

**Margaret Van Vliet
Portland Housing Bureau**

October 2010

October 2010							November 2010						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6
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	29	30				
31													

	Monday	Tuesday	Wednesday	Thursday	Friday
Sep 27 - Oct 1	Sep 27	28	29	30	Oct 1
					11:30am First Fridays Staff Brown Bag 1:00pm PHB and HUD Quarterly Check-in Mtg 2:30pm Asset Management & Loan Servicing Check-in
Oct 4 - 8	4	5	6	7	8
	8:30am Letimya Clayton 1:1 9:15am PHB Exec Team Meeting 11:30am REACH Donor Lunch 1:30pm PDC/PHB Agreement Clean-up 3:00pm Comm. Fish 1:1 4:00pm Daniel Ledezma, Comm. Fish Office	8:30am All Staff Meeting 10:00am Maileen Hamto 1:1 1:00pm Continuum of Care Application 3:00pm Andy Miller 1:1	10:00am Letimya Clayton 1:1 11:00am Exec Team Strategic Plan Discussion 12:30pm Nichole Maher, NAYA 2:00pm FY 09/10 Set Aside Report to Stakeholders	7:30am United Way Diversity Breakfast and Conference	9:00am Sustainability Commission PSC Retreat 1:00pm PHB Manager's Team Meeting 2:30pm Jacob Fox 1:1
Oct 11 - 15	11	12	13	14	15
	7:30am Joanne Fuller, County 9:00am PHB Exec Team Meeting 11:00am MCC Update 11:30am Letimya Clayton 1:1 1:00pm PHB Equity and Diversity Council Mtg 4:00pm Neighborhood Economic Development	8:00am Toby Washington and Comm. Fish 10:00am Adrienne Quinn, Enterprise 1:00pm PHB Check-in with Comm. Fish	9:30am McCoy Apartment Discussion 11:00am Maileen Hamto 1:1 1:00pm Alissa Mahar 1:1	8:30am HDC, Human Solutions, REACH and Ride Connections - 99th & Glisan Site Discussion 9:45am RAC Time Capsule Install 10:30am Planning and Development Directors Meeting 3:00pm Functional Focus Group 5: Equity	9:00am Foster Road Properties Meeting - Bob McKean 1:00pm City/County 10-Year Plan 3:00pm Update Commissioner Report
Oct 18 - 22	18	19	20	21	22
	8:00am Lou Savage, DCBS 9:30am PDC and PHB Housing Framework Mtg 10:30am PHB Exec Team Meeting 12:30pm Ed Blackburn, CCC 2:00pm Jacob Fox 1:1 3:30pm OMF Advisory Committee	8:30am Planning/Budget Discussion 1:00pm Comm. Fish 1:1 2:00pm Daniel Ledezma, Comm. Fish Office 2:30pm Bruce Warner, PDC and Comm. Fish 4:00pm Andy Miller 1:1	8:00am Robin McArthur & Chris Deffebach, Metro 10:00am Marianne Germond 12:00pm Maxine Fitzpatrick, PCRI	8:30am Dashboard Check-In 10:00am Maileen Hamto 1:1 12:00pm Steve Rudman, HAP 2:00pm PHB Manager's Team Meeting 5:30pm HCDC Meeting 6:00pm Asian Health & Services Center Dinner	8:45am Vicki Cram - 2011 Federal Agenda Development 10:00am RAC Discussion 12:00pm Director's Office Lunch 1:30pm PHAC Recommendations Review 2:00pm Update Commissioner Report
Oct 25 - 29	25	26	27	28	29
	8:30am Letimya Clayton 1:1 9:00am PHB Exec Team Meeting 10:30am PHB Equity and Diversity Council Mtg 1:00pm Inter-Agency Managers Working Group 3:00pm Big Look/Policy Group for Tax Abatement	9:00am Council Member Ann Kobayashi from Honolulu on Homelessness Policies 1:30pm PHB Check-in with Comm. Fish	8:00am PHB Management Team Retreat	9:30am Jacob Fox 1:1 10:30am Planning and Development Directors Meeting 12:00pm Human Solution's 8th Annual Luncheon 2:30pm OHCS Hardest Hit Meeting	8:00am PHB Exec Team Meeting 10:00am PHB Dashboard 1:00pm Maileen Hamto 1:1 2:00pm Maggie Jonsson 1:1 3:00pm Update Commissioner Report

