

Russell, Shannon CITZ:EX

From: Russell, Shannon CITZ:EX
Sent: October 8, 2019 4:53 PM
To: Donovan, Diviyay FIN:EX
Subject: FW: Completed - 992606 - Minister Sims/ Mindy Bansal/Ravi Parmar

Sorry, I should have said Diviyay!!

Shannon Russell
Senior Ministerial Assistant
Ministry of Citizens' Services
Shannon.Russell@gov.bc.ca / 250-387-9699

From: Russell, Shannon CITZ:EX
Sent: October 8, 2019 4:51 PM
To: Donovan, Diviyay FIN:EX <Diviyay.Donovan@gov.bc.ca>; Fleurant, Kathleen CITZ:EX <Kathleen.Fleurant@gov.bc.ca>
Cc: PREM Tech <PREM.Tech@gov.bc.ca>
Subject: RE: Completed - 992606 - Minister Sims/ Mindy Bansal/Ravi Parmar

Thanks Donovan for ensuring all this has been done.

To be clear, when you state the IDIR account and associated services for Mindy have been placed on "hold", could you please confirm that means she does not have access to her IDIR account.

Thanks for the clarity and we appreciate the work you have done to get these things sorted.

Thanks,
Shannon

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Senior Ministerial Assistant
Ministry of Citizens' Services
Shannon.Russell@gov.bc.ca / 250-387-9699

From: Donovan, Diviyay FIN:EX
Sent: October 8, 2019 2:56 PM
To: Russell, Shannon CITZ:EX <Shannon.Russell@gov.bc.ca>; Fleurant, Kathleen CITZ:EX <Kathleen.Fleurant@gov.bc.ca>
Cc: PREM Tech <PREM.Tech@gov.bc.ca>
Subject: Completed - 992606 - Minister Sims/ Mindy Bansal/Ravi Parmar

Hi Shannon and Kathleen,

This request has been completed.

Minister Sims:

- David Henry confirmed to me Minister Sims's IDIR and security had been previously taken care of before today.

Shared Services has provide the following confirmation for Minister Sims:

- The following data for Sims, Jinny CITZ:EX (s.15) has been copied to the home drive of Shannon Russell:
 - PST file of the current mailbox
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Mindy Bansal:

Shared Services has provide the following confirmation for Mindy Bansal:

- The IDIR account and associated services for Bansal, Mindy CITZ:EX s.15 have been placed on hold as requested.
 - A copy of the PST file has been provided to Shannon Russell as requested.
 - A copy of home folder has been provided to Shannon Russell as requested.
 - Out-of-office has been enabled with the following requested text and Analyst access removed: "Please contact Shannon.russell@gov.bc.ca in my absence".

Ravi Parmar:

As a copy of Ravi Parmar's emails were archived when he transferred to his new position, David Henry will (if he has not already) will be in touch to provide you with a copy Shannon/

If something is missing, please let me know.

Thank you.

Diviyay

Diviyay Donovan

Senior Service Desk Analyst
FIN IMB Service Desk
Information Management Branch
Supporting the Ministry of Finance,
Office of the Premier and various other Agencies, Boards & Commissions
Tel. 9-250-387-8912 (for internal calls) 250-387-8912 (for external calls)

From: David.Henry@gov.bc.ca <David.Henry@gov.bc.ca>

Sent: October 8, 2019 8:06 AM

To: FIN IMB Service Desk (78912) FIN:EX <78912@gov.bc.ca>; Henry, David A FIN:EX <David.Henry@gov.bc.ca>

Subject: MO: Minister Sims' Cancellation

Checkout Information

Account: PREM-MINISTER OF CITIZENS SERVICES

Ministry Number: 022

Responsibility Centre: 32085

Service Code: 34097

Project Number: 3210436

Expense Authority: Gordon McLean

Service Requests

Account - Other IDIR Related Requests

First Name: Jinny

Last Name: Sims

IDIR: s.15

Description: Please take an archive of s.15 mailbox and place on Senior MA Shannon Russell's (IDIR: s.15) H:

drive Folder location: 'Archive Former Employee Records'

Account - Other IDIR Related Requests

First Name: Mindy

Last Name: Bansal

IDIR: s.15

Description: Please place Mindy's account on hold as per attached email request. Deactivate IDIR/Email and all account services. Copy of mailbox to go to Senior MA Shannon Russell^{s.15} Please place the files in the folder named 'Archive Former Employee Records'

Comments: 1. Please add an out of office: "Please contact Shannon.russell@gov.bc.ca in my absence." 2. Please make this an emergency request 3. Please advise Shannon.russell@gov.bc.ca and Shannon.russell@gov.bc.ca directly when completed.

