

**Margaret Van Vliet
Portland Housing Bureau**

January 2010

January 2010							February 2010						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28						
31													

	Monday	Tuesday	Wednesday	Thursday	Friday
Dec 28 - Jan 1	Dec 28	29	30	31	Jan 1, 10 Holiday
Jan 4 - 8	4 7:30am Bruce Warner, PDC 8:30am Budget Retreat #4 10:30am Exec Team Meeting 2:00pm Jacob Fox 1:1 3:00pm City/County Housing Review	5 8:30am All Staff 12:00pm PDC Executive Team Meeting 1:00pm PHB Check-in w/ Comm. Fish 4:00pm Alissa Brumfield 1:1 5:30pm Budget Advisory Committee Meeting	6 9:00am Betsy Ames, Comm. Fish Off. 12:00pm Zari Santner, Parks 2:00pm PIO - 2nd Interviews 4:15pm Breakthrough Team Recommendation 6:00pm N/NE Community Advisory Comm.	7 8:30am Doug Carlson, HUD 10:15am Budget Update 11:00am N/NE Debrief 11:30am Bureau Directors Lunch 1:30pm PDC Executive Team & PHB Budget	8 9:00am PDC Executive Team & PHB Budget 12:00pm Andy Miller 1:1 1:00pm Madrona Studios PSH 2:30pm Katie Such and Mary Li, Multnomah County 3:00pm Update Commissioner Report 4:00pm Block 49
Jan 11 - 15	11 7:30am Bertha Ferran 9:00am Jacob Fox 1:1 10:30am Exec Team Meeting 12:30pm Letimya Clayton 1:1 3:00pm Chair Wheeler and Comm. Fish 3:30pm OMF Advisory Committee	12 10:30am Paul Carlson, HUD 1:00pm PHB Check-in w/ Comm. Fish 3:00pm Andy Miller 1:1 4:30pm Gale Castillo	13 7:30am Bruce Warner, Rick Saito & Len Bergstein 9:00am Nate McCoy 1:1 10:00am Harold Williams, CH2A and Associates 11:00am PDC Executive Team & PHB Budget 2:30pm Prep for 1/20 Partner Meeting 4:00pm Sheila Holden, Pacific Power	14 8:00am Exec Team Budget Work Session 11:00am Streamline Project - Revised MOU Discussion 1:00pm PDC Executive Team & PHB Budget	15 9:30am Walter Valenta (ICURAC) - N/NE Economic Development Initiative 10:30am Letimya Clayton 1:1 11:00am Proud Ground Homeownership Strategy 2:00pm N/NE Projects and Related Issues 3:00pm PHB / PDC Consolidation
Jan 18 - 22	18 8:30am Martin Luther King Jr. Breakfast 10:30am Sheila Holden, Pacific Power Holiday	19 7:15am Exec Team Meeting 9:30am Loan Review Committee 10:30am Investment Committee 12:00pm Celia Strauss, HAP 1:00pm PHB Check-in w/ Comm. Fish 3:30pm Housing Resource Development	20 10:00am Preservation Steering Committee 2:00pm Neighborhood URA / EOI / E-Zone Budget Review with Commission 5:30pm Budget Advisory Committee Meeting	21 8:30am Alissa Brumfield 1:1 11:00am Prep Mid-Year Reviews 11:45am Jean DeMaster, Human Solutions 1:00pm Pat Mobley and Naomi Harris 2:00pm N/NE Study Debrief 3:30pm Jane Leo	22 8:30am Community Partner Power Point Review 11:00am Equity Retreat Prep
Jan 25 - 29	25 8:00am Exec Team Retreat 1:00pm Letimya Clayton 1:1 2:00pm Community Partner Meeting 4:30pm Daniel Ledezma, Comm. Fish Off.	26 9:30am Maileen Hamto 1:1 10:30am Sandy Reina, PDC 1:00pm PHB Check-in w/ Comm. Fish 2:00pm Loan Review Committee 3:00pm Andy Miller 1:1 4:00pm Streamlining Compliance Report	27 7:30am Faye Burch 12:00pm Julie Cody, PDC 1:00pm Budget Narrative 3:00pm Proposal Briefing - Hispanic Metropolitan 3:30pm Letimya Clayton 1:1 4:00pm Feedback on Breakthrough Teams	28 8:30am HR Quarterly Meeting 11:30am Budget, Staffing and Block 49 12:15pm Steve Rudman, HAP 2:00pm PHB Manager's Check-in 3:00pm PDC Real Property Portfolio	29 10:00am Oregon Opportunity Network Quarterly Check In 11:00am Gale Baird 1:1 12:30pm Equity Retreat

