

## DIRECTOR MICHAEL MONTOYA CALENDAR MAY 2022

### May 2022


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### May 2022

#### ▲ Sun, May 1


#### ▲ Mon, May 2


 4:30 PM – 5:00 PM MEETING: Introduction - Civic Life & New L&E Attorney

#### ▲ Tue, May 3

 10:00 AM – 10:30 AM Bus Ops Team Meeting- HR Items


 10:30 AM – 12:00 PM Bus Ops Team Meeting


 2:00 PM – 2:45 PM 1:1 J. Brostoff


 3:00 PM – 3:45 PM 1:1 M. Tompkins


#### ▲ Wed, May 4

 9:00 AM – 10:00 AM CNIC & A2I Monthly Check In


 9:00 AM – 10:30 AM Portland Insights - Q's design meeting #3

 12:00 PM – 12:45 PM Level 1 Grievance

 1:00 PM – 2:00 PM MM w SL 1:1

 3:00 PM – 3:30 PM MEET: Neighborhood Coalitions & Mayor's Staff

#### ▲ Thu, May 5

 8:30 AM – 9:30 AM MEET: Discuss ED | Bureaus & Mayor's Staff

▲ **Fri, May 6**

■	9:00 AM – 10:00 AM	1:1 K. Perkins + M. Montoya
■	10:30 AM – 11:00 AM	MEET: Director Mike Myers & Director Michael Montoya
■	11:00 AM – 12:00 PM	1:1 Michael M & Icie
■	1:00 PM – 2:00 PM	Weekly Strategic Comms Team Meeting
■	2:00 PM – 3:00 PM	1:1 J. Pullen + M. Montoya
■	3:30 PM – 4:30 PM	BAC Prep Time

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▲ **Sat, May 7**

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▲ **Sun, May 8**

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▲ **Mon, May 9**

▨	1:00 PM – 2:00 PM	Review Scope of Work (PIAC)
■	2:00 PM – 2:30 PM	1:1 S. Arifdjanov + M. Montoya
■	3:00 PM – 3:45 PM	Mtg. C. Henson + Dir. Montoya

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▲ **Tue, May 10**

□	10:00 AM – 10:30 AM	Canceled: Bus Ops Team Meeting- HR Items
■	10:00 AM – 11:30 AM	MAY 10- Neighborhood team staff meeting in person
▨	11:00 AM – 12:30 PM	Bus Ops Team Meeting
■	12:30 PM – 2:30 PM	Civic Life Leadership Team Meeting
■	1:00 PM – 2:00 PM	Civic Life LT Meeting Trainings with MSP
■	3:00 PM – 4:00 PM	OMF Advisory Committee - Meeting Series

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▲ **Wed, May 11**

■	1:00 PM – 1:30 PM	DD w MM 1:1
■	1:00 PM – 2:00 PM	2021-22 Fiscal Year-End Review

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▲ **Thu, May 12**

■	9:00 AM – 10:00 AM	Community Safety Team Meeting
■	10:00 AM – 11:30 AM	DCO Monthly Meeting-ZOOM
▨	12:00 PM – 1:00 PM	Review Scope of Work
▨	2:00 PM – 2:40 PM	Civic Life:BTS Monthly Meeting
■	3:00 PM – 3:30 PM	1:1 T. Keo + M. Montoya
■	4:00 PM – 4:30 PM	Directors 2x Weekly Check-in

- 4:30 PM – 5:00 PM Check In
  - 6:00 PM – 8:30 PM FW: Cannabis Policy Oversight Team (CPOT)
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### ▲ Fri, May 13

- 9:00 AM – 10:00 AM 1:1 K. Perkins + M. Montoya
  - 10:00 AM – 11:00 AM KJ/M.Montoya 1:1
  - 1:00 PM – 2:00 PM Weekly Strategic Comms Team Meeting
  - 2:00 PM – 3:00 PM 1:1 J. Pullen + M. Montoya
  - 3:00 PM – 5:00 PM Office Hours with Director Montoya
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### ▲ Sat, May 14 – Sun, May 15

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### ▲ Mon, May 16

- 11:00 AM – 11:35 AM Meeting with DNA
  - 2:00 PM – 2:30 PM 1:1 S. Arifdjanov + M. Montoya
  - 3:00 PM – 4:30 PM Bureau Design: Michael x Marissa x Ciara
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### ▲ Tue, May 17

