
Shannon Callahan, Housing Bureau Director

Quarter 1 of 2022:

Saturday, January 1, 2022 – Thursday, March 31, 2022

- Busy ▨ Tentative □ Free
■ Out of Office ▩ Working Elsewhere ◐ Outside of Working Hours

January 2022

▲ Mon, Jan 3

- 1:00 PM – 1:45 PM Via MS Teams: Weekly meeting with Commissioner Dan Ryan and staff
- 2:30 PM – 3:00 PM Via MS Teams: Coordination on Budget Asks Bureau of Development Services (BDS) and Portland Housing Bureau (PHB)

▲ Tue, Jan 4

- 10:00 AM – 10:30 AM Via Zoom: Meeting 1 of 4 to discuss the Joint Office of Homeless Services (JOHS) IGA, with: Office of Management and Finance
Office of Cmr. Dan Ryan
Portland Housing Bureau
- 11:00 AM – 11:30 AM Via phone: Check-in with Tom Rinehart, CAO, Office of Management & Finance
- 1:00 PM – 1:45 PM Via Zoom: Meeting with Karen Guillén-Chapman (Senior Policy Advisor, Office of Commissioner Dan Ryan) and Portland Housing Bureau Executive Leadership Team
- 3:00 PM – 5:00 PM Via Zoom: PHAC - Portland Housing Advisory Commission (Budget Advisory Committee Meeting)
- 4:00 PM – 4:30 PM Via Zoom: Directors 2x Weekly Check-in

▲ Wed, Jan 5

- 3:30 PM – 5:00 PM Via Zoom: Bond Opportunity Solicitation (BOS) evaluation committee

▲ Thu, Jan 6

- 12:00 PM – 1:00 PM Via Zoom: Bureau Directors Monthly Meeting
- 2:00 PM – 2:30 PM Via phone: Check-in with Marc Jolin, Director, Joint Office of Homeless Services

▲ **Mon, Jan 10**

- 9:00 AM – 10:00 AM Via Zoom: Portland Housing Advisory Commission (PHAC) Executive Committee
 - 1:00 PM – 1:45 PM Via MS Teams: Weekly meeting with Commissioner Dan Ryan and staff
 - 4:00 PM – 5:00 PM Via MS Teams: Meeting with Cully Partners, Prosper Portland, Portland Housing Bureau, and Bureau of Planning & Sustainability
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▲ **Tue, Jan 11**

- 3:00 PM – 4:00 PM Via Zoom: OMF Advisory Committee
 - 4:00 PM – 4:30 PM Via Zoom: Directors 2x Weekly Check-in
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▲ **Wed, Jan 12**

- 11:00 AM – 12:00 PM Via Zoom: Expiring TIF District Budget Note, with: Office of Management and Finance
Prosper Portland
Portland Housing Bureau
 - 1:00 PM – 2:00 PM Via MS Teams: USPS Affordable Housing Strategy, with: Kimberly Branam (Executive Director) and Lisa Abuaf (Director of Development and Investment) from Prosper Portland and PHB staff
 - 3:00 PM – 3:45 PM Via Zoom: 82nd Ave planning with Duncan Hwang, APANO Interim Co-Exec. Dir., and PHB staff
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▲ **Thu, Jan 13**

- 10:30 AM – 11:15 AM Via Zoom: P&D Meeting
 - 11:15 AM – 12:00 PM Via Zoom: Meeting with Mercedes Elizalde, Public Policy Director, Central City Concern
 - 3:15 PM – 4:00 PM Via Zoom: Affordable Homeownership Conversation with PHB staff and the following outside attendees:
Preston Korst, Dir. of Government Relations, Habitat for Humanity
Ernesto Fonseca, CEO, Hacienda CDC
Diane Linn, Executive Dir., Proud Ground
Peg Malloy, Executive Dir., Portland Housing Center
Steve Messinetti, CEO, Habitat for Humanity Portland Region
 - 4:00 PM – 4:30 PM Via Zoom: Directors 2x Weekly Check-in
 - 5:15 PM – 7:30 PM Via Zoom: N/NE Oversight Committee Meeting
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▲ **Fri, Jan 14**

- 1:30 PM – 2:00 PM In-person meeting: Michael Buonocore, Executive Director, Home Forward
 - 3:00 PM – 3:30 PM Via phone: Kelly Butte discussion with Steve Messinetti, CEO, Habitat for Humanity Portland Region
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▲ **Mon, Jan 17**

