



GENERAL REQUEST ☒

PERSONAL REQUEST ☐

Personal Request authorization received date: _____

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
Political Party	January 9, 2020	Marion Ashton	January 23, 2020	January 31, 2020

REQUEST DETAILS:

All messages (including but not limited to emails, text messages, BBMs) sent from or received by Maura Parte (Date Range for Record Search: From 9/1/2018 To 9/30/2018)

Section 1: Initial Records Assessment

Do you hold responsive records? If no, please provide an explanation that can be given to the applicant (if applicable): YES ☒ NO ☐

Are you aware of other records that may be responsive to this request within your Ministry? YES ☐ NO ☒

Are you aware of other records that may be responsive to this request held by another public body? YES ☐ NO ☒

If yes, specify: _____

NO RECORDS RESPONSE APPROVAL:

Please forward to Ministry FOI Contact (if applicable) for Delegated Head's final public body approval if no records have been located.

Final Public Body Approval (Full name, Title)	Signature:	Date:

Section 2: Fee Estimate — General Request only (if this is a Personal Request skip to Section 3)

Please ensure that all reasonable efforts are made to generate as accurate an estimate as possible

Search

Locating/Retrieving

Tasks may include:

- Searching for hard & electronic files
- Reviewing box content lists
- Retrieving records from off site
- Retrieving email records (Outlook)

Estimated Hours

Actual Hours

Producing records

Tasks may include:

- Identifying relevant sources of data/information
- Manual time spent creating and producing records

Estimated Hours

Actual Hours

Volume

Electronic files (in pages):

*Other refers to PDF, Word, Excel, photos and any other electronic file responsive to the request

Email without attachments:

Estimated Pages

Actual Pages

Email with attachments:

Estimated Pages

Actual Pages

*Other documents

Estimated Pages

Actual Pages

Hardcopy files (in pages):

- Average file folder = 1" and holds approximately 200 pages (single sided)
- 1 Standard Records Centre Services Box:
 - If in legal sized folders - 1,800 pages
 - If in letter sized folders - 2,200 pages

Estimated Pages

Actual Pages

Preparation

Tasks may include :

- Photocopying/scanning records into electronic format (PDF)
- Ensuring completeness of responsive records
- Copying other types of media; if so please specify: _____

Estimated Hours

Actual Hours

Section 3: Search Summary and Program Area Recommendations

Please describe the search for records including what records were searched, (eg. files, email, databases, TRIM files, off site records, etc.), duration of search time, and who concluded the search for records.

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Could release of any/all of the responsive records potentially cause harm?

YES ☒ NO ☐

***Harm** – Disclosure of the records would significantly harm the ministry's position, or a third party's interests on a given topic. The harm assessment allows FOI staff to better understand the context of the records and make informed severing recommendations based on potential harms. (Issues associated with possible disclosure through the FOI process that are unrelated to the harm assessment should be communicated to your ministry executive and/or Government Communications and Public Engagement office.)

If yes which information, if released, may cause harm?

- Please reference the applicable records and information of concern, the harms, and associated page numbers below.
- If any of these records have been prepared for, or used to inform, a decision of Cabinet or any of its committees, section 12 (Cabinet confidences) may apply. Please identify the applicable records and advise: (1) what is the status of the issue? and (2) has the decision been made public or implemented?

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(GENERAL REQUEST ONLY)-

Unless specific exemption criteria apply, records provided to the applicant in response to this request will be published on the Government's Open Information Website. If you have any concerns about the publication of the responsive records please indicate here or discuss with your FOI Analyst.

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Section 4: Contact Information

Who completed this form? (Full Name, Title):

Phone Number:

Date:

Mauratke, HR Director 778 698 9272 Jan 27/20

Harm assessment completed by (Full Name, Title)

Program Area:

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Harm assessment approved by (Full Name, Title)

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Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: September 27, 2018 1:03 PM
To: Wade, Debbie PREM:EX; Hockin, Amber PREM:EX; Meggs, Geoff PREM:EX
Subject: Draft invite

Hi, I'm hoping this can go out today as a calendar invite. I'm thinking it's best coming from Amber. Thank you

To: All Political Staff

Parliamentary Procedure -
Refresher and Q and A

Senior Ministerial Assistant to the Government House Leader Liam Lawson is leading the session.

