

**Margaret Van Vliet
Portland Housing Bureau**

April 2010

| April 2010 | | | | | | | May 2010 | | | | | | |
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| 18 | 19 | 20 | 21 | 22 | 23 | 24 | 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 | 29 | 30 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 |
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| | Monday | Tuesday | Wednesday | Thursday | Friday |
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| Mar 29 - Apr 2 | Mar 29 | 30 | 31 | Apr 1 | 2 |
| | | | | 8:30am Julie Cody, PDC and Alissa Brumfield 9:00am OHAP Steering Committee & Will White 11:30am Bureau Directors Lunch 1:30pm John Miller, HOST - Gateway Property 2:30pm HUD Tour Portland Housing Bureau 3:00pm PHB and HUD Quarterly Check-in ▼ | 8:30am Jacob Fox 1:1 10:00am Promise King, Oregon League of Minority Voters 11:30am Jim Irvine, Conifer Group 2:00pm Maggie Jonsson 1:1 2:30pm Update Commissioner Report |
| Apr 5 - 9 | 5 | 6 | 7 | 8 | 9 |
| | 9:00am Jacob Fox 1:1 10:00am Letimya Clayton 1:1 10:30am Exec Team Meeting 1:00pm Sally Erickson- Program Mgr Budget 1:50pm Andrea Matthiessen - Program Mgr Budget 2:40pm Shelly Haack - Program Mgr Budget ▼ | 8:30am All Staff 9:30am Loan Review Committee 10:30am Tom Cusack 11:00am Homeowner Retention Debrief 12:00pm PHB Transition 1:00pm PHB Check-in w/ Comm. Fish ▼ | 8:00am Block 49 11:00am Mike Johnson 1:1 12:00pm Brenda Carpenter, NW Pilot Project 1:30pm Michael Montgomery, US Bank Comm | 11:00am Letimya Clayton 1:1 11:30am Sumner Sharpe Re: Equity 1:00pm SDC Audit Update 2:00pm PHB Manager's Check-in 3:30pm Maileen Hamto 1:1 | 8:30am PHB Executive Strategy Team 10:00am Budget Next Steps - Part II 1:00pm Chaucer Court 1:45pm Betsy Ames, Comm. Fish Off. 3:00pm Gale Baird 1:1 |
| Apr 12 - 16 | 12 | 13 | 14 | 15 | 16 |
| | 8:30am Legislation Debrief Session and Prep 9:30am Exec Team Meeting 11:30am Doug Carlson, HUD and Comm. Fish 3:00pm PHB/County Collaboration - Housing | 8:30am Delegation and TIF Eligibility Processes 9:30am Loan Review Committee 10:30am Maileen Hamto 1:1 11:00am Letimya Clayton 1:1 11:30am PDC Executive Team Meeting 1:00pm PHB Check-in w/ Comm. Fish ▼ | 9:00am PCRI Groundbreaking 10:30am Hardest Hit Caucus 2:00pm Cheryl Roberts, AAAH 3:30pm Baruti Artharee, Artharee & Associates | 1:00pm Budget Meeting 2:00pm Budget Meeting 3:00pm Daniel Ledezma, Comm. Fish Off. 4:00pm Mid-Year Budget Reductions for FY 2009-2010 Discussion with Mayor | 8:00am RFP Interviews 11:00am PHB Budget Strategy 1:00pm Nadia Abraibesh, Linfield College Career Development Discussion 2:00pm Update Commissioner Report |
| Apr 19 - 23 | 19 | 20 | 21 | 22 | 23 |
| | 8:30am Letimya Clayton 1:1 9:00am Ann Johnson 1:1 9:30am Shelly Haack 1:1 10:30am Exec Team Meeting 1:00pm R&H and Colas Construction | 9:30am Loan Review Committee 12:00pm Steve Greenwood and Kim Travis, PSU : Community Stability 1:00pm PHB Check-in w/ Comm. Fish 3:00pm Andy Miller 1:1 3:30pm Nawzad Othman, Otak | 11:00am Maileen 1:1 11:30am Block 49 and Scattered Sites 12:30pm Strategic Plan 1:00pm PHB Manager's Check-in 3:30pm Letimya Clayton 1:1 4:00pm Foreclosure and Mortgage Fraud Meeting | Vacation 6:30pm Senator's Office - Will White 7:00pm Dinner with Will White | 11:00am Vicki Cram 11:30am Erick Dorey, Office of Congressman Wu |
| Apr 26 - 30 | 26 | 27 | 28 | 29 | 30 |
| | Vacation | 10:00am Dominique McCoy, Counsel, Majority Staff - House Financila Services Comm | | 11:00am Investment Committee - (Block 47/49) 1:00pm HAP Scattered Sites 1:30pm Letimya Clayton 1:1 3:00pm Daniel Ledezma, Comm. Fish Off. 3:30pm Alissa Brumfield 1:1 | 10:30am Maileen 1:1 11:30am Andy Miller 1:1 12:30pm Ryan Frank 3:30pm Update Commissioner Report |

