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<th>Date</th>
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| **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)  
  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

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**Fri, Dec 6**

- 11:30 AM – 2:30 PM  
  **Reviewer Training**
  State Office Bldg, Room 1E

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**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

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**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

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**Fri, Dec 13**

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

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**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 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