


Shannon Callahan, Housing Bureau Director




Quarter 3 of 2021:

Thursday, July 1, 2021 – Thursday, September 30, 2021

 Busy	 Tentative	 Free
 Out of Office	 Working Elsewhere	 Outside of Working Hours

July 2021


▲ Thu, Jul 1

	11:30 AM – 12:30 PM	Via Zoom: Bureau Directors Monthly Meeting
	12:30 PM – 1:00 PM	Via MS Teams: Check-in with City Attorney's Office, PHB, and Cmr. Ryan's Office
	5:00 PM – 5:30 PM	Via phone: Check-in with Marc Jolin, Director, Joint Office of Homeless Services


▲ Fri, Jul 2

	8:00 AM – 5:00 PM	Dir. Callahan out of office
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▲ Mon, Jul 5

	8:00 AM – 5:00 PM	July 4th Holiday
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▲ Wed, Jul 7

	1:30 PM – 2:00 PM	Via Zoom: Urban Renewal Areas/ Returning Resources, part 2, with Bureau of Revenue and Finance, City Treasurer, City Budget Office, Prosper Portland, and Portland Housing Bureau
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▲ Thu, Jul 8

	4:00 PM – 4:30 PM	Via Zoom: Directors 2x Weekly Check-in
	5:15 PM – 7:30 PM	Via Zoom: N/NE Neighborhood Housing Strategy Oversight Committee

▲ **Fri, Jul 9**

- 9:00 AM – 9:30 AM Via Zoom: Rental/Eviction Prevention Assistance: Portland Housing Bureau, Joint Office of Homeless Services, Oregon Housing and Community Services, and Office of Cmr. Dan Ryan
 - 9:30 AM – 10:30 AM Via Zoom: Weekly JOHS/AHFE PIO Check-In Call
 - 1:30 PM – 2:00 PM In-person meeting: Monthly check-in with Michael Buonocore, Executive Director, Home Forward
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▲ **Mon, Jul 12**

- 9:00 AM – 10:00 AM Via Zoom: Portland Housing Advisory Commission (PHAC) Exec. Committee Meeting
 - 1:00 PM – 2:00 PM Via MS Teams: Weekly meeting with Commissioner Dan Ryan and staff
 - 4:00 PM – 5:00 PM Via MS Teams: Heat Wave Disaster Policy Council Prep
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▲ **Tue, Jul 13**

- 10:00 AM – 10:30 AM Via phone: Check-in with Tom Rinehart, CAO, Office of Management & Finance
 - 11:00 AM – 12:00 PM Via Zoom: Economic Relief & Stimulus Coordination Council
 - 12:45 PM – 1:45 PM In person at City Hall: Weekly meeting with Commissioner Dan Ryan and staff
 - 4:00 PM – 4:30 PM Via Zoom: Directors 2x Weekly Check-in
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▲ **Wed, Jul 14**

- 11:30 AM – 12:00 PM Via Zoom: Discussion of Broadway Corridor Community Benefits Agreement / Healthy Communities Coalition with Prosper Portland
 - 3:00 PM – 4:00 PM Via Zoom: Meeting with Chariti Montez (Senior Advisor, Policy & Strategic Initiatives, Office of Commissioner Dan Ryan) and Portland Housing Bureau Executive Leadership Team
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▲ **Thu, Jul 15**

- 9:30 AM – 11:00 AM Via Zoom: Bond Oversight Committee (BOC) Meeting
 - 3:00 PM – 4:00 PM Via MS Teams: Portland Housing Bureau/Prosper Portland Monthly Check-In
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▲ **Fri, Jul 16**

- 9:00 AM – 9:30 AM Via Zoom: Rental/Eviction Prevention Assistance: Portland Housing Bureau, Joint Office of Homeless Services, Oregon Housing and Community Services, and Office of Cmr. Dan Ryan
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▲ **Mon, Jul 19**

- 8:00 AM – 5:00 PM **Dir. Callahan out**
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▲ **Tue, Jul 20**

- 11:00 AM – 12:00 PM Via Zoom: 2021 Session Debrief with Stacy Cowan and Eric Noll, Office of Government Relations
 - 2:30 PM – 3:00 PM Via phone: Metro Bond Opportunity Solicitation calls
 - 4:00 PM – 4:30 PM Via Zoom: Directors 2x Weekly Check-in
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▲ **Wed, Jul 21**

