

Fleurant, Kathleen CITZ:EX

From: Hubley, Holly CITZ:EX
Sent: July 2, 2020 1:59 PM
To: Hubley, Holly CITZ:EX; Lawal, Cassandra CITZ:EX
Subject: Conversation with Hubley, Holly CITZ:EX

Hubley, Holly CITZ:EX 9:38 AM:

Proactive disclosures are in your folder for review

Lawal, Cassandra CITZ:EX 9:44 AM:

Ok -- thanks

Hubley, Holly CITZ:EX 1:30 PM:

Hey you were here for the estimates walk through right?

Lawal, Cassandra CITZ:EX 1:30 PM:

yes

Hubley, Holly CITZ:EX 1:31 PM:

do you remember someone asking for a poloycom in the main area (like where i sit)

Hubley, Holly CITZ:EX 1:31 PM:

dean was in here seeing if one could be added (it can)

Lawal, Cassandra CITZ:EX 1:32 PM:

No -- the plan was for one in the minister's office and one in the Maple room. I'm not 100% sure on that though as there was a bit of back and forth and a commitment to have the details clear for the tech walk through on 6 july

Hubley, Holly CITZ:EX 1:33 PM:

ah

Hubley, Holly CITZ:EX 1:49 PM:

can i give you a quick call?

Lawal, Cassandra CITZ:EX 1:51 PM:

yep

Fleurant, Kathleen CITZ:EX

From: Stewart, Courtney GCPE:EX
Sent: July 2, 2020 2:35 PM
To: Stewart, Courtney GCPE:EX; Lawal, Cassandra CITZ:EX
Subject: Conversation with Stewart, Courtney GCPE:EX

Stewart, Courtney GCPE:EX 2:20 PM:

hey Kass, for the bullets that are highlighted in the KM/QA - would you like us to do anything with those?

Lawal, Cassandra CITZ:EX 2:22 PM:

Never mind the highlighting -- sorry about that. That's just a memory note for me. I'm looking at the SN and want to see some of that clear language as highlighted brought in to the SN to make the messaging clearer. The flow in the SN needs some tweaking.

Stewart, Courtney GCPE:EX 2:22 PM:

sounds good

Fleurant, Kathleen CITZ:EX

From: Stewart, Courtney GCPE:EX
Sent: July 3, 2020 12:58 PM
To: Stewart, Courtney GCPE:EX; Lawal, Kassandra CITZ:EX
Subject: Conversation with Stewart, Courtney GCPE:EX

Stewart, Courtney GCPE:EX 12:37 PM:

We received the itinerary and program is taking one last look at the SN to ensure our changes are accurate. I'll send everything up in one package - NR, KMQA, SN, media advisory, itinerary

Lawal, Kassandra CITZ:EX 12:45 PM:

Sounds good -- thanks!

Fleurant, Kathleen CITZ:EX

From: Hubley, Holly CITZ:EX
Sent: July 6, 2020 4:55 PM
To: Hubley, Holly CITZ:EX; Lawal, Cassandra CITZ:EX
Subject: Conversation with Hubley, Holly CITZ:EX

Hubley, Holly CITZ:EX 3:08 PM:

Hey Kass, Theres Material in the calendar for tomorrow for the 1:45-2:00pm meeting, it says (Kass to advise)

Hubley, Holly CITZ:EX 3:08 PM:

can i print the material thats in there?

Lawal, Cassandra CITZ:EX 3:09 PM:

There's an update coming very shortly -- don't print yet.

Hubley, Holly CITZ:EX 3:09 PM:

okay, thanks for letting me know

Lawal, Cassandra CITZ:EX 4:00 PM:

Holly -- Eugene and I are standing by on the phone for the estimates prep. Can you tell if they have dialed in yet from the office?

Hubley, Holly CITZ:EX 4:03 PM:

minister hasn't yet

Hubley, Holly CITZ:EX 4:03 PM:

are you just waiting on hold still

Lawal, Cassandra CITZ:EX 4:03 PM:

yes

Hubley, Holly CITZ:EX 4:03 PM:

okay keep waiting

Hubley, Holly CITZ:EX 4:03 PM:

they're getting minister set up still

Lawal, Cassandra CITZ:EX 4:03 PM:

thanks

Lawal, Cassandra CITZ:EX 4:04 PM:

We're happy to wait. Just wanted to be sure we're properly connected

Hubley, Holly CITZ:EX 4:04 PM:

no worries

Hubley, Holly CITZ:EX 4:24 PM:

hey wanna make sure you're both on mute

Lawal, Cassandra CITZ:EX 4:25 PM:

Im on mute

Hubley, Holly CITZ:EX 4:25 PM:

awesome

Lawal, Cassandra CITZ:EX 4:25 PM:

Check with Eugene

Hubley, Holly CITZ:EX 4:46 PM:

want to let me know when the material for tomorrow is okay to print?