- 7:30 AM – 5:30 PM **Martin Luther King, Jr. Holiday**
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▲ **Tue, Jan 18**

- 1:00 PM – 1:45 PM Via phone: Meeting with Karen Guillén-Chapman (Senior Policy Advisor, Office of Cmr. Dan Ryan)
 - 3:00 PM – 4:00 PM Via Zoom: Portland Housing Advisory Commission (PHAC) Budget Advisory Committee
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▲ **Wed, Jan 19**

- 8:00 AM – 8:30 AM Via MS Teams: Metro SHS IGA- Multnomah County with Tom Rinehart, Ruth Levine, and Kellie Torres
 - 2:00 PM – 2:30 PM Via MS Teams: Meeting with Commissioner Ryan and Adrienne DelCotto, Office of the City Attorney
 - 2:30 PM – 3:00 PM Via phone: Meeting with Derek Bradley, Policy Director, Commissioner Jo Ann Hardesty
 - 4:00 PM – 4:15 PM Via phone: Check-in with Andrea Durbin, Dir., Bureau of Planning and Sustainability
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▲ **Thu, Jan 20**

- 11:00 AM – 11:45 AM Via MS Teams: Weekly meeting with Commissioner Dan Ryan and staff
 - 2:30 PM – 3:00 PM Via phone: Check-in with Kimberly Branam (Executive Director, Prosper Portland)
 - 3:00 PM – 4:00 PM Via MS Teams: Monthly Check-In, Portland Housing Bureau and Prosper Portland staff
 - 4:00 PM – 4:30 PM Via Zoom: Directors 2x Weekly Check-in
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▲ **Fri, Jan 21**

- 11:00 AM – 2:00 PM On-site tour with Hacienda CDC: Clara Vista and Las Adelitas
 - 12:10 PM – 12:30 PM Via phone: Meeting with Margaret Salazar, Director, Oregon Housing and Community Services
 - 3:00 PM – 4:00 PM In-person meeting with Jonathan Ostertag
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▲ **Mon, Jan 24**

- 1:00 PM – 1:45 PM Via MS Teams: Weekly meeting with Commissioner Dan Ryan and staff
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▲ **Tue, Jan 25**

- 10:30 AM – 11:15 AM In-person meeting with Travis Phillips, Director of Community Development and Housing, Catholic Charities of Oregon
 - 4:00 PM – 4:30 PM Via Zoom: Directors 2x Weekly Check-in
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▲ **Wed, Jan 26**

- 8:30 AM – 9:30 AM Via Google Meet: Joint Office of Homeless Services (JOHS)/PHB re: HMIS transition
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▲ **Thu, Jan 27**

- 7:30 AM – 9:00 AM Via Zoom: Attend Legislative Virtual Breakfast
 - 11:00 AM – 11:20 AM Via Zoom: Mobile Home Preservation discussion with Bill Van Vliet and Ann Remmers, Network for Oregon Affordable Housing (NOAH)
 - 1:00 PM – 1:30 PM Via phone: Kellie Torres, Chief of Staff, Office of Commissioner Dan Ryan
 - 4:00 PM – 4:30 PM Via Zoom: Directors 2x Weekly Check-in
 - 4:30 PM – 5:30 PM Via Google Meet: [PBAC] Policy Alignment & Budget Meeting
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▲ **Mon, Jan 31**

- 1:00 PM – 1:45 PM Via MS Teams: Weekly meeting with Commissioner Dan Ryan and staff
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February 2022

▲ Tue, Feb 1

- At 1:00 PM Via Zoom: Meeting with Karen Guillén-Chapman (Senior Policy Advisor, Office of Commissioner Dan Ryan) and Portland Housing Bureau Executive Leadership Team
 - 4:00 PM – 4:30 PM Via Zoom: Directors 2x Weekly Check-in
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▲ Wed, Feb 2

- 8:00 AM – 9:00 AM Via Zoom: JOHS IGA Internal Prep Meeting with Tom Rinehart, Shannon Callahan, Kellie Torres, Ruth Levine, Tony Garcia, and Linda Law
 - 2:00 PM – 2:30 PM Via phone: Check-in with Tom Rinehart, CAO, Office of Management & Finance
 - 3:30 PM – 3:50 PM Via Zoom: Meeting with Ernesto Fonseca (Chief Executive Officer) and Beckie Lee (Director of Development and Partnerships), Hacienda CDC
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▲ Thu, Feb 3

