

February 20, 2024

9:30 AM - 10:00 AM

**Meeting: Willow Minaker, Michelle Koski, Laurel Nash, Sarah Fraser, Deb Godfrey -- Microsoft Teams Meeting**  
Advice/Recommendations

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Government Financial Information; Security Concern

Canada, Victoria

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10:00 AM - 10:30 AM

**Meeting: Mary Sue Maloughney, Deb Godfrey -- MS teams**  
Shelly Berlin to join for first 15 mins.

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## February 20, 2024 Continued

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10:30 AM - 11:00 AM

DMO Touch base

11:00 AM - 11:30 AM

1:1 - Steven/Deb -- Security Concern  
Security Concern

11:30 AM - 12:00 PM

11:30 | 2 of 2 | Prep for Feb. 21 Meeting w/Shannon Advice/Recommendations; Cabinet Confidences Teams  
**Feb. 20 update - confirmed attendees :** Deb Godfrey, Raeleen Siu,  
Cabinet Confidences

**Purpose:** Prep meeting to run through the deck, prior to meeting with Shannon on Feb. 21. (first prep meeting is scheduled for Jan. 23)

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1:00 PM - 1:30 PM

**Meeting: Rueben/Mel/Indy/Deb/Angela/Ken -- Microsoft Teams Meeting**

Advice/Recommendations

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1:30 PM - 3:30 PM

**Executive Steering Committee -- Microsoft Teams Meeting**

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1:30 PM - 3:15 PM

Exec Comm -- Microsoft Teams Meeting

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3:00 PM - 3:15 PM

Exec Comm -- MS teams

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3:30 PM - 4:30 PM

1:1 - Melissa/Deb -- Security Concern



February 21, 2024

9:30 AM - 10:00 AM

ESC de-brief -- Microsoft Teams Meeting

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10:00 AM - 10:30 AM

Meeting: Anita/Deb reg: ETM -- MS Teams

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10:30 AM - 10:45 AM

Call | Jay Chalke & DM Godfrey -- MS Teams

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11:00 AM - 12:00 PM

1:1 - Alyson/Deb -- MS Teams

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12:30 PM - 1:00 PM

Advice/Recommendations  
12:30 | MEETING with Shannon Salter

Teams

**Feb. 20 update – confirmed attendees:** Shannon Salter, Deb Godfrey, Ken McLean, Raeleen Siu, Tracee Schmidt & Mary Sue Maloughney

**Feb. 15 update:** Adjusting to 12:30, hoping this works for everyone.

**Attendees:**

Shannon Salter

Mary Sue Maloughney

Deb Godfrey, DM PSA

Rueben Bronee, - if Deb is not available to attend, Rueben will attend as the Acting DM.

Raeleen Siu

Ken McLean

Tracee Schmidt

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1:00 PM - 1:30 PM

Meeting: Janet, Ken, Deb -- Microsoft Teams Meeting

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1:30 PM - 1:50 PM

Meeting: Sara/Deb -- Microsoft Teams Meeting

Please accept this series of quarterly 1:1 meetings with DM Deb Godfrey.

These meetings are your opportunity to speak directly with Deb about your work, your role, and your career. Please bring forward your ideas and questions as Deb is looking forward to having an open conversation about

what's working well, and what's needed to advance the work.

(Note: Scheduling changes may occur; we will do our best to keep the schedule as set. Thank you for your understanding.)

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2:00 PM - 2:20 PM

**Meeting: Rishma, Deb -- Microsoft Teams Meeting**

Please accept this series of quarterly 1:1 meetings with DM Deb Godfrey.

These meetings are your opportunity to speak directly with Deb about your work, your role, and your career. Please bring forward your ideas and questions as Deb is looking forward to having an open conversation about what's working well, and what's needed to advance the work.

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2:30 PM - 2:50 PM

**Meeting: Angela/Deb -- Microsoft Teams Meeting**

Please accept this series of quarterly 1:1 meetings with DM Deb Godfrey.

These meetings are your opportunity to speak directly with Deb about your work, your role, and your career. Please bring forward your ideas and questions as Deb is looking forward to having an open conversation about what's working well, and what's needed to advance the work.

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3:00 PM - 3:20 PM

**Meeting: Erik/Deb -- Microsoft Teams Meeting**

Please accept this series of quarterly 1:1 meetings with DM Deb Godfrey.

These meetings are your opportunity to speak directly with Deb about your work, your role, and your career. Please bring forward your ideas and questions as Deb is looking forward to having an open conversation about what's working well, and what's needed to advance the work.

