
Shannon Callahan, Housing Bureau Director
Quarter 1 of 2021:
Friday, January 1, 2021 – Wednesday, March 31, 2021

January 2021

▲ **Fri, Jan 1**

■ 7:30 AM – 5:30 PM **New Year's Holiday**

▲ **Tue, Jan 5**

■ 9:30 AM – 10:15 AM Via Zoom: Meeting to Discuss Emanuel Displacement (Mayor's Office Staff, Prosper Portland, Portland Housing Bureau)

■ 3:00 PM – 3:45 PM Via MS Teams: Council Work Session Prep with OMF and Commissioner Ryan's staff

■ 4:00 PM – 4:30 PM Via Zoom: Via Zoom: Directors 2x Weekly Check-in

■ 4:00 PM – 5:00 PM Via MS Teams: Commissioner Ryan

▲ **Wed, Jan 6**

■ 8:00 AM – 9:00 AM Rent Assistance Debrief – Portland, Multnomah County and Home Forward

▲ **Thu, Jan 7**

■ 8:00 AM – 9:00 AM Via MS Teams: PSH/Preference Policy Coordination (PHB, JOHS, REACH CDC)

■ 12:00 PM – 1:00 PM Via Zoom: Bureau Directors Monthly Meeting

■ 3:00 PM – 4:00 PM Via Zoom: SHS Rent Support (PHB, Home Forward, JOHS)

▲ **Fri, Jan 8**

■ 9:30 AM – 10:30 AM Via phone: Weekly JOHS/AHFE PIO Check-In Call

■ 11:00 AM – 12:00 PM Via Zoom: City/ PBA Monthly check-in (2020 series)

■ 1:30 PM – 2:30 PM Via Zoom: Meet and Greet with Chariti Montez (Senior Advisor, Policy & Strategic Initiatives, Office of Commissioner Dan Ryan)

▲ **Mon, Jan 11**

- 9:00 AM – 9:30 AM Via Zoom: Introductory meeting: Commissioner Ryan's Office / PHB
 - 11:00 AM – 12:00 PM Via Zoom: Economic Impact Action Committee
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▲ **Tue, Jan 12**

- 9:30 AM – 11:30 AM Via Zoom: Work Session - CARES Act Update and CAA, 2021 Overview
 - 1:45 PM – 2:45 PM Via MS Teams: Meeting with Commissioner Ryan
 - 3:00 PM – 5:00 PM Via Zoom: PHAC (Portland Housing Advisory Commission) - Budget Advisory Committee
 - 4:00 PM – 4:30 PM Via Zoom: Directors 2x Weekly Check-in
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▲ **Wed, Jan 13 – Fri, Jan 15**

- 8:00 AM – 5:00 PM **SC Out of Office**
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▲ **Fri, Jan 15**

- 10:00 AM – 10:30 AM Via phone: Kymberly Horner, PCRI
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▲ **Mon, Jan 18**

- 7:30 AM – 5:30 PM **MLK Jr. Holiday**
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▲ **Tue, Jan 19**

- 10:00 AM – 10:30 AM Meeting with Winta Yohannes, Albina Vision Trust
 - 10:30 AM – 11:15 AM Via Zoom: CARES funding coordination: PHB, Home Forward, and the Joint Office of Homeless Services
 - 2:30 PM – 5:00 PM Via Zoom: Rental Services Commission (RSC)
 - 3:00 PM – 5:00 PM Via Zoom: Portland Housing Advisory Commission (PHAC) - Budget Advisory Committee
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▲ **Wed, Jan 20**

- 9:00 AM – 9:45 AM Via MS Teams: CARES Rent Assistance (Data Request from Commissioner Mapps' office)
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▲ **Thu, Jan 21**

- 2:00 PM – 4:00 PM Council Priorities Work Session (with Bureau Directors)
 - 4:00 PM – 4:30 PM Via Zoom: Directors 2x Weekly Check-in
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▲ **Fri, Jan 22**

- 9:30 AM – 10:30 AM Via phone: Weekly JOHS/AHFE PIO Check-In Call
 - 10:30 AM – 11:30 AM Via MS Teams: Meeting with Commissioner Ryan
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▲ **Mon, Jan 25**