- 8:00 AM – 9:00 AM Via Zoom: Rachael Duke, Executive Director, Community Partners for Affordable Housing (CPAH)
 - 9:30 AM – 11:00 AM Via Zoom: Bond Oversight Committee Meeting
 - 11:30 AM – 12:00 PM Via Zoom: Bernie Foster/Dir Callahan/Cmr Ryan re: The Skanner Building
 - 11:30 AM – 1:00 PM Via Zoom: Bureau Directors Monthly Meeting
 - 2:00 PM – 2:30 PM Via phone: Check-in with Marc Jolin, Director, Joint Office of Homeless Services
 - 2:30 PM – 4:00 PM Via Zoom: JOHS IGA City/ County Mtg 3 of 4
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▲ Fri, Feb 4

- 8:30 AM – 9:30 AM Via MS Teams: Meeting on Albina Vision Trust, with: Bureau of Development Services, Bureau of Planning and Sustainability, Portland Bureau of Transportation, Portland Housing Bureau, Portland Parks and Recreation, and Prosper Portland
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▲ **Mon, Feb 7**

- 1:00 PM – 1:45 PM Via MS Teams: Weekly meeting with Commissioner Dan Ryan and staff
 - 3:30 PM – 4:00 PM Via Zoom: Meeting re: JOHS IGA Amendment, with: Tom Rinehart, Kellie Torres, Shannon Callahan, Tony Garcia, Linda Law, and Ruth Levine
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▲ **Tue, Feb 8**

- 9:30 AM – 10:30 AM Via Zoom: 82nd Avenue Cross-Bureau ARPA Proposals for Community Stabilization, with:
Portland Housing Bureau
Prosper Portland
Portland Bureau of Transportation
 - 10:45 AM – 11:15 AM Meeting with Dan Saltzman, PCC Board
 - 11:30 AM – 12:00 PM Via Zoom: Directors: community/economic development:
Shannon Callahan (Director, PHB)
Andrea Durbin (Director, BPS)
Kimberly Branam (Director, Prosper Portland)
Rebecca Esau (Director, BDS)
 - 2:00 PM – 3:30 PM Via Zoom: Metro/City Bureaus quarterly check-in
Re: Metro Planning, Development and Research Calendar
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▲ **Wed, Feb 9**

- 1:30 PM – 2:30 PM Via Zoom: PHB Budget Briefing
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▲ **Thu, Feb 10**

- 9:30 AM – 10:00 AM Via Zoom: Meeting with Stacy Cowan and Nils Tillstrom, Office of Government Relations (OGR)
 - 10:30 AM – 11:30 AM Via Zoom: P&D Meeting
 - 4:00 PM – 4:30 PM Via Zoom: Directors 2x Weekly Check-in
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▲ **Fri, Feb 11**

- 9:00 AM – 9:30 AM Via Zoom: Check-in with Ruth Levine, City Budget Office re: Materials for TIF work session
 - 9:30 AM – 10:00 AM Via Google Meet: Check-in with Eric Paine, Community Development Partners re: Julia West Building
 - 1:30 PM – 2:00 PM In-person meeting: Michael Buonocore, Executive Director, Home Forward
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▲ **Mon, Feb 14**

- 11:00 AM – 12:00 PM Via Zoom: LIHTC discussion with Patricia Rojas and Emily Lieb of Metro + PHB staff
 - 1:00 PM – 1:45 PM Via MS Teams: Weekly meeting with Commissioner Dan Ryan and staff
 - 4:00 PM – 5:00 PM Via MS Teams: Meeting w/ Cully Partners, Prosper Portland, Portland Housing Bureau, and Bureau of Planning & Sustainability
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▲ **Tue, Feb 15**

- 10:00 AM – 11:30 AM Via Zoom: Permanent Supportive Housing (PSH) discussion with the Joint Office of Homeless Services
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▲ **Wed, Feb 16**

- All Day **Dir. Callahan out**
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▲ **Thu, Feb 17**

- 2:30 PM – 3:00 PM Via phone: Check-in with Kimberly Branam (Executive Director, Prosper Portland)
 - 3:00 PM – 4:00 PM Via MS Teams: Monthly Check-In w/ Portland Housing Bureau and Prosper Portland staff
 - 4:00 PM – 4:30 PM Via Zoom: Directors 2x Weekly Check-in
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▲ **Mon, Feb 21**

- 7:30 AM – 5:30 PM **Presidents Day Holiday**
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▲ **Tue, Feb 22**

