

## May 1, 2020

|                     |                                                      |
|---------------------|------------------------------------------------------|
| 7:30 AM - 8:00 AM   | Monthly Test of Satellite Phone                      |
| 8:30 AM - 10:00 AM  | DMC --                                               |
| 10:30 AM - 11:10 AM | eApprovals                                           |
| 11:15 AM - 12:15 PM | CITZ Expanded Exec - Weekly Check-in                 |
| 12:15 PM - 1:10 PM  | LUNCH                                                |
| 1:15 PM - 2:00 PM   | Jill/Bobbi/Dean/Tracee/Erik/Robert re: BC Bid Update |
| 2:00 PM - 3:30 PM   | MEETING: Corrections Capital PEB                     |
| 3:30 PM - 4:00 PM   | Buffer                                               |
| 4:00 PM - 4:30 PM   | MINISTER CALL: MAK, Krystal & Jill                   |
| 4:30 PM - 5:00 PM   | Buffer                                               |
| 5:00 PM - 5:30 PM   | Jill/David/Kim                                       |

## May 3, 2020

|                   |             |
|-------------------|-------------|
| 4:30 PM - 5:00 PM | Preparation |
|-------------------|-------------|

## May 4, 2020

|                    |                                             |
|--------------------|---------------------------------------------|
| 8:30 AM - 9:00 AM  | 8:30-9:00am - Touch Base on Emerging Issues |
| 9:45 AM - 10:15 AM | Jill/JC/Jen re: Calendar for this week      |

## May 4, 2020 Continued

|                     |                                                                    |
|---------------------|--------------------------------------------------------------------|
| 10:15 AM - 11:00 AM | Briefing with Premier Horgan                                       |
| 11:30 AM - 12:15 PM | PHONE CALL: Jill/CJ re: Transition                                 |
| 12:15 PM - 1:00 PM  | LUNCH                                                              |
| 1:00 PM - 1:30 PM   | Prep for FPT call                                                  |
| 1:30 PM - 2:00 PM   | Jill/Christine/Trevor re: Safe Restart                             |
| 2:00 PM - 2:30 PM   | 2:00 PM Phone call Fazil/Jill K                                    |
| 2:30 PM - 4:30 PM   | CITZ Executive Committee                                           |
| 8:00 PM - 8:30 PM   | Supply Chain follow-up / Lori / Tracy / Leon / Jill (if available) |

## May 5, 2020

|                     |                                             |
|---------------------|---------------------------------------------|
| 8:30 AM - 8:45 AM   | 8:30-9:00am - Touch Base on Emerging Issues |
| 9:05 AM - 10:05 AM  | MINISTER: Roundtable --                     |
| 10:00 AM - 10:30 AM | Supply Chain / Lori / Tracy / Jill / Leon   |
| 10:30 AM - 10:50 AM | Daily Check-in with JC and Jen              |
| 11:00 AM - 11:30 AM | Check-In Mtg - Okenge/Dave/Jill/Mark        |
| 11:30 AM - 11:45 AM | Jill/Susan re: Touch Base                   |

## May 5, 2020 Continued

|                    |                                      |
|--------------------|--------------------------------------|
| 12:00 PM - 1:00 PM | LUNCH                                |
| 1:00 PM - 1:30 PM  | Jill/Kim Lacharite re: Restart Plan  |
| 1:30 PM - 2:00 PM  | Buffer                               |
| 2:00 PM - 2:30 PM  | Jill/Tracee re: Supply Chain Debrief |
| 2:30 PM - 3:00 PM  | Jill/Trevor/Kim re: Restart          |
| 3:00 PM - 5:00 PM  | Do Not Book                          |

## May 6, 2020

|                    |                                                      |
|--------------------|------------------------------------------------------|
| 7:45 AM - 8:15 AM  | Jill/Kim re: Touch Base                              |
| 8:00 AM - 5:00 PM  | Do Not Book                                          |
| 8:30 AM - 9:00 AM  | 8:30-9:00am - Touch Base on Emerging Issues          |
| 12:00 PM - 1:00 PM | LUNCH                                                |
| 1:00 PM - 1:30 PM  | Private Appointment                                  |
| 2:00 PM - 2:15 PM  | Phone Call: Jill & Dean re: Budget Transfer to JEDC  |
| 2:30 PM - 3:00 PM  | Jill/Tracee re: Supply Chain Pre-brief (Mtg at 3:30) |
| 3:00 PM - 3:30 PM  | PJH Announcement                                     |

