


Shannon Callahan, Housing Bureau Director



Quarter 4 of 2021:

Friday, October 1, 2021 – Friday, December 31, 2021





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

October 2021




▲ Mon, Oct 4

-  9:00 AM – 10:00 AM Attend Zoom Webinar: Housing Oregon Conference: Secretary Marcia L. Fudge
-  1:00 PM – 2:00 PM Via MS Teams: Weekly meeting with Commissioner Dan Ryan and staff





▲ Tue, Oct 5

-  10:30 AM – 11:30 AM Attend Zoom Webinar: Housing Oregon Conference: Evictions
-  1:00 PM – 1:45 PM Via Zoom: Karen Guillén-Chapman (Senior Policy Advisor, Office of Commissioner Dan Ryan) and Portland Housing Bureau Executive Leadership Team
-  3:30 PM – 4:00 PM Via Zoom: Check-in with Eric Schmidt, City of Gresham
-  4:00 PM – 4:30 PM Via Zoom: Directors 2x Weekly Check-in

▲ Wed, Oct 6

-  2:00 PM – 2:30 PM Via phone: Monthly check-in with Tom Rinehart, CAO, Office of Management & Finance
-  3:00 PM – 3:30 PM Via Zoom: ERAP Treasury Guidance With Sheila Craig, Chan Aaby, and Andreea Codorean
-  3:30 PM – 5:00 PM Via Zoom: City Bureaus/Metro Quarterly Meeting/Check-in

▲ Thu, Oct 7

-  9:30 AM – 11:00 AM Via Zoom: Bond Oversight Committee Meeting
 -  2:30 PM – 3:00 PM Via Zoom: JOHS Tri-County RMP Proposal
 -  3:30 PM – 4:00 PM Via phone: Check-in with Marc Jolin, Director, Joint Office of Homeless Services
 -  4:00 PM – 4:30 PM Via Zoom: Directors 2x Weekly Check-in
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▲ **Fri, Oct 8**

- 9:00 AM – 9:30 AM Via phone: Jim Morris, Housing Development Center
 - 9:30 AM – 10:30 AM Via Zoom: Weekly JOHS/AHFE partner PIO call
 - 12:00 PM – 1:00 PM Attend Zoom Webinar: Housing Oregon Conference: Senators Ron Wyden & Jeff Merkley: New legislation championing affordable homeownership and ending homelessness
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▲ **Mon, Oct 11**

- 1:00 PM – 2:00 PM Via MS Teams: Weekly meeting with Commissioner Dan Ryan and staff
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▲ **Tue, Oct 12**

- 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)
 - 12:45 PM – 1:00 PM Via Zoom: Tom Rinehart, Shannon Callahan, and Ruth Levine: Prep for JOHS IGA Mtg 10/13
 - 4:00 PM – 4:30 PM Via Zoom: Directors 2x Weekly Check-in
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▲ **Wed, Oct 13**

- 3:00 PM – 4:00 PM Via Zoom: JOHS IGA - City/County Meeting
 - 4:00 PM – 7:00 PM Attend in-person event: Innovative Housing Inc. 2021 FriendRaiser
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▲ **Thu, Oct 14**

- 8:45 AM – 9:30 AM Via MS Teams: Meeting with Office of Government Relations re: Federal Agenda Development
- 10:30 AM – 11:30 AM Via Zoom: P&D Directors Monthly Meeting
- 1:00 PM – 1:45 PM Via Zoom: Fairfield Apartments Discussion with:
Portland Housing Bureau
Prosper Portland
Office of Mayor Ted Wheeler
Office of Commissioner Dan Ryan
Alix Nathan (Owner, Mark Spencer Hotel)
Greg Goodman (Co-President, Downtown Development Group)
Robert Sacks
Lori Singer
Mike France (West End Bikes)
- 4:00 PM – 4:30 PM Via Zoom: Directors 2x Weekly Check-in

