

**Bureau Director: Markisha Smith**  
**February 11<sup>th</sup>, 2019 – March 31<sup>st</sup>, 2019**

**Monday, February 11**

- 10:00AM – 11:00AM      1:1 Markisha Smith and Koffi Dessou, OEHR Director's Office
- 11:00AM – 12:00PM      Office of Equity Team Meeting – Welcome Director Markisha Smith, PHB Bridge Conference Room
- 1:00PM – 2:00PM      Office of Equity and Human Rights Interim Director weekly check-in w/ Commissioner Fritz (Claire), City Hall – Commissioner Fritz's Office
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**Tuesday, February 12**

- 9:00AM – 4:30PM      Session 1 – Results-Based Accountability (RBA), Vitalidad Movement Arts and Events Center – 116 SE Yamhill Street
- 12:00PM – 1:00PM      Prequalification Program Changes and Orientation, Congress Center – Room 508
- 3:00PM – 5:00PM      BMA Steering Committee Meeting, CJ Robbins, SEI
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**Wednesday, February 13**

- 10:15AM – 10:45AM      Non-religion Ordinance, City Hall, Council Chambers – 2<sup>nd</sup> Floor, Claire Adamsick
- 2:00PM – 3:00PM      Introduction and Budget Discussion w/ Jane Marie Ford, Markisha's Office
- 3:00PM – 3:30PM      HR Critical Rules Orientation w/ Anita Lane, Markisha's Office
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**Thursday, February 14**

- 9:30AM – 10:00AM      Accessibility Commission Proposal, via Phone Call from Claire Adamsick
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**Friday, February 15**

- 10:00AM – 11:30AM Racial Equity CEO February Session
- 12:30PM – 1:00PM Meeting w/ Jeff Selby
- 2:00PM – 3:00PM Meeting w/ Margie Sollinger – City Ombudsman, Markisha's Office
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**Tuesday, February 19**

- 10:00AM – 11:30AM Office of Equity Staff Meeting, PHB Broadway Conference Room
- 1:00PM – 1:30PM WHM Feature w/ Dr. Smith, Commonwealth Building – 5<sup>th</sup> Floor, Natalie Luttrell
- 1:30PM – 2:30PM Commissioner Fritz Policy Liaison Check-in, Claire's Office – City Hall, Room 220
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**Thursday, February 21**

- 1:30PM – 2:00PM Monthly Check-in w/ Tom Rhinehart, Markisha's Office
- 3:00PM – 3:30PM Phone Meeting w/ Elle
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**Friday, February 22**

- 10:00AM – 11:30AM HR Overview, Columbia Square – 111 SW Columbia Street, Room 529, Serilda Summers-McGee
- 1:00PM – 2:00PM Communications Briefing/Priorities w/ Jeff Selby, Markisha's Office
- 2:00PM – 2:30PM Meeting w/ Lester Spitler – Procurement Services, Markisha's Office
- 3:00PM – 4:00PM Meeting and Onboarding w/ City Attorneys Linh Vu, Lory Kraut, Molly Washington, City Hall – Office of the City Attorney Office, 1<sup>st</sup> Floor Conference Room
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**Monday, February 25**

- 8:00AM – 12:30PM Equity 101 Training, Jacobs Center – Lincoln Room
- 9:30AM – 10:30AM 1:1 w/ Kapua, Markisha's Office
- 1:00PM – 2:00PM Commissioner Fritz Policy Liaison Check-in, Claire's Office
- 2:30PM – 3:30PM Meeting w/ Chief Outlaw, City Hall – Commissioner Fritz Conference Room
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**Tuesday, February 26**

- 2:00PM – 3:30PM Equity Practitioners Monthly Meeting, PHB Steel Conference Room
- 5:30PM – 8:30PM Portland Committee on Community Engaged Policing (PCCEP) Meeting, Tabor Space – 5441 SE Belmont Street
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**Thursday, February 28**

- 10:00AM – 10:30AM Follow-up Items w/ Anita Lane, Markisha's Office
- 11:00AM – 12:00PM Introduction/Meeting w/ Director of Budget Office, Jessica Kinard, Markisha's Office
- 2:00PM – 2:30PM HRC Update w/ Tatiana Elejalde, Markisha's Office
- 2:30PM – 3:30PM Training Development Workplan w/ Laura John, PHB Broadway Conference Room
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**Friday, March 1**

- 10:00AM – 10:30AM Meeting w/ BHR Monique Harrison, Workforce Training Onboarding, Markisha's Office
- 12:30PM – 1:30PM Introduction/Meeting w/ Bureau of Revenue & Financial Services Jennifer Cooperman, Markisha's Office
- 2:00PM – 2:45PM Introduction/Meeting w/ BTS Director Jeff Baer – Onboarding BTS Overview, Markisha's Office

3:30PM – 4:00PM Introduction/Meeting w/ OMF Carmen Merlo and Ben Smith – Onboarding Support within OMF, Markisha's Office

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**Monday, March 4**

9:30AM – 11:00AM Equity Managers, Monthly Meeting (Claire), City Hall - Commissioner Fritz's Office, Suite 220

11:00AM – 12:00PM Office of Equity and Human Rights Interim Director weekly check-in w/ Commissioner Fritz (Claire), City Hall – Commissioner Fritz's Office \*Rescheduled from 3/5

