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**Shannon Callahan, Housing Bureau Director**

Sunday, December 30, 2018 – Friday, March 29, 2019

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

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**▲ Mon, Dec 31**

■ 7:30 AM – 5:30 PM Out of Office

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**January 2019**

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**▲ Tue, Jan 1**

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

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**▲ Wed, Jan 2**

■ 7:30 AM – 5:00 PM Out of Office

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**▲ Thu, Jan 3**

- 8:30 AM – 9:00 AM Meeting with Mayor's Office staff (Kristin Dennis, Cupid Alexander, Seraphie Allen) and Marc Jolin from the Joint Office of Homeless Services
  - 8:30 AM – 10:00 AM Workshop: Metro's Program Work Plan
  - 11:30 AM – 1:00 PM Bureau Directors' Meeting
  - 3:00 PM – 4:00 PM (*via phone*) State of Housing Emergency communications and outreach meeting with Cupid Alexander, Sophia June, and Eileen Park (Mayor's Office) and Marc Jolin (Joint Office of Homeless Services)
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**▲ Fri, Jan 4**

■ 1:30 PM – 1:45 PM (*via phone*) Meeting with Rebecca Esau, Dir., Bureau of Development Services

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**▲ Mon, Jan 7**

- 1:00 PM – 2:00 PM Portland Housing Bureau / Joint Office of Homeless Services
  - 4:00 PM – 4:45 PM OneApp Oregon discussion with Homer Williams, Chairman, Williams & Dame
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**▲ Tue, Jan 8**

- 11:00 AM – 11:45 AM Ed McNamara, Turtle Island Development (departing Commissioner, Portland Housing Advisory Commission)
  - 3:00 PM – 5:00 PM PHAC--Portland Housing Advisory Commission
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▲ **Wed, Jan 9**

- 11:00 AM – 12:00 PM Coordinated General Fund ask; meeting with Kimberly Branam (Prosper Portland), Lisa Abuaf (Prosper Portland), Chris Warner (Bureau of Transportation), Art Pearce (Bureau of Transportation), Joe Zehnder (Bureau of Planning and Sustainability), and Shannon Callahan and Matthew Tschabold (Portland Housing Bureau)
  - 2:00 PM – 2:30 PM (*via phone*) Talia Shalev, Kaiser Permanente Accelerator Team
  - 3:30 PM – 4:30 PM Budget Planning Meeting with Mayor’s Office staff (Andrea Valderrama, Kristin Dennis, Cupid Alexander, Seraphie Allen, and Kyle Chisek) and PHB (Shannon Callahan and Matthew Tschabold)
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▲ **Thu, Jan 10**

- 7:45 AM – 9:15 AM 2019 Portland Legislative Delegation Breakfast
  - 10:30 AM – 12:00 PM P&D Directors Meeting
  - 2:00 PM – 3:00 PM Mayor’s Office Media Advisory – Announcement of Innovative Supportive Housing Pilot (with Mayor Wheeler, Multnomah County Chair Deborah Kafoury, Val Valfre, Oregon Housing Stability Council, Shannon Callahan, Portland Housing Bureau, and Marc Jolin, Joint Office of Homeless Services)
  - 6:00 PM – 8:00 PM N/NE Oversight Committee
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▲ **Fri, Jan 11**

- 9:00 AM – 10:00 AM Weekly meeting with Michael Buonocore, Executive Director, Home Forward
  - 12:00 PM – 1:00 PM Meeting with Wendy Hain, Office of the City Attorney
  - 3:00 PM – 5:00 PM Housing Bond legal questions work session with representatives from Orrick
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▲ **Mon, Jan 14**

- 8:45 AM – 2:45 PM BPS Director Interview Panel - Internal Leadership Panel
- 10:30 AM – 11:30 AM Weekly Check-in with Cupid Alexander, Mayor’s Office
- 6:00 PM – 8:00 PM East Portland Action Plan Housing Committee

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▲ **Tue, Jan 15**

- 1:00 PM – 1:30 PM Mayor’s Office Meeting re: Housing Oregon  
Attendees:  
Maggie Jonsson, Cascadia Behavioral Healthcare  
Nick Sauvie, ROSE CDC  
Andy Miller, Human Solutions  
Diane Linn, Proud Ground  
Ramsey Weit, PHAC and policy wonk  
Sean Hubert, Central City Concern  
Trell Anderson, Northwest Housing Alternatives  
Joni Hartman, Housing Development Center  
Travis Phillips, Catholic Charities  
Nicole Peterson, BRIDGE Housing

