

May 1, 2020

8:30 AM - 10:00 AM	DMC -- Skype/Security Concern
10:00 AM - 11:00 AM	Prep for 4pm
11:00 AM - 11:45 AM	Okenge / Iris 1:1 -- Iris to call Okenge
1:00 PM - 2:30 PM	Roundtable / DMC Debrief -- Skype
3:00 PM - 3:30 PM	PHO Update
4:30 PM - 5:00 PM	Completed - APPROVE: C-19 Update to send May 04 - email from Kelly May 01
5:00 PM - 5:30 PM	Completed - TO REVIEW: DM Memo re Premier's Awards - email from Kelly May 01

May 3, 2020

4:30 PM - 5:00 PM	Preparation -- Conference Call
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May 4, 2020

10:00 AM - 10:30 AM	Introductory Meeting - Okenge/John -- John to call Okenge
11:00 AM - 11:30 AM	MTG: Okenge, Iris and Anita - Weekly Executive Recruitment Update -- Skype
1:00 PM - 1:30 PM	Completed - REVIEW/COMMENT: Audit - email from Iris May 04
1:30 PM - 3:30 PM	Executive Committee Meeting -- Skype
1:30 PM - 1:50 PM	Executive Committee Meeting - Guest Invite -- Skype
3:00 PM - 3:30 PM	Minister Mtg (MCJ, Lori, Heather, Tara, Christina Z, Richard, Grant, Chris, John Davison, Okenge Yuma Morisho) -- Conference Call

May 5, 2020

9:00 AM - 10:00 AM	Prep for 2pm
10:30 AM - 11:00 AM	Completed - REVIEW: eApprovals ID 232
11:00 AM - 11:30 AM	Check-In Mtg - Okenge/Dave/Jill/Mark -- Skype Call
11:30 AM - 12:00 PM	Monthly Check-In Mtg - Okenge/Christina -- Christina to call Okenge
1:30 PM - 2:00 PM	BCPS Update -- Via Skype
2:00 PM - 2:30 PM	MEETING: Don Wright and Okenge Yuma Morisho - Weekly Meeting -- Don's Office
2:30 PM - 3:00 PM	Keep clear
3:00 PM - 3:30 PM	PHO UPDATE
3:30 PM - 4:00 PM	BCPS Update - Okenge/Liz/John -- Via Skype
4:00 PM - 4:30 PM	Daily Exec Check-In -- Skype Meeting
4:30 PM - 5:00 PM	Travel
5:00 PM - 5:30 PM	Completed - REVIEW: eApprovals ID 235
5:30 PM - 6:00 PM	Completed - REVIEW: eApprovals ID 230
6:00 PM - 6:30 PM	Completed - APPROVE: ECDI Msg - email from Deb May 05

May 6, 2020

9:00 AM - 9:30 AM	Completed - REVIEW: Premier's Awards Memo - email from Kelly May 05
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May 6, 2020 Continued

10:00 AM - 10:30 AM	Intro Mtg - Okenge/Lisa -- Okenge to call Lisa
11:30 AM - 12:00 PM	Weekly COVID-19 Updates - PSA Exec + Senior Leaders -- Skype Call
1:00 PM - 1:30 PM	COVID 19 - Workplace Safety Guideline - Interim check in -- Skype Meeting
2:00 PM - 2:45 PM	Okenge / John 1:1 -- John to call Okenge
3:00 PM - 4:00 PM	PJH NEWS CONFERENCE
4:30 PM - 5:00 PM	Daily Exec Check-In -- Skype Meeting

May 7, 2020

8:00 AM - 8:30 AM	Completed - APPROVE: Premier's Awards Finalist Announcement - email from Kelly May 05 (DW will need to send May 11)
8:30 AM - 9:00 AM	Completed - REVIEW: PSEC Submission - email from Sandy May 06
9:00 AM - 9:30 AM	Vacation Policy - Okenge/John/Rueben -- Skype Call
9:30 AM - 10:15 AM	Okenge / William 1:1 -- William to call Okenge
10:30 AM - 11:00 AM	Completed - APPROVE: PSW Engagement Idea - email from Kelly May 07
11:00 AM - 11:30 AM	Budget - Okenge/Bruce/Sandra/Shirley -- Skype
11:30 AM - 12:00 PM	WES Unpacking - Okenge/Shirley -- Via Skype
12:00 PM - 12:30 PM	Completed - SEARCH: DM Competition Review - email from Shirley May 07
12:30 PM - 1:00 PM	Completed - eApprovals ID 219 and 239

