

Michell, Jennifer FIN:EX

From: Michell, Jennifer FIN:EX
Sent: Thursday, February 8, 2018 12:36 PM
To: Phillips, Dawn-Lynn PSA:EX; Wanamaker, Lori FIN:EX; Nicholson, Riley FIN:EX
Cc: Mandur, Tracy PSA:EX
Subject: RE: FISCHER, Carl / RICHARDS, Tara / BROUWER, Shauna - Appointment Letters

Thanks very much, we will have Lori sign these upon her return Tuesday.

Jennifer Michell

Director, Executive Operations & Strategic Initiatives
Office of the Deputy Minister | Ministry of Finance

From: Phillips, Dawn-Lynn PSA:EX
Sent: Thursday, February 8, 2018 11:49 AM
To: Wanamaker, Lori FIN:EX; Nicholson, Riley FIN:EX; Michell, Jennifer FIN:EX
Cc: Mandur, Tracy PSA:EX
Subject: FISCHER, Carl / RICHARDS, Tara / BROUWER, Shauna - Appointment Letters

Good Morning – please see attached letters ready for letterhead and signature. Thank you.....dl

Dawn-Lynn Phillips, HR Executive Support Services Advisor
Executive Talent Management
Talent Management Division | BC Public Service Agency
Suite 500, 1011 – 4th Avenue | Prince George BC | V2L 3H9 | Phone: 250.888.4570



Where ideas work

Michell, Jennifer FIN:EX

From: Nicholson, Riley FIN:EX
Sent: Thursday, February 15, 2018 3:39 PM
To: Phillips, Dawn-Lynn PSA:EX
Cc: Michell, Jennifer FIN:EX
Subject: FW: Thank you FW: Letter of Appointment
Attachments: Scan_20180215.pdf

Hi Dawn-Lynn,

Attached please find Shauna's signed letter.

Thanks,

Riley

From: Brouwer, Shauna JAG:EX
Sent: Thursday, February 15, 2018 3:02 PM
To: Nicholson, Riley FIN:EX
Subject: Thank you FW: Letter of Appointment

Thank you – attached.
Shauna

From: Blakesley, Nicki AG:EX
Sent: Thursday, February 15, 2018 2:59 PM
To: Brouwer, Shauna JAG:EX
Subject: Letter of Appointment

As requested.
N



FEB 13 2018

PERSONAL AND CONFIDENTIAL

Shauna Brouwer
s.22

Dear Shauna Brouwer;

This letter confirms your appointment as Assistant Deputy Minister, Policy and Legislation, Ministry of Finance, as specified in your appointing Order in Council, effective March 1, 2018.

Your salary will be \$180,000 per annum and, consistent with our Executive Compensation Plan, a 10% performance holdback will be applied. I will provide you with the criteria for the performance holdback, these criteria forming part of your annual performance plan. The performance holdback is paid at the end of each annual performance review cycle.

The terms and conditions of employment for Assistant Deputy Ministers are those established for Category A Order in Council appointments.

As a public service employee you must conduct yourself in a manner that maintains and enhances the public's trust and confidence in the public service. Please ensure you are familiar with the Standards of Conduct for Public Service Employees. Also, you are subject to the Post Employment Restrictions, a copy of which is attached.

Once you have signed this letter indicating your acceptance, please email to Dawn-Lynn Phillips (Dawn-Lynn.Phillips@gov.bc.ca), BC Public Service Agency.

Lastly, I want to extend my best wishes for your success in this role.

Sincerely,


Lori Wanamaker, FCPA, FCA
Deputy Minister

pc: Dawn-Lynn Phillips, BC Public Service Agency

.../2

Ministry of
Finance

Office of the
Deputy Minister

Mailing Address:
PO Box 9417 Stn Prov Govt
Victoria BC V8W 9V1
www.gov.bc.ca/fin

Location Address:
Room 109
617 Government Street
Victoria BC

I have read and accept the terms and conditions of this appointment.

Shauna Brouwer
Shauna Brouwer

Feb. 15. 2018
Date

From: FIN Deputy Minister FIN:EX
Sent: Thursday, February 8, 2018 10:38 AM
To: FIN All Staff
Cc: Brouwer, Shauna JAG:EX
Subject: DM Message - Staffing Announcements



Where ideas work

Lori Wanamaker DEPUTY MINISTER OF FINANCE

It is my pleasure to announce some recently announced changes to the Ministry of Finance executive team.

It is with mixed emotions that I announce the departure of David Galbraith from Treasury Board Staff. Dave has been the Associate Deputy Minister of Treasury Board staff since July 2017. This is a culmination of several "tours of duty" over the years in that area of the Ministry. Effective March 1st, Dave will be taking over as Deputy Minister for the Ministry of Social Development and Poverty Reduction. In my first 6 months in the Ministry, Dave's advice and guidance have been invaluable. I know that we will all miss him.

Heather Wood will be moving to Treasury Board Staff as their new Associate Deputy Minister. Heather has been our ADM of Policy and Legislation in the Ministry of Finance since 2010. Prior to this assignment, she was the ADM of Tax Policy in Manitoba. Heather has a strong background in tax, fiscal policy, intergovernmental relations and research as well as an excellent understanding of the Ministry.

Shauna Brouwer will be joining the Ministry as the ADM of Policy and Legislation. Since 2005, Shauna has served as the ADM of Corporate Services for several ministries, most recently the AG/SG pod. She started her career with the BC Public Service with the BC Office of the Auditor General and has worked closely with many staff in the Ministry of Finance over the years. Shauna led the policy and financial analysis that led to recent decisions taken on ICBC.

Carl Fischer has been confirmed as our next Comptroller General. Carl is a professional accountant who is well-known throughout the public service as the guru of financial policy and reporting. Carl has been at the forefront of the most significant financial management changes that have occurred in BC, including playing a leadership role in changes resulting from the introduction of the *Budget Transparency and Accountability Act*.

Since August of 2016, Tara Richards has done double-duty as our EFO and as the acting CEO of the Financial Institutions Commission. Effective March 1, Tara will be assuming fulltime responsibility as the CEO of FICOM. We will be utilizing the current cross-government EFO posting to recruit a temporary EFO (18-month) to backfill for Tara.

And, of course, Elan Symes, our longest serving ADM of Revenue Division is ^{s.22}

s.22

The posting for her position is open until

February 19.

Please join in wishing our colleague well on their new assignments and next adventures!

Sincerely,

A handwritten signature in cursive script, appearing to read 'Lori'.

Lori Wanamaker, FCPA, FCA
Deputy Minister
Ministry of Finance

Michell, Jennifer FIN:EX

From: Michell, Jennifer FIN:EX
Sent: Tuesday, February 6, 2018 5:44 PM
To: Owens, Anita PSA:EX
Subject: Re: Finance Changes x4 - Timing of OICs and Communications

Thanks Anita. I will give you a call tomorrow to discuss

Sent from my iPhone

On Feb 6, 2018, at 5:12 PM, Owens, Anita PSA:EX <Anita.Owens@gov.bc.ca> wrote:

Hi Jennifer – I just wanted to loop you in on how these are progressing.

s.12

Thank you.
Anita

From: Halls, Lori D PSA:EX
Sent: Friday, February 2, 2018 10:19 AM
To: Wanamaker, Lori FIN:EX
Cc: Michell, Jennifer FIN:EX; Owens, Anita PSA:EX
Subject: RE: Finance Changes

Correct

Lori Halls
Deputy Minister
BC Public Service Agency

From: Wanamaker, Lori FIN:EX
Sent: Friday, February 2, 2018 8:17 AM
To: Halls, Lori D PSA:EX
Cc: Michell, Jennifer FIN:EX
Subject: Finance Changes

Hi Lori. I want to confirm the upcoming changes with you to make sure that we are on the same page. I am copying Jennifer Michell (Director Executive Ops) as she will be responsible for the timing of my message to Finance ministry staff.

As I understand it, the staff emails will go out once OICs are signed and Don has made his announcements and you will coordinate.

Thanks.

Lori

Wood, Heather FIN:EX

From: Wood, Heather FIN:EX
Sent: Wednesday, February 14, 2018 8:52 AM
To: 'Impey, Patrice'
Subject: Contact Information for Shauna Brouwer

Hi Patrice,

Shauna's e-mail address is Shauna.Brouwer@gov.bc.ca (that is all the contact information I have for now). You can call me (778-698-5482) or e-mail me after March 1 and I can give you Shauna's phone number once she transitions to her new role in the Ministry of Finance.

Thanks for the call today,
Heather

Morgan, Melissa FIN:EX

From: Blakesley, Nicki AG:EX
Sent: Wednesday, February 14, 2018 11:40 AM
To: Morgan, Melissa FIN:EX
Subject: SB transfer form
Attachments: Shauna Brouwer Inter-Ministry transfer form.xlsx

Follow Up Flag: Flag for follow up
Flag Status: Flagged

Hi Melissa,

Please see attached the form for your completion (orange color). Please send it back to me and I will send it off to 77000.

Thanks,



Nicki Blakesley | Executive Administrative Assistant
ADMO – Corporate Management Services Branch
Attorney General + Public Safety + Solicitor General
250 387.5258 / Fax 250.356.8739
nicki.blakesley@gov.bc.ca

Morgan, Melissa FIN:EX

From: Morgan, Melissa FIN:EX
Sent: Tuesday, February 13, 2018 5:06 PM
To: Pearson, Barbera JAG:EX
Cc: Blakesley, Nicki AG:EX; Thomas, Krista JAG:EX
Subject: RE: Assistance Requested - Transfer In for ADM Shauna Brouwer

Hi Barb, yes – I am the contact. I will touch base with you tomorrow as well to confirm a few other transitional details.

Thank you,
Melissa

From: Pearson, Barbera JAG:EX
Sent: Tuesday, February 13, 2018 12:31 PM
To: Morgan, Melissa FIN:EX
Cc: Blakesley, Nicki AG:EX; Pearson, Barbera JAG:EX; Thomas, Krista JAG:EX
Subject: Assistance Requested - Transfer In for ADM Shauna Brouwer

Hi Melissa:

I am assisting in the transfer out from AG for ADM Shauna Brouwer – would you be the contact person that Nicki and I would work with in Finance.
I will need to provide a contact name to Telus to transfer her iPhone & iPad account too.

Thank you.
Barb

Barbera Pearson, Manager, Business Operations
Associate Deputy Minister's Office
Ministry of Attorney General
PO Box 9263 Stn Prov Govt, Victoria BC V8W 9J4
11th Floor – 1001 Douglas Street (Sussex Bldg), Victoria BC, V8W 2C5
Phone: 250-356-1143 / Cellular: 250-216-7983
<mailto:barbera.pearson@gov.bc.ca>

Morgan, Melissa FIN:EX

From: AGMAGIC, Service Account AG:EX
Sent: Tuesday, February 13, 2018 12:25 PM
To: Pearson, Barbera JAG:EX
Subject: Request Submitted: Access.Request 99978 for SHAUNA BROUWER : Transfer * NEW USER - BARPEARS : Status is Approved

This is an automated message - Please do not reply.

