

# **NEWBERG LEADERSHIP TEAM WEEKLY MEETING AGENDA SEPTEMBER 15, 2021 (830-1000)**

## **Management (Administrative matters)**

- Dan:
  - ARPA Strategy

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

- Lacey:
  - Review of upcoming communications plan activity
  - Translation Services update/planning

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

- Sue:
  - ORMS training to start in October.
    - First phase will be Council/Admin/Development records – permanent retention
  - Reminder – we need attendance sheets turned in for B & C to Zaira – these are required now for SAIF
- Russ:
  - City Hall Main Entry Door locks – on schedule
  - Public Works – PGE Business Review meeting
  - WWTP Solar Farm Project
  - Crestview Drive Paving
  - Water System Status- Demand
  - Library Connectivity Project
- Cameron:
  - The Special Olympics plane pull is this weekend at Evergreen Museum. NDPD command will be used instead of a plane this year.

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

- Dan:
  - City Technology Manager
  - HR Manager
  - Assistant City Manager
- Russ:
  - PWM Supervisor – 6 applicants
  - PWE Engineering Tech 2 - 2 applicants
  - PMM Utility Tech 1 – Closes Friday
  - Kaaren Hofmann Vacation – Sept 24 - Oct 12
- Cameron:
  - 2 backgrounds have been completed and we should be getting two conditional offers to the officers. They will have to pass a psych and physical.
  - We had four dispatchers out, three are back to work.

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## Hot, Help, and Hooray

### 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            | 11/20-11/29 |       |  |  |  |
| Dan                |             |       |  |  |  |
| Doug               | 8/30-9/17   |       |  |  |  |
| Jeff               |             |       |  |  |  |
| Lacey              |             |       |  |  |  |
| Russ               |             |       |  |  |  |
| Shannon            |             |       |  |  |  |
| Sue                | 9/22-9/29   | 11/12 |  |  |  |
| Will               |             |       |  |  |  |

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