

Bureau Director: Markisha Smith
April 1st, 2019 – June 30th, 2019

Monday, April 1

- 9:00AM – 12:30PM Budget Session
- 1:00PM – 1:30PM Recruitment via Phone w/ Amanda Lamb
- 2:00PM – 3:00PM Office of Equity and Human Rights Director weekly check-in w/ Commissioner Fritz (Claire), City Hall – Commissioner Fritz's Office
- 3:15PM – 3:45PM Phone Meeting w/ Judith Mowry
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Tuesday, April 2

- 9:30AM – 12:30PM Budget Work Session, City Hall – Council Chambers
- 1:00PM – 2:00PM Meeting w/ Bernard Rahming, Markisha's Office
- 3:00PM – 4:00PM Portland Oregon Website Replacement (POWR) end of Sprint 17 Review/Demo, Columbia Square Building – 111 SW Columbia Street, Conference Room B
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Wednesday, April 3

- 10:00AM – 10:30AM NW Public Employee Diversity Conference & HR, Yolanda Sanchez-Marquez, Markisha's Office
- 12:00PM – 1:00PM Lunch w/ Fabiola Casas, St. Honore Bakery – 501 SW Broadway
- 4:30PM – 7:00PM HRC Full Commission Meeting, PHB Bridge and Steel Conference Rooms
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Thursday, April 4

- 9:00AM – 9:30AM Anti-Hate HS Project w/ Laura John & Kari Koch, City Hall – Suite 410

10:00AM – 11:30AM	Commissioner Fritz/Equity Managers Monthly Meeting (Claire), City Hall - Commissioner Fritz's Office Conference Room, Suite 220
11:30AM – 1:00PM	2019 Bureau Directors Meeting, City Hall – Lovejoy Room
1:30PM – 3:00PM	Office of Equity Staff Meeting, PHB Bridge Conference Room
3:00PM – 3:30PM	HR/OEHR Check-in Meeting w/ Anita Lane, Markisha's Office

Friday, April 5

8:00AM – 4:00PM	African American/Black Student Success Advisory Meeting, Salem
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Monday, April 8

10:00AM – 11:00AM	Policy Issues – Stipends for Boards and Commissions, Serilda Summers-McGee, City Attorney's Office
11:15AM – 11:30AM	COEP MOU
12:00PM – 1:00PM	Lunch Meeting w/ Mike Jordan, Imperial – 410 SW Broadway
1:30PM – 2:20PM	1:1 Meeting w/ Tatiana Elejalde, Markisha's Office
3:00PM – 3:30PM	Caprice and Isza Equity Leadership Workshop Debrief w/ Yolanda Sanchez-Marquez, Markisha's Office
3:30PM – 4:00PM	Check-in w/ Claire Adamsick via Phone

Tuesday, April 9

9:00AM – 10:00AM	1:1 Check-in w/ Danielle Brooks, Markisha's Office
11:00AM – 12:00PM	Pre-qual Board Meeting, Congress Center – Room 508

1:30PM – 2:30PM Office of Equity and Human Rights 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

Wednesday, April 10

10:00AM – 10:30AM Check-in w/ tom Rhinehart, Markisha's Office

11:00AM – 12:00PM 1:1 Check-in w/ CJ Robbins, Markisha's Office

12:00PM – 12:30PM Check-in RE: Intersectionality Panel at GARE Meeting

1:30PM – 2:30PM 1:1 Check-in w/ Yolanda Sanchez-Marquez, Markisha's Office

Thursday, April 11

10:00AM – 11:30AM Interview w/ Christen McCurdy from The Skanner

12:00PM – 1:00PM Lunch Meeting w/ Equity Managers, PBOT 13th Floor Conference Room 123

1:30PM – 2:00PM Diversity Conference Planning Call w/ Teresa Rainey

Friday, April 12

12:00PM – 1:15PM City Club Friday Forum "State of the County" Address – City of Portland "We Are Better Together" Outreach Team – Welcome Guests!, The Sentinel – 614 SW 11th Avenue, Tiffani Penson

Monday, April 15

9:30AM – 9:45AM Phone Meeting w/ Senator Frederick

10:00AM – 11:00AM Office of Equity and Human Rights Director weekly check-in w/ Commissioner Fritz (Claire), City Hall – Commissioner Fritz's Office