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

	Monday	Tuesday	Wednesday	Thursday	Friday
Nov 1 - 5	Nov 1 8:30am Sustainable Communities 10:30am Letimya Clayton 1:1 11:00am Andy Miller 1:1 1:00pm Alissa Mahar 1:1 3:00pm Comm. Fish 1:1	2 8:00am NW Public Employees Diversity Conf. Executive Session 2:00pm Martha Taylor, ROSE Board Member	3 11:00am DCTU Labor Agreement - City Council 1:00pm MWESB Road Mapping 2:30pm Block 49 VASH Prep 3:30pm Block 49 VASH Call	4 7:30am Bruce Warner, PDC 9:00am Maileen Hamto 1:1 11:30am Bureau Directors Lunch 1:00pm Dedication of Family Warming Center 5:30pm Urban League - 2010 Equal Opp. Dinner	5 8:30am Speak: PCC - How to Do Business with Local Public Agencies 11:30am Julie Cody, PDC 1:00pm Asset Management Debrief and Follow-up 2:30pm Annual Report Update 3:00pm Update Commissioner Report
	Nov 8 - 12	8 8:15am Amanda Waldroupe, Street Roots 8:30am PHB Exec Team Meeting 10:30am Severe Weather SOP's 11:00am Alissa Mahar 1:1 1:00pm PHB Equity and Diversity Council Mtg 4:00pm Bruce Warner, PDC and Comm. Fish ▼	9 8:30am All Staff Meeting 10:00am Jacob Fox 1:1 11:30am CCC Luncheon Honoring Dean Gisvold 1:30pm PCRI Ribbon Cutting Event 3:30pm PHAC Budget Meeting 1 of 5	10 8:30am David Landrum, City Attorney 9:00am Comm. Fish Updates and Next Steps 9:30am City Council 12:15pm Doreen Binder, TPI 1:45pm Maileen Hamto 1:1 2:30pm 10-Year Plan Time Certain at Council ▼	11 HOLIDAY
Nov 15 - 19		15 10:00am Ivy City Townhomes Developments - J 10:30am PHB Exec Team Meeting - Van Vliet, 1:00pm PHAC Update - Van Vliet, Margaret 2:00pm Brad Schmidt, Oregonian - Clayton, Le 3:30pm OMF Advisory Committee - Coppock, 4:30pm Bob McKean, Albina Bank and Bruce W	16 8:00am PHB Exec Team Budget Session 10:00am Denis Theriault, Portland Mercury 1:00pm Comm. Fish 1:1 2:00pm Anna Kanwit, HR 2:30pm Daniel Ledezma, Comm. Fish Office 4:00pm Ivy City Townhomes	17 8:30am Bev Stein, PSG 9:00am Loan Guidelines: Review and Revision 1:00pm HDC Exec Committee 4:00pm BRAC Loop Closing	18 8:30am McDonald Center 9:30am Woolsey Corner Grand Opening 11:30am Albina Bank 1:00pm Letimya Clayton 1:1 1:30pm NOFA Review 2:00pm PHB Manager's Team Meeting ▼
	Nov 22 - 26	22 8:30am PHB Exec Team Meeting 10:30am Bruce Warner, PDC and Comm. Fish 2:30pm OHCS Quarterly Meeting 3:30pm PHAC Budget Meeting 2 of 5	23 8:15am Jacob Fox 1:1 9:00am Maileen Hamto 1:1 10:30am Alissa Mahar 1:1 11:30am PHB Exec Team Work Session 1:00pm PHB Check-in with Comm. Fish 3:30pm Andy Miller 1:1	24 Vacation	25 HOLIDAY
Nov 29 - Dec 3		29 8:00am Steve Rudman, HAP and Joanne Fuller, County 10:30am PHB Exec Team Meeting 2:00pm Letimya Clayton 1:1	30 8:30am Block 49 9:30am Bruce Warner, PDC & Vern Rifer, Ivy Townhomes 10:30am Maileen Hamto 1:1 1:00pm Comm. Fish 1:1 2:00pm Daniel Ledezma 1:1 4:00pm Andy Miller 1:1	Dec 1	2

