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**Shannon Callahan, Housing Bureau Director**

Quarter 3 of 2020:

Wednesday, July 1, 2020 – Wednesday, September 30, 2020

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Busy



Tentative



Free



Out of Office



Working Elsewhere



Outside of Working Hours

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**July 2020**

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**▲ Wed, Jul 1**

-  1:00 PM – 1:30 PM Via Zoom: CARES funding coordination (PHB, Home Forward, and the Joint Office of Homeless Services)
  -  2:00 PM – 2:30 PM Via Zoom: Hotel Purchasing Meeting w/ Commissioner Hardesty, Marc Jolin, Shannon Callahan, Seraphie Allen, and Tia Williams
  -  2:00 PM – 3:00 PM Via MS Teams: CARES Funding for Shelter + Public Health Response
  -  3:00 PM – 3:30 PM Via Zoom: Check-in with Tom Rinehart, CAO, Office of Management & Finance
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**▲ Thu, Jul 2**

-  8:30 AM – 9:00 AM Anti Displacement: Mayor's Office | Bureau Directors check in
  -  8:30 AM – 9:15 AM Mayor's Office Meeting on Homelessness (Sonia Schmanski)
  -  9:15 AM – 10:00 AM Via phone: Check-in with Marc Jolin, Director, Joint Office of Homeless Services
  -  11:30 AM – 1:00 PM Via Zoom: Bureau Directors Monthly Meeting
  -  1:00 PM – 1:45 PM Via Zoom: Check-in with Tia Williams, Mayor's Office liaison to Housing Bureau
  -  4:00 PM – 4:30 PM Via Zoom: City Bureau Directors Check-in
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**▲ Fri, Jul 3**

-  8:00 AM – 5:00 PM **4th of July Holiday**
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▲ **Mon, Jul 6**

- 11:00 AM – 11:45 AM Via Zoom: PHB, Joint Office of Homeless Services, and Mayor's Office
  - 11:00 AM – 12:00 PM Economic Impact Action Committee
  - 2:30 PM – 5:00 PM Via Zoom: SHS Stakeholder Advisory Table, Meeting #1
  - 4:30 PM – 5:00 PM Via phone: Andrés Oswill  
(Senior Policy Advisor to Commissioner Eudaly)
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▲ **Tue, Jul 7**

- 10:00 AM – 10:30 AM Via Zoom: Kenechi Onyeagusi, Executive Director, Professional Business Development Group
  - 11:30 AM – 12:00 PM Directors: community/economic development  
Shannon Callahan (Director, PHB)  
Andrea Durbin (Director, BPS)  
Kimberly Branam (Director, Prosper Portland)  
Rebecca Esau (Director, BDS)
  - 3:00 PM – 5:00 PM Portland Housing Advisory Commission (PHAC) meeting
  - 4:00 PM – 4:30 PM City Bureau Directors Check-in
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▲ **Thu, Jul 9**

- 8:30 AM – 9:15 AM Mayor's Office Meeting on Homelessness (Sonia Schmanski)
  - 10:30 AM – 12:00 PM Via Zoom: P&D Directors Monthly Meeting
  - 3:00 PM – 3:30 PM Via Zoom: Racial Equity Small Group
  - 4:00 PM – 4:30 PM Via Zoom: City Bureau Directors Check-in
  - 5:00 PM – 7:30 PM Via Zoom: N/NE Oversight Committee Meeting
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▲ **Fri, Jul 10**

- 9:00 AM – 10:30 AM Via Zoom: COVID-19 Affordable Housing Development Stabilization & Recovery Work Group - Financing
  - 9:30 AM – 10:15 AM Via phone: Check-in with Michael Buonocore, Executive Director, Home Forward
  - 1:00 PM – 1:30 PM Via Zoom: CARES funding coordination (PHB, Home Forward, and the Joint Office of Homeless Services)
  - 3:00 PM – 3:30 PM Via Zoom: Ernesto Fonseca, CEO, Hacienda Community Development Corp
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▲ **Tue, Jul 14**

- ▣ 8:30 AM – 9:00 AM Virtual Coffee with Gabriel Solmer, Director, Portland Water Bureau
- 11:30 AM – 12:00 PM Directors: community/economic development  
Shannon Callahan (Director, PHB)  
Andrea Durbin (Director, BPS)  
Kimberly Branam (Director, Prosper Portland)  
Rebecca Esau (Director, BDS)
- 4:00 PM – 4:30 PM Via Zoom: City Bureau Directors Check-in

