

June 1, 2020

8:30 AM - 9:00 AM	8:30-9:00am - Touch Base on Emerging Issues --
9:00 AM - 9:30 AM	Call with Jill / Michael
9:30 AM - 10:00 AM	Phone Call: Jill & Sunny
10:00 AM - 10:30 AM	MINISTER: Roundtable
10:30 AM - 11:00 AM	eApprovals
11:00 AM - 11:30 AM	Quarterly Update Meetings 2020: OAG & CITZ --
11:30 AM - 1:00 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	MINISTER: Briefing with PC McEvoy
2:00 PM - 2:30 PM	2:00 PM QUARTERLY call MMM/BC Immigrant Investment Fund Jill Kot
2:30 PM - 5:00 PM	Do Not Book
5:00 PM - 5:30 PM	Discussion --
5:30 PM - 6:00 PM	CONFERENCE CALL - Jill/Christine/Trevor/Kim --

June 2, 2020

7:45 AM - 8:15 AM	Phone Call: Jill/Kim re: Check-in
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June 2, 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 re: Touch Base
9:30 AM - 10:00 AM	Jill/Kirsten re: Bi-weekly --
10:00 AM - 10:30 AM	Weekly Call with Jill/Bobbi & Tracee
10:30 AM - 11:00 AM	eApprovals
11:00 AM - 11:30 AM	Lunch
11:30 AM - 1:00 PM	Supply Chain PPE / Lori Halls, Jill Kot, Leon Gaber, Tracee Schmidt, Tracy Campbell, Bobbi Sadler and Hayden Lansdell --
1:00 PM - 2:30 PM	eApprovals
2:30 PM - 3:30 PM	Jill/Bobbi/Dean/Tracee/Erik/Robert/Kirsten re: BC Bid Follow-up
3:30 PM - 4:00 PM	Jill/Trevor/Madeline & Kim
4:00 PM - 4:30 PM	Phone Call: Jill Kot/Donna Evans
4:30 PM - 5:00 PM	DMCPSR Debrief w/Jill/Debbie/Hayden & Rueben
5:00 PM - 5:45 PM	Corporate Executive Call re COVID-19 Guidance (CHOOSE EITHER JUNE 2 OR JUNE 3)

June 3, 2020

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	Jill/CJ/Bobbi/Stu/Kirsten L & Kirsten M. re: Workstations --
10:00 AM - 11:00 AM	PHONE CALL: Jill/Bobbi re: Weekly Touch Base --
11:00 AM - 11:30 AM	PHONE CALL - Jill/Bev re: FPT DM Table on Service Delivery Pre-brief (Mtg June 4)
11:30 AM - 1:00 PM	Supply Chain PPE / Lori Halls, Jill Kot, Leon Gaber, Tracee Schmidt, Tracy Campbell, Bobbi Sadler and Hayden Lansdell --
1:00 PM - 1:30 PM	LUNCH & eApprovals
1:30 PM - 2:00 PM	Jill/Courtney Stewart re: Introductions
2:15 PM - 3:00 PM	FW: Weekly Update with ADM
3:00 PM - 3:30 PM	Supply Chain meeting / Lori / Jill / Peter / Tracy / Tracee / Leon / Chrissy
4:00 PM - 4:30 PM	Jill/Bobbi/Pam re: Pre-brief for Naming Opp
5:00 PM - 5:30 PM	Discussion --

June 4, 2020

7:45 AM - 8:15 AM	Phone Call: Jill/Kim re: Check-in
8:30 AM - 9:30 AM	FPT COVID-19 Procurement WG