Hubley, Holly CITZ:EX 4:46 PM:

i'll probably just have to do it first thing tomorrow

Lawal, Cassandra CITZ:EX 4:47 PM:

It'll have to be tomorrow -- waiting on Courteny to get back to me and she's in this meeting

Hubley, Holly CITZ:EX 4:47 PM:

okay

Lawal, Cassandra CITZ:EX 4:49 PM:

Sorry, Holly. I missed Courtney's incoing. The docs have been sent to you.

Lawal, Cassandra CITZ:EX 4:49 PM:

Ready to print.

Hubley, Holly CITZ:EX 4:50 PM:

thats all good

Hubley, Holly CITZ:EX 4:50 PM:

thank you

Fleurant, Kathleen CITZ:EX

From: Stewart, Courtney GCPE:EX
Sent: July 7, 2020 10:20 AM
To: Stewart, Courtney GCPE:EX; Lawal, Kassandra CITZ:EX
Subject: Conversation with Stewart, Courtney GCPE:EX

Stewart, Courtney GCPE:EX 10:11 AM:

Bev is offering to also attend the event at the press theatre - do you think the minister would like her there?

Lawal, Kassandra CITZ:EX 10:13 AM:

Yes -- it's a good idea. I'll call you and we can chat this one a bit.

Stewart, Courtney GCPE:EX 10:13 AM:

ok

Fleurant, Kathleen CITZ:EX

From: Hubley, Holly CITZ:EX
Sent: July 8, 2020 9:44 AM
To: Hubley, Holly CITZ:EX; Lawal, Kassandra CITZ:EX
Subject: Conversation with Hubley, Holly CITZ:EX

Hubley, Holly CITZ:EX 9:37 AM:

hey dumb question, FOI HTH-2020-01192 thats not meant to have krystals signature in it right, its just meant to go back to the DMO as approved and that there are no further edits

Lawal, Kassandra CITZ:EX 9:42 AM:

That's right. It's not our FOI, so we can't actually sign off -- but we can sign off on our role in gathering and harming. The sign off to submit to IAO has to go to HLTH, but the DMO should be taking care of that step.

Hubley, Holly CITZ:EX 9:43 AM:

Sounds good just wanted to double check

Lawal, Kassandra CITZ:EX 9:43 AM:

ok - thanks

Fleurant, Kathleen CITZ:EX

From: Hubley, Holly CITZ:EX
Sent: July 8, 2020 2:42 PM
To: Hubley, Holly CITZ:EX; Lawal, Cassandra CITZ:EX
Subject: Conversation with Hubley, Holly CITZ:EX

Hubley, Holly CITZ:EX 1:13 PM:

i found it

Hubley, Holly CITZ:EX 1:13 PM:

its back in the inbox

Lawal, Cassandra CITZ:EX 1:13 PM:

got it -- thanks

Lawal, Cassandra CITZ:EX 1:21 PM:

call me when you're free re cliff 113380

Hubley, Holly CITZ:EX 1:56 PM:

It happened because he listed me as Colleague

Lawal, Cassandra CITZ:EX 2:34 PM:

Thanks, Holly. Mystery solved. :)

Hubley, Holly CITZ:EX 2:35 PM:

we'll talk later on how he assignees colloque if he was to go on vacation

Lawal, Cassandra CITZ:EX 2:37 PM:

Exactly -- we will need an MO meeting to discuss all these details. Will try and get some of this sorted when I have a smidge of time on Friday.

Hubley, Holly CITZ:EX 2:39 PM:

ya and thats what i told rebecca that i'll talk to you about it and we'll have a meeting about it and i'll let me know

Fleurant, Kathleen CITZ:EX

From: Hubley, Holly CITZ:EX
Sent: July 9, 2020 12:04 PM
To: Hubley, Holly CITZ:EX; Lawal, Cassandra CITZ:EX
Subject: Conversation with Hubley, Holly CITZ:EX

Hubley, Holly CITZ:EX 9:33 AM:

Hey since kathleen made minor edits to the proactive disclosures and ive updated it, can i put Krystal's sig on it and send it over to the DMO

Lawal, Cassandra CITZ:EX 9:36 AM:

I am not sure what you're referring to.