- 9:00 AM – 9:15 AM Via phone: Check-in with Chariti Montez (Senior Advisor, Policy & Strategic Initiatives, Office of Commissioner Dan Ryan)
 - 12:15 PM – 12:45 PM Rodeway Check In: Joint Office of Homeless Services / PHB
 - 2:00 PM – 4:30 PM Via Zoom: Team 4 - M-BOS (Metro Bond Opportunity Solicitation) Technical Review Committee Meeting
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▲ **Thu, Jul 22**

- 9:30 AM – 10:00 AM Via phone: Check-in with Kellie Torres, Chief of Staff, Office of Commissioner Dan Ryan
 - 10:15 AM – 10:45 AM Via phone: Meeting with Peg Malloy, Executive Director, Portland Housing Center (re: PHAC candidacy)
 - 10:30 AM – 12:00 PM Via Zoom: Regional housing bond implementers monthly meeting with Metro
 - 3:00 PM – 5:00 PM In-person: P&D Directors Monthly Meeting
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▲ **Fri, Jul 23**

- 8:30 AM – 11:00 AM Via Zoom: Team 2: M-BOS (Metro Bond Opportunity Solicitation) Technical Review Committee meeting
 - 9:30 AM – 10:30 AM Via Zoom: Weekly JOHS/AHFE PIO Check-In Call
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▲ **Mon, Jul 26**

- 1:00 PM – 2:00 PM Via MS Teams: Weekly meeting with Commissioner Dan Ryan and staff
 - 1:00 PM – 4:30 PM Via Zoom: Team 3: M-BOS (Metro Bond Opportunity Solicitation) Technical Review Committee meeting
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▲ **Tue, Jul 27**

- 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, Jul 28**

- 2:00 PM – 5:00 PM Via Zoom: Team 1: M-BOS (Metro Bond Opportunity Solicitation) Technical Review Committee meeting
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▲ **Thu, Jul 29**

- 9:30 AM – 11:30 AM Via Zoom: Economic Recovery Task Force
 - 10:00 AM – 11:00 AM Via Zoom: CDBG/CDBG-CV Monitoring Exit Conference with representatives from the Department of Housing and Urban Development (HUD) and PHB
 - 4:00 PM – 4:30 PM Via Zoom: Directors 2x Weekly Check-in
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▲ **Fri, Jul 30**

- 9:30 AM – 10:30 AM Via Zoom: Weekly JOHS/AHFE PIO Check-In Call
- 1:15 PM – 1:45 PM Via Zoom: Meeting with Commissioner Jo Ann Hardesty, Kimberly Branam (Executive Director, Prosper Portland) and Shannon Callahan (Dir., Portland Housing Bureau) re: Cully TIF

August 2021

▲ Mon, Aug 2

- 1:00 PM – 2:00 PM Via MS Teams: Weekly meeting with Commissioner Dan Ryan and staff
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▲ Tue, Aug 3

- 9:45 AM – 10:15 AM Via Zoom: Meeting with Setarreh Massihzadegan, Rappaport Institute Summer Fellow, re: PDX funding sources for affordable housing
 - 11:15 AM – 12:00 PM Via Zoom: Inclusionary Housing audit meeting: Audit Services and Portland Housing Bureau
 - 4:00 PM – 4:30 PM Via Zoom: Directors 2x Weekly Check-in
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▲ Wed, Aug 4

- 2:00 PM – 2:30 PM Via Zoom: Check-in with Tom Rinehart, CAO, Office of Management & Finance
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▲ Thu, Aug 5

- 10:00 AM – 10:30 AM In-person meeting at City Hall: Tom Rinehart (CAO, Office of Management & Finance), Kellie Torres (Chief of Staff, Office of Commissioner Dan Ryan), and Shannon Callahan (Dir., Portland Housing Bureau) re: JOHS IGA
 - 11:30 AM – 12:30 PM Via Zoom: Bureau Directors Monthly Meeting
 - 3:00 PM – 4:00 PM Via Google Meet: Meeting with Joint Office of Homeless Services (JOHS) to finalize next steps in the Permanent Supportive Housing (PSH)/Preference Policy plan
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▲ Fri, Aug 6

- 9:30 AM – 10:30 AM Via Zoom: Weekly JOHS/AHFE PIO Check-In Call
 - 10:00 AM – 10:30 AM Via Zoom: Rent Assistance Communications Meeting: PHB, Joint Office of Homeless Services (JOHS), and Commissioner Ryan's Office
 - 11:35 AM – 11:55 AM Via phone: Meeting with Commissioner Dan Ryan re: rent assistance
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▲ **Mon, Aug 9**