Attention BARPEARS

Initiated by: - 2/13/2018 12:23:58 PM

Modified by: -

Reviewed by: -

Approved/Rejected by: -

To change the status of an AAR, the steps are outlined here:

<https://magic.iag.gov.bc.ca/sde/Documentation/sde/MAGic%20SSHD%20User%20Manual.pdf>

Access Request Initiators, Reviewers and Approvers can access here; <https://magic.iag.gov.bc.ca/SSHD>

Problems or Questions? Send a non urgent eMail here-

<mailto:JAG.SD@gov.bc.ca?Subject=MAGic AAF Module Problem or Question>

ISB Line of Business Support Info:

<http://portal.iag.gov.bc.ca/portal/page/portal/AG Home/eSC/Ser Desk/LOB Service Desk>

This is an automated message - Please do not reply.

BR1081 (BARPEARS, Nicki.Blakesley@gov.bc.ca)

Morgan, Melissa FIN:EX

From: Brouwer, Shauna JAG:EX
Sent: Wednesday, February 14, 2018 11:43 AM
To: Morgan, Melissa FIN:EX
Cc: Pearson, Barbera JAG:EX
Subject: Introductions FW: Departure Announcement: Shauna Brouwer, Corporate Management Services Branch - Transfer Out Process
Attachments: Request Submitted: Access.Request 99978 for SHAUNA BROUWER : Transfer * NEW USER - BARPEARS : Status is Approved

Follow Up Flag: Flag for follow up
Flag Status: Flagged

Thank you both for help with setting up.
Shauna

From: Pearson, Barbera JAG:EX
Sent: Tuesday, February 13, 2018 12:27 PM
To: Blakesley, Nicki AG:EX; DeCorte, Melanie R JAG:EX
Cc: Thomas, Krista JAG:EX; Brouwer, Shauna JAG:EX; Pearson, Barbera JAG:EX
Subject: RE: Departure Announcement: Shauna Brouwer, Corporate Management Services Branch - Transfer Out Process

AAR # 99978 has been submitted on Shauna's behalf with a transfer out date with data of Mon, Feb 26th.

- I will contact Melissa Morgan and confirm that she is the contact at Finance and then contact Telus to transfer Shauna's account.

Please let me know if you require anything else from my end.

Mel/Nicki: Will leave you to complete the equipment transfer document and forward to Ministry of Finance.

Barbera Pearson, Manager, Business Operations
Associate Deputy Minister's Office
Ministry of Attorney General
Phone: 250-356-1143 / Cellular: 250-216-7983
<mailto:barbera.pearson@gov.bc.ca>

From: Blakesley, Nicki AG:EX
Sent: Friday, February 9, 2018 2:17 PM
To: Pearson, Barbera JAG:EX; DeCorte, Melanie R JAG:EX
Cc: Thomas, Krista JAG:EX; Brouwer, Shauna JAG:EX
Subject: RE: Departure Announcement: Shauna Brouwer, Corporate Management Services Branch - Transfer Out Process

From: Pearson, Barbera JAG:EX
Sent: Friday, February 9, 2018 11:40 AM
To: Blakesley, Nicki AG:EX; DeCorte, Melanie R JAG:EX
Cc: Thomas, Krista JAG:EX; Pearson, Barbera JAG:EX; Brouwer, Shauna JAG:EX
Subject: RE: Departure Announcement: Shauna Brouwer, Corporate Management Services Branch - Transfer Out Process

Hi – Shauna and I discussed this transfer out request and I will manage it on her behalf.

Nicki/Mel: What you will need to do is contact ISB and obtain the equipment transfer document and complete that part on Shauna's behalf. The document will then need to be forwarded to the Finance contact person.

- I have confirmed with Shauna that she will be taking the following equipment with her:
 - Laptop NC065344, Monitor, Mouse & Keyboard
 - iPad: s.17
 - iPhone (6S) s.17
- I will request her transfer out date to be **February 26th**, s.22
s.22
- As I am currently the Manager for the Telus Mobility Account – I will arrange for the transfer to Finance once I have the contact name.

Shauna: If you would please provide us with a contact name at Finance who will be managing your Transfer In – we will work with that person to insure a smooth transition. (I think Melissa Morgan?)

Thank you.
Cheers,
Barb

Barbera Pearson, Manager, Business Operations
Associate Deputy Minister's Office
Ministry of Attorney General
Phone: 250-356-1143 / Cellular: 250-216-7983
<mailto:barbera.pearson@gov.bc.ca>

From: Hoenisch, Michelle JAG:EX
Sent: Thursday, February 8, 2018 4:41 PM
To: Pearson, Barbera JAG:EX; Blakesley, Nicki AG:EX
Subject: FW: Departure Announcement: Shauna Brouwer, Corporate Management Services Branch

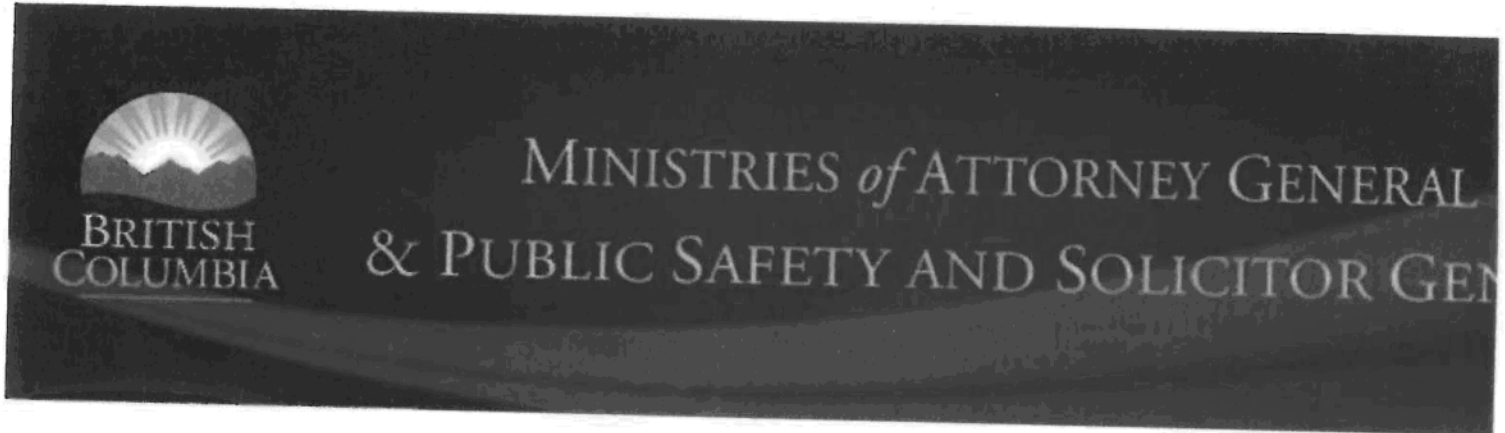
Good afternoon ladies, we will need an AAR submitted for Shauna's IDIR ID and Email, with data I assume, to be transferred from AG/PSSG over to FIN.

For any of her devices that need to be transferred please contact our JAG Service Desk for the form required.

Thank you,

Michelle Hoenisch

From: Deputy Minister Communication JAG:EX
Sent: Thursday, February 8, 2018 4:31 PM
To: 'All Staff - Attorney General and Public Safety and Solicitor General'
Subject: Departure Announcement: Shauna Brouwer, Corporate Management Services Branch



It is with mixed emotions that we announce Shauna Brouwer, Assistant Deputy Minister (ADM) of the Corporate Management Services Branch (CMSB), is leaving our sector to pursue another opportunity within the BC Public Service.

Effective March 1, Shauna will join the Ministry of Finance as the ADM of Policy and Legislation.

Since 2015, Shauna has served as the ADM of Corporate Services for both the Ministry of Attorney General and Public Safety and Solicitor General. Shauna started her BC Public Service career with the BC Office of the Auditor General in 1990 and was ADM of Corporate Services for several ministries since 2005.

A recruitment process for ADM/EFOs of Corporate Services teams across government is now underway, and Shauna will continue to lead CMSB until her new tenure with the Ministry of Finance begins in early March.

Shauna has made a significant contribution to our ministries and our sector in a relatively short period of time. We are sorry to see her go, we'd like to take this opportunity to thank Shauna for her dedication to our sector and wish her well in her new role.

Sincerely,

Richard Fyfe, QC
Deputy Attorney General

Mark Sieben
Deputy Solicitor General

Rebecca Denlinger
Deputy Minister, EMBC



Where is

Morgan, Melissa FIN:EX

From: Morgan, Melissa FIN:EX
Sent: Wednesday, February 14, 2018 12:26 PM
To: Pearson, Barbera JAG:EX
Cc: Blakesley, Nicki AG:EX; Thomas, Krista JAG:EX
Subject: RE: Assistance Requested - Transfer In for ADM Shauna Brouwer

Hi Barb – fyi our Telus account # is s.17 and the account is under my name.

Kindly,
Melissa Morgan

From: Pearson, Barbera JAG:EX
Sent: Tuesday, February 13, 2018 12:31 PM
To: Morgan, Melissa FIN:EX
Cc: Blakesley, Nicki AG:EX; Pearson, Barbera JAG:EX; Thomas, Krista JAG:EX
Subject: Assistance Requested - Transfer In for ADM Shauna Brouwer

Hi Melissa:

I am assisting in the transfer out from AG for ADM Shauna Brouwer – would you be the contact person that Nicki and I would work with in Finance.
I will need to provide a contact name to Telus to transfer her iPhone & iPad account too.

Thank you.
Barb

Barbera Pearson, Manager, Business Operations
Associate Deputy Minister's Office
Ministry of Attorney General
PO Box 9263 Stn Prov Govt, Victoria BC V8W 9J4
11th Floor – 1001 Douglas Street (Sussex Bldg), Victoria BC, V8W 2C5
Phone: 250-356-1143 / Cellular: 250-216-7983
<mailto:barbera.pearson@gov.bc.ca>

Morgan, Melissa FIN:EX

From: Pearson, Barbera JAG:EX
Sent: Wednesday, February 14, 2018 2:54 PM
To: Morgan, Melissa FIN:EX
Subject: FW: ACTION Required - ADM Shauna Brouwer transfer from AG / PSSG over to FIN for March 1st, 2018.....

Follow Up Flag: Flag for follow up
Flag Status: Flagged

Fyi:

Barbera Pearson, Manager, Business Operations
Associate Deputy Minister's Office
Ministry of Attorney General
Phone: 250-356-1143 / Cellular: 250-216-7983
<mailto:barbera.pearson@gov.bc.ca>

From: Hoenisch, Michelle JAG:EX
Sent: Wednesday, February 14, 2018 2:52 PM
To: FIN IMB Service Desk (78912) FIN:EX
Cc: WSSD ID-IAM ISMC:EX; Pearson, Barbera JAG:EX; Blakesley, Nicki AG:EX
Subject: ACTION Required - ADM Shauna Brouwer transfer from AG / PSSG over to FIN for March 1st, 2018.....