Hubley, Holly CITZ:EX 9:37 AM:

Kathleen noticed minor edits that needed to happen to the proactive disclosures. They were updated and i put them back in your folder for review

Hubley, Holly CITZ:EX 9:37 AM:

you had reviewed the ones i had previously put in there and said they were good for sign off

Lawal, Cassandra CITZ:EX 9:41 AM:

What is the update -- i don't see anything

Hubley, Holly CITZ:EX 9:43 AM:

It was a very minor update on June 12 - 10:30-11am -Meeting with CoS, it was a longer title before

Lawal, Cassandra CITZ:EX 9:44 AM:

That's fine. Still good for sign off.

Hubley, Holly CITZ:EX 9:44 AM:

and there was another one that was labelled for MLAs that was removed

Hubley, Holly CITZ:EX 9:44 AM:

ok

Lawal, Cassandra CITZ:EX 9:47 AM:

ok

Hubley, Holly CITZ:EX 11:39 AM:

do you want me to send you confirmation e-mails advising the FOIS have been sent or is the act of moving them out of your folder good for you

Lawal, Cassandra CITZ:EX 11:39 AM:

no need for the email -- thanks

Hubley, Holly CITZ:EX 11:40 AM:

okay! all the ones you've sent me today have been taken care of :)

Hubley, Holly CITZ:EX 11:40 AM:

and i'm doing cliff training with Eugene on Monday just as an FYI

Lawal, Kassandra CITZ:EX 11:58 AM:

Awesome -- thanks!!

Lawal, Kassandra CITZ:EX 11:58 AM:

Are you including Krystal in the Cliff training. She doesn't know how to use Cliff.

Hubley, Holly CITZ:EX 11:59 AM:

I'm not, but i can. she told me to talk to her next week about it

Hubley, Holly CITZ:EX 11:59 AM:

when i brought up e-apps she just passed it off to talk to her next week about it

Fleurant, Kathleen CITZ:EX

From: Lawal, Cassandra CITZ:EX
Sent: July 10, 2020 4:24 PM
To: Hubley, Holly CITZ:EX; Lawal, Cassandra CITZ:EX
Subject: Conversation with Hubley, Holly CITZ:EX

Lawal, Cassandra CITZ:EX 4:05 PM:

Thanks for the follow up with Brett on the corrupted file. We have a back up plan for the future -- but, have to chalk this one up to an unknown network issue while I was working with it. I am going to back up all my files from here forward. Once I see you have moved it one, I will delete from my records, as they shouldn't be housed with me long term. Can you please upload the clean copy and accompanying documents once again and i will reprocess.

Hubley, Holly CITZ:EX 4:08 PM:

Ya for sure. It was such a one off too. i'll make sure when i add them to e-apps that they are able to open and just shoot you a e-mail saying its been processed so you can remove it on your end

Hubley, Holly CITZ:EX 4:08 PM:

i'm sorry kass i did everything i could on my end to try and fix it because i know how much time you spend on fois

Lawal, Cassandra CITZ:EX 4:08 PM:

Perfect -- thanks. It was a good catch on your end. I appreciate it!

Hubley, Holly CITZ:EX 4:09 PM:

i was going through e-apps and saw it was still there

Lawal, Cassandra CITZ:EX 4:09 PM:

These things happen. Don't worry about it. There was noting you could have done. It's just one of those things.

Hubley, Holly CITZ:EX 4:10 PM:

ya. its still frustrating

Hubley, Holly CITZ:EX 4:10 PM:

it doesn't look like were going up for estimates

Hubley, Holly CITZ:EX 4:13 PM:

Its back in your folder :(

Lawal, Cassandra CITZ:EX 4:13 PM:

Thanks. Looks like we're going up now!

Hubley, Holly CITZ:EX 4:13 PM:

ooooo

Lawal, Cassandra CITZ:EX 4:14 PM:

Won't finish -- but, at least we can get started.

Fleurant, Kathleen CITZ:EX

From: Hubley, Holly CITZ:EX
Sent: July 13, 2020 4:37 PM
To: Hubley, Holly CITZ:EX; Lawal, Cassandra CITZ:EX
Subject: Conversation with Hubley, Holly CITZ:EX

Hubley, Holly CITZ:EX 2:48 PM:

hey kass, did you want me to do you up a package for tomorrow where there is a naming opp in the material for tomorrow

Lawal, Cassandra CITZ:EX 2:49 PM:

What naming opp?

Hubley, Holly CITZ:EX 2:50 PM:

sorry i meant cabinet submission

Lawal, Cassandra CITZ:EX 2:50 PM:

No thanks. I can manage with the electronic doc.

Hubley, Holly CITZ:EX 2:50 PM:

The title is : s.12

Hubley, Holly CITZ:EX 2:50 PM:

okay :)

Lawal, Cassandra CITZ:EX 4:28 PM:

Sorry Holly -- one more thing. For the MP Jenny Kwan letter (113215) -- please strike and write in "Jenny".