- 10:30 AM – 10:45 AM Via phone: Check-in with Lex Jakusovszky (LGBTQIA+ Policy Analyst, Office of Equity and Human Rights)
 - 11:00 AM – 12:00 PM Via MS Teams: Portland Housing Bureau/Prosper Portland Monthly Check-In
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▲ **Tue, Aug 10**

- 9:15 AM – 9:45 AM Via MS Teams: Rosemont Check-In: PHB and Northwest Housing Alternatives
 - 1:30 PM – 2:00 PM Via Zoom: Check-in with Karen Guillén-Chapman, Senior Policy Advisor, Office of Commissioner Dan Ryan
 - 4:00 PM – 4:30 PM Via Zoom: Directors 2x Weekly Check-in
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▲ **Wed, Aug 11**

- 10:00 AM – 10:30 AM Via MS Teams: Director input re: Chief Planner position, with Equity and Engagement and Bureau Directors from: PHB, Prosper Portland, Bureau of Planning and Sustainability, and Bureau of Development Services
 - 3:00 PM – 4:30 PM Via Zoom: Housing- People & Culture Interview with Tiffani Penson, People & Culture Strategist, OMF Bureau of Human Resources
 - 4:30 PM – 5:00 PM Via phone: Check-in with Marc Jolin, Director, Joint Office of Homeless Services
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▲ **Fri, Aug 13**

- 8:00 AM – 5:00 PM **Dir. Callahan out**
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▲ **Mon, Aug 16**

- 8:00 AM – 5:00 PM **Dir. Callahan out**
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▲ **Tue, Aug 17**

- 1:45 PM – 2:30 PM Via Zoom: ARP meeting with Sonia Schmanski and Sheila Craig, Bureau of Revenue and Finance
 - 2:30 PM – 5:00 PM Rental Services Commission (RSC) Meeting
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▲ **Thu, Aug 19**

- 9:30 AM – 10:00 AM Via phone: Check-in with Kellie Torres, Chief of Staff, Office of Commissioner Dan Ryan
 - 11:00 AM – 12:00 PM Via MS Teams: Directors' Subgroup on Racial Equity
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▲ **Fri, Aug 20**

- 1:00 PM – 1:30 PM In-person: Fairfield Tenants Meeting #1
 - 2:30 PM – 3:00 PM In-person: Fairfield Tenants Meeting #2
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▲ **Mon, Aug 23**

- 11:00 AM – 11:30 AM Via Zoom: Heat Wave follow-up with Jonna Papaefthimiou (Dir., Portland Bureau of Emergency Management), and Mike Myers (Community Safety Transition Dir.)
 - 1:00 PM – 1:30 PM Via MS Teams: Weekly meeting with Commissioner Dan Ryan and staff
 - 1:30 PM – 2:00 PM Via MS Teams: 1:1 Weekly meeting with Commissioner Dan Ryan
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▲ **Tue, Aug 24**

- 10:00 AM – 10:30 AM Via phone: Check-in with Ruth Levine (Strategic Projects Manager, Office of Management and Finance) re: JOHS IGA
 - 12:30 PM – 5:00 PM Via Zoom: Team 4: M-BOS (Metro Bond Opportunity Solicitation) Community Review Project Interviews
 - 1:00 PM – 1:30 PM Via Zoom: Meeting with Commissioner Carmen Rubio, Kimberly Branam (Executive Director, Prosper Portland) Shannon Callahan (Dir., Portland Housing Bureau)
 - 2:00 PM – 3:00 PM Via Zoom: Meeting with Mayor Ted Wheeler and Kimberly Branam (Executive Director, Prosper Portland)
 - 4:00 PM – 4:30 PM Via Zoom: Directors 2x Weekly Check-in
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▲ **Wed, Aug 25**

- 9:00 AM – 9:30 AM Via phone: Check-in with Margaret Salazar, Director, Oregon Housing and Community Services
 - 2:00 PM – 3:00 PM Via Zoom: Briefing on Houselessness for Senator Merkley's staff
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▲ **Thu, Aug 26**

- 11:00 AM – 11:30 AM Via Zoom: Affordable Housing Project discussion with Bora Architects and Andersen Construction
 - 4:00 PM – 4:30 PM Via Zoom: Directors 2x Weekly Check-in
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▲ **Fri, Aug 27**

- 8:00 AM – 5:00 PM **Dir. Callahan out**
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▲ **Mon, Aug 30**