Good afternoon FIN IMB Service Desk,

Shauna will be joining the Ministry of Finance as the ADM of Policy and Legislation as of March 1, 2018. s.22 we have been given approval to start her transfer process on Feb 26th, 2018.

IDIR ID – SBROUWER
Email - Shauna.Brouwer@gov.bc.ca

We will be transferring her data over as well as her phone, iPad and cell phone. Shauna's office is completing the Inter-ministry Asset Transfer form for the following:

- o Laptop NC065344, Monitor, Mouse & Keyboard
- o iPad: s.17
- o iPhone (6S) s.17

Over to you please to put your iStore in for the Transfer in request. We are self-managed so we'll notify WSSD ID-IAM once her IDIR ID is ready to be transferred over.

Thank you

Michelle Hoenisch

Team Lead Security Administration
Information Systems Branch
Attorney General and Public Safety Sector

From: Blakesley, Nicki AG:EX
Sent: Wednesday, February 14, 2018 1:56 PM
To: 77000 Shared Services BC Service Desk CITZ:EX
Cc: Hoenisch, Michelle JAG:EX
Subject: re: ADM Shauna Brouwer transfer out/in

Good Afternoon,

Please see attached for the transfer out/in for ADM Shauna Brouwer.

Thank you,



Nicki Blakesley | Executive Administrative Assistant
ADMO – Corporate Management Services Branch
Attorney General + Public Safety + Solicitor General
250.387.5258 / Fax 250.356.8739
nicki.blakesley@gov.bc.ca

Morgan, Melissa FIN:EX

From: Morgan, Melissa FIN:EX
Sent: Tuesday, February 20, 2018 3:11 PM
To: Blakesley, Nicki AG:EX
Subject: RE: SR2500227 - re: ADM Shauna Brouwer transfer out/in

Hey! Just sent you an email 😊 let me know if you have any questions!

From: Blakesley, Nicki AG:EX
Sent: Tuesday, February 20, 2018 2:57 PM
To: Morgan, Melissa FIN:EX
Subject: FW: SR2500227 - re: ADM Shauna Brouwer transfer out/in

Hi Melissa,

Somehow we missed this step.
Please attach your EA approval and flip it back to me.

Thanks,
Nicki

From: 77000 Shared Services BC Service Desk CITZ:EX
Sent: Tuesday, February 20, 2018 2:43 PM
To: Blakesley, Nicki AG:EX
Subject: RE: SR2500227 - re: ADM Shauna Brouwer transfer out/in

We need an email from each of the ministries Expense Authorities indicating they approve of the transfer of the billing.

I suggest you follow-up with your ministry service desk as they will have experience with this. They can also help you with the spreadsheet.

Hilary McPhail
Service Order Integration Support

From: Blakesley, Nicki AG:EX
Sent: Tuesday, February 20, 2018 12:48 PM
To: McPhail, Hilary ISMC:EX
Subject: RE: SR2500227 - re: ADM Shauna Brouwer transfer out/in

Please explain what you need for EA approvals. Thank you.

From: McPhail, Hilary ISMC:EX
Sent: Tuesday, February 20, 2018 12:26 PM
To: Blakesley, Nicki AG:EX
Cc: Hoenisch, Michelle JAG:EX; JAG Service Desk JAG:EX
Subject: RE: SR2500227 - re: ADM Shauna Brouwer transfer out/in

Hi Nicki,

Please respond to the email below with an updated spreadsheet and the EA approvals.

Your ticket will remain on hold pending receipt.

Hilary McPhail

Service Order Integration Support

From: 77000 Shared Services BC Service Desk CITZ:EX

Sent: Wednesday, February 14, 2018 2:12 PM

To: Blakesley, Nicki AG:EX

Cc: Hoenisch, Michelle JAG:EX

Subject: RE: SR2500227 - re: ADM Shauna Brouwer transfer out/in

Hi Nicki,

The spreadsheet is incomplete and the EA approvals have not been attached. If you do not know how to obtain the EA approvals or the missing information, please contact your ministry service desk.

I will put this ticket on hold pending receipt.

Hilary McPhail

Service Order Integration Support

From: Blakesley, Nicki AG:EX

Sent: Wednesday, February 14, 2018 1:56 PM

To: 77000 Shared Services BC Service Desk CITZ:EX

Cc: Hoenisch, Michelle JAG:EX

Subject: SR2500227 - re: ADM Shauna Brouwer transfer out/in

Good Afternoon,

Please see attached for the transfer out/in for ADM Shauna Brouwer.

Thank you,



Nicki Blakesley | Executive Administrative Assistant
ADMO – Corporate Management Services Branch
Attorney General + Public Safety + Solicitor General
250 387.5258 / Fax 250.356.8739
nicki.blakesley@gov.bc.ca

Morgan, Melissa FIN:EX

From: Blakesley, Nicki AG:EX
Sent: Tuesday, February 20, 2018 3:20 PM
To: Morgan, Melissa FIN:EX
Subject: RE: ADM Shauna Brouwer transfer out/in

I think they need a letter, separate from the excel sheet and separate from the random email bits from your EA to approve they are taking SB on and her billing. I know, I can't even believe this myself.

From: Morgan, Melissa FIN:EX
Sent: Tuesday, February 20, 2018 3:10 PM
To: Blakesley, Nicki AG:EX
Subject: FW: ADM Shauna Brouwer transfer out/in

Hi Nicki, here is the email trail with the EA approvals....unless they want something else?

From: Blakesley, Nicki AG:EX
Sent: Thursday, February 15, 2018 3:30 PM
To: Morgan, Melissa FIN:EX
Subject: RE: ADM Shauna Brouwer transfer out/in

Thank you. Fingers crossed that's the final time we have to see this!

From: Morgan, Melissa FIN:EX
Sent: Thursday, February 15, 2018 3:23 PM
To: 77000 Shared Services BC Service Desk CITZ:EX
Cc: Blakesley, Nicki AG:EX
Subject: FW: ADM Shauna Brouwer transfer out/in

Hello,

Please find attached an Asset Transfer Request Form, releasing assets from JAG to be received by FIN. Please see the email below for JAGs EA approval and I approve the receiving end as EA for FIN. Please let me know if you require anything further.

Thank you!
Melissa

From: Blakesley, Nicki AG:EX
Sent: Thursday, February 15, 2018 10:49 AM
To: Morgan, Melissa FIN:EX
Subject: FW: ADM Shauna Brouwer transfer out/in

Hi Melissa,

Apologies, on revisiting this form. I didn't realize that I needed to obtain EA approval. This is done, see below. Now, as you are the receiving ministry, you are to send this to 77000, cc-ing myself - if I have read the instructions correctly!

Thanks again,

Nicki

From: Hoadley, David JAG:EX
Sent: Thursday, February 15, 2018 10:46 AM
To: Blakesley, Nicki AG:EX
Subject: RE: ADM Shauna Brouwer transfer out/in

Approved

From: Blakesley, Nicki AG:EX
Sent: Thursday, February 15, 2018 10:32 AM
To: Hoadley, David JAG:EX
Subject: re: ADM Shauna Brouwer transfer out/in

David,

Please approve the attached form as you are an EA approval. In Shauna's transfer out, she will be taking her ipad, phone and computer, mouse and monitor with her. This form reflects the coding for that transfer to FIN. Once you have signed this off, please send to Melissa.morgan@gov.bc.ca , cc-ing myself. Once Melissa in FIN has it, she will send it off to 77000.

Thank you,
Nicki

From: Lazaro, Gina JAG:EX
Sent: Wednesday, February 14, 2018 3:15 PM
To: Hoenisch, Michelle JAG:EX
Cc: Blakesley, Nicki AG:EX
Subject: RE: re: ADM Shauna Brouwer transfer out/in

Who uses this Asset Transfer Request Form?

- :: Any Ministry transferring assets to another – i.e. Ministry of Education to Ministry of Health.
- :: Releasing Ministry enters asset details and sends form to the Receiving Ministry with their approval to release.
- :: Receiving Ministry enters their account coding and submits completed form as instructed below, to accept the assets.

Nicki is "releasing Ministry" ... so this needs to be sent to the "receiving Ministry" to enter in info and sent with EA approval. Nicki should attach emails with EA approval for the release to the "receiving Ministry" as well as the access transfer form

Please see the Instructions Tab in this Document.

Where do I send the completed Asset Transfer Request Form?

The Receiving Ministry is responsible for submitting the completed form.

Before submitting for processing, confirm that that you have:

- 1) Entered data in ALL the required fields
- 2) Gathered and attached all Expense Authority approval(s), generally in e-mail format, for the transfer (Release)

3) Send completed Asset Transfer Request Form together with all required approval(s) from both releasing and
to: 77000@gov.bc.ca.
Use this Subject Line: Asset Transfer Request - Please assign to CorpOps Queue.

Thanks,
Gina Lazaro

From: Hoenisch, Michelle JAG:EX
Sent: Wednesday, February 14, 2018 2:35 PM
To: Lazaro, Gina JAG:EX
Subject: FW: re: ADM Shauna Brouwer transfer out/in

You don't need to see this do you?

Michelle Hoenisch

Team Lead Security Administration
Information Systems Branch
Attorney General and Public Safety Sector

From: Blakesley, Nicki AG:EX
Sent: Wednesday, February 14, 2018 1:56 PM
To: 77000 Shared Services BC Service Desk CITZ:EX
Cc: Hoenisch, Michelle JAG:EX
Subject: re: ADM Shauna Brouwer transfer out/in

Good Afternoon,

Please see attached for the transfer out/in for ADM Shauna Brouwer.

Thank you,



Nicki Blakesley | Executive Administrative Assistant
ADMO – Corporate Management Services Branch
Attorney General + Public Safety + Solicitor General
250.387.5258 / Fax 250.356.8739
nicki.blakesley@gov.bc.ca

Morgan, Melissa FIN:EX

From: Morgan, Melissa FIN:EX
Sent: Friday, February 16, 2018 10:26 AM
To: Blakesley, Nicki AG:EX
Subject: RE: Service Request Resolved: SR2501994 : ~Asset Transfer Request - Shauna Brouwer

Haha!!! love it! ☺

From: Blakesley, Nicki AG:EX
Sent: Friday, February 16, 2018 10:22 AM
To: Morgan, Melissa FIN:EX
Subject: RE: Service Request Resolved: SR2501994 : ~Asset Transfer Request - Shauna Brouwer

<< OLE Object: Picture (Device Independent Bitmap) >>

-----Original Message-----

From: Morgan, Melissa FIN:EX
Sent: Friday, February 16, 2018 9:42 AM
To: Blakesley, Nicki AG:EX
Subject: FW: Service Request Resolved: SR2501994 : ~Asset Transfer Request - Shauna Brouwer

FYI - happy Friday!