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3:30 PM - 3:50 PM

**Meeting: Iris/Deb -- Microsoft Teams Meeting**

Please accept this series of quarterly 1:1 meetings with DM Deb Godfrey.

These meetings are your opportunity to speak directly with Deb about your work, your role, and your career. Please bring forward your ideas and questions as Deb is looking forward to having an open conversation about what's working well, and what's needed to advance the work.

(Note: Scheduling changes may occur; we will do our best to keep the schedule as set. Thank you for your understanding.)

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4:00 PM - 4:30 PM

**Meeting: Erik, Mel, Indy, Deb -- Microsoft Teams Meeting**  
**Re: PSA DMC walkthrough**

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## February 22, 2024

10:30 AM - 11:00 AM

**Time to Connect - Deb and Kevena -- Microsoft Teams Meeting**  
Meeting for Deb and Kevena.

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11:30 AM - 12:00 PM

**Meeting: Erik, Indy, Mel, Deb -- Microsoft Teams Meeting**  
**Re: Updated Deck for DMC**

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## February 22, 2024 Continued

1:00 PM - 1:45 PM

Meeting: Shannon and Deb Godfrey - Weekly check-in -- Shannon to call Deb's cell

Government Financial  
Information

2:00 PM - 3:00 PM

Indy/Deb 1:1 -- Microsoft Teams Meeting

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3:00 PM - 3:30 PM

Meeting: Anita/Deb reg: Shannon debrief -- TBD

3:30 PM - 3:45 PM

Meeting: Kristin, Deb -- Microsoft Teams Meeting

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Microsoft Teams meeting

## February 22, 2024 Continued

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## February 23, 2024

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Security Concern  
**DMC**

**Teams**

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11:30 AM - 12:00 PM

PSA Exec DMC Debrief -- Microsoft Teams Meeting

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## February 23, 2024 Continued

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**Meeting: Amy, Jaya, Carly, Rueben, Deb -- Microsoft Teams Meeting**  
**Re: Leading Together briefing**

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1:30 PM - 2:00 PM

**Meeting: Tara Van Zuiden, James Innes, Deb Godfrey -- TBD**

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**February 26, 2024**

**10:30 AM - 11:00 AM**

**DMO Touch base**

**11:00 AM - 11:30 AM**

**Meeting: PSA Exec and ADM Haiqa Cheema -- MS Teams**

Advice/Recommendations

**Re: Reconciliation, Equity, Diversity and Inclusion -**

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**11:30 AM - 12:00 PM**

**Bi-Weekly Budget & Staffing Update -- MS Teams**

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**1:00 PM - 1:30 PM**

**NRS HR Transformation Action Plan - CSNR/PSA with DM's -- Microsoft Teams Meeting**

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**1:30 PM - 2:30 PM**

**Ad-hoc DMC - Human Resources Update -- Microsoft Teams Meeting**

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**3:30 PM - 4:00 PM**

**Touch base: Kevena/Deb -- Microsoft Teams Meeting**

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**February 27, 2024**

**9:30 AM - 11:30 AM**

**Executive Steering Committee -- Microsoft Teams Meeting**

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**9:30 AM - 11:00 AM**

**Executive Steering Committee -- MS Teams**

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---

9:40 AM - 9:55 AM

Cabinet Confidential  
**9:40-9:55 am PSA Executive Steering Committee: MS Teams**  
Jaime will email you when the Executive Steering Committee is ready for you to join. Please be on standby. Thank you.

---

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11:00 AM - 11:30 AM

**Executive Steering Committee -- MS Teams**  
**RE: 1. Monthly Budget Update and 2. Staffing.**

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12:00 PM - 12:15 PM

12 pm Touch base: Brad/Deb -- Microsoft Teams Meeting

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**1:00 PM - 1:30 PM**

**ESC de-brief -- Microsoft Teams Meeting**

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1:30 PM - 2:00 PM

1:1 - Rueben/Deb -- MS Teams

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2:30 PM - 3:00 PM

Meeting: Anita/Deb reg: ETM -- MS Teams

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3:00 PM - 3:30 PM

1:1 - Dr. Lakey/Deb -- MS Teams



## February 27, 2024 Continued

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3:30 PM - 4:00 PM

Touch base: Jennifer Erickson/Deb Godfrey --

Security Concern

## February 28, 2024

9:00 AM - 9:30 AM

Discussion: DM Collins, DM Godfrey, DSG, DAG -- MST

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10:00 AM - 10:30 AM

Security Concern

Meeting: Gen/Deb -- Microsoft Teams Meeting.