## May 6, 2020 Continued

3:30 PM - 4:00 PM                      Supply Chain / Lori / Peter / Jill / Tracy / Leon --

## May 7, 2020

8:00 AM - 5:00 PM                      Do Not Book

8:30 AM - 9:00 AM                      8:30-9:00am - Touch Base on Emerging Issues

9:30 AM - 10:30 AM                      COVID-19 Procurement Teleconference

10:40 AM - 10:55 AM                      Phone Call: Jill & Kim

11:00 AM - 12:00 PM                      Jill/Dean/Sherri re: Review Ministry Operations Plan (Due May 8)

12:00 PM - 12:30 PM                      LUNCH

12:30 PM - 1:00 PM                      Phone Call: Jill & Tracee

1:00 PM - 2:00 PM                      Jill/JC/Jen re: Touch Base

2:00 PM - 2:30 PM                      Jill/Lori H/Kim/Katie

2:30 PM - 3:00 PM                      Lori / Leon / Tracy / Peter / Jill (if available) - Supply Chain

5:00 PM - 5:30 PM                      Casual MS Teams Mtg with Jill and Kerry

## May 8, 2020

8:30 AM - 10:00 AM                      DMC

## May 8, 2020 Continued

10:30 AM - 11:00 AM      **PHONE CALL: Jill/Tracee re: Supply Chain Pre-brief (Mtg at 2:00 pm)**

11:00 AM - 5:00 PM

Personal Information

11:45 AM - 12:00 PM      **Phone Call: Jill & Allison re: LWS**

12:15 PM - 12:30 PM      **DM Phone Call w/Kaye Krishna, Jill Kot**

2:00 PM - 2:30 PM      **Supply Chain / Lori / Peter / Jill / Tracy / Leon --**

## May 11, 2020

7:45 AM - 8:15 AM      **Phone Call: Jill & Kim**

8:30 AM - 9:00 AM      **8:30-9:00am - Touch Base on Emerging Issues --**

9:00 AM - 9:30 AM      **Jill/Dean/Lisa re: Review Staffing Lists**

9:30 AM - 10:00 AM      **eApprovals**

10:00 AM - 10:30 AM      **Jill/Tracee re: Supply Chain Pre-brief (Mtg at 10:30)**

10:30 AM - 11:00 AM      **Supply Chain / Lori / Peter / Jill / Tracy / Leon --**

11:00 AM - 12:30 PM      **Lunch and Eapprovals**

12:30 PM - 1:30 PM      **Jill/CJ re: Bi-weekly**

1:30 PM - 2:00 PM      **Jill/Bev re: Touch Base**

## May 11, 2020 Continued

|                   |                                                                                 |
|-------------------|---------------------------------------------------------------------------------|
| 2:00 PM - 2:30 PM | Buffer                                                                          |
| 2:30 PM - 4:30 PM | CITZ Executive Committee (2020 Mtg. Series) --                                  |
| 4:30 PM - 5:00 PM | Reminder: 5:30 PM - Conference Call                                             |
| 5:30 PM - 6:00 PM | CONFERENCE CALL: Christine, Jill, Trevor and Kim re: Safe Ops Daily Check-in -- |

## May 12, 2020

|                     |                                                                                    |
|---------------------|------------------------------------------------------------------------------------|
| 7:45 AM - 8:15 AM   | Daily Check in with Kim --                                                         |
| 8:30 AM - 8:45 AM   | 8:30-8:45am - Touch Base on Emerging Issues --                                     |
| 8:50 AM - 10:00 AM  | MINISTER: Roundtable --                                                            |
| 10:00 AM - 12:00 PM | eApprovals                                                                         |
| 12:00 PM - 1:15 PM  | Lunch                                                                              |
| 1:30 PM - 2:00 PM   | Krystal & Jill Touch Base                                                          |
| 2:00 PM - 3:00 PM   | CALL: DSG Sieben, DM Halls, DM Krishna, DM Kot & Support re Results and Discussion |
| 3:00 PM - 5:00 PM   | DMCSI (Deputy Ministers' Committee on Social Initiatives) --                       |
| 5:30 PM - 6:00 PM   | CONFERENCE CALL: Christine, Jill, Trevor and Kim re: Safe Ops Daily Check-in --    |

