

**Margaret Van Vliet
Portland Housing Bureau**

July 2010

July 2010							August 2010						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
4	5	6	7	8	9	10	1	2	3	4	5	6	7
11	12	13	14	15	16	17	8	9	10	11	12	13	14
18	19	20	21	22	23	24	15	16	17	18	19	20	21
25	26	27	28	29	30	31	22	23	24	25	26	27	28
							29	30	31				

	Monday	Tuesday	Wednesday	Thursday	Friday
Jun 28 - Jul 2	Jun 28	29	30	Jul 1 11:30am Bureau Directors Lunch 1:00pm SCI NOFA Discussion	2 9:00am PHB and HUD Quarterly Check-in 10:00am \$250k for Culturally Specific EHI Services 11:30am PHB Potluck 1:00pm Update Commissioner Report
	5 HOLIDAY	6 7:30am Bruce Warner, PDC 8:30am All Staff 10:00am Exec Team Meeting 12:30pm Letimya Clayton 1:1 1:00pm PHB Check-in w/ Comm. Fish 3:00pm PHB Equity and Diversity Council Mtg	7 9:00am OHCS Quarterly Meeting 11:00am Alissa Brumfield 1:1 1:00pm Maileen Hamto 1:1	8 10:30am Planning and Development Directors Meeting 12:00pm City Equity Talk 1:00pm Golden West and Fairfield Discussion 3:00pm Daniel Ledezma, Comm. Fish Off. 4:00pm Grand Opening of The Admiral/Director	9 8:00am Greg Wolf, PSU 11:00am Lifeworks Meeting - 1:00pm Update Commissioner Report
Jul 5 - 9	12 8:00am Jacob Fox 1:1 9:00am Exec Team Meeting 10:30am Letimya Clayton 1:1 12:00pm REITs for Renters 1:00pm PHB Check-in w/ Comm. Fish	13 8:15am Advisory Body 10:00am Maileen Hamto 1:1 11:00am Cathey Briggs - Portland Policy Council 3:00pm Andy Miller 1:1 6:00pm Lents URAC Meeting	14 9:00am Non-Profit Hotel 2:00pm Executive/ULT Forum - Killingsworth Station Project 4:00pm Portland Policy Council	15 8:00am Prep for Retreat 11:00am Exec Team Retreat	16 Vacation
	19	20	21	22	23
Jul 12 - 16	Vacation				
	26 9:00am Jacob Fox 1:1 10:30am Exec Team Meeting 1:00pm PDC Commission - N/NE CAC Update 2:30pm Alissa Brumfield 1:1 3:00pm Letimya Clayton 1:1 5:00pm RAC Site Tour with Board Members	27 10:00am HEARTH Act Changes and Possible Impact on Federal Funds, PHB's Role 11:00am HUD Sustainable Communities Grant 1:00pm PHB Check-in w/ Comm. Fish 2:00pm Andy Miller 1:1 3:00pm Homeless Planning Meeting	28 9:00am Letimya Clayton 1:1 10:00am HDT LIHTC SiteVisit by OHCS 1:00pm Diversity Council Prep 3:00pm RAC Programming with Peter Korn	29 12:00pm David Kelleher, ACME 1:30pm Block 49 Next Steps 2:00pm PHB Manager's Team Meeting 3:30pm Maileen Hamto 1:1	30 8:30am M.A. Leonard, Enterprise Community 1:00pm Update Commissioner Report
Jul 19 - 23	Vacation				
	19	20	21	22	23
Jul 26 - 30	26 9:00am Jacob Fox 1:1 10:30am Exec Team Meeting 1:00pm PDC Commission - N/NE CAC Update 2:30pm Alissa Brumfield 1:1 3:00pm Letimya Clayton 1:1 5:00pm RAC Site Tour with Board Members	27 10:00am HEARTH Act Changes and Possible Impact on Federal Funds, PHB's Role 11:00am HUD Sustainable Communities Grant 1:00pm PHB Check-in w/ Comm. Fish 2:00pm Andy Miller 1:1 3:00pm Homeless Planning Meeting	28 9:00am Letimya Clayton 1:1 10:00am HDT LIHTC SiteVisit by OHCS 1:00pm Diversity Council Prep 3:00pm RAC Programming with Peter Korn	29 12:00pm David Kelleher, ACME 1:30pm Block 49 Next Steps 2:00pm PHB Manager's Team Meeting 3:30pm Maileen Hamto 1:1	30 8:30am M.A. Leonard, Enterprise Community 1:00pm Update Commissioner Report