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▲ **Wed, Jul 15**

- 10:00 AM – 10:45 AM MCC at Private Activity Bond Committee

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▲ **Thu, Jul 16**

- 8:00 AM – 8:30 AM Via Zoom: PHB / United Way of the Columbia-Willamette
- 8:30 AM – 9:00 AM Rent Assistance Check In
- 9:30 AM – 11:00 AM Via Zoom: Bond Oversight Committee (BOC) Meeting
- 1:00 PM – 1:30 PM Virtual Meet: Mayor's Office Staff (Sonia Schmanski, Jamal Fox, Eileen Park, Tim Becker), Tom Rinehart, Marc Jolin, and Shannon Callahan
- 1:30 PM – 2:30 PM Via Zoom: Tom Rinehart and Marc Jolin
- 2:00 PM – 4:00 PM Via Zoom: COVID-19 Rental Housing Market Response WG

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▲ **Fri, Jul 17**

- 11:00 AM – 11:45 AM Via phone: Check-in with Marc Jolin, Director, Joint Office of Homeless Services
- 1:00 PM – 1:30 PM Via Zoom: CARES funding coordination (PHB, Home Forward, and the Joint Office of Homeless Services)

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▲ **Mon, Jul 20**

- 8:00 AM – 5:00 PM Shannon out-furlough

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▲ **Tue, Jul 21**

- 8:00 AM – 5:00 PM Shannon out-furlough
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▲ **Wed, Jul 22**

■ 8:00 AM – 5:00 PM Shannon out-furlough

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▲ **Thu, Jul 23**

■ 8:00 AM – 5:00 PM Shannon out-furlough

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▲ **Fri, Jul 24**

■ 8:00 AM – 5:00 PM Shannon out-furlough

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▲ **Mon, Jul 27**

■ 11:30 AM – 12:30 PM Rental Assistance Discussion #1 of 2 (Joint Office of Homeless Services, PHB, and Home Forward)

■ 2:00 PM – 3:00 PM Via Zoom: Shannon Callahan, Marc Jolin, and Tom Rinehart

■ 4:30 PM – 5:00 PM HR Discussion with Cathy Bless: Recruitment

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▲ **Tue, Jul 28**

■ 8:00 AM – 9:00 AM Marc Jolin, Director, Joint Office of Homeless Services

■ 10:00 AM – 11:00 AM PDX-CARES: Housing Stability Programs

■ 3:00 PM – 5:00 PM Via Zoom: Economic Recovery Task Force

■ 4:00 PM – 4:30 PM Via Zoom: City Bureau Directors Check-in

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▲ **Wed, Jul 29**

■ 8:30 AM – 9:00 AM Directors: community/economic development  
Shannon Callahan (Director, PHB)  
Andrea Durbin (Director, BPS)  
Kimberly Branam (Director, Prosper Portland)  
Rebecca Esau (Director, BDS)

■ 1:00 PM – 2:00 PM Portland Housing Bureau/Prosper Portland Monthly Check-In

■ 3:30 PM – 4:00 PM Via Zoom: Stef Kondor, Related Northwest

■ 4:30 PM – 5:00 PM Invitation: Rent Assistance Discussion #2 of 2 (Joint Office of Homeless Services, PHB, and Home Forward)

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▲ **Thu, Jul 30**

- 9:15 AM – 10:00 AM Via Zoom: Joint Office of Homeless Services, Mayor’s Office, and PHB
  - 10:30 AM – 11:00 AM Check in with Mayor’s Office Staff: Homelessness Response
  - 12:00 PM – 12:30 PM Via Zoom: Meeting with Giyen Kim
  - 1:00 PM – 1:45 PM Via Zoom: Check-in with Tia Williams, Mayor’s Office liaison to Housing Bureau
  - 4:00 PM – 4:30 PM Via Zoom: City Bureau Directors Check-in
  - 4:30 PM – 5:30 PM PBAC Policy Alignment & Budget Meeting
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▲ **Fri, Jul 31**

- 9:00 AM – 9:30 AM Check-In with Michelle Kirby, Interim Director, Bureau of Revenue & Financial Services
- 9:30 AM – 9:45 AM Via Zoom: Tom Rinehart and Marc Jolin
- 1:00 PM – 1:30 PM Via Zoom: CARES funding coordination (PHB, Home Forward, and the Joint Office of Homeless Services)