▲ **Fri, Oct 15**

- 8:00 AM – 8:45 AM Via Zoom: JOHS IGA Internal Prep (Tom Rinehart, Shannon Callahan, Ruth Levine, Kellie Torres, and Tony Garcia)
- 10:00 AM – 11:00 AM Via Zoom: Scope of Work (IH calibration study) with: Shannon Callahan and Matthew Tschabold (PHB) Karen Guillén-Chapman (Office of Cmr. Dan Ryan) Seraphie Allen, Samuel Diaz, and Ness Zolan (Office of Mayor Ted Wheeler) Goldann Salazar (Office of Cmr. Mingus Maps) Rico Lujan Valerio (Office of Cmr. Carmen Rubio)
- 11:00 AM – 12:00 PM Attend in-person event: Hattie Redmond Groundbreaking

▲ **Mon, Oct 18**

- 1:00 PM – 2:00 PM Via MS Teams: Weekly meeting with Commissioner Dan Ryan and staff
- 2:00 PM – 4:00 PM Via Zoom: AHFE Executive Committee Meeting, Joint Office of Homeless Services

▲ **Tue, Oct 19**

- 10:30 AM – 11:15 AM Via Zoom: ERAP (Emergency Rental Assistance Program) Coordination: Portland Housing Bureau, Joint Office of Homeless Services, and Home Forward
- 1:00 PM – 1:45 PM Via phone: Check-in with Karen Guillén-Chapman, Senior Policy Advisor, Office of Commissioner Dan Ryan
- 2:30 PM – 5:00 PM Via Zoom: Rental Services Commission (RSC)
- 4:00 PM – 4:30 PM Via Zoom: Directors 2x Weekly Check-in

▲ **Wed, Oct 20**

- 1:00 PM – 2:00 PM Via Zoom: Town Hall re: City Vaccine Mandate
 - 2:00 PM – 2:30 PM Via MS Teams: Prep meeting for Cmr. Ryan's attendance at the N/NE Oversight Committee meeting
 - 2:30 PM – 3:00 PM Via phone: Check-in with Kimberly Branam, Executive Director, Prosper Portland
 - 3:30 PM – 4:00 PM Via Zoom: Bryan Guiney, Director, Office of Community Planning and Development, U.S. Department of Housing & Urban Development re: HOME-ARP funds
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▲ **Thu, Oct 21**

■ 3:00 PM – 5:00 PM Via Zoom: City/County Joint Planning Session Follow-Up

▲ **Fri, Oct 22**

■ 9:30 AM – 10:00 AM Via MS Teams: Follow-up conversation on Metro Bond Opportunity Solicitation with Commissioner Dan Ryan and Karen Guillén-Chapman

■ 10:30 AM – 11:00 AM Via Zoom: Prep for JOHS IGA meeting on 10/27, with: Tom Rinehart, Shannon Callahan, Ruth Levine, and Kellie Torres

▲ **Mon, Oct 25**

■ 4:00 PM – 5:00 PM Via MS Teams: Portland Housing Bureau/Prosper Portland Monthly Check-In

▲ **Tue, Oct 26**

■ 12:30 PM – 1:00 PM Via phone: Meeting with Margaret Salazar, Director, Oregon Housing and Community Services re: Private Activity Bonds

▲ **Wed, Oct 27**

■ 9:00 AM – 9:30 AM Via MS Teams: Meeting re: Housing Receivership background, with Karen Guillén-Chapman, Office of Cmr. Dan Ryan, and Stacy Cowan, Office of Government Relations

■ 9:30 AM – 10:00 AM Via phone: Monthly check-in with Kellie Torres, Chief of Staff, Office of Commissioner Dan Ryan

■ 11:30 AM – 12:15 PM Via Zoom: Ruth Levine / Shannon Callahan re: JOHS governance models

■ 12:30 PM – 1:00 PM Via MS Teams: Dir. Callahan & Office of Government Relations

■ 1:00 PM – 2:00 PM Via Zoom: JOHS IGA - City/County Meeting

■ 3:00 PM – 5:00 PM Via Zoom: M-BOS Debriefing with Portland Community Reinvestment Initiatives (PCRI)

▲ **Thu, Oct 28**

- 2:00 PM – 3:00 PM Via Google Meet: Rodeway Inn / Quality Inn Acquisition Check-In, with:
Shannon Callahan, Molly Rogers, and Andrew Eickmann (PHB)
Marc Jolin (JOHS)
Jed Tomkins (Multnomah County)
Graham Taylor, CBRE
 - 3:00 PM – 4:00 PM Via MS Teams: Monthly check-in: Bureau of Planning and Sustainability (BPS) / Portland Housing Bureau (PHB)
 - 4:00 PM – 4:30 PM Via Zoom: Directors 2x Weekly Check-in
 - 4:30 PM – 5:30 PM Via Zoom: [PBAC] Policy Alignment & Budget Meeting
Joint Office of Homeless Services
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▲ **Fri, Oct 29**

