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**Attachments:** Agency Assignments.docx

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All,

Effective immediately, we are making a few changes in roles and responsibilities for some of the staff who handle policy and agency issues. I have attached a chart that includes the universe of agencies that our office deals with or should deal with in some capacity – large or small – and the staff that is assigned to be the Point of Contact (POC) both for that agency and for our office on matters/topics related to that agency. A POC is responsible for any substantive issues related to their assigned agency. Substantive issues will include and involve the Governor’s agenda, policy, legislation, general information updates, press office inquiries, appointments, taking and staffing meetings, certain constituent issues.

For the staff involved, these changes are an expansion and clarification of existing duties and do not change our primary responsibilities to the Governor and this office. However, what we hope to achieve by these changes – having a single POC for our office and agencies – is to have clear lines of communication internally and externally, encourage more regular communication from our agencies, and make sure we know who is primarily responsible for any given subject matter out of the gazillion subject matters we deal with in this office every day.

In other words, I believe these changes will be an impactful and significant improvement in our internal processes and should foster better relationships and outcomes with agencies.

Please let me know if you have any questions, comments or concerns.

Have a great weekend!  
Swati

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