**August 2020**

▲ **Mon, Aug 3**

- 3:45 PM – 4:45 PM Via Zoom: Follow-up meeting with Mayor’s Office staff, Tom Reinhart, Marc Jolin, Shannon Callahan, Adena Long, and Kimberly Branam
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▲ **Tue, Aug 4**

- 8:15 AM – 8:45 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 – 3:00 PM PDX-CARES Cards Coordination
- 3:00 PM – 5:00 PM PHAC (Portland Housing Advisory Commission) monthly meeting
- 3:30 PM – 4:00 PM Via Zoom: Tia Williams and Seraphie Allen, Mayor’s Office staff, and Marc Jolin, Joint Office of Homeless Services
- 4:00 PM – 4:30 PM Via Zoom: City Bureau Directors Check-in

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▲ **Wed, Aug 5**

- 9:00 AM – 10:00 AM Tour of Alberta and Williams property
- 1:00 PM – 1:30 PM Via Zoom: virtual coffee with Kymberly Horner, Executive Director, Portland Community Reinvestment Initiatives

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▲ **Thu, Aug 6**

- 9:00 AM – 10:00 AM Check-in with Marc Jolin, Director, Joint Office of Homeless Services
- 11:30 AM – 1:00 PM Via Zoom: Bureau Directors Monthly Meeting
- 3:00 PM – 3:45 PM Check-in with Tia Williams, Mayor's Office liaison to Housing Bureau
- 4:00 PM – 4:30 PM Via Zoom: City Bureau Directors Check-in

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▲ **Fri, Aug 7**

- 9:30 AM – 10:15 AM Via phone: Check-in with Michael Buonocore, Executive Director, Home Forward
- 11:30 AM – 12:00 PM Check in on Mayor's downtown proposal with Jessica Kinard, Director, City Budget Office

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▲ **Tue, Aug 11**

- 8:15 AM – 8:45 AM Via Zoom: CARES funding coordination (PHB, Home Forward, and the Joint Office of Homeless Services)
- 10:00 AM – 10:30 AM Check-in with Adena Long, Director, Portland Parks and Recreation
- 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)
- 4:00 PM – 4:30 PM Via Zoom: City Bureau Directors Check-in

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▲ **Wed, Aug 12**

- 8:30 AM – 9:15 AM Via Zoom: Peggy Brey, Director, Department of County Human Services
- 1:00 PM – 2:00 PM Bond Program Delivery Fee
- 2:00 PM – 2:30 PM Via phone: Check-in with Andrea Durbin, Director, Bureau of Planning and Sustainability

- 3:00 PM – 5:30 PM Via Zoom: Prosper Portland: Board of Commissioners Meeting
  - 4:00 PM – 4:30 PM Downtown Homelessness Plan: Meeting with Mayor's Office staff, Tom Rinehart, Shannon Callahan, Marc Jolin, and Jessica Kinard
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#### ▲ Thu, Aug 13

- 9:15 AM – 10:00 AM via phone: Check-in with Marc Jolin, Director, Joint Office of Homeless Services
  - 10:00 AM – 11:00 AM Via Zoom: Renter relief meeting with Mayor's Office staff
  - 10:30 AM – 12:00 PM Via Zoom: P&D Directors Monthly Meeting
  - 1:00 PM – 1:45 PM Check-in with Tia Williams, Mayor's Office liaison to Housing Bureau
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#### ▲ Fri, Aug 14

- 3:30 PM – 4:00 PM Via Zoom: Livability Update – Tom Rinehart, Shannon Callahan, Marc Jolin, Jessica Kinard
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#### ▲ Mon, Aug 17

- 11:00 AM – 12:00 PM Economic Impact Action Committee
  - 11:00 AM – 12:00 PM Affordable Housing/Submetering Discussion
  - 2:00 PM – 3:30 PM Joint Office of Homeless Services Virtual Executive Committee Meeting
  - 4:00 PM – 4:30 PM Via phone: Meeting with Commissioner Fritz
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#### ▲ Tue, Aug 18

- 10:00 AM – 1:00 PM Multnomah County Board of Commissioners Briefing
  - 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) meeting
  - 3:00 PM – 5:00 PM Via Zoom: Economic Recovery Task Force
  - 4:00 PM – 4:30 PM Via Zoom: City Bureau Directors Check-in
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▲ **Wed, Aug 19**

