

NEWBERG LEADERSHIP TEAM WEEKLY MEETING AGENDA

JULY 07, 2021 (830-1000)

Management (Administrative matters)

Leadership (Strategy and leadership development)

- Lacey:
 - Review of upcoming communications plan activity

Communications (Sharing Items for week and upcoming items for the month)

- Kezia:
 - IT helpdesk requests
 - Microsoft TEAMS launch – testing
 - Kady Strode Finance Manager – meetings with Department leadership
 - City facilities open hours to the public
- Will:
 - Outdoor summer reading events
- Jeff:
 - Reorganizing supervisor assignments & responsibilities
- Doug:
 - Urban Renewal
 - GFU Historic Inventory Grant
 - Planning Third Party Planning Services

Personnel (Issues related to global personnel matters)

Hot, Help and Hooray

Long-Term Projects and Priorities (parking lot items)

- All: SME employees present to the Leadership Team (need a plan)
- Dan: Development of City DEI initiatives and program
- Dan: Citywide leadership development/program
- Kezia: Employee Handbook/policy development – Plan to tackle this as a summer project
- Kezia: Finance Software/System needs assessment
- Jeff: Bodyworn Cameras – grant opportunities, submitted our Department information to the grant writers for the BWC, Safety Town kids fair is scheduled for August 16-21

NEWBERG LEADERSHIP TEAM WEEKLY MEETING AGENDA

JULY 07, 2021 (830-1000)

VACATION SCHEDULES					
Dan	7/12-7/16				
Doug	6/25 ½ day	7/2	7/30	8/13 ½ day	8/30-9/17
Jeff	7/16 -7/31				
Kezia	7/6	7/12-7/16	7/30	8/23-8/25	
Lacey					
Russ	6/28-7/3	7/16-7/21	8/6	8/13	
Shannon					
Sue	7/2	7/23	8/23-8/27		
Will	6/28-6/29				

*Contact Zaira to make any changes to the vacation schedule