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Date: 11/29/2016 9:11:31 AM

Subject: RE: Transition

Good morning!

A few more folks have not let me know whether you have updates to your position description. Please send me your updates by 11:00am today. If you don't have any let me know that as well.

Thanks!

From: Patel, Swati
Sent: Monday, November 28, 2016 12:25 PM
To: Jones, Sheila; Veldran, Katherine; Mottel, Haley; Webb, Beth; Philpott, Katie; Peters, Hal; Glaccum, David; Wolfe, Jay; Smith, Austin; Taylor, Richele; Schimsa, Rebecca; Haltiwanger, Katherine; Priester, Nicole; Scott, Abby; Adams, Chaney; Godfrey, Rob; Symmes, Brian; Moore, Camlin
Subject: RE: Transition

Team,
Lt. Governor McMaster has requested a position description for each of you. I have attached the last version (2015) of each staffers' position description. Please update your PD and send to me as soon as possible.

The Governor is available to meet with you on Friday for any follow up meetings you'd like to schedule with her. Otherwise, I'm available to answer any questions or discuss anything with you prior to Friday regarding transition.

Swati

Swati S. Patel

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From: Patel, Swati
Sent: Monday, November 28, 2016 9:43 AM
To: Jones, Sheila; Veldran, Katherine; Mottel, Haley; Webb, Beth; Philpott, Katie; Peters, Hal; Glaccum, David; Wolfe, Jay; Smith, Austin; Taylor, Richele; Schimsa, Rebecca; Haltiwanger, Katherine; Priester, Nicole; Scott, Abby; Adams, Chaney; Godfrey, Rob; Symmes, Brian; Moore, Camlin
Subject: RE: Transition

Good morning Team Haley! I hope everyone enjoyed Thanksgiving and ate a lot of turkey.

We will not have a staff meeting today, but I'd ask each of you (as appropriate) to begin preparing memos on what work you have pending in order to brief the Governor on how she wants to handle through the transition. For example, I know Katie will have a number of appointments pending for decisions.

We'll be meeting with the Governor this morning on a number of scheduling decisions as well.

Also, please feel free to let me know if you any suggestions on how to make this a smooth transition for your area or in general.

Finally, my door is always open if you have questions or concerns.

Swati

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From: Patel, Swati
Sent: Wednesday, November 23, 2016 2:08 PM
To: Jones, Sheila; Veldran, Katherine; Mottel, Haley; Webb, Beth; Philpott, Katie; Peters, Hal; Glaccum, David; Wolfe, Jay; Smith, Austin; Taylor, Richele; Schimsa, Rebecca; Haltiwanger, Katherine; Priester, Nicole; Scott, Abby; Adams, Chaney; Godfrey, Rob; Symmes, Brian; Moore, Camlin
Subject: Transition
Importance: High

Team Haley,

During the Governor's meeting with Lt. Gov. McMaster this morning, both agreed that the point of contact, for now, for the Lt. Governor's transition will be Leigh Lemoine. I will be the POC for our office. The Governor said she expects a smooth transition and that we will answer any questions they have going forward and will begin working with them when they are ready. I know some items we are currently working on are time-sensitive and we may need to begin communicating with them as soon as Monday. Please work through me and Rob on all communications with the Lt. Governor's office so that we avoid miscommunication and lack of coordination during this transition period.

While I know that we are all still dizzy, and maybe a little teary-eyed, with the changes that will be taking place over

the next several weeks, I know our Governor will take care of you all and I hope that will give you some sense of comfort as you celebrate Thanksgiving with your family.

Happy Thanksgiving and safe travels to you all!

Swati

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