

# July 29, 2024 - August 4, 2024

July 2024							August 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6				1	2	3	
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28	29	30	31

## Monday, July 29

Nonresponsive records (out of date range)

## Tuesday, July 30

Nonresponsive records (out of date range)

## Wednesday, July 31

Nonresponsive records (out of date range)

## Thursday, August 1

- ☐ shelley last day in office
- ☐ Tweet 3 month
- ☐ 9:30am - 10:00am test (Microsoft Teams Meeting) - Nicole Stein
- ☐ 11:30am - 12:00pm IEG Check-In (Recurring Meeting) (Microsoft Teams Meeting) - Nicole Stein
- ☐ 1:00pm - 2:00pm Prep (Microsoft Teams Meeting) - Nicole Stein
- ☐ 3:30pm - 4:30pm Check out (Microsoft Teams Meeting) - Shelley K. Finlayson

## Friday, August 2

- ☒ CWS (Supervisor Calendar) - Nicole Stein
- ☐ 8:00am - 8:15am Check for samsung updates

## Saturday, August 3

## Sunday, August 4

# August 5, 2024 - August 11, 2024

August 2024							September 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28	29	30	31	29	30					

## Monday, August 5

- ☐ Private Appointment
- ☒ 9:00am - 10:00am Planning for On-Boarding new Director (Microsoft Teams Meeting) - Dale A. Christopher
- ☒ 10:30am - 11:00am EA guide (Microsoft Teams Meeting) - Lorna A. Syme
- ☒ 11:00am - 11:30am Web Review - Old Pledge Format Discussion (Microsoft Teams Meeting) - Jenna R. Mazzella
- ☒ 1:30pm - 2:00pm Catch Up Meeting (Microsoft Teams Meeting) - Christopher Brown
- ☒ 3:00pm - 3:30pm Leadership Note (Microsoft Teams Meeting) - Patrick Shepherd

## Tuesday, August 6

- ☒ 10:00am - 11:00am Comms (Microsoft Teams Meeting; Small Conference Room) - Nicole Stein
- ☒ 11:00am - 11:25am Onboarding (b)(6) - First few weeks (Microsoft Teams Meeting) - Nicole Stein
- ☒ 12:00pm - 12:30pm Final Transition Guide - Tiffany M. Fenix
- ☒ 1:35pm - 2:25pm Supervisor Meeting (Microsoft Teams Meeting; Main Conference Room) - Shelley K. Finlayson
- ☒ 3:00pm - 4:00pm Desk Officer Team Meeting (Microsoft Teams Meeting) - Nicole Stein

## Wednesday, August 7

- ☒ 10:00am - 11:00am DEIA Monthly Meeting (Microsoft Teams Meeting) - Dale A. Christopher
- ☒ 11:30am - 11:55am Discuss 2025 Calendar/FD Due Dates (Microsoft Teams Meeting) - Nicole Stein
- ☒ 12:00pm - 12:25pm (b)(6) (Microsoft Teams Meeting) - Nicole Stein
- ☒ 1:00pm - 2:00pm Website (Microsoft Teams Meeting) - Nicole Stein
- ☒ 2:00pm - 3:00pm PCD Staff Meeting (Microsoft Teams Meeting) - Nicole Stein

## Thursday, August 8

- ☐ Private Appointment
- ☒ 10:00am - 10:25am Anna (1:1) (Microsoft Teams Meeting) - Nicole Stein
- ☐ 2:00pm - 3:00pm website reviews
- ☒ 3:00pm - 4:00pm CDO Council: Small Agency Committee - Council Meeting Support

## Friday, August 9

- ☒ CWS (Supervisor Calendar) - Nicole Stein

## Saturday, August 10

## Sunday, August 11

# August 12, 2024 - August 18, 2024

August 2024							September 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28	29	30	31	29	30					