June 4, 2020 Continued

9:30 AM - 10:00 AM	Jill/James MacKenzie re: Public Service Week Video Segment Taping
10:00 AM - 11:30 AM	Meeting of the FPT DMs' Table on Service Delivery Collaboration
11:30 AM - 12:00 PM	Jill/Trevor/Kim re: Status Report
12:00 PM - 1:00 PM	LUNCH
12:30 PM - 12:45 PM	Jill/Dean/Brad re: CITZ Restart
1:00 PM - 2:00 PM	eApprovals
2:00 PM - 2:30 PM	Phone Call: Bev: touch base --
2:30 PM - 3:30 PM	Jill/JC/Jen re: Touch Base
3:30 PM - 4:00 PM	DMCPSC
4:00 PM - 4:30 PM	Travel

June 5, 2020

8:30 AM - 10:00 AM	DMC
10:10 AM - 10:30 AM	Call
10:30 AM - 12:00 PM	Security Briefing

June 5, 2020 Continued

12:00 PM - 1:00 PM	Lunch and Eapprovals
1:00 PM - 1:45 PM	Eapprovals/emails/office work
1:45 PM - 2:00 PM	Phone Call: Jill & Tracee
2:00 PM - 2:30 PM	Supply Chain / Lori / Peter / Jill / Tracy / Leon / Tracee / Chrissy --
2:30 PM - 3:00 PM	Phone Call: Jill/Dean re: Review Staffing Requests --
3:00 PM - 3:30 PM	Phone Call: Jill/Dean re: Bi-weekly --
3:45 PM - 4:15 PM	Phone Call: - Jill/Sunny re: Bi-weekly --
5:00 PM - 5:30 PM	Discussion --
5:30 PM - 6:00 PM	CONFERENCE CALL - Jill/Christine/Trevor/Kim --

June 8, 2020

7:45 AM - 8:15 AM	Phone Call: Jill/Kim re: Check-in --
8:30 AM - 9:45 AM	MINISTER: Roundtable for Estimates Overview and highlight of Top 3 areas/key questions --
10:00 AM - 11:00 AM	eApprovals
11:00 AM - 11:30 AM	Jill/Sunny/Rebecca Guthrie/Courtney re: Pre-brief
11:30 AM - 1:00 PM	Supply Chain PPE / EMBC/CITZ/ Guest: M. Fransblow --

June 8, 2020 Continued

1:00 PM - 1:30 PM	Lunch and Eapprovals
1:30 PM - 2:00 PM	CONFERENCE CALL: Jill/David/Evan/Angela & Jeannette re: BCIP Pre-brief (Mtg June 10)
2:00 PM - 3:30 PM	CITZ Executive Committee --
3:30 PM - 4:30 PM	eApprovals
4:30 PM - 5:00 PM	MINISTER: Report Back
5:00 PM - 5:30 PM	Discussion --
5:30 PM - 6:00 PM	CONFERENCE CALL - Jill/Christine/Trevor/Kim --

June 9, 2020

9:00 AM - 9:30 AM	eApprovals
9:30 AM - 10:30 AM	DMCSSP Materials review / Lori / Jill / Peter / Tracy / Alex / Leon
10:30 AM - 11:00 AM	BCPS Workforce Planning Next Steps
11:00 AM - 12:00 PM	Jill/Jeanette/Courtney re: Orientation
12:00 PM - 12:30 PM	Jill/CJ/Hayden/Corrie & Susan re: Technology Opportunities
12:30 PM - 1:00 PM	Lunch
1:00 PM - 1:30 PM	PHONE CALL - Jill/CJ re: Bi-weekly Mtg --

June 9, 2020 Continued

1:30 PM - 2:00 PM	Jill/CJ/James/Michael re: EGC Pre-brief (Mtg June 15)
2:00 PM - 2:30 PM	Supply Chain / Lori / Peter / Jill / Tracy / Leon / Tracee / Chrissy --
2:30 PM - 3:00 PM	Do Not Book
3:00 PM - 5:00 PM	DMCSI (Deputy Ministers' Committee on Social Initiatives) --
5:00 PM - 5:30 PM	Discussion re Process Automation