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▲ **Thu, Jan 17**

- 8:30 AM – 9:00 AM Meeting with Mayor’s Office staff (Kristin Dennis, Cupid Alexander, Seraphie Allen) and Marc Jolin from the Joint Office of Homeless Services
- 12:00 PM – 12:30 PM Meeting with Kristin Dennis from the Mayor’s Office
- 3:30 PM – 4:30 PM Portland Housing Bureau / Prosper Portland Monthly Check-In
- 4:30 PM – 5:15 PM Ernesto Fonseca (Hacienda Community Development Corp.), Kimberly Branam (Prosper Portland), and Shannon Callahan (Portland Housing Bureau)

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▲ **Fri, Jan 18**

- 9:00 AM – 10:00 AM Weekly meeting with Michael Buonocore, Executive Director, Home Forward
- 1:00 PM – 2:00 PM Meeting with Rachel Monahan (*Willamette Week*)
- 3:00 PM – 4:00 PM Meeting with Representatives from Living Cully
- 4:00 PM – 5:00 PM Meeting with Ann Remmers / Bill Van Vliet (Network for Oregon Affordable Housing) to discuss Housing Bond development, financing

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▲ **Mon, Jan 21**

- 7:30 AM – 5:30 PM MLK Holiday
- 8:30 AM – 10:30 AM Skanner Foundation 33rd MLK Jr Annual Breakfast

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▲ **Tue, Jan 22**

- 2:30 PM – 3:00 PM Meeting with Felicia Tripp Folsom and Sarah Stevenson (Commissioners, Portland Housing Advisory Commission)
- 3:00 PM – 5:00 PM PHAC--Portland Housing Advisory Commission

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▲ **Wed, Jan 23**

- 8:00 AM – 9:00 AM Check-in: Portland Housing Bureau / Office of Management and Finance
- 10:30 AM – 11:30 AM (*via phone*): discuss panel presentation for NAIOP Commercial Real Estate Development Association panel on affordable housing
- 11:30 AM – 12:00 PM (*via phone*) Meeting with representatives from Oregon Health and Science University to discuss partnership with the Portland Housing Bureau
- 1:00 PM – 2:00 PM Meeting with Pastor Hennessee and Jeana Woolley, regarding Patton Home
- 2:30 PM – 3:00 PM Meeting with Amanda Watson (Mayor's Office) to discuss Clean Air Construction Standard / PHB projects

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▲ **Thu, Jan 24**

- 7:15 AM – 9:00 AM Participate in NAIOP panel on affordable housing development
- 2:00 PM – 2:30 PM Meeting with Multnomah County Commissioner Susheela Jayapal

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▲ **Fri, Jan 25**

- 9:00 AM – 10:00 AM Weekly meeting with Michael Buonocore, Executive Director, Home Forward
- 12:00 PM – 1:00 PM Meeting with Wendy Hain, Office of the City Attorney

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▲ **Mon, Jan 28**

- 4:00 PM – 4:30 PM Bi-monthly check-in with Commissioner Fritz

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▲ **Tue, Jan 29**

- 10:00 AM – 10:30 AM (*via phone*): weekly check-in with Kristin Dennis from the Mayor's office
- 11:30 AM – 12:00 PM Check-in with Commissioner Fish
- 2:00 PM – 2:30 PM Meeting with Karly Edwards, Commissioner Hardesty's Office

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▲ **Thu, Jan 31**

- 10:00 AM – 11:00 AM Project Pipeline Discussion with Sarah Stevenson, Innovative Housing, Inc.
  - 4:00 PM – 5:00 PM Meeting w/ PHB, BPS, PBOT & Prosper Portland: Eventual Capital Fund Brainstorming
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## February 2019

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### ▲ Fri, Feb 1

- 9:00 AM – 9:30 AM (via phone) Weekly Public Information Office check-in
  - 9:30 AM – 10:30 AM Weekly meeting with Michael Buonocore, Executive Director, Home Forward
  - 11:45 AM – 12:00 PM (via phone) Dan Eisenbeis, Office of Government Relations
  - 3:00 PM – 3:30 PM (via phone) Marc Jolin, Joint Office of Homeless Services
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### ▲ Mon, Feb 4

- 10:30 AM – 11:30 AM Weekly check-in with Cupid Alexander, Mayor's Office
  - 2:00 PM – 8:00 PM Testify before Legislative Committee regarding SB 608 (Salem)
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### ▲ Tue, Feb 5

