

April 1, 2020

10:00 AM - 11:00 AM	Intro Mtg - Okenge/Maureen -- Maureen to call Okenge
11:00 AM - 11:30 AM	Budget - Okenge/Bruce/Sandra/Shirley -- Via Skype
11:30 AM - 12:00 PM	Weekly COVID-19 Updates - PSA Exec + Senior Leaders -- Via Skype - Details Below
12:30 PM - 1:00 PM	Touch Base -- Via Skype
1:00 PM - 1:30 PM	Completed - REVIEW: eApprovals ID 200
2:00 PM - 2:30 PM	Daily Deputy Minister Check in on Covid 19 -- Skype Meeting
3:00 PM - 3:30 PM	LIVE PHO UPDATE
4:30 PM - 5:00 PM	Daily Exec Check-In -- Security Concern OR Via Skype
5:00 PM - 5:30 PM	Corporate Executive Call re COVID-19 (CHOOSE EITHER MAR 31 OR APR 01) -- Skype Meeting

April 2, 2020

8:30 AM - 9:10 AM	Update -- Via Skype
9:15 AM - 10:00 AM	Okenge / Rueben 1:1 -- Rueben to call Okenge
1:00 PM - 1:45 PM	Okenge / Iris 1:1 -- Iris to call Okenge
2:00 PM - 2:30 PM	Daily Deputy Minister Check in on Covid 19 -- Skype Meeting
3:00 PM - 3:30 PM	LIVE PHO UPDATE

April 2, 2020 Continued

3:30 PM - 4:00 PM Completed - REVIEW: eApprovals ID 203

4:00 PM - 4:30 PM Project Update - Okenge/Norma -- Norma to call Okenge

4:30 PM - 5:00 PM Daily Exec Check-In -- Security Concern OR Via Skype

April 3, 2020

8:30 AM - 10:00 AM DMC - Your RT item attached -- Via Skype / Security Concern

11:00 AM - 11:45 AM Roundtable -- Via Skype

2:00 PM - 2:30 PM Daily Deputy Minister Check in on Covid 19 -- Skype Meeting

2:00 PM - 2:30 PM Monthly Check-In Mtg - Okenge/Christina -- Christina to call Okenge

3:00 PM - 3:30 PM LIVE PHO UPDATE

4:00 PM - 4:30 PM Completed - APPROVE: C-19 Messaging for Mon - email from Kelly Apr 02

April 4, 2020

12:00 PM - 12:30 PM LIVE PHO UPDATE

April 5, 2020

4:00 PM - 5:00 PM Planning -- Conference Call

April 6, 2020

10:00 AM - 10:30 AM MTG: Okenge, Iris and Anita - Weekly Executive Recruitment Update -- Via Skype

April 6, 2020 Continued

1:30 PM - 2:00 PM	LIVE PHO UPDATE
2:00 PM - 2:30 PM	Daily Deputy Minister Check in on Covid 19 -- Skype Meeting
2:45 PM - 3:30 PM	Executive Committee Meeting -- Via Skype
4:00 PM - 4:30 PM	Completed - REVIEW: eApprovals ID 206

April 7, 2020

10:00 AM - 10:15 AM	Update - Okenge/Rueben -- Rueben to call Okenge
11:00 AM - 1:00 PM	Covid-19 DM Committee Meeting -- (Security Concern)
12:40 PM - 12:50 PM	Quick Call -- Skype
1:30 PM - 2:00 PM	Completed - SEARCH: DM Review re Expression of Interest - email from Kelly Apr 07
2:00 PM - 2:30 PM	Daily Deputy Minister Check in on Covid 19 -- Skype Meeting
3:00 PM - 3:30 PM	LIVE PHO UPDATE
3:00 PM - 3:30 PM	PHONE CALL: Don Wright and Okenge Yuma Morisho - Weekly Meeting -- Okenge to call Don
3:30 PM - 4:30 PM	PECSF Board Meeting -- Via Skype - Details Below
4:30 PM - 5:00 PM	Daily Exec Check-In -- (Security Concern) OR Via Skype

April 8, 2020

10:15 AM - 10:45 AM	Budget - Okenge/Bruce/Sandra/Shirley -- Via Skype
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April 8, 2020 Continued