- 9:30 AM – 10:45 AM Attend webinar: White House Invitation: Reducing Land Use and Zoning Restrictions
 - 1:30 PM – 2:30 PM In-person tour: Hacienda CDC
6700 NE Killingsworth St.
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November 2021

▲ Mon, Nov 1

- 10:00 AM – 11:00 AM Via MS Teams: Portland Housing Bureau/Prosper Portland re: USPS Affordable Housing Strategy
 - 1:00 PM – 2:00 PM Via MS Teams: Weekly meeting with Commissioner Dan Ryan and staff
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▲ Tue, Nov 2

- 9:30 AM – 10:00 AM Via Zoom: JOHS IGA debrief – Tom Rinehart, Shannon Callahan, and Ruth Levine
 - 10:30 AM – 11:15 AM Via Zoom: ERAP (Emergency Rental Assistance Program) Coordination: Portland Housing Bureau, Joint Office of Homeless Services, and Home Forward
 - 1:00 PM – 1:45 PM Via Zoom: 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: Portland Housing Advisory Commission (PHAC)
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▲ Wed, Nov 3

- 2:00 PM – 2:30 PM Via phone: Monthly check-in with Tom Rinehart, CAO, Office of Management & Finance
 - 3:00 PM – 3:30 PM Via Zoom: M-BOS debriefing with Reach CDC
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▲ Thu, Nov 4

- 9:00 AM – 9:30 AM Via phone: Dan Valliere, Chief Executive Officer, Reach CDC
 - 9:30 AM – 10:00 AM Via phone: Ernesto Fonseca, Chief Executive Officer Hacienda CDC
 - 12:00 PM – 12:30 PM Via MS Teams: Weekly meeting with Commissioner Dan Ryan and staff
 - 12:00 PM – 1:00 PM Via Zoom: Bureau Directors Monthly Meeting
 - 2:00 PM – 2:30 PM Via Zoom: ROSE CDC/PHB re: Berry Ranch Site
 - 3:00 PM – 4:00 PM Via Google Meet: JOHS IGA Exec Gov Language Work Session with Samantha Kaan, Ruth Levine, and Marc Jolin
 - 5:15 PM – 7:30 PM Via Zoom: N/NE Oversight Committee meeting
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▲ **Fri, Nov 5**

■ 8:00 AM – 5:00 PM **Dir. Callahan out**

▲ **Mon, Nov 8**

■ 8:00 AM – 5:00 PM **Dir. Callahan out**

▲ **Tue, Nov 9**

■ 8:00 AM – 5:00 PM **Dir. Callahan out**

▲ **Wed, Nov 10**

■ 8:00 AM – 5:00 PM **Dir. Callahan out**

▲ **Thu, Nov 11**

■ 8:00 AM – 5:00 PM **Veteran's Day Holiday**

▲ **Fri, Nov 12**

■ 8:00 AM – 5:00 PM **Dir. Callahan out**

▲ **Mon, Nov 15**

■ 10:00 AM – 11:00 AM Via Zoom: Interview re: Planning and Sustainability w/ Julia Thompson, Insight Organizational Development

■ 1:00 PM – 2:00 PM Via MS Teams: Weekly meeting with Commissioner Dan Ryan and staff

▲ **Tue, Nov 16**

■ 9:00 AM – 9:30 AM Via Zoom: Check-in (PABs limits) with Alison McIntosh, Policy and Communications Director, Neighborhood Partnerships

■ 9:30 AM – 9:50 AM Via phone: Aaron Lones, Lones Management Consulting - briefing on BHECN / Crowne property

■ 10:30 AM – 11:15 AM Via Zoom: ERAP (Emergency Rental Assistance Program) Coordination: Portland Housing Bureau, Joint Office of Homeless Services, and Home Forward

■ 11:30 AM – 12:00 PM Via Zoom: Introductory Meeting with Stewardship Development: Robin Smith, Bill Syrios, Greg Whiteley, and Amanda Perkin