- 11:30 AM – 12:00 PM Monthly check-in with Tom Rinehart, CAO, Office of Management & Finance
  - 1:30 PM – 3:30 PM Attend event for RiverPlace Parcel 3 affordable housing
  - 3:00 PM – 5:00 PM PHAC--Portland Housing Advisory Commission
  - 4:00 PM – 5:00 PM (via phone) Planning for RAD/Developer Conference with Margaret Salazar, Lisa Hunrichs and Elissa Gertler (Metro), and Jonathan Trutt (Home Forward)
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### ▲ Wed, Feb 6

- 3:00 PM – 3:30 PM Check-in with Kimberly Branam (Prosper Portland) and Kyle Chisek (Mayor's Office)
  - 3:30 PM – 4:00 PM Check-in with Kimberly Branam (Prosper Portland)
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### ▲ Thu, Feb 7

- 11:30 AM – 1:00 PM Bureau Directors Meeting
  - 3:00 PM – 4:00 PM Meeting with Trell Anderson, Executive Director, NW Housing Alternatives
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### ▲ Fri, Feb 8

- 9:00 AM – 9:30 AM (via phone) Weekly Public Information Office check-in
- 11:30 AM – 12:30 PM Meeting with Wendy Hain, Office of the City Attorney

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▲ **Mon, Feb 11**

- 1:30 PM – 2:00 PM Weekly check-in with Cupid Alexander, Mayor’s Office
- 2:00 PM – 3:30 PM Meeting to discuss Broadway Corridor affordable housing  
*Attendees:*  
*from PHB:*  
Shannon Callahan  
Matthew Tschabold  
Karl Dinkelspiel  
Molly Rogers  
Dory Van Bockel  
*from Transition Projects:*  
George Devendorf  
*from Prosper Portland:*  
Kimberly Branam  
Lisa Abuaf  
June Reyes  
Mayra Arreola  
Sarah Harpole  
*from Rose Community Development:*  
Nick Sauvie  
*from Innovative Housing, Inc:*  
Sarah Stevenson  
*from Home Forward:*  
Amanda Saul  
*from Central City Concern:*  
Sean Hubert  
*from Verde:*  
Vivian Satterfield

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▲ **Tue, Feb 12**

- 9:00 AM – 4:30 PM Session # 1 - Results-Based Accountability (RBA) cohort training 2019

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▲ **Wed, Feb 13**

- 1:30 PM – 2:00 PM Jeff Reingold, President, Income Property Management

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▲ **Thu, Feb 14**

- 8:30 AM – 9:00 AM Meeting with Mayor’s Office staff (Kristin Dennis, Cupid Alexander, Seraphie Allen) and Marc Jolin from the Joint Office of Homeless Services
- 9:30 AM – 10:30 AM City strategy for N/NE/RQ  
Attendees:  
Joe Zehnder, Dir., Planning and Sustainability  
Tom Rinehart, CAO, Office of Management & Finance  
Kimberly Branam, Executive Dir., Prosper Portland  
Shannon Callahan, Dir., Portland Housing Bureau  
Chris Warner, Dir., Bureau of Transportation  
Sallie Edmunds, Planning and Sustainability  
Nicholas Starin, Planning and Sustainability  
Art Pearce, Bureau of Transportation
- 10:30 AM – 12:00 PM P&D Directors Meeting
- 12:15 PM – 1:30 PM Phone call with *Willamette Week*
- 1:00 PM – 2:00 PM Steven Holt, N/NE Housing Strategy Community Oversight Committee
- 3:00 PM – 4:00 PM Lents audit with representatives from the Portland Housing Bureau, the Mayor’s Office, and the Auditor’s Office

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▲ **Fri, Feb 15**

- 9:00 AM – 9:30 AM (*via phone*) Weekly Public Information Office check-in
- 9:30 AM – 10:30 AM Weekly meeting with Michael Buonocore, Executive Director, Home Forward
- 11:00 AM – 12:00 PM PCRI Groundbreaking
- 2:00 PM – 2:15 PM State of Housing Emergency Extension Meeting with Commissioner Hardesty, Derek Bradley, Karly Edwards, and Marc Jolin (Joint Office of Homeless Services)
- 3:30 PM – 4:30 PM Meeting with Paul Lumley and Oscar Arana, Native American Youth and Family Center

