

NEWBERG LEADERSHIP TEAM WEEKLY MEETING AGENDA OCTOBER 13, 2021 (830-1000)

Management (Administrative matters)

- Dan:
 - COVID vaccination rule
 - October 22 Poverty Simulation

Leadership (Strategy and leadership development)

- Lacey:
 - Review of upcoming communications plan activity
- Russ:
 - Upcoming events:
 - Downtown Trick Or Treat - Sun Oct 31, 4-6 PM
 - PGE Substation testing Monday Nov 8 – Springbrook Sub - sole source
 - Yamhill County PW - EM – Winter meeting early November
 - Christmas Decoration Coordination.

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

- Jeff:
 - Late Friday Night our Durango and officer was hit while standing outside the vehicle during a traffic stop
 - Project Lifesaver – we are purchasing another wand / antenna
 - Area cutover is scheduled for Dec 8th at 3am.
- Russ:
 - Casey Kulla Visit – Friday 9 am – Water System.
 - WTP Property – Easement update
 - Hess Creek Trunk line flow monitoring- Prep for video Inspection.
 - Rebuilding Francis Square Water Feature – PWM
 - Street project – E 6th Street/ E North Street

Personnel (Issues related to global personnel matters)

- Jeff:
 - John Slack Start Date is 10-25 from Gresham PD
 - Alex Cromwell 10-26 from YCSO
- Russ:
 - PWM Crew Chief - 10/14
 - PWE – Review Eng. Tech 2 and Associate Eng. Positions

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
- HR/Finance:
 - Employee Handbook/policy development – Plan to tackle this as a summer project
 - Finance Software/System needs assessment
- Jeff/Cameron:
 - BWC
 - Lexipol Policy Manual changes
 - Sigma Tactical Wellness Program

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

*Contact Zaira to make any changes to the vacation schedule