10:00AM-11:00AM

Government Caucus Room 223

Parte, Maura PREM:EX

From: Nicole Neidhardt <nicole@iyils.ca>
Sent: September 26, 2018 10:13 PM
To: Parte, Maura PSA:EX
Cc: Gina Mowatt
Subject: Re: Blanket Exercise
Attachments: IYILS Blanket Exercise Form Fillable.pdf; ATT00001.htm

Hello Maura,

Yes, we would be willing to facilitate the Blanket Exercise for your group, assuming our facilitators are available. Do you have any specific dates in mind? That way I can check in with our team. However, 1-2 times this fall seems feasible.

I don't know what makes a vendor government approved, so I can't speak to that, but yes, we have facilitated the Blanket Exercise to Executives across government, and with various different ministries, branches, and divisions.

We do rely on you to make a booking for space. We would just need a space that could accommodate the number of participants in a large circle and an open space for the exercise itself. We personally have no preferences, but would look to you and your group for what you felt comfortable with.

If this all sounds good, could you fill out the attached form? This will give us the information we need for on our end.

Thanks so much and talk soon,

Nicole

Parte, Maura PREM:EX

Subject: Flexible Benefits Staff Info Session
Location: Via Lync - ONLINE MEETING INFORMATION IS NOW AVAILABLE

Start: Thu 2018-09-27 10:00 AM
End: Thu 2018-09-27 11:00 AM

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: Parte, Maura PSA:EX
Required Attendees: Parte, Maura PSA:EX; LP Administrative Coordinators; LP Support Staff; LP Ministerial Assistants; LP Executive Assistants; LP Senior Ministerial Assistants; LP PREM Directors; LP Premiers Vancouver Office
Optional Attendees: Hubley, Holly AEST:EX; Jones, Tristan FLNR:EX; Djonlic, Matt MAH:EX; Bain, Don PREM:EX; Lawson, Liam PSSG:EX; Fogg, Bruce PREM:EX; Waters, Leah TRAN:EX; Campbell, Sue LBR:EX; Xia, Eveline ENV:EX; Carreras, Korleen TAC:EX; Harrison, Veronica EDUC:EX; Oreck, Mira PREM:EX; Tombs, Brenda SDPR:EX; Dewar, Bob PREM:EX; Aaron, Sage PREM:EX; Maartman, William EDUC:EX; Reid, Heidi FIN:EX; Duncan, Kate EMPR:EX; Sanderson, Melissa EMPR:EX; Gillezeau, Rob FIN:EX; Scott, Samantha AG:EX; Newhook, Kelly TAC:EX; Harder, Derrick AG:EX; Neilson, Kirsten ENV:EX; Brown, Edena MCF:EX; Lo, Reamick ENV:EX; Chang, Stephanie JTT:EX; Hunt, Charlotte PSSG:EX; Dixon, Olivia PREM:EX; Meggs, Geoff PREM:EX; Silverio, Lisa FLNR:EX; McColl, John-Michael JTT:EX; Viaud, Chantille PREM:EX; Hrenyk, Alyssa PSSG:EX; Gotto, Sarah F MMHA:EX; White, Christine MAH:EX; Brown, Evan PREM:EX; Dycke, Kassandra HLTH:EX; Van Meer-Mass, Kate PREM:EX; Renneberg, Tim FLNR:EX; Pecora, Talea PSSG:EX; Dick, Jolleen IRR:EX; McKnight, Valerie SDPR:EX; Ranjan, Ramesh TAC:EX; Papadopoulos, James TRAN:EX; Frampton, Caelie ENV:EX; Takkar, Nimmi PSSG:EX; Hockin, Amber PREM:EX; Liens, Raymond MMHA:EX; van Baarsen, Amanda CITZ:EX; Wade, Debbie PREM:EX; Morton, Kaitlin MCF:EX; McNish, James JTT:EX; Ashbourne, Craig MAH:EX; Leverman, Charly TRAN:EX; Wieczorek, Chris AGRI:EX; Larson, Lori MMHA:EX; Iliffe, Liam AEST:EX; Perry, Alisma, MCF:EX; Rzepa, Christina AEST:EX; Hamdon, Nadia EDUC:EX; Robb, Amanda JTT:EX; Bansal, Mindy CITZ:EX; Purdy, Sandra FLNR:EX; Gervais, Dominique CITZ:EX; Milne, Gala AG:EX; Normand, Nicole AG:EX; Grant, Lisa MAH:EX; Godfrey, Sam AGRI:EX