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▲ **Mon, Feb 18**

- 7:30 AM – 5:30 PM Presidents Day Holiday – Out of Office

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▲ **Tue, Feb 19**

- 12:00 PM – 12:30 PM Meeting with Jerrell Gaddis (Labor Relations) to discuss Employee Paid Parking
- 3:00 PM – 4:00 PM Tour of Gateway site with Mayor Wheeler (and staff), and former Mayor Charlie Hales
- 5:00 PM – 6:00 PM (*via phone*): Discuss State of Housing Emergency

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▲ **Thu, Feb 21**

- 2:00 PM – 5:00 PM City Council Hearing on Housing Emergency and Fair Housing Enforcement Contract

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▲ **Fri, Feb 22**

- 9:00 AM – 9:30 AM (via phone) Weekly Public Information Office check-in
- 10:30 AM – 11:30 AM Meeting of the Bond Property Review Committee
- 12:00 PM – 1:00 PM Meeting with Wendy Hain, Office of the City Attorney
- 2:00 PM – 2:20 PM (via phone) Meeting with Greg Goodman, Co-President, Downtown Development Group LLC
- 4:00 PM – 5:00 PM OMF & PHB Check-In

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▲ **Mon, Feb 25**

- 10:30 AM – 11:30 AM Weekly check-in with Cupid Alexander, Mayor's Office

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▲ **Tue, Feb 26**

- 2:00 PM – 2:30 PM Meeting with Carlene Jackson and Traci Chambers (National Urban Housing & Economic Community Development Corp.)
- 3:30 PM – 4:00 PM PolicyLink City Analysis Interview with Samuel Garcia, Bureau of Planning and Sustainability

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▲ **Wed, Feb 27**

- 1:30 PM – 3:00 PM Present at RAD (Rental Assistance Demonstration) Convening session - "State and Local Resources"

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▲ **Thu, Feb 28**

- 8:30 AM – 9:00 AM Meeting with Mayor's Office staff (Kristin Dennis, Cupid Alexander, Seraphie Allen) and Marc Jolin from the Joint Office of Homeless Services
  - 10:00 AM – 10:15 AM (via phone) Discussion with Daniel Beekman, *Seattle Times*, re: Inclusionary Housing
  - 10:30 AM – 11:00 AM Meeting with Jeff Reingold (Income Property Management Co) and Leah Sykes (Greenspoon Marder LLP)
  - 12:00 PM – 1:00 PM Lunch with Nate McCoy, Executive Director, National Association of Minority Contractors - Oregon
  - 5:30 PM – 6:30 PM Shannon Singleton, Executive Director, JOIN
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▲ **Fri, Mar 1**

■ 8:00 AM – 5:00 PM Out of Office

▲ **Tue, Mar 5**

■ 9:50 AM – 11:10 AM Meeting on Bureau Budgets: Long Term Financial Plan and Citywide Issues Review

■ 3:00 PM – 5:00 PM PHAC--Portland Housing Advisory Commission

▲ **Wed, Mar 6**

■ 1:00 PM – 1:30 PM Monthly check-in with Tom Rinehart, CAO, Office of Management & Finance

■ 2:15 PM – 3:30 PM Quarterly meeting of City Bureaus and Metro leadership to coordinate community development and major infrastructure investments

Attendees:

*(from the City):*

Kimberly Branam and Lisa Abuaf (Prosper Portland)

Joe Zehnder and Eric Engstrom (BPS)

Shannon Callahan and Molly Rogers (PHB)

Chris Warner and Art Pearce (PBOT)

*(from Metro):*

Elissa Gertler

Margi Bradway

Malu Wilkinson

Megan Gibb

■ 4:00 PM – 4:15 PM *(via phone)* Meet with Seraphie Allen and Cupid Alexander from the Mayor's Office

▲ **Thu, Mar 7**

■ 8:30 AM – 9:00 AM Meeting with Mayor's Office staff (Kristin Dennis, Cupid Alexander, Seraphie Allen) and Marc Jolin from the Joint Office of Homeless Services

■ 11:00 AM – 1:00 PM Grand Opening Celebration of the Williams Townhomes

■ 11:30 AM – 1:00 PM 2019 Bureau Directors Meeting

■ 1:00 PM – 1:30 PM Check-in with Kimberly Branam (Executive Director, Prosper Portland)

■ 2:00 PM – 3:00 PM Meet with Dan Eisenbeis (Government Relations) to discuss PHB's outlook on regional issues

