

NEWBERG LEADERSHIP TEAM WEEKLY MEETING AGENDA

JULY 14, 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)

- Sue:
 - OGEC new guide – trainings are now in Work Day platform through state
 - Volunteer hours for FY 2020-2021
- Will:
 - Una Noche De Cultura (vaccination fair in concert with Unidos) July 29th
- Lacey:
 - Communications Resource Hub
- Doug:
 - Community Development Block Grant award
 - Affordable Housing Trust Fund grant application
 - Johnson Furniture storage building
 - Honey Pie – Trash storage and alley enhancements
 - Rosmarino - Patio Cover
- Russ:
 - Water Consumption
 - AC portable units
 - Library connectivity project
 - OR-OSHA Temp Rule - High Temp Exposure
 - Vacation Fri July 16 -Thurs July 21 Kaaren Hofmann Acting PWD

Personnel (Issues related to global personnel matters)

- Russ:
 - Recruitments
 - PWM Superintendent- Conditional offer – pre-employment checks underway
 - PW Ops Mechanic – PWM Maintenance Tech 2 – new vacancy

Hot, Help and Hooray

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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
 - Citywide leadership development/program
- Kezia:
 - Employee Handbook/policy development – Plan to tackle this as a summer project
 - Finance Software/System needs assessment
- Jeff:
 - Submitted our Department information to the grant writers for the BWC
 - Safety Town kids fair is scheduled for August 16-21

VACATION SCHEDULES					
Dan	7/14-7/22				
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