## May 13, 2020

|                   |                            |
|-------------------|----------------------------|
| 7:45 AM - 8:15 AM | Daily Check in with Kim -- |
|-------------------|----------------------------|

## May 13, 2020 Continued

|                     |                                                       |
|---------------------|-------------------------------------------------------|
| 8:30 AM - 9:00 AM   | 8:30-9:00am - Touch Base on Emerging Issues --        |
| 9:00 AM - 9:30 AM   | Phone Call: Jill/JC: touch base --                    |
| 9:30 AM - 10:00 AM  | Weekly Call with Jill/Bobbi & Tracee                  |
| 10:00 AM - 10:30 AM | Jill/Tracee re: Supply Chain Pre-brief (Mtg at 10:30) |
| 10:30 AM - 10:45 AM | Phone Call: Jill & Okenge re: Friday's Mtg            |
| 11:00 AM - 11:30 AM | eApprovals                                            |
| 11:30 AM - 12:00 PM | Weekly FOI Call (2020 Mtg Series) --                  |
| 12:00 PM - 1:00 PM  | Supply Chain / Lori / Peter / Jill / Tracy / Leon --  |
| 1:00 PM - 1:30 PM   | Buffer/Lunch                                          |
| 1:30 PM - 2:00 PM   | MINISTER: MST Briefing                                |

## May 13, 2020 Continued

|                   |                                                                                 |
|-------------------|---------------------------------------------------------------------------------|
| 2:00 PM - 2:15 PM | Phone Call: Jill & Sunny                                                        |
| 2:30 PM - 3:00 PM | eApprovals                                                                      |
| 2:45 PM - 3:00 PM | Phone Call: Jill & Stephen                                                      |
| 3:00 PM - 4:30 PM | 3:00PM DMCSSP                                                                   |
| 5:00 PM - 5:30 PM | Daily Discussion --                                                             |
| 5:30 PM - 6:00 PM | CONFERENCE CALL: Christine, Jill, Trevor and Kim re: Safe Ops Daily Check-in -- |

## May 14, 2020

|                     |                                                   |
|---------------------|---------------------------------------------------|
| 7:45 AM - 8:15 AM   | Daily Check in with Kim --                        |
| 8:30 AM - 9:00 AM   | 8:30-9:00am - Touch Base on Emerging Issues --    |
| 9:00 AM - 10:00 AM  | Jill/JC/Jen re: Touch Base                        |
| 10:00 AM - 10:45 AM | Jill/CJ/Hayden/Peter re: Digital ID/Digital Trust |
| 10:45 AM - 11:30 AM | Travel                                            |
| 11:30 AM - 12:00 PM | eApprovals                                        |
| 12:00 PM - 12:45 PM | Virtual Lunch: Jill Kot and Nancy Bain            |
| 12:50 PM - 1:30 PM  | Phone Call: Jill/Bobbi re: Weekly Touch Base --   |

## May 14, 2020 Continued

|                   |                                                                                                                                                  |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| 1:30 PM - 2:00 PM | MEETING w/ Don Wright, Christine Kennedy, Mark Sieben, Jill Kot, Kaye Krishna, Trevor Hughes & Lori Halls re Scope of Compliance and Enforcement |
| 2:30 PM - 3:00 PM | PHONE CALL - Jill/David re: Bi-weekly                                                                                                            |
| 3:00 PM - 4:00 PM | Jill/CJ/Kerry/Joel/Matt re: PIPA Presentation Overview                                                                                           |
| 4:00 PM - 4:30 PM | Travel                                                                                                                                           |
| 4:30 PM - 5:00 PM | DM Teleconference Re: Migrant Tree Fruit Pickers                                                                                                 |
| 5:00 PM - 5:30 PM | Daily Discussion --                                                                                                                              |
| 5:30 PM - 6:00 PM | CONFERENCE CALL: Christine, Jill, Trevor and Kim re: Safe Ops Daily Check-in --                                                                  |
| 6:00 PM - 6:30 PM | MINISTER: Pre-brief for FPT Minister's Covid-19 Procurement                                                                                      |