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▲ **Fri, Mar 8**

- 9:00 AM – 9:30 AM *(via phone)* Weekly Public Information Office check-in
- 9:30 AM – 10:30 AM Weekly meeting with Michael Buonocore, Executive Director, Home Forward
- 11:00 AM – 12:00 PM Attend meeting with Mayor’s Office Chiefs of Staff:  
Sonia Schmanski  
Tim Crail  
Marshall Runkel  
Karly Edwards
- 12:00 PM – 1:00 PM Meeting with Wendy Hain, Office of the City Attorney
- 2:00 PM – 3:00 PM Meeting with Andrew Colas, Colas Construction
- 3:30 PM – 4:30 PM Meeting with the Joint Office of Homeless Services to discuss Permanent Supportive Housing

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▲ **Sat, Mar 9**

- 5:30 PM – 8:30 PM Transition Projects 50th Anniversary Gala

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▲ **Mon, Mar 11**

- 11:00 AM – 11:30 AM Weekly check-in with Cupid Alexander, Mayor’s Office
- 11:30 AM – 12:00 PM Interview with Molly Harbarger (*The Oregonian*)
- 2:00 PM – 2:30 PM Attend Mayor’s Press Conference
- 3:00 PM – 4:00 PM Quarterly meeting with Commissioner Eudaly

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▲ **Tue, Mar 12**

- 10:00 AM – 10:30 AM *(via phone)*: weekly check-in with Kristin Dennis from the Mayor’s office
- 3:30 PM – 4:30 PM Broadway Corridor Executive Committee

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▲ **Wed, Mar 13**

- 3:00 PM – 5:00 PM Portland Metro Policy Council

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▲ **Thu, Mar 14**

- 9:30 AM – 11:00 AM PHB and JOHS Budget Work Sessions
- 10:30 AM – 12:00 PM P&D Directors Meeting
- 1:00 PM – 1:30 PM Housing/Homelessness Community Work Session Planning meeting
- 6:00 PM – 8:00 PM N/NE Oversight Committee

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▲ **Fri, Mar 15**

- 9:00 AM – 9:30 AM *(via phone)* Weekly Public Information Office check-in
  - 9:30 AM – 10:30 AM Weekly meeting with Michael Buonocore, Executive Director, Home Forward
  - 12:30 PM – 1:30 PM Meet with staff from Metro to discuss their Affordable Housing Bond
  - 2:00 PM – 3:00 PM Bi-monthly check-in with Margaret Salazar, Director, Oregon Housing and Community Services
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▲ **Mon, Mar 18**

- 11:00 AM – 11:30 AM Weekly check-in with Cupid Alexander, Mayor's Office
  - 12:00 PM – 1:00 PM PBAC Policy & Budget Alignment Meeting: 2nd Quarter
  - 4:00 PM – 4:30 PM Bi-monthly meeting with Commissioner Fritz
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▲ **Wed, Mar 20**

- 4:00 PM – 5:00 PM Budget Outreach Events Planning Meeting #2 with Andrea Valderrama, Mayor's Office
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▲ **Thu, Mar 21**

- 1:30 PM – 2:00 PM *(via phone)* Meeting to discuss Portland Homeownership Program with Carol Galante, UC Berkeley
  - 6:00 PM – 9:00 PM Meet the Developers Outreach Event
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▲ **Fri, Mar 22**

- 9:00 AM – 9:30 AM *(via phone)* Weekly Public Information Office check-in
  - 9:30 AM – 12:30 PM Session # 2 – Results-Based Accountability Cohort Training - Video Conference with Erika Bernabei
  - 4:00 PM – 5:00 PM Meeting to discuss Catholic Charities Healthy Housing Initiative with staff from PHB, the Joint Office of Homeless Services, Multnomah County, and PHB
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▲ **Mon, Mar 25**

- 8:00 AM – 5:00 PM Out of Office
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▲ **Tue, Mar 26**

- 8:00 AM – 5:00 PM Out of Office
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▲ **Wed, Mar 27**

- 8:00 AM – 5:00 PM Out of Office

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▲ **Thu, Mar 28**

- 8:00 AM – 8:30 AM March check-in – City Hall
- 11:00 AM – 11:30 AM Meeting with Mayor’s Office to prep for Screening Criteria policy going to Council
- 2:00 PM – 3:00 PM Attend Trans Day of Visibility event at City Hall
- 3:30 PM – 4:30 PM Meet with Liam Frost, Policy Advisor, Multnomah County Chair Deborah Kafoury

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▲ **Fri, Mar 29**

- 10:00 AM – 11:00 AM Meeting with Erik Sten, Managing Director, Centri Capital