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February 2010

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

	Monday	Tuesday	Wednesday	Thursday	Friday
Feb 1 - 5	Feb 1 8:30am Letimya Clayton 1:1 9:00am Jacob Fox 1:1 10:00am Exec Team Meeting 11:30am HUD Budget Briefing 3:00pm Sustainable Communities	2 8:30am All Staff 9:30am Loan Review Committee 12:00pm Kate Allen 1:1 1:00pm PHB Check-in w/ Comm. Fish 3:00pm Employee Relations Discussion	3 9:00am RFP Review Debrief 10:00am Alissa Brumfield 1:1 12:00pm Harvard Working Group	4 8:00am Harvard Working Group	5 8:00am Harvard Working Group
	8 8:30am Letimya Clayton 1:1 9:00am Jacob Fox 1:1 10:30am Exec Team Meeting 1:00pm County Collaboration - Housing 4:15pm Bruce Warner, PDC	9 10:30am Investment Committee 11:00am Housing Resources Chat 1:00pm PHB Check-in w/ Comm. Fish 3:00pm Andy Miller 1:1 4:00pm Gateway Property Meeting	10 7:30am Martha McLennan, NW Housing 10:00am Letimya Clayton 1:1 12:00pm HCDC Committee - Brown Bag 2:00pm Susan Anderson, Planning Bureau 4:00pm Northwest Housing Alternative - Welcome Home	11 10:30am Planning and Development Directors Meeting 1:00pm Bob Walsh, Dike Dame, Blk 49 2:00pm PHB Manager's Check-in 3:45pm Projected Revenues 4:30pm Prep Time for 211info Event 5:30pm 211info	12 9:00am PHB / PDC Consolidation 10:30am Update Commissioner Report 1:30pm Quarterly HR Check-in 2:00pm Kate Allen 1:1 4:00pm Jacob Fox 1:1
Feb 8 - 12	15 Holiday	16 7:15am Exec Team Meeting 9:30am Loan Review Committee 12:00pm Jeana Woolley 1:00pm PHB Check-in w/ Comm. Fish 3:30pm Letimya Clayton 1:1 4:00pm Alissa Brumfield 1:1	17 10:00am Financial Audit Debrief for FY 2009 1:00pm Detailed Audit Debrief Meeting	18 9:00am PDC Exec Meeting Materials 1:00pm Future of HCDC 2:00pm Corrective Action Plan 3:30pm Block 33 4:00pm "K-Station TOD Mixed-Use Development	19 8:00am Letimya Clayton 1:1 9:00am Update Commissioner Report/ HOCC Agenda 10:30am NOFA/Rose Quarter Mtg 2:30pm Daniel Ledezma, Comm. Fish Off. 3:00pm City Attorney Office 3:30pm Civil Rights Unit - Department of Justice
	22 8:00am Peyton Chapman/LSAC 9:00am Jacob Fox 1:1 10:30am Exec Team Meeting 2:00pm Letimya Clayton 1:1 3:30pm Partnership for Sustainable Communities	23 7:30am Impact of Housing Forum: Does Growth Pay for Itself? 9:30am Loan Review Committee 10:30am Investment Committee 11:30am Hispanic Metropolitan Chamber Mtg 1:00pm PHB Check-in w/ Comm. Fish 3:00pm Baruti Artharee, Artharee & Associates 4:00pm Andy Miller 1:1	24 8:30am PDC Commission - Blk 33 9:30am Prep for James Hawthorne Opening / HOCC Budget Docs 11:00am Discussion of Preliminary OMF Review Issues 2:00pm Gale Baird 1:1 3:00pm HOCC Quarterly Meeting	25 10:30am Planning and Development Directors Meeting 1:00pm James Hawthorne Apartments Opening Event 3:00pm Mitas at PHB 4:00pm Block 49 Veterans' Housing Project	26 8:00am Update Commissioner Report 9:00am HAP Strategic Planning Process - Allison Handler, Decisions Decisions 10:00am Letimya Clayton 1:1 1:00pm Manager and Supervisor Transition Training 3:00pm HR Year End Review
Feb 15 - 19					
Feb 22 - 26					

