

Willars, Susan Lara

From: Willars, Susan Lara
Sent: Monday, October 21, 2019 5:29 PM
To: Wallace, Larry
Cc: Geeslin, Mike
Subject: Parties Terms Transition
Attachments: Parties Terms Transition.docx

Hi Larry,

I apologize for not sending the final document to you sooner, since you acknowledged the draft version on October 10. I have added the logo, date and new verbiage on number 6.

Susan



October 21, 2019

Parties agree to the following:

1. Transition period will be 60 days, concluding on December 9, 2019. During this time:
 - a. Work will be performed remotely, via email and telephone, and on-site.
 - b. The on-site work will occur at the Central Health Cesar Chavez Office Building on Tuesdays and Thursdays, from 10:00 am until 2:00 p.m., excluding any days for which the same office is closed.
 - c. If it is determined that work is necessary in a manner that is not as contemplated above, such work will be coordinated and approved by Mike Geeslin or, in his absence or inability to respond timely, Susan Willars.
 - d. The nature and scope of the work will focus on transition, which includes consultation on current and future projects and areas of responsibilities and involvement. Internal meetings involving transition discussion will have a person currently assigned to the Enterprise Chief Administrative Officer present for purposes of continuity and recording institutional knowledge.
2. If there is a meeting at which any members of the Board of Managers might be present, and such meeting is essential to the transition work, then attendance will be coordinated and approved by Mike Geeslin or, in his absence or inability to respond timely, Susan Willars.
3. Communications to staff or, if warranted, external entities (e.g., partners, media, public officials) regarding departure or transition will be jointly coordinated.
4. All policies and procedures remain in effect during the 60-day transition period and any subsequent time should employment occur on a PRN basis, currently contemplated not to exceed 90 days.
5. If any events or developments arise that affect employment status, then these terms will be revisited.
6. (Newly Added) If it is determined that presence is not required in the office on the designated days, remote working will be utilized.