-----Original Message-----

From: 77000@gov.bc.ca [mailto:77000@gov.bc.ca]
Sent: Friday, February 16, 2018 8:31 AM
To: Morgan, Melissa FIN:EX
Subject: Service Request Resolved: SR2501994 : ~Asset Transfer Request - Shauna Brouwer

The issue you reported to the 7-7000 Service Desk on 2018-02-15 15:23:55 has been resolved.

Service Request Number: SR2501994

Service Request Description: ~Asset Transfer Request - Shauna Brouwer

Reported By: Morgan, Melissa FIN:EX

Affected Person: Morgan-Pick, Mary SDSI:EX

Resolution Details: complete

To view the details of this Service Request, please click here

<https://wssmt.gov.bc.ca/maximo/ui/?event=loadapp&value=viewsr&uniqueid=2682366>

If you have any questions in regards to this Service Request, please contact the Service Desk and refer to your SR Number listed above. This ticket may be re-opened at any time within 14 days of being resolved.

Thank you.

7-7000 Service Desk

Did you know that the Knowledge Management Portal, available at <https://77000.gov.bc.ca>, allows you access to many convenient self service options?

- You can create or view the status of your Service Requests at <https://wssmt.gov.bc.ca/maximo/>
- Reset IDIR passwords at <https://77000.gov.bc.ca>. Click on the "Change Password" link
- Update your GAL information at <https://77000.gov.bc.ca>. Click on the "Update GAL Info" link
- Use a comprehensive knowledge base to help you solve problems. Simply go to <https://77000.gov.bc.ca> and type your question in the Quick Search box.

Morgan, Melissa FIN:EX

From: Morgan, Melissa FIN:EX
Sent: Wednesday, February 21, 2018 3:20 PM
To: Piotrowicz, Eddie P FIN:EX
Subject: RE: iStore - 848608 - 56458 - Shauna Brouwer New UC Install X2

Thank you so much!

From: Piotrowicz, Eddie P FIN:EX
Sent: Wednesday, February 21, 2018 2:58 PM
To: Morgan, Melissa FIN:EX
Subject: iStore - 848608 - 56458 - Shauna Brouwer New UC Install X2

Hi Melissa,

iStore - 848608 - 56458 - Shauna Brouwer New UC Install X2 -- submitted as an Emergency.

From: Melissa.Morgan@gov.bc.ca [<mailto:Melissa.Morgan@gov.bc.ca>]
Sent: Tuesday, February 20, 2018 4:45 PM
To: FIN IMB Service Desk (78912) FIN:EX; Morgan, Melissa FIN:EX
Subject: Shauna Brower - New UC Install - ``RUSH``

Checkout Information

On-Site Address: 105-617 Government Street
On-Site Contact Name: Melissa Morgan
On-Site Contact Phone: (778)698-5775
Account: FIN-POLICY AND LEGISLATION
Ministry Number: 022
Responsibility Centre: 32949
Service Code: 34321
Project Number: 3200000
Expense Authority: Melissa Morgan

Service Requests

Unified Communications - New UC Install

First Name: Shauna
Last Name: Brouwer
IDIR: SBROUWER
Device: Desktop Handset VVX 400 Series

Unified Communications - New UC Install

First Name: Shauna
Last Name: Brouwer
IDIR: SBROUWER
Device: Conference Phone (for meeting rooms), Polycom Real Presence Trio

Comments: Please RUSH this request as Shauna Brouwer (New PLD ADM) transfers in to PLD on March 1st, 2018. Thank you

Requestor: Morgan, Melissa FIN:EX

Email: Melissa.Morgan@gov.bc.ca

Time: 2018-02-20 16:45:12

Morgan, Melissa FIN:EX

From: Morgan, Melissa FIN:EX
Sent: Thursday, February 22, 2018 10:56 AM
To: Michell, Jennifer FIN:EX
Subject: RE: Parking for Shauna

Good call, thanks! yes, Heather's spot is ^{s.2} I'll talk to Anne-Mette and then I think I submit Shauna's licence plate no. to someone upstairs..

From: Michell, Jennifer FIN:EX
Sent: Thursday, February 22, 2018 10:52 AM
To: Morgan, Melissa FIN:EX
Subject: Parking for Shauna

Thought you may want to work with Anne-Mette and facilities about transferring David's parking spot to Shauna....presuming Heather already has one out back

Jennifer Michell
Director, Executive Operations & Strategic Initiatives
Office of the Deputy Minister | Ministry of Finance
Tel. 250-356-6696 | Email: Jennifer.Michell@gov.bc.ca

Morgan, Melissa FIN:EX

From: Blakesley, Nicki AG:EX
Sent: Monday, February 26, 2018 10:12 AM
To: Morgan, Melissa FIN:EX
Subject: RE: SR2500227 - re: ADM Shauna Brouwer transfer out/in

Agreed!

From: Morgan, Melissa FIN:EX
Sent: Monday, February 26, 2018 10:09 AM
To: Blakesley, Nicki AG:EX
Subject: RE: SR2500227 - re: ADM Shauna Brouwer transfer out/in

Fingers crossed!

From: Blakesley, Nicki AG:EX
Sent: Monday, February 26, 2018 9:57 AM
To: Morgan, Melissa FIN:EX
Subject: FW: SR2500227 - re: ADM Shauna Brouwer transfer out/in

Hi Melissa,

Have you had a chance you email you EA approvals into Hilary? I just received this.

Nicki

From: McPhail, Hilary ISMC:EX
Sent: Monday, February 26, 2018 9:47 AM
To: Blakesley, Nicki AG:EX
Cc: Hoenisch, Michelle JAG:EX; JAG Service Desk JAG:EX
Subject: RE: SR2500227 - re: ADM Shauna Brouwer transfer out/in

Hi Nicki,

We have still not received an updated spreadsheet and the EA approvals.

Please let us know if you still require this ticket.

Hilary McPhail
Service Order Integration Support

From: 77000 Shared Services BC Service Desk CITZ:EX
Sent: Tuesday, February 20, 2018 2:43 PM
To: Blakesley, Nicki AG:EX
Subject: RE: SR2500227 - re: ADM Shauna Brouwer transfer out/in

We need an email from each of the ministries Expense Authorities indicating they approve of the transfer of the billing.

I suggest you follow-up with your ministry service desk as they will have experience with this. They can also help you with the spreadsheet.

Hilary McPhail
Service Order Integration Support

From: Blakesley, Nicki AG:EX
Sent: Tuesday, February 20, 2018 12:48 PM
To: McPhail, Hilary ISMC:EX
Subject: RE: SR2500227 - re: ADM Shauna Brouwer transfer out/in

Please explain what you need for EA approvals. Thank you.

From: McPhail, Hilary ISMC:EX
Sent: Tuesday, February 20, 2018 12:26 PM
To: Blakesley, Nicki AG:EX
Cc: Hoenisch, Michelle JAG:EX; JAG Service Desk JAG:EX
Subject: RE: SR2500227 - re: ADM Shauna Brouwer transfer out/in

Hi Nicki,

Please respond to the email below with an updated spreadsheet and the EA approvals.

Your ticket will remain on hold pending receipt.

Hilary McPhail
Service Order Integration Support

From: 77000 Shared Services BC Service Desk CITZ:EX
Sent: Wednesday, February 14, 2018 2:12 PM
To: Blakesley, Nicki AG:EX
Cc: Hoenisch, Michelle JAG:EX
Subject: RE: SR2500227 - re: ADM Shauna Brouwer transfer out/in

Hi Nicki,

The spreadsheet is incomplete and the EA approvals have not been attached. If you do not know how to obtain the EA approvals or the missing information, please contact your ministry service desk.

I will put this ticket on hold pending receipt.

Hilary McPhail
Service Order Integration Support

From: Blakesley, Nicki AG:EX
Sent: Wednesday, February 14, 2018 1:56 PM
To: 77000 Shared Services BC Service Desk CITZ:EX
Cc: Hoenisch, Michelle JAG:EX
Subject: SR2500227 - re: ADM Shauna Brouwer transfer out/in

Good Afternoon,

Please see attached for the transfer out/in for ADM Shauna Brouwer.

Thank you,



Nicki Blakesley | Executive Administrative Assistant
ADMO – Corporate Management Services Branch
Attorney General + Public Safety + Solicitor General
250 387.5258 / Fax 250.356.8739
nicki.blakesley@gov.bc.ca

Morgan, Melissa FIN:EX

From: Morgan, Melissa FIN:EX
Sent: Tuesday, February 27, 2018 12:12 PM
To: Blakesley, Nicki AG:EX
Subject: FW: Assistance Requested: Request to Transfer Shauna Brouwer's Accounts from s.17 to Account # s.17

FYI...

From: Pearson, Barbera JAG:EX
Sent: Wednesday, February 14, 2018 2:03 PM
To: corporatepublicservice.bc@telus.com
Cc: Morgan, Melissa FIN:EX; Pearson, Barbera JAG:EX; Blakesley, Nicki AG:EX; Thomas, Krista JAG:EX
Subject: Assistance Requested: Request to Transfer Shauna Brouwer's Accounts from s.17 to Account # s.17

Good Afternoon:
Request to transfer accounts (details below)

Transfer Date: Thursday, March 1, 2018

Transferred from: Account # s.17
Ministry of Public Safety and Solicitor General
Managed by – Barbera Pearson

Accounts to be transferred:
Account Name: Shauna Brouwer
Cell Phone: s.17 (iPhone)
Data Account # s.17 (iPad)

Transferred to: Account # s.17
Ministry of Finance
Account Manager: Melissa Morgan

Thank you for your assistance – please contact Melissa or I if you have any questions or require any additional information regarding this request.

Cheers,
Barb

Barbera Pearson, Manager, Business Operations
Associate Deputy Minister's Office
Ministry of Attorney General
PO Box 9263 Stn Prov Govt, Victoria BC V8W 9J4
11th Floor – 1001 Douglas Street (Sussex Bldg), Victoria BC, V8W 2C5
Phone: 250-356-1143 / Cellular: 250-216-7983

<mailto:barbera.pearson@gov.bc.ca>

Morgan, Melissa FIN:EX

From: Blakesley, Nicki AG:EX
Sent: Tuesday, February 27, 2018 12:13 PM
To: corporatepublicservice.bc@telus.com
Cc: Morgan, Melissa FIN:EX
Subject: account change

Good Afternoon,

Please remove transfer Shauna Brouwer s.17 and s.17 from account #s.17 to account #s.17

Thank you,



Nicki Blakesley | Executive Administrative Assistant
ADMO – Corporate Management Services Branch
Attorney General + Public Safety + Solicitor General
250 387.5258 / Fax 250.356.8739
nicki.blakesley@gov.bc.ca

Morgan, Melissa FIN:EX

From: Piotrowicz, Eddie P FIN:EX
Sent: Wednesday, February 28, 2018 2:30 PM
To: Morgan, Melissa FIN:EX
Subject: RE: iStore - 848101 - 56398 - Shauna Brouwer Transfer In

Hello,
Regarding iStore #848101 / SR2506180

Brouwer, Shauna :EX (SBROUWER) IDIR account, mailbox and home folder data transferred to FIN as requested. LAN access assigned with the exception of Resource Groups and groups owned by another ministry or organization. IDIR account and password were not changed.