ONLINE MEETING INFORMATION

Please make sure you download this document to follow along with:

https://www2.gov.bc.ca/assets/gov/careers/all-employees/pay-and-benefits/benefits-for-excluded-employees/flexible_benefits_glance_2018.pdf

Join online meeting

s.15; s.17

Join by Phone

s.15; s.17

Find a local number

s.15; s.17

Forgot your dial-in PIN? | First online meeting?

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: September 26, 2018 10:16 AM
To: Loubert, Danny PREM:EX
Subject: VCO Protocol
Attachments: VCO Protocol.docx

Hi Danny,

Attached is the VCO Protocol that was distributed through the Political Staff Resource Guide last fall.

As we are updating the binder please review the protocol to ensure it is up to date that would be great.

Thank you,
Maura

Maura Parte
BC Public Service Agency
250-213-6377

Page 08 of 26

Withheld pursuant to/removed as

s.14; s.13

Page 09 of 26

Withheld pursuant to/removed as

s.13; s.14

Parte, Maura PREM:EX

From: van Baarsen, Amanda CITZ:EX
Sent: September 25, 2018 12:50 PM
To: Parte, Maura PSA:EX; Lawson, Liam PSSG:EX; Harrison, Veronica EDUC:EX
Subject: Guide
Attachments: Guide - AvB comments.docx

Afternoon team,

Attached are my comments and thoughts in bubbles. I tried and failed to format it, but it's a start. If folks haven't already sent in edits, perhaps they can just be added to this doc so Maura has them all in one place?

Most of mine were suggestions rather than direct edits, but I did find and replace CoS to Senior MA, without saving those track changes. Just for ease.

s.22 so won't be available for anything before next week.

Cheers,

Amanda van Baarsen
Ministerial Assistant to
Hon. Jinny Sims, Minister of Citizens' Services
Room 236 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 250-387-7934 (C) 778-678-3454
Pronouns: she/her

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: September 25, 2018 9:35 AM
To: 'nicole@iyils.ca'
Subject: Blanket Exercise

Hello,

I provide HR support for a BC government work unit and I am inquiring to see if you are available to facilitate the Blanket Exercise for our employee group. You are recommended by colleagues who have participated in the exercise.

I have a few questions:

- Are you a government approved vendor? I see you have worked with various groups across government.
- We are considering delivering the exercise 1-2 times this fall. Will your schedule permit that? We are also considering offering one session in the fall and then another at a later date once people hear from their peers about it and interest grows.
- We have access to a meeting room at the Legislative Assembly. Do you recommend conducting the exercise off site or have any particular recommendations regarding the space?

I have reviewed the fee schedule on your info sheet and understand the total cost is \$1,500 per session.

Thanks very much,
Maura

Maura Parte
BC Public Service Agency
250-213-6377

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: September 25, 2018 9:16 AM
To: Oreck, Mira PREM:EX
Subject: RE: Draft Guide for review

Thanks Mira – will send an edited version for final review.

