

## MEMORANDUM

TO: Lee Ann Mayo  
FROM: Felicia Gavin  
RE: Response to memo in reference to John Sewell's transition  
DATE: 08/25/03  
CC: Bill Renick

Lee Ann,

Thank you for the suggestions in handling some of the administrative tasks associated with John Sewell's departure. I am enclosing my response to the memo. Please let me know if you have any questions. Thank you for your assistance.

1. Cell phone – John will give Shannon McMullan his office cell phone, number 601-942-7698. As we are on call 24/7 and the media and agency contacts have both numbers, it is important that we continue the number and that someone else be available.  
**Response:** I know that you need time to transition the calls from John's phone to the appropriate person and phone number. This number will remain active until the end of this month. To remain consistent with office policy, only direct reports to the Chief of Staff have an office paid cell phone. Other staff members get numerous after hour calls or calls during the day on their personal cell phone. Unfortunately, we are not able to provide cell phones to other staff members.
2. Voice mail – 359-2916 – Effective Monday, August 25, please forward 359-2916 to Shannon McMullan's extension, 359-3227.  
**Response:** There is a cost associated with having a phone and voice mail. To eliminate costs, the phone number and voice mail will be deleted at the end of this month. Until that time, you can forward the phone to Shannon's extension. Hopefully, by then everyone will know the new contact person and number.
3. Computer and email – Please leave John's computer and email up. We will check his email daily for a week or so. At that point, we will put an auto reply on it directing media inquiries to our email addresses. Later, we can terminate his extension.  
**Response:** You can also access John's file from your computer. Let us know when you are ready to delete the e-mail account.
4. Mail – please route all media related mail to us. Any personal mail, please forward to John's home address.  
**Response:** You may want to let whomever is processing the mail know this.
5. Key to John's office – John will give the key to his office to Shannon. We will need access to his computer and files and we will keep the office secure.  
**Response:** O.K.
6. John's position – as we have discussed with Bill, we will not immediately start interviews for John's position. Since John's going to be extremely hard to replace and we will need to assess the workload for the fall during the campaign, we will make a recommendation to Bill regarding replacement at the appropriate time.  
**Response:** O.K. Just let me know the particulars for personnel reasons at the appropriate time.