Not Added.
WS_EMM_BES_FINBB Not ordered
JTST_W_SPMIO_C Owned by JTST
MAH_W_SPHSBUDGET_C Owned by MAH
JTST_L_BIZ Owned by JTST

The mailbox storage limits have been modified for Brouwer, Shauna :EX (SBROUWER). User must restart Outlook for this change to take effect.

The new limits set are as follows: Unlimited

PLEASE NOTE: Storage limits have the following restrictions:

- Issue warning at - If the mailbox size reaches or exceeds the specified limit, Exchange will send a warning message to the mailbox user.
- Prohibit send at - If the mailbox size reaches or exceeds the specified limit, Exchange will prevent the mailbox user from sending new messages (including on their mobile device).
- Prohibit send and receive - If the mailbox size reaches or exceeds the specified limit, Exchange will prevent the mailbox user from sending new messages (including on their mobile device) and will not deliver any new messages to the mailbox. Any messages that are sent to the mailbox will be returned to the sender with a descriptive error message.

RESTARTING THE WORKSTATION BEFORE THEY LOG ON IS REQUIRED to ensure the profile does not become corrupted, to refresh permissions and apply the new access.

Questions? Contact the 7-7000 Service Desk online, by e-mail at 77000@gov.bc.ca or call 250 387-7000, toll-free 1-866-660-0811.

From: Piotrowicz, Eddie P FIN:EX
Sent: Tuesday, February 20, 2018 12:56 PM
To: Morgan, Melissa FIN:EX
Subject: iStore - 848101 - 56398 - Shauna Brouwer Transfer In

Hello Morgan,

iStore - 848101 - 56398 - Shauna Brouwer Transfer In – submitted.

From: Melissa.Morgan@gov.bc.ca [mailto:Melissa.Morgan@gov.bc.ca]
Sent: Wednesday, February 14, 2018 2:22 PM
To: FIN IMB Service Desk (78912) FIN:EX; Morgan, Melissa FIN:EX
Subject: ADM Transfer-In - Shauna Brouwer

Checkout Information

On-Site Address: 105-617 Government Street
On-Site Contact Name: Melissa Morgan
On-Site Contact Phone: (778)698-5775
Account: FIN-POLICY AND LEGISLATION
Ministry Number: 022
Responsibility Centre: 32949
Service Code: 34321
Project Number: 3200000
Expense Authority: Melissa Morgan

Service Requests

Account - New IDIR or Transfer In

Type: Transfer In

Transfer From Ministry: Ministry of Attorney General

First Name: Shauna

Last Name: Brouwer

IDIR: SBROUWER

Modify Workstation Owner: NC065344

Required By Date: 01, MAR, 2018

Email Account Required: Yes

GAL Company: Finance

GAL Department: Policy and Legislation Division

GAL Job Title: Assistant Deputy Minister

GAL Office: ADMO

GAL Supervisor: Lori Wanamaker

GAL User Fax: (250)387-9061

GAL Mobile Phone: s.17

GAL Address: 105-617 Government Street

GAL City: Victoria

GAL Postal Code: V8V 1X4

Shared File Print Required: Yes

Contact Name: Melissa Morgan

Contact Number: (778)698-5775

s.15

Transfer Email: Yes

Transfer H Drive: Yes

VPN Required: Yes

DTS Required: No

Mobile Required: No

Comments: Please arrange for creation of active sync/air watch for her iphone which she will be bringing with

her

Requestor: Morgan, Melissa FIN:EX

Email: Melissa.Morgan@gov.bc.ca

Time: 2018-02-14 14:21:50

Morgan, Melissa FIN:EX

From: Morgan, Melissa FIN:EX
Sent: Wednesday, February 28, 2018 3:29 PM
To: Weckend, Anne-Mette FIN:EX
Subject: RE: Parking for Shauna

Thanks! I've let Tracey know.

From: Weckend, Anne-Mette FIN:EX
Sent: Thursday, February 22, 2018 11:35 AM
To: Morgan, Melissa FIN:EX
Subject: Re: Parking for Shauna

Sure! I was wondering that - he is space s.22 If you let tracey and Shelley know they will be able to reassign it. We will make sure to keep his parking pass.

Sent from my iPhone

On Feb 22, 2018, at 10:57 AM, Morgan, Melissa FIN:EX <Melissa.Morgan@gov.bc.ca> wrote:

Hey! Which parking spot is Dave's? Shauna might as well take his and Heather can keep hers. I think I just need to submit Shauna's licence plate no. to someone upstairs and get his pass?

From: Michell, Jennifer FIN:EX
Sent: Thursday, February 22, 2018 10:52 AM
To: Morgan, Melissa FIN:EX
Subject: Parking for Shauna

Thought you may want to work with Anne-Mette and facilities about transferring David's parking spot to Shauna....presuming Heather already has one out back

Jennifer Michell
Director, Executive Operations & Strategic Initiatives
Office of the Deputy Minister | Ministry of Finance
Tel. 250-356-6696 | Email: Jennifer.Michell@gov.bc.ca

Morgan, Melissa FIN:EX

From: Morgan, Melissa FIN:EX
Sent: Monday, March 5, 2018 11:34 AM
To: Kerr, Elaine JAG:EX
Subject: RE: Shauna Boucher's Laptop

Hello Elaine, yes as EA I approve the transfer of Shauna Boucher's laptop to Ministry of Finance, Policy and Legislation Division.

Please let me know if you require anything further.

Thank you!
Melissa

From: Kerr, Elaine JAG:EX
Sent: Thursday, March 1, 2018 2:33 PM
To: Morgan, Melissa FIN:EX
Subject: FW: Shauna Boucher's Laptop

Hi Melissa,

Could I ask you to send me an email saying that you approve the transfer of Shauna's Boucher's Laptop over to your Ministry. This will be attached to the Inter-ministry form I send over to 77000. If you have any questions please let me know.

Cheers,
Elaine Kerr
Client Support Analyst
Ministry of Attorney General and Public Safety Sector
Information Systems Branch
778 698-2914
Email Questions to: JAG Service Desk



From: Blakesley, Nicki AG:EX
Sent: Thursday, March 1, 2018 2:28 PM
To: Kerr, Elaine JAG:EX
Subject: RE: Shauna Boucher's Laptop

You will want to get in touch with Melissa Morgan. She was the contact in FIN who helped me set up everything for Shauna. ☺

From: Kerr, Elaine JAG:EX
Sent: Thursday, March 1, 2018 2:14 PM
To: Blakesley, Nicki AG:EX
Subject: Shauna Boucher's Laptop

Hi Nicki,

For the Inter-ministry transfer of Shauna's Laptop, SSBC requires an email saying the transfer of Shauna's laptop is approved by the EA. Can you send me the approval email and I will attach it when I send off the Asset form to SSBC. Do you know the name of the contact person over at the Ministry Shauna went to. I will need to get approval from them as well.

Cheers,

Elaine Kerr

Client Support Analyst

Ministry of Attorney General and Public Safety Sector

Information Systems Branch

778 698-2914

Email Questions to: JAG Service Desk



Morgan, Melissa FIN:EX

From: Blakesley, Nicki AG:EX
Sent: Tuesday, February 20, 2018 3:48 PM
To: Morgan, Melissa FIN:EX
Subject: Copy of Copy of Shauna Brouwer Inter-Ministry transfer form.xlsx
Attachments: Copy of Copy of Shauna Brouwer Inter-Ministry transfer form.xlsx

Hi Melissa,

Please see the updated and complete Excel for Shauna Brouwers transfer out. As an EA myself, please accept this as a formal note to release the billing over to your shop.

Thank you,



Nicki Blakesley | Executive Administrative Assistant
ADMO – Corporate Management Services Branch
Attorney General + Public Safety + Solicitor General
250 387.5258 / Fax 250.356.8739
nicki.blakesley@gov.bc.ca

Morgan, Melissa FIN:EX

From: Morgan, Melissa FIN:EX
Sent: Thursday, February 15, 2018 3:30 PM
To: Blakesley, Nicki AG:EX
Subject: FW: Service Request Opened: SR2501994 : ~Asset Transfer Request - Shauna Brouwer

FYI...

-----Original Message-----

From: 77000@gov.bc.ca [mailto:77000@gov.bc.ca]
Sent: Thursday, February 15, 2018 3:26 PM
To: Morgan, Melissa FIN:EX
Subject: Service Request Opened: SR2501994 : ~Asset Transfer Request - Shauna Brouwer

The issue you reported to the 7-7000 Service Desk on 2018-02-15 15:23:55 has been opened.

Service Request Number: SR2501994
iStore Number (if applicable):

Service Request Description: ~Asset Transfer Request - Shauna Brouwer

Reported By: Morgan, Melissa FIN:EX

Affected Person: Morgan-Pick, Mary SDSI:EX

To view the details of this Service Request, please click here
<https://wssmt.gov.bc.ca/maximo/ui/?event=loadapp&value=viewsr&uniqueid=2682366>

You will be notified when this ticket has been resolved.

If you have any questions in regards to this Service Request, please contact the Service Desk and refer to your SR Number listed above.

Thank you.
7-7000 Service Desk

Did you know that the Knowledge Management Portal, available at <https://77000.gov.bc.ca>, allows you access to many convenient self service options?

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- Reset IDIR passwords at <https://77000.gov.bc.ca>. Click on the "Change Password" link
- Update your GAL information at <https://77000.gov.bc.ca>. Click on the "Update GAL Info" link
- Use a comprehensive knowledge base to help you solve problems. Simply go to <https://77000.gov.bc.ca> and type your question in the Quick Search box.

Morgan, Melissa FIN:EX

From: Enterprise CorpPublic Service BC <corporatepublicservice.bc@telus.com>
Sent: Thursday, February 15, 2018 4:14 PM
To: Pearson, Barbera JAG:EX
Cc: Morgan, Melissa FIN:EX; Blakesley, Nicki AG:EX; Thomas, Krista JAG:EX
Subject: Re: Assistance Requested: Request to Transfer Shauna Brouwer's Accounts from s.17 to Account # s.17 (KMM64620979V40035L0KM)

Hi Barbera:

Future dated transfers are one of the few requests we are unable to process. If I could request that you resubmit on March 1st, we will be able to do it at that time. We are able to backdate, just not future date.

Thanks so much!

Hope you're enjoying today!

