Michael Jordan CAO/ Kimberly Branam Prosper Portland Dir. Check-in
 - 9:00 AM – 9:30 AM Michael Jordan CAO/ Laura Oppenheimer SCM Check-in
 - 9:30 AM – 10:00 AM Title 3 - Decisions on final edits
 - 10:30 AM – 11:30 AM Homeless Response System - Implementation Committee
 - 2:00 PM – 3:00 PM Project Friday Internal
 - 2:30 PM – 3:30 PM North Star & City of Portland: Governance Onboarding
 - 4:00 PM – 5:00 PM Project Friday
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▲ Thu, May 9

- 8:30 AM – 9:00 AM Transition: Sponsors Update
 - 9:00 AM – 9:50 AM Portland Lift – Open Procurement Standards
 - 10:00 AM – 10:30 AM Levee Ready Columbia/UFSWQD
 - 11:30 AM – 1:00 PM ELT meeting
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▲ Fri, May 10

- 10:00 AM – 12:00 PM Leadership Team meeting
- ▨ 1:00 PM – 2:00 PM Project Friday Internal
- 1:30 PM – 2:00 PM MEET: Commissioner Mapps / Mayor Wheeler (Sara)

▲ **Mon, May 13**

- All Day BFM Opens for the OEO
- 8:30 AM – 8:55 AM CAMG: AMO Development & DCA Workplan
- 9:00 AM – 9:30 AM MEET: Mike, Bobby Lee CoS and Sara Check-in
- 9:30 AM – 11:00 AM OMF Leadership Team
- 11:00 AM – 11:30 AM Revenue Head Discussion
- 1:00 PM – 1:50 PM TESC Quarterly Meeting - Q2 2024
- 2:00 PM – 2:30 PM Transition: Weekly Look-Ahead
- 2:30 PM – 3:00 PM Michael Jordan CAO / Tracy Warren CHRO1:1
- 3:00 PM – 3:30 PM Michael Jordan CAO & Sonia Schmanski DCAO 1:1
- 3:30 PM – 4:00 PM Commissioner Briefing: JOHS IGA with Commissioner Ryan
- 4:30 PM – 5:00 PM Commissioner Briefing: JOHS IGA with Commissioner Mapps

▲ **Tue, May 14**

- 9:00 AM – 9:30 AM Michael Jordan CAO/ Laura Oppenheimer SCM Check-in
- 9:30 AM – 9:55 AM travel to PBOT - Kerby
- 11:30 AM – 2:00 PM Travel Portland - Portland Marriott downtown
- 12:00 PM – 1:30 PM WP board meeting
- 12:30 PM – 3:00 PM Interview: Michael Jordan CAO & Pat Doris, KGW
- 3:00 PM – 3:30 PM Transition: Sponsors Update

▲ **Wed, May 15**

- 9:00 AM – 10:00 AM OMF Labor Management Committee
- 10:15 AM – 11:30 AM Virtual Meet & Greet - City Controller
- 2:00 PM – 4:00 PM HOLD - Time Certain 2:00 p.m. Approval of the FY 2024-25 Budget for the City of Portland

▲ **Thu, May 16**

- All Day OEO Submission Due EOD
- 8:30 AM – 9:00 AM Budget Process and Staffing Project Leadership Meeting
- 8:30 AM – 9:00 AM Transition: Sponsors Update
- 9:00 AM – 9:30 AM SuccessFactors Check-in
- 10:00 AM – 11:00 AM Project Update: Portland Permitting & Development
- 11:00 AM – 11:30 AM Onboarding Plan Overview
- 11:30 AM – 12:00 PM MEET: Commissioner Mapps / Mayor Wheeler (Bobby Lee CoS)

▨ 1:30 PM – 3:30 PM Leadership Team Meeting

▲ **Fri, May 17**

▨ 9:30 AM – 10:00 AM Commissioner Briefing: JOHS IGA

■ 10:30 AM – 11:00 AM Michael Jordan CAO & Sara Morrissey CoS1:1

■ 11:00 AM – 11:30 AM MEET: Commissioner Rubio / Mayor Wheeler

■ 11:00 AM – 11:30 AM Michael Jordan CAO/ Jeff Baer BTS Dir. Check-in

▨ 11:30 AM – 11:55 AM Technical Implementation of Organizational Change (Steering Committee)

