

## December 1, 2020

3:00 PM - 4:00 PM

MEETING: Christina and Jill re: Touch Base

## December 2, 2020

8:30 AM - 9:00 AM

Tara / Lori / Jill / Shauna - DM briefing prior to Supply Chain PPE Meeting

10:00 AM - 11:00 AM

Leadership Circle 360 Assessment

1:00 PM - 2:00 PM

Lunch and Signing

2:00 PM - 3:30 PM

DM Succession & Development Conversation (1 of 1) - LBR

## December 3, 2020

9:00 AM - 10:00 AM

Shauna/Jill re: Touch Base

12:00 PM - 1:00 PM

Lunch and Signing

1:00 PM - 2:00 PM

Meeting - Touch Base

2:00 PM - 3:00 PM

Security Concern

3:00 PM - 4:30 PM

DM Succession & Development Conversation (1 of 1) - ENV

## December 4, 2020

7:00 AM - 8:00 AM

Personal Information

## December 4, 2020 Continued

8:30 AM - 10:00 AM

DMC

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Security Concern; Government Financial Information

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11:00 AM - 11:30 AM

Meeting - FOI Update

12:00 PM - 1:00 PM

Lunch and Signing

1:30 PM - 2:25 PM

Discussion: Roles/Responsibilities

## December 7, 2020

All Day

House Sitting

All Day

Throne Speech (exact timing TBD)

11:00 AM - 11:30 AM

Discussion: Jill/Alex MacLennan

12:00 PM - 1:00 PM

Lunch and Signing

1:30 PM - 2:00 PM

1:30 PM - Public Service Agency Executive Committee

## December 8, 2020

| All Day             | House Sitting                           |
|---------------------|-----------------------------------------|
| 10:00 AM - 11:00 AM | QP                                      |
| 10:00 AM - 10:30 AM | Touch Base - Jill/Christina             |
| 11:00 AM - 12:00 PM | Meeting: Jill/Rueben/Bobbi reg: DMCP SR |
| 12:00 PM - 1:00 PM  | Booked                                  |
| 3:00 PM - 3:30 PM   | Discussion: DMCP SR                     |

## December 9, 2020

| All Day             | House Sitting                                                  |
|---------------------|----------------------------------------------------------------|
| 8:00 AM - 8:30 AM   | Discussion: DMCP SR (Jill/Lori H.)                             |
| 9:00 AM - 10:00 AM  | Meeting: Jill/Deb/Bobbi reg: DMCP SR (Diversity and Inclusion) |
| 10:00 AM - 12:00 PM | Meeting: Jill/Bobbi reg: DMCP SR                               |
| 12:00 PM - 1:00 PM  | Lunch and Signing                                              |
| 1:00 PM - 1:30 PM   | Discussion: DMCP SR                                            |
| 2:00 PM - 3:00 PM   | QP                                                             |

## December 9, 2020 Continued

|                   |                          |
|-------------------|--------------------------|
| 2:00 PM - 2:30 PM | Discussion: DMCPSP       |
| 2:30 PM - 3:30 PM | Meeting: Jill/Iris Colyn |
| 3:30 PM - 4:00 PM | Discussion: DMCPSP       |
| 6:30 PM - 7:00 PM | Private Appointment      |

## December 10, 2020

|                     |                                                 |
|---------------------|-------------------------------------------------|
| All Day             | House Sitting                                   |
| 10:00 AM - 11:30 AM | Webinar - New Approaches -- Zoom Session        |
| 10:00 AM - 11:00 AM | QP                                              |
| 12:00 PM - 1:00 PM  | Lunch and Signing                               |
| 1:00 PM - 2:30 PM   | Jill/Bobbi reg: DMCPSP Conversation             |
| 2:30 PM - 3:30 PM   | Discussion - Debi/Jill Kot                      |
| 3:30 PM - 4:00 PM   | Touch Base - Jill/Christina                     |
| 4:00 PM - 4:30 PM   | MEETING: Lori and Jill re: DMCPSP agenda review |

## December 11, 2020

|         |               |
|---------|---------------|
| All Day | House Sitting |
|---------|---------------|