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September 2010

September 2010							October 2010						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
5	6	7	1	2	3	4	3	4	5	6	7	1	2
12	13	14	8	9	10	11	10	11	12	13	14	15	16
19	20	21	15	16	17	18	17	18	19	20	21	22	23
26	27	28	22	23	24	25	24	25	26	27	28	29	30
			29	30			31						

	Monday	Tuesday	Wednesday	Thursday	Friday
Aug 30 - Sep 3	Aug 30	31	Sep 1	2	3
			9:00am Maileen Hamto 1:1 11:30am Sen. Merkley's Meeting 1:30pm Vicki Cram - Federal Housing Agenda 2:30pm PHB Check-in w/ Comm. Fish 3:30pm Camping Lawsuit Prep for Exec Session	8:00am Savoboda Court Tour w/Sen Merkley 11:30am Bureau Directors Lunch 2:00pm City Wide LMC Meeting	Vacation
Sep 6 - 10	6	7	8	9	10
	Holiday	9:00am All Staff Meeting 10:00am Letimya Clayton 1:1 10:30am Exec Team Meeting 1:00pm PHB Check-in w/ Comm. Fish 2:00pm Daniel Ledezma, Comm. Fish Office 3:00pm Andy Miller 1:1	8:00am Block 49 Calls 9:30am City Council LTE Terms 10:00am Preservation Steering Committee 1:00pm Jacob Fox 1:1 2:00pm PHB/NAMCO Open House 4:00pm Portland Plan Strategies	10:30am Planning and Development Directors Meeting 2:00pm PHB Manager's Team Meeting 3:30pm Maileen Hamto 1:1	11:30am First Fridays 1:00pm Update Commissioner Report
Sep 13 - 17	13	14	15	16	17
	8:00am Community Economic Development 6:00pm Strategic Plan Community Meeting	8:00am Emerald Cities-Clean Energy Works 8:30am Exec Team Meeting 10:00am Alissa Brumfield 1:1 12:00pm Julie Cody, PDC 2:00pm PHB Check-in w/ Comm. Fish 3:00pm Big Look/Policy Group for Tax Abatement	10:00am Gale Baird 1:1 11:00am Letimya Clayton 1:1 11:30am Chaucer Court 1:00pm Cynthia Sulaski and Lenny Anderson, Swan Island TMA	8:30am Jacob and MSV 1:1 10:00am Maileen Hamto 1:1 11:00am Villa De Suenos Loan Documents Sign 12:00pm Holly Julius, RnR 1:30pm IGA Review (HUD 108 and EDI Funds) 3:00pm Cathey Briggs, Oregon ON	9:00am City/County 10-Year Plan and Budget Review 10:30am Hotel Discussion with County 12:00pm Steve Rudman, HAP 1:30pm Update Commissioner Report
Sep 20 - 24	20	21	22	23	24
	8:00am Multifamily Development Work Group 1:00pm Exec Team Meeting 2:30pm Letimya Clayton 1:1 3:30pm OMF Advisory Committee	8:00am Block 49 9:00am All Staff Strategic Planning Part One 11:00am All Staff Discussion 11:30am Maileen Hamto 1:1 1:00pm PHB Check-in w/ Comm. Fish 2:00pm Daniel Ledezma, Comm. Fish Office	11:00am Mary Monnat and Ebony Clark, LifeWorks NW	8:00am Bruce Warner, PDC 10:00am Maileen Hamto 1:1 10:30am Planning and Development Directors Meeting 1:00pm Think Tank II	8:30am All Staff Strategic Planning Two 10:30am All Staff Discussion 11:30am PCRI Meeting 1:00pm Andy Miller 1:1 2:00pm Update Commissioner Report
Sep 27 - Oct 1	27	28	29	30	Oct 1
	8:30am Letimya Clayton 1:1 9:00am Finance Team Staff Meeting 10:30am Exec Team Meeting 1:00pm PHB Equity and Diversity Council Mtg	8:00am PHB Check-in w/City Attorney 12:45pm Contracting Memo 1:15pm Alissa Brumfield 1:1 2:00pm Jacob Fox 1:1 3:00pm HDC and PHB 4:00pm PHB Check-in w/ Comm. Fish	9:00am All Staff Strategic Planning Three 11:00am 2011 Federal Agenda Development 12:00pm Brenda Carpenter 3:00pm HOCC Quarterly Meeting	9:00am Maileen Hamto 1:1 11:45am Zari Santner, Parks 1:30pm All Staff Strategic Planning Part Four 3:30pm Dike Dame - Block 49	