Margaret Van Vliet Portland Housing Bureau

Jı	uly 2010			S M T W T F S 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	August 2010 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
	Monday	Tuesday	Wednesday	Thursday	Friday
	Jun 28	29	30	Jul 1	2
Jun 28 - Jul 2				11:30am Bureau Directors Lunch 1:00pm SCI NOFA Discussion	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	6	7	8	9
9 - 5 lnL	HOLIDAY	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	9:00am OHCS Quarterly Meeting 11:00am Alissa Brumfield 1:1 1:00pm Maileen Hamto 1:1	 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 	8:00am Greg Wolf, PSU 11:00am Lifeworks Meeting - 1:00pm Update Commissioner Report
	12	13	14	15	16
Jul 12 - 16	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	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	9:00am Non-Profit Hotel 2:00pm Executive/ULT Forum - Killingsworth Station Project 4:00pm Portland Policy Council	8:00am Prep for Retreat 11:00am Exec Team Retreat	Vacation
	19	20	21	22	23
	Vacation				
Jul 19 - 23					
	26	27	28	29	30
Jul 26 - 30	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	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	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	12:00pm David Kelleher, ACME 1:30pm Block 49 Next Steps 2:00pm PHB Manager's Team Meeting	8:30am M.A. Leonard, Enterprise Community 1:00pm Update Commissioner Report
	5:00pm RAC Site Tour with Board Members	3:00pm Homeless Planning Meeting		3:30pm Maileen Hamto 1:1	

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A	ugust 2010			August 2010 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	September 2010 S M T W T F S 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
	Monday	Tuesday	Wednesday	Thursday	Friday
	Aug 2	3	4	5	6
Aug 2 - 6	8:30am Letimya Clayton 1:1 9:00am PHB Equity and Diversity Council Mtg 1:00pm Market Rate Housing Approach 3:00pm HAP Strategic Directions 4:00pm Sustainable Communities Declaration	8:30am All Staff Meeting 10:30am Exec Team Meeting 12:00pm Alissa Brumfield 1:1 1:00pm PHB Check-in w/ Comm. Fish		Harvard Conference	
	9	10	11	12	13
Aug 9 - 13	9:00am Jacob Fox 1:1 10:30am Letimya Clayton 1:1 11:00am NAMCO 1:00pm Daniel Ledezma, Comm. Fish Office 1:30pm Maggie Jonsson 1:1 2:30pm Ed McNamara, Turtle Island Develop.	9:00am ROSE Tour 1:30pm Comm. Fish 1:1 3:00pm Washington - Monroe HS Project 4:30pm NAMCO	8:30am \$1M Follow-up Meeting 9:30am NHP Team Meeting 11:00am Equity and Diversity Council Update 1:30pm Maileen Hamto 1:1 2:00pm Public Involvement Plan 3:30pm Rich Goward, Chief Financial Officer	7:30am Exec Team Meeting 10:30am Planning and Development Directors Meeting 2:00pm PHB Manager's Team Meeting	8:00am Latino Breakfast w/ Comm. Fish 12:00pm Ongoing IT Projects - RFP 1:00pm Update Commissioner Report
	16	17	18	19	20
Aug 16 - 20	8:30am Letimya Clayton 1:1 10:00am Gale Baird 1:1 1:00pm PHB Equity and Diversity Council Mtg 4:00pm Rockwood Closing Loan Docs	8:30am PCRI - ACDC Portfolio Restructure Request 10:30am Exec Team Meeting 1:00pm PHB Check-in w/ Comm. Fish 2:30pm FMLA Training for Managers 4:00pm Jacob Fox 1:1	8:30am Nathalie Weinstein, DJC 9:15am Authorize Sustainable Communities 10:30am HDF Team Meetings 2:00pm Executive Strategy Team 3:30pm Delivery Managers Meeting	8:00am Update Commissioner Report 10:00am Maileen Hamto 1:1 1:00pm Alissa Brumfield 1:1 2:30pm 10 Year Plan Review w/ Multnomah Cty 5:30pm Journeys of the Asian Pacific Islander	8:30am Habitat for Humanity Work Day - Lents Landing
	23	24	25	26	27
Aug 23 - 27	8:30am Letimya Clayton 1:1 9:00am Finance Team Staff Meeting 1:00pm Mary McBride Visit at PHB 2:30pm Exec Team Meeting 4:00pm Dennis, Portland Merc	10:00am Andy Miller 1:1 11:00am Paul Carlson, Regional Coordinator of the US Interagency Council on Homelessness 12:30pm Rockwood Groundbreaking	8:30am SHPP Team Meeting 10:00am Jennifer Balkcom, Mercy Housing 10:30am Delivery Managers Retreat	9:00am Jim Sloan, Salvation Army 10:30am Planning and Development Directors 1:00pm Letimya Clayton 1:1 2:00pm PHB Manager's Team Meeting 3:30pm Maileen Hamto 1:1	9:00am PDC Commission 11:00am Letimya Clayton 1:1 1:00pm Update Commissioner Report
	30	31	Sep 1	2	3
Aug 30 - Sep 3	9:00am Block 33 - Update 11:00am Homeless Team Meeting w/HMIS/fisc al/contract/program staff 1:00pm PHB Equity and Diversity Council Mtg 2:30pm Letimya Clayton 1:1	8:30am Alissa Brumfield 1:1 9:30am Business Operations Managers Mtg 10:30am Executive Strategy Team 1:00pm Exec Team Meeting 2:30pm Exec Team and Gale Baird 4:00pm RAC Outlines			

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S	eptember 2010			September 2010 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	October 2010 S M T W T F S 3 4 5 6 7 1 2 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
	Monday	Tuesday	Wednesday	Thursday	Friday
	Aug 30	31	Sep 1	2	3
Aug 30 - Sep 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
	6	7	8	9	10
Sep 6 - 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
	13	14	15	16	17
Sep 13 - 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 Abatemen	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
	20	21	22	23	24
Sep 20 - 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
	27	28	29	30	Oct 1
Sep 27 - 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	