
Shannon Callahan, Housing Bureau Director

Quarter 2 of 2022:

Friday, April 1, 2022 – Thursday, June 30, 2022

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

April 2022

▲ Fri, Apr 1

- 9:00 AM – 9:30 AM Via Zoom: Kelly Butte Discussion with Portland Housing Bureau; Kellie Torres, Chief of Staff, Office of Commissioner Dan Ryan; and Karen Guillén-Chapman, Senior Policy Advisor, Office of Commissioner Dan Ryan
 - 1:00 PM – 1:30 PM Via MS Teams: Attend Commissioner Mingus Mapps' Monthly Meeting with Kimberly Branam, Director of Prosper Portland
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▲ Mon, Apr 4

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

- 8:00 AM – 5:00 PM **Dir. Callahan out**
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▲ Wed, Apr 6

- 4:30 PM – 5:00 PM Via Phone: Andrew Colas, President, Colas Construction
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▲ Thu, Apr 7

- 9:30 AM – 11:00 AM Via Zoom: Bond Oversight Committee (BOC) meeting
 - 11:00 AM – 11:30 AM Via MS Teams: Weekly meeting with Commissioner Dan Ryan and staff
 - 2:30 PM – 3:30 PM Via MS Teams: Meeting with Cully Partners, Prosper Portland, Portland Housing Bureau, and Bureau of Planning & Sustainability
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▲ Fri, Apr 8

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

▲ **Mon, Apr 11**

■ 1:00 PM – 1:45 PM Via MS Teams: Weekly meeting with Commissioner Dan Ryan and staff

▲ **Tue, Apr 12**

■ 3:30 PM – 4:30 PM Via Zoom: Private Activity Bond Conversations and Future Opportunities for Coordination with Governor Kate Brown's Office

▲ **Wed, Apr 13**

■ 1:00 PM – 2:30 PM Via MS Teams: Division of Asset Management's (DAM) Customer Stakeholder Group (CSG) - Q2 Bureau Directors Meeting with OMF Asset Management

▲ **Thu, Apr 14**

■ 2:30 PM – 3:30 PM Via Zoom: Meet & Greet with Ivory Mathews, Director, Home Forward

▲ **Fri, Apr 15**

■ 10:00 AM – 11:00 AM Via Zoom: Manager Supervisor Town Hall

■ 12:30 PM – 1:00 PM Via Phone: Donnie Olivera, Director, Bureau of Planning & Sustainability

■ 1:00 PM – 1:30 PM Via MS Teams: Discuss 82nd Avenue Packages With Mayor Wheeler's Office and Bureau Directors

▲ **Mon, Apr 18**

■ 1:00 PM – 2:15 PM Via MS Teams: Weekly meeting with Commissioner Dan Ryan and staff

■ 4:30 PM – 6:00 PM Via Zoom: Budget Updates with Commissioner Ryan's Office, Mayor Wheeler's Office, and City Budget Office

▲ **Tue, Apr 19**

■ 1:00 PM – 2:00 PM Via MS Teams: Check-In with MTWO and Prosper Portland

▲ **Thu, Apr 21**

- 1:00 PM – 1:45 PM Via Zoom: Audit of Joint Office kick-off meeting with Audit Services Division, City Auditor's Office
 - 2:30 PM – 3:00 PM Via Phone: Monthly check-in with Kimberly Branam, Executive Director, Prosper Portland
 - 3:00 PM – 4:00 PM Via MS Teams: Discussion of New TIF Framework, Portland Housing Bureau and Prosper Portland
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▲ **Fri, Apr 22**

- 9:00 AM – 9:30 AM Via Phone: Meeting with Karen Guillén-Chapman (Senior Policy Advisor, Office of Cmr. Dan Ryan)
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▲ **Mon, Apr 25**

- 12:30 PM – 1:00 PM Via MS Teams: Weekly meeting with Commissioner Dan Ryan and staff
 - 2:00 PM – 2:30 PM In-person Event: Secretary of HUD
 - 4:00 PM – 4:30 PM Via Phone: Conference Call, Commissioner Jo Ann Hardesty's Check-in with Kimberly Branam, Director of Prosper Portland
 - 4:30 PM – 6:00 PM Via Phone: Margaret Salazar, HUD, Regional Administrator for Region 10
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▲ **Tue, Apr 26**

