

Michael Jordan, Chief Administrative Officer
1st quarter 2024

January 2024

▲ Mon, Jan 1 – Jan 5

▲ Mon, Jan 8

▨ 4:00 PM – 5:00 PM Project Friday Internal

▲ Tue, Jan 9

▲ Wed, Jan 10

■ 10:00 AM – 10:30 AM Michael Jordan & Zari Santner - coffee

■ 11:45 AM – 12:45 PM Michael Jordan & Andrew Rowe from Purposeful Ventures - lunch

▨ 1:30 PM – 2:30 PM Project Friday

▲ Thu, Jan 11

▲ Fri, Jan 12

■ 11:00 AM – 12:30 PM Urban Flood Safety & Water Quality District - Funding Solutions

■ 12:00 PM – 1:00 PM Michael Jordan / Margi Bradway

▲ Mon, Jan 15

▲ Tue, Jan 16

▨ 4:00 PM – 5:00 PM Project Friday Internal

▲ Wed, Jan 17

▲ Thu, Jan 18

■ 9:30 AM – 10:00 AM City of Portland Check-In: HR Director Recruitment

▨ 10:00 AM – 11:00 AM City of Portland Calibration: HR Director Recruitment

▲ Fri, Jan 19

■ 1:00 PM – 1:30 PM Project Friday Internal

▲ Mon, Jan 22

▲ Tue, Jan 23

▲ Wed, Jan 24

■ 7:30 AM – 8:00 AM Michael Jordan & Ciara Pressler - coffee

■ 10:30 AM – 11:30 AM Project Friday

▲ **Thu, Jan 25**

▲ **Fri, Jan 26**

■ 12:30 PM – 1:30 PM Michael Jordan / Margi Bradway Check-in

▲ **Mon, Jan 29**

▲ **Tue, Jan 30**

■ 7:30 AM – 8:30 AM Michael Jordan & Olivia Clark - breakfast

▨ 10:00 AM – 12:00 PM McKinstry FCA and Inventory Executive Kickoff

▲ **Wed, Jan 31**

■ 8:00 AM – 9:00 AM Michael Jordan & Brendan Finn - breakfast

■ 9:30 AM – 10:30 AM Coffee with Nina Vetter

■ 12:00 PM – 1:30 PM Project Friday Meeting

February 2024

▲ **Thu, Feb 1**

■ 9:30 AM – 10:00 AM City of Portland Check-In: HR Director Recruitment

■ 2:00 PM – 4:00 PM In-studio taping: Michael Jordan & Laurel Porter for "Straight Talk"

▲ **Fri, Feb 2**

■ 7:30 AM – 8:30 AM Michael Jordan, Reed Wagner & Scott Robinson-breakfast

■ 9:00 AM – 10:00 AM City of Portland Interim HR Director Better/Best Training

■ 12:30 PM – 1:30 PM Michael Jordan & Stephanie Wieber - lunch

▲ **Mon, Feb 5**

■ 3:00 PM – 4:00 PM City of Portland Interim HR Director Top Candidate Presentation

▲ **Tue, Feb 6**

■ 8:30 AM – 8:45 AM Michael Jordan to call Bob Sallinger

▨ 6:00 PM – 8:00 PM Government Transition Advisory Committee Meeting

▲ **Wed, Feb 7**

■ 9:15 AM – 10:15 AM Elected Security Policy

▨ 3:00 PM – 4:30 PM Project Friday Meeting

▲ **Thu, Feb 8**

■ 9:30 AM – 10:00 AM City of Portland Check-In: HR Director Recruitment

▲ **Fri, Feb 9**

▨ 9:00 AM – 10:00 AM Project Friday Internal Check in

■ 11:00 AM – 11:30 AM PBOT Engagement - 1:1 Interview (Michael Jordan)