From: Oreck, Mira PREM:EX
Sent: Monday, September 24, 2018 12:30 PM
To: Parte, Maura PSA:EX
Subject: RE: Draft Guide for review

Hi Maura:

With apologies for the delay, here is our feedback:

- More mention of reaching out (not just responding) to meeting requests
- Developing stakeholder plans around key initiatives (policy, program, legislation)
- Working in coordination with other ministries well in advance
- Make mention of stakeholder engagement not just being about meetings but considering roundtables, telephone townhalls, conference calls, newsletters etc

We can also consider an appendix for this with a template for calling or a check list for stakeholder engagement.

Let me know if you'd like these specific points written out.

Thank you!

From: Parte, Maura PSA:EX
Sent: Tuesday, September 18, 2018 4:20 PM
To: Oreck, Mira PREM:EX <Mira.Oreck@gov.bc.ca>
Subject: Draft Guide for review

Hi Mira,

If I could get feedback by end of day Friday that would be great.

Thank you,
Maura

Parte, Maura PREM:EX

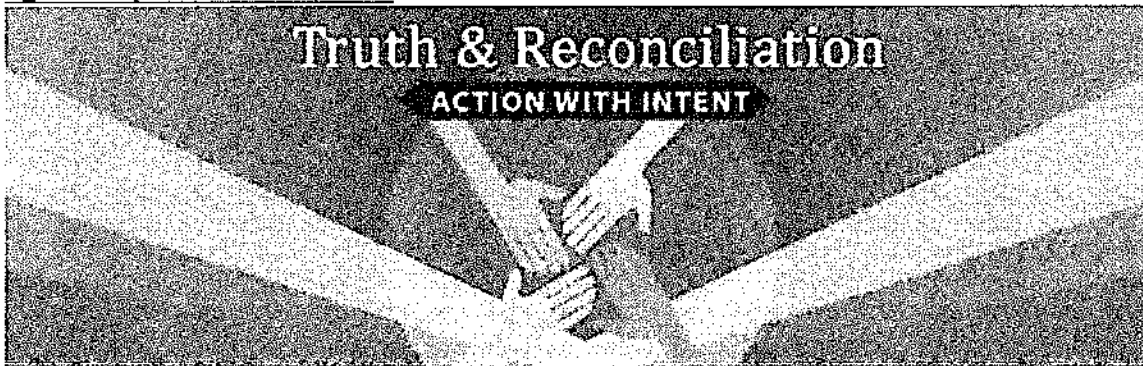
From: Papik, Stephanie PREM:EX
Sent: September 24, 2018 3:06 PM
To: Parte, Maura PSA:EX
Subject: Blanket exercise
Attachments: Blanket Exercise facilitated by the Innovative Young Indigenous Leaders Symposium.docx

Hi Maura,
Here is the info on booking the blanket exercise (attached).

Please let me know if you have any questions or concerns. Thank you for your time and your consideration.
Sending with gratitude and respect,

Stephanie Papik, Hon. BSc.
Pronouns: She/her/they
Director | Priorities and Accountability Office
Deputy Minister's Office | Office of the Premier
Phone: 250-213-1434
Tse tsa wahtl - We are all in this together

L@WW September 17-21, 2018



Living, Learning & Working on the traditional territory of the Lekwungen-speaking peoples

Parte, Maura PREM:EX

From: Oreck, Mira PREM:EX
Sent: September 24, 2018 12:30 PM
To: Parte, Maura PSA:EX
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Let me know if you'd like these specific points written out.

Thank you!

From: Parte, Maura PSA:EX
Sent: Tuesday, September 18, 2018 4:20 PM
To: Oreck, Mira PREM:EX <Mira.Oreck@gov.bc.ca>
Subject: Draft Guide for review

Hi Mira,

If I could get feedback by end of day Friday that would be great.

