

**Margaret Van Vliet
Portland Housing Bureau**

October 2009

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

	Monday	Tuesday	Wednesday	Thursday	Friday
	Sep 28	29	30	Oct 1	2
Sep 28 - Oct 2				8:30am Betty Markey Re: NSP 10:30am Loan Review Committee 11:30am Bureau Directors Lunch 3:00pm Baruti Artharee, Artharee & Associates 5:00pm Martha Washington Partnership Celebration	8:00am Letimya Clayton 1:1 9:00am Ed Blackburn - Central City Concern
	5	6	7	8	9
Oct 5 - 9	8:00am PHB Management Team Retreat	8:30am PHB All-Staff Meeting 10:30am PHB Check-in w/ Comm. Fish 12:00pm Celia Strauss, HAP 2:00pm Betsy Ames, Comm. Fish Off. 4:30pm Komi Kalevor 1:1	8:30am MS Office 2007 11:30am 10 year Plan Briefing 12:30pm Daniel's Work Load Transition Meeting 1:30pm Andy Miller 1:1 2:30pm Bev Stein, Public Strategies Group 5:00pm 2009 Annual Banquet for the Oregon ON	9:30am Prep for Think Out Loud Program 11:30am National Education for Women's (NEW) Leadership Oregon Luncheon 1:30pm Shelly Haack 1:1 3:30pm Steve Rudman, HAP	Vacation
	12	13	14	15	16
Oct 12 - 16	4:00pm Network for Oregon Affordable Housin in Welcoming Oregon Senator Jeff Merkley and Connecticut Senator and Senate Banking Committee Chairman, Christopher Dodd	7:30am Jacob Fox, HAP 9:00am PHB Check-in w/ Comm. Fish 11:00am Hacienda's Deals 2:30pm Bruce Warener, PDC	8:30am Housing Inspector Changes 10:00am First NHP Monthly Meeting 1:30pm MWESB Policy 3:00pm PDC Commission	8:30am Sam Chase 1:1 10:30am Loan Review Committee 12:00pm Tripp Somerville 1:30pm Thomasina Gabriele, Gabriele Develop. 2:30pm Alissa Brumfield 1:1 3:30pm Alfred Bookman & Chris Hughson, PDC	7:30am Steve Rudman, HAP 8:30am PDC-PHB Budget Planning 9:45am Lillian Shirley 10:00am David Greaves, V.A. 12:00pm Gale Baird 1:1 1:30pm Comm. Fish 1:1
	19	20	21	22	23
Oct 19 - 23	8:30am Letimya Clayton 1:1 1:00pm Vicki Cram, City of Portland's Federal Lobbyist 2:00pm Labor Business	10:30am Lents - Knapp St. Housing 1:00pm PHB Check-in w/ Comm. Fish 3:00pm PHB/PDC Transition Matters	9:30am Project Updates and Decisions 11:00am Preliminary Finds from the Portfolio Analysis 3:30pm Baruti Artharee, Artharee & Associates	8:00am PHB Expenditure Reports 9:00am Business Analysis & Research Section - HMIS Demo/Info 10:30am Loan Review Committee 1:00pm Block 49	8:30am Julie Cody, PDC 10:30am Oregonian Editorial Board, Mary Kitch /Bob Caldwell RE: Camping Alternatives 3:00pm Gateway/Lents Budget Discussion
	26	27	28	29	30
Oct 26 - 30	8:30am Letimya Clayton 1:1 9:00am TIF Set Aside Report/Roll Out 12:00pm Steve Rudman, HAP 3:00pm Sandy Reina, PDC - Housing Transfer 4:00pm Julie Harrelson, Harrelson Group	8:00am Diversity Conference 1:00pm PHB Check-in w/ Comm. Fish 3:30pm Sam Chase 1:1 4:00pm Tax Credit Properties Interview	8:00am Budget Retreat 11:00am Investment Committee - Reconvene King/Parks at MLK/Rosa Parks 3:00pm Hacienda Deals 4:45pm Pietro Ferrari - Hacienda	8:30am Speak at PDC Staff mtg re: PHB 10:30am Loan Review Committee 12:30pm Hillsdale Terrace HOPE VI Council Brief 1:00pm Hillsdale Terrace HOPE VI Council Brief 2:00pm Hacienda Lease 4:00pm Hillsdale Terrace HOPE VI Council Brief	8:00am Letimya Clayton 1:1 8:30am David Kelleher, ACME - Transition Services RFP Respondent 10:00am Sandy Reina, PDC - PHB Discussion 11:00am Halloween @ PDC 5:00pm Sam Chase Farewell