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March 2010

March 2010							April 2010						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
7	1	2	3	4	5	6	4	5	6	7	1	2	3
14	8	9	10	11	12	13	11	12	13	14	8	9	10
21	15	16	17	18	19	20	18	19	20	21	22	23	24
28	22	23	24	25	26	27	25	26	27	28	29	30	

	Monday	Tuesday	Wednesday	Thursday	Friday
Mar 1 - 5	Mar 1 7:30am Bruce Warner, PDC 9:00am Exec Team Meeting 10:30am PHB/County Collaboration - Housing 12:00pm Maileen Hamto 1:1 2:00pm Letimya Clayton 1:1 4:45pm Sarah Mirk, Mercury ▼	2 8:30am All Staff 10:30am Nathalie Weinstein, DJC 11:00am NOFA Prep 1:00pm PHB Check-in w/ Comm. Fish 3:00pm PHB Manager's Meeting	3 8:30am Maileen Hamto 1:1 9:30am Alissa Brumfield 1:1 12:00pm Marcus Mundy, Urban League 2:00pm Pre-bidders Conference for NOFA 3:30pm Bernie Foster, The Skanner 6:00pm Budget Forums	4 8:00am Mitas Conf Call Meeting 11:30am Bureau Directors Lunch 2:00pm Maileen Hamto 1:1 3:00pm Daniel Ledezma, Comm. Fish Off.	5 9:00am Rich Brown, Bank of America 10:00am Letimya Clayton 1:1 11:00am Roy Jay 12:00pm Video Screening of "Imagining Home" 2:00pm Update Commissioner Report 4:30pm Budget forum tomorrow at 1pm
	Mar 8 - 12	8 8:30am Letimya Clayton 1:1 9:00am Jacob Fox 1:1 10:30am Exec Team Meeting 12:00pm Ron Lehr, Katie Patrice & Megdy Khoury 4:00pm Foreclosure Symposium Check-in	9 9:30am Loan Review Committee 12:00pm Tom Walsh, Walsh Construction 1:00pm PHB Check-in w/ Comm. Fish 3:00pm Andy Miller 1:1 5:00pm Mike Andrews, HAP	10 9:00am Ed Blackburn, Central City Concern 11:00am Oregon Department of Justice Foreclosure Fraud Symposium 12:00pm Bob and Vince from OHCS 1:00pm Madrona Studios Grand Opening Celeb. 3:30pm Homeownership Discussion	11 9:30am Save the Date! Minority Homeownership - Call to Action! 3:00pm PHB Manager's Check-in 4:30pm Gale Baird 1:1 5:30pm Thomas Shapiro-Daniel Dinner
Mar 15 - 19		15 8:00am Budget Presentation Prep 9:00am Jacob Fox 1:1 9:30am Exec Team Meeting 12:00pm PHB Check-in w/ Comm. Fish 1:30pm Letimya Clayton 1:1	16 8:30am Alliance of Minority Chambers Resolution 10:30am Investment Committee 12:00pm PDC Exec Team 1:00pm PHB Check-in w/ Comm. Fish 3:00pm Susan Emmons and Bobby Weinstock 4:00pm Alissa Brumfield 1:1 ▼	17 10:30am March 2010 NITSAC Meeting 12:15pm N/NE Meeting on 3/30 Check-in 1:00pm FMLA Training for Managers & Supervisors 2:00pm Preservation 3:00pm Gale Baird 1:1 3:30pm Maileen Hamto 1:1	18 1:00pm Update Commissioner Report 3:00pm Daniel Ledezma, Comm. Fish Off.
	Mar 22 - 26	22	23	24	25
Vacation					
Mar 29 - Apr 2	29 8:30am Letimya Clayton 1:1 9:00am Jacob Fox 1:1 10:00am Alissa Brumfield 1:1 10:30am Exec Team Meeting 1:00pm PHB Budget Presentation @Council 2:00pm PDC Budget Presentation @ Council ▼	30 9:00am Eric Iverson, PDC - Tax Abatements 10:30am Investment Committee 1:00pm PHB Check-in w/ Comm. Fish 3:00pm PHB and N/NE Meeting	31 8:45am Discuss IGA 10:30am Maileen Hamto 1:1 12:00pm Streamlining Compliance Pilot Project Kickoff Luncheon 2:00pm Regional Housing Managers Meeting	Apr 1	2