

Lisa Pellegrino

Calendar 10/1/19 – 12/31/19

## October 2019

---

### ▲ Tue, Oct 1

- 10:00 AM – 11:30 AM [Check In: Small Grants manager candidates; Pre App Conf Presentation; misc.](#)  
Meg McElroy, Lisa Hansell
- 

### ▲ Wed, Oct 2

- 11:30 AM – 11:45 AM Ron Zito call
- 

### ▲ Thu, Oct 3

- 11:30 AM – 12:30 PM [Portland Clean Energy Fund](#)  
Lister, Cady; Meg McElroy
- 

### ▲ Fri, Oct 4

- 1:30 PM – 2:30 PM [John Coghlan Check In](#)
- 

### ▲ Wed, Oct 9

- 9:30 AM – 10:30 AM [Monthly Staff Meeting](#)  
Meg McElroy, John Kelly, Mary Gay Broderick, Lisa Hansell, John Coghlan
- 12:30 PM – 2:30 PM [Pre Proposal Conference 1-2](#) Lisa Hansell, Meg McElroy, John Kelly, Mary Gay Broderick, community members

▲ **Thu, Oct 10**

- 9:30 AM – 11:30 AM [Pre Proposal Conf 10-11](#) PCL staff, community members
- 

▲ **Wed, Oct 16**

- 9:30 AM – 10:30 AM [Communications staff Check In](#) Mary Gay Broderick, John Coghlan

▲ **Thu, Oct 17**

- 8:45 AM – 12:30 PM [PCL Small Grants Manager Hiring Panel \(first round interviews\)](#)  
Meg McElroy, Lisa Hansell, Tia Williams, Thuan Dong, Frances Sallah

▲ **Fri, Oct 18**

- 8:30 AM – 11:00 AM [Early Childhood Summit](#)  
PSU

▲ **Mon, Oct 21**

- 2:00 PM – 2:30 PM [Offer Process Discussion](#)  
Zito, Ronald

▲ **Tue, Oct 22**

- 11:00 AM – 12:00 PM Lisa Hansell Check In

▲ **Wed, Oct 23**

- 12:30 PM – 2:00 PM [Invitation: GMT Investment Committee @ Wed Oct 23, 2019 12:30pm - 2pm \(PDT\)](#)  
[lisa.pellegrino@portlandoregon.gov](mailto:lisa.pellegrino@portlandoregon.gov)  
Oregon Community Foundation staff and community members

▲ **Thu, Oct 24**

- 1:00 PM – 4:30 PM [PCL Hiring Panel \(second set of 1st round interviews\)](#)  
Meg McElroy, Lisa Hansell, Tia Williams, Thuan Dong, Frances Sallah

▲ **Fri, Oct 25**

- 10:30 AM – 11:00 AM [Check In](#)  
Mayor's office Seraphie Allen

▲ **Tue, Oct 29**

- 10:15 AM – 10:45 AM [Reviewers](#)  
phone call  
Hansell, Lisa
- 10:45 AM – 11:00 AM **Free**
- 11:00 AM – 12:00 PM [Heather Kent](#), Metro  
Case Study (SW 4th Ave)

▲ **Thu, Oct 31**

- 9:00 AM – 12:30 PM [PCL Hiring Panel \(2nd round interviews\)](#)  
Meg McElroy, Tia Williams, Thuan Dong, Frances Sallah

**November 2019**

---

▲ **Fri, Nov 1**

- 12:00 PM – 1:00 PM [Afrita](#) - SMART  
Office

▲ **Mon, Nov 4**

■ 11:00 AM – 12:00 PM [Small Grants Fund Candidates and Next Steps](#)  
Meg McElroy, Lisa Hansell

■ 3:00 PM – 5:00 PM [Allocation Committee Meeting](#)  
Ted Wheeler, Felicia Tripp Folsom, Mitch Hornecker, Jessica Vega Pederson

▲ **Tue, Nov 5**

■ 9:30 AM – 11:00 AM [Program Team Meeting](#)  
Lisa Hansell, Meg McElroy

■ 1:00 PM – 3:00 PM [Mandatory workplace harassment training](#)

▲ **Wed, Nov 6**

■ 10:00 AM – 10:30 AM [Training Demo for Hiring Managers](#)  
Columbia Square Bldg 111 SW Columbia Revenue  
Bureau Training Room, 6th Floor