Hubley, Holly CITZ:EX 4:29 PM:

okay i was just about to ask

Hubley, Holly CITZ:EX 4:29 PM:

i will get those done first thing tomorrow

Lawal, Cassandra CITZ:EX 4:30 PM:

thanks

Fleurant, Kathleen CITZ:EX

From: Hubley, Holly CITZ:EX
Sent: July 14, 2020 8:47 AM
To: Hubley, Holly CITZ:EX; Lawal, Cassandra CITZ:EX
Subject: Conversation with Hubley, Holly CITZ:EX

Hubley, Holly CITZ:EX 2:48 PM:

hey kass, did you want me to do you up a package for tomorrow where there is a naming opp in the material for tomorrow

Lawal, Cassandra CITZ:EX 2:49 PM:

What naming opp?

Hubley, Holly CITZ:EX 2:50 PM:

sorry i meant cabinet submission

Lawal, Cassandra CITZ:EX 2:50 PM:

No thanks. I can manage with the electronic doc.

Hubley, Holly CITZ:EX 2:50 PM:

The title is \$.12

Hubley, Holly CITZ:EX 2:50 PM:

okay :)

Lawal, Cassandra CITZ:EX 4:28 PM:

Sorry Holly -- one more thing. For the MP Jenny Kwan letter (113215) -- please strike and write in "Jenny".

Hubley, Holly CITZ:EX 4:29 PM:

okay i was just about to ask

Hubley, Holly CITZ:EX 4:29 PM:

i will get those done first thing tomorrow

Lawal, Cassandra CITZ:EX 4:30 PM:

thanks

Hubley, Holly CITZ:EX 8:37 AM:

I just sent you back the Jenny Kwan e-mail with the proper edits.

Lawal, Cassandra CITZ:EX 8:38 AM:

Thanks

Fleurant, Kathleen CITZ:EX

From: Hubley, Holly CITZ:EX
Sent: July 14, 2020 12:03 PM
To: Hubley, Holly CITZ:EX; Lawal, Cassandra CITZ:EX
Subject: Conversation with Hubley, Holly CITZ:EX

Hubley, Holly CITZ:EX 8:59 AM:

just to be clear, I'm to send MLA Nicholas one back to the DMO so they can add a line saying "sorry for the delay in response"

Lawal, Cassandra CITZ:EX 8:59 AM:

That's right

Hubley, Holly CITZ:EX 8:59 AM:

just making sure my goldfish memory is working

Hubley, Holly CITZ:EX 8:59 AM:

:)

Lawal, Cassandra CITZ:EX 11:54 AM:

I am going to send back the Kwan letter -- 113215 -- it just needs a small edit to increase the spacing at the top of page 2. This is something we've addressed with the DMO before. Please correct this, and then it is ready to go with a swiped greeting, inserting "Jenny". Please use same colour pen as the esig.

Hubley, Holly CITZ:EX 11:54 AM:

okay

Fleurant, Kathleen CITZ:EX

From: Hubley, Holly CITZ:EX
Sent: July 16, 2020 2:58 PM
To: Hubley, Holly CITZ:EX; Lawal, Cassandra CITZ:EX
Subject: Conversation with Hubley, Holly CITZ:EX

Hubley, Holly CITZ:EX 2:02 PM:

Hey Kass, the DMO wanted to know the status on cliff number 113381 e-apps 6650 The Ministry of Transportation is follow-up with us to check the status as they want to have this sent out shortly

Lawal, Cassandra CITZ:EX 2:39 PM:

Reviewed and forwarded to you just now. I hadn't looked at this -- connectivity correspondence is still on hold waiting for JEDC to respond to my repeated requests for a shared procedure.

Hubley, Holly CITZ:EX 2:40 PM:

thank you

Hubley, Holly CITZ:EX 3:27 PM:

do you want me to hold off on sending this back over to the DMO until estimates are done

Lawal, Cassandra CITZ:EX 3:28 PM:

Reason for that suggestion?

Hubley, Holly CITZ:EX 3:28 PM:

i'm confused

Hubley, Holly CITZ:EX 3:31 PM:

can i send cliff log 113381 over to the dmo with your edits

Lawal, Cassandra CITZ:EX 3:32 PM:

Yes -- but, still wondering your caution re estimates. Is there something I should know?

Hubley, Holly CITZ:EX 3:32 PM:

no, i was just confused thats all

Lawal, Cassandra CITZ:EX 3:32 PM:

ok

Hubley, Holly CITZ:EX 3:33 PM:

it was just because i was confused a little on your first comment thats all. i'll send it back to the dmo with your edits. after they make the edits can that be sent out?