■ 11:30 AM – 12:00 PM Commissioner Briefing: JOHS IGA with Commissioner Rubio

▨ 12:30 PM – 1:30 PM Project Friday Internal

■ 1:30 PM – 2:30 PM Project Friday

▨ 2:30 PM – 4:00 PM MEET: Mike / Hayley / Sara / Bobby Lee CoS

▲ **Mon, May 20**

■ 8:45 AM – 9:30 AM MICHAEL JORDAN CAO, Jonas Biery & Sam Hutchinson FPDR - check-in

■ 9:35 AM – 10:05 AM Discuss Personnel Transferring / New Permitting Bureau

■ 10:30 AM – 11:00 AM CAO Monthly Check-in

■ 11:00 AM – 12:00 PM Management & Communications Meeting

■ 12:10 PM – 1:00 PM MEET: Human Resources

■ 1:00 PM – 1:45 PM Michael Jordan CAO, Jonas Biery & John Maloney - check-in

■ 2:00 PM – 2:30 PM Transition: Weekly Look-Ahead

■ 3:30 PM – 3:55 PM Michael Jordan CAO & Sam Chase check-in

■ 4:00 PM – 4:45 PM Michael Jordan CAO, Jonas Bieryery & Thomas Lannom CFO check-in

▲ **Tue, May 21**

■ 9:00 AM – 9:30 AM Michael Jordan CAO/ Laura Oppenheimer SCM Check-in

■ 9:30 AM – 11:30 AM BHR Executive Session w/ Mayor Wheeler and Commissioners

■ 1:00 PM – 1:30 PM Michael Jordan CAO & David Kuhnhausen 1:1

■ 1:45 PM – 2:15 PM Michael Jordan CAO & Chief Day check-in

■ 2:30 PM – 3:00 PM Michael Jordan CAO & Mike Myers CSD Director 1:1

■ 3:00 PM – 3:30 PM Transition: Sponsors Update

■ 3:00 PM – 4:00 PM 3:00 pm Gov. Kotek | Mayor Wheeler | Chair Vega Pederson

▲ **Wed, May 22**

- 8:00 AM – 8:25 AM Michael Jordan CAO & Priya Dhanapal check-in
 - 8:30 AM – 8:55 AM Elyse/Terri Check-In
 - 9:00 AM – 9:45 AM Michael Jordan CAO, Jonas Biery & Patrick Hughes - check-in
 - 10:00 AM – 10:25 AM Michael Jordan CAO / Donnie Oliveira BPS Dir. 1:1
 - 10:30 AM – 11:15 AM Michael Jordan CAO, Jonas Biery & Sheila Craig - check-in
 - 12:40 PM – 1:00 PM Michael Jordan CAO / Tracy Warren CHRO1:1
 - 1:00 PM – 1:45 PM Michael Jordan CAO/ Michelle K-N Check-in (Quarterly)
 - 2:00 PM – 2:50 PM Michael Jordan CAO/ Gabe Solmer PWB Dir. Check-in
 - 2:50 PM – 3:00 PM Michael Jordan CAO & Heidi Brown quick check-in
 - 3:00 PM – 3:45 PM Michael Jordan CAO, Jonas Biery & Susan Mottet - check-in
 - 3:45 PM – 5:00 PM Time Certain 3:45 - Title 3 and 17 to Reflect Organizational Changes
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▲ **Thu, May 23**

- 8:30 AM – 9:00 AM Transition: Sponsors Update
 - 9:00 AM – 4:30 PM ELT Retreat – Charter Transition
 - 11:30 AM – 12:00 PM MEET: Commissioner Mapps / Mayor Wheeler (Bobby Lee CoS)
 - ▨ 1:30 PM – 3:30 PM Leadership Team Meeting
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▲ **Fri, May 24**

▲ **Mon, May 27**

- 9:30 AM – 11:00 AM OMF Leadership Team
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▲ **Tue, May 28**

- ▨ 9:30 AM – 9:55 AM Michael Jordan CAO to attend Transition Team Meeting
 - 12:00 PM – 1:00 PM OMF lunch & learn panel: Adapting to change throughout your career - lessons from older employees
 - 3:00 PM – 3:30 PM Transition: Sponsors Update
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▲ **Wed, May 29**

- 8:00 AM – 8:30 AM Michael Jordan CAO & Priya Dhanapal check-in
- 9:00 AM – 10:00 AM Charter Transition Town Halls