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## February 28, 2024 Continued

Government Financial Information; Security Concern

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10:30 AM - 10:45 AM

Meeting: Kevena/Deb -- Microsoft Teams Meeting

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12:00 PM - 12:30 PM

Meeting: Ken McLean, Deb Godfrey -- Microsoft Teams Meeting

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2:00 PM - 2:20 PM

Meeting: Carly, Deb -- Microsoft Teams Meeting

Please accept this series of quarterly 1:1 meetings with DM Deb Godfrey.

These meetings are your opportunity to speak directly with Deb about your work, your role, and your career. Please bring forward your ideas and questions as Deb is looking forward to having an open conversation about what's working well, and what's needed to advance the work.

(Note: Scheduling changes may occur; we will do our best to keep the schedule as set. Thank you for your understanding.)

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**3:00 PM - 4:30 PM**

**February PSA Virtual Meeting -- Microsoft Teams Meeting**

**Join us for the February PSA Virtual Meeting. Please mute your mic until it's time for questions.**

Captions and transcription: Transcription services are enabled at the start of the meeting. Turn it on by clicking the three dots icon on your Teams window and choose "show transcription". Please share your feedback with internal communications after the meeting to let us know how you found these captions compared to CART services. If you require further accommodation, please contact [internal communications](#).

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### **Agenda:**

**1. Deputy Minister's update**

*Deb Godfrey, Deputy Minister*

**2. HR Renewal Update**

*Melissa Thickens, A/ADM*

**3. Division Update – Strategy, Policy and Partnerships**

*Melissa Thickens, A/ADM*

**February 28, 2024 Continued**

4. PSA REDI committee 10-minute topic

*PSA REDI Committee*

5. PSA Learning Days update

*Gen Racine & Emma Gillespie*

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**February 29, 2024**

10:00 AM - 11:00 AM

**Meeting: David McCoy/Deb Godfrey -- Microsoft Teams Meeting**

Adjusting time as requested. Please let me know if this time does not work and we can adjust. Thank you!

Godfrey, Debbie PSA:EX

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11:30 AM - 11:50 AM

**Meeting: Jenn A, Deb -- Microsoft Teams Meeting**

Please accept this series of quarterly 1:1 meetings with DM Deb Godfrey.

These meetings are your opportunity to speak directly with Deb about your work, your role, and your career. Please bring forward your ideas and questions as Deb is looking forward to having an open conversation about what's working well, and what's needed to advance the work.

(Note: Scheduling changes may occur; we will do our best to keep the schedule as set. Thank you for your understanding.)

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12:00 PM - 1:00 PM

LUNCH

1:00 PM - 1:30 PM

**February PSA Supervisors Call -- Microsoft Teams Meeting**

Join us for the February 2024 PSA Supervisors Call.

This is an opportunity to share priorities, important information and ask questions. Expect updates on topics such as strategic HR, information technology, finance, Workplace Health and Safety and communications.

Please keep your microphone muted until the question and answer segment.

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2:00 PM - 2:30 PM

**Meeting: Melissa Zimmerman/Deb Godfrey -- MS TEAMS**

Apologies DM Godfrey is currently on leave, please let me know if this updated time does not work and I will reschedule.

Thank you for your understanding.

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2:30 PM - 3:00 PM

Meeting: Jennifer McGuire, Deb Godfrey -- Microsoft Teams Meeting

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3:00 PM - 3:30 PM

Meeting: Janet/Deb -- Microsoft Teams Meeting

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**February 29, 2024 Continued**

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**March 1, 2024**

**10:30 AM - 11:00 AM**

**Touch base: Jaime/Deb -- Microsoft Teams Meeting**

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## March 1, 2024 Continued

11:30 AM - 12:00 PM

Bi-weekly meeting: Iris, Deb -- Microsoft Teams Meeting  
Re: Executive Review, Succession meetings

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12:00 PM - 12:30 PM

LUNCH

12:30 PM - 2:30 PM

PSA ESC -- MS Teams  
Re: level setting

**March 1, 2024 Continued**

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**2:45 PM - 3:30 PM**

**Meeting: Shannon and Deb Godfrey - Weekly check-in-- MS teams**

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**3:30 PM - 4:00 PM**

**Meeting: Anita/Deb reg: Shannon debrief -- MS Teams**

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