

**Margaret Van Vliet
Portland Housing Bureau**

July 2009

July 2009							August 2009						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
5	6	7	1	2	3	4	2	3	4	5	6	7	1
12	13	14	8	9	10	11	9	10	11	12	13	14	8
19	20	21	15	16	17	18	16	17	18	19	20	21	15
26	27	28	22	23	24	25	23	24	25	26	27	28	22
			29	30	31		30	31					29

	Monday	Tuesday	Wednesday	Thursday	Friday
	Jun 29	30	Jul 1	2	3
Jun 29 - Jul 3					
	6	7	8	9	10
Jul 6 - 10		7:00am Bruce Warner, PDC 8:30am All Staff Meeting 12:00pm Bertha Ferran 1:1 1:30pm HR Items 3:30pm Ergo Assesment 4:15pm Komi Kalevor 1:1	8:30am Jennifer Sims 10:30am Shelly Haack 1:1 11:30am Julie Cody, PDC 1:00pm Komi Kalevor and Shelly Haack 4:30pm Oregonian Editorial Board Pre-Meeting	8:00am PHB-PDC Exec. Team w/Comm. Fish 9:15am Mary Kitch & Bob Caldwell 10:30am Planning & Development Director's 1:00pm Affordable Housing Portfolio Analysis 4:00pm Admin Support for Director	9:00am Veterans and Housing 12:00pm Kate Allen 1:1 1:30pm Comm. Fritz 1:1 2:00pm Mayor Adams 1:1
	13	14	15	16	17
Jul 13 - 17	10:00am Stephen Fulton 1:1 11:00am HPPD at PDC 12:30pmHDC contract for Affordable Housing 1:00pm Sally Erickson 1:1 1:45pm Andy Miller 1:1 6:00pm Design Lab - Dinner	8:30am Design Lab Kick-off 9:00am Andy Miller 1:1 1:00pm Ergo Adjustments/Chair Measurement 2:00pm Andy Miller 1:1 3:00pm Comm. Fish 1:1 4:30pm Design Lab Check-in	8:00am Portfolio Analysis 9:00am PHB Check-in w/ Comm. Fish 11:30am Housing Bureau Communications 1:00pm Beth Kaye, Public Affairs Manager 4:00pm Gale Baird 1:1	8:00am Komi Kalevor 1:1 9:00am NAHRO 9:30am Sam Chase 1:1 10:30am Expanded Loan Review Committee 12:00pm Shelly Hacck 1:1 1:30pm Presentation of Design Lab	8:00am PHB / PDC Executive Team 11:00am PHB Executive Team 12:00pm Kate Allen 1:1
	20	21	22	23	24
Jul 20 - 24	Vacation				
	27	28	29	30	31
Jul 27 - 31	11:00am Comm. Saltzman 1:1 2:00pm Bev Stein and Joan Brown-Kline 3:30pm Andy Miller 1:1	9:00am Andy Miller 1:1 11:45am Steve Rudman, HAP 3:30pm BHR/PHB - HR Services	8:45am Komi Kalevor 1:1 10:00am City Council 1:00pm Margaret at PDC 3:00pm Block 49 Housing Program / Social Services Meeting	8:30am PDC/PHB All Staff Meeting 10:30am Loan Review Committee 12:00pm Mike Andrews, HAP 3:30pm Shelly Haack 1:1	10:30am Alissa Brumfield 1:1 11:45am Block 49 Project Briefing 1:00pm Neighborhood Projects/Annual Review Tour

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August 2009

August 2009							September 2009						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30			
30	31												

	Monday	Tuesday	Wednesday	Thursday	Friday
Aug 3 - 7	Aug 3 9:30am Entrance Conference HUD Monitoring 1:00pm Dee Walsh, REACH 3:00pm Stephanie Harper, City Attorney 3:30pm Judy Tuttle, OMF and Julie Cody, PDC	4 8:30am PHB All-Staff Meeting 12:00pm NSP 12:30pm Sam Chase 1:1 3:00pm Transition Meeting	5	6 NYC Blue Group Meeting	7
	10 12:00pm Celia Strauss, HAP	11 8:00am Miraflores / Section 108 Briefing 9:00am Zari Santner, Parks 10:00am PSG Steering Team 11:00am Design Lab Debrief 12:00pm Katie Such, HAP	12 @PDC 8:00am Block 49 briefing 11:00am Margaret at PDC 1:00pm Investment Committee Briefing 3:00pm Portland Development Commission 3:00pm Working Groups Coordination - Block 49	13 10:30am Loan Review Committee 3:30pm Miraflores Opening	14 12:00pm NHP Planning Day 1:15pm Alternatives to Camping 2:30pm Gale Baird 1:1 4:00pm Back to NHP Retreat
Aug 10 - 14	17 10:00am Director's Transition Advisory Meeting 12:00pm Bev Stein, Public Strategies Group	18 8:30am PHB Alternate All-Staff Meeting 11:00am Alissa Brumfield 1:1 12:00pm Jacob Fox, HAP 2:00pm Letimya Clayton - URA Timesheet 3:00pm PHB Check-in w/ Comm. Fish	19 8:30am HIF 10:00am Baruti Artharee 12:30pm Lousie Lauman 1:1 2:00pm TIF 3:00pm Working Groups Coordination - Block 49	20 1:00pm Loan Review Committee 2:00pm Alfred Bookman, PDC 3:00pm Limited Tax Abatement Process Check-in	21 7:30am PHB Check-in w/ Comm. Fish 9:30am Linda Meng and Jim Van Dyke, City Attorney 1:00pm Gale Baird 1:1 4:00pm Letimya Clayton 1:1
	24	25 9:30am Tribute Interview 11:00am Alissa Brumfield 1:1	26 8:00am Director's Assistant 1:00pm TRIM Discussion 3:00pm Working Groups Coordination - Block 49 4:00pm Central City conversation	27 10:30am Loan Review Committee 1:00pm South Waterfront Project - David Greaves 4:30pm Gale Baird 1:1	28 9:30am Pearl Amendment to Loan Committee 10:30am Brainstorm Next Steps for PHB 12:30pm Jacob Fox, HAP 2:30pm Andy G, Business Journal
Aug 17 - 21	31 7:30am Bruce Warner, PDC 10:00am Director's Asst. Position 11:00am HPPD Meeting 2:00pm RAC Financing 4:00pm Space Plans	Sep 1	2	3	4
Aug 24 - 28					
Aug 31 - Sep 4					