- 1:00 PM – 2:00 PM Via Zoom: East Portland TIF District Conversation
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▲ **Wed, Apr 27**

- 7:45 AM – 5:15 PM **Dir. Callahan out**
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▲ **Thu, Apr 28**

- 11:30 AM – 1:00 PM Attend In-person Event: Fora Health Freedom Awards Celebration honoring Tawna Sanchez, Oregon State Representative; Kate Lieber, Oregon State Senator; and Rob Nosse, Oregon State Representative
 - 1:00 PM – 1:30 PM Via Phone: Check-in with Kellie Torres, Chief of Staff, Office of Commissioner Dan Ryan
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▲ **Fri, Apr 29**

- 4:30 PM – 5:30 PM Via Phone: Elissa Gertler, Planning and Development Director, Metro

May 2022

▲ Mon, May 2

- 10:00 AM – 11:00 AM Via Zoom: Meeting with Network for Oregon Affordable Housing (NOAH) regarding land acquisition fund with Bill Van Vliet and Ann Remmers, NOAH
 - 1:00 PM – 1:45 PM Via MS Teams: Weekly meeting with Commissioner Dan Ryan and staff
 - 3:00 PM – 3:45 PM Via Phone: Jenn Simonson, Executive Director, YMCA of Columbia-Willamette
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▲ Tue, May 3


- 9:30 AM – 10:00 AM Via Phone: Kymberly Horner, Executive Director Portland Community Reinvestment Initiatives (PCRI)
 - 1:00 PM – 1:45 PM Via Zoom: Meeting with 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, May 4

- 11:30 AM – 1:00 PM Attend In-person Event: Rose Festival Honors: Honoring Leadership in Support of Empowering Women and Encouraging Mentorship
 - 3:00 PM – 3:45 PM Via Zoom: Ernesto Fonseca, CEO, Hacienda CDC
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▲ Thu, May 5


- 10:30 AM – 12:00 PM Via Zoom: Regional Housing Bond Implementers, Metro
- 11:40 AM – 12:00 PM Via Phone: Jonathan Bach, *Portland Business Journal*


 2:00 PM – 3:30 PM Attend In-person Event: Mamook Tokatee ribbon cutting


▲ **Fri, May 6**


 12:00 PM – 1:15 PM Virtual Event: Mayor's State of the City Address

▲ **Mon, May 9**


 9:00 AM – 10:00 AM Via Zoom: Portland Housing Advisory Commission (PHAC) Exec Committee meeting


 10:15 AM – 11:00 AM Via MS Teams: Weekly meeting with Commissioner Dan Ryan and staff

 1:30 PM – 2:30 PM Via Zoom: IH transfer discussion with Tom Brenneke, Tamara Holden, and Joseph Schaefer, Guardian Real Estate Services

 4:00 PM – 5:00 PM Via MS Teams: Meeting with Portland Housing Bureau and Bureau of Planning & Sustainability

▲ **Tue, May 10**

 2:30 PM – 3:30 PM Attend In-person Event: Crescent Court Apartments Grand Opening


 5:00 PM – 6:00 PM In-person Meeting: Jill Sherman, Edlen & Co.


▲ **Wed, May 11**


 9:30 AM – 10:00 AM Via Phone: St. Vincent De Paul

▲ **Thu, May 12**

  10:30 AM – 12:00 PM Via MS Teams: P&D Directors Monthly Meeting

 12:30 PM – 1:30 PM Lunch with Sonia Schmanski, Bureau of Revenue and Financial Services

 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

▲ **Fri, May 13**

 All Day **Dir. Callahan out**

▲ **Mon, May 16**

- 1:00 PM – 1:45 PM Via MS Teams: Weekly meeting with Commissioner Dan Ryan and staff
 - 2:00 PM – 2:45 PM Via phone: Kymberly Horner, Executive Director, Portland Community Reinvestment Initiatives (PCRI)
 - ▨ 3:00 PM – 4:00 PM Via MS Teams: Update on Albina Vision Trust
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▲ **Tue, May 17**