- 10:00 AM – 10:30 AM Via Google Meet: Check-in with Marc Jolin, Director, Joint Office of Homeless Services
 - 10:00 AM – 11:00 AM Via Google Meet: PBAC Policy Alignment & Budget Meeting
 - 1:00 PM – 1:30 PM Via MS Teams: Weekly meeting with Commissioner Dan Ryan and staff
 - 1:30 PM – 2:00 PM Via MS Teams: 1:1 Weekly meeting with Commissioner Dan Ryan
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▲ **Tue, Aug 31**

- 9:30 AM – 10:30 AM Via Google Meet: N/NE Oversight Committee presentation check-in with Joint Office of Homeless Services (JOHS)
- 12:30 PM – 5:00 PM Via Zoom: M-BOS (Metro Bond Opportunity Solicitation) Community Review Interviews - Team 2
- 4:00 PM – 4:30 PM Via Zoom: Directors 2x Weekly Check-in

September 2021

▲ Wed, Sep 1

■	3:00 PM – 3:30 PM	Via phone: Tess Fields (Executive Director, Home Share Oregon)
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▲ Thu, Sep 2

■	12:00 PM – 1:00 PM	Via Zoom: Bureau Directors Monthly Meeting
■	12:30 PM – 5:00 PM	Via Zoom: M-BOS Community Review Interviews - Team 1
■	3:30 PM – 4:00 PM	Via Zoom: Renaissance PSH (Permanent Supportive Housing) discussion with Reach CDC and JOHS
■	6:00 PM – 7:00 PM	Meeting with Patricia Rojas, Metro

▲ Fri, Sep 3

■	8:00 AM – 5:00 PM	Dir. Callahan out
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▲ Mon, Sep 6

■	7:30 AM – 5:30 PM	Labor Day Holiday
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▲ Tue, Sep 7

■	10:00 AM – 11:00 AM	Via MS Teams: Bureau Directors & Prosper Check-In (Metro Prep)
■	12:00 PM – 12:30 PM	Via MS Teams: Meeting with Kimberly Branam, Executive Director, Prosper Portland
■	12:30 PM – 5:30 PM	Via Zoom: M-BOS Community Review Committee - Family-focused Project Interviews
■	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

▲ Wed, Sep 8

■	8:45 AM – 9:00 AM	Via Google Meet: Liam Frost, Senior Policy Advisor to Multnomah County Chair Deborah Kafoury
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▲ **Thu, Sep 9**

- 10:30 AM – 12:00 PM Via Zoom: P&D Directors Monthly Meeting
 - 4:00 PM – 4:30 PM Via Zoom: Directors 2x Weekly Check-in
 - 5:15 PM – 7:30 PM Via Zoom: NNE Oversight Committee Meeting
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▲ **Fri, Sep 10**

- 9:30 AM – 10:30 AM Via Zoom: Weekly JOHS/AHFE PIO Check-In Call
 - 1:00 PM – 1:30 PM Via MS Teams: Monthly Meeting: Prosper Portland and Commissioner Mingus Mapps
 - 1:30 PM – 4:00 PM Onsite visits to SW Portland, Carey Blvd property
 - 4:00 PM – 4:30 PM In-person meeting with Michael Buonocore, Executive Director, Home Forward
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▲ **Mon, Sep 13**

- 9:00 AM – 10:00 AM Via Zoom: PHAC (Portland Housing Advisory Commission) Executive Committee Meeting
 - 12:30 PM – 1:30 PM Via Zoom: AHFE Executive Committee Meeting
 - 1:00 PM – 1:30 PM Via MS Teams: Weekly meeting with Commissioner Dan Ryan and staff
 - 1:30 PM – 2:00 PM Via MS Teams: 1:1 Weekly meeting with Commissioner Dan Ryan
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▲ **Tue, Sep 14**

- 11:30 AM – 12:00 PM Via Zoom: Directors: community/economic development:
Shannon Callahan (Director, PHB)
Andrea Durbin (Director, BPS)
Kimberly Branam (Executive Director, Prosper Portland)
Rebecca Esau (Director, BDS)
 - 2:30 PM – 4:00 PM Via Zoom: Meeting with Cully Partners, Prosper Portland, PHB, and BPS
 - 4:00 PM – 4:30 PM Via Zoom: Directors 2x Weekly Check-in
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▲ **Wed, Sep 15**

- 3:00 PM – 3:30 PM Via phone: Check-in with Tom Rinehart, CAO, Office of Management & Finance
 - 4:00 PM – 5:00 PM Via Zoom: PHB/Housing Oregon quarterly meeting
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▲ **Thu, Sep 16**