June 10, 2020

7:45 AM - 8:15 AM	Phone Call: Jill/Kim re: Check-in --
8:30 AM - 9:00 AM	Jill/Bobbi/Tracy Mandur re: Touch Base
9:00 AM - 9:30 AM	Jill/CJ & Hayden re: Digital Investment Board Pre-brief (Mtg. June 18)
9:30 AM - 10:00 AM	Do Not Book
10:00 AM - 12:00 PM	BCIF Board Meeting
12:00 PM - 1:00 PM	Lunch and Eapprovals
1:00 PM - 2:30 PM	MINISTER: Estimates Prep - PSD & Procurement Overview and Introduction to Strategic Contacts
2:30 PM - 3:30 PM	eApprovals
3:30 PM - 4:00 PM	Jill/Mike Cobby re: Skype/MS Teams

June 10, 2020 Continued

4:00 PM - 4:30 PM Weekly Call with Jill/Bobbi & Tracee

4:30 PM - 5:00 PM eApprovals

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

June 11, 2020

7:00 AM - 8:00 AM Book Club --

8:30 AM - 9:00 AM Phone Call: Jill/Alex MacLennan re: Touch Base

9:00 AM - 10:00 AM Jill/JC/Jen re: Touch Base

10:00 AM - 10:30 AM eApprovals

10:30 AM - 11:00 AM Jill/Bobbi/Heather re: Workstations

11:00 AM - 11:30 AM Jill Kot/Christine Kennedy/Susan Stanford re: Connectivity

12:00 PM - 1:00 PM Lunch & eApprovals Time

1:00 PM - 1:30 PM Phone Call: Jill/David re: Bi-weekly --

1:30 PM - 2:00 PM eApprovals

2:00 PM - 2:30 PM MINISTER: RPD Briefing

June 11, 2020 Continued

2:30 PM - 3:30 PM	2:30 DMCSSP
3:30 PM - 4:00 PM	Phone Call: Jill & CJ
4:00 PM - 5:30 PM	MINISTER: Estimates Prep - CIRMO Overview and FOI Issues
5:30 PM - 6:00 PM	Travel

June 12, 2020

7:45 AM - 8:15 AM	Phone Call: Jill/Kim re: Check-in --
8:30 AM - 10:00 AM	DMC
10:15 AM - 10:30 AM	eApprovals
10:30 AM - 11:15 AM	Phone Call: Jill/Corrie re: Touch Base
11:15 AM - 11:30 AM	Phone Call: Jill/Tracee re: Touch Base
11:30 AM - 1:00 PM	Supply Chain PPE / Lori Halls, Jill Kot, Leon Gaber, Tracee Schmidt, Tracy Campbell, Bobbi Sadler and Hayden Lansdell --
1:00 PM - 2:00 PM	CITZ Expanded Exec Bi-weekly Check-in --
2:00 PM - 3:30 PM	FW: MEETING: Corrections Capital PEB
4:00 PM - 5:00 PM	eApprovals

June 12, 2020 Continued

5:00 PM - 5:30 PM	Discussion --
5:30 PM - 6:00 PM	CONFERENCE CALL - Jill/Christine/Trevor/Kim --

June 15, 2020

All Day	Public Service Week (June 14-20)
8:30 AM - 9:45 AM	MINISTER: Estimates Prep (SBC Overview) & Pre-brief for PO Mtg
9:45 AM - 10:15 AM	PHONE CALL: Jill/JC: touch base --
10:15 AM - 11:30 AM	eApprovals
11:30 AM - 12:00 PM	Phone Call: Jill/Bobbi re: Touch Base
12:00 PM - 1:00 PM	Lunch
1:00 PM - 2:00 PM	EGC
1:30 PM - 2:30 PM	Meeting with Premier
2:30 PM - 4:30 PM	CITZ Executive Committee (2020 Mtg. Series) --
5:00 PM - 5:30 PM	Discussion --
5:30 PM - 6:00 PM	CONFERENCE CALL - Jill/Christine/Trevor/Kim --