Lawal, Cassandra CITZ:EX 3:34 PM:

yes

Hubley, Holly CITZ:EX 1:04 PM:

hey kass, cliff number 113198, to nicholas simons, came back with that edit from the dmo yesterday. i can send that off

Lawal, Kassandra CITZ:EX 2:57 PM:

Sent back to you -- thanks!

Fleurant, Kathleen CITZ:EX

From: Hubley, Holly CITZ:EX
Sent: July 16, 2020 3:17 PM
To: Hubley, Holly CITZ:EX; Lawal, Cassandra CITZ:EX
Subject: Conversation with Hubley, Holly CITZ:EX

Hubley, Holly CITZ:EX 2:58 PM:

awesome, i figured it was good to go, so yesterday before i left i prepped it so i could send it off today from home

Lawal, Cassandra CITZ:EX 2:58 PM:

(y)

Lawal, Cassandra CITZ:EX 3:00 PM:

Can you check eapp 6154. Why has it come back to me? looks like it was sent and closed.

Hubley, Holly CITZ:EX 3:01 PM:

sure

Hubley, Holly CITZ:EX 3:02 PM:

weird, it looks closed on my end

Hubley, Holly CITZ:EX 3:03 PM:

it doesn't show that its with you

Lawal, Cassandra CITZ:EX 3:03 PM:

its with me. i'll sned back.

Hubley, Holly CITZ:EX 3:03 PM:

ok

Hubley, Holly CITZ:EX 3:03 PM:

strange

Lawal, Cassandra CITZ:EX 3:04 PM:

Damn -- I think I just sent you the wrong one. 6154 disappeared.

Hubley, Holly CITZ:EX 3:05 PM:

so what you just sent me was another letter to jenny kwan

Hubley, Holly CITZ:EX 3:07 PM:

so that one you just sent back still needs to be reviewed by you

Lawal, Cassandra CITZ:EX 3:07 PM:

there's two. 6708 and 6154. I was just looking at 6154 and reading the comments re closure when I messaged you. Then it disappeared. I sent back 6708 by mistake in my haste. Need to have that back.

Hubley, Holly CITZ:EX 3:07 PM:

okay I'll send 6708 back

Hubley, Holly CITZ:EX 3:08 PM:

6154 has been processed and closed

Lawal, Kassandra CITZ:EX 3:10 PM:

thx

Fleurant, Kathleen CITZ:EX

From: Lawal, Cassandra CITZ:EX
Sent: July 16, 2020 4:46 PM
To: Hubley, Holly CITZ:EX; Lawal, Cassandra CITZ:EX
Subject: Conversation with Hubley, Holly CITZ:EX

Lawal, Cassandra CITZ:EX 4:36 PM:

Sorry -- just realized the time. you don't need to call me back.

Lawal, Cassandra CITZ:EX 4:36 PM:

I just got off the phone with JEDC re a correspondence protocol for connectivity.

Hubley, Holly CITZ:EX 4:36 PM:

they're gonna call you tomorrow

Hubley, Holly CITZ:EX 4:36 PM:

i'll call you

Fleurant, Kathleen CITZ:EX

From: Thacker, Rebecca CITZ:EX
Sent: July 17, 2020 4:15 PM
To: Thacker, Rebecca CITZ:EX; Lawal, Cassandra CITZ:EX
Subject: Conversation with Thacker, Rebecca CITZ:EX

Thacker, Rebecca CITZ:EX 1:15 PM:

Hi Cassandra, I'm looking to give you a call regarding correspondence. Please let me know when you have time.
Thanks!

Lawal, Cassandra CITZ:EX 1:16 PM:

Im tied up until nearer to 3pm. is that okay for you?

Thacker, Rebecca CITZ:EX 1:16 PM:

That works for me. Send me a message when you are free?

Lawal, Cassandra CITZ:EX 1:16 PM:

ok

Thacker, Rebecca CITZ:EX 4:02 PM:

Hi Cassandra, did you want to have that call today or should we consider a time next week?

Lawal, Cassandra CITZ:EX 4:02 PM:

So sorry, Rebecca. i got utterly distracted. I am free now.

Fleurant, Kathleen CITZ:EX

From: Lawal, Cassandra CITZ:EX
Sent: July 20, 2020 4:27 PM
To: Hubley, Holly CITZ:EX; Lawal, Cassandra CITZ:EX
Subject: Conversation with Hubley, Holly CITZ:EX

Lawal, Cassandra CITZ:EX 4:10 PM:

Hi Holly -- the DMO let me know that you messaged ministry staff directly re the Stickney letter this morning. This is not our usual practise. Was there a particular reason you reached out in this fashion?