▲ **Mon, Feb 12 – Mon, Feb 19**

■ All Day Michael Jordan out of office

▲ **Tue, Feb 20**

■ 8:00 AM – 8:30 AM Call with Dewayne Hankins

■ 8:30 AM – 9:30 AM Project Friday Internal

▲ **Wed, Feb 21**

▨ 10:30 AM – 12:00 PM Project Friday Meeting

▲ **Thu, Feb 22**

■ 9:30 AM – 10:00 AM City of Portland Check-In: HR Director Recruitment

▲ **Fri, Feb 23**

▨ 2:30 PM – 3:00 PM City of Portland - City Administrator Meeting

▲ **Mon, Feb 26**

■ 9:00 AM – 11:45 AM City of Portland HR Director Interviews

■ 1:00 PM – 3:30 PM City of Portland HR Director Interviews

■ 5:00 PM – 6:00 PM Michael Jordan & Tony Seminary

▲ **Tue, Feb 27**

▲ **Wed, Feb 28**

▨ 2:00 PM – 3:00 PM Hold for Project Friday at City Council

▲ **Thu, Feb 29**

▨ 9:00 AM – 10:30 AM Project Friday Meeting

■ 10:15 AM – 10:45 AM City of Portland Check-In: HR Director Recruitment

■ 11:30 AM – 12:00 PM City of Portland Check-In: City Administrator Recruitment

March 2024

▲ **Fri, Mar 1**

■ 9:15 AM – 9:30 AM Margi Bradway / Michael Jordan Touch Base

■ 11:00 AM – 11:45 AM Coffee: Greg Pierson / Michael Jordan / Mayor Wheeler

▲ **Mon, Mar 4**

- 12:00 PM – 1:30 PM MEET: JOHS IGA (Biweekly Internal)
- ▨ 1:00 PM – 3:00 PM Agenda for NCAA Women's Regionals Planning Session

▲ **Tue, Mar 5**

- 8:30 AM – 9:20 AM Background or off-the-record conversation
- 2:00 PM – 3:30 PM MEET: JOHS IGA County/City Check-in (Meeting 1)

▲ **Wed, Mar 6**

- 7:30 AM – 8:15 AM Michael Jordan & Keith Wilson - Introduction
- 1:00 PM – 2:30 PM Prosper/City/Metro quarterly meeting (in person)

▲ **Thu, Mar 7**

- 9:30 AM – 10:00 AM City of Portland Check-In: HR Director Recruitment
- 5:30 PM – 6:30 PM Michael Jordan & Steve Novick

▲ **Fri, Mar 8**

- 7:30 AM – 8:30 AM Michael Jordan & Ethan Breakfast

▲ **Mon, Mar 11**

- 10:00 AM – 10:20 AM Keller Auditorium briefing

▲ **Tue, Mar 12**

- 10:30 AM – 11:30 AM Project Friday Internal Legal Check In
- 2:00 PM – 2:45 PM MEET: Mayor Beaty / Mayor Wheeler (Bobby)

▲ **Wed, Mar 13**

- 11:00 AM – 12:00 PM Confirmed: Michael Jordan & Demi Lawrence, PBJ (RM 212 in Portland Bldg, see note inside)

▲ **Thu, Mar 14**

- 9:30 AM – 10:00 AM City of Portland Check-In: HR Director Recruitment

▲ **Fri, Mar 15**

- 10:00 AM – 11:00 AM Interim HR Director Interview with Cheng Yu Hou
- 12:00 PM – 1:00 PM Lunch with Congressman Blumenauer and Michael Jordan

▲ **Mon, Mar 18**

- 10:00 AM – 11:00 AM Interim HR Director Interview with Isaac Dixon
 - 1:00 PM – 3:00 PM WP Board Meeting
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▲ **Tue, Mar 19**

▲ **Wed, Mar 20**

- ▨ 9:00 AM – 10:00 AM Project Friday
 - 9:00 AM – 10:30 AM IGA Negotiation Team Meeting
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▲ **Thu, Mar 21**

- 10:30 AM – 10:55 AM NAMC-Oregon Meeting
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▲ **Fri, Mar 22**

- 8:00 AM – 8:30 AM Michael Jordan & Vincent Jones - introduction
 - 10:00 AM – 11:00 AM CONFIRMED: KOIN Interview for Michael Jordan + Ken Boddie
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▲ **Mon, Mar 25**

▲ **Tue, Mar 26**

- 12:00 PM – 1:00 PM Jeff Miller & Michael Jordan | City of Portland & Travel Portland Quarterly Meeting
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▲ **Wed, Mar 27**

- 8:00 AM – 8:45 AM Michael Jordan & Robert King - coffee
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▲ **Thu, Mar 28**

▲ **Fri, Mar 29**