- 9:00 AM – 10:00 AM Via MS Teams: PSH/Preference Policy: PHB / REACH CDC / JOHS
 - 10:30 AM – 12:00 PM Via MS Teams: New Commissioner Panel: Homelessness and Housing Affordability
 - 4:15 PM – 4:45 PM Budget Check in: PHB / Chariti Montez, Senior Advisor, Policy & Strategic Initiatives, Office of Commissioner Dan Ryan
 - 5:00 PM – 5:30 PM Via Zoom: Prep Meeting for Salem Testimony on Housing and Homelessness
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▲ **Tue, Jan 26**

- 9:30 AM – 10:00 AM Meeting with Carmen Merlo re: lease debrief
 - 10:30 AM – 11:15 AM Via Zoom: CARES funding coordination: PHB, Home Forward, and the Joint Office of Homeless Services
 - 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)
 - 2:15 PM – 3:00 PM Via MS Teams: Portland Housing Bureau/Prosper Portland Monthly Check-In
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▲ **Wed, Jan 27**

- 2:30 PM – 3:00 PM Via Zoom: Chariti Montez, Senior Advisor, Policy & Strategic Initiatives, Office of Commissioner Dan Ryan
 - 4:00 PM – 4:20 PM Via Zoom: Legislative Session prep with Mayor's Office Staff
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▲ **Thu, Jan 28**

- 3:00 PM – 4:00 PM Monthly BPS / PHB check-in with directors and staff
 - 4:00 PM – 4:30 PM Via Zoom: Directors 2x Weekly Check-in
 - 4:00 PM – 5:00 PM [PBAC] Policy Alignment & Budget Meeting 2020 Series
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▲ **Fri, Jan 29**

- 9:30 AM – 10:30 AM Via phone: Weekly JOHS/AHFE PIO Check-In Call
 - 1:30 PM – 2:00 PM Via phone: Andy Miller, Human Solutions
 - 3:00 PM – 4:00 PM Via MS Teams: Meeting with Commissioner Ryan
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February 2021

▲ **Mon, Feb 1**

- 11:00 AM – 12:30 PM New Commissioner Panel: COVID-19 Recovery and Resilience
Microsoft Teams Meeting
Shiplet, Diana
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▲ **Tue, Feb 2**

- 9:30 AM – 11:30 AM Work Session: Council Priorities Retreat #2
 - 10:30 AM – 11:15 AM Via Zoom: CARES funding coordination:
PHB, Home Forward, and the Joint Office of Homeless
Services
 - 4:00 PM – 4:30 PM Via Zoom: Directors 2x Weekly Check-in
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▲ **Wed, Feb 3**

- 10:00 AM – 10:30 AM Via phone: Check-in with Cathy Bless
 - 3:00 PM – 3:30 PM Via Zoom: Kenechi Onyeagusi (Executive Dir., PBDG)
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▲ **Thu, Feb 4**

- 9:00 AM – 9:30 AM Via MS Teams: Check in on priorities work session with
Jessica Kinard, City Budget Office
 - 9:30 AM – 11:00 AM Via Zoom: Bond Oversight Committee (BOC) Meeting
 - 12:00 PM – 1:00 PM Via Zoom: Bureau Directors Monthly Meeting
 - 2:30 PM – 3:00 PM Via phone: Deborah Imse, Multifamily Northwest
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▲ **Fri, Feb 5**

- 9:00 AM – 11:00 AM Via Zoom: Housing Stability Council Testimony
 - 9:30 AM – 10:30 AM Via phone: Weekly JOHS/AHFE PIO Check-In Call
 - 11:00 AM – 12:00 PM Via Zoom: City/ PBA Monthly check-in (2020 series)
 - 1:30 PM – 2:30 PM Via Zoom: Rent Assistance Meeting (DHCS, JOHS, Home Forward, PHB)
 - 2:45 PM – 3:30 PM Via Zoom: Meeting with Commissioner Rubio and staff
 - 3:00 PM – 4:30 PM Via Zoom: Adapting to the new 4% LIHTC rate with OHCS
 - 4:30 PM – 5:00 PM Via MS Teams: Check-in with BHR
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▲ **Mon, Feb 8**