## Monday, August 12

- 9:30am - 10:00am Dawn (1:1) (Microsoft Teams Meeting) - Nicole Stein
- 10:30am - 11:00am Suzanne (1:1) (Microsoft Teams Meeting) - Nicole Stein
- 11:15am - 11:45am Shannon (1:1) (Microsoft Teams Meeting) - Nicole Stein
- 1:30pm - 1:55pm Elise 1:1 (Microsoft Teams Meeting) - Nicole Stein
- 2:00pm - 2:25pm Bernadette (1:1) (Microsoft Teams Meeting) - Nicole Stein
- 3:30pm - 3:55pm Michele (1:1) (Microsoft Teams Meeting) - Nicole Stein

## Tuesday, August 13

- In-Office
- 9:30am - 10:00am Check In (Microsoft Teams Meeting) - Nicole Stein
- 1:35pm - 2:25pm Supervisor Meeting (Microsoft Teams Meeting; Main Conference Room) - Shelley K. Finlayson
- 3:00pm - 4:00pm PIC-PIO Meeting
- (b)(5) webconference access info
- (b)(5) webconference access info - Council Meeting Support

## Wednesday, August 14

- 2:30pm - 3:30pm Using the CY 23 Annual Questionnaire to Benchmark your Ethics Program (Microsoft Teams Meeting) - Michele Worthington

## Thursday, August 15

- 9:00am - 9:30am Call VA
- 11:30am - 12:00pm IEG Check-In (Recurring Meeting) (Microsoft Teams Meeting) - Nicole Stein
- 1:00pm - 1:30pm Website -Search Functionality Check (Microsoft Teams Meeting) - Elysabeth Benjamin
- 4:00pm - 4:30pm Kehli (1:1) (Microsoft Teams Meeting) - Nicole Stein

## Friday, August 16

- CWS (Supervisor Calendar) - Nicole Stein

## Saturday, August 17

## Sunday, August 18

# August 19, 2024 - August 25, 2024

August 2024							September 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28	29	30	31	29	30					

## Monday, August 19

☐ Private Appointment

## Tuesday, August 20

☐ In Office

☐ 10:00am - 11:00am Comms (Microsoft Teams Meeting; Small Conference Room) - Nicole Stein

☐ 1:00pm - 1:25pm Finish mocking up public participation page (Microsoft Teams Meeting) - Nicole Stein

☐ 1:35pm - 2:25pm Supervisor Meeting (Microsoft Teams Meeting; Main Conference Room) - Shelley K. Finlayson

## Wednesday, August 21

☐ Send to NLSC SOC

☐ 8:05am - 8:30am Check in (Microsoft Teams Meeting) - Shelley K. Finlayson

☐ 11:00am - 12:00pm Website (Microsoft Teams Meeting) - Nicole Stein

☐ 1:00pm - 3:30pm Strengthening Organizational Health and Performance in Government: Symposium 3: Report Review  
(b)(5) webconference access info  
(b)(5) webconference access info  
(b)(5) webconference access info

☐ 1:00pm - 3:30pm Strengthening Organizational Health and Performance in Government: Symposium 3: Report Review  
(b)(5) webconference access info  
(b)(5) webconference access info

☐ 2:00pm - 3:00pm PCD Staff Meeting (Microsoft Teams Meeting) - Nicole Stein

## Thursday, August 22

☐ Private Appointment

☐ 10:00am - 10:25am onboarding (b)(6) (Microsoft Teams Meeting) - Nicole Stein

☐ 11:15am - 12:30pm OGE Mentoring Program Information Session (Microsoft Teams Meeting) - Kehli Cage

☐ 1:00pm - 1:25pm Election Readiness (Microsoft Teams Meeting) - Nicole Stein

☐ 2:00pm - 3:00pm CDO Council Meeting - Council Meeting Support

☐ 3:30pm - 4:00pm Equity Team + FOIA (Microsoft Teams Meeting) - Melba Melton

## Friday, August 23

☒ CWS (Supervisor Calendar) - Nicole Stein

## Saturday, August 24

## Sunday, August 25

# August 26, 2024 - September 1, 2024

August 2024							September 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28	29	30	31	29	30					

