

NEWBERG LEADERSHIP TEAM WEEKLY MEETING AGENDA SEPTEMBER 01, 2021 (830-1000)

Management (Administrative matters)

- Dan:
 - ARPA/ budget committee meeting follow-up

Leadership (Strategy and leadership development)

- Lacey:
 - Review of upcoming communications plan activity

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

- Will:
 - Re-starting book bundles and virtual programming
- Russ:
 - DEQ - VW Grant – Electric Street Sweeper
 - Water System Status
 - Scott Levitt Park Sidewalks Construction
 - Street Name Signs for sale - Last Chance
 - Slurry Seal Streets - this week.
 - ODOT By - Pass Route Investigation work
- Jeff:
 - Peer Support Interviews were held last week.

Personnel (Issues related to global personnel matters)

- Russ:
 - PWM Supervisor
 - PWE Engineering Technician 2
- Lacey:
 - Community Engagement Specialist
- Jeff:
 - We are sending both lateral candidates (1 male, 1 female) to background investigations.

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	9/2-9/6				
Doug	8/30-9/17				
Jeff					
Kezia					
Lacey					
Russ					
Shannon					
Sue	9/22-9/29				
Will					

*Contact Zaira to make any changes to the vacation schedule