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|----------|----|----|----|----|----|----|-----------|----|----|----|----|----|----|
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| 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 |
|----------------|---|---|--|---|--|
| May 3 - 7 | May 3 7:30am Bruce Warner, PDC 9:00am Jacob Fox 1:1 10:30am Exec Team Meeting 1:00pm Letimya Clayton 1:1 1:30pm Delegation of Authority 2:30pm Maileen Hamto 1:1 | 4 8:30am All Staff 10:00am Budget Discussion 12:00pm RNR Consultants Luncheon 1:00pm PHB Check-in w/ Comm. Fish 3:00pm Andy Miller 1:1 3:30pm Steve Rudman, HAP | 5 8:30am SHPP Team Meeting 1:00pm Inter-Agency Managers Working Group Meeting | 6 11:30am Bureau Directors Lunch 1:00pm Legislative Agenda for 2011 2:00pm Coalition of Communities of Color (CO CC) Presentation to City Council 3:00pm PHB/PDC Consolidation Mtg | 7 9:00am PHB Manager's Check-in 10:30am PHB Executive Strategy Team 12:00pm Cinco de Mayo Potluck 2:30pm Laurel Singer 3:30pm Update Commissioner Report |
| | May 10 - 14 | 10 8:30am Letimya Clayton 1:1 9:00am Arlo M. Chase - Transitions 9:30am Jacob Fox 1:1 10:00am Alissa Brumfield 1:1 12:00pm Cathey Briggs, Oregon ON 2:00pm Exec Team Meeting | 11 8:00am Prep for League of Women Voters Mtg 11:30am Marc Jolin, Join 1:00pm PHB Check-in w/ Comm. Fish 1:00pm Public/Private Housing Preservation 4:00pm PHB BAC Meeting | 12 7:15am Greg Wolf, PSU 8:30am Maileen Hamto 1:1 9:00am Jacob Fox 1:1 10:00am Preservation Steering Committee 12:00pm Victor Merced, OHCS 1:30pm Housing Preservation Meeting | 13 8:00am Jury Duty |
| May 17 - 21 | | 17 7:30am Choice Neighborhoods Initiative 8:30am National Housing Conference Regional Preservation meeting 4:30pm NHC Networking Reception 7:00pm NHC Dinner | 18 9:30am Letimya Clayton 1:1 11:00am Comm. Fish - Block 49 1:00pm PHB Check-in w/ Comm. Fish 3:00pm Andy Miller 1:1 | 19 9:00am Hardest Hit Fund 11:00am Maileen Hamto 1:1 12:30pm Victor Merced, OHCS RE: \$88 Million 2:10pm City Council - Delegation of Authority 3:00pm Coordinating Comm. to End Homelessness | 20 11:00am Urban Renewal Asset Transfer/Meeting with Harvey Rogers 12:30pm Comm. Fish and Bob Caldwell 2:00pm PHB Manager's Check-in 3:30pm PHB/PDC Consolidation Meeting |
| | May 24 - 28 | 24 8:30am Letimya Clayton 1:1 9:00am Jacob Fox 1:1 9:30am Organization Leadership 10:30am Exec Team Meeting 12:00pm Kate Allen 1:1 2:00pm Regional Manager's Meeting | 25 9:30am Loan Review Committee 11:00am ESS Time Reviewer 1:00pm PHB Check-in w/ Comm. Fish 2:30pm AFSCME Union Mtg Discussion 3:00pm Alissa Brumfield 1:1 | 26 8:30am Delivery Managers Meeting 11:30am Betsy Ames, Comm. Fish Office 1:00pm Block 49/South Waterfront 3:00pm HOCC Quarterly Meeting | 27 1:00pm Sarah Mirk 2:00pm Maileen Hamto 1:1 3:00pm Daniel Ledezma, Comm. Fish Off. 3:30pm PHB / PDC Consolidation |
| May 31 - Jun 4 | | 31 Holiday | Jun 1 | 2 | 3 |