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

	Monday	Tuesday	Wednesday	Thursday	Friday
Nov 2 - 6	Nov 2 8:00am Letimya Clayton 1:1 9:00am Housing Transition Issues - Asset Transfer 1:00pm HAP Hillsdale Terrance HOPE VI 3:00pm Manager's Meeting	3 8:30am PHB All-Staff Meeting 10:30am Business Ops Team Meeting 1:00pm PHB Check-in w/ Comm. Fish 4:00pm Equilibrium Briefing 5:30pm Hillsdale Terrace Community Meeting	4 9:30am City Council - HAP Hillsdale Terrace HOPE VI Resolution 1st Reading/ Asst Housing 1:00pm Street Roots Interview 2:15pm Housing Topic - Strategic Summit 4:00pm Baruti Artharee, Artharee & Associates	5 8:30am Sign Letters/Asset Management Function 9:00am FY 2010-11 Budget Process 10:30am Loan Review Committee 11:30am Bureau Directors Lunch 3:00pm Healthy Communities	6 12:00pm Betsy Ames, Comm. Fish Off. 1:00pm Exeter / Fessenden Construction Loan
	Nov 9 - 13	9 8:30am Letimya Clayton 1:1 9:00am Housing Team Meeting 12:30pm NOAH Interview 4:00pm Housing Code Inspections Issues	10 8:30am RAC - Cody, Julie 1:00pm PHB Check-in w/ Comm. Fish 4:00pm Affordable Housing Portfolio Analysis Project Update	11 Holiday	12 9:00am Discuss Work Group Meetings 10:30am Planning and Development Directors 12:00pm PCRI Lunch 3:00pm Working Groups Coordination - Block 49 3:30pm Andrea Matthiessen 1:1 4:30pm Phil Willis-Conger 1:1
Nov 16 - 20		16 7:30am PDC Commission Planning Retreat 3:00pm Baruti Artharee, Artharee & Associates	17 10:30am VA Tour 11:30am Human Solutions emPower Lunch 1:00pm PHB Check-in w/ Comm. Fish 3:00pm Oregon ON Interview 4:00pm Stella Martinez and Kathy Peoples 4:30pm John Warner 1:1	18 8:00am Letimya Clayton 1:1 10:00am Preservation Steering Committee 11:30am REACH 2009 Donor Lunch 1:30pm Budget Retreat #2 4:00pm Calvin Jackson, CJ Jackson Construction	19 10:30am Loan Review Committee 11:30am HR Updates 1:30pm PHB /PDC Exec Team Meeting 3:00pm Bureau Advisory Committee
	Nov 23 - 27	23 8:30am Letimya Clayton 1:1 9:00am Central City URA Budget Meeting 11:00am B2H Meeting 2:00pm Andy Miller 1:1 3:00pm Komi Kalevor 1:1 4:00pm Alissa Brumfield 1:1	24 Vacation	25 Vacation	26 Holiday
Nov 30 - Dec 4		30 8:30am Letimya Clayton 1:1 9:00am Repair & Retention RFP Meeting 10:30am Exec Team 1:00pm HDF Staff Meeting 4:00pm Program and Services Managers' Meeting	Dec 1	2	3

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December 2009

December 2009							January 2010						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
6	7	1	2	3	4	5	3	4	5	6	7	1	2
13	14	8	9	10	11	12	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30
							31						