- 10:15 AM – 10:30 AM Via MS Teams: Tom Rinehart, Kellie Torres, Ruth Levine, Tony Garcia, Shannon Callahan, and Linda Law
 - 4:00 PM – 4:30 PM Via Zoom: Directors 2x Weekly Check-in
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▲ **Wed, Feb 23**

- 12:00 PM – 12:25 PM Via MS Teams: Check-in with Shoshanah Oppenheim, Strategic Projects and Opportunity Team
 - 3:00 PM – 4:00 PM Via Zoom: Housing Alliance Development, Land Use & Preservation Work Group
 - 4:00 PM – 4:20 PM Via phone: Tom Kilbane (Urban Renaissance Group LLC)
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▲ **Thu, Feb 24**

- 11:00 AM – 12:00 PM Via MS Teams: PAB coordination | PHB & Metro
 - 4:00 PM – 4:30 PM Via Zoom: Directors 2x Weekly Check-in
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▲ **Mon, Feb 28**

- 10:30 AM – 12:30 PM Attend in-person event: The Joyce Groundbreaking
- 1:00 PM – 1:45 PM Via MS Teams: Weekly meeting with Commissioner Dan Ryan* and staff (**Karen Guillén-Chapman on the Commissioner's behalf*)

March 2022

▲ Tue, Mar 1

- 10:00 AM – 10:30 AM Via phone: Meeting with Derek Bradley, Policy Director, Commissioner Jo Ann Hardesty
 - 3:00 PM – 5:00 PM Via Zoom: PHAC - Portland Housing Advisory Commission
 - 4:00 PM – 4:30 PM Via Zoom: Directors 2x Weekly Check-in
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▲ Wed, Mar 2

- 4:00 PM – 5:00 PM Via MS Teams: Planning for Change, with: Shoshanah Oppenheim and Tom Rinehart
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▲ Thu, Mar 3

- 11:30 AM – 12:30 PM Via Zoom: Bureau Directors Monthly Meeting
 - 2:00 PM – 2:30 PM Via phone: Check-in with Marc Jolin, Director, Joint Office of Homeless Services
 - 3:00 PM – 3:30 PM Via phone: Skyler Brocker-Knapp, Senior Policy Advisor, Mayor Ted Wheeler
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▲ Fri, Mar 4

- 8:00 AM – 8:30 AM Via MS Teams: TIF Work Session, with: Portland Housing Bureau
Prosper Portland
Office of Management and Finance
 - 8:30 AM – 9:00 AM Via phone: Carey Blvd Chat with Chariti Montez, Senior Advisor, Policy & Strategic Initiatives, Office of Commissioner Dan Ryan
 - 10:30 AM – 11:00 AM Via MS Teams: Prep for the Returning TIF Work Session with Prosper Portland
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▲ Mon, Mar 7

- 1:00 PM – 1:30 PM Via MS Teams: Weekly meeting with Commissioner Dan Ryan and staff
 - 2:15 PM – 3:00 PM Via Google Meet: PHB / JOHS: Permanent Supportive Housing Discussion
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▲ **Tue, Mar 8**

- 11:30 AM – 12:00 PM Via Zoom: Directors: community/economic development:
Shannon Callahan (Director, PHB)
Andrea Durbin (Director, BPS)
Kimberly Branam (Director, Prosper Portland)
Rebecca Esau (Director, BDS)
 - 3:00 PM – 4:00 PM Via Zoom: OMF Advisory Committee
 - 4:00 PM – 4:30 PM Via Zoom: Directors 2x Weekly Check-in
 - 6:30 PM – 9:00 PM Attend off-site event: Participate in PSU Panel
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▲ **Wed, Mar 9**

- 8:30 AM – 9:15 AM Via MS Teams: Meeting with Andrea Bell, Director, Oregon Housing and Community Services
 - 2:30 PM – 3:00 PM Via phone: Check-in with Tom Rinehart, CAO, Office of Management & Finance
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▲ **Thu, Mar 10**

- 9:00 AM – 10:00 AM In-person site visit: Peninsula Crossing Trail SRV
 - 2:00 PM – 3:00 PM Via MS Teams: Monthly Check-In w/ Prosper Portland staff
 - 3:00 PM – 3:30 PM Via phone: Check-in with Kimberly Branam (Executive Director, Prosper Portland)
 - 5:15 PM – 7:30 PM Via Zoom: N/NE Oversight Committee Meeting
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▲ **Fri, Mar 11**