- 8:00 AM – 9:00 AM Greyhound Discussion: PHB, Prosper Portland, and Gerding Edlen
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▲ **Thu, Aug 20**

- 1:00 PM – 1:45 PM Check-in with Tia Williams, Mayor's Office liaison to Housing Bureau
  - 3:00 PM – 3:30 PM Via Zoom: Check-in with Kimberly Branam, Executive Director, Prosper Portland
  - 3:30 PM – 4:00 PM Portland Housing Bureau/Prosper Portland Monthly Check-In
  - 4:00 PM – 4:30 PM Via Zoom: City Bureau Directors Check-in
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▲ **Fri, Aug 21**

- 1:00 PM – 1:30 PM Via Zoom: Check-in with Michelle Kirby, Interim Director, Bureau of Revenue & Financial Services
  - 2:30 PM – 3:00 PM Via phone: Check-in with Michael Buonocore, Executive Director, Home Forward
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▲ **Mon, Aug 24**

- All Day SC OUT Furlough
  - 8:30 AM – 9:00 AM PHB | Tia Williams + Kristin Dennis: housing relief package outline
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▲ **Tue, Aug 25**

- All Day SC OUT Furlough
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▲ **Wed, Aug 26**

- All Day SC OUT Furlough
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▲ **Thu, Aug 27**

- All Day SC OUT Furlough
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▲ **Fri, Aug 28**

- All Day SC OUT
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▲ **Mon, Aug 31**

- 4:00 PM – 4:30 PM Via Zoom: Final Recommendations for Shelters and Trash Pick-Up – Tom Rinehart, Jessica Kinard, Shannon Callahan, and Marc Jolin

**September 2020**

▲ **Tue, Sep 1**

- 8:15 AM – 8:45 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)
- 12:30 PM – 1:00 PM Via Zoom: PHB, Joint Office of Homeless Services, Metro
- 3:00 PM – 4:00 PM Via Zoom: Mingus Mapps, City Council candidate; Katie Meyer and Bob Dobrich, campaign managers
- 4:00 PM – 4:30 PM Via Zoom: City Bureau Directors Check-in

▲ **Wed, Sep 2**

- 9:00 AM – 9:30 AM Via phone: Jim Redden, Portland Tribune
- 2:00 PM – 2:30 PM Check-in with Tom Rinehart, CAO, Office of Management & Finance
- 2:00 PM – 3:00 PM Press briefing presentation prep with Mayor's Office staff

▲ **Thu, Sep 3**

- 10:00 AM – 10:45 AM via conference call: Homer Williams, Don Mazziotti, and Marissa Cade (Williams & Dame Dev)
- 11:30 AM – 12:30 PM Via Zoom: Finalize press briefing run of show with Mayor's Office staff
- 11:30 AM – 1:00 PM Bureau Directors Monthly Meeting
- 2:00 PM – 3:00 PM Via Zoom: Bond Program Delivery Fee (#1 of 3): PHB, OMF, Treasury, and City Attorney's Office
- 2:30 PM – 3:00 PM Press briefing run through with Mayor's Office Staff
- 4:00 PM – 4:30 PM Via Zoom: City Bureau Directors Check-in

▲ **Fri, Sep 4**

- 9:30 AM – 10:15 AM Via phone: Check-in with Michael Buonocore, Executive Director, Home Forward
  - 10:30 AM – 11:00 AM CBRE Discussion with Mayor's Office staff, Joint Office of Homeless Services, and CBRE
  - 1:00 PM – 1:45 PM Via Zoom: Prep for Tuesday's Press Conference on Housing Stability with Mayor's Office Staff (Tim Becker, Tia Williams, and Sam Diaz)
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▲ **Mon, Sep 7**

- 7:30 AM – 5:30 PM **Labor Day Holiday**
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▲ **Tue, Sep 8**

- 11:00 AM – 12:00 PM Attend Mayor's Office Press Conference
  - 3:00 PM – 4:00 PM Via Zoom: Bond Program Delivery Fee (#2 of 3): PHB, OMF, Treasury, and City Attorney's Office
  - 4:00 PM – 4:30 PM Via Zoom: City Bureau Directors Check-in
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▲ **Wed, Sep 9**

- 1:00 PM – 2:30 PM Via Zoom: 2nd BOS (Bond Opportunity Solicitation) Developer Meeting
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▲ **Thu, Sep 10**