Thank you,
Maura

Parte, Maura PREM:EX

From: Geary, Vanessa PREM:EX
Sent: September 24, 2018 10:35 AM
To: Parte, Maura PSA:EX
Subject: RE: Equity and Inclusion

This looks great, thanks for moving it along. Let's talk some more about the contract and the logistical work that needs to be done. Could we do that tomorrow? thanks Vanessa

From: Parte, Maura PSA:EX
Sent: Monday, September 24, 2018 9:54 AM
To: Geary, Vanessa PREM:EX <Vanessa.Geary@gov.bc.ca>
Subject: Equity and Inclusion

Hi Vanessa,

I can now confirm that our first meeting with facilitator Natasha Tony has been scheduled for Friday, October 5 in Victoria.

This is roughly what I have laid out in terms of the services she would provide:

- 1) Start with a facilitated session with the Black, Indigenous, Persons of Colour Caucus (BIPOC) and Amber and myself to establish a shared understanding of goals and process for taking on the work of raising awareness and opening up discussion among employees about equity and inclusion. *Scheduled for Friday, October 5, 1:30PM-3:30PM. 2 hour session in Victoria.*
- 2) A facilitated session between yourself and BIPOC on what the objectives and outcomes should be for an employee training session. This session may involve a broader group of staff who want to be involved in this work – more to come on this. *2 hour session in Victoria, subject to Legislative calendar.*
- 3) A training session in December open to all staff, delivered twice. *Possibly the second week of December – can do days other than Friday as the Legislature is no longer in session. Each session to be 4-6 hours in Victoria. Tentatively looking at December 10-11.*

Additionally, there will telephone meetings to discuss planning and logistics in between the sessions and a follow-up meeting to discuss outcomes and future planning.

Please let me know how I can help to move this forward.

Thank you,
Maura

Maura Parte
BC Public Service Agency
250-213-6377

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: September 24, 2018 9:54 AM
To: Geary, Vanessa PREM:EX
Subject: Equity and Inclusion

Hi Vanessa,

I can now confirm that our first meeting with facilitator Natasha Tony has been scheduled for Friday, October 5 in Victoria.

This is roughly what I have laid out in terms of the services she would provide:

- 1) Start with a facilitated session with the Black, Indigenous, Persons of Colour Caucus (BIPOC) and Amber and myself to establish a shared understanding of goals and process for taking on the work of raising awareness and opening up discussion among employees about equity and inclusion. *Scheduled for Friday, October 5, 1:30PM-3:30PM. 2 hour session in Victoria.*
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Additionally, there will telephone meetings to discuss planning and logistics in between the sessions and a follow-up meeting to discuss outcomes and future planning.

Please let me know how I can help to move this forward.

Thank you,
Maura

Maura Parte
BC Public Service Agency
250-213-6377

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: September 19, 2018 10:29 AM
To: Lawson, Liam PSSG:EX; Harrison, Veronica EDUC:EX; Dick, Jolleen IRR:EX; van Baarsen, Amanda CITZ:EX; Papik, Stephanie PREM:EX
Subject: Training Matrix for New Employees

Hello All,

I am getting in touch to set up a meeting to review the draft training matrix for new employees, following from our July meeting.

Amber unfortunately isn't able to attend due to scheduling but is keenly interested in supporting its development and implementation as you know.

I'm going to propose a time for this Friday and will attach the matrix to the invitation. Please propose other times if it doesn't work for you. If Friday absolutely won't work for you please reply all to this email and we will look for a time early next week.

Jolleen – we can arrange to have you join us by telephone.

Thank you,
Maura

Maura Parte
BC Public Service Agency
250-213-6377

Parte, Maura PREM:EX

From: Maurer, Elizabeth PSA:EX
Sent: September 18, 2018 10:22 AM
To: Wertz, Angela D PSA:EX
Cc: Parte, Maura PSA:EX
Subject: RE: social media guidelines
Attachments: Draft SM Guidelines for Personal Use 5.7.docx

Hi Maura,

Here's the link to the current GCPE guidelines; they have a new version which is on its way up through the approval chain. I've also attached our current draft of the guidelines for personal use and welcome your comments or questions.

