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## Esau, Rebecca Calendar

Monday, September 28, 2020 – Sunday, October 4, 2020

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### September 2020

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### October 2020

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## September 2020

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### ▲ Mon, Sep 28

- 10:30 AM – 10:50 AM Elshad Hajiyev (Deputy Director) to join Equity Team Quarterly meeting
  - 11:00 AM – 12:00 PM Commissioner Ryan, Kellie Torres (Chief of Staff), Elshad Hajiyev (Deputy Director) check-in
  - 2:00 PM – 3:00 PM Senior Manager Meeting
  - 3:00 PM – 4:15 PM Permitting & Technology Coordination meeting
  - 4:15 PM – 5:15 PM Elshad Hajiyev (Deputy Director) one on one
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### ▲ Tue, Sep 29

- 9:00 AM – 10:00 AM Kim Tallant (Principal Planner) one on one
  - 10:00 AM – 11:30 AM Special Mandatory Management Team Training re: COVID-19: Outbreak: Providing Leadership During Uncertain Times
  - 11:30 AM – 12:00 PM Directors: community/economic development (Zoom link included)
  - 2:00 PM – 2:30 PM Gabby Bruya (Analyst I) one on one
  - 2:30 PM – 2:45 PM Emily Sandy (Code & Policy Development staff) one on one
  - 3:00 PM – 4:00 PM Leanne Torgerson (Executive Assistant), Colleen Poole (Customer Service & Outreach Coordinator) meeting
  - 4:00 PM – 4:30 PM City Bureau Directors Check-in
  - 4:30 PM – 5:00 PM Elshad Hajiyev (Deputy Director), Leesha Posey (Equity, & Policy, Communications Manager), Ken Ray (Public Information Officer) meeting
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▲ **Wed, Sep 30**

- 9:00 AM – 9:30 AM Doug Morgan (Plan Review Services Manager) one on one
  - 10:00 AM – 11:00 AM Andy Peterson (Special Projects Manager) one on one
  - 11:00 AM – 12:00 PM September Development Directors Meeting
  - 2:30 PM – 3:00 PM Dave Tebeau (Residential Inspection Services Manager) one on one
  - 3:00 PM – 4:30 PM Equity Managers' Weekly Meeting
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**October 2020**

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▲ **Thu, Oct 1**

- 10:00 AM – 11:00 AM Results Based Accountability 2020 Cohort Session 5 - Group A
  - 11:00 AM – 11:15 AM Chris Warner, Bureau of Transportation Director RE: Monthly Check-in
  - 11:30 AM – 1:00 PM Bureau Directors Monthly Meeting
  - 2:00 PM – 3:00 PM Bureau of Development Services Financial Situation & Voluntary Options to Reduce Expenditures Bureauwide Event
  - 3:00 PM – 3:30 PM Elshad Hajiyev (Deputy Director), Leanne Torgerson (Executive Assistant), Colleen Poole (Customer Service & Outreach Coordinator) Debrief Bureauwide Event
  - 3:30 PM – 4:00 PM Gabby Bruya (Analyst I) one on one
  - 4:15 PM – 4:30 PM Elshad Hajiyev (Deputy Director), Colleen Poole (Customer Service & Outreach Coordinator) re: Quick follow-up question
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▲ **Fri, Oct 2**

- 9:00 AM – 10:00 AM David Kuhnhausen (Permitting Services Manager) one on one
  - 10:00 AM – 10:30 AM Leesha Posey (Equity & Policy and Communications Manager) one on one
  - 10:30 AM – 11:30 AM Prosper Portland Quarterly Meeting
  - 2:30 PM – 3:00 PM Colleen Poole (Customer Service & Outreach Coordinator) re: Discuss voluntary options matrix
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