## May 15, 2020

|                     |                                                                                                                                               |
|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| 7:15 AM - 7:45 AM   | DCV Visit                                                                                                                                     |
| 7:45 AM - 8:00 AM   | Daily Check in with Kim --                                                                                                                    |
| 8:00 AM - 8:30 AM   | Travel                                                                                                                                        |
| 8:30 AM - 10:00 AM  | DMC --                                                                                                                                        |
| 10:00 AM - 11:00 AM | MEETING: Don Wright, Christine Kennedy, Jill Kot, Allison Bond, David Galbraith. Mark Sieben, Okenge Yuma-Morisho - Phased Workplace Re-entry |

## May 15, 2020 Continued

|                     |                                                                                 |
|---------------------|---------------------------------------------------------------------------------|
| 11:00 AM - 11:30 AM | PHONE CALL: Jill/Tracee re: Supply Chain Pre-brief (Mtg at 11:30)               |
| 11:30 AM - 12:00 PM | Supply Chain / Lori / Peter / Jill / Tracy / Leon --                            |
| 12:00 PM - 12:30 PM | Travel                                                                          |
| 12:30 PM - 1:00 PM  | Lunch and Eapprovals                                                            |
| 1:00 PM - 2:00 PM   | CITZ Expanded Exec - Weekly Check-in                                            |
| 2:00 PM - 2:30 PM   | Buffer                                                                          |
| 2:30 PM - 3:00 PM   | Jill/CJ/Dean re: Pre-brief for Transition Mtg (May 21)                          |
| 3:00 PM - 4:30 PM   | eApprovals                                                                      |
| 4:30 PM - 5:00 PM   | Touch Base: Jill and Christina                                                  |
| 5:00 PM - 5:30 PM   | Daily Discussion --                                                             |
| 5:30 PM - 6:00 PM   | CONFERENCE CALL: Christine, Jill, Trevor and Kim re: Safe Ops Daily Check-in -- |

## May 16, 2020

|                   |                                                     |
|-------------------|-----------------------------------------------------|
| 3:30 PM - 5:30 PM | Lori / Jill / Peter / Tracy / Leon re: Supply Chain |
|-------------------|-----------------------------------------------------|

## May 18, 2020

|                   |              |
|-------------------|--------------|
| 8:00 AM - 5:00 PM | Victoria Day |
|-------------------|--------------|

## May 18, 2020 Continued

5:00 PM - 5:30 PM      Daily Discussion --

## May 19, 2020

8:00 AM - 4:30 PM      Out of Office

12:00 PM - 12:30 PM      DM MEETING | Follow-up from TransLink and BC Transit on the PHO Feedback w/Kaye Krishna, Silas Brownsey, Trevor Hughes

4:30 PM - 5:00 PM      Reminder: 5:00 & 5:30 PM - Conference Calls

5:00 PM - 5:30 PM      Daily Discussion --

5:30 PM - 6:00 PM      CONFERENCE CALL: Christine, Jill, Trevor and Kim re: Safe Ops Daily Check-in --

6:00 PM - 6:30 PM      Phone Call w/Kaye Krishna, Silas Brownsey, Trevor Hughes, Jill Kot

## May 20, 2020

7:45 AM - 8:15 AM      Daily Check in with Kim --

8:30 AM - 8:45 AM      8:30-8:45am - Touch Base on Emerging Issues --

9:00 AM - 9:30 AM      Phone Call: Bev: touch base --

9:30 AM - 9:50 AM      Buffer

10:00 AM - 10:30 AM      Phone Call: Jill/Tracee re: Supply Chain Pre-brief (Mtg at 2:00)

