

Susan Hill

From: Susan Hill
Sent: Tuesday, October 30, 2007 10:54 AM
To: Mandy Green; David Lindquist; Summer Martin
Subject: New policy concerning attendance at project events

Mandy, Dave, and Summer,

Karim informed me on Wednesday, October 24, 2007, at our 4:00 p.m. supervisor's meeting with Chris and me, that effective immediately a new policy is that only the "designated team member" from the Ecological Review (ER) Unit for any particular project is allowed to attend meetings, conference calls, field trips, etc. Since I serve as your supervisor and each of you are the designated team members; I will no longer be able to attend any project events (i.e., meetings, conference calls, field trips, etc.) for your respective projects.

Karim stated that this new policy will be "codified" and he is preparing this text for the new policy, which will then be distributed.

My consistent attendance at these events until this time was my direct source of project information which will now be unavailable to me. Therefore, in order that I may be kept apprised of project information, it will be necessary that you provide me with written documentation of what transpires at each of the aforementioned types of project events that you attend. As you know, I take lengthy notes at each meeting I attend to record what I learn and this practice has served me well until this time, as I must know details of each project that you are working on in order to perform my job duties/functions. Now that I can no longer attend any given project event; the report you provide to me will have to serve as my source for project information. I am sorry that this new policy will create extra work for you and require additional effort from you to prepare this documentation for me.

In direct response to this new policy, you should construct a report for each project event you attend that you should then submit to me in the form of an email which may include attachments. Add a sub-folder entitled "Project Event Notes" for each of your projects in G:\Users\BMS_DAS\Ecosystem Evaluation\Ecological Review Unit and also place a copy of the report that you submit to me in this folder.

Please use the below guidance for report format purposes for any event other than a field trip (for which we have an existing template). In addition, please scan and attach to this report any handouts, maps, etc. that are disseminated to meeting attendees.

Title:

Project Name/Number:

Location:

Time:

Date:

CED Attendees:

CRD Attendees:

Other Attendees: specify affiliation with name
(Attach attendance sign-in sheet, if available)

Purpose:

Discussion:

Questions for follow-up:

Decisions reached:

5/27/2008

Assigned tasks:

Next steps:

Next project event:

Prepared by:

Date prepared:

Thank you,

Susan Hill

Coastal Resources Scientist Supervisor

Ecological Review Unit

Restoration Technology Section

Coastal Restoration Division

Louisiana Department of Natural Resources

susan.hill@la.gov

Susan Hill

From: Susan Hill
Sent: Tuesday, October 30, 2007 12:09 PM
To: Maury Chatellier
Subject: RE: Rockefeller documents

No comment

-----Original Message-----

From: Maury Chatellier
Sent: Tuesday, October 30, 2007 12:08 PM
To: Susan Hill
Subject: RE: Rockefeller documents

things continue to amaze me at this place.....

-----Original Message-----

From: Susan Hill
Sent: Tuesday, October 30, 2007 12:03 PM
To: Maury Chatellier
Cc: Mandy Green
Subject: RE: Rockefeller documents

Hi Maury,

Karim has advised me of a new policy which allows only the "designated team member" from the Ecological Review (ER) unit to attend project meetings, conference calls, field trips etc. Therefore, since Mandy Green is the designated team member for the Rockefeller Shoreline Protection Demo CIAP project, I cannot attend meetings, conference calls, field trips, etc. associated with this project.

I have checked with Mandy and she is available to attend the conference call you have scheduled for Thursday, November 8, 2007 from 1:30 p.m. - 2:30 p.m with HDR Shiner Moseley. I will forward your meeting invitation to her.

For further adherence to this policy directive as Karim explained it, my name should be removed from your email list for this project and Mandy Green's name should be added.

Thank you,

Susan Hill
 Coastal Resources Scientist Supervisor
 Ecological Review Unit
 Restoration Technology Section
 Coastal Restoration Division
 Louisiana Department of Natural Resources
 susan.hill@la.gov

-----Original Message-----

From: Maury Chatellier
Sent: Tuesday, October 30, 2007 11:30 AM
To: Kenneth Bahlinger; Susan Hill; Darrell Pontiff; Patrick Landry; Herbert Juneau; Troy

Barrilleaux; Dona Weifenbach; Gregory Grandy; V J Marretta
Cc: Luke Le Bas; David Burkholder; Chris Knotts; Chris Williams
Subject: Rockefeller documents

The plans, specifications and updated opinion of probable cost for the Rockefeller
 Refuge CIAP project are located on the server @

G:\Users\CED\BASINS\ME\ME-18 Rockefeller Refuge\CIAP\Final Design

The updated monitoring plan will be available at the end of the week.

Maury O. Chatellier, P.E.
 Engineer Supervisor
 LDNR, Coastal Engineering Division
 617 North Third St.
 Baton Rouge, LA 70802
 225-342-5944
 maury.chatellier@la.gov

No virus found in this outgoing message.
 Checked by AVG Free Edition.
 Version: 7.5.503 / Virus Database: 269.15.13/1099 - Release Date: 10/30/2007 10:06 AM

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Susan Hill

From: Susan Hill
Sent: Tuesday, January 29, 2008 12:29 PM
To: Karim Belhadjali
Subject: RE: ER unit outreach/being proactive

That I am not allowed to attend any project meetings because I am not a "designated" team member....

Susan Hill
Coastal Resources