

NEWBERG LEADERSHIP TEAM WEEKLY MEETING AGENDA AUGUST 04, 2021 (830-1000)

Management (Administrative matters)

- Dan:
 - Face Covering Mandates – plans, messaging and supporting our employees

Leadership (Strategy and leadership development)

- Lacey:
 - Review of upcoming communications plan activity
 - Translation Service/process
 - Volunteer recognition event

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

- Sue:
 - PSB AV equipment status/in-person City Council
- Doug:
 - Urban Renewal
 - NUAMC
- Russ:
 - Library Connectivity
 - PGE Street Light Conversion
 - Water System Status
 - Springbrook Road Trees
 - Projects Status
- Jeff/Cameron:
 - Last Friday the cut over switch to WACCA was attempted and worked correctly!

Personnel (Issues related to global personnel matters)

- Russ:
 - Recruitment - PWM Tech 2
- Jeff/Cameron:
 - 3 Lateral interviews set up for Tuesday August 10th
 - Sergeant Hagen is in the last week of Supervisor Academy at DPSST
 - Sergeant Simmons will finish Management Academy last week in August

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

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AUGUST 04, 2021 (830-1000)

VACATION SCHEDULES					
Cameron					
Dan					
Doug	8/13 ½ day	8/30-9/17			
Jeff					
Kezia	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