▲ **Thu, Nov 7**

■ 9:30 AM – 10:00 AM [Financial Planning](#)  
John Kelly

■ 10:30 AM – 11:30 AM Candidate Interview: Meg McElroy, Frances Sallah, tia Williams, Thuan Dong

■ 12:00 PM – 1:00 PM Candidate Interview: Meg McElroy, Frances Sallah, tia Williams, Thuan Dong

■ 2:30 PM – 3:00 PM Trent Aldridge, SEI

▲ **Fri, Nov 8**

■ 9:00 AM – 1:00 PM [Zenger Farm Food Equity Workshop](#)  
11741 SE Foster Rd 97266

▲ **Wed, Nov 13**

■ 9:30 AM – 10:30 AM [Monthly Staff Meeting](#)  
TBD  
Pellegrino, Lisa

■ 10:30 AM – 11:30 AM [Diversity Conference Debrief](#)  
Office - extend staff meeting time  
Pellegrino, Lisa

▲ **Thu, Nov 14**

■ 10:00 AM – 10:30 AM [Onboarding meeting Michael Reynolds](#)  
Our Offices

▲ **Tue, Nov 19**

■ 10:00 AM – 10:30 AM [App Summary Form](#)  
Lisa Hansell, Meg McElroy

▲ **Wed, Nov 20**

■ 9:30 AM – 10:30 AM [Communications s Check In](#)  
Mary Gay Broderick, John Coghlan  
Pellegrino, Lisa

■ 3:00 PM – 5:00 PM [Reviewer Assignments & Reviewer Training check-in](#)  
PCL conference room  
Hansell, Lisa

▲ **Tue, Nov 26**

■ 11:00 AM – 12:00 PM Lisa Hansell

▲ **Wed, Nov 27**

■ 11:00 AM – 11:15 AM Seraphie Allen, [Next steps on AC appt](#)

**December 2019**

▲ **Tue, Dec 3**

■ 10:30 AM – 11:30 AM [Review and Practice for Leading Reviewer Training](#)  
Lisa Hansell, Meg McElroy

▲ **Wed, Dec 4**

■ 5:30 PM – 8:30 PM [Reviewer Training](#)  
6433 NE Tillamook St. PCL Staff and community members

---

▲ **Fri, Dec 6**

■ 11:30 AM – 2:30 PM [Reviewer Training](#)  
State Office Bldg, Room 1E

▲ **Wed, Dec 11**

■ 9:30 AM – 10:30 AM [Monthly Staff Meeting](#)  
TBD  
Pellegrino, Lisa

▨ 2:00 PM – 3:00 PM Institute for Youth Success  
Celeste Janssen, Catherine Malinas

▲ **Thu, Dec 12**

■ 10:00 AM – 11:00 AM [Budget Kickoff & Children's Levy Performance Metrics](#)  
Columbia Square, Rm 518, Floor 5, 10-12 ppl  
Bellduboset, Asha

■ 11:30 AM – 12:00 PM [Check In Seraphie Allen](#),  
City Hall

▲ **Fri, Dec 13**

■ 10:00 AM – 11:00 AM Meg McElroy, Check In

▲ **Tue, Dec 17**

□ **Before 8:00 AM** Free

□ **8:00 AM – 9:30 AM** Free

■ 9:30 AM – 4:00 PM [Grant Compliance Analyst interviews](#)  
Julie Omelchuck, Rebecca Gibbons 111 SW Columbia,  
6th Floor, Revenue Division

■ 4:30 PM – 5:30 PM [Jennifer Garcia Reviewer Training](#)  
Bipartisan Coffee 7901 SE Stark Street  
Pellegrino, Lisa

■ 5:30 PM – 6:30 PM [Yohanna Abraham reviewer training](#)  
Bipartisan cafe

▲ **Wed, Dec 18**

■ 9:30 AM – 10:30 AM [Communications s Check In](#) Mary Gay Broderick, John Coghlan

▲ **Fri, Dec 20**

■ 11:30 AM – 12:30 PM [Check in on Small Grants Workflow Draft](#)  
Meg McElroy, Arika Bridgeman-Bunyoli

▲ **Mon, Dec 23**

■ 10:00 AM – 11:00 AM [Finalize App Summary Form](#)  
Lisa Hansell, Meg McElroy