

December 4, 2018

**MEMORANDUM**

TO: Senior Staff  
THROUGH: Karen E. West, General Counsel *KW*  
FROM: Brian J. Armstrong, P.G., Executive Director *BJA*  
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
<b>Board &amp; Executive Services</b>	Board & Executive Services Manager #0532 Administrative Coordinator #0096 Administrative Coordinator #0569 Administrative Coordinator #0423	Caroline Browning Dennis Cockrell Kelly Page Lori Manuel
<b>General Services</b>	General Services Bureau Chief #0472 Records Manager #0425	Earl Rich Peggy Meinhardt
<b>Finance</b>	Accounting Manager #0062 Finance Supervisor #0065	Julie McClung Michael Attard
<b>General Counsel</b>	Sr. Legal Assistant #0361 Sr. Legal Assistant #0345	Teri Stearns Joan Phillips
<b>Human Resources</b>	Sr. Human Resources Technician #0079	Janice Cox
<b>Operations</b>	Administrative Supervisor #0414 Sr. Administrative Assistant #0165 Sr. Administrative Assistant #0461	Della Haberle Susie Holton Teri Hudson
<b>Regulation – BAR</b>	Lead Regulatory Support Technician #0680 Staff Regulatory Support Technician #0052	Susan Tidwell Kelly Everidge
<b>Regulation – BKV</b>	Sr. Regulatory Support Technician #0502 Sr. Regulatory Support Technician #0740	Jillian Garrage Kim Schwartz
<b>Regulation – SSO</b>	Regulatory Support Supervisor #0360 Lead Regulatory Support Technician #0741 Sr. Regulatory Support Technician #0292 Regulatory Support Technician #0487	Donna Porter Leigh Rogers Joanne Hoyt Lisa Marie Cronin
<b>Regulation – TPA</b>	Regulatory Support Manager #0102 Regulatory Support Supervisor #0551 Administrative Coordinator #0419 Staff Regulatory Support Technician #0622 Staff Regulatory Support Technician #0490 Staff Regulatory Support Technician #0250	Danielle Sailer Yolanda Velazquez Carol Lynch Jennifer McDaniel Justin Eddy Gayle Nipper