- 10:30 AM – 11:15 AM Michael Jordan CAO, Jonas Biery & Brigid O’Callaghan City Treasure - check-in
- 1:00 PM – 1:45 PM Michael Jordan CAO, Jonas Biery & Ruth Levine - check-in
- 2:00 PM – 2:25 PM Michael Jordan CAO & Bob Cozzie BOEC Dir. check-in
- 3:00 PM – 3:30 PM Michael Jordan CAO & Sonia Schmanski DCAO 1:1
- 3:30 PM – 4:00 PM Michael Jordan CAO / Tracy Warren CHRO 1:1

▲ **Thu, May 30**

- 8:00 AM – 8:30 AM Michael Jordan CAO/ Laura Oppenheimer SCM Check-in
- 8:30 AM – 9:00 AM Budget Process and Staffing Project Leadership Meeting
- 8:30 AM – 9:00 AM Transition: Sponsors Update
- 9:00 AM – 10:00 AM CAO Staff Meeting
- 10:15 AM – 11:00 AM IT Assessment: Governance Observation with CAO Michael Jordan CAO
- ▨ 1:30 PM – 3:30 PM Leadership Team Meeting
- 3:00 PM – 4:00 PM Charter Transition Town Halls
- 4:00 PM – 4:30 PM MEET: Commissioner Mapps / Mayor Wheeler (Bobby Lee CoS)
- 4:00 PM – 5:00 PM Meet Pete Johnson

▲ **Fri, May 31**

- 9:00 AM – 9:30 AM Review PIT Workplan 24/25
- 10:30 AM – 11:00 AM Michael Jordan CAO & Sara Morrissey CoS 1:1
- 11:00 AM – 11:30 AM MEET: Commissioner Ryan / Mayor Wheeler (Bobby Lee CoS)
- 11:00 AM – 12:00 PM Rose Quarter projects-city coordination (M. Jordan, K. Branam, M. Williams, D. Oliveira, K. Lisle)
- ▨ 11:30 AM – 11:55 AM Technical Implementation of Organizational Change (Steering Committee)
- 1:00 PM – 2:00 PM Budget Advisory Committee meeting

June 2024

▲ **Mon, Jun 3**

- 8:00 AM – 8:30 AM Discuss "Spectator Venues"
- 8:45 AM – 9:15 AM Michael Jordan CAO & Jonas Biery 1:1
- 9:30 AM – 10:00 AM Michael Jordan CAO / Tracy Warren CHRO 1:1
- 10:00 AM – 10:50 AM Michael Jordan CAO/ Jeff Baer BTS Dir. Check-in

- 12:00 PM – 1:30 PM In person: Homelessness Response Implementation Committee
 - 2:00 PM – 2:30 PM Transition: Weekly Look-Ahead
 - 4:00 PM – 5:00 PM Michael Jordan CAO & Annie Von Burg
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▲ Tue, Jun 4

- 9:00 AM – 9:30 AM MEET: Onboarding and Transition Status Briefing (Sara)
 - 9:30 AM – 10:00 AM Director Williams / Michael Jordan CAO Check-in (monthly)
 - 10:30 AM – 11:00 AM Meeting with Michael Jordan CAO & Comm Mapps
 - 12:30 PM – 1:00 PM Michael Jordan CAO & Mike Myers CSD Director 1:1
 - 1:00 PM – 1:45 PM S. Schmanski, M. Jordan, D. Oliveira - Spectator Venues/Keller & PIT
 - 2:15 PM – 2:45 PM Michael Jordan CAO & Elisabeth Perez OCT Check-in
 - 3:00 PM – 3:30 PM Transition: Sponsors Update
 - 4:00 PM – 4:45 PM Tuesday ELT
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▲ Wed, Jun 5

- 3:00 PM – 4:00 PM Executive Team Meeting
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▲ Thu, Jun 6

- 8:30 AM – 9:00 AM Transition: Sponsors Update
 - 9:15 AM – 9:40 AM Michael Jordan CAO / Donnie Oliveira BPS Dir. 1:1
 - ▨ 11:00 AM – 12:30 PM Planning & Development Directors Meeting
 - ▨ 1:30 PM – 3:30 PM Leadership Team Meeting
 - ▨ 4:00 PM – 5:00 PM Bobby Lee CoS / Sara / Mike
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▲ Fri, Jun 7