11:30 AM - 12:00 PM	Weekly COVID-19 Updates - PSA Exec + Senior Leaders -- Via Skype - Details Below
1:15 PM - 1:45 PM	PREMIER'S ADDRESS
1:45 PM - 2:30 PM	Okenge / Joanne: 1:1 -- Joanne to call Okenge
2:00 PM - 2:30 PM	Daily Deputy Minister Check in on Covid 19 -- Skype Meeting
2:30 PM - 3:00 PM	Monthly Communications Meeting -- Via Skype
3:00 PM - 3:30 PM	LIVE PHO UPDATE
4:30 PM - 5:00 PM	Daily Exec Check-In -- Security Concern OR Via Skype

April 9, 2020

9:30 AM - 10:15 AM	Okenge / William 1:1 -- William to call Okenge
10:30 AM - 11:00 AM	Completed - SEND: Due Process Request - email from John Apr 08
11:00 AM - 11:30 AM	Project Update - Okenge/Norma -- Norma to call Okenge
11:30 AM - 12:00 PM	Completed - APPROVE: Tuesday Update to Staff - email from Kelly Apr 09
1:45 PM - 2:30 PM	Okenge / Deb 1:1 -- Deb to call Okenge
2:00 PM - 2:30 PM	Daily Deputy Minister Check in on Covid 19 -- Skype Meeting
3:00 PM - 3:30 PM	LIVE PHO UPDATE

April 9, 2020 Continued

3:30 PM - 4:15 PM Okenge / John 1:1 -- John to call Okenge

4:30 PM - 5:00 PM Daily Exec Check-In -- ~~Security Concern~~ OR Via Skype

April 10, 2020

8:00 AM - 5:00 PM Good Friday

2:00 PM - 2:30 PM Daily Deputy Minister Check in on Covid 19 -- Skype Meeting

April 13, 2020

8:00 AM - 5:00 PM Easter Monday

2:00 PM - 2:30 PM Daily Deputy Minister Check in on Covid 19 -- Skype Meeting

April 14, 2020

10:00 AM - 11:00 AM HR Analytics Reports & Dashboards - Okenge/Ian -- Via Skype

11:00 AM - 1:00 PM Covid-19 DM Committee Meeting -- Skype / ~~C~~ ^{Security Concern}

2:00 PM - 2:30 PM Budget - Okenge/Bruce/Sandra/Shirley -- Via Skype

2:00 PM - 2:30 PM Daily Deputy Minister Check in on Covid 19 -- Skype Meeting

2:30 PM - 3:00 PM MTG: Okenge, Iris and Anita - Weekly Executive Recruitment Update -- Via Skype

3:00 PM - 3:30 PM LIVE PHO UPDATE

3:30 PM - 4:15 PM Okenge / Bruce 1:1 -- Via Skype

April 14, 2020 Continued

4:30 PM - 5:00 PM	Daily Exec Check-In -- Skype Meeting
5:15 PM - 5:45 PM	Jill/David/Allison/Mark/Okenge re: Front Line Services Response

April 15, 2020

8:30 AM - 9:00 AM	APPROVE: 2 Purchase Orders in CAS - email received Apr 14
9:00 AM - 9:30 AM	Space Planning for Learning Centre - Okenge/Ian -- Ian to call Okenge
10:00 AM - 10:30 AM	Check-In Mtg - Okenge/Francois -- Francois to call Okenge
11:30 AM - 12:00 PM	Weekly COVID-19 Updates - PSA Exec + Senior Leaders -- Via Skype - Details Below
1:00 PM - 2:00 PM	Prep for 3pm
2:00 PM - 2:30 PM	Daily Deputy Minister Check in on Covid 19 -- Skype Meeting
3:00 PM - 3:30 PM	LIVE PHO UPDATE
3:00 PM - 3:30 PM	PHONE CALL: Don Wright and Okenge Yuma Morisho - Weekly Meeting -- Okenge to call Don
4:00 PM - 4:30 PM	Completed - SEARCH: DM Review of Competition - email from Kelly Apr 15
4:30 PM - 5:00 PM	Daily Exec Check-In -- Skype Meeting

April 16, 2020

9:00 AM - 9:45 AM	Okenge / Rueben 1:1 -- Rueben to call Okenge
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April 16, 2020 Continued

