

NEWBERG LEADERSHIP TEAM WEEKLY MEETING AGENDA SEPTEMBER 22, 2021 (830-1000)

Management (Administrative matters)

- Dan:
 - ARPA debrief and planning
 - Council calendar and work sessions
 - Talking Points
 - Accomplishments
 - Goals

Leadership (Strategy and leadership development)

- Lacey:
 - Review of upcoming communications plan activity
 - STRIVE Nominations

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

- Russ:
 - Manhole Repair Hess Creek(Villa Rd)
 - Compost Sales closed Next Week Sept 27- Oct 1st
 - Street Reconstruction – E. 6th Street, E. North Street
 - Scott Levitt Park Sidewalks
 - Sidewalk Program
 - Water System Status - under 3 MGD for first time since June 17th.
- Jeff:
 - Breast cancer awareness month – Officers will be wearing pink undershirts
- Doug:
 - Connect Oregon
 - Bellairs URA
 - Annexation ODOT/CDC
 - Tourism Strategy RFP
 - CDBG Grant

Personnel (Issues related to global personnel matters)

- Dan:
 - Human Resources Manager
 - Administrative Services Director
- Russ:
 - PWM Tech 1 – closed Friday
 - PWM Supervisor – Interviewing 4
 - PWE Tech 2 – Revisit
 - Kaaren Hofmann vacation Sept 24 – Oct 12
- Jeff:
 - We had 8 candidates for the records / evidence position.
 - Chiefs Interview this week – Multnomah Co. Deputy
 - We have provided a conditional offer of employment

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Hot, Help, and Hooray

- Dan:
 - Help: Human Resources and IT
 - FYI: ELGL Conference September 23-24; ICMA Conference October 2-6

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
 - Sigma Tactical Wellness Program

VACATION SCHEDULES					
Cameron	11/20-11/29				
Dan					
Doug					
Jeff					
Lacey					
Russ					
Shannon					
Sue	9/22-9/29	11/12			
Will					

*Contact Zaira to make any changes to the vacation schedule