- 2:00 PM – 2:30 PM Via Phone: Nigel Jaquiss, *Willamette Week*
 - ▨ 4:00 PM – 4:30 PM Via Zoom: Directors 2x Weekly Check-in
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▲ **Wed, May 18**

- 1:00 PM – 1:30 PM Via phone: Shannon Singleton, Interim Director, Joint Office of Homeless Services
 - 1:30 PM – 2:00 PM Via Phone: Cathy Bless, Director, Bureau of Human Resources
 - 4:00 PM – 5:00 PM Via Zoom: Rodeway check-in with Portland Housing Bureau and Joint Office of Homeless Services (JOHS)
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▲ **Thu, May 19**

- 9:00 AM – 10:00 AM Via MS Teams: Procurement/PHB/OEHR Quarterly Meeting
 - 2:30 PM – 3:00 PM Via phone: Check-in with Kimberly Branam, Executive Director, Prosper Portland
 - 3:00 PM – 4:00 PM Via MS Teams: Monthly Check-In, PHB and Prosper Portland
 - ▨ 4:00 PM – 4:30 PM Via Zoom: Directors 2x Weekly Check-in
 - 5:30 PM – 7:00 PM In-person Meeting: Ernesto Fonseca, CEO, Hacienda CDC
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▲ **Fri, May 20**

■ All Day **Dir. Callahan out**

▲ **Mon, May 23**

- 11:00 AM – 12:00 PM Via MS Teams: Wire Transfer Protocols & Security Measures with City Treasurer, Bureau of Technology Services, and Office of Management & Finance
- 2:30 PM – 3:00 PM Via MS Teams: Portland Housing Bureau and Bureau of Technology Services

- 3:30 PM – 4:15 PM Via MS Teams: Weekly meeting with Commissioner Dan Ryan and staff
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▲ **Tue, May 24**

- ▨ 9:00 AM – 11:00 AM Via MS Teams: HUD All Grantee Meeting for State/County/City partners
 - 1:30 PM – 2:00 PM Via Phone: Check-in with Brigid O’Callaghan, City Treasurer
 - 3:00 PM – 3:30 PM Via MS Teams: Messaging/Comms Strategy with Laura Oppenheimer, Public Information Manager, Office of the Chief Administrative Officer
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▲ **Wed, May 25**

- 2:00 PM – 3:00 PM Via MS Teams: Security Discussion with the Controller's Office
 - ▨ 3:00 PM – 6:00 PM Attend In-person Event: Nick Fish grand opening
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▲ **Thu, May 26**

- 9:00 AM – 9:30 AM Via MS Teams: JOHS IGA Planning for 2023 Portland Housing Bureau, Office of Commissioner Dan Ryan, and Office of the City Attorney
 - 12:00 PM – 1:00 PM Via MS Teams: Cyber incident coordination with multiple city bureaus
 - 1:00 PM – 1:30 PM Via Phone: Kellie Torres, Chief of Staff, Office of Commissioner Dan Ryan
 - 3:00 PM – 4:00 PM Via MS Teams: Check-in with Sonia Schmanski, Bureau of Revenue and Financial Services
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▲ **Fri, May 27**

- 8:30 AM – 9:00 AM Via MS Teams: HR Check-in with Ronald Zito, Manager, Employee Relations
 - 9:00 AM – 10:00 AM Via MS Teams: Multi-Factor Authentication (MFA) settings walkthrough with Office of Management and Finance, Accounting, and Information Security
 - 11:30 AM – 12:00 PM Via MS Teams: Bureau of Technology Services System Security Follow-up
 - 2:30 PM – 2:50 PM Via MS Teams: Check-in with Jeff Baer, Director, Bureau of Technology Services
 - ▨ 3:00 PM – 4:00 PM Via MS Teams: Authenticator app assistance with Bureau of Technology Services
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▲ **Mon, May 30**



All Day **Holiday**

▲ **Tue, May 31**



1:00 PM – 2:00 PM Via Zoom: East Portland TIF District Conversation



1:30 PM – 3:00 PM Via MS Teams: Quarterly Meeting with Metro, Prosper Portland, Bureau of Transportation, Office of Management & Finance, Bureau of Public Safety, and Parks & Recreation