10:00 AM - 11:00 AM	Webinar - Leading Virtual Teams
11:00 AM - 11:45 AM	Okenge / Iris 1:1 -- Iris to call Okenge
1:00 PM - 2:00 PM	Learning Resources
2:00 PM - 2:30 PM	Daily Deputy Minister Check in on Covid 19 -- Skype Meeting
3:30 PM - 4:00 PM	Project Update - Okenge/Norma -- Norma to call Okenge
4:30 PM - 5:00 PM	Daily Exec Check-In -- Skype Meeting

April 17, 2020

8:30 AM - 10:00 AM	DMC -- Security / Skype
11:00 AM - 11:30 AM	REVIEW: COVID Update for Agency Staff - email from Kelly Apr 15
12:45 PM - 1:30 PM	Roundtable / DMC Debrief -- Via Skype
2:00 PM - 2:30 PM	Completed - APPROVE: DM Inquiry Response - email from Joanne Apr 15
2:00 PM - 2:30 PM	Daily Deputy Minister Check in on Covid 19 -- Skype Meeting
2:30 PM - 4:30 PM	Learning Resources

April 20, 2020

10:30 AM - 11:00 AM	Planning of Corp Exec Virtual Mtg -- Via Skype
11:30 AM - 12:00 PM	MTG: Okenge, Iris and Anita - Weekly Executive Recruitment Update -- Via Skype

April 20, 2020 Continued

3:00 PM - 3:30 PM PSA/BCGEU Mtg - Okenge/Paul/John/Mike/Dean -- Via Skype - Details Below

4:30 PM - 5:00 PM Daily Exec Check-In -- Skype Meeting

April 21, 2020

11:00 AM - 12:00 PM Covid-19 DM Committee Meeting --Security Concern Skype option

1:00 PM - 2:00 PM Prep for Exec Comm

3:00 PM - 3:30 PM LIVE PHO UPDATE

3:30 PM - 5:00 PM Executive Committee Meeting -- Via Skype

3:30 PM - 4:00 PM PSA Executive Committee -- Via Skype

April 22, 2020

9:00 AM - 9:45 AM Okenge / Joanne: 1:1 -- Joanne to call Okenge

9:45 AM - 10:15 AM Dry Run - Corp Exec -- Via Skype

10:30 AM - 11:30 AM Prep for 4pm

11:30 AM - 12:00 PM Weekly COVID-19 Updates - PSA Exec + Senior Leaders -- Via Skype - Details Below

1:00 PM - 1:30 PM MCJ Briefing: Post April Direction -- Conference Call

2:30 PM - 3:00 PM Budget - Okenge/Bruce/Sandra/Shirley -- Skype

3:00 PM - 3:30 PM LIVE PHO UPDATE

April 22, 2020 Continued

3:30 PM - 4:00 PM	Prep
4:00 PM - 5:00 PM	PHONE CALL: Don Wright and Okenge Yuma Morisho - Weekly Meeting -- Okenge to call Don
5:00 PM - 5:30 PM	Daily Exec Check-In -- Skype Meeting

April 23, 2020

9:00 AM - 9:15 AM	Quick Touch Base -- Tracy to call Okenge
9:30 AM - 10:15 AM	Okenge / William 1:1 -- William to call Okenge
10:30 AM - 11:00 AM	Completed - APPROVE: Oath Package - email from Kelly Apr 22
11:00 AM - 11:30 AM	Completed - REVIEW: COVID Message for Apr 27 - emails from Kelly Apr 22/23
11:30 AM - 12:00 PM	Project Update - Okenge/Norma -- Norma to call Okenge
12:30 PM - 1:00 PM	Completed - REVIEW: PSI Fund Docs - email from Rueben Apr 23
1:00 PM - 1:30 PM	Completed - APPROVAL TO SEND - Tell Kelly when union letter can be sent
1:30 PM - 2:15 PM	Okenge / Deb 1:1 -- Deb to call Okenge
2:15 PM - 2:45 PM	Briefing re Sexual Harassment -- Skype Meeting
3:00 PM - 3:30 PM	LIVE PHO UPDATE
3:30 PM - 4:00 PM	Daily Exec Check-In -- Skype Meeting
4:00 PM - 5:00 PM	Keep clear for potential call

