

NEWBERG LEADERSHIP TEAM WEEKLY MEETING AGENDA

JULY 21, 2021 (830-1000)

Management (Administrative matters)

- Kezia:
 - OSHA new temporary rule
 - COVID future planning
 - ARPA funds

Leadership (Strategy and leadership development)

- Lacey:
 - Review of upcoming communications plan activity

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

- Sue:
 - Records Coordinators System – Welcome Sandy Baxter in ENG
 - Council Calendar parking lot
 - Gracie’s Landing resident complaint – requests & complaints tracking?
 - Phone list update
- Doug:
 - Bellairs URA proposal
 - Urban Renewal
 - Crestview Green
 - Housing Production Strategy Grant
 - Mill Site
 - Workforce Housing Consortium
- Cameron:
 - July 24 BMX gathering at the skate park. Same night the old fashion festival fireworks are scheduled. Plan to have extra patrols out.
 - Day wireless installed the 911 cut over to WACCA, test was unsuccessful. Day wireless is continuing to troubleshoot.
 - Will be highlighting and publicizing the services that the Dispatch team provides. (Text 911, Ever bridge, Road Closures, upcoming construction, etc...)
- Kaaren:
 - ADA Transition Plan

Personnel (Issues related to global personnel matters)

- Doug:
 - Assistant & Associate Planner positions close on Thursday
 - Housing Planner closes Friday
- Kezia:
 - HR Manager position has posted and will be open for two more weeks; IT Manager will post July 26 and be open for three weeks.
- Cameron:
 - We currently have one lateral application in, interview to be scheduled soon
 - Cameron met with two potential lateral candidates on Friday
 - Chief Kosmicki is out of the office for two weeks. Cameron is acting in his absence. Cell 971-246-6188, Personal 503-547-7281

NEWBERG LEADERSHIP TEAM WEEKLY MEETING AGENDA

JULY 21, 2021 (830-1000)

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/Cameron:
 - Submitted our department information to the grant writers for the BWC
 - Safety Town kids fair is scheduled for August 16-21, Lacey will be included

VACATION SCHEDULES					
Cameron					
Dan	7/14-/22				
Doug	7/30	8/13 ½ day	8/30-9/17		
Jeff	7/16 -8/1				
Kezia	7/30	8/23-8/25			
Lacey					
Russ	7/16-7/21	8/6	8/13		
Shannon	8/25 – 8/26				
Sue	7/23	8/23-8/27			
Will					

*Contact Zaira to make any changes to the vacation schedule