- 10:30 AM – 11:00 AM Via MS Teams: TIF Presentation Run Through, with:
Portland Housing Bureau
Prosper Portland
Office of Management and Finance
 - 1:00 PM – 1:45 PM In-person meeting: Tom Miller, Office of Mayor Ted Wheeler
 - 4:00 PM – 5:00 PM Via Zoom: Mayor Wheeler, Prosper Portland, Portland Housing Bureau, Commissioner Dan Ryan
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▲ **Mon, Mar 14**

- 9:00 AM – 10:00 AM Via Zoom: Portland Housing Advisory Commission Executive Committee
 - 10:00 AM – 10:45 AM Via MS Teams: Weekly meeting with Commissioner Dan Ryan* and staff (**Karen Guillén-Chapman on the Commissioner's behalf*)
 - 1:00 PM – 4:00 PM Via Zoom: Attend Budget Work Session - Returning TIF District Resources
 - 3:20 PM – 3:50 PM Via MS Teams: Quick debrief with Ruth Levine
 - 4:00 PM – 5:00 PM Meeting with Hacienda
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▲ **Tue, Mar 15**

- 3:00 PM – 3:30 PM Via phone: Meeting with Christina Ghan, Director of Planning, Office of Mayor Ted Wheeler
 - 4:00 PM – 4:30 PM Via Zoom: Directors 2x Weekly Check-in
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▲ **Wed, Mar 16**

- 10:30 AM – 12:00 PM Via Zoom: P&D Meeting
 - 11:50 AM – 12:10 PM Via MS Teams: Quick Debrief post Council Hearing with Prosper Portland
 - 2:30 PM – 3:30 PM Via Zoom: Discuss Budget Work Session on Houselessness:
Portland Housing Bureau
Joint Office of Homeless Services
Office of Commissioner Dan Ryan
 - 4:00 PM – 5:00 PM Via Zoom: Quarterly meeting, Housing Oregon and Portland Housing Bureau
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▲ **Thu, Mar 17**

- 2:00 PM – 5:00 PM Via Zoom: Attend Budget Work Session - Supporting Livable Neighborhoods
 - 4:00 PM – 4:30 PM Via phone: Felicia Tripp Folsom, Executive Director, Portland Leadership Foundation
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▲ **Fri, Mar 18**

- 10:30 AM – 11:30 AM Via MS Teams: Check-in with Albina Vision Trust, Portland Housing Bureau, and Prosper Portland
 - 12:00 PM – 1:00 PM Via Zoom: Prosper Portland + PHB
 - 3:00 PM – 3:30 PM Via phone: Andy Miller, Executive Director, Human Solutions
 - 3:30 PM – 4:00 PM Via phone: Katrina Holland, Executive Director, JOIN PDX
 - 4:30 PM – 5:30 PM In-person meeting: Elissa Gertler, Metro Planning, Development and Research Calendar
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▲ **Mon, Mar 21**

- 1:00 PM – 1:30 PM Via MS Teams: Weekly meeting with Commissioner Dan Ryan and staff
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▲ **Wed, Mar 23**

- 2:45 PM – 4:15 PM Via Zoom: Budget Work Session Dry Run with: Shannon Callahan, Marc Jolin, and Commissioner Ryan
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▲ **Thu, Mar 24**

- 1:15 PM – 1:45 PM Via phone: check-in with Kellie Torres, Chief of Staff, Office of Commissioner Dan Ryan
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▲ **Mon, Mar 28**

- 1:00 PM – 1:45 PM Via MS Teams: Weekly meeting with Commissioner Dan Ryan* and staff (**Karen Guillén-Chapman on the Commissioner's behalf*)
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▲ **Tue, Mar 29**

- 9:00 AM – 12:00 PM Via Zoom: Attend/present at FY 2022-23 Budget Work Session: Addressing Housing and Houselessness
 - 4:00 PM – 4:30 PM Via Zoom: Directors 2x Weekly Check-in
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▲ **Thu, Mar 31**

- 9:00 AM – 10:00 AM Via Zoom: 3000 Challenge
 - 10:30 AM – 12:00 PM Via Zoom: Regional housing bond implementers, monthly meeting
 - 1:00 PM – 2:00 PM Via Zoom: OHCS and PHB
 - 5:30 PM – 7:30 PM Via Zoom: Attend Cully Tax Increment Finance (TIF) District Open House
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