



MEMORANDUM

June 6, 2015

TO: Members of the Executive Committee

FROM: Thomas D. Mastro, President

SUBJECT: Appointment of Rey Muniz III Deputy Chief of Staff

Action Requested

The proposed resolution appoints of Rey Muniz II as Deputy Chief of Staff.

Resolution

I recommend that the Executive Committee adopt the following resolution:

Resolved that Rey Muniz II be, and hereby is appointed Deputy Chief of Staff, effective immediately. This appointment shall continue from the date of appointment until May 31, 2016.

Background

Appointed by the Executive Committee, the Deputy Chief of Staff will report to the President and the Chief of Staff and be a part of the President's Cabinet and be responsible for matters related to government relations, and strategic communications.

The Deputy Chief of Staff will be responsible to:

- Work with the Chief of Staff on coordinating the Cabinet and assisting the President in his/her duties.
- Directly oversee the Legislative Affairs Office and the Communications Office.
- Follow up with the two offices on a regular basis, offer assistance with their duties, and act as a sounding board for ideas to offer input.
- Assist the Chief of Staff with his/her duties.
- Assist the President with other relevant tasks as requested.

Rey's resume may be found through Google Drive or upon request.