

Mac Warner
Secretary of State – Elect
3110 N. Greystone Dr.
Morgantown, WV 26508

January 3, 2017

To: Secretary Tennant, Deputy Secretary Webb and Executive Assistants

Re: Notice of Intent on Transition Issues

This letter is to provide notice of intent with regard to key issues concerning the Office of Secretary of State. I appreciate your continued cooperation with staffing, record-keeping and keeping the office functioning properly as transition on January 16, 2017, approaches.

STAFFING

Initially, some changes will be made in office positions and in the corresponding staffing of those positions. While many existing staff members will be retained, other positions/employees will not be retained and replacements will be made throughout the organization. Employees listed in this correspondence for retention will be continually evaluated for performance, and with all new hires, continue to serve "at-will."

The following staff members, should they desire to stay, will remain in place:

- Tom Ranson – Investigator
- Jeff Shriner – Investigator
- Eric Miller – Admin. Services Coordinator
- Jeremy Azevedo – Program Specialist
- Doug Carell – Application Programmer
- Rick Ballard – Content Management Specialist
- Missi Kinder – Campaign Finance Director
- Lisa Blake – Voter Registration Director
- Penny Barker – Director of Business and Licensing
- Missy Anthony – Business and Licensing Specialist
- Chad Miller – Business and Licensing Specialist
- Connie Thompson – Business and Licensing Specialist
- Leah Powell – Business and Licensing Specialist
- Jenny Pierson – Business and Licensing Specialist
- Kim Hill – Business and Licensing Specialist
- Jackie Grose – Business and Licensing Specialist
- Donna Vernati – Business and Licensing Specialist
- Jenny Twyman – Business and Licensing Specialist
- Lori Burdette – Business and Licensing Specialist
- Ealrene Anglin – Business and Licensing Specialist
- Krista Adkins – Business and Licensing Specialist

- Ashley Shamblin – Business and Licensing Specialist
- Nathan Martin – Business and Licensing Specialist
- Anthony Gress – Business and Licensing Specialist
- Adam Young – Business and Licensing Specialist
- Judy Cooper – Manager Admin. Law
- Maureen Lewis – Asst. Manager
- John Sandoro – Chief Financial Officer
- Stephanie Buchanan – Finance Specialist
- Amy Broyles – Payroll / Benefit Coordinator
- Kayla Wyatt – Cashier
- Lisa McDonald - Office Assistant

The following staff members will not be retained upon the January 16, 2017, transition:

- Layna Brown – Elections Manager
- Tammy Roberts – Elections Specialist
- Cristie Hamilton – Elections Specialist
- Tim Richards – Business and Licensing Specialist
- Anna-Dean Mathewson – Business and Licensing Specialist
- Rose McCoy – Business and Licensing Specialist
- Jacob Kinder – Business and Licensing Specialist
- Sheryl Webb – Chief of Staff
- Bradley Harris - Executive Assistant
- Ashley Summitt - Chief Counsel
- Samuel Speciale – Public Relations Specialist
- Beth Ann Surber - Chief Information Officer
- Dave Nichols - Associate Counsel
- Shonette Kingston - Regional Supervisor
- Nancy Harrison - Head Receptionist
- Christina Stowers - Receptionist

The following individual will be retained in an otherwise vacant position:

- Brittany Westfall – Currently SVRS Director

RECORDS RETENTION

Please remind the current staff that records of the office belong exclusively to the Office of the Secretary of State and not to any individual person. In general, any record received or created by employees of the office are public records and not private property of the office holder or staff. No one should delete, destroy, modify or remove any email, document, record, or other recordation made in the capacity of the office. You and all members of your staff should err on the side of caution in determining what records should be maintained.

Questions

If you have questions or concerns about the details of this correspondence, please contact Chuck Flannery at 304-590-4700.

Sincerely,



Mac Warner

Please acknowledge receipt by signing and dating below.

I acknowledge that I have read and understand the details set forth above. I will assure compliance to ensure a smooth transition for the Office of the Secretary of State and the people of West Virginia.

Print Name: _____

Signature: _____ **Date:** _____