

December 20, 2000

TO: Mrs. Clinton
FROM: Eric Woodard
RE: Holiday Drop-by to OEOB 100

During your holiday drop-bys you will make a stop to OEOB 100 where you will be greeted by people that help keep your office – and the whole White House – running in a variety of ways. You will be met by:

White House Management & Administration

Mark Lindsay, Assistant to the President for Management & Administration
Brad Kiley, Deputy Assistant to the President for Management & Administration
Mike Lyle, Director – Office of Administration
Mike Bartosz, General Counsel – Office of Administration
Kelli McClure, Chief of Staff for M&A – Director of White House Personnel
Brooks Scoville, Sr. Advisor for M&A – Deputy Director of White House Personnel
Cara Walsh, Executive Assistant
Michelle Salinas, Executive Assistant
Tammy Mayberry, Travel Specialist
Cathy Peterson, Military Liaison
Brian Cleek, Travel Specialist
Chuck Olson, Travel Specialist
Olga Kasakaris, Travel Specialist
Kendee Yamaguchi, Intern Director
Faye Granger, Director of White House Operations
Edd Olds, Special Assistant
Mike Lake, Staff Assistant
Charlie Richardson, Staff Assistant
Betty Ubbens, Senior Financial Manager
Patty Bradley, OA Liaison

First Lady/Millennium Volunteers:

Eloise Buford (Since 1993)
Phyllis Fineshriber (Since 1993)
E. Marie Johnson (Since 1993)
Nancy Pittman (Since 1993)
Norma Jean Kelly (Since 1998)
Bonnie Brady (Since 1998)
Joan Taylor (Since 1998)
Sandra Ford Johnson (started this year)

Michele Delgado (Since 1997)
Terri Oram (Since 1998)
Leslie Mason (started this year)
Sandy Cole (Since 1994)
Beverly Williams (Since 1998)

Other Staff

Lucy DeFabio, White House Gift Unit	[They process gifts for you and the
Marty McGann, White House Gift Unit	the President]
David Canada, White House Print Shop	[They copy trip books the night before
Sonny Aligany, White House Print Shop	you/the President depart on foreign trips]
Sevilla Williams, White House Print Shop	
Robert Lewis, White House Print Shop	
Gilbert Gonzalez, News Analysis	[They come in early to do the morning clips]
Leah Bryner, News Analysis	
Jack Shayegan, Travel Office	[They make travel arrangements for you,
Elizabeth Armstead, Travel Office	advance staff, etc.]
Matties Bobenriteh, Travel Office	
Pal Vashisht, Travel Office	
Luz Gelabert, Travel Office	
Sue Lindahl, Travel Office	
Josh Maddex, Visitors Office	
Bobby Strickland, WH Mailroom	
Bobby Wilbon, WH Mailroom	
Laura Jones, WH Mailroom	
Cliff Preston, WH Mailroom	
Susanna Gonzalez, WH Mailroom	
Jackie Lawson, WH Mailroom	

Thursday, December 14

TO: Mrs. Clinton
FROM: Eric Woodard
RE: Message from Tamera

Tamera asked me to let you know that she will send you an update about transition in the morning. She was headed to an event for NY delegation staffers tonight, which she thought she shouldn't miss.

Thank you, Eric



Eric W. Woodard

05/15/2000 08:55:52 PM



Record Type: Record

To: Alice J. Pushkar/WHO/EOP@EOP
cc: Dorothy Henry/WHO/EOP@EOP, Kendee A. Yamaguchi/WHO/EOP@EOP, Eric W. Woodard/WHO/EOP@EOP
Subject: Intern Assignments

Alice,

I'm sorry I had to put you on hold so much and we couldn't finish our conversation. But as I mentioned when we spoke, based on conversations we have had over the past several weeks, I have been working under the impression that your office would be willing to take at least 7 interns this summer. At this point, I feel strongly that the your office's decision to take only 5 interns will disproportionately impact, in a negative way, the operation of our other offices and the other interns in those offices this summer.

However, understanding your office will only accept 5 interns, as you have requested, I will assign Dia Forman, Emon Mahony, Charles Drost, Kate Rosenbloom and Lisa Monoco to your office. Other interns that have been allotted to the First Lady's Office will be assigned to other First Lady offices.

I understand that you are protecting the best interests of your office and its mission, and though it puts me in a very difficult situation with regard to finding placements for our other interns and meeting the needs of other staff, I am confident we will find a solution. However, I really want to avoid any more misunderstandings about the number of interns your office is willing to accept because it makes it extremely difficult for me to keep all our offices running smoothly with regard to interns.

Thank you for your help in trying to figure out the intern situation. Please let me know if you have any problems or concerns with your office's intern assignments as I've outlined them here, Thanks a lot, Eric