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June 2010

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|-----------|----|----|----|----|----|----|-----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S |
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| | Monday | Tuesday | Wednesday | Thursday | Friday |
|----------------|--|--|---|---|--|
| May 31 - Jun 4 | May 31 | Jun 1 | 2 | 3 | 4 |
| | | 8:30am All Staff 9:30am Loan Review Committee 10:30am Letimya Clayton 1:1 1:00pm PHB Check-in w/ Comm. Fish 2:30pm Review of Transition 3:00pm Andy Miller 1:1 | 8:00am Gale Baird 1:1 8:30am Julie Cody, PDC and Alissa Brumfield 10:00am Special Exec Team - NHP Program 1:00pm OHCS Quarterly Meeting 3:00pm View Space for Employee Breakfast 4:00pm Declaration of Cooperation ▼ | 8:30am Maileen Hamto 1:1 11:30am Bureau Directors Lunch 3:30pm PHB/PDC Consolidation Meeting | 9:00am PHB Manager's Check-in 10:30am Executive Strategy Team 12:00pm Jennifer Cooperman 2:00pm Interview with RNR Consultants 3:30pm Status Update on AFSCME |
| Jun 7 - 11 | 7 | 8 | 9 | 10 | 11 |
| | 9:15am Exec Team Meeting 11:00am Jacob Fox 1:1 1:00pm Jackie Mercer, NARA 2:00pm PHB Equity and Diversity Council Mtg | 9:30am Loan Review Committee 10:30am Downtown PSAC Mtg 11:00am Langdon Marsh, National Policy Con. 11:30am Mike Andrews, HAP 1:00pm PHB Check-in w/ Comm. Fish 3:00pm ESS Time Reviewer Role Training ▼ | 8:30am Commission Briefing (Straus) 10:00am RAC Briefing 11:00am Letimya Clayton 1:1 11:30am Mary Austin 1:00pm Dashboard Direction 2:00pm Block 49 | 8:30am Maileen Hamto 1:1 1:00pm M/W/ESB and Workforce Compliance 2:00pm Levy Options 3:30pm SDC's | 9:00am Affordable Summit Speaker's Talking Points 10:00am Update Commissioner Report 12:30pm Zari Santner, Parks 2:30pm RAC Check-in |
| Jun 14 - 18 | 14 | 15 | 16 | 17 | 18 |
| | 8:00am Exec Team Meeting 9:30am NAYA/Urban League Monthly Meeting 10:30am PHB Housing Lending Guidelines 11:30am Joanne Fuller, Multnomah County 2:00pm Bruce Warner, PDC 3:00pm PDC and Comm. Fish | 8:30am All Bureau Employee Breakfast 11:30am Amalia Alarcon Morris 1:30pm Letimya Clayton 1:1 2:00pm Maileen Hamto 1:1 3:00pm Andy Miller 1:1 | 7:45am BofA Affordable Housing Summit 9:15am City Council - IGA's 12:00pm Bob Caldwell 1:00pm PHB Check-in w/ Comm. Fish 3:30pm HAP Grand Opening of Martha Washington | 7:30am Mayor's Economic Cabinet 9:00am Press Conf with Dwight Holton (U.S. D OJ Oregon Atty Gen) 11:30am Walnut Park Grand Opening 2:00pm PHB Manager's Check-in 3:30pm PHB/PDC Consolidation Meeting | 8:00am RFP Award Recommendation Phone Calls / Update Commissioner Report 10:30am Housing/PDC 12:00pm Housing Federal Relations 1:00pm Comm. Fish 1:1 2:00pm Homeless Planning Workgroup |
| Jun 21 - 25 | 21 | 22 | | | 25 |
| | 8:00am Commission Briefing (Straus) 9:00am Jacob Fox 1:1 10:30am Exec Team Meeting 1:00pm PHB Equity and Diversity Council Mtg 2:30pm Letimya Clayton 1:1 3:00pm Prep for ICURAC Meeting ▼ | 8:30am Charlie Baum 11:00am Alissa Brumfield 1:1 12:00pm Maileen Hamto 1:1 2:00pm \$1Million and Blk 49 Update Discussion 3:00pm SEA Entrance meeting 4:00pm Letimya Clayton 1:1 | 9:00am PDC Commission 11:30am Bob McKean, Albina Bank 1:00pm Hewitt Townhomes Grand Opening | 11:00am TI Improvements at Commonwealth 11:30am Maxine Fitzpatrick, PCRI 3:00pm Daniel Ledezma, Comm. Fish Off. 3:30pm PHB/PDC Consolidation | 10:30am Homeownership Partner Meeting 11:30am Doreen Binder, Transition Projects 1:00pm Update Commissioner Report |
| Jun 28 - Jul 2 | 28 | 29 | 30 | Jul 1 | 2 |
| | 9:00am Jacob Fox 1:1 10:30am Exec Team Meeting 12:00pm Killingsworth Station 1:15pm Maileen Hamto 1:1 2:00pm Letimya Clayton 1:1 2:30pm PHB RFP Process | 8:30am Prepare Staff for A-133 Single Audit in July 2010 10:00am Signing the Public Offering Document for Section 108 Loans 1:30pm Homeownership Partner Mtg 3:30pm PHB Manager's Check-in | 10:00am Sustainable Communities Dialogue with Regional Administrators of HUD, EPA, and DOT | | |