

# **NEWBERG LEADERSHIP TEAM WEEKLY MEETING AGENDA AUGUST 18, 2021 (830-1000)**

## **Management (Administrative matters)**

- Dan:
  - COVID closures, quarantines and restrictions

## **Leadership (Strategy and leadership development)**

- Lacey:
  - Review of upcoming communications plan activity
  - Translation services

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

- Kezia:
  - Hazardous Air Quality
  - Process Mapping with Finance
  - All city employees need to take the hazardous air quality training in Elearn. We have about 35 employees who still need to take it.
- Sue:
  - Legislative Redistricting
- Kaaren:
  - Operations Status Update
  - Roadway Safety Class – September 13, 2021 – open to all
  - Solar Farm Construction underway
- Doug:
  - Community Development Department
  - Census Population
  - Vacation Rental 412 W Fifth Street
- Jeff:
  - We are training 3 dispatchers on the Everbridge system. Eventually we will train them all so they can put out emergency messages.

## **Personnel (Issues related to global personnel matters)**

- Kezia:
  - HR Manager recruitment
- Doug:
  - Housing Planner
- Jeff:
  - 1 Lateral interview is scheduled this Friday
  - Finishing the required OSHA hearing tests

## **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/Cameron:
  - Dave is getting started on the evaluation kits for the BWC's.
  - Jeff is working through Policy Corrections for the BWC policy.
  - Lexipol Policy Manual changes

| VACATION SCHEDULES |                         |             |  |  |  |
|--------------------|-------------------------|-------------|--|--|--|
| Cameron            | 9/4-9/13                | 11/20-11/29 |  |  |  |
| Dan                |                         |             |  |  |  |
| Doug               | 8/30-9/17               |             |  |  |  |
| Jeff               |                         |             |  |  |  |
| Kezia              | 8/23-8/25               |             |  |  |  |
| Lacey              | 8/20                    |             |  |  |  |
| Russ               | Conference<br>8/16-8/19 | 8/20        |  |  |  |
| Shannon            | 8/25-8/26               |             |  |  |  |
| Sue                | 8/23-8/27               | 9/22-9/29   |  |  |  |
| Will               |                         |             |  |  |  |

\*Contact Zaira to make any changes to the vacation schedule