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December 2010

December 2010							January 2011						
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
Nov 29 - Dec 3	Nov 29	30	Dec 1	2	3
			9:30am City Council 1:00pm Asset Management and Loan Guidelines 4:00pm Jacob Fox 1:1	9:00am Julie Sullivan, Oregonian 10:30am PHAC Check-in 11:30am Bureau Directors Lunch 2:00pm PHB Manager's Team Meeting 4:00pm Alissa Mahar 1:1	10:00am Holly Julius, RnR : Strategic Plan 11:30am Universal Human Rights Month Brown Bag 1:00pm Update Commissioner Report
Dec 6 - 10	6	7	8	9	10
	8:30am Letimya Clayton 1:1 9:00am Jacob Fox 1:1 10:30am PHB Exec Team Meeting 1:00pm PHB Equity and Diversity Council Mtg 4:00pm Alissa Mahar 1:1	8:30am All Staff Meeting 10:30am Manager's Training on Employee Evaluations 1:30pm Israel Bayer and Joanne Zuhl, Street Roots 2:15pm PHB Check-in with Comm. Fish 3:30pm PHAC Meeting - Budget Meeting 2 of 5	12:00pm Paul Scarlett, BDS 1:30pm Block 49 Debrief 2:00pm NOFA Kickoff Meeting	9:00am Maileen Hamto 1:1 10:30am Planning and Development Directors Meeting 12:00pm Susan Emmons, NW Pilot Project 1:30pm PHB Exec Team Budget Session	9:00am PHB/PDC Leadership Meeting 11:00am Comm. Fish - Block 49 Briefing 11:30am Kim Schneider, Mayor's Office - Block 49 12:00pm Mike Andrews, HAP 1:00pm Strategic Plan 4:00pm Comm. Saltzman - Block 49 Briefing ▼
Dec 13 - 17	13	14	15	16	17
	8:00am PHB Exec Team Meeting 11:30am Erin Flynn, PDC 1:30pm Letimya Clayton 1:1 3:00pm OMF Advisory Committee	9:00am Block 33 / Uwajimaya Update 11:00am Central City Concern 12:30pm PHB Check in with Comm. Fish 2:00pm Andy Giegerich, Portland Business Journal 3:00pm PHAC Budget Meeting 3 of 5	9:00am Gale Baird 1:1 9:30am Dignity Village at Council 10:30am Block 49 Pre-Meeting 11:00am Block 49 DDA at Council 12:00pm Celia Strauss, HAP 1:30pm Maileen Hamto 1:1 ▼	8:15am Andy Miller 1:1 9:00am Jacob Fox 1:1 10:00am Finalize Diversity Development Point Sys 11:00am TPI - RAC Budget Decision 2:00pm PHB Manager's Team Meeting 4:00pm Letimya Clayton 1:1	8:00am HAP, PHB and County Meeting 12:00pm PHB Holiday Potluck 1:30pm PDC/PHB Budget Process and Decision Points - Mayor's Office 3:00pm Sears Meeting
Dec 20 - 24	20	21	22	23	24
	Vacation		Vacation		HOLIDAY
Dec 27 - 31	27	28	29	30	31
	Vacation	2:30pm Betsy Ames, Comm. Fish Office 4:00pm Maileen Hamto 1:1	8:15am Budget Review 9:00am PHAC Prep 11:00am PHB Equity Statement 2:00pm Joanne Zuhl, Street Roots 3:30pm Equity Policy Review		HOLIDAY