Hubley, Holly CITZ:EX 4:10 PM:

i thought thats what you wanted me to do

Hubley, Holly CITZ:EX 4:11 PM:

Please request a BCC for the MO on the CITZ response to this concern.

Flagging to Eugene re a complaint/casework

Hubley, Holly CITZ:EX 4:11 PM:

thats what you wrote

Hubley, Holly CITZ:EX 4:12 PM:

i was a little confused. i thought i had to reach out to who it was directed to and advise them on to bcc the MOs office

Lawal, Cassandra CITZ:EX 4:12 PM:

Yes -- and that request would normally go to the DMO to pass along to their staff.

Hubley, Holly CITZ:EX 4:13 PM:

I'm sorry that was my mistake

Lawal, Cassandra CITZ:EX 4:14 PM:

If I need anything unusual like that i will be very explicit with my request. Otherwise, just stick to our usual protocols.

Hubley, Holly CITZ:EX 4:14 PM:

im sorry

Lawal, Cassandra CITZ:EX 4:14 PM:

It makes staff there quite anxious when the MO contacts them directly.

Hubley, Holly CITZ:EX 4:15 PM:

that wasn't my intentions

Lawal, Cassandra CITZ:EX 4:15 PM:

Not to worry -- just making sure that we are all on the same page.

Hubley, Holly CITZ:EX 4:15 PM:

ya again i'm sorry

Hubley, Holly CITZ:EX 4:15 PM:

that was my mess up and i should have asked you for clarity

Lawal, Kassandra CITZ:EX 4:15 PM:

I've made this very same mistake myself. :)

Lawal, Kassandra CITZ:EX 4:16 PM:

Never a bother to me if you ask for clarity. Happy to help.

Hubley, Holly CITZ:EX 4:16 PM:

thanks kass

Lawal, Kassandra CITZ:EX 4:16 PM:

I'm just going to head into my eapps now and see if I can move that correspondence along.

Hubley, Holly CITZ:EX 4:17 PM:

ok

Hubley, Holly CITZ:EX 4:18 PM:

i can't handle this heat

Hubley, Holly CITZ:EX 4:18 PM:

i'm melting

Fleurant, Kathleen CITZ:EX

From: Hubley, Holly CITZ:EX
Sent: July 21, 2020 3:48 PM
To: Hubley, Holly CITZ:EX; Lawal, Cassandra CITZ:EX
Subject: Conversation with Hubley, Holly CITZ:EX

Hubley, Holly CITZ:EX 12:39 PM:

hey just to confirm the ones going to JEDC i referee back to the DMO and they send it over there then its to come back to us right?

Hubley, Holly CITZ:EX 12:39 PM:

i'll be in the office tomorrow and will get that letter signed and sent off first thing

Lawal, Cassandra CITZ:EX 12:40 PM:

No -- it (6374 - Turner) will be their DM's signature (JEDC), and they send it out, with a cc to MAK.

Hubley, Holly CITZ:EX 12:40 PM:

oh okay

Lawal, Cassandra CITZ:EX 12:40 PM:

Confusing... I know.

Lawal, Cassandra CITZ:EX 12:40 PM:

Thanks for checking.

Hubley, Holly CITZ:EX 12:41 PM:

but i'm to send it back to the dmo saying "please referee to MAs notes"

Hubley, Holly CITZ:EX 12:41 PM:

ya its a little confusing

Lawal, Cassandra CITZ:EX 12:41 PM:

You send to our DMO. They send to JEDC DMO.

Hubley, Holly CITZ:EX 12:41 PM:

ya thats what i thought

Hubley, Holly CITZ:EX 3:04 PM:

hey kass, do you have like 10 minutes to quicky talk to eugene and i in MS teams about casework and it being added to cliff

Lawal, Cassandra CITZ:EX 3:04 PM:

sure -- just doing FOIs. But, they can wait.

Hubley, Holly CITZ:EX 3:05 PM:

ya it will be super quick we just had a few questions

Lawal, Cassandra CITZ:EX 3:05 PM:

Are you sending a link for a meeting?

Hubley, Holly CITZ:EX 3:06 PM:

i think i can just try calling both of you

Lawal, Cassandra CITZ:EX 3:06 PM:

ok

s.22

Hubley, Holly CITZ:EX 3:39 PM:

i'll ask her and kathleen tomorrow

Lawal, Cassandra CITZ:EX 3:39 PM:

thanks

Hubley, Holly CITZ:EX 3:41 PM:

i'll keep you in the loops

Fleurant, Kathleen CITZ:EX

From: Lawal, Kassandra CITZ:EX
Sent: July 21, 2020 4:35 PM
To: Hubley, Holly CITZ:EX; Lawal, Kassandra CITZ:EX
Subject: Conversation with Hubley, Holly CITZ:EX

Lawal, Kassandra CITZ:EX 4:29 PM:

Don't cliff casework. Will discuss with you tomorrow.