1:00PM – 2:30PM CENSUS – Bureau Wide Meeting, City Hall

Tuesday, April 16 to Wednesday, April 18

GARE Conference, Albuquerque, New Mexico

Friday, April 19

9:00AM – 1:00PM

REAP Young Women's Day

Monday, April 22

9:45AM – 10:45AM

Coffee/1:1 Meeting w/ PBOT Interim Director Chris Warner – Café Umbria – 710 SW Madison Street

12:00PM – 2:00PM

GARE Monthly Membership Call Series

Tuesday, April 23

9:00AM – 9:45AM

Check-in w/ Suk Rhee, RE: Racial Equity Goal #2, City Hall – Suk's Office

11:00AM – 12:00PM

Prequal Board Meeting, Congress Center – Room 508

1:30PM – 2:30PM

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

3:00PM – 4:00PM

PUAH/Office of Equity and Human Rights/Tribal Relations, Laura John, Cleveland High School

Wednesday, April 24

9:00AM – 9:30AM

Monthly Check-in w/ Tom Rhinehart, Tom's Office – 1001 SW 5th Avenue, Floor 22

11:00AM – 12:00PM

1:1 Check-in w/ Jonathan Simeone, Markisha's Office

1:00PM – 2:00PM

Equity Practitioners Check-in, Markisha's Office

Thursday, April 25

2:00PM – 3:00PM

Meeting w/ Terry, St. Honore Bakery

Friday, April 26

1:00PM – 3:00PM Elevate Oregon Meeting, Old Chicago Pizza – Mall 205

2:30PM – 3:00PM Meeting w/ Mayor Wheeler, City Hall – Mayor's Office, Main Conference Room

Monday, April 29

9:30AM – 10:30AM Office of Equity and Human Rights Director weekly check-in w/ Commissioner Fritz (Claire), City Hall – Commissioner Fritz's Office *Reschedule from 5/1

10:30AM – 12:00PM Quarterly COOP Meeting, City Hall – Lovejoy Room

1:30PM – 2:20PM Meet w/ Lisa Pellegrino from Children's Levy, Markisha's Office

4:30PM – 7:00PM State of the City 2019, Veteran's Memorial Coliseum

Tuesday, April 30

9:30AM – 12:00PM Spring BMP Session

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

Wednesday, May 1

10:00AM – 11:00AM Missing and Murdered Indigenous Women Awareness Day, City Hall – Council Chambers

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

Thursday, May 2

11:30AM – 1:30PM OCF Luncheon, Hilton Portland Downtown

2:00PM – 8:30PM Portland Commission on Disability, Jacobs Center – 2020 NW 4th Avenue, Lincoln Room

Monday, May 6

- 3:00PM – 3:30PM Check-in w/ Commissioner JoAnn Hardesty, City Hall
- 3:30PM – 5:00PM COEP Next Steps, Prosper Portland – 7th Floor
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Tuesday, May 7

- 11:00AM – 12:00PM Prequal Board Meeting, Congress Center – Room 508
- 2:00PM – 3:00PM Office of Equity and Human Rights Director weekly check-in w/ Commissioner Fritz (Claire), City Hall – Commissioner Fritz's Office
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Wednesday, May 8

- 9:00AM – 10:00AM 1:1 Check-in w/ Danielle Brooks, Markisha's Office
- 12:00PM – 1:30PM Lunch Meeting w/ Equity Managers, Pioneer Place Food Court (seating near escalators)
- 1:30PM – 2:30PM 1:1 Check-in w/ Yolanda Sanchez-Marquez, Markisha's Office
- 2:30PM – 4:00PM COP – Fire Chief Search Committee, City Hall – Rose Room, 3rd Floor
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Thursday, May 9

- 9:00AM – 10:00AM Contracting w/ Judith Mowry, Markisha's Office
- 12:00PM – 1:00PM Lunch Meeting w/ Ashlie Grundy
- 1:30PM – 2:30PM 1:1 w/ Tatiana Elejalde, Markisha's Office
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Friday, May 10

- 8:00AM – 11:00AM PBL
- 1:00PM – 2:00PM Afternoon Coffee Meeting w/ Shannon Callahan, Peet's – 508 SW Broadway *Reschedule from 4/26
- 2:30PM – 3:30PM COEP Follow-up, Markisha's Office

3:30PM – 4:00PM HR/Office of Equity and Human Rights Check-in w/
Anita Lane, Markisha's Office