- ▨ 9:30 AM – 9:55 AM Mike x Priya
 - 2:00 PM – 2:30 PM MEET: Commissioner Rubio / Mayor Wheeler (Bobby Lee CoS)
 - 3:30 PM – 4:00 PM MEET: Mike / Hayley / Sara / Bobby Lee CoS
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▲ Mon, Jun 10

- 9:30 AM – 10:00 AM JOHS IGA Discussion
 - 9:30 AM – 11:00 AM OMF Leadership Team
 - 1:00 PM – 1:45 PM MEET: Internal Keller Team / Mayor Wheeler (Andrew)
 - 3:00 PM – 3:30 PM Michael Jordan CAO & Sonia Schmanski DCAO 1:1
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▲ **Tue, Jun 11**

- 9:00 AM – 9:30 AM Michael Jordan CAO & Sara Morrissey CoS 1:1
 - 9:30 AM – 11:00 AM TSCC
 - 11:00 AM – 11:25 AM Transition: Weekly Look-Ahead
 - 11:30 AM – 12:00 PM Michael Jordan CAO / Tracy Warren CHRO 1:1
 - 1:00 PM – 1:30 PM Transition
 - ▨ 1:30 PM – 2:00 PM MEET: Discuss Personnel Matter
 - 3:00 PM – 3:30 PM Transition: Sponsors Update
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▲ **Wed, Jun 12**

- 8:30 AM – 10:00 AM Clackamas County Leadership Academy - Local Leaders
 - 11:00 AM – 11:30 AM Transition - Next Steps
 - ▨ 12:30 PM – 1:30 PM Mayor's Team All Staff
 - 1:30 PM – 2:00 PM Michael Jordan CAO/ Laura Oppenheimer SCM Check-in
 - 2:00 PM – 3:00 PM DCA Transition Update
 - 2:00 PM – 4:00 PM Budget Adoption
 - 4:00 PM – 4:30 PM Levee Ready Columbia/UFSWQD
 - 5:00 PM – 6:30 PM Confirmed: Onboarding/Offboarding
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▲ **Thu, Jun 13**

- 8:30 AM – 9:00 AM Budget Process and Staffing Project Leadership Meeting
 - 8:30 AM – 9:00 AM Transition: Sponsors Update
 - ▨ 10:30 AM – 11:30 AM Thursday Chiefs
 - 11:30 AM – 1:00 PM DCAs and ELT meeting
 - 11:30 AM – 1:00 PM ELT + DCAs Meeting
 - ▨ 12:00 PM – 1:00 PM Transition Communications Planning
 - 1:00 PM – 1:25 PM ACA Discussion
 - ▨ 1:30 PM – 3:30 PM Leadership Team Meeting
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▲ **Fri, Jun 14**

- 11:30 AM – 12:30 PM HOLD for Michael Jordan CAO presentation at S.O. w/Executive Board.
 - 11:30 AM – 12:30 PM Interim City Administrator Michael Jordan CAO's Presentation to Sport Oregon
 - 1:00 PM – 2:00 PM Budget Notes: City Operations, City Administrator, Budget & Finance
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▲ **Mon, Jun 17**

- ▨ 9:00 AM – 10:00 AM LR / Union Meeting
 - 9:30 AM – 9:55 AM Michael Jordan CAO attend LR/Union meeting when you are back in the office
 - 10:30 AM – 11:00 AM Michael Jordan CAO & Jonas Biery 1:1
 - 11:00 AM – 11:30 AM OMF Labor Management Committee
 - ▨ 1:00 PM – 2:00 PM Management & Communications Meeting
 - 2:00 PM – 2:30 PM Transition: Weekly Look-Ahead
 - ▨ 3:30 PM – 5:00 PM Alternatives Milestone Briefing - Public Safety Long-Range Facilities Master Planning
 - 4:00 PM – 5:00 PM Internal Leadership Transition Discussion
 - ▨ 4:00 PM – 5:00 PM Housing Funding Information Session follow up
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▲ **Tue, Jun 18**

