

October 17, 2016

MEMORANDUM

TO: Senior Staff

FROM: Brian J. Armstrong, Executive Director *BA*

THROUGH: Karen E. West, General Counsel *KW*

SUBJECT: Designation of Deputy Agency Clerks

Pursuant to the District's Statement of Agency Organization and Operation prepared in accordance with Rule 28-101.001, F.A.C., the Executive Director is the Agency Clerk and may appoint Deputy Agency Clerks ("Deputy Clerks"). The Statement of Agency Organization and Operation lists several duties of the Agency Clerk and consequently, the Deputy Clerks, including responsibility for receiving official District papers or maintaining official District files. Many of these duties may not apply to the Deputy Clerk(s) within each department. I anticipate no changes in job responsibilities due to these appointments. I hereby appoint the following positions (currently held by employees as shown) to act as Deputy Clerks within each of the specified Divisions, Bureaus, or Offices:

Bureau or Division	Deputy Agency Clerk Position	Currently Held By
Board & Executive Services	Board & Executive Services Manager #0532 Administrative Coordinator #0096 Administrative Coordinator #0569 Administrative Coordinator #0423	Cara Martin Dennis Cockrell Jet Houser Lori Manuel
General Services	Records Manager #0425 General Services Bureau Chief #0472	Peggy Meinhardt Earl Rich
Finance	Senior Procurement Specialist #0441	Kandi Fullerton
General Counsel	Sr. Legal Assistant #0361 Sr. Legal Assistant #0345 Sr. Legal Assistant #0732	Jessica Hall Rose Crampton Amissa Smith
Human Resources	Sr. Human Resources Technician #0079	Janice Cox
Operations	Administrative Supervisor #0414 Sr. Administrative Assistant #0165	Della Haberle Susie Holton
Regulation – BAR	Staff Regulatory Support Technician #0292 Lead Regulatory Support Technician #0680	Geron Kendrick Susan Tidwell
Regulation – BKV	Sr. Regulatory Support Technician #0502 Regulatory Support Technician #0622	Jillian Garrage Jennifer Machia
Regulation – SSO	Regulatory Support Supervisor #0360 Lead Regulatory Support Technician #0741 Regulatory Support Technician #0637 Regulatory Support Technician #0487	Donna Porter Leigh Rogers Joanne Hoyt Lisa Marie Cronin
Regulation – TPA	Regulatory Support Manager #0102 Regulatory Support Supervisor #0551 Administrative Coordinator #0419 Sr. Regulatory Support Technician #0740 Staff Regulatory Support Technician #0490 Regulatory Support Technician #0250 Regulatory Support Technician #0052	Danielle Sailler Yolanda Velazquez Carol Lynch Kim Schwartz Justin Eddy Gayle Nipper Joyce Chisholm