- 9:30 AM – 10:00 AM Via phone: Check-in with Kellie Torres, Chief of Staff, Office of Commissioner Dan Ryan
 - 10:45 AM – 11:15 AM Via Zoom: Meeting with Commissioner Jo Ann Hardesty, Prosper Portland Executive Director Kimberly Branam, and PHB Director Shannon Callahan re: Proposed Cully TIF District
 - 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, Sep 17**

- 9:30 AM – 10:00 AM Via Zoom: Meeting on rent assistance/PSAs with: Portland Housing Bureau, Joint Office of Homeless Services, and Office of Commissioner Dan Ryan
 - 9:30 AM – 10:30 AM Via Zoom: Weekly JOHS/AHFE PIO Check-In Call
 - 2:00 PM – 3:30 PM Via Zoom: Economic Recovery Task Force
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▲ **Mon, Sep 20**

- 11:30 AM – 12:30 PM In-person event: Groundbreaking for Powell Project
 - 4:00 PM – 4:30 PM Via MS Teams: Housing and BHR Follow-up Discussion
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▲ **Tue, Sep 21**

- 12:00 PM – 1:00 PM Via MS Teams: Briefing on Portland Housing Bureau for invited community partners from Kaiser Permanente; Black & Beyond the Binary Collective; Ten, Tiny, Talks; and The Q Center
 - 1:00 PM – 1:45 PM Via phone: Check-in with Karen Guillén-Chapman, Senior Policy Advisor, Office of Commissioner Dan Ryan
 - 2:00 PM – 2:30 PM Via phone: Ashley Henry (Executive Director, Business for a Better Portland)
 - 2:30 PM – 5:00 PM Rental Services Commission (RSC) Meeting
 - 3:00 PM – 3:45 PM Via Zoom: Meeting with Deborah Imse (Executive Director, Multifamily NW), and Taylor Smiley-Wolfe (Director of Policy and Planning, Home Forward)
 - 4:00 PM – 4:30 PM Via Zoom: Directors 2x Weekly Check-in
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▲ **Wed, Sep 22**

- 10:30 AM – 11:00 AM Via phone: Meeting with Mark Hollander (President, Hollander Hospitality) re: Crowne Plaza Hotel
 - 11:30 AM – 12:00 PM Via Zoom: Meeting with Kenechi Onyeagusi, Maurice Rahming, and Beth Cooke from Portland Business Development Group re: Broadway Corridor
 - 1:30 PM – 2:00 PM Via Zoom: Meeting with Tom Rinehart (CAO, Office of Management and Finance) and Ruth Levine (Strategic Projects Manager, Office of Management and Finance) re: JOHS IGA
 - 3:00 PM – 3:45 PM Via MS Teams: M-BOS Check In with Patricia Rojas, Metro
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▲ **Thu, Sep 23**

- 12:00 PM – 12:45 PM Via Zoom: Fairfield Apts. Discussion with: Sam Adams and Seraphie Allen (Mayor's Office); Commissioner Dan Ryan and Karen Guillén-Chapman (Commissioner's Office); and Amy Nagy and Kimberly Branam (Prosper Portland)
 - 2:30 PM – 3:30 PM Via MS Teams: Monthly BPS / PHB check-in
 - 4:00 PM – 4:30 PM Via Zoom: Directors 2x Weekly Check-in
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▲ **Fri, Sep 24**

- 9:30 AM – 10:30 AM Via Zoom: Weekly JOHS/AHFE PIO Check-In Call
 - 11:00 AM – 12:00 PM Via MS Teams: JOHS IGA Negotiation internal pre-kickoff meeting with Ruth Levine, Strategic Projects Manager, Office of Management and Finance
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▲ **Mon, Sep 27**

- 1:00 PM – 2:00 PM Via MS Teams: Weekly meeting with Commissioner Dan Ryan and staff
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▲ **Tue, Sep 28**

- 9:30 AM – 10:00 AM Via MS Teams: Chief Procurement Officer/Housing Director Meeting
 - 10:30 AM – 11:00 AM Via MS Teams: Briefing with Commissioner Ryan on upcoming PHB council items
 - 4:00 PM – 4:30 PM Via Zoom: Directors 2x Weekly Check-in
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▲ **Wed, Sep 29**



2:00 PM – 3:00 PM Via Zoom: JOHS IGA - City/County Meeting

▲ **Thu, Sep 30**



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