10:30 AM - 11:00 AM      eApprovals

11:00 AM - 11:30 AM      Call with Jill and Rich Cook

## May 20, 2020 Continued

|                     |                                                                                 |
|---------------------|---------------------------------------------------------------------------------|
| 11:30 AM - 12:00 PM | Weekly FOI Call (2020 Mtg Series) --                                            |
| 12:00 PM - 12:45 PM | Discussion on transit.                                                          |
| 12:45 PM - 1:00 PM  | Prep for FPT call                                                               |
| 1:00 PM - 1:30 PM   | Lunch and Eapprovals                                                            |
| 1:30 PM - 2:00 PM   | MINISTER: Supply Chain                                                          |
| 2:00 PM - 2:30 PM   | Supply Chain / Lori / Peter / Jill / Tracy / Leon --                            |
| 2:30 PM - 4:00 PM   | CITZ Executive Committee (2020 Mtg. Series) --                                  |
| 4:00 PM - 4:30 PM   | Phone Mtg Re: Economic Recovery for Hospitality Discussion                      |
| 4:30 PM - 5:00 PM   | Reminder: 5:30 PM - Conference Call                                             |
| 5:00 PM - 5:30 PM   | Daily Discussion --                                                             |
| 5:30 PM - 6:00 PM   | CONFERENCE CALL: Christine, Jill, Trevor and Kim re: Safe Ops Daily Check-in -- |

## May 21, 2020

|                    |                                                |
|--------------------|------------------------------------------------|
| 7:45 AM - 8:15 AM  | Daily Check in with Kim --                     |
| 8:30 AM - 9:00 AM  | 8:30-9:00am - Touch Base on Emerging Issues -- |
| 9:00 AM - 10:00 AM | eApprovals                                     |

## May 21, 2020 Continued

|                     |                                                                                 |
|---------------------|---------------------------------------------------------------------------------|
| 10:00 AM - 10:30 AM | Jill/Hayden/Tracee/Kim/Rumon re: PPE Demand Intake on gov.bc.ca/supplyhub       |
| 10:30 AM - 11:00 AM | Jill/Bobbi/Tracee/Erik re: DMCPSC Pre-brief                                     |
| 11:00 AM - 11:30 AM | Jill/Bobbi re: Weekly Touch Base --                                             |
| 11:30 AM - 12:00 PM | 11:30 AM Phone call Fazil/Kaye K/Jill K                                         |
| 12:00 PM - 12:30 PM | Phone Call: Jill/Hayden re: MMM/MAK & PS Dean Mtg at 2 pm                       |
| 12:30 PM - 12:50 PM | Lunch and Eapprovals                                                            |
| 12:50 PM - 1:50 PM  | MINISTER: Roundtable                                                            |
| 2:00 PM - 3:00 PM   | Jill/JC/Jen re: Touch Base                                                      |
| 3:00 PM - 3:30 PM   | eApprovals                                                                      |
| 3:30 PM - 4:00 PM   | Weekly Call with Jill/Bobbi & Tracee                                            |
| 4:00 PM - 4:30 PM   | Jill/Bobbi/Stu/Bev re: Workstations --                                          |
| 4:30 PM - 5:00 PM   | Reminder: 5:00 & 5:30 PM - Conference Calls                                     |
| 5:00 PM - 5:30 PM   | Daily Discussion --                                                             |
| 5:30 PM - 6:00 PM   | CONFERENCE CALL: Christine, Jill, Trevor and Kim re: Safe Ops Daily Check-in -- |

## May 21, 2020 Continued

## May 22, 2020

|                     |                                                                          |
|---------------------|--------------------------------------------------------------------------|
| 7:45 AM - 8:15 AM   | Daily Check in with Kim --                                               |
| 8:30 AM - 10:00 AM  | DMC                                                                      |
| 10:15 AM - 10:30 AM | CONFERENCE CALL: Jill/Bobbi/Hayden/Tracee re: Supply Chain Pre-brief     |
| 10:30 AM - 11:00 AM | Supply Chain / Lori / Peter / Jill / Tracy / Leon --                     |
| 11:15 AM - 12:15 PM | CITZ Expanded Exec - Weekly Check in                                     |
| 12:20 PM - 12:35 PM | Phone Call: Jill & Kerry re: Min. Order                                  |
| 12:45 PM - 1:45 PM  | Lunch and Eapprovals                                                     |
| 1:45 PM - 2:30 PM   | PHONE CALL: Jill/Sunny re: Bi-weekly                                     |
| 2:30 PM - 3:00 PM   | Jill/Dean/Lisa re: Review Staffing Requests + 2020 Top Work Unit Winners |
| 3:00 PM - 3:30 PM   | CONFERENCE CALL: Jill/Bobbi/Tracee & Hayden re: Supply Chain             |
| 3:30 PM - 4:30 PM   | Jill/Dean re: Bi-weekly (Sherri Kain attending first 15 mins of mtg) --  |
| 4:30 PM - 5:00 PM   | Phone Call: Jill/Lori H re: Technical Briefing                           |
| 5:00 PM - 5:30 PM   | Daily Discussion --                                                      |