June 16, 2020

All Day	Public Service Week (June 14-20)
8:30 AM - 9:00 AM	8:30-9:00am - Daily Comms Call --
9:15 AM - 11:15 AM	MINISTER: Estimates Prep - Connectivity and ICT Overview
11:15 AM - 11:45 AM	MINISTER: Workstations Briefing
11:45 AM - 12:00 PM	MINISTER: Annual Service Plan Report
12:00 PM - 1:00 PM	Lunch & eApprovals
1:00 PM - 1:30 PM	Prep for next FPT DM Level meeting
1:30 PM - 2:00 PM	Weekly Call with Jill/Bobbi & Tracee
2:30 PM - 3:00 PM	PHONE CALL: Bev: touch base --
3:00 PM - 3:30 PM	eApprovals
3:30 PM - 4:00 PM	PHONE CALL: Jill/Sunny re: Bi-weekly --
4:00 PM - 5:00 PM	MINISTER: RPD Briefing

June 17, 2020

All Day	Public Service Week (June 14-20)
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June 17, 2020 Continued

7:45 AM - 8:15 AM	Phone Call: Jill/Kim re: Check-in (mtg series ends July 3) --
8:30 AM - 9:00 AM	8:30-9:00am - Daily Comms Call --
9:00 AM - 9:30 AM	PHONE CALL: Jill/JC: touch base --
9:30 AM - 10:15 AM	Critics Briefing
10:15 AM - 11:00 AM	Jill/CJ/Bobbi/Stu/Dean & Tony for Tim re: Workstations --
11:00 AM - 11:30 AM	LUNCH & eApprovals
11:30 AM - 1:00 PM	Supply Chain PPE / Lori Halls, Jill Kot, Leon Gaber, Tracee Schmidt, Tracy Campbell, Bobbi Sadler and Hayden Lansdell --
1:00 PM - 2:25 PM	MINISTER: Estimates Prep - OCIO , DPD and ES Overview
2:30 PM - 3:30 PM	eApprovals
3:30 PM - 4:00 PM	PHONE CALL: Jill/Courtney re: Bi-weekly --
4:00 PM - 4:30 PM	Phone Call: Don Wright & Jill Kot
5:00 PM - 5:30 PM	Discussion --

June 18, 2020

All Day	Public Service Week (June 14-20)
8:30 AM - 9:00 AM	8:30-9:00am - Daily Comms Call --

June 18, 2020 Continued

9:00 AM - 10:00 AM	Jill/JC/Jen re: Touch Base
10:00 AM - 11:30 AM	Jill/CJ/Bobbi/Hayden & Kerry re: Pre-brief for Modernization
12:00 PM - 12:30 PM	PHONE CALL: Jill and Allison
12:30 PM - 1:30 PM	Lunch and Eapprovals
1:30 PM - 2:00 PM	Jill/Bobbi/Tracee/Erik re: DMCPSC Pre-brief --
2:00 PM - 3:30 PM	Digital Investment Board Meeting
3:30 PM - 4:00 PM	Jill/CJ/Hayden & Jaimie Boyd re: Architectural Review
4:00 PM - 4:30 PM	eApprovals

June 19, 2020

All Day	Public Service Week (June 14-20)
7:45 AM - 8:15 AM	Phone Call: Jill/Kim re: Check-in (mtg series ends July 3) --
8:30 AM - 10:00 AM	DMC
10:00 AM - 10:30 AM	Meet Jeannette Security Concern
11:00 AM - 11:30 AM	eApprovals
11:30 AM - 12:00 PM	PHONE CALL: Jill/Bobbi re: Weekly Touch Base --