May 7, 2020 Continued

1:00 PM - 1:30 PM	Microsoft Teams Installation - Okenge/Brendon -- Via Skype
1:30 PM - 2:15 PM	Okenge / Deb 1:1 -- Deb to call Okenge
2:30 PM - 3:30 PM	Project Update - Okenge/Norma -- Via Skype
3:00 PM - 3:30 PM	PHO UPDATE
4:00 PM - 4:30 PM	Check-In Mtg - Okenge/Susan -- Susan to call Okenge
4:30 PM - 5:00 PM	Daily Exec Check-In -- Skype Meeting
5:00 PM - 5:30 PM	Completed - REVIEW: Ethics Advisors Messaging - email from Shirley May 07 (sent from OYM May 11)

May 8, 2020

8:30 AM - 10:00 AM	DMC -- Conference Call, ^{Security Concern} 'Microsoft Teams
10:30 AM - 11:00 AM	FEEDBACK: Common Policy Framework - email from Deb May 06 (DUE MAY 22)
11:30 AM - 12:00 PM	Working Notice - Okenge/Joanne/John -- Skype
12:30 PM - 1:00 PM	Completed - REVIEW: C-19 Message for May 11 - email from Kelly May 08
1:00 PM - 1:30 PM	Independent Officers Oath -- Teleconference
2:00 PM - 2:45 PM	Okenge / Joanne: 1:1 -- Joanne to call Okenge
3:00 PM - 3:30 PM	PHO UPDATE

May 8, 2020 Continued

3:30 PM - 5:00 PM Roundtable / DMC Debrief -- Skype

5:00 PM - 5:30 PM eApprovals ID 236

May 11, 2020

11:10 AM - 11:30 AM Dashboard Demo -- Microsoft Teams Meeting

11:30 AM - 12:00 PM MTG: Okenge, Iris and Anita - Weekly Executive Recruitment Update -- Via Skype

2:00 PM - 2:30 PM Completed - REVIEW: LSB BN - email from John May 11 (1:59pm, draft 2)

2:30 PM - 3:00 PM Monthly Communications Meeting -- Skype

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

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

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

5:00 PM - 5:30 PM Completed - APPROVE: Exec Comm Minutes - email from Shirley May 11

5:30 PM - 6:00 PM eApprovals ID 236

May 12, 2020

8:30 AM - 9:30 AM Prep for 10am

9:30 AM - 10:00 AM Travel

10:00 AM - 11:00 AM MEETING: Don Wright and Okenge Yuma Morisho - Weekly Meeting . Security Concern

May 12, 2020 Continued

11:00 AM - 11:30 AM	Travel
11:30 AM - 12:00 PM	Completed - SEARCH: DM Comp Inquiry - email from Kelly May 12
1:00 PM - 1:30 PM	Completed - REVIEW/SEND: Due Process - email from John May 11
1:45 PM - 1:55 PM	Quick Chat - Okenge/Iris -- Iris to call Okenge
3:00 PM - 3:30 PM	LIVE PHO UPDATE
3:45 PM - 4:15 PM	Restart Guidance -- Skype Meeting
4:30 PM - 5:00 PM	Daily Exec Check-In -- Skype Meeting

May 13, 2020

10:30 AM - 10:45 AM	Call re Fri Mtg
11:00 AM - 11:30 AM	Budget - Okenge/Bruce/Sandra/Shirley -- Skype
11:30 AM - 12:00 PM	Weekly COVID-19 Updates - PSA Exec + Senior Leaders -- Skype Call
1:00 PM - 3:00 PM	Executive Committee on Diversity and Inclusion (ECDI) -- Via Skype
3:00 PM - 3:30 PM	LIVE PHO UPDATE
4:30 PM - 5:00 PM	Daily Exec Check-In -- Skype Meeting

May 14, 2020

8:30 AM - 9:00 AM	Check-In Mtg - Okenge/Susan -- Susan to call Okenge
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May 14, 2020 Continued

9:00 AM - 9:45 AM	Okenge / Rueben 1:1 -- Rueben to call Okenge
10:00 AM - 10:30 AM	Completed - REVIEW: Research Proposal - email from Rueben May 12
1:00 PM - 1:45 PM	Okenge / Iris 1:1 -- Iris to call Okenge
3:00 PM - 3:30 PM	LIVE PHO UPDATE
4:00 PM - 4:30 PM	Daily Exec Check-In -- Skype Meeting
5:30 PM - 6:00 PM	Call with Lori W