## May 22, 2020 Continued

5:30 PM - 6:00 PM

CONFERENCE CALL: Christine, Jill, Trevor and Kim re: Safe Ops Daily Check-in --

## May 23, 2020

9:00 AM - 9:30 AM

Debrief

## May 24, 2020

8:30 AM - 10:30 AM

Lori Halls / Jill Kot / Leon Gaber / Tracy Campbell / Tracee Schmidt / Bobbi Sadler / Hayden Lansdell RE: PPE

1:00 PM - 2:00 PM

Discuss Plan

## May 25, 2020

7:45 AM - 8:15 AM

Daily Check in with Kim --

8:30 AM - 9:00 AM

8:30-9:00am - Touch Base on Emerging Issues --

9:00 AM - 9:30 AM

FW: PreTest with CICS

9:30 AM - 9:50 AM

Jill/Debbie/Bev/Hayden/Rueben re: DMCPSR Pre-brief (Mtg. May 28)

10:00 AM - 10:30 AM

PHONE CALL: Jill/Tracee re: Supply Chain Pre-brief (Mtg at 10:30)

10:30 AM - 11:00 AM

Supply Chain / Lori / Peter / Jill / Tracy / Leon --

11:00 AM - 11:15 AM

Buffer

11:15 AM - 12:30 PM

COVID-19 Procurement WG

## May 25, 2020 Continued

|                    |                                                                                                                                                        |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| 12:30 PM - 1:00 PM | LUNCH                                                                                                                                                  |
| 1:00 PM - 2:00 PM  | eApprovals                                                                                                                                             |
| 2:00 PM - 2:30 PM  | PHONE CALL: Jill/JC: touch base --                                                                                                                     |
| 2:30 PM - 4:00 PM  | CITZ Executive Committee (2020 Mtg. Series) --                                                                                                         |
| 4:00 PM - 5:00 PM  | Lori Halls, Jill Kot, Leon Gaber, Tracee Schmidt, Tracy Campbell, Tim Lesiuk, Bobbi Sadler, and Hayden Lansdell re: Supply Chain PPE<br>[!OC([1033])!] |
| 5:00 PM - 5:30 PM  | Daily Discussion --                                                                                                                                    |
| 5:30 PM - 6:00 PM  | CONFERENCE CALL: Christine, Jill, Trevor and Kim re: Safe Ops Daily Check-in --                                                                        |

## May 26, 2020

|                     |                                                                           |
|---------------------|---------------------------------------------------------------------------|
| 8:30 AM - 8:45 AM   | 8:30-8:45am - Touch Base on Emerging Issues --                            |
| 8:50 AM - 10:30 AM  | MINISTER: Roundtable --                                                   |
| 10:30 AM - 11:00 AM | Weekly Call with Jill/Bobbi & Tracee                                      |
| 11:00 AM - 11:30 AM | eApprovals                                                                |
| 11:30 AM - 12:00 PM | Jill/David/Angela/Jeanette re: Pre-brief for BCIIF Quarterly Mtg (June 1) |
| 12:00 PM - 1:00 PM  | Lunch and Eapprovals                                                      |
| 1:00 PM - 2:30 PM   | DMCPSC (2020 Mtg. Series) --                                              |
| 3:00 PM - 5:00 PM   | DMCSI (Deputy Ministers' Committee on Social Initiatives) --              |

## May 26, 2020 Continued

5:00 PM - 5:30 PM

FW: Daily Discussion --

5:30 PM - 6:30 PM

Supply Chain PPE / Lori Halls, Jill Kot, Leon Gaber, Tracee Schmidt, Tracy Campbell, Bobbi Sadler and Hayden Lansdell --