June 19, 2020 Continued

12:30 PM - 1:00 PM	Lunch and Eapprovals
1:00 PM - 2:00 PM	eApprovals
2:00 PM - 3:00 PM	PHONE CALL: Jill & Sunny
3:00 PM - 3:30 PM	Phone Call: Jill Kot/Christine Kennedy re: Touch Base
3:30 PM - 4:00 PM	Jill/Dean/Lisa re: Review Staffing Requests --
4:00 PM - 4:30 PM	Jill/Dean re: Bi-weekly --
5:00 PM - 5:30 PM	Discussion --
5:30 PM - 6:00 PM	CONFERENCE CALL - Jill/Christine/Trevor/Kim --

June 22, 2020

All Day	House back in Session (June/July)
7:45 AM - 8:15 AM	Phone Call: Jill/Kim re: Check-in (mtg series ends July 3) --
8:30 AM - 9:00 AM	8:30-9:00am - Daily Comms Call --
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	eApprovals

June 22, 2020 Continued

10:30 AM - 11:00 AM	Jill/CJ/Hayden re: IDD DM Board Meeting Pre-brief (Mtg. June 26)
11:00 AM - 11:30 AM	Lunch and Eapprovals
11:30 AM - 1:00 PM	FW: Supply Chain PPE / Lori Halls, Jill Kot, Leon Gaber, Tracee Schmidt, Tracy Campbell, Bobbi Sadler and Hayden Lansdell --
1:00 PM - 1:45 PM	Jill/CJ re: Bi-weekly Mtg (James attending for 15 minutes) --
1:30 PM - 2:30 PM	Question Period
2:30 PM - 4:30 PM	CITZ Executive Committee (2020 Mtg. Series) --
4:30 PM - 5:00 PM	Jill/Debbie/Bev/Hayden/Rueben re: DMCP SR Pre-brief (Mtg. June 25)
5:00 PM - 5:30 PM	Discussion --
5:30 PM - 6:00 PM	CONFERENCE CALL - Jill/Christine/Trevor/Kim --

June 23, 2020

All Day	House back in Session (June/July)
8:30 AM - 9:00 AM	8:30-9:00am - Daily Comms Call --
9:00 AM - 9:30 AM	Supply Chain / Lori / Peter / Jill / Tracy / Leon / Tracee / Chrissy --
9:30 AM - 10:00 AM	Article 29 Pre-brief w/Jill/Bev & Bobbi (Mtg June 24)
10:00 AM - 11:00 AM	Question Period

June 23, 2020 Continued

11:15 AM - 12:35 PM	11:15 to 12:35 - MINISTER: Estimates Prep - RPD Overview
1:00 PM - 2:30 PM	DMCPSC
3:00 PM - 5:00 PM	DMCSI (Deputy Ministers' Committee on Social Initiatives) --
5:15 PM - 5:45 PM	Phone Call: Jill and Lori W re: Update

June 24, 2020

All Day	House back in Session (June/July)
8:00 AM - 9:00 AM	Jill/James re: Touch Base
9:00 AM - 9:30 AM	Top Work Unit Awards - RPD (Facilities Contract Management branch)
10:00 AM - 12:00 PM	Article 29 Meeting
12:30 PM - 1:00 PM	Pre-Discussion for June 26th Mtg
1:00 PM - 1:30 PM	Lunch and Eapprovals
1:30 PM - 2:30 PM	Question Period
2:45 PM - 3:00 PM	Top Work Until Award - SBC (SSB/ADMO/ISS)
3:00 PM - 3:45 PM	Jill/Sunny/Yvonne/Sanjay Uppal re: Negotiations

June 24, 2020 Continued

4:00 PM - 4:30 PM Phone Call: Jill/CJ re: Technology Roundtable Debrief & DMCSSP Pre-brief (Mtg June 25)

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

June 25, 2020

All Day Estimates/Virtual Committee of Supply Proceedings

7:00 AM - 8:00 AM Book Club --

8:30 AM - 9:00 AM 8:30-9:00am - Daily Comms Call --

9:00 AM - 10:30 AM MINISTER: Estimates Prep - CSD Overview and includes COVID related items