Regards,
Elizabeth

From: Wertz, Angela D PSA:EX
Sent: Tuesday, September 18, 2018 9:23 AM
To: Maurer, Elizabeth PSA:EX
Cc: Parte, Maura PSA:EX
Subject: social media guidelines

Hi Elizabeth,

Can you please send the link to the current GCPE guidelines on MyHR related to social media.

Rueben/Lori mentioned to Maura that we also have draft guidelines specific to employee personal use, by way of this email can I ask you to share those with Maura.

Maura – we welcome any comments you have on the guidelines and would ask that you not share them further at this time.

If all goes as planned, we'll be able to post them in the Fall.

Angela

Parte, Maura PREM:EX

From: Weltz, Angela D PSA:EX
Sent: September 18, 2018 9:23 AM
To: Maurer, Elizabeth PSA:EX
Cc: Parte, Maura PSA:EX
Subject: social media guidelines

Hi Elizabeth,

Can you please send the link to the current GCPE guidelines on MyHR related to social media.

Rueben/Lori mentioned to Maura that we also have draft guidelines specific to employee personal use, by way of this email can I ask you to share those with Maura.

Maura – we welcome any comments you have on the guidelines and would ask that you not share them further at this time.

If all goes as planned, we'll be able to post them in the Fall.

Angela

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: September 18, 2018 8:46 AM
To: LP Administrative Coordinators
Cc: Wade, Debbie PREM:EX; Farmer, Susan PREM:EX; Hockin, Amber PREM:EX
Subject: REMINDER: Two sessions for all new staff today

Good morning,

A reminder for staff in your office there are two sessions today that all new staff should attend, please see below.
Thanks to all who have replied to the calendar invite so far.

Thank you,
Maura

- 1) IM117 Training – 11AM-12PM s.15
This is a records management and FOI course that is mandatory for all new employees.
Please ask employees to bring their Employee ID number, this is required to receive credit. If they don't know it they can access it in My Time and Leave.
- 2) Oath of Employment – 12PM s.15
Please bring a piece of government issued ID, Legislative Assembly passes are not sufficient.
Please familiarize yourself with the Standards of Conduct prior to taking the Oath of Employment
For political staff (MAs, EAs) please go here: <https://www2.gov.bc.ca/gov/content/careers-myhr/all-employees/new-employees/first-four-months/oath/political-oath>
For public service staff (ACs, AAs) please go here: <https://www2.gov.bc.ca/gov/content/careers-myhr/about-the-bc-public-service/ethics-standards-of-conduct/standards-of-conduct>

Maura Parte
BC Public Service Agency
250-213-6377

Parte, Maura PREM:EX

From: Hockin, Amber PREM:EX
Sent: September 17, 2018 1:28 PM
To: LP Senior Ministerial Assistants; LP Ministerial Assistants; LP Administrative Coordinators; LP Executive Assistants; LP Support Staff
Cc: Moran, Roseanne LASS:EX; LP PREM Directors; Parte, Maura PSA:EX
Subject: Notice of Staff Appointments and Changes

Good afternoon;

We have a number of changes with staff coming up over the next few weeks and these are outlined below. Please join Chief of Staff Geoff Meggs and myself in welcoming everyone in their new roles.

Liam Iliffe will be Senior MA to AEST.
Mindy Bansal will be EA in CITZ.
Nadia Hamdon will be EA to EDUC to December 2018.
Kelly Sather will be EA in FIN.
Nicole Normand will be AC in AG on a temporary basis.
James Infante will be Senior MA in SDPR on a temporary basis.
Brenda Toombs will be an MA in SDPR on a temporary basis.

There are a few other changes coming for the beginning of October which we will let you know of as they are finalized. s.22

s.22 Congratulations to everyone in their new roles.

