

NEWBERG LEADERSHIP TEAM WEEKLY MEETING AGENDA JULY 28, 2021 (830-1000)

Management (Administrative matters)

- Dan:
 - COVID Delta Variant – face coverings and telework

Leadership (Strategy and leadership development)

- Dan:
 - 2021-22 Projects Review
 - DEI program
 - Sustainability
 - Emergency Management
 - ARPA planning/initiation
 - Internal communication
- Lacey:
 - Review of upcoming communications plan activity

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

- Kezia:
 - AFSCME contract finalization and availability
 - Budget Process FY 22-23
- Will:
 - Considering outdoor story times for the fall RE: logistics.
 - Una Noche De Cultura and other vaccine clinics update.
- Cameron:
 - Chief Kosmicki is out of the office for two weeks. Please call Cameron if you need any assistance from the police department that are non-emergent. Cell 971-246-6188, Personal 503-547-7281
 - Meeting with dispatch on Thursday to look at prototype for their communication outreach Facebook page
 - 911 cutover to WACCA still not working, we will have another attempt this week
- Doug:
 - Urban Renewal
 - Tourism Plan Update
 - Hancock Storage
 - Downtown Parking

Personnel (Issues related to global personnel matters)

- Dan:
 - Share open position information among networks
 - Community Engagement Manager and Bilingual Community Engagement Specialist
- Cameron:
 - Two lateral interviews to schedule will work with Alison to get these set up this week

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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/Cameron:
 - Submitted 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					
Doug	7/30	8/13 ½ day	8/30-9/17		
Jeff	7/16 -8/1				
Kezia	7/30	8/23-8/25			
Lacey	8/6	8/20			
Russ	8/6	8/13			
Shannon	8/2	8/25 – 8/26			
Sue	8/23-8/27				
Will					

*Contact Zaira to make any changes to the vacation schedule