

NEWBERG LEADERSHIP TEAM WEEKLY MEETING AGENDA

June 23, 2021 (830-1000)

Management (Administrative matters)

- Kezia:
 - Reporting out on who will be out of town in the upcoming week (vacation leave)

Leadership (Strategy and leadership development)

- Dan:
 - PRIDE month and statement
- Lacey:
 - Review of upcoming communications plan activity

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

- Kezia:
 - IT transition
 - IT projects/requests
 - Recruitment Budgets
 - Remote working arrangements
- Doug:
 - Urban Renewal
 - Urban Reserve Area expansion
- Jeff:
 - We are participating in the first Community Court on Jan 29th @11am
- Russ:
 - CPRD Pedestrian Grant – PW rep on Project team
 - Library Canopy investigation (Project Rain)
 - Library Fiber Connection Project
 - Right of Way Encroachment Permit process
 - Stormwater projects - Priority Planning
- Sue:
 - Council subcommittee youth interviews
- Lacey:
 - Employee awards and recognition event – July 13

Personnel (Issues related to global personnel matters)

- Kezia:
 - Recruitment activity status updates
 - Personnel: New Finance Manager starts 7/7
- Jeff:
 - Daniel Fouch will be moving from Patrol to Detectives when he gets back from FMLA
 - Psych and Medical testing for Faust, he's coming from PPB officer

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					
Dan	7/12 - 7/16				
Doug	6/25 ½ day	7/2	7/30	8/13 ½ day	8/30-9/17
Jeff					
Kezia	7/9	7/12-7/16	7/30	8/23- 8/25	
Lacey					
Russ	6/28-7/3	7/16-7/21	8/6	8/13	
Shannon					
Sue	7/2	7/23	8/23-8/27		
Will	6/28-6/29				