- 4:00 PM – 4:30 PM Via Zoom: City Bureau Directors Check-in
  - 5:00 PM – 7:00 PM N/NE Oversight Committee Meeting
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▲ **Mon, Sep 14**

- 1:30 PM – 2:30 PM Briefing with Commissioner Hardesty's office and Prosper Portland
  - 2:00 PM – 2:30 PM Broadway Corridor discussion with Kimberly Branam
  - 6:00 PM – 8:30 PM EPAP Housing Sub-Committee
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▲ **Tue, Sep 15**

- 8:15 AM – 8:45 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)
  - 2:00 PM – 2:30 PM Shelter Initiative Update with Mayor’s Office Staff and Joint Office of Homeless Services (Marc Jolin)
  - 2:30 PM – 5:00 PM Rental Services Commission (RSC) meeting
  - 3:45 PM – 4:45 PM Economic Impact Action Committee
  - 4:00 PM – 4:30 PM Via Zoom: City Bureau Directors Check-in
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▲ **Thu, Sep 17**

- 9:15 AM – 10:00 AM Via Zoom: PHB, Joint Office of Homeless Services, and Mayor’s Office (monthly)
  - 10:15 AM – 10:30 AM Via Zoom: Meeting with CBRE and Joint Office of Homeless Services (Marc Jolin)
  - 12:30 PM – 1:00 PM Via Zoom: COVID response action team (RAT), OTCA/Prosper Portland
  - 1:00 PM – 1:45 PM Check-in with Tia Williams, Mayor’s Office liaison to Housing Bureau
  - 3:00 PM – 3:30 PM Portland Housing Bureau/Prosper Portland Monthly Check-In
  - 4:00 PM – 5:00 PM Via Zoom: City Bureau Directors Check-in
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▲ **Fri, Sep 18**

- 9:30 AM – 10:15 AM via phone: Check-in with Michael Buonocore, Executive Director, Home Forward
  - 1:00 PM – 1:30 PM Via Zoom: Check-in with Margaret Salazar, Director, Oregon Housing and Community Services
  - 1:30 PM – 2:00 PM Via Zoom: Shelter Expansion Briefing with Kristin Dennis, Mayor’s Office Staff
  - 2:30 PM – 3:30 PM Via Zoom: TW monthly meeting with PBA (Cupid Alexander, Mayor’s Office staff)
  - 7:00 PM – 8:00 PM Purpose in Action: A Benefit for Hacienda
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▲ **Mon, Sep 21**

- 2:15 PM – 2:30 PM Via phone: PHAC Appointments Briefing with Commissioner Hardesty
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▲ **Tue, Sep 22**

- 8:15 AM – 8:45 AM Via Zoom: CARES funding coordination (PHB, Home Forward, and the Joint Office of Homeless Services)
  - 10:30 AM – 11:00 AM Via Zoom: Kenechi Onyeagusi, Executive Director, Professional Business Development Group
  - 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)
  - 6:00 PM – 8:00 PM Portland City Council Community Budget Meetings
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▲ **Thu, Sep 24**

- 1:00 PM – 1:45 PM Check-in with Tia Williams, Mayor's Office liaison to Housing Bureau
  - 2:00 PM – 3:00 PM Oregonian interview re: Broadway Corridor – with Shawn Uhlman
  - 2:30 PM – 3:00 PM Monthly BPS / PHB check-in: 30 min directors / 60 min staff
  - 4:00 PM – 4:30 PM Via Zoom: City Bureau Directors Check-in
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▲ **Fri, Sep 25**

- 9:30 AM – 10:00 AM Title 21/Individual Metering Updates Meeting with Gabriel Solmer, Director, Portland Water Bureau
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▲ **Mon, Sep 28**

- 11:00 AM – 11:30 AM Quarterly performance report briefing with City Budget Office
  - 11:30 AM – 12:00 PM Via Zoom: Shelter Plan Meeting with Sonia Schmanski and Marc Jolin
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▲ **Tue, Sep 29**

- 8:15 AM – 8:45 AM Via Zoom: CARES funding coordination (PHB, Home Forward, and the Joint Office of Homeless Services)
  - 9:30 AM – 11:00 AM Western States Training Session
  - 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)
  - 4:00 PM – 4:30 PM Via Zoom: City Bureau Directors Check-in
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▲ **Wed, Sep 30**

- 3:00 PM – 4:30 PM Equity Managers' Weekly Meeting
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