- ▨ 10:00 AM – 10:30 AM Bus Ops Team Meeting- HR Items
  - ▨ 10:30 AM – 12:00 PM Bus Ops Team Meeting
  - 12:30 PM – 1:30 PM Civic Life Leadership Team Meeting
  - 2:00 PM – 3:00 PM Mtg. M. Kunec-North + Dir. Montoya
  - 4:00 PM – 4:30 PM Directors 2x Weekly Check-in
  - 4:30 PM – 5:30 PM Michael x Ciara - Comms
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### ▲ Wed, May 18

- 1:00 PM – 2:00 PM MM w SL 1:1
  - 2:00 PM – 3:00 PM PSU and City of Portland Update Meeting
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### ▲ Thu, May 19

- 9:00 AM – 11:00 AM Monthly Budget Meeting
- 10:00 AM – 11:00 AM GETS/WPS User Council Webinar
- 11:30 AM – 12:00 PM Quick check-in with Daniel
- ▨ 12:00 PM – 1:00 PM LatinxPDX
- 1:00 PM – 1:45 PM 1:1 D. Franco-Nunez
- 2:00 PM – 2:45 PM 1:1 S.Berkemeier
- 3:00 PM – 3:30 PM 1:1 T. Keo + M. Montoya

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

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▲ **Fri, May 20**

■ 9:00 AM – 10:00 AM 1:1 K. Perkins + M. Montoya  
■ 10:00 AM – 11:00 AM KJ/M.Montoya 1:1  
■ 11:00 AM – 12:00 PM 1:1 Michael M & Icie  
■ 1:00 PM – 2:00 PM Weekly Strategic Comms Team Meeting  
■ 2:00 PM – 3:00 PM 1:1 J. Pullen + M. Montoya  
▨ 3:00 PM – 3:30 PM Grants/Sponsorships Check-in

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▲ **Sat, May 21 – Sun, May 22**

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▲ **Mon, May 23**

■ 11:30 AM – 12:30 PM [status update] Civic Life: Michael x Ciara  
■ 1:30 PM – 2:00 PM PPT w MM  
■ 2:00 PM – 2:30 PM 1:1 S. Arifdjanov + M. Montoya  
■ 3:00 PM – 3:45 PM Mtg. C. Henson + Dir. Montoya

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▲ **Tue, May 24**

■ 9:00 AM – 9:45 AM CPI / Portland Program Design Session  
▨ 10:00 AM – 10:30 AM Bus Ops Team Meeting- HR Items  
▨ 10:30 AM – 12:00 PM Bus Ops Team Meeting  
■ 12:30 PM – 2:30 PM Civic Life Leadership Team Meeting  
■ 1:00 PM – 2:00 PM Civic Life LT Meeting Trainings with MSP  
■ 2:00 PM – 3:00 PM Charter Commission Town Hall (1 of 2)  
■ 3:15 PM – 4:00 PM Meeting with Heidi Hinshaw (PSU)

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▲ **Wed, May 25**

■ 1:00 PM – 1:30 PM DD w MM 1:1  
■ 2:30 PM – 3:00 PM Accela SOW Review & Next Steps

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▲ **Thu, May 26**

▨ 8:00 AM – 9:00 AM Charter Commission Town Hall (redo #1)  
■ 9:00 AM – 10:00 AM Kareen & Michael 1:1  
■ 1:00 PM – 1:45 PM Check in L. Freeman + M. Montoya  
■ 2:30 PM – 3:00 PM CHECK-IN: Michael and Christine RE: Introduction  
■ 3:00 PM – 3:30 PM 1:1 T. Keo + M. Montoya

- ▨ 4:00 PM – 4:25 PM Check-in: OLCC
  - 4:30 PM – 5:00 PM Check In HR, LE Aty
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▲ **Fri, May 27**

- 1:00 PM – 2:00 PM Weekly Strategic Comms Team Meeting
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▲ **Sat, May 28**

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▲ **Sun, May 29**

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▲ **Mon, May 30**

- 2:00 PM – 2:30 PM 1:1 S. Arifdjanov + M. Montoya
  - 3:00 PM – 3:45 PM Mtg. C. Henson + Dir. Montoya
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▲ **Tue, May 31**

- ▨ 10:00 AM – 10:30 AM Bus Ops Team Meeting- HR Items
  - ▨ 10:30 AM – 12:00 PM Bus Ops Team Meeting
  - 12:30 PM – 1:30 PM Civic Life Leadership Team Meeting
  - 2:00 PM – 2:45 PM Immigrant & Refugee Team Meeting
  - 3:00 PM – 4:30 PM Multi-Bureau Workgroup for ED on 82nd- Mtg1
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