

NEWBERG LEADERSHIP TEAM WEEKLY MEETING AGENDA

June 16, 2021 (830-1000)

Management (Administrative matters)

- Strategic Planning Proposals/process
- Purchasing Policy update

Leadership (Strategy and leadership development)

- Strive meetings – Dan will attend your staff meetings

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

- Dave:
 - Library network outage and replacing current equipment
- Doug:
 - Pre-app Crestview Green (99W/Benjamin Road)
 - Springbrook Communities Phase 2
 - NUAMC
- Russ:
 - Annual Gravel street Dust Control Application today
 - Water Treatment – Water Sampling - Annual and 3 year samples
 - Hess Creek Sewer- Lower - video inspection- Upper – Manhole off Hess Creek Court
 - WWTP Admin Wrapping up - Ceiling work
 - Sidewalk Grants
 - Bluebeam Software – Pdf, and Excel
- Sue:
 - September target date for resuming in person committee/council meetings
- Will:
 - Self-check app soft roll out
- Kezia (**absent**):
 - Year-End Procurement deadlines are upon us. Reach out to Barbara Davis if you have any questions

Personnel (Issues related to global personnel matters)

- Doug:
 - Planning Manager recruitment
- Russ:
 - PWM Superintendent Interviews
- Sue:
 - Jurassic Parliament Training
 - HB 2560 Remote Testimony requirement
- Kezia (**absent**):
 - I would like to remind the group to use the most current version of the PCN template that requires signatures of Supervisor, Department Head, HR and City Manager. We are also going to revise the PCN form when we have the new Finance Manager on board in July.

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
- Dan: Citywide leadership development/program
- Kezia: Employee Handbook/policy development – Plan to tackle this as a summer project
- Kezia: Finance Software/System needs assessment
- Jeff: Bodyworn Cameras – grant opportunities

VACATION SCHEDULES

Will					
Kezia	6/14-6/16	7/6	7/12-7/16	7/30	8/23-8/25
Dan	6/9-6/11	7/12-7/16			
Russ	6/28-7/3	7/16-7/21	8/6	8/13	
Doug	5/28	6/11	7/2	7/30	8/30-9/17
Sue	7/2	8/23-8/27			
Shannon					
Lacey	5/20-5/21				