- 1:00 PM – 2:00 PM Via MS Teams: Meeting with Commissioner Ryan
 - 3:30 PM – 5:00 PM Via Zoom: Cully TIF Exploration w/ Prosper Portland & PHB
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▲ **Tue, Feb 9**

- 10:30 AM – 11:15 AM Via Zoom: CARES funding coordination: PHB, Home Forward, and the Joint Office of Homeless Services
 - 2:00 PM – 2:30 PM Via Zoom: Shannon Callahan / Eric Paine (CEO, Community Development Partners)
 - 3:00 PM – 4:00 PM Via Zoom: OMF Advisory Committee - FY 2020-21 meeting series
 - 3:00 PM – 5:00 PM Via Zoom: Fair Housing Advocacy Committee (FHAC) February Meeting
 - 4:00 PM – 4:30 PM Via Zoom: Via Zoom: Directors 2x Weekly Check-in
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▲ **Wed, Feb 10**

- 11:30 AM – 12:00 PM Via Zoom: JOHS/PHB: HMIS transition
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▲ **Thu, Feb 11**

- 9:00 AM – 9:20 AM Via Zoom: PHB / OHCS re: ERAP Funds
 - 9:30 AM – 10:00 AM Via phone: Check-in with Marc Jolin, Director, Joint Office of Homeless Services
 - 10:30 AM – 12:00 PM Via Zoom: P&D Directors Monthly Meeting
 - 2:30 PM – 3:30 PM Mayor's Office Staff
 - 4:00 PM – 4:30 PM Via Zoom: Directors 2x Weekly Check-in
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▲ **Fri, Feb 12**

- 10:30 AM – 11:00 AM Via Zoom: Check-in with Commissioner Hardesty
 - 1:00 PM – 2:30 PM Via Zoom: Hold for Restack Project Kick Off and Visioning Session (with Carmen Merlo)
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▲ **Mon, Feb 15**

- 7:30 AM – 5:30 PM **Presidents Day Holiday**
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▲ **Tue, Feb 16**

- 9:30 AM – 10:00 AM Via Zoom: ERAP Funds Discussion with Gabriel Solmar and Edward Campbell
 - 10:30 AM – 11:15 AM Via Zoom: CARES funding coordination: PHB, Home Forward, and the Joint Office of Homeless Services
 - 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)
 - 2:30 PM – 5:00 PM Rental Services Commission (RSC) February Meeting
 - 4:00 PM – 4:30 PM Via Zoom: Via Zoom: Directors 2x Weekly Check-in
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▲ **Wed, Feb 17**

- 1:30 PM – 2:00 PM Via phone: Jamal Dar, Executive Director, AYCO
 - 3:00 PM – 4:00 PM Via Zoom: PCRI/PHB ICUR meeting (rescheduled from Jan.)
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▲ **Thu, Feb 18**

- 10:30 AM – 11:30 AM Via Zoom: Meeting with Commissioner Ryan
 - 3:00 PM – 3:30 PM Via Zoom: Bill Van Vliet and Ann Remmers, NOAH
 - 3:00 PM – 4:00 PM Via MS Teams: Portland Housing Bureau/Prosper Portland Monthly Check-In
 - 4:00 PM – 4:30 PM Via Zoom: Directors 2x Weekly Check-in
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▲ **Fri, Feb 19**

- 9:30 AM – 10:30 AM Via phone: Weekly JOHS/AHFE PIO Check-In Call
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▲ **Mon, Feb 22**

- 12:30 PM – 1:30 PM Via MS Teams: Meeting with Commissioner Ryan
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▲ **Tue, Feb 23**

- 9:00 AM – 10:30 AM Via Zoom: METRO/City Bureau Check-In
 - 10:30 AM – 11:15 AM Via Zoom: CARES funding coordination: PHB, Home Forward, and the Joint Office of Homeless Services
 - 11:30 AM – 12:30 PM Via Zoom: Commanders & Captains Meeting (2021)
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▲ **Wed, Feb 24**

- 11:00 AM – 12:00 PM Via Zoom: PHB / Kenechi Onyeagusi, Exec. Dir., PBDG
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▲ **Thu, Feb 25**