10:30 AM - 12:30 PM DMCPSR

12:30 PM - 1:00 PM Lunch and Eapprovals

1:00 PM - 2:00 PM PHONE CALL: Jill/Bobbi re: Weekly Touch Base --

2:00 PM - 4:00 PM 2:00 DMCSSP

4:00 PM - 5:00 PM Jill/CJ/Bobbi/Dean/Jeremy Coad/Corinne Timmermann re: ES Report Back Update

June 26, 2020

All Day Estimates/Virtual Committee of Supply Proceedings

7:45 AM - 8:15 AM Phone Call: Jill/Kim re: Check-in (mtg series ends July 3) --

June 26, 2020 Continued

8:45 AM - 9:00 AM	MEETING: Mark, Lori, Heather & Jill
9:00 AM - 10:00 AM	DMC
10:00 AM - 10:45 AM	MEETING: Don Wright, Richard Fyfe, Jill Kot, Christine Kennedy, Christina Zacharuk, Lori Wanamaker and Heather Wood
11:15 AM - 12:15 PM	CITZ Expanded Exec Bi-weekly Check-in --
12:15 PM - 1:00 PM	Lunch and Eapprovals
1:00 PM - 2:30 PM	Integrated Data DM Board Meeting (2020 Mtg. Series) --
2:30 PM - 3:30 PM	IN PERSON - Jill/JC/Jen re: Touch Base
3:30 PM - 4:15 PM	IN PERSON - Jill/David re: Bi-weekly --
4:15 PM - 4:30 PM	PHONE CALL: Jill & Mark re: NCC
4:30 PM - 5:00 PM	IN PERSON - Jill/Bev/Adriana re: HR

June 29, 2020

8:30 AM - 9:00 AM	8:30-9:00am - Daily Comms Call --
9:00 AM - 9:30 AM	Jill/Katherine Kitchen re: Touch Base
9:30 AM - 10:00 AM	Phone Call: Jill/Sunny re: PGYCS Sub

June 29, 2020 Continued

10:00 AM - 11:00 AM	MINISTER: Estimates Prep - GDX Overview
11:00 AM - 12:00 PM	MINISTER: Estimates Practice
12:00 PM - 1:00 PM	Supply Chain PPE / Lori Halls, Jill Kot, Leon Gaber, Tracee Schmidt, Tracy Campbell, Bobbi Sadler and Hayden Lansdell (additional attendees: Rumon Carter, Greg Tyson, Alex Chandler) --
1:00 PM - 1:30 PM	Jill/CJ re: Bilat
1:30 PM - 2:00 PM	Jill/CJ re: Bi-Lat Continued
2:00 PM - 4:30 PM	eApprovals
5:00 PM - 5:30 PM	Discussion --
5:30 PM - 6:00 PM	CONFERENCE CALL - Jill/Christine/Trevor/Kim --

June 30, 2020

8:00 AM - 8:30 AM	BC Mail re: Top Work Unit Award
8:30 AM - 9:00 AM	8:30-9:00am - Daily Comms Call --
9:30 AM - 10:00 AM	MINISTER: Technology Roundtable Briefing
10:00 AM - 11:00 AM	MEETING: Corrections Capital PEB
11:00 AM - 11:30 AM	Jill/CJ/Bobbi & Stuart Restall re: MPSR Briefing

June 30, 2020 Continued

11:30 AM - 12:00 PM	eApprovals
12:00 PM - 1:00 PM	Lunch and Eapprovals
1:00 PM - 1:30 PM	Top Work Unit Awards - Privacy, Compliance and Training Branch - CIRMO
1:30 PM - 2:00 PM	Jill & Teri re: Touch Base
2:00 PM - 2:30 PM	eApprovals
2:30 PM - 3:00 PM	Top Work Unit Awards - RPD's Asset Management branch
4:00 PM - 5:00 PM	Jill & Executive: Estimates Dry Run