Please feel free to reach out to us with any other questions or concerns.

Thanks for choosing TELUS!

The tracking number of this message is: 24008365

Lisa Madden
Corporate Public Service Care
BCX Loyalty Sales & Support
corporatepublicservice.bc@telus.com
Toll Free: 1-800-377-5011 option 2
TELUS Business Solutions
Hours of Operation Monday-Friday 8:00am-5:00pm (PST)

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

Original Message Follows: -----

From: "Pearson, Barbera JAG:EX" Barbera.Pearson@gov.bc.ca
To: Corporate Public Service BC corporatepublicservice.bc@telus.com
Subject: Assistance Requested: Request to Transfer Shauna Brouwer's Accounts
Date: Wed, 14 Feb 2018 17:02:42 -0500

Good Afternoon:

Request to transfer accounts (details below)

Transfer Date: Thursday, March 1, 2018

Transferred from: Account # ^{s.17}
Ministry of Public Safety and Solicitor General

Managed by – Barbera Pearson

Accounts to be transferred:

Account Name: Shauna Brouwer

Cell Phone: ^{s.17} (IPhone)

Data Account # ^{s.17} (IPad)

Transferred to: Account # ^{s.17}

Ministry of Finance

Account Manager: Melissa Morgan

Thank you for your assistance – please contact Melissa or I if you have any questions or require any additional information regarding this request.

Cheers,

Barb

Barbera Pearson, Manager, Business Operations
Associate Deputy Minister's Office

Ministry of Attorney General

PO Box 9263 Stn Prov Govt, Victoria BC V8W 9J4

11th Floor – 1001 Douglas Street (Sussex Bldg), Victoria BC, V8W 2C5

Phone: 250-356-1143 / Cellular: 250-216-7983

<mailto:barbera.pearson@gov.bc.ca>

Morgan, Melissa FIN:EX

From: Melissa.Morgan@gov.bc.ca
Sent: Tuesday, February 20, 2018 4:47 PM
To: FIN IMB Service Desk (78912) FIN:EX; Morgan, Melissa FIN:EX
Subject: Service Request Form

Checkout Information

On-Site Address: 105-617 Government Street
On-Site Contact Name: Melissa Morgan
On-Site Contact Phone: (778)698-5775
Account: FIN-POLICY AND LEGISLATION
Ministry Number: 022
Responsibility Centre: 32949
Service Code: 34321
Project Number: 3200000
Expense Authority: Melissa Morgan

Service Requests

Unified Communications - New UC Install
First Name: Shauna
Last Name: Brouwer
IDIR: SBROUWER
Device: Conference Phone (for meeting rooms), Polycom Real Presence Trio
Comments: Please RUSH this request as Shauna Brouwer (New PLD ADM) transfers in to PLD on March 1st, 2018. Thank you

Requestor: Morgan, Melissa FIN:EX
Email: Melissa.Morgan@gov.bc.ca
Time: 2018-02-20 16:46:32

Morgan, Melissa FIN:EX

From: Melissa.Morgan@gov.bc.ca
Sent: Tuesday, February 20, 2018 4:45 PM
To: FIN IMB Service Desk (78912) FIN:EX; Morgan, Melissa FIN:EX
Subject: Service Request Form

Checkout Information

On-Site Address: 105-617 Government Street
On-Site Contact Name: Melissa Morgan
On-Site Contact Phone: (778)698-5775
Account: FIN-POLICY AND LEGISLATION
Ministry Number: 022
Responsibility Centre: 32949
Service Code: 34321
Project Number: 3200000
Expense Authority: Melissa Morgan

Service Requests

Unified Communications - New UC Install
First Name: Shauna
Last Name: Brouwer
IDIR: SBROUWER
Device: Desktop Handset VVX 400 Series
Comments: Please RUSH this request as Shauna Brouwer (New PLD ADM) transfers in to PLD on March 1st, 2018. Thank you!

Requestor: Morgan, Melissa FIN:EX
Email: Melissa.Morgan@gov.bc.ca
Time: 2018-02-20 16:45:12

Morgan, Melissa FIN:EX

From: Morgan, Melissa FIN:EX
Sent: Tuesday, February 20, 2018 4:17 PM
To: Lee, Penny FIN:EX
Subject: FW: Copy of Copy of Shauna Brouwer Inter-Ministry transfer form.xlsx
Attachments: Copy of Copy of Shauna Brouwer Inter-Ministry transfer form.xlsx

Hi Penny! Do I send this directly to you?

From: Blakesley, Nicki AG:EX
Sent: Tuesday, February 20, 2018 3:48 PM
To: Morgan, Melissa FIN:EX
Subject: Copy of Copy of Shauna Brouwer Inter-Ministry transfer form.xlsx

Hi Melissa,

Please see the updated and complete Excel for Shauna Brouwers transfer out. As an EA myself, please accept this as a formal note to release the billing over to your shop.

Thank you,



Nicki Blakesley | Executive Administrative Assistant
ADMO – Corporate Management Services Branch
Attorney General + Public Safety + Solicitor General
250.387.5258 / Fax 250.356.8739
nicki.blakesley@gov.bc.ca

Releasing Ministry submits completed form as noted in the "Instructions Tab"

Refer to the INSTRUCTIONS Tab BEFORE starting this worksheet

Releasing Ministry *ALL Fields with Asterisk are Mandatory (Hint: You can run a Data Warehouse Query to gather information and paste it below.)

Receiving Ministry (Manually Complete this section)

*Client Party	*SIA Party	*Client Party	*Reporting Customer	*Reporting Customer Number	*Expense Client	*Expense Responsibility	*Expense Service Line	*Expense SIB	*Expense Project	*Expense Category	*Receiving End Date	*Inventory Item	*SIA Asset Tag	*Expense Number	*Client Party	*Reporting Customer	*Reporting Customer Number	*Expense Client	*Expense Responsibility	*Expense Service Line	*Expense SIB	*Expense Project
Government only	Asset SIB: include Funding ID# (if any)	Asset SIB: include Funding ID# (if any)																				
MINISTRY OF JUSTICE				127881	18	18002	18002	18002														
Minister of Attorney General and Public Safety and Minister General			ADAM - CMAS	44495	18	18015	18015	18015		Sharon Browner is transferring to the Ministry of Finance and	2018-03-01	Laptop, Monitor, Mouse & Keyboard										
Minister of Attorney General and Public Safety and Minister General			ADAM - CMAS	44495	18	18015	18015	18015		Sharon Browner is transferring to the Ministry of Finance and	2018-03-01	Shed										
Minister of Attorney General and Public Safety and Minister General			ADAM - CMAS	44495	18	18015	18015	18015		Sharon Browner is transferring to the Ministry of Finance and	2018-03-01	Office										

s.2

Morgan, Melissa FIN:EX

From: Morgan, Melissa FIN:EX
Sent: Thursday, February 15, 2018 3:30 PM
To: Blakesley, Nicki AG:EX
Subject: RE: ADM Shauna Brouwer transfer out/in

Haha, agreed!

From: Blakesley, Nicki AG:EX
Sent: Thursday, February 15, 2018 3:30 PM
To: Morgan, Melissa FIN:EX
Subject: RE: ADM Shauna Brouwer transfer out/in

Thank you. Fingers crossed that's the final time we have to see this!

From: Morgan, Melissa FIN:EX
Sent: Thursday, February 15, 2018 3:23 PM
To: 77000 Shared Services BC Service Desk CITZ:EX
Cc: Blakesley, Nicki AG:EX
Subject: FW: ADM Shauna Brouwer transfer out/in

Hello,

Please find attached an Asset Transfer Request Form, releasing assets from JAG to be received by FIN. Please see the email below for JAGs EA approval and I approve the receiving end as EA for FIN. Please let me know if you require anything further.

Thank you!
Melissa

From: Blakesley, Nicki AG:EX
Sent: Thursday, February 15, 2018 10:49 AM
To: Morgan, Melissa FIN:EX
Subject: FW: ADM Shauna Brouwer transfer out/in

Hi Melissa,

Apologies, on revisiting this form. I didn't realize that I needed to obtain EA approval. This is done, see below. Now, as you are the receiving ministry, you are to send this to 77000, cc-ing myself - if I have read the instructions correctly!

Thanks again,
Nicki

From: Hoadley, David JAG:EX
Sent: Thursday, February 15, 2018 10:46 AM
To: Blakesley, Nicki AG:EX
Subject: RE: ADM Shauna Brouwer transfer out/in

Approved

From: Blakesley, Nicki AG:EX
Sent: Thursday, February 15, 2018 10:32 AM
To: Hoadley, David JAG:EX
Subject: re: ADM Shauna Brouwer transfer out/in

David,

Please approve the attached form as you are an EA approval. In Shauna's transfer out, she will be taking her ipad, phone and computer, mouse and monitor with her. This form reflects the coding for that transfer to FIN. Once you have signed this off, please send to Melissa.morgan@gov.bc.ca , cc-ing myself. Once Melissa in FIN has it, she will send it off to 77000.

Thank you,
Nicki

From: Lazaro, Gina JAG:EX
Sent: Wednesday, February 14, 2018 3:15 PM
To: Hoenisch, Michelle JAG:EX
Cc: Blakesley, Nicki AG:EX
Subject: RE: re: ADM Shauna Brouwer transfer out/in

Who uses this Asset Transfer Request Form?

- :: Any Ministry transferring assets to another – i.e. Ministry of Education to Ministry of Health.
- :: Releasing Ministry enters asset details and sends form to the Receiving Ministry with their approval to release.
- :: Receiving Ministry enters their account coding and submits completed form as instructed below, to accept the assets.

Nicki is “releasing Ministry”... so this needs to be sent to the “receiving Ministry” to enter in info and sent with EA approval. Nicki should attach emails with EA approval for the release to the “receiving Ministry” as well as the access transfer form

Please see the Instructions Tab in this Document.

Where do I send the completed Asset Transfer Request Form?

The Receiving Ministry is responsible for submitting the completed form.

Before submitting for processing, confirm that that you have:

- 1) Entered data in ALL the required fields
 - 2) Gathered and attached all Expense Authority approval(s), generally in e-mail format, for the transfer (Release)
 - 3) Send completed Asset Transfer Request Form together with all required approval(s) from both releasing and to: 77000@gov.bc.ca.
- Use this Subject Line: Asset Transfer Request - Please assign to CorpOps Queue.

Thanks,
Gina Lazaro

From: Hoenisch, Michelle JAG:EX
Sent: Wednesday, February 14, 2018 2:35 PM
To: Lazaro, Gina JAG:EX
Subject: FW: re: ADM Shauna Brouwer transfer out/in

You don't need to see this do you?

Michelle Hoenisch
Team Lead Security Administration
Information Systems Branch
Attorney General and Public Safety Sector

From: Blakesley, Nicki AG:EX
Sent: Wednesday, February 14, 2018 1:56 PM
To: 77000 Shared Services BC Service Desk CITZ:EX
Cc: Hoenisch, Michelle JAG:EX
Subject: re: ADM Shauna Brouwer transfer out/in

Good Afternoon,

Please see attached for the transfer out/in for ADM Shauna Brouwer.

