

To: Dravis, Samantha[dravis.samantha@epa.gov]
From: Daisy Letendre
Sent: Fri 4/28/2017 2:26:50 PM
Subject: Re: FW: Daisy Letendre

Hey Sam - I just got an email from Ryan asking what I think about the job. I let him know I was still very interested and have spoken with my COS here in the senate. I didn't hear from Charles yesterday, however, so I wanted to follow up with you on that front. Thanks!

Happy Friday,
Daisy

On Thu, Apr 27, 2017 at 9:41 AM Daisy Letendre <Ex. 6 - Personal Privacy> wrote:

Great! Thanks!

On Thu, Apr 27, 2017 at 9:34 AM Dravis, Samantha <dravis.samantha@epa.gov> wrote:

Thank you Daisy! Charles Munoz is going to reach out to you this morning. I will call you as soon as I get a break in the action.

From: Daisy Letendre [mailto:Ex. 6 - Personal Privacy]
Sent: Thursday, April 27, 2017 9:05 AM
To: Dravis, Samantha <dravis.samantha@epa.gov>
Subject: Re: FW: Daisy Letendre

Sam -

Thanks so much for this - the job description is great, I'm really excited about this opportunity. I like the third title best just flipped as Senior Advisor for Policy and Strategic Communication, if that works? If you have a moment today I'd love to chat about next steps.

On Tue, Apr 25, 2017 at 4:43 PM Dravis, Samantha <dravis.samantha@epa.gov> wrote:

I will give you a call tomorrow but please make edits and suggestions as you see fit.

From: Dravis, Samantha

Sent: Tuesday, April 25, 2017 4:41 PM

To: Munoz, Charles <munoz.charles@epa.gov>; Bolen, Brittany <bolen.brittany@epa.gov>; Jackson, Ryan <jackson.ryan@epa.gov>

Subject: Daisy Letendre

Let me know your thoughts on this. I am very open to changes and additional suggestions.

Potential Titles for Daisy Letendre:

Director of Strategic Initiatives and Policy Communications, Office of Policy

Senior Advisor for Policy and Strategic Initiatives, Office of Policy

Senior Advisor for Strategic Communication and Policy, Office of Policy

Proposed Job Description:

- Work with Office of Chief Financial Officer, Office of Public Affairs, and Office of Policy to develop and track performance metrics for US EPA and develop and execute plan for implementing internal and external communications around metrics.
- Collaborates with Office of Public Affairs to craft responses to press inquiries related to policy and regulation