2:00PM – 3:00PM Social Equity in Contracting, Markisha's Office

3:15PM – 3:30PM 1:1 Check-in w/ CJ Robbins, Markisha's Office

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**Tuesday, March 5**

9:30AM – 12:30PM Budget Office and Office of Equity and Human Rights Work Sessions

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**Wednesday, March 6**

4:30PM – 7:00PM HRC Full Commission Meeting, PHB Bridge/Steel Conference Rooms

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**Thursday, March 7**

9:30AM – 11:00AM Portland Commission on Disability (PCOD) Meeting, Commonwealth Building – 13<sup>th</sup> Floor Conference Room

11:30AM – 1:00PM 2019 Bureau Directors Meeting, City Hall – Lovejoy Room

1:30PM – 2:20PM Office of Equity Staff Meeting, PHB Steel Conference Room

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**Monday, March 11**

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| 10:00AM – 10:30AM | Introduction/Meeting w/ Laura John and Elizabeth Edwards, City Hall |
| 11:00AM – 11:30AM | BMA Workplan Check-in w/ CJ Robbins, Markisha's Office              |
| 1:30PM – 2:00PM   | OEHR Budget Check-in, Markisha's Office                             |
| 3:00Pm – 5:00PM   | PCDP Orientation, City Hall – Rose Room                             |

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**Tuesday, March 12**

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| 9:30AM – 12:30PM | Budget Work Session, City Hall – Council Chamber                                                                                              |
| 1:30PM – 2:30PM  | Office of Equity and Human Rights Interim Director weekly check-in w/ Commissioner Fritz (Claire), City Hall – Commissioner Fritz's Office    |
| 3:00PM – 5:00PM  | BMA Steering Committee Meeting, CJ Robbins, SEI                                                                                               |
| 3:00PM – 4:00PM  | Portland Oregon Website Replacement (POWR) End of Sprint 16 Review/Demo, Columbia Square Building – 111 SW Columbia Street, Conference Room B |

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**Wednesday, March 13**

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| 9:00AM – 10:00AM  | COEP History, Prosper Portland – 222 NW 5 <sup>th</sup> Avenue, 7 <sup>th</sup> Floor Portlandia |
| 10:30AM – 12:00PM | Position Description & Reconsideration Review w/ Danielle Brooks, Markisha's Office              |
| 1:00PM – 1:45PM   | IGA Discussion w/ Leslie (PHB), Markisha's Office                                                |
| 2:00PM – 3:00PM   | Position Scope Meeting w/ Tatiana Elejalde, Markisha's Office                                    |
| 3:30PM – 4:00PM   | Discuss Class Comp Reconsideration w/ Jeff Selby                                                 |

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**Thursday, March 14**

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| 9:30AM – 12:30PM | Budget Work Session, City Hall – Council Chambers |
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1:30PM – 2:00PM Check-in w/ Jonathan Simeone, Markisha's Office  
2:00PM – 2:30PM Check-in Meeting w/ Anita Lane, Markisha's Office

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**Friday, March 15**

1:00PM – 4:00PM PBL

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**Monday, March 18**

11:00AM – 11:30AM Ergonomic Assessment Chair Fitting, Columbia Square Building – 5<sup>th</sup> Floor, Jimmy Gibbons

12:45PM – 1:45PM GARE Breakout Session Conference Call

3:00PM – 4:00PM Office of Equity and Human Rights Privacy Principles Briefing, PHB Broadway Room, Hector Dominguez-Aguirre

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**Tuesday, March 19**

9:30AM – 12:30PM Budget Work Session, City Hall – Council Chamber

1:30PM – 2:30PM Office of Equity and Human Rights Interim Director weekly check-in w/ Commissioner Fritz (Claire Out), City Hall – Commissioner Fritz's Office

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**Wednesday, March 20**

5:30PM – 7:00PM Spring HH, The Hoxton Hotel – la Neta – 15 NW 4<sup>th</sup> Avenue

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**Thursday, March 21**

11:00AM – 12:00PM Prime Contractor Development Program Check-in, Markisha's Office

2:00PM – 3:30PM Office of Equity Staff Meeting, PHB Bridge Conference Room

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**Friday, March 22**

9:30AM – 12:30PM      Session 2 – Results-Based Accountability (RBA) Video Conference w/ Erika Bernabei, Commonwealth Building, Suite 500 – Steel/Bridge Conference Rooms

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**Monday, March 25**

10:00AM – 11:00AM      Commissioner Fritz/Portland Water Bureau Equity Manager Interviews, City Hall – Commissioner Fritz's Office, Suite 220

12:00PM – 2:00PM      GARE Monthly Membership Call Series

2:00PM – 3:00PM      Office of Equity and Human Rights Interim Director weekly check-in w/ Commissioner Fritz (Claire), City Hall – Commissioner Fritz's Office

3:00PM – 4:15PM      Introduction Meeting w/ Suk Rhee, City Hall – Suk's Office

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**Tuesday, March 26**

2:00PM – 3:30PM      Equity Practitioners Monthly Meeting, PHB Steel Conference Room

3:30PM – 4:00PM      HR Overview w/ Ron Zito, Ashlie Grundy, Jerrell Gaddis, Markisha's Office

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**Wednesday, March 27**

10:00AM – 11:00AM      Civil Rights Title VI, ADA Title II & Equity Introduction w/ Danielle Brooks, Markisha's Office

11:30AM – 1:30PM      Jewish Federation Meeting/Lunch w/ Bob Horrenstein, Seasons and Regions – 6680 Capitol Hwy

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