May 15, 2020

8:00 AM - 8:30 AM	Travel
8:30 AM - 10:00 AM	DMC -- Security Concern Teleconference/MS Teams
10:00 AM - 11:00 AM	Phased Workplace Re-entry -- Conference Call
10:00 AM - 11:00 AM	PJH PRESS CONFERENCE
11:00 AM - 11:30 AM	Check-In Mtg - Okenge/Bernard -- Via Skype
11:30 AM - 12:00 PM	Travel
1:00 PM - 1:30 PM	Completed - APPROVE: C-19 Update to Agency for Tues - email from Kelly May 15
1:30 PM - 3:00 PM	Roundtable / DMC Debrief -- Skype
3:00 PM - 3:30 PM	Completed - REVIEW: Vac BN - email from Rueben May 14

May 15, 2020 Continued

3:30 PM - 4:15 PM Project Update - Okenge/Norma -- Via Skype

4:30 PM - 5:00 PM Completed - REVIEW: PIDA Docs - email from Kelly May 15

May 18, 2020

8:00 AM - 5:00 PM STAT

May 19, 2020

9:00 AM - 11:00 AM Completed - REVIEW/PREP: Coop Online Orientation May 21

11:30 AM - 12:00 PM Completed - eApprovals ID 219

12:00 PM - 12:30 PM Completed - eApprovals ID 239

12:30 PM - 1:00 PM eApprovals ID 236

1:00 PM - 1:30 PM Completed - eApprovals ID 243

1:30 PM - 2:00 PM MTG: Okenge, Iris and Anita - Weekly Executive Recruitment Update -- Skype

2:00 PM - 2:30 PM Completed - eApprovals ID 245

2:30 PM - 4:30 PM Executive Committee Meeting -- Skype

3:00 PM - 3:30 PM PHO Update

4:30 PM - 5:00 PM Completed - eApprovals ID 246

5:00 PM - 6:00 PM Completed - Top Work Unit & PSW - email from Kelly May 19 - DUE TODAY

May 20, 2020

8:30 AM - 9:00 AM	Completed - APPROVE: ASPR - email from Shirley May 19 - DUE MAY 21
9:30 AM - 10:00 AM	Completed - RUSH REVIEW: IN - email from Rueben May 20 - BEFORE 10AM
11:00 AM - 11:30 AM	Brief re workplace guideline -- Skype Meeting
11:30 AM - 12:00 PM	Weekly COVID-19 Updates - PSA Exec + Senior Leaders -- Skype Call
1:00 PM - 2:30 PM	Prep for 3pm
2:30 PM - 3:00 PM	Travel
3:00 PM - 3:30 PM	MEETING: Don Wright and Okenge Yuma Morisho - Weekly Meeting ^{Security Concern}
3:00 PM - 3:30 PM	PHO Update
3:30 PM - 4:00 PM	HR ^{Security Concern}
4:00 PM - 4:30 PM	Travel
4:30 PM - 5:00 PM	Daily Exec Check-In -- Skype Meeting
5:00 PM - 5:15 PM	Debrief - Okenge/Iris/Anita -- Skype Meeting

May 21, 2020

All Day	Global Accessibility Day
8:30 AM - 9:00 AM	Please join the Orientation call at 9AM to hear the Territorial Acknowledgement + Ice Breakers!
9:00 AM - 10:00 AM	Welcome Orientation for Co-op Program (speaking from 9:15-9:30am) -- Skype

May 21, 2020 Continued

9:15 AM - 9:30 AM	Co-op Online Orientation- Welcome Address -- Online
10:30 AM - 11:00 AM	Update - Okenge/Kevin -- Kevin to call Okenge
11:00 AM - 11:45 AM	Okenge / William 1:1 -- William to call Okenge
1:00 PM - 1:45 PM	Okenge / Deb 1:1 -- Deb to call Okenge
1:45 PM - 2:15 PM	Vacation -- Skype Meeting
3:00 PM - 3:30 PM	PHO Update
4:00 PM - 4:30 PM	Daily Exec Check-In -- Skype Meeting
4:30 PM - 4:45 PM	Donna/Okenge -- Donna to call Okenge
5:15 PM - 5:35 PM	OIC Prospect -- Mike to call Okenge

May 22, 2020

All Day	Private Appointment
8:00 AM - 8:30 AM	Travel
8:30 AM - 10:00 AM	DMC Security Concern Teams
8:30 AM - 9:00 AM	DMC Presentation -- MS Teams
10:00 AM - 10:30 AM	Travel
10:30 AM - 11:30 AM	Project Update - Okenge/Norma -- Via Skype