## Monday, August 26

- 11:10am - 12:00pm (b)(6) performance review (Microsoft Teams Meeting) - Shelley K. Finlayson
- 1:10pm - 1:30pm Oath of Office (Microsoft Teams Meeting) - Kaneisha T. Cunningham
- 3:40pm - 4:35pm PCD Managers Meeting - Nicole Stein

## Tuesday, August 27

- 10:00am - 11:00am Comms (Microsoft Teams Meeting; Small Conference Room) - Nicole Stein
- 11:00am - 12:00pm Meet with Nicole (Microsoft Teams Meeting) - Nicole Stein
- 11:05am - 11:30am Discuss Survey of Ethics Officials (Microsoft Teams Meeting) - Nicole Stein
- 12:30pm - 1:00pm IEG Virtual Welcome Lunch (Microsoft Teams Meeting) - Nicole Stein
- 1:35pm - 2:25pm Supervisor Meeting (Microsoft Teams Meeting; Main Conference Room) - Shelley K. Finlayson
- 4:00pm - 4:25pm (b)(6) Performance Review - Nicole Stein

## Wednesday, August 28

- 9:00am - 9:30am (b)(6) (Performance Review) (Microsoft Teams Meeting) - Nicole Stein
- 10:00am - 11:00am DEIA Monthly Meeting (Microsoft Teams Meeting) - Dale A. Christopher
- 11:10am - 12:00pm Website (Microsoft Teams Meeting) - Nicole Stein
- 11:30am - 2:00pm Nicole - (b)(6) - Nicole Stein
- 2:00pm - 3:00pm Meet with Nicole (Microsoft Teams Meeting) - Nicole Stein
- 4:00pm - 5:00pm GAO (Microsoft Teams Meeting) - Nicole Stein
- 5:00pm - 6:30pm Nicole - (b)(6)

## Thursday, August 29

- 9:00am - 9:30am Surveys (Microsoft Teams Meeting) - Elysabeth Benjamin
- 11:30am - 12:00pm IEG Check-In (Recurring Meeting) (Microsoft Teams Meeting) - Nicole Stein
- 12:45pm - 1:00pm Quick Check-In (Microsoft Teams Meeting) - Nicole Stein
- 1:00pm - 1:30pm Virtual FEVS Report Open House for Agency Points of Contact (Microsoft Teams Meeting) - EVS Internet
- 1:30pm - 1:55pm Election Readiness Monthly Meeting (Microsoft Teams Meeting) - Nicole Stein
- 2:00pm - 3:00pm OGE Full Year Review as of 7.31.24 (Microsoft Teams Meeting) - Shawna L. Cale
- 4:15pm - 4:45pm GCLPD - Meet and Greet with (b)(6)
- 5:00pm - 5:25pm Discuss September Event (Microsoft Teams Meeting)
- 6:00pm - 6:30pm Send performance reviews for next week

## Friday, August 30

- CWS (Supervisor Calendar) - Nicole Stein
- 11:00am - 11:30am Meet and Greet with (b)(6) (Microsoft Teams Meeting) - Nicole Stein

## Saturday, August 31

## Sunday, September 1

Nonresponsive records (out of date range)

# August 21, 2024

Wednesday

August 2024							September 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28	29	30	31	29	30					

WEDNESDAY			Notes	
21				
Send to NLSC SOC				
7 <sup>AM</sup>				
8	Check in; Microsoft Teams Meeting; Shelley K. Finlayson			
9				
10				
11	Website Microsoft Teams Meeting Nicole Stein			
12 <sup>PM</sup>				
1	Strengthening Organizational Health and Performance in Government: Symposium 3: Report Review (b)(5) webconference access info	Strengthening Organizational Health and Performance in Government: Symposium 3: Report Review (b)(5) webconference access info		
2				PCD Staff Meeting Microsoft Teams Meeting Nicole Stein
3				
4				
5				
6				