Hubley, Holly CITZ:EX 4:29 PM:

i started on some

Hubley, Holly CITZ:EX 4:29 PM:

eugene just sent me like 60 e-mails

Fleurant, Kathleen CITZ:EX

From: Lawal, Kassandra CITZ:EX
Sent: July 21, 2020 4:45 PM
To: Tseng, Eugene CITZ:EX; Lawal, Kassandra CITZ:EX
Subject: Conversation with Tseng, Eugene CITZ:EX

Lawal, Kassandra CITZ:EX 4:36 PM:

Casework bullets will be delivered to you via eapps starting right away. I asked Holly to find a time for us to have a quick meeting again tomorrow so i can share details of my discussion with Jeannette with you both.

Fleurant, Kathleen CITZ:EX

From: Hubley, Holly CITZ:EX
Sent: July 22, 2020 9:00 AM
To: Hubley, Holly CITZ:EX; Lawal, Cassandra CITZ:EX
Subject: Conversation with Hubley, Holly CITZ:EX

Hubley, Holly CITZ:EX 8:57 AM:

hey just to follow up on yesterday, i can remove all the casework eugene sent to me yesterday?

Lawal, Cassandra CITZ:EX 8:57 AM:

yes

Lawal, Cassandra CITZ:EX 8:58 AM:

Also -- just to be sure I don't confuse. I just recalled an email I sent re an incoming from Justin Manning. The assignment that i just sent over is the correct one -- for ADM sig.

Lawal, Cassandra CITZ:EX 8:58 AM:

Also, please revise the direction on 113433 and 113437 -- change from DMsig to ADMsig.

Hubley, Holly CITZ:EX 8:58 AM:

okay, i just need to go in and remove all the casework out of my e-mail so nothing gets lost in my inbox

Hubley, Holly CITZ:EX 8:59 AM:

okay

Fleurant, Kathleen CITZ:EX

From: Hubley, Holly CITZ:EX
Sent: July 22, 2020 2:20 PM
To: Hubley, Holly CITZ:EX; Lawal, Kassandra CITZ:EX
Subject: Conversation with Hubley, Holly CITZ:EX

s.22

Hubley, Holly CITZ:EX 11:53 AM:

also there an update to the QP binder. I updated the ToC for you and put the update on your desk.

Lawal, Kassandra CITZ:EX 2:19 PM:

thanks

Fleurant, Kathleen CITZ:EX

From: Stewart, Courtney GCPE:EX
Sent: July 24, 2020 3:26 PM
To: Stewart, Courtney GCPE:EX; Lawal, Kassandra CITZ:EX
Subject: Conversation with Stewart, Courtney GCPE:EX

Stewart, Courtney GCPE:EX 3:22 PM:

I'm sending the team home early today after a long couple weeks - I'll still be on cell/email should you need anything, though!

Lawal, Kassandra CITZ:EX 3:23 PM:

Thanks much. Enjoy the weekend! I'm heading out shortly, too.^{s.22}

s.22

Fleurant, Kathleen CITZ:EX

From: Hubley, Holly CITZ:EX
Sent: July 30, 2020 10:15 AM
To: Hubley, Holly CITZ:EX; Lawal, Cassandra CITZ:EX
Subject: Conversation with Hubley, Holly CITZ:EX

Hubley, Holly CITZ:EX 8:46 AM:

hey when you have a minute, can you call me about correspondence. Krystal approved and sent back all the CITZ/JEDC stuff to me

Hubley, Holly CITZ:EX 8:46 AM:

and i just wanted to know what i'm supposed to do with it

Lawal, Cassandra CITZ:EX 8:50 AM:

Then it is ready for next steps to deliver. If you need to discuss details I will catch up with you after out briefing.

Hubley, Holly CITZ:EX 8:50 AM:

okay

Hubley, Holly CITZ:EX 8:51 AM:

i'll look at the e-mail you sent a while back and if i have any questions i'll let you know after the briefing

Hubley, Holly CITZ:EX 9:58 AM:

So just so I'm clear after re-reading the new JDCE/CITZ stuff, the letters i currently have just need to have Min Sig added on them, get the date updated and sent out.

Lawal, Cassandra CITZ:EX 10:06 AM:

yes -- and notify JEDC so that they are making a record, as well.