Thank you,



Nicki Blakesley | Executive Administrative Assistant
ADMO – Corporate Management Services Branch
Attorney General + Public Safety + Solicitor General
250.387.5258 / Fax 250.356.8739
nicki.blakesley@gov.bc.ca

Receiving Ministry submits completed form, as noted in the "Instructions Tab"

Refer to the INSTRUCTIONS Tab BEFORE starting this worksheet.

Releasing Ministry *ALL Fields with Asterisk are Mandatory (Hint: You can run a Data Warehouse Query to gather information and paste it below.)														Receiving Ministry (Manually Complete this section)									
*Owner Party	SDA Party	Owner Party	*Reporting Customer	*Reporting Customer Number	*Expense Class	*Expense Responsibility	*Expense Service Line	*Expense STCB	*Expense Project	Instance Comments	Recovery End Date	*Inventory Item	*CM Asset Tag	*Barcode Number	*Owner Party	*Reporting Customer	*Reporting Customer Number	*Expense Class	*Expense Responsibility	*Expense Service Line	*Expense STCB	*Expense Project	
*Example only: MINISTRY OF JUSTICE	Adjusted field - assumed Policy (for class)	Adjusted field - assumed Policy (for class)		437591	52	48862	55456	4367	4360000						NATURAL RESOURCES SECTION	WTS PLAN-B-GONE? AND REPORTING	436000	436	43602	43602	43602	43602	
Ministries of Attorney General and Public Safety and Solicitor General	ADM - CMIS	Shawna Browner	44005	10	10005	10000	4365	1000000		Shawna Browner is transferred to the Ministry of Finance on: 2018-03-01 Laptop, Monitor, Mouse & Keyboard			HC065344	Not sure	FINANCE, CTR. OFFICE OF THE PREMIER	WTS FOR POLICY AND LEGISLATION	s.2	21	10100	14001	4305	3200000	
Ministries of Attorney General and Public Safety and Solicitor General	ADM - CMIS	Shawna Browner	44005	10	10005	10000	4365	1000000		Shawna Browner is transferred to the Ministry of Finance on: 2018-03-01 iPad			s.17	Not sure	FINANCE, CTR. OFFICE OF THE PREMIER	WTS FOR POLICY AND LEGISLATION		21	10100	14001	4305	3200000	
Ministries of Attorney General and Public Safety and Solicitor General	ADM - CMIS	Shawna Browner	44005	10	10005	10000	4365	1000000		Shawna Browner is transferred to the Ministry of Finance on: 2018-03-01 Phone					FINANCE, CTR. OFFICE OF THE PREMIER	WTS FOR POLICY AND LEGISLATION		21	10100	14001	4305	3200000	

Morgan, Melissa FIN:EX

From: Melissa.Morgan@gov.bc.ca
Sent: Wednesday, February 14, 2018 2:22 PM
To: FIN IMB Service Desk (78912) FIN:EX; Morgan, Melissa FIN:EX
Subject: Service Request Form

Checkout Information

On-Site Address: 105-617 Government Street
On-Site Contact Name: Melissa Morgan
On-Site Contact Phone: (778)698-5775
Account: FIN-POLICY AND LEGISLATION
Ministry Number: 022
Responsibility Centre: 32949
Service Code: 34321
Project Number: 3200000
Expense Authority: Melissa Morgan

Service Requests

Account - New IDIR or Transfer In
Type: Transfer In
Transfer From Ministry: Ministry of Attorney General
First Name: Shauna
Last Name: Brouwer
IDIR: SBROUWER
Modify Workstation Owner: NC065344
Required By Date: 01, MAR, 2018
Email Account Required: Yes
GAL Company: Finance
GAL Department: Policy and Legislation Division
GAL Job Title: Assistant Deputy Minister
GAL Office: ADMO
GAL Supervisor: Lori Wanamaker
GAL User Fax: (250)387-9061
GAL Mobile Phone: s.17
GAL Address: 105-617 Government Street
GAL City: Victoria
GAL Postal Code: V8V 1X4
Shared File Print Required: Yes
Contact Name: Melissa Morgan
Contact Number: (778)698-5775

s.15

Transfer Email: Yes
Transfer H Drive: Yes
VPN Required: Yes
DTS Required: No
Mobile Required: No

Comments: Please arrange for creation of active sync/air watch for her iphone which she will be bringing with her

Requestor: Morgan, Melissa FIN:EX
Email: Melissa.Morgan@gov.bc.ca
Time: 2018-02-14 14:21:50

Morgan, Melissa FIN:EX

From: Morgan, Melissa FIN:EX
Sent: Wednesday, February 14, 2018 12:14 PM
To: Blakesley, Nicki AG:EX
Cc: Pearson, Barbera JAG:EX
Subject: RE: SB transfer form
Attachments: Copy of Shauna Brouwer Inter-Ministry transfer form.xlsx

Thanks, Nicki. Please find attached the asset transfer form with PLD’s info – back to you!

Kindly,
Melissa

From: Blakesley, Nicki AG:EX
Sent: Wednesday, February 14, 2018 11:40 AM
To: Morgan, Melissa FIN:EX
Subject: SB transfer form

Hi Melissa,

Please see attached the form for your completion (orange color). Please send it back to me and I will send it off to 77000.

Thanks,



Nicki Blakesley | Executive Administrative Assistant
ADMO – Corporate Management Services Branch
Attorney General + Public Safety + Solicitor General
250 387.5258 / Fax 250.356.8739
nicki.blakesley@gov.bc.ca

Refer to the INSTRUCTIONS Tab BEFORE starting this worksheet.

Releasing Ministry

*ALL Fields with Asterisk are Mandatory

*Owner Party	SDA Party	Owner Party	*Reporting Customer	*Reporting Customer Number
<i>*Example only:</i> MINISTRY OF JUSTICE	default field - included if using DW Query	default field - included if using DW Query		157561
Ministries of Attorney General and Public Safety and Solicitor General			Shauna Brouwer	
Ministries of Attorney General and Public Safety and Solicitor General			Shauna Brouwer	
Ministries of Attorney General and Public Safety and Solicitor General			Shauna Brouwer	

(Hint: You can run a Data Warehouse Query to gather information and paste it below.)						
*Expense Client	*Expense Responsibility	*Expense Service Line	*Expense STOB	*Expense Project	Instance Comments	Recovery End Date
10	15003	10100	6301	1500000		
10	15015	10130	6301	1500000	Shauna Brouwer is transferring to the Ministry of Finance and	2018-03-01
10	15015	10130	6301	1500000	Shauna Brouwer is transferring to the Ministry of Finance and	2018-03-01
10	15015	10130	6301	1500000	Shauna Brouwer is transferring to the Ministry of Finance and	2018-03-01

*Inventory Item	*OM Asset Tag	*Instance Number
Laptop, Monitor, Mouse & Keyboard	NC065344	Not sure
iPad	s.17	Not sure
iPhone		Not sure

Receiving Ministry (Manually Complete this section)							
*Owner Party	*Reporting Customer	*Reporting Customer Number	*Expense Client	*Expense Responsibility	*Expense Service Line	*Expense STOB	*Expense Project
NATURAL RESOURCE SECTOR	WTS-FLNR-BUDGET AND REPORTING	222222	222	22222	22222	6301	2222222
FINANCE, CITZ, OFFICE OF THE PREMIER	WTS-FIN-POLICY AND LEGISLATION	s.22	22	32949	34321	6301	3200000
FINANCE, CITZ, OFFICE OF THE PREMIER	WTS-FIN-POLICY AND LEGISLATION		22	32949	34321	6301	3200000
FINANCE, CITZ, OFFICE OF THE PREMIER	WTS-FIN-POLICY AND LEGISLATION		22	32949	34321	6301	3200000

Morgan, Melissa FIN:EX

From: Morgan, Melissa FIN:EX
Sent: Wednesday, February 14, 2018 12:11 PM
To: Brouwer, Shauna JAG:EX
Cc: Pearson, Barbera JAG:EX
Subject: RE: Introductions FW: Departure Announcement: Shauna Brouwer, Corporate Management Services Branch - Transfer Out Process

Excellent, thank you! I'll submit our transfer IN shortly and have completed & will send the equipment transfer form back to Nicki/Mel now.

From: Brouwer, Shauna JAG:EX
Sent: Wednesday, February 14, 2018 11:43 AM
To: Morgan, Melissa FIN:EX
Cc: Pearson, Barbera JAG:EX
Subject: Introductions FW: Departure Announcement: Shauna Brouwer, Corporate Management Services Branch - Transfer Out Process

Thank you both for help with setting up.
Shauna

From: Pearson, Barbera JAG:EX
Sent: Tuesday, February 13, 2018 12:27 PM
To: Blakesley, Nicki AG:EX; DeCorte, Melanie R JAG:EX
Cc: Thomas, Krista JAG:EX; Brouwer, Shauna JAG:EX; Pearson, Barbera JAG:EX
Subject: RE: Departure Announcement: Shauna Brouwer, Corporate Management Services Branch - Transfer Out Process

AAR # 99978 has been submitted on Shauna's behalf with a transfer out date with data of Mon, Feb 26th.

- I will contact Melissa Morgan and confirm that she is the contact at Finance and then contact Telus to transfer Shauna's account.

Please let me know if you require anything else from my end.

Mel/Nicki: Will leave you to complete the equipment transfer document and forward to Ministry of Finance.

Barbera Pearson, Manager, Business Operations
Associate Deputy Minister's Office
Ministry of Attorney General
Phone: 250-356-1143 / Cellular: 250-216-7983
<mailto:barbera.pearson@gov.bc.ca>

From: Blakesley, Nicki AG:EX
Sent: Friday, February 9, 2018 2:17 PM
To: Pearson, Barbera JAG:EX; DeCorte, Melanie R JAG:EX

Cc: Thomas, Krista JAG:EX; Brouwer, Shauna JAG:EX
Subject: RE: Departure Announcement: Shauna Brouwer, Corporate Management Services Branch - Transfer Out Process

From: Pearson, Barbera JAG:EX
Sent: Friday, February 9, 2018 11:40 AM
To: Blakesley, Nicki AG:EX; DeCorte, Melanie R JAG:EX
Cc: Thomas, Krista JAG:EX; Pearson, Barbera JAG:EX; Brouwer, Shauna JAG:EX
Subject: RE: Departure Announcement: Shauna Brouwer, Corporate Management Services Branch - Transfer Out Process

Hi – Shauna and I discussed this transfer out request and I will manage it on her behalf.

Nicki/Mel: What you will need to do is contact ISB and obtain the equipment transfer document and complete that part on Shauna's behalf. The document will then need to be forwarded to the Finance contact person.