Account - Other IDIR Related Requests

First Name: Ravi

Last Name: Parmar

IDIR: s.15

Description: Please place a copy of^{s.15} mailbox on Shannon.russell@gov.bc.ca H: drive. Please place the files in the folder named 'Archive Former Employee Records'.

Comments: 1. see attached for request 2. Please advise Shannon.russell@gov.bc.ca and Kathleen.fleurtant@gov.bc.ca directly when complete

Requestor: Henry, David A FIN:EX

Email: David.Henry@gov.bc.ca

Time: 2019-10-08 08:06:24

Russell, Shannon CITZ:EX

From: Russell, Shannon CITZ:EX
Sent: October 8, 2019 4:53 PM
To: Russell, Shannon CITZ:EX
Subject: RE: Completed - 992606 - Minister Sims/ Mindy Bansal/Ravi Parmar

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Email: David.Henry@gov.bc.ca

Time: 2019-10-08 08:06:24

Russell, Shannon CITZ:EX

From: Henry, David A FIN:EX
Sent: October 8, 2019 3:03 PM
To: Donovan, Diviyay FIN:EX; Russell, Shannon CITZ:EX; Fleurant, Kathleen CITZ:EX
Cc: PREM Tech
Subject: RE: Completed - 992606 - Minister Sims/ Mindy Bansal/Ravi Parmar

Thanks very much for your fast work to get these requests in, Diviyay!

Regards,
David

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Sent: October 8, 2019 2:56 PM
To: Russell, Shannon CITZ:EX <Shannon.Russell@gov.bc.ca>; Fleurant, Kathleen CITZ:EX <Kathleen.Fleurant@gov.bc.ca>
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Last Name: Sims

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Comments: 1. see attached for request 2. Please advise Shannon.russell@gov.bc.ca and Kathleen.fleurtant@gov.bc.ca directly when complete

Requestor: Henry, David A FIN:EX

Email: David.Henry@gov.bc.ca

Time: 2019-10-08 08:06:24

Fleurant, Kathleen CITZ:EX

From: Henry, David A FIN:EX
Sent: Sunday, October 6, 2019 9:46 AM
To: Russell, Shannon CITZ:EX
Cc: PREM Tech; Fleurant, Kathleen CITZ:EX
Subject: Re: Minister office technology support

Good morning Shannon,
Yes am available. Call me at your convenience.

250-888-8803

David

----- Original message -----

From: "Russell, Shannon CITZ:EX" <Shannon.Russell@gov.bc.ca>
Date: 2019-10-06 08:10 (GMT-08:00)
To: "Henry, David A FIN:EX" <David.Henry@gov.bc.ca>
Cc: PREM Tech <PREM.Tech@gov.bc.ca>, "Fleurant, Kathleen CITZ:EX" <Kathleen.Fleurant@gov.bc.ca>
Subject: Re: Minister office technology support

Hi David,

Would Like to discuss. Our AC Kathleen Fleurant will assist in some of this so I've copied her and our new MA Cassandra Dycke on this email. Mindy is currently on leave and won't be accessing any government systems for now.

Are you available for a call today?

Thanks,
Shannon

On Oct 5, 2019, at 8:58 PM, Henry, David A FIN:EX <David.Henry@gov.bc.ca> wrote:

Evening Shannon and Mindy,

If you need any technology support with the recent change don't hesitate to contact. Here to assist. Question, does MLA Sims have the iPad still? If feasible, we should try and recover this as well as any other government technology not in use (smartphone, PC etc.)

2nd, is there a CITZ Minister office folder used? Minister Robinson may need access to for supporting the portfolio? I and PremTech can assist with this. I noted there are no files there currently in the Office folder.

[\\Adidas\eBinder\PREM\Prem\BCMIN0019\MO](#)

Current access is:
<image001.png>

Any questions/issues or assistance required don't hesitate to contact.

Regards,

David Henry

Service Manager

Ministry of Finance | Offices of the Premier | Government House

Cell #: 250-888-8803

Fleurant, Kathleen CITZ:EX

From: Fleurant, Kathleen CITZ:EX
Sent: Monday, October 7, 2019 4:36 PM
To: Hubley, Holly CITZ:EX
Subject: FW: Vacation Disconnect - Jinny Sims s.17

Sorry, I should have mentioned:

As of today, October 7th the phone is on Vacation Disconnect. Which means the devices have been deactivated.

- First 3 months Free
- After 3 month - \$8.50 per month.