- 9:30 AM – 10:30 AM Via Zoom: PHB / Chariti Montez (IH Study)
 - 2:45 PM – 3:00 PM Via Zoom: JOHS IGA check-in
 - 4:00 PM – 4:30 PM Via Zoom: Directors 2x Weekly Check-in
 - 4:30 PM – 5:00 PM check-in - PHB & BDS
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▲ **Fri, Feb 26**

- 9:30 AM – 10:00 AM Via MS Teams: Meeting with Commissioner Mapps
 - 9:30 AM – 10:00 AM Via MS Teams: JOHS & CARES IGA
 - 10:30 AM – 11:30 AM Via Zoom: OHCS ERA Program
 - 12:00 PM – 12:30 PM Marc Jolin, Director, Joint Office of Homeless Services
 - 1:00 PM – 2:00 PM Via Zoom: Commissioner Dan Ryan and the Portland Metro Policy Council
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March 2021

▲ **Mon, Mar 1**

- 10:30 AM – 11:30 AM Via MS Teams: PHB Market study with Kim Epling, Human Resources
 - 1:00 PM – 2:00 PM Via MS Teams: Meeting with Commissioner Ryan
 - 2:00 PM – 3:00 PM MBOS PSH Check In with Multnomah County
 - 3:00 PM – 4:00 PM Via MS Teams: Revisioning Meeting with Kristin Wells
 - 4:00 PM – 4:30 PM Via MS Teams: ERAP Task Force Prep Mtg
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▲ **Tue, Mar 2**

- 10:30 AM – 11:15 AM Via Zoom: CARES funding coordination: PHB, Home Forward, and the Joint Office of Homeless Services
 - 11:00 AM – 12:00 PM Via Zoom: Creative Voucher Deployment Discussion – PHB, JOHS, and Home Forward
 - 3:00 PM – 5:00 PM Via Zoom: Portland Housing Advisory Commission (PHAC) March meeting
 - 4:00 PM – 4:30 PM Via Zoom: Via Zoom: Directors 2x Weekly Check-in
 - 4:00 PM – 6:00 PM Updated: PBDG Membership Meeting
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▲ **Wed, Mar 3**

- 9:00 AM – 12:00 PM Via Zoom: Metro Regional Housing Bond Oversight Committee Meeting
 - 9:30 AM – 10:00 AM Via phone: check-in with Kellie Torres, Chief of Staff, Office of Commissioner Dan Ryan
 - 1:15 PM – 1:45 PM Via Zoom: Beckie Lee, Director of Philanthropy, Hacienda CDC, re: Las Adelitas
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▲ **Thu, Mar 4**

- 9:30 AM – 10:00 AM Via Zoom: Check-in with Tom Rinehart, CAO, Office of Management & Finance
 - 10:00 AM – 11:00 AM Via Zoom: PHB / Metro re: Glisan property
 - 12:00 PM – 1:00 PM Via Zoom: Bureau Directors Monthly Meeting
 - 3:00 PM – 4:00 PM Via Zoom: Economic Relief & Stimulus Coordination Council Week 1
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▲ **Fri, Mar 5**

- 9:00 AM – 9:30 AM Via phone: Marc Jolin, Director, Joint Office of Homeless Services
 - 9:30 AM – 10:30 AM Via phone: Weekly JOHS/AHFE PIO Check-In Call
 - 10:30 AM – 11:00 AM 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 – 2:30 PM Via Zoom: Budget presentation prep (PHB and JOHS)
 - 2:45 PM – 3:00 PM Via Zoom: Elizabeth Pape, Kari Guy Callahan, Shannon
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▲ **Mon, Mar 8**

- 12:00 PM – 1:00 PM Via Zoom: City/County Red House Lessons Learned Meeting 2
 - 1:00 PM – 2:00 PM Via MS Teams: Meeting with Commissioner Ryan
 - 2:00 PM – 3:00 PM Via Zoom: ERAP Program Briefing [Update]
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▲ **Tue, Mar 9**

- 10:30 AM – 11:15 AM Via Zoom: CARES funding coordination: PHB, Home Forward, and the Joint Office of Homeless Services
 - 11:00 AM – 11:30 AM Via Zoom: Songbird Interview
 - 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, Mar 10**