## December 11, 2020 Continued

|                     |                                     |
|---------------------|-------------------------------------|
| 7:00 AM - 8:00 AM   | Jill/Lori: Morning Walk --          |
| 8:30 AM - 10:00 AM  | DMC                                 |
| 10:30 AM - 11:00 AM | Discussion: DMCP SR                 |
| 11:00 AM - 11:30 AM | Biweekly Standup                    |
| 12:15 PM - 1:00 PM  | Lunch and Signing                   |
| 1:00 PM - 1:30 PM   | Touch Base - Jill/Donna Sanford     |
| 1:30 PM - 2:00 PM   | One on One - Jill/Eleanor           |
| 2:00 PM - 2:30 PM   | Discussion: DMCP SR                 |
| 3:00 PM - 3:45 PM   | Tips for New Executives - Jill/Iris |
| 4:00 PM - 5:00 PM   | Check In -- Teams Meeting           |

## December 14, 2020

|                   |                                                 |
|-------------------|-------------------------------------------------|
| All Day           | House Sitting                                   |
| 8:30 AM - 9:00 AM | Phone Call: Terry Gunning -- Jill to call Terry |
| 9:00 AM - 9:15 AM | Hub Repair                                      |

## December 14, 2020 Continued

|                    |                            |
|--------------------|----------------------------|
| 12:00 PM - 1:00 PM | Lunch and Signing          |
| 1:00 PM - 1:30 PM  | Discussion: Review Process |
| 2:00 PM - 3:00 PM  | QP                         |

## December 15, 2020

|                     |                             |
|---------------------|-----------------------------|
| All Day             | House Sitting               |
| 9:00 AM - 9:30 AM   | Touch Base - Jill/Christina |
| 10:00 AM - 11:00 AM | QP                          |
| 12:00 PM - 1:00 PM  | Lunch and Signing           |
| 2:00 PM - 2:30 PM   | Discussion: DMCP SR         |
| 3:00 PM - 3:30 PM   | Discussion: DMCP SR         |

## December 16, 2020

|                    |                       |
|--------------------|-----------------------|
| All Day            | House Sitting         |
| 12:00 PM - 1:00 PM | Lunch and Signing     |
| 1:00 PM - 2:00 PM  | HOLD for DMP SCR Prep |
| 2:00 PM - 4:00 PM  | DMCP SR               |

## December 16, 2020 Continued

2:00 PM - 3:00 PM

QP

## December 17, 2020

All Day

House Sitting

All Day

Personal Information

10:00 AM - 11:00 AM

QP

12:30 PM - 1:30 PM

Lunch and Signing

4:30 PM - 5:00 PM

Connect - Jill / Christine

## December 18, 2020

All Day

House Sitting

7:00 AM - 8:00 AM

Personal Information

8:00 AM - 8:30 AM

MEETING: Lori, Jill, Christina and Bobbi re: PSA Sub Committee next steps

9:00 AM - 10:00 AM

Discussion: How we work -- through Pandemic and beyond

10:30 AM - 11:00 AM

One/One - Jill/Eleanor

11:00 AM - 12:00 PM

Discussion: Broader Public Sector

12:00 PM - 1:00 PM

Lunch and Signing

## December 18, 2020 Continued

1:00 PM - 2:00 PM

Touch Base

## December 21, 2020

8:00 AM - 5:00 PM

Personal Information

12:00 PM - 1:00 PM

Lunch and Signing

## December 22, 2020

8:00 AM - 5:00 PM

Personal  
Information

12:00 PM - 1:00 PM

Lunch and Signing

## December 23, 2020

8:00 AM - 5:00 PM

Personal  
Information

12:00 PM - 1:00 PM

Lunch and Signing

## December 24, 2020

8:00 AM - 5:00 PM

Personal Information

12:00 PM - 1:00 PM

Lunch and Signing

## December 25, 2020

8:00 AM - 5:00 PM

Christmas Day

## December 28, 2020

8:00 AM - 5:00 PM

Boxing Day Stat

## December 29, 2020

8:00 AM - 5:00 PM

Personal Information

12:00 PM - 1:00 PM

**Lunch and Signing**

## December 30, 2020

8:00 AM - 5:00 PM

Personal Information

12:00 PM - 1:00 PM

**Lunch and Signing**

## December 31, 2020

8:00 AM - 5:00 PM

Personal Information

12:00 PM - 1:00 PM

**Lunch and Signing**