## May 27, 2020

8:30 AM - 9:00 AM

8:30-9:00am - Touch Base on Emerging Issues --

9:00 AM - 9:30 AM

Jill/Fazil/Susan/Jeanette/Monica/Kirsten/Brad/Lori & Kim re: Process

10:00 AM - 10:30 AM

PHONE CALL: Jill/David re: Bi-weekly --

10:30 AM - 11:30 AM

PHONE CALL: Jill/Bobbi re: Weekly Touch Base --

11:30 AM - 12:00 PM

Weekly FOI Call (2020 Mtg Series) --

12:00 PM - 12:30 PM

LUNCH

12:30 PM - 1:30 PM

Supply Chain PPE / Lori Halls, Jill Kot, Leon Gaber, Tracee Schmidt, Tracy Campbell, Bobbi Sadler and Hayden Lansdell --

1:30 PM - 2:00 PM

eApprovals

2:00 PM - 2:30 PM

Supply Chain / Lori / Peter / Jill / Tracy / Leon --

2:30 PM - 3:30 PM

Jill/JC/Jen re: Touch Base

4:00 PM - 6:00 PM

Private Appointment

5:00 PM - 5:30 PM

Daily Discussion --

## May 27, 2020 Continued

5:30 PM - 6:00 PM                      CONFERENCE CALL: Christine, Jill, Trevor and Kim re: Safe Ops Daily Check-in --

## May 28, 2020

7:45 AM - 8:15 AM                      Daily Check in with Kim --

8:30 AM - 9:00 AM                      8:30-9:00am - Touch Base on Emerging Issues --

9:00 AM - 9:15 AM                      PHONE CALL: Jill/Tracee re: Supply Chain Pre-brief (Mtg at May 29)

9:15 AM - 10:15 AM                      MINISTER: Briefing on the PIPA Special Committee

10:30 AM - 12:30 PM                      DMCPSR

12:30 PM - 1:00 PM                      Jill/CJ/Bobbi & Dean re: Pre-brief for OAG/CITZ Quarterly Mtg (June 1)

1:15 PM - 1:30 PM                      Jill/Bobbi/Richard/Lynda/ Craig Randle & Jenny Manton re: Bandwidth for Courts

1:30 PM - 3:00 PM                      Supply Chain PPE / Lori Halls, Jill Kot, Leon Gaber, Tracee Schmidt, Tracy Campbell, Bobbi Sadler and Hayden Lansdell --

3:00 PM - 4:30 PM                      Out of Office

4:30 PM - 4:45 PM                      Phone call: Jill/CJ re: ICT Staffing

5:00 PM - 5:30 PM                      Daily Discussion --

## May 28, 2020 Continued

5:30 PM - 6:00 PM                      CONFERENCE CALL: Christine, Jill, Trevor and Kim re: Safe Ops Daily Check-in --

## May 29, 2020

8:30 AM - 10:00 AM                      DMC

10:15 AM - 11:00 AM                      Jill/CJ/Bobbi & Hayden re: OCIO Budget

11:00 AM - 11:30 AM                      Jill/Bobbi/Tracy from PSA re: Touch Base

11:30 AM - 12:30 PM                      LUNCH & eAPPROVALS

12:30 PM - 2:00 PM                      Supply Chain PPE / Lori Halls, Jill Kot, Leon Gaber, Tracee Schmidt, Tracy Campbell, Bobbi Sadler and Hayden Lansdell --

2:00 PM - 2:30 PM                      Supply Chain / Lori / Peter / Jill / Tracy / Leon --

2:30 PM - 3:00 PM                      Jill/Bobbi/Hayden & Tracee re: DM Supply Chain Debrief

3:00 PM - 5:00 PM                      Out of office

5:00 PM - 5:30 PM                      Daily Discussion --

5:30 PM - 6:00 PM                      CONFERENCE CALL: Christine, Jill, Trevor and Kim re: Safe Ops Daily Check-in --

## May 31, 2020

10:00 AM - 11:00 AM                      Check-in: Supply Chain PPE / Lori Halls, Jill Kot, Leon Gaber, Tracee Schmidt, Tracy Campbell, Bobbi Sadler and Hayden Lansdell