- I have confirmed with Shauna that she will be taking the following equipment with her:
 - Laptop NC065344, Monitor, Mouse & Keyboard
 - iPad: s.17
 - iPhone (6S) s.17
- I will request her transfer out date to be **February 26th**, s.22
s.22
- As I am currently the Manager for the Telus Mobility Account – I will arrange for the transfer to Finance once I have the contact name.

Shauna: If you would please provide us with a contact name at Finance who will be managing your Transfer In – we will work with that person to insure a smooth transition. (I think Melissa Morgan?)

Thank you.
Cheers,
Barb

Barbera Pearson, Manager, Business Operations
Associate Deputy Minister's Office
Ministry of Attorney General
Phone: 250-356-1143 / Cellular: 250-216-7983
<mailto:barbera.pearson@gov.bc.ca>

From: Hoenisch, Michelle JAG:EX
Sent: Thursday, February 8, 2018 4:41 PM
To: Pearson, Barbera JAG:EX; Blakesley, Nicki AG:EX
Subject: FW: Departure Announcement: Shauna Brouwer, Corporate Management Services Branch

Good afternoon ladies, we will need an AAR submitted for Shauna's IDIR ID and Email, with data I assume, to be transferred from AG/PSSG over to FIN.

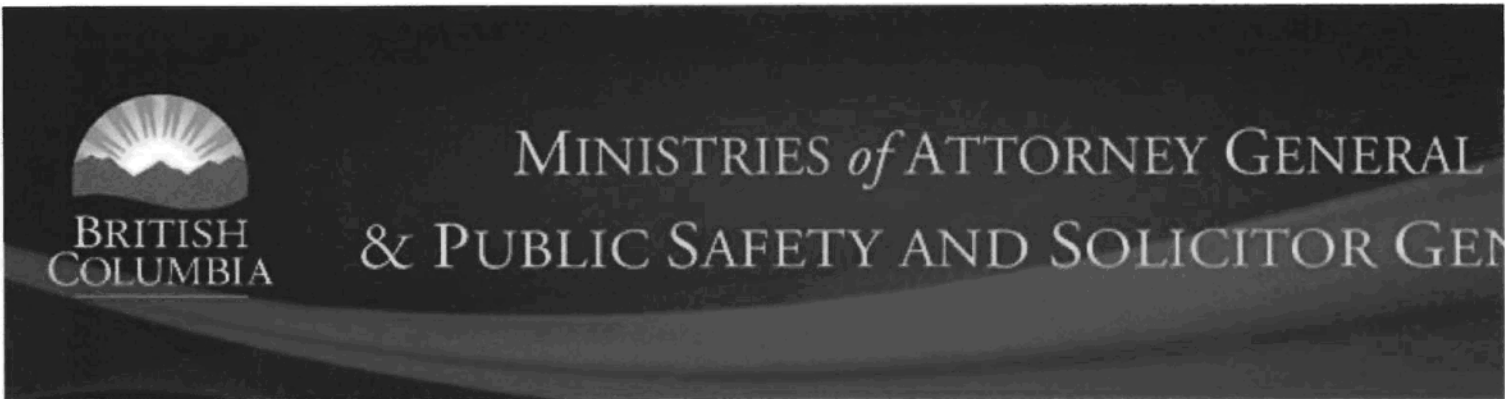
For any of her devices that need to be transferred please contact our JAG Service Desk for the form required.

Thank you,

Michelle Hoenisch

Team Lead Security Administration
Information Systems Branch
Attorney General and Public Safety Sector

From: Deputy Minister Communication JAG:EX
Sent: Thursday, February 8, 2018 4:31 PM
To: 'All Staff - Attorney General and Public Safety and Solicitor General'
Subject: Departure Announcement: Shauna Brouwer, Corporate Management Services Branch



It is with mixed emotions that we announce [Shauna Brouwer](#), Assistant Deputy Minister (ADM) of the Corporate Services Branch (CMSB), is leaving our sector to pursue another opportunity within the BC Public Service.

Effective March 1, Shauna will join the Ministry of Finance as the ADM of Policy and Legislation.

Since 2015, Shauna has served as the ADM of Corporate Services for both the Ministry of Attorney General and Public Safety and Solicitor General. Shauna started her BC Public Service career with the BC Office of the Auditor General in 1990 and was ADM of Corporate Services for several ministries since 2005.

A recruitment process for ADM/EFOs of Corporate Services teams across government is now underway, and Shauna will continue to lead CMSB until her new tenure with the Ministry of Finance begins in early March.

Shauna has made a significant contribution to our ministries and our sector in a relatively short period of time. We are sorry to see her go, we'd like to take this opportunity to thank Shauna for her dedication to our sector and wish her well in her new role.

Sincerely,

Richard Fyfe, QC
Deputy Attorney General

Mark Sieben
Deputy Solicitor General

Rebecca Denlinger
Deputy Minister, EMBC



Morgan, Melissa FIN:EX

From: Morgan, Melissa FIN:EX
Sent: Wednesday, February 14, 2018 11:52 AM
To: Brouwer, Shauna JAG:EX
Subject: RE: fyi : Shauna Brouwer, Corporate Management Services Branch - Transfer Out Process

Thank you, yes I will be the contact for the transfer in and transfer of assets. I’ve confirmed with Barb.

Kindly,
Melissa

From: Brouwer, Shauna JAG:EX
Sent: Wednesday, February 14, 2018 11:44 AM
To: Morgan, Melissa FIN:EX
Subject: fyi : Shauna Brouwer, Corporate Management Services Branch - Transfer Out Process

From: Blakesley, Nicki AG:EX
Sent: Friday, February 9, 2018 2:17 PM
To: Pearson, Barbera JAG:EX; DeCorte, Melanie R JAG:EX
Cc: Thomas, Krista JAG:EX; Brouwer, Shauna JAG:EX
Subject: RE: Departure Announcement: Shauna Brouwer, Corporate Management Services Branch - Transfer Out Process

From: Pearson, Barbera JAG:EX
Sent: Friday, February 9, 2018 11:40 AM
To: Blakesley, Nicki AG:EX; DeCorte, Melanie R JAG:EX
Cc: Thomas, Krista JAG:EX; Pearson, Barbera JAG:EX; Brouwer, Shauna JAG:EX
Subject: RE: Departure Announcement: Shauna Brouwer, Corporate Management Services Branch - Transfer Out Process

Hi – Shauna and I discussed this transfer out request and I will manage it on her behalf.

Nicki/Mel: What you will need to do is contact ISB and obtain the equipment transfer document and complete that part on Shauna's behalf. The document will then need to be forwarded to the Finance contact person.

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Shauna: If you would please provide us with a contact name at Finance who will be managing your Transfer In – we will work with that person to insure a smooth transition. (I think Melissa Morgan?)

Thank you.
Cheers,
Barb

Barbera Pearson, Manager, Business Operations
Associate Deputy Minister's Office
Ministry of Attorney General
Phone: 250-356-1143 / Cellular: 250-216-7983
<mailto:barbera.pearson@gov.bc.ca>

From: Hoenisch, Michelle JAG:EX
Sent: Thursday, February 8, 2018 4:41 PM
To: Pearson, Barbera JAG:EX; Blakesley, Nicki AG:EX
Subject: FW: Departure Announcement: Shauna Brouwer, Corporate Management Services Branch

Good afternoon ladies, we will need an AAR submitted for Shauna's IDIR ID and Email, with data I assume, to be transferred from AG/PSSG over to FIN.

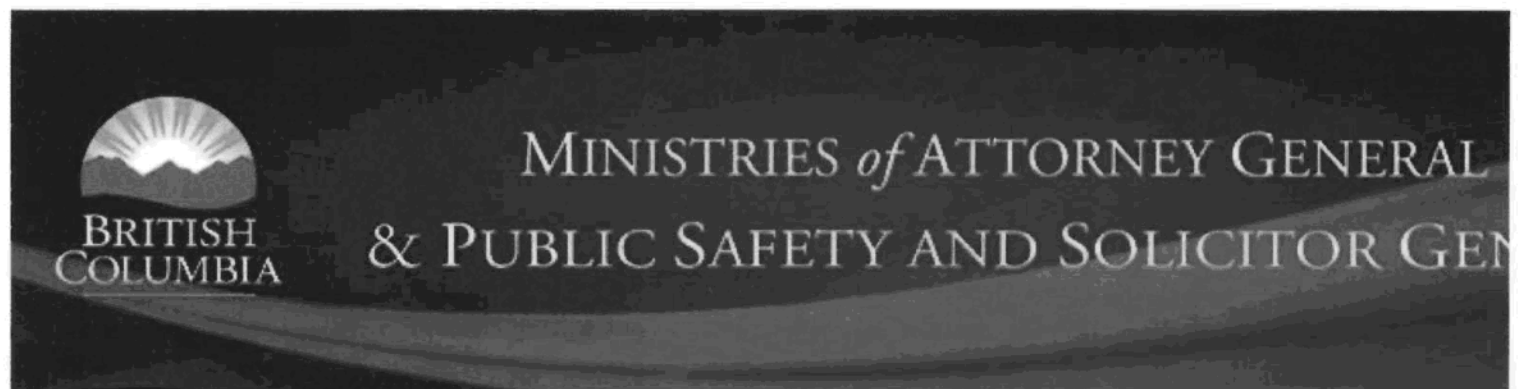
For any of her devices that need to be transferred please contact our JAG Service Desk for the form required.

Thank you,

Michelle Hoenisch

Team Lead Security Administration
Information Systems Branch
Attorney General and Public Safety Sector

From: Deputy Minister Communication JAG:EX
Sent: Thursday, February 8, 2018 4:31 PM
To: 'All Staff - Attorney General and Public Safety and Solicitor General'
Subject: Departure Announcement: Shauna Brouwer, Corporate Management Services Branch



It is with mixed emotions that we announce Shauna Brouwer, Assistant Deputy Minister (ADM) of the Corporate Services Branch (CMSB), is leaving our sector to pursue another opportunity within the BC Public Service.

Effective March 1, Shauna will join the Ministry of Finance as the ADM of Policy and Legislation.

Since 2015, Shauna has served as the ADM of Corporate Services for both the Ministry of Attorney General and Public Safety and Solicitor General. Shauna started her BC Public Service career with the BC Office of the Auditor General in 1990 and was ADM of Corporate Services for several ministries since 2005.

A recruitment process for ADM/EFOs of Corporate Services teams across government is now underway, and Shauna will continue to lead CMSB until her new tenure with the Ministry of Finance begins in early March.

Shauna has made a significant contribution to our ministries and our sector in a relatively short period of time. We are sorry to see her go, we'd like to take this opportunity to thank Shauna for her dedication to our sector and wish her well in her new role.

Sincerely,

Richard Fyfe, QC
Deputy Attorney General

Mark Sieben
Deputy Solicitor General

Rebecca Denlinger
Deputy Minister, EMBC