- 9:00 AM – 10:00 AM Via Zoom: PHB / Housing Oregon
 - 5:30 PM – 7:00 PM Work Session: Joint County & City Session on JOHS
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▲ **Thu, Mar 11**

- 10:30 AM – 11:30 AM Via Zoom: P&D Directors Monthly Meeting
 - 12:00 PM – 1:30 PM Via Zoom: Economic Relief & Stimulus Coordination Council Week #2
 - 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, Mar 12**

- 9:45 AM – 12:00 PM In-person event: Las Adelitas groundbreaking
 - 1:30 PM – 1:45 PM Via phone: Tom Rinehart
 - 2:00 PM – 2:45 PM Via Zoom: Budget presentation follow-up (PHB and JOHS)
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▲ **Mon, Mar 15**

- 1:00 PM – 2:00 PM Via Zoom: Meeting with Commissioner Ryan
 - 2:00 PM – 3:00 PM Via Zoom: Economic Relief & Stimulus Coordination Council (Additional Meeting to Week 3)
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▲ **Tue, Mar 16**

- 10:30 AM – 11:15 AM Via Zoom: CARES funding coordination: PHB, Home Forward, and the Joint Office of Homeless Services
 - 12:30 PM – 1:00 PM Via Zoom: check-in with Marc Jolin, Director, Joint Office of Homeless Services
 - 2:00 PM – 4:00 PM Via Zoom: WORK SESSION: FY 2021-22 Budget Development
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▲ **Wed, Mar 17**

- 2:00 PM – 3:00 PM Via Zoom: Council Testimony - Shelter to Housing Hearing
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▲ **Thu, Mar 18**

- 9:30 AM – 10:00 AM Via phone: Kellie / Shannon monthly check-in
 - 10:00 AM – 10:30 AM Via phone: Interview with Nicole Hayden / *The Oregonian*
 - 1:30 PM – 2:00 PM Via Zoom: *Portland Business Journal* interview
 - 3:00 PM – 4:00 PM Via MS Teams: Portland Housing Bureau/Prosper Portland Monthly Check-In
 - 4:00 PM – 4:30 PM Via Zoom: Via Zoom: Directors 2x Weekly Check-in
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▲ **Fri, Mar 19**

- 1:00 PM – 2:00 PM Via Zoom: Economic Relief & Stimulus Coordination Council Week #3
 - 3:00 PM – 3:45 PM Via Zoom: eviction moratoria discussion – PHB, JOHS, and Commissioner Ryan's Office
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▲ **Mon, Mar 22**

- 1:30 PM – 2:00 PM Via Zoom: Meeting with Chariti Montez, Senior Advisor, Policy & Strategic Initiatives, Office of Commissioner Dan Ryan
 - 2:30 PM – 3:00 PM Via Zoom: IH Transfers
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▲ **Tue, Mar 23**

- 10:30 AM – 11:15 AM Via Zoom: CARES funding coordination: PHB, Home Forward, and the Joint Office of Homeless Services
 - 4:00 PM – 4:30 PM Via Zoom: Via Zoom: Directors 2x Weekly Check-in
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▲ **Wed, Mar 24**

■ 1:00 PM – 2:00 PM Via Zoom: PCRI / PHB
(follow-up to 2/17/2021 ICUR meeting)

▲ **Thu, Mar 25**

■ 11:30 AM – 12:00 PM Via Zoom: PHB and Chariti Montez

▲ **Fri, Mar 26**

■ 8:00 AM – 5:00 PM **SC Out of Office**

▲ **Mon, Mar 29**

■ 11:30 AM – 1:00 PM Via Zoom: Economic Relief & Stimulus Coordinating Council

■ 1:00 PM – 2:00 PM Via MS Teams: Meeting with Commissioner Ryan

■ 3:00 PM – 4:00 PM Via MS Teams: Monthly BPS / PHB check-in with directors and staff

▲ **Tue, Mar 30**

■ 10:30 AM – 11:15 AM Via Zoom: CARES funding coordination: PHB, Home Forward, and the Joint Office of Homeless Services

■ 2:30 PM – 3:30 PM Via MS Teams: Interstate parcel donation

▲ **Wed, Mar 31**

■ 10:30 AM – 11:00 AM Via Zoom: Dr. Holt / Prof. Bates re: Renaissance