Monday, May 13

9:00AM – 9:30AM Civil Rights Title VI Work Access w/ Danielle Brooks and
Tatiana Elejalde, Markisha's Office

9:30AM – 10:30AM 1:1 Check-in w/ Kapua Foster, Markisha's Office

11:00AM – 12:00PM 1:1 Check-in w/ CJ Robbins, Markisha's Office

3:30PM – 3:45PM Markisha and Claire check-in via phone call

Tuesday, May 14

9:30AM – 11:30AM Approved Budget Work Session, City Hall – Council
Chambers

10:30AM – 12:15PM Auditor's Webinar

12:00PM – 1:30PM Commissioner Fritz/Government Alliance on Race and
Equity (GARE) Conference Debrief Lunch, Claire
Adamsick, City Hall – Pettygrove Room

1:30PM – 2:30PM Office of Equity and Human Rights 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

Wednesday, May 15

2:00PM – 3:00PM Meeting w/ Walter Robinson II, Markisha's Office

Thursday, May 16

10:00AM – 11:00AM Strategic Planning Project, Markisha's Office

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

1:30PM – 2:00PM Monthly Check-in w/ Tom Rhinehart, Markisha's Office

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

Friday, May 17

10:00AM – 11:30AM Racial Equity CEO May Session

10:30AM – 11:30AM Introduction Meeting w/ Andrea Durbin, Markisha's
Office

11:30AM – 5:00PM Economic Development Director In-Person Interviews,
Commission Room

Monday, May 20

9:30AM – 10:30AM 1:1 Check-in w/ Kapua Foster, Markisha's Office

11:00AM – 12:00PM 1:1 Check-in w/ Nickole Cheron, Markisha's Office

Tuesday, May 21

8:00AM – 11:00AM Pacific NW Intergovernmental Audit Forum, Marriott
Waterfront

11:00AM – 12:00PM Prequal Board Meeting, Congress Center – Room 508

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

3:00PM – 3:30PM HR/OEHR Check-in, Anita Lane, Markisha's Office

Wednesday, May 22

9:30AM – 12:30PM RBA Session 4, World Trade Conference Center – 56 SW
Taylor Street

Thursday, May 23

9:00AM – 9:30AM Over-Expenditure Ordinance, Nikki Bennett, Markisha's
Office

10:00AM – 11:30AM Commissioner Fritz/Equity Managers Monthly Meeting,
Commissioner Fritz's Office, City Hall – Suite 220

11:30AM – 1:00PM Vanport PBEM Event, City Hall Atrium

1:00PM – 2:00PM 1:1 Check-in w/ Judith Mowry, Phone Call

5:30PM – 7:30PM Bureau Advisory Committee Meeting (BAC),
Commonwealth Building - Steel Bridge Room

Tuesday, May 28

9:00AM – 10:30AM 2019 Leadership Team Meeting, Congress Center –
Room 508

10:00AM – 11:30AM Office of Equity Staff Meeting, PHB Broadway
Conference Room

1:00PM – 2:00PM Office of Equity and Human Rights Director weekly
check-in w/ Commissioner Fritz (Claire), City Hall –
Commissioner Fritz's Office

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

5:30PM – 8:00PM PCCEP General Meeting, Tabor Space

Wednesday, May 29

11:15AM – 11:55AM BHR All Staff – Ashlie Grundy's Send Off, Jacobs Center
– 2020 SW 4th Avenue, Lincoln Room

1:00PM – 1:45PM Meet Shyvonne Williams - BES Spring Leadership
Summit, Markisha's Office

5:00PM – 7:00PM Say Hey

Thursday, May 30

2:30PM – 3:15PM Markisha Smith and Madison Cario Meeting, RACC –
411 NW Park Avenue, Suite 101