	Monday	Tuesday	Wednesday	Thursday	Friday
Nov 30 - Dec 4	Nov 30	Dec 1	2	3	4
		8:45am Cascadia Follow-up 9:15am Alissa Brumfield 1:1 10:00am Andrea Matthiessen 1:1 12:00pm PDC Executive Team Meeting 1:00pm PHB Check-in w/ Comm. Fish 3:00pm Andy Miller 1:1	8:30am Baruti Artharee, Artharee & Associates 10:00am HOCC Quarterly Meeting 11:00am Pietro Ferrari, Hacienda 1:00pm John Miller, HOST 2:00pm Gale Baird 1:1 3:00pm Shelly Haack 1:1	8:30am PSG Feedback/Follow-up Discussion 10:30am Loan Review Committee 11:30am Bureau Directors Lunch 1:00pm Betsy Ames, Comm. Fish Off. 2:00pm PHB Manager's Check-in 4:00pm PHB Open House	8:30am Katie Such, HAP 10:30am Calvin Jackson, CJ Jackson Constructi 12:00pm BHCD, PDC, BPS Check-in 2:00pm Julie Cody, PDC and Alissa Brumfield 3:00pm Beverly Stein 3:30pm Own Your Own
Dec 7 - 11	7	8	9	10	11
	7:30am Bruce Warner, PDC 8:30am Letimya Clayton 1:1 9:00am Jacob Fox 1:1 10:30am Exec Team 2:00pm Program and Services Managers' Meeting 3:00pm Block 33	8:00am at PDC 1:00pm PHB Check-in w/ Comm. Fish 4:00pm Alissa Brumfield 1:1	9:30am City Council 11:45am Speak for the League of Women Voters of Portland 2:30pm Central City Concern Rose Quarter Housing Meeting	8:30am Finalize OON remarks 9:30am Hacienda Deals 10:30am Loan Review Committee 11:45am Oregon ON Portland Public Forum 2:00pm Baruti Artharee, Artharee & Associates 2:30pm Julie Cody, PDC and Alissa Brumfield	8:30am Letimya Clayton 1:1 9:00am Trinh Tran, PDC 10:30am Central City Concern Tour 1:00pm Block 49 Vets Housing Transition 1:30pm Housing Bureau Transition Status Update 3:30pm Steve Greenwood, PSU
Dec 14 - 18	14	15	16	17	18
	8:30am Sandy Reina, PDC and Komi Kalevor 9:00am Jacob Fox 1:1 - Van Vliet, Margaret 10:30am Exec Team - Van Vliet, Margaret 12:00pm Dee Walsh, REACH - Van Vliet, Marga 3:00pm Human Solutions - Gateway Project	8:30am All Staff 10:00am The Clifford 1:00pm PHB Check-in w/ Comm. Fish 2:30pm Investment Committee 4:00pm Con Plan Priorities	7:30am Mayor's Economic Cabinet Meeting 9:30am City Council - LTE Report Presentation 12:00pm Mayor's Office General Check-in 1:30pm Budget Retreat #3	9:00am OHCS Meeting 10:30am Loan Review Committee 11:30am PHB All-Staff Holiday Gathering 1:30pm Betsy Ames, Comm. Fish Off. 2:00pm PHB Manager's Check-in 4:00pm Mark Edlen, Gerding Edlen	8:00am PHB/PDC Budget Update 9:30am Julie Cody, PDC and Alissa Brumfield 10:30am PHB Program Briefing 11:30am Gale Baird 1:1 2:30pm Maxine Fitzpatrick, PCRI 3:00pm PHB and Hacienda Transactions
Dec 21 - 25	21	22	23	24	25
	7:30am Jacob Fox 1:1 8:30am Letimya Clayton 1:1 9:00am TIF Set Aside Review w/ Stakeholders 10:30am Exec Team 1:00pm Barry Schlesinger, Mercy Housing 2:30pm Block 49	9:00am Alissa Brumfield 1:1 11:00am Comm. Fish and Baruti Artharee 1:00pm PHB Check-in w/ Comm. Fish	Vacation		Holiday
Dec 28 - Jan 1	28	29	30	31	Jan 1, 10
	Vacation				