Hubley, Holly CITZ:EX 10:07 AM:

okay, I'll send them an e-mail with the list of letters being sent out

Hubley, Holly CITZ:EX 10:08 AM:

do you want me to send them all the letters being sent off today

Lawal, Cassandra CITZ:EX 10:15 AM:

Yes -- except the Jenny Kwan letter. Any that have to do with connectivity. You will see the activity trail in eapps -- if they were drafted in JEDC, they need to be notified that they've been sent, receive a scan copy, so they can close the file on their end, too.

Fleurant, Kathleen CITZ:EX

From: Hubley, Holly CITZ:EX
Sent: July 30, 2020 10:46 AM
To: Hubley, Holly CITZ:EX; Lawal, Cassandra CITZ:EX
Subject: Conversation with Hubley, Holly CITZ:EX

s.22

Hubley, Holly CITZ:EX 10:18 AM:

i just need the direction given, short and sweet and to the point

Lawal, Cassandra CITZ:EX 10:19 AM:

Send a scanned copy of each letter to JEDC. Tell them it has been sent so they can close their file. This will be the procedure for any letter that has to do with connectivity and has been drafted by JEDC. If you are unsure, eapps shows that history.

Hubley, Holly CITZ:EX 10:19 AM:

thats what i thought

Hubley, Holly CITZ:EX 10:20 AM:

i was just unsure

Lawal, Cassandra CITZ:EX 10:20 AM:

(y)

Hubley, Holly CITZ:EX 10:20 AM:

the Jenny Kwan letter is the same process?

Lawal, Cassandra CITZ:EX 10:21 AM:

Please check in eapps to be sure, but I don't think this one was drafted by JEDC. It has to do with cell - not internet.

Hubley, Holly CITZ:EX 10:21 AM:

ok

Hubley, Holly CITZ:EX 10:25 AM:

Does it make sense for me just to BCC JDCE on each letter i send out

Hubley, Holly CITZ:EX 10:25 AM:

sorry for all the questions

Lawal, Cassandra CITZ:EX 10:40 AM:

Check with them what they prefer. It doesn't matter to me either way.

Fleurant, Kathleen CITZ:EX

From: Lawal, Cassandra CITZ:EX
Sent: July 31, 2020 10:31 AM
To: Hubley, Holly CITZ:EX; Lawal, Cassandra CITZ:EX
Subject: Conversation with Hubley, Holly CITZ:EX

Lawal, Cassandra CITZ:EX 9:44 AM:

Something is strange with the letter from DAC in the MIN inbox. I can't open it. When I try it prompts me to open with an app, which then freezes my screen. If you are able to open it, can you paste the text into an email and send to me?

Hubley, Holly CITZ:EX 9:44 AM:

i wouldn't open it then

Hubley, Holly CITZ:EX 9:44 AM:

or try to

Hubley, Holly CITZ:EX 9:45 AM:

i'm just in the middle of doing proactive disclosures, once i'm done that i'll take a look

Lawal, Cassandra CITZ:EX 9:45 AM:

ok thanks

Hubley, Holly CITZ:EX 10:25 AM:

that thing is also giving me issues. it looks a little sketchy

Fleurant, Kathleen CITZ:EX

From: Hubley, Holly CITZ:EX
Sent: July 31, 2020 3:27 PM
To: Hubley, Holly CITZ:EX; Lawal, Cassandra CITZ:EX
Subject: Conversation with Hubley, Holly CITZ:EX

Lawal, Cassandra CITZ:EX 11:21 AM:

Can you get PREMTECH to check that message?

Hubley, Holly CITZ:EX 11:22 AM:

sure

Hubley, Holly CITZ:EX 11:24 AM:

i'll message Jake where it also got sent to the PO's office to see if he had any luck with it

Hubley, Holly CITZ:EX 2:42 PM:

Hey Kass, Rebecca wants to know if the MO will still need to review each Law Courts Inn letter that gets sent out. She advised me that you approved the template that RPD drafted earlier today

Lawal, Cassandra CITZ:EX 2:43 PM:

No -- template has been approved. Good to go on all.

Hubley, Holly CITZ:EX 2:43 PM:

awesome

Hubley, Holly CITZ:EX 3:05 PM:

Hey kass, Eugene's harms for part 3 of FOI CTZ-2019-98377 is in the folder on the shared drive

Hubley, Holly CITZ:EX 3:06 PM:

just flagging that for you

Lawal, Cassandra CITZ:EX 3:06 PM:

Just talking to him now

Lawal, Cassandra CITZ:EX 3:12 PM:

He is going to try emailing me part 2 over the weekend -- so you may not have to do that on Tuesday.

Hubley, Holly CITZ:EX 3:15 PM:

ya he just called me and told me