May 22, 2020 Continued

11:30 AM - 11:45 AM	Catch Up - Okenge/Salman -- Salman to call Okenge
12:30 PM - 1:00 PM	Debrief - Okenge/William/Brad -- Skype Meeting
1:00 PM - 1:45 PM	Okenge / Joanne: 1:1 -- Joanne to call Okenge
2:00 PM - 2:45 PM	Okenge / John 1:1 -- John to call Okenge
3:00 PM - 4:30 PM	Roundtable / DMC Debrief -- Skype
3:00 PM - 3:30 PM	PHO Update
4:30 PM - 5:00 PM	eApprovals ID 236
5:00 PM - 5:30 PM	Completed - APPROVE: C-19 Update to Agency - email from Kelly May 22

May 24, 2020

1:00 PM - 2:00 PM	Discuss Plan -- Conference Call
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May 25, 2020

11:00 AM - 12:00 PM	Touch Base - Okenge/Richard/Doug/John/Ken -- Skype Meeting
2:00 PM - 3:00 PM	Independent Officers Oath Regulation -- Teleconference
4:30 PM - 5:00 PM	Workplace Guide planning -- Skype

May 26, 2020

10:00 AM - 10:30 AM	Touch Base - Okenge/Keith -- Keith to call Okenge
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May 26, 2020 Continued

11:15 AM - 12:00 PM	Okenge / Bruce 1:1 -- Bruce to call Okenge
12:00 PM - 12:30 PM	Completed - eApprovals ID 251
12:30 PM - 1:00 PM	eApprovals ID 236
1:00 PM - 2:30 PM	DMCPSC (2020 Mtg. Series) --
2:30 PM - 3:00 PM	Completed - eApprovals ID 254
3:00 PM - 3:30 PM	Budget - Okenge/Bruce/Sandra/Shirley -- Skype Meeting
4:00 PM - 4:30 PM	MTG: Okenge, Iris and Anita - Weekly Executive Recruitment Update -- Skype Meeting
4:30 PM - 4:45 PM	Catch Up - Okenge/Don -- Okenge to call Don
4:45 PM - 5:15 PM	Daily Exec Check-In -- Skype Meeting

May 27, 2020

11:30 AM - 12:00 PM	Weekly COVID-19 Updates - PSA Exec + Senior Leaders -- Skype Call
1:30 PM - 2:00 PM	Travel
2:00 PM - 3:00 PM	MEETING: Don Wright and Okenge Yuma Morisho - Weekly Meeting . Security Concern
3:00 PM - 3:30 PM	Travel
3:30 PM - 3:45 PM	Debrief - Okenge/Iris/Anita -- Skype
4:00 PM - 4:30 PM	Pre-Brief: Finance KWS - Okenge/Deb/Melissa/Martha -- Skype

May 27, 2020 Continued

4:30 PM - 5:00 PM	Daily Exec Check-In -- Skype Meeting
5:15 PM - 5:30 PM	Check In - Okenge/Scott -- Scott to call Okenge
6:00 PM - 6:30 PM	Completed - REVIEW: PowerPoint for All-Agency - email from Kelly May 27

May 28, 2020

9:00 AM - 9:45 AM	Okenge / Rueben 1:1 -- Rueben to call Okenge
10:30 AM - 12:30 PM	DMCPSR
1:00 PM - 2:00 PM	All-Agency Virtual Meeting (Monthly) -- Skype Meeting Broadcast
2:00 PM - 4:00 PM	REVIEW ESTIMATES BINDER
3:00 PM - 3:15 PM	Update - Okenge/Shannon -- Shannon to call Okenge
4:00 PM - 4:30 PM	Project Update - Okenge/Norma -- Norma to call Okenge
5:00 PM - 5:30 PM	Completed - eApprovals ID 185

May 29, 2020

8:30 AM - 10:00 AM	DMC ^{Security Concern} Teams
10:30 AM - 11:00 AM	Completed - APPROVE: May 19 ExComm Mtg Mins
11:00 AM - 11:30 AM	Costs Discussion - Norma/Melissa/Claire -- Skype Meeting

May 29, 2020 Continued

1:00 PM - 2:30 PM	Roundtable / DMC Debrief -- Skype Meeting
2:30 PM - 3:30 PM	Completed - PREPARE: L@WW Video Pics - email from Kelly May 19 - DUE JUN 02
3:45 PM - 4:30 PM	Okenge / Iris 1:1 -- Iris to call Okenge
4:30 PM - 5:00 PM	Completed - APPROVE: C-19 Update for June 1 - email from Kelly May 29
5:00 PM - 5:30 PM	Completed - RESPONSE: ARC Request - email from PSEC Replies May 26