Amber Hockin
Deputy Chief of Staff
West Annex, Office of the Premier
Cell#778-584-0867

Parte, Maura PREM:EX

From: Phillips, Dawn-Lynn PSA:EX
Sent: September 14, 2018 2:09 PM
To: Parte, Maura PSA:EX
Subject: RE: Reserve work

Hi Maura - The information in our Telework Agreement says -

Tax implications - Working from home, and/or having a home office may have tax implications for the Employee. The Employee is responsible for working with the Canada Revenue Agency to get the information they need.

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

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

From: Parte, Maura PSA:EX
Sent: Friday, September 14, 2018 11:29 AM
To: Phillips, Dawn-Lynn PSA:EX
Subject: Reserve work

Hi Dawn-Lynn,

We have an employee who sometimes works from home, which is on reserve. She is asking about tracking the hours she works on reserve for taxation purposes.

Do you have an information on how to proceed with this?

Thank you,
Maura

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: September 11, 2018 2:30 PM
To: 'natashat@iatse.com'
Subject: Getting back to you

Hi Natasha,

Thank you for your patience as we work through decisions at our end.

We are at a point now where we can develop a plan and book in some dates.

For now, this is what is roughly what we are thinking to start off with:

- 1) Start with a facilitated session with the Black, Indigenous, Persons of Colour Caucus (BIPOC) and Amber and myself to establish a shared understanding of goals and process for taking on the work of raising awareness and opening up discussion among employees about equity and inclusion. *Preferably an October date, on a Friday, and a date other than the first week (The Legislative session starts October 1).*
- 2) A facilitated session between yourself and BIPOC on what the objectives and outcomes should be for an employee training session. This session may involve a broader group of staff who want to be involved in this work – more to come on this. *Preferably an October or early November date, on a Friday, and a date other than the first week.*
- 3) A training session in December open to all staff, delivered twice. *Possibly the second week of December – can do days other than Friday as the Legislature is no longer in session.*

These meetings would be taking place in Victoria. Amber and I can have conversations in between by phone or in Vancouver.

Please let me know when you are available for a follow-up conversation.

Thank you,
Maura

Maura Parte
BC Public Service Agency
250-213-6377

Parte, Maura PREM:EX

From: Parte, Maura PSA:EX
Sent: September 11, 2018 1:46 PM
To: Hockin, Amber PREM:EX
Subject: Summary as of today

- Liam Iliffe to Senior MA in AEST, effective September 17, \$94,500, coming from GCPE
- Sarena Talbot to GCPE, effective September 17, s.22
- James Infante, MA in SDPR, to Senior MA in SDPR, Sep 17 to Oct 12 term appt at \$80K
- Brenda Tombs, EA in SDPR, to MA in SDPR, Sep 17 to Oct 12 term appt \$72K
- Mindy Kalsi Bansal, new EA in CITZ, starting Sep 17, \$60K
- Nadia Hamdon, new EA in EDUC, starting Sep 18 to Dec 31 2018, \$60K s.22
- Kelly Sather, EA in FIN, starting Sep 18, \$65K, ee already assigned
- Thuy Pham, new EA in HLTH, starting Sep 26 2018, \$60K, s.22
- Jeff Hannah, new EA in TAC, \$60K, start date to be confirmed
- Danika Hammond, new EA in EMPR, \$60K, start date to be confirmed
- Melanie Sanderson, new MA in TRANS, \$80K, start date to be confirmed

Maura Parte
BC Public Service Agency
250-213-6377

Parte, Maura PREM:EX

From: Phillips, Dawn-Lynn PSA:EX
Sent: September 11, 2018 9:57 AM
To: Parte, Maura PSA:EX
Subject: Resignations

Hi Maura – when we have resignations, it is important that we ensure their Time & Leave is up-to-date. I do a quick check on their vacation normally to see if they are overdrawn and when I know they are leaving before they are gone, I can let them know that they are overdrawn and work out the recovery, you know sometimes, not paying them for all the days they should be paid for as they are overdrawn.

s.22

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