3:00 PM – 4:00 PM Via MS Teams: PHB Classifications and Positions with Human Resources



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

June 2022

▲ **Wed, June 1**



1:00 PM – 1:45 PM Via MS Teams: Weekly meeting with Commissioner Dan Ryan and staff, Karen Guillén-Chapman (Senior Policy Advisor, Office of Commissioner Dan Ryan) appearing on behalf of Commissioner Ryan



4:00 PM – 4:30 PM Via Phone: Brian Hoop, Executive Director, Housing Oregon

▲ **Thu, June 2**



9:00 AM – 9:45 AM In-person Meeting: Ivory Matthews, Executive Director, Home Forward



11:00 AM – 11:30 AM Via Zoom: PHB Staffing Help with Sheila Craig & Mike Johnson, Office of Management and Finance - Bureau of Revenue and Financial Services



11:30 AM – 12:00 PM Via Phone: Sarah Stevenson, Co-Chair, PHAC - Portland Housing Advisory Commission



1:00 PM – 2:00 PM Via MS Teams: Cyber Incident Coordination with Sonia Schmanski, Office of Management and Finance - Bureau of Revenue and Financial Services



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

▲ **Tues, June 7**



11:30 AM – 12:00 PM Via MS Teams: Chiefs of Staff Meeting

- 1:30 PM – 2:00 PM Via Zoom: Meeting with Karen Guillén-Chapman, Senior Policy Advisor, Office of Commissioner Dan Ryan; and Portland Housing Bureau Executive Leadership Team
 - 4:00 PM – 4:30 PM Via Zoom: City Directors 2x Weekly Check-in
 - 5:30 PM – 9:00 PM Attend In-person Event: Coalition of Communities of Color (CCC) 20th Anniversary Celebration Fundraiser
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▲ **Wed, June 8**

- 3:00 PM – 4:00 PM Via MS Teams: Cyber Incident Debrief with Sonia Schmanski, Office of Management and Finance - Bureau of Revenue and Financial Services
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▲ **Thurs, June 9**

- 12:00 PM – 1:00 PM Via MS Teams: Cyber Incident Coordination with Sonia Schmanski, Office of Management and Finance - Bureau of Revenue and Financial Services
 - 4:00 PM – 4:30 PM Via Zoom: City Directors 2x Weekly Check-in
 - 4:30 PM – 5:00 PM Via Zoom: Bureau of Technology Services follow-up with Portland Housing Bureau
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▲ **Fri, June 10**

- All Day **Dir. Callahan out**
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▲ **Mon, June 13**

- 9:30 AM – 10:00 AM Via MS Teams: HR Check-in with Ronald Zito, Manager, Employee Relations
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▲ **Wed, June 15**

- 10:00 AM – 10:00 AM Via Zoom: 3000 Challenge PDX with staff from Housing Oregon, Human Solutions, Central City Concern, NW Pilot Project, Impact NW, Transition Projects, Multnomah County, and Metro.
 - 1:00 PM – 1:30 PM Via Phone: Shannon Singleton, Interim Director, Joint Office of Homeless Services
 - 2:00 PM – 2:30 PM Via MS Teams: HR Check-in with Ronald Zito, Manager, Employee Relations
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▲ **Thu, June 16**

■ 12:00 PM – 1:00 PM Via MS Teams: Cyber Incident Coordination with Sonia Schmanski, Office of Management and Finance - Bureau of Revenue and Financial Services

▲ **Fri, June 17**

■ All Day **Dir. Callahan out**

▲ **Mon, June 20**

■ All Day **Holiday**

▲ **Tue, June 21**

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

▲ **Wed, June 22**

■ 12:00 PM – 12:30 PM Via Phone: Nate McCoy, Member, Portland Housing Advisory Commission (PHAC)

▲ **Thu, June 23**

■ All Day **Dir. Callahan out**

▲ **Fri, June 24**

■ All Day **Dir. Callahan out**

▲ **Mon, June 27**

■ All Day **Dir. Callahan out**

▲ **Tue, June 28**

■ All Day **Dir. Callahan out**

▲ **Wed, June 29**

■ All Day **Dir. Callahan out**

▲ **Thu, June 30**



All Day **Dir. Callahan out**