- 8:15 AM – 8:45 AM Michael Jordan CAO / Tracy Warren CHRO 1:1
 - ▨ 9:00 AM – 10:00 AM OMF Labor Management Committee
 - ▨ 9:00 AM – 10:00 AM Project Friday Internal
 - 9:15 AM – 9:45 AM Prep: Transition Press Engagement
 - 10:00 AM – 11:00 AM Transition: Press Engagement (Bobby Lee CoS)
 - 11:30 AM – 1:00 PM Metro Chamber Luncheon
 - 1:30 PM – 2:00 PM Michael Jordan CAO & Chief Day check-in
 - 3:00 PM – 3:30 PM Transition: Sponsors Update
 - 3:00 PM – 4:00 PM 3:00 pm Gov. Kotek | Mayor Wheeler | Chair Vega Pederson
 - 4:00 PM – 4:30 PM Tuesday ELT
 - 4:00 PM – 7:00 PM Drainage Districts Transition Milestone Celebration
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▲ **Wed, Jun 19**

▲ **Thu, Jun 20**

- 8:30 AM – 9:00 AM Transition: Sponsors Update
 - 9:30 AM – 12:00 PM City Council-9:45 time certain-Homeless Services IGA
 - ▨ 1:30 PM – 3:30 PM Leadership Team Meeting
 - 2:15 PM – 2:45 PM Discuss recruitments
 - 3:00 PM – 3:25 PM Michael Jordan CAO / Donnie Oliveira BPS Dir. 1:1
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▲ **Fri, Jun 21**

- 9:30 AM – 10:00 AM MEET: Commissioner Mapps / Mayor Wheeler (Bobby Lee CoS)
- 10:00 AM – 10:25 AM Portland Solutions Authority

- 11:00 AM – 11:30 AM Prep call for 6/26 Jordan Ramis speaking event
 - 12:00 PM – 1:00 PM Lunch with Major Harvey & Becky Weiss
 - 3:00 PM – 3:25 PM Mike & Priya Dhanapal check-in
 - 3:30 PM – 4:00 PM MEET: Mike / Hayley / Sara / Bobby Lee CoS (Virtual only)
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▲ Mon, Jun 24

- 8:30 AM – 9:30 AM Project Friday Internal
 - 9:30 AM – 10:15 AM OMF Leadership Team
 - 2:00 PM – 2:30 PM Transition: Weekly Look-Ahead
 - 3:00 PM – 3:30 PM Michael Jordan CAO & Sonia Schmanski DCAO 1:1
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▲ Tue, Jun 25

- 11:00 AM – 12:00 PM Tuesday Chiefs
 - 1:30 PM – 2:30 PM Project Friday
 - 3:30 PM – 4:00 PM Transition: Sponsors Update
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▲ Wed, Jun 26

- 9:00 AM – 9:30 AM Michael Jordan CAO & Sara Morrissey CoS1:1
 - 10:00 AM – 10:30 AM Michael Jordan CAO and RZ Connect
 - ▨ 12:00 PM – 1:00 PM Lunch-and-learn event with Adam Becenti, Tribal Relations Program Manager for the City of Portland
 - 12:30 PM – 1:30 PM Jeff Miller & Michael Jordan CAO | City of Portland & Travel Portland Quarterly Meeting (Reservation under Jeff Miller)
 - 2:00 PM – 2:25 PM Michael Jordan CAO/ Laura Oppenheimer SCM Check-in
 - 2:30 PM – 3:20 PM City Administrator Management Meeting
 - 4:00 PM – 6:30 PM Present at Jordan Ramis on PP&D
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▲ Thu, Jun 27

- 8:30 AM – 9:00 AM Budget Process and Staffing Project Leadership Meeting
 - 8:30 AM – 9:00 AM Transition: Sponsors Update
 - ▨ 10:00 AM – 11:00 AM Project Friday Internal
 - 11:30 AM – 1:00 PM Thursday ELT
 - 12:30 PM – 12:45 PM Prep: Transition Media event
 - 12:45 PM – 2:00 PM Transition media event
 - 1:00 PM – 2:00 PM Transition media event
 - ▨ 1:30 PM – 3:30 PM Leadership Team Meeting
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▲ **Fri, Jun 28**

- 8:30 AM – 9:30 AM Portland Tea Party Guest (Michael Jordan CAO)
- 10:30 AM – 11:00 AM MEET: Commissioner Rubio / Mayor Wheeler (Bobby Lee CoS)
- 1:00 PM – 1:45 PM MEET: Government Transition Advisory Committee (Hayley)
- 2:30 PM – 3:30 PM CAO Monthly Check-in
- 3:30 PM – 4:00 PM MEET: Mike / Hayley / Sara / Bobby Lee CoS