■ 1:00 PM – 1:45 PM Via phone: Monthly check-in with Karen Guillén-Chapman, Senior Policy Advisor, Office of Commissioner Dan Ryan

■ 2:30 PM – 5:00 PM Via Zoom: Rental Services Commission

▲ **Wed, Nov 17**

- 1:00 PM – 1:15 PM Via Zoom: Prep meeting for JOHS IGA Discussion, with: Tom Rinehart, Shannon Callahan, Ruth Levine, and Kellie Torres
 - 2:00 PM – 2:30 PM Via phone: Eli Spevak, Planning and Sustainability Commission
 - 2:30 PM – 4:00 PM Housing Alliance Development, Land Use, and Preservation WG meeting
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▲ **Thu, Nov 18**

- 10:30 AM – 12:00 PM Via Zoom: Regional housing bond implementers, monthly | Metro
 - 1:00 PM – 1:30 PM Via phone: Check-in with Marc Jolin, Director, Joint Office of Homeless Services
 - 2:30 PM – 3:00 PM Via Zoom: Commissioner Ryan & Bureaus - Tribal Nations Summit
 - 3:00 PM – 4:00 PM Via MS Teams: Portland Housing Bureau/Prosper Portland Monthly Check-In
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▲ **Fri, Nov 19**

- 9:00 AM – 9:30 AM Via phone: Margaret Salazar, Director, Oregon Housing and Community Services
 - 10:00 AM – 10:30 AM Via phone: Check-in with Kimberly Branam, Executive Director, Prosper Portland
 - 1:00 PM – 2:00 PM Via Zoom: JOHS IGA Discussion (City/ County)
 - 3:00 PM – 3:30 PM Via Zoom: Shari Dunn, CEO/Principal, ITBOM, LLC, and PHB staff
 - 3:45 PM – 4:15 PM Via Zoom: Sophia Tzeng (strategic design practitioner, asceta.co), and PHB staff
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▲ **Mon, Nov 22**

- 9:30 AM – 10:00 AM In-person meeting: Monthly check-in with Michael Buonocore, Executive Director, Home Forward
 - 1:00 PM – 2:00 PM Via MS Teams: Weekly meeting with Commissioner Dan Ryan and staff
 - 3:30 PM – 4:00 PM Via MS Teams: Meeting with Office of Government Relations re: interagency agreement (IA)
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▲ **Tue, Nov 23**

- 2:40 PM – 3:00 PM Via phone: Fawn Aberson and John Washington, The Soul District Business Association
 - 4:00 PM – 4:30 PM Via Zoom: Directors 2x Weekly Check-in
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▲ **Thu, Nov 25**

- 7:30 AM – 5:30 PM **Thanksgiving Holiday**
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▲ **Fri, Nov 26**

- 7:30 AM – 5:30 PM **Thanksgiving Holiday**
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▲ **Mon, Nov 29**

- 11:30 AM – 12:00 PM Via MS Teams: Prep for JOHS IGA
 - 1:00 PM – 2:00 PM Via MS Teams: Weekly meeting with Commissioner Dan Ryan and staff
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▲ **Tue, Nov 30**

- 8:00 AM – 9:00 AM Via Zoom: JOHS IGA Discussion (City/County)
- 10:30 AM – 11:15 AM Via Zoom: ERAP (Emergency Rental Assistance Program) Coordination:
Portland Housing Bureau, Joint Office of Homeless Services, and Home Forward
- 4:00 PM – 4:30 PM Via Zoom: Directors 2x Weekly Check-in

December 2021

▲ Wed, Dec 1

- 1:30 PM – 3:30 PM M-BOS - All Developers Meeting (*attend beginning of meeting for introduction*)
 - 2:00 PM – 2:30 PM Via phone: Monthly check-in with Tom Rinehart, CAO, Office of Management & Finance
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▲ Thu, Dec 2

- 8:30 AM – 9:00 AM Via phone: Monthly check-in with Kellie Torres, Chief of Staff, Office of Commissioner Dan Ryan
 - 10:30 AM – 12:00 PM Via Zoom: Regional housing bond implementers, monthly | Metro
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▲ Fri, Dec 3

- 11:00 AM – 11:15 AM Via phone: Michael Buonocore, Executive Director, Home Forward
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▲ Mon, Dec 6