April 23, 2020 Continued

5:00 PM - 5:30 PM

REVIEW: WFP Overview - email from Deb Apr 22

5:30 PM - 6:00 PM

Completed - APPROVE: WES Work-Unit Messaging - email from Kelly Apr 23

April 24, 2020

All Day

Private Appointment

8:30 AM - 10:00 AM

DMC -- Security Concern

10:00 AM - 10:30 AM

Completed - REVIEW: Indemnity Application - email from Kelly Apr 24

11:15 AM - 12:00 PM

Okenge / John 1:1 -- John to call Okenge

1:00 PM - 1:30 PM

Skype Testing for Apr 27 Corp Exec -- Via Skype

1:30 PM - 3:00 PM

DMC Debrief / Roundtable -- Via Skype

3:00 PM - 3:30 PM

LIVE PHO UPDATE

3:30 PM - 4:00 PM

Completed - REVIEW: Band Request - email from Sandy Apr 24

April 27, 2020

8:00 AM - 8:30 AM

PSA Update -- Via Skype

9:00 AM - 9:30 AM

MTG: Okenge, Iris and Anita - Weekly Executive Recruitment Update -- Via Skype

9:30 AM - 10:00 AM

Completed - APPROVE: CFS Notification - email from Sandra Apr 24

10:00 AM - 10:45 AM

Okenge / Bruce 1:1 -- Bruce to call Okenge

April 27, 2020 Continued

11:30 AM - 12:00 PM	Check-In Mtg - Okenge/Alex -- Alex to call Okenge
1:00 PM - 1:30 PM	Daily Exec Check-In -- Skype Meeting
2:00 PM - 2:30 PM	Completed - REVIEW: Transfer Agreement - email from Sandra Apr 27
2:30 PM - 3:00 PM	Completed - REVIEW: eApprovals ID 220
3:00 PM - 3:30 PM	PHO UPDATE
3:30 PM - 4:00 PM	PREP FOR CORP EXEC - Sign in at 3:30
4:00 PM - 5:00 PM	Corporate Executive Virtual Meeting -- Via Skype

April 28, 2020

10:00 AM - 11:00 AM	Prep for 11am
11:00 AM - 12:00 PM	Covid-19 DM Committee Meeting -- Skype / Security Concern
2:00 PM - 3:00 PM	Performance Evaluation - Okenge/Iris -- Iris to call Okenge
3:00 PM - 3:30 PM	PHO Update
3:30 PM - 4:00 PM	Completed - REVIEW: All-Agency Docs - email from Kelly Apr 28
4:00 PM - 4:15 PM	PSI Fund - Okenge/Rueben -- Rueben to call Okenge
4:30 PM - 5:00 PM	Daily Exec Check-In -- Skype Meeting

April 28, 2020 Continued

5:00 PM - 5:30 PM

Phone Call: Jill/Okenge

April 29, 2020

10:30 AM - 11:00 AM

Budget - Okenge/Bruce/Sandra/Shirley -- Skype

11:30 AM - 12:00 PM

Weekly COVID-19 Updates - PSA Exec + Senior Leaders -- Via Skype

1:00 PM - 2:00 PM

All-Agency Virtual Meeting (Monthly) -- Skype Meeting Broadcast

2:30 PM - 3:00 PM

Update - Okenge/William/Brad -- Skype

3:00 PM - 3:30 PM

PHO Update

3:30 PM - 4:00 PM

Completed - REVIEW: 30-60-90 Day Items - email from Kelly Apr 29

4:30 PM - 5:00 PM

Daily Exec Check-In -- Skype Meeting

April 30, 2020

9:00 AM - 9:45 AM

Okenge / Rueben 1:1 -- Rueben to call Okenge

11:00 AM - 12:00 PM

Project Update - Okenge/Norma -- Via Skype

1:00 PM - 1:15 PM

Review Declaration - Okenge/Sandra -- Sandra to call Okenge

2:00 PM - 2:30 PM

Completed - REVIEW: Exec Comm Agenda - email from Shirley Apr 30

2:30 PM - 3:00 PM

Special DMCPSR re: PSI Fund

April 30, 2020 Continued

3:00 PM - 3:30 PM

Brainstorming -- Conference Call

3:00 PM - 3:30 PM

PHO Update

4:30 PM - 5:00 PM

Daily Exec Check-In -- Skype Meeting