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September 2009

September 2009							October 2009						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
6	7	1	2	3	4	5	4	5	6	7	1	2	3
13	14	8	9	10	11	12	11	12	13	14	8	9	10
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30				25	26	27	28	29	30	31

	Monday	Tuesday	Wednesday	Thursday	Friday
Aug 31 - Sep 4	Aug 31	Sep 1 8:30am PHB All-Staff Meeting 11:00am Alissa Brumfield 1:1 1:00pm Susan Anderson, Planning Bureau 3:00pm Dan Bates, Government Relations 4:30pm Gale Baird 1:1	2 8:15am Sara Culp, PDC 9:00am Block 49 Discussion - External Partners 10:00am AT PDC 3:00pm Working Groups Coordination - Block 49 4:00pm Portland Policy Council	3 10:30am Loan Review Committee 11:30am Bureau Directors Lunch 1:45pm RAC PHB Team Roles and Closing Docs 3:00pm Peyton and Kathleen, LHS 4:00pm Review PHB Space Plans	4 8:30am Gail Monahan 10:00am Urban Housing - Workforce Housing Discussion 12:30pm Pietro Ferrari, Hacienda 1:00pm HOCC
	7 HOLIDAY	8	9 8:00am Rose Letter Response 12:00pm PHB Coordination	10 8:00am Organizational Tactics 9:00am Human Solutions, Inc.' Rockwood Project 10:00am John Warner Re: RAC 10:30am Planning and Development Directors 12:00pm RAC Deal Points 1:00pm Joanne Fuller, Multnomah County	11 8:30am PTE for Bureau Mission, Vision, Values, 9:00am Section 108 Next Steps 10:00am NSP Briefing 12:30pm Stephen Fulton 1:1 1:00pm Jesse Beason, Proud Ground 2:00pm Bev Stein, Public Strategies Group
Sep 7 - 11	14 7:30am Bruce Warner, PDC 9:00am Letimya Clayton 1:1 9:30am Baurti Artharee , Artharee & Associates 1:00pm Housing Planning Processes & Coord.	15 8:30am PHB Alternate All-Staff Meeting 11:30am Debe Mahoney - NeighborWorks Anchorage, AL 3:30pm PHC Board Meeting	16 8:30am Stephanie Harper, City Attorney 9:00am HR Discussion 10:00am City Council 12:00pm Brenda Carpenter 4:00pm Discussion of Parcel 3 and Parcel 8	17 10:30am Expanded Loan Review Committee 1:00pm David Greaves, V.A. 2:30pm NAYA Tour - Nichole Maher	18 7:30am Martha Mc Lennan, NW Housing Alternatives 2:00pm John Mohlis, Columbia Pacific Building and Construction Trades Council - Block 49 3:00pm Comm. Fish 1:1
	21 8:30am Letimya Clayton 1:1 2:00pm Ruth Benson 1:1 RE: PTE 4:30pm Bruce Warner and Eric Iverson, PDC	22 10:00am PHB Check-in w/ Comm. Fish 3:30pm Julie Cody , PDC	23 12:00pm Komi Kalevor 1:1 3:15pm Sam Chase 1:1 4:00pm Lincoln Public Safety Issues	24 7:00am ULI Oregon - Central City Commercial Development Symposium II 10:30am Loan Review Committee 4:30pm Daniel Ledezma, Comm. Fish Off.	25 7:15am Bev Stein, Public Strategies Group 10:30am Letimya Clayton 1:1 11:45am NAIOP Board of Directors 1:15pm Pre-Commercial Tax Abatements Meeting Briefing 2:00pm Commercial Tax Abatements
Sep 14 - 18	28 8:00am LSAC 9:00am PHB Budget Background 3:00pm Sally Erickson 1:1 4:00pm Letimya Clayton 1:1 9:30pm LSAC	29 8:00am Finalize Retreat Docs 9:00am PHB Check-in w/ Comm. Fish 11:00am Doreen Binder, Transition Project 1:30pm Deputy Director Rick Crager, OHCS 2:00pm All-Employee Team Building	30 7:30am Mayor's Economic Cabinet Meeting 9:30am PHB Breakthrough Team Meeting 11:30am Erin Flynn, PDC 3:00pm Working Groups Coordination - Block 49 4:30pm Gale Baird 1:1	Oct 1	2
Sep 21 - 25					
Sep 28 - Oct 2					