Friday, May 31

9:00AM – 12:00PM Emergency May Advisory Group Meeting

5:00PM – 11:00PM MRG Foundation Fundraiser

Monday, June 3

9:00AM – 9:30AM OEO/Strategic Plan, Nikki Bennett, Markisha's Office

9:30AM – 10:30AM 1:1 Check-in w/ Kapua Foster, Markisha's Office

2:00PM – 2:45PM Meeting w/ Vadim Mozyrsky RE: BAC Meeting, Markisha's Office

Tuesday, June 4

11:00AM – 12:00PM Prequal Board Meeting, Congress Center – Room 508

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

2:30PM – 3:00PM HR/OEHR Check-in, Anita Lane, Markisha's Office

3:30PM – 4:00PM LGBTQ+ Resources, City Hall – Commissioner Fritz's Office

Wednesday, June 5

11:00AM – 12:00PM HR and Equity Managers Discussion on Training Needs

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

Thursday, June 6

9:30AM – 10:30AM Mercury Interview w/ Alex Zielinski

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

2:30PM – 3:00PM Meeting w/ Tatiana Elejalde, Markisha's Office

Friday, June 7

8:00AM – 4:00PM

African American/Black Student Success Advisory Meeting

Monday, June 10

9:30AM – 10:30AM

1:1 Check-in w/ Kapua Foster, Markisha's Office

11:00AM – 12:00PM

1:1 Check-in w/ CJ Robbins, Markisha's Office

1:00PM – 1:45PM

BES Spring Summit, World Forestry Center

Tuesday, June 11

10:00AM – 11:30AM

Office of Equity Staff Meeting, PHB Broadway Conference Room

3:00PM – 5:00PM

BMA Steering Committee Meeting, CJ Robbins, SEI

4:00PM – 5:00PM

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

Wednesday, June 12

9:00AM – 10:00AM

1:1 Check-in w/ Danielle Brooks, Markisha's Office

1:30PM – 2:30PM

1:1 Check-in w. Yolanda Sanchez-Marquez, Markisha's Office

2:30PM – 5:00PM

RBA city Council Work Session, City Hall – 1221 SW 4th Avenue, Council Chambers**Thursday, June 13**

1:30PM – 2:30PM

1:1 Check-in w/ Tatiana Elejalde, Markisha's Office

Friday, June 14

10:00AM – 11:30AM

Racial Equity CEO June Session

Monday, June 17

9:30AM – 10:30AM 1:1 Check-in w/ Kapua Foster, Markisha's Office

11:00AM – 12:00PM 1:1 Check-in w/ Nickole Cheron, Markisha's Office

4:00PM – 5:00PM Office of Equity and Human Rights Director weekly check-in w/ Commissioner Fritz (Claire), City Hall – Commissioner Fritz's Office *Reschedule from 6/18

Tuesday, June 18

1:30PM – 2:30PM 1:1 Check-in w/ Tatiana Elejalde, Markisha's Office

3:00PM – 3:30PM HR/OEHR Check-in, Anita Lane, Markisha's Office

Wednesday, June 19

9:30AM – 10:30AM Coffee/Tea Meeting w/ Cynthia Castro, 40lbs Coffee – 824 SW 2nd Avenue

11:00AM – 12:00PM COEP History #2, Prosper – R1 Green Room

2:30PM – 4:00PM Privacy Principles Resolution, City Council

Thursday, June 20

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

1:30PM – 2:00PM Monthly Check-in w/ Tom Rinehart, Tom's Office – 1001 SW 5th Avenue, Floor 22

Friday, June 21

11:45AM – 1:00PM DEI Training and Lunch, Le Chon

1:00PM – 4:00PM Telework

2:00PM – 2:30PM COEP Prep Conversation w/ Judith Mowry via Phone

5:00PM – 10:00PM 2019 Village Welcome Kaiser Permanente, Portland Art Museum

Monday, June 24

9:30AM – 10:30AM

1:1 check-in w/ Kapua Foster, Markisha's Office

12:00PM – 2:00PM

GARE Monthly Membership Call

Tuesday, June 25

10:00AM – 11:30AM

Office of Equity Staff Meeting, PHB Broadway
Conference Room

1:00PM – 2:00PM

Office of Equity and Human Rights Director weekly
check-in w/ Commissioner Fritz (Claire), Markisha's
Office – 421 SW 6th Avenue, Suite 500

2:00PM – 3:30PM

Equity Practitioners Monthly Meeting, PHB Steel
Conference Room**Wednesday, June 26**

8:00AM – 4:00PM

Telework

10:00AM – 11:30AM

RBA Discussion w/ Erika, Theo, Koffi & Grace, PHB Steel
Conference Room**Thursday, June 27**

10:00AM – 11:30AM

Commissioner Fritz/Equity Managers Monthly Meeting,
Commissioner Fritz's Office, City Hall – Suite 220

11:30AM – 12:00PM

1:1 Check-in w/ Judith Mowry, Markisha's Office

12:30PM – 1:30PM

Equity Positions, Markisha's Office

Friday, June 28

8:00AM – 4:00PM

Telework