- 1:00 PM – 1:45 PM Via MS Teams: Weekly meeting with Commissioner Dan Ryan and staff
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▲ Tue, Dec 7

- 3:00 PM – 5:00 PM Via Zoom: Portland Housing Advisory Commission (PHAC) - Community Budget Meeting
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▲ Wed, Dec 8

- 11:00 AM – 12:00 PM Via Zoom: Clara Vista discussion with Hacienda CDC
 - 2:00 PM – 2:30 PM Via MS Teams: Bureau of Planning and Sustainability / PHB monthly check-in
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▲ Thu, Dec 9

- 10:30 AM – 12:00 PM Via Zoom: P&D Directors Monthly Meeting
- 2:00 PM – 3:10 PM Via Zoom: Town Hall Meeting with all permitting employees across all city permitting bureaus

■	3:30 PM – 4:00 PM	Via Zoom: Check-in re: Performance metrics for JOHS, with Tom Rinehart, Shannon Callahan, Ruth Levine, and Kellie Torres
■	4:00 PM – 4:30 PM	Via Zoom: Directors 2x Weekly Check-in

▲ **Fri, Dec 10**

■	9:00 AM – 9:30 AM	Via MS Teams: Bureau of Development Services & Portland Housing Bureau – check in on budget idea
■	10:00 AM – 11:30 AM	Attend in-person event: Findley Commons Grand Opening
■	2:00 PM – 3:30 PM	Via Zoom: AHFE Executive Committee Additional Meeting

▲ **Mon, Dec 13**

■	10:00 AM – 10:45 AM	Via phone: Monthly check-in with Karen Guillén-Chapman, Senior Policy Advisor, Office of Commissioner Dan Ryan
■	1:00 PM – 1:45 PM	Via MS Teams: Weekly meeting with Commissioner Dan Ryan and staff
■	4:30 PM – 5:00 PM	Via phone: Greg Goodman, Co-president, Downtown Development Group LLC

▲ **Tue, Dec 14**

■	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)
■	1:00 PM – 3:30 PM	Via Zoom: BOS Review Committee for SH Projects

▲ **Wed, Dec 15**

■	2:30 PM – 4:00 PM	Via Zoom: Housing Alliance Development, Land Use, and Preservation WG meeting
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▲ **Thu, Dec 16**

■	2:30 PM – 3:30 PM	Via Zoom: JOHS IGA Discussion (City/County)
■	3:00 PM – 4:00 PM	Via MS Teams: Portland Housing Bureau/Prosper Portland Monthly Check-In

▲ **Fri, Dec 17**

- 9:00 AM – 10:00 AM Via Zoom: 2022 HOLTE Price Cap Meeting with outside participants from the Homebuilders Association of Oregon and local homebuilders using the HOLTE and SDC Exemption Programs
 - 11:00 AM – 11:30 AM Via phone: Kimberly Branam, Executive Director, Prosper Portland
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▲ **Mon, Dec 20**

- 1:00 PM – 1:45 PM Via MS Teams: Weekly meeting with Commissioner Dan Ryan and staff
 - 2:00 PM – 4:00 PM Via Zoom: AHFE Executive Committee Meeting
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▲ **Tue, Dec 21**

- 2:30 PM – 3:00 PM Via MS Teams: Mapps Office HOLTE Briefing from the Housing Bureau
 - 3:00 PM – 4:00 PM Via Zoom: Portland Housing Advisory Commission (PHAC) Budget Advisory Committee
 - 4:00 PM – 4:30 PM Via Zoom: Directors 2x Weekly Check-in
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▲ **Wed, Dec 22**

- 3:45 PM – 4:15 PM Via phone: Monthly check-in with Kellie Torres, Chief of Staff, Office of Commissioner Dan Ryan
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Fri, Dec 24

- 8:00 AM – 5:00 PM **Christmas Holiday**
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▲ **Mon, Dec 27**

- 8:00 AM – 5:00 PM **Dir. Callahan out**
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▲ **Tue, Dec 28**

- 8:00 AM – 5:00 PM **Dir. Callahan out**
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▲ **Wed, Dec 29**

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

- 8:00 AM – 5:00 PM **Dir. Callahan out**
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▲ **Fri, Dec 31**

- 8:00 AM – 5:00 PM **New Year's Holiday**
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