



Lynda GROW &lt;lynda.grow@multco.us&gt;

## Housing Authority of Portland - Am. 4 for Consent

4 messages

**Sydney ROBERTS** <sydney.b.roberts@multco.us>

Tue, Dec 21, 2010 at 4:40 PM

To: Lynda.Grow@multco.us

Cc: Lou Olson &lt;lou.g.olson@multco.us&gt;

Good afternoon Lynda - Lou forwarded your email to me because this particular Amendment had been a topic of discussion this morning with my Program staff. Can you tell me why it has taken over a month to get this on the Consent Calendar, from what I understand no one has called or emailed us with any questions or concerns about the documents? Until Lou followed up on the status, today we had been under the impression that it was moving along.

I've attached the Word versions for you, however if you will recall from the previous discussions we've had, we are unable to convert a PDF to a WORD document. So what I'm sending you is our working documents which will not contain the Director's signature.

Please email me to let me know that you have received the documents. If there are any questions or concerns please do not hesitate to call or email me ASAP! We'd like to get this amendment executed sooner rather than later.

Thank you!

Sydney Roberts x22701

----- Forwarded message -----

From: **Lynda GROW** <[lynda.grow@multco.us](mailto:lynda.grow@multco.us)>

Date: Tue, Dec 21, 2010 at 2:47 PM

Subject: Re: HAP Agenda Placement Request

To: Marissa MADRIGAL <[marissa.d.madrigal@multco.us](mailto:marissa.d.madrigal@multco.us)>, Lou OLSON <[lou.g.olson@multco.us](mailto:lou.g.olson@multco.us)>

Lou:

May I please have this in "word" format, so I can add the Board Clerk's information?

Thanks so much!

Lynda

On Tue, Dec 21, 2010 at 9:46 AM, Marissa MADRIGAL <[marissa.d.madrigal@multco.us](mailto:marissa.d.madrigal@multco.us)> wrote:

Hi Lynda - Can we place this on the January 6th consent agenda?

----- Forwarded message -----

From: **Lou OLSON** <[lou.g.olson@multco.us](mailto:lou.g.olson@multco.us)>

Date: Thu, Nov 18, 2010 at 4:47 PM

Subject: HAP Agenda Placement Request

To: Marissa MADRIGAL <[marissa.d.madrigal@multco.us](mailto:marissa.d.madrigal@multco.us)>, BAKER Marina <[marina.baker@multco.us](mailto:marina.baker@multco.us)>

Please return the contract to my e-mail after approved by the BCC.

Thanks.

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**Marissa Madrigal**

Chief of Staff

Multnomah County Chair Jeff Cogen

503-988-5239 office

503-849-6053

Twitter: @madrigalmultco

[www.multco.us/chair](http://www.multco.us/chair)

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Lynda J. Grow, Board Clerk

Multnomah County Commissioners

501 SE Hawthorne Blvd., Ste. 600

Portland, OR 97214-3587

[Lynda.Grow@multco.us](mailto:Lynda.Grow@multco.us)

Phone &amp; Voice Mail: 503-988-5274

View our Agenda and Board Packets at:

<http://www.co.multnomah.or.us/cc/agenda.shtml>

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**Sydney B. Roberts***Multnomah County DCHS - Contracts*

503.988.6295 x22701p

503.988.3332f

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**3 attachments****Housing Authority of Portland 7218 Am 4 Prog Instructions.doc**

56K

**Housing Authority of Portland 7218 Am 4.doc**

119K

**Housing Authority of Portland 7218 Am 4 APR.doc**

76K

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**Lynda GROW <lynda.grow@multco.us>****Tue, Dec 21, 2010 at 5:47 PM**

To: Sydney ROBERTS &lt;sydney.b.roberts@multco.us&gt;, Marissa Madrigal &lt;marissa.d.madrigal@multco.us&gt;,

OLSON Christine &lt;christine.olson@multco.us&gt;, BAKER Marina &lt;marina.baker@co.multnomah.or.us&gt;

Bcc: GROW Lynda &lt;lynda.grow@multco.us&gt;

Sydney:

Today, Marissa forwarded Lou's e-mail and asked that it go on the next available agenda: January 6th. That is the first time I was made aware of your request. If you look at the e-mail chain, you will see that it wasn't sent to me. As outlined in BCC-1 Item B-2, all requests are to be sent to Marissa and me.

I wish I would have known sooner, so that I could have facilitated your request. I am acutely aware of how

important it is that these things move forward in an expeditious manner.

You will find that I confirm with the submitter by e-mail, as to when it's going on the agenda.

As a further step, each Friday, I send out a notice to every listed presenter/submitter/contact pertaining to the items on the following week's agenda.

As to pdf versus word, regardless of whether it's via a signed paper copy of the APR, or by pdf attached to e-mail, or even just an e-mail of approval, I need your Director's approval in order for something to be placed on the agenda.

As to the Agenda Placement Request, I always need it in word version, so that I can place the Board Clerk's information on the form.

So that you know what to expect after the board meeting, the afternoon of the board meeting, we stamp the APRs, get the necessary signatures from attorneys, Commissioners, the Chair, and then scan and send approved copies electronically.

In the future, if you don't get a response from me, you are welcome to call for verification. I have attached our guidelines for your use in the future.

Best regards,

Lynda Grow

[Quoted text hidden]

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Lynda J. Grow, Board Clerk  
Multnomah County Commissioners  
501 SE Hawthorne Blvd., Ste. 600  
Portland, OR 97214-3587  
[Lynda.Grow@multco.us](mailto:Lynda.Grow@multco.us)  
Phone & Voice Mail: 503-988-5274  
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### 3 attachments



**APR\_.doc**  
70K



**CURRENT-BoardRules-Adopted010407-014.pdf**  
320K



**CURRENT-BCC-1\_AdminRules\_07-06-2010.pdf**  
5235K

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**Sydney ROBERTS** <[sydney.b.roberts@multco.us](mailto:sydney.b.roberts@multco.us)>

**Wed, Dec 22, 2010 at 8:50 AM**

To: Lynda GROW <[lynda.grow@multco.us](mailto:lynda.grow@multco.us)>

Cc: Marissa Madrigal <[marissa.d.madrigal@multco.us](mailto:marissa.d.madrigal@multco.us)>, BAKER Marina <[marina.baker@co.multnomah.or.us](mailto:marina.baker@co.multnomah.or.us)>, Lou Olson <[lou.g.olson@multco.us](mailto:lou.g.olson@multco.us)>

Lynda -

With regards to having the Director's signature, just so we're clear and we're all on the same pag, we need

12/30/2010

Multnomah County Mail - Housing Auth...

to send you both the PDF/copy that has the Director's signature and the *WORD* version (w/o sig) as well, correct?

In the future we will make sure the documents are sent to both you and Marisa!

Thank you and Happy Holidays!

P.S. it looks like you sent your reply to Christine Olson instead of Lou Olson, so I have deleted Christine and added Lou. Good day!

[Quoted text hidden]

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**Lynda GROW** <lynda.grow@multco.us>  
To: Sydney ROBERTS <sydney.b.roberts@multco.us>

Wed, Dec 22, 2010 at 9:04 AM

Thank you, appreciate that.  
Definitely WORD, and pdf or paper of one w/siggy.  
Thanks, much!  
Enjoy the Holidays!

[Quoted text hidden]

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Lynda J. Grow, Board Clerk  
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