Thanks,
K

From: Fleurant, Kathleen CITZ:EX
Sent: Monday, October 7, 2019 4:32 PM
To: Hubley, Holly CITZ:EX <Holly.Hubley@gov.bc.ca>
Subject: FW: Vacation Disconnect - Jinny Sims s.17

Please check against Telus bill when received.

Thanks,
K

From: Enterprise WLS Corporate Client Support <corporateclientsupport.tm@telus.com>
Sent: Monday, October 7, 2019 4:30 PM
To: Fleurant, Kathleen CITZ:EX <Kathleen.Fleurant@gov.bc.ca>
Subject: Vacation Disconnect - Jinny Sims s.17

Hi Kathleen

To confirm the following two numbers have been placed on Vacation Disconnect:

s.17 - iPad
 - phone

If you have any questions, please do not hesitate to contact us.

Thank you for choosing TELUS. Have a terrific day!

Carol Wolpert
Toll free 1-800-377-5011
Corporate Client Support
TELUS Business Client Experience
Hours of Operation Monday-Friday 8:00am-5:00pm Regionally
Corporate Care Contact Numbers: (please choose Option 1 when dialing the following)
AB - 1-866-888-3587
BC - 1-800-377-5011
PQ / ON - 1-888-256-8315

TELUS puts your business first by being clear, helpful and dependable.

The tracking number of this message is:

This e-mail and any attachment is confidential and may be privileged. Any unauthorized use, disclosure, dissemination or copying of this email is strictly prohibited. If you've received this email in error, please delete and advise immediately by return e-mail. Thank you.

Ce courriel et tout annexe sont confidentiels et peut-être privilégiés. Toute utilisation, divulgation, diffusion ou copie non autorisée de ce courriel est strictement interdite. Si vous le recevez par erreur, veuillez nous en aviser immédiatement par retour de courriel et effacer le message. Merci.

Fleurant, Kathleen CITZ:EX

From: Henry, David A FIN:EX
Sent: Monday, October 7, 2019 5:09 PM
To: Fleurant, Kathleen CITZ:EX
Subject: RE: Please Disable

Hi Kathleen, where would you like the archive sent to for MLA Sims mailbox?

Thanks,
David

From: Fleurant, Kathleen CITZ:EX <Kathleen.Fleurant@gov.bc.ca>
Sent: October 7, 2019 2:46 PM
To: Henry, David A FIN:EX <David.Henry@gov.bc.ca>
Subject: Please Disable

Hi David,

As per our conversation, can you please disable accounts for gov email, iPhone, iPad, text access for all devices for Jinny Sims as previous Minister of Citizens' Services

Telus info: Account Number s.17
 Phone # s.17
 iPad #:

Thank you,

Kathleen Fleurant | Administrative Coordinator
Minister's Office | Ministry of Citizens' Services
Parliament Buildings
Ph: 778-974-5943
e: Kathleen.Fleurant@gov.bc.ca

In British Columbia, the Office of the Registrar of Lobbyists is responsible for monitoring and enforcing compliance with the Lobbyists Registration Act. To ensure that you are in compliance with the registration requirements for lobbyists under the Act please contact the Office of the Registrar of Lobbyists at: <https://www.lobbyistsregistrar.bc.ca/>.

Please note: This email message, including attachments, is intended for the addressee(s) only and may contain legally privileged information. Any unauthorized use, distribution, disclosure or reproduction is strictly prohibited. If you have received this email in error, please notify sender by return email and delete all copies.

Fleurant, Kathleen CITZ:EX

From: Henry, David A FIN:EX
Sent: Monday, October 7, 2019 5:57 PM
To: Fleurant, Kathleen CITZ:EX
Subject: Re: Please De-Activate

Evening Kathleen,
Will do. Will update when complete.

Regards,
David

----- Original message -----

From: "Fleurant, Kathleen CITZ:EX" <Kathleen.Fleurant@gov.bc.ca>
Date: 2019-10-07 17:45 (GMT-08:00)
To: "Henry, David A FIN:EX" <David.Henry@gov.bc.ca>
Subject: Please De-Activate

Hi David,

I've been directed to submit a deactivation request for Mindy Bansal's IDER, email, computer and phone access. This will be a temporary deactivation, until further direction is given.

If possible, can you add an out of office, advising folks to reach out to Shannon.Russell@gov.bc.ca in her absence.

I will reach out to Telus to deactivate her phone, can you please deactivate the rest.

Thank you.,

Kathleen Fleurant | Administrative Coordinator
Minister's Office | Ministry of Citizens' Services
Parliament Buildings
Ph: 778-974-5943
e: Kathleen.Fleurant@gov.bc.ca

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Fleurant, Kathleen CITZ:EX

From: Fleurant, Kathleen CITZ:EX
Sent: Monday, October 7, 2019 6:01 PM
To: 'corporatepublicservice.bc@telus.com'
Subject: URGENT - Vacation Suspension Request

Importance: High

Hi There,

Effective immediately, can you please put the following number on **vacation suspension**:

s.17 / Account #: s.17

Please advise when this is complete.

Thank you,

Kathleen Fleurant | Administrative Coordinator
Minister's Office | Ministry of Citizens' Services
Parliament Buildings
Ph: 778-974-5943
e: Kathleen.Fleurant@gov.bc.ca

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From: Henry, David A FIN:EX
Sent: Tuesday, October 8, 2019 8:09 AM
To: Fleurant, Kathleen CITZ:EX
Subject: FYI: Service Requests

Good morning Kathleen,
Requests are submitted. You will be advised when each one is completed.

Regards,
David

From: David.Henry@gov.bc.ca <David.Henry@gov.bc.ca>
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Subject: RE: Completed - 992606 - Minister Sims/ Mindy Bansal/Ravi Parmar

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Subject: RE: Completed - 992606 - Minister Sims/ Mindy Bansal/Ravi Parmar

Good evening Shannon, further to being on hold, the IDIR password has been changed and Mindy has no access to it.

Regards,
David

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As a copy of Ravi Parmar's emails were archived when he transferred to his new position, David Henry will (if he has not already) will be in touch to provide you with a copy Shannon/

If something is missing, please let me know.

Thank you.

Diviyay

Diviyay Donovan

Senior Service Desk Analyst
FIN IMB Service Desk
Information Management Branch
Supporting the Ministry of Finance,
Office of the Premier and various other Agencies, Boards & Commissions
Tel. 9-250-387-8912 (for internal calls) 250-387-8912 (for external calls)

From: David.Henry@gov.bc.ca <David.Henry@gov.bc.ca>

Sent: October 8, 2019 8:06 AM

To: FIN IMB Service Desk (78912) FIN:EX <78912@gov.bc.ca>; Henry, David A FIN:EX <David.Henry@gov.bc.ca>

Subject: MO: Minister Sims' Cancellation

Checkout Information

Account: PREM-MINISTER OF CITIZENS SERVICES

Ministry Number: 022
Responsibility Centre: 32085
Service Code: 34097
Project Number: 3210436
Expense Authority: Gordon McLean

Service Requests

Account - Other IDIR Related Requests

First Name: Jinny

Last Name: Sims

IDIR: s.15

Description: Please take an archive of s.15 mailbox and place on Senior MA Shannon Russell's (IDIR:s.15 H: drive Folder location: 'Archive Former Employee Records')

Account - Other IDIR Related Requests

First Name: Mindy

Last Name: Bansal

IDIR: s.15

Description: Please place Mindy's account on hold as per attached email request. Deactivate IDIR/Email and all account services. Copy of mailbox to go to Senior MA Shannon Russell s.15 Please place the files in the folder named 'Archive Former Employee Records'

Comments: 1. Please add an out of office: "Please contact Shannon.russell@gov.bc.ca in my absence." 2. Please make this an emergency request 3. Please advise Shannon.russell@gov.bc.ca and Shannon.russell@gov.bc.ca directly when completed.

Account - Other IDIR Related Requests

First Name: Ravi

Last Name: Parmar

IDIR: s.15

Description: Please place a copy of s.15 mailbox on Shannon.russell@gov.bc.ca H: drive. Please place the files in the folder named 'Archive Former Employee Records'.

Comments: 1. see attached for request 2. Please advise Shannon.russell@gov.bc.ca and Kathleen.fleurtant@gov.bc.ca directly when complete

Requestor: Henry, David A FIN:EX

Email: David.Henry@gov.bc.ca

Time: 2019-10-08 08:06:24

Fleurant, Kathleen CITZ:EX

From: Henry, David A FIN:EX
Sent: Tuesday, October 8, 2019 5:22 PM
To: Russell, Shannon CITZ:EX; Fleurant, Kathleen CITZ:EX
Cc: PREM Tech
Subject: s.15 password reset

Importance: High

Good evening Shannon and Kathleen,

We have reset the s.15 IDIR password for security reasons.

NOTE: you will still have full access on PC, but mobile devices will have current calendar, but will not get updates/changes until we update password with you tomorrow.

can be by tomorrow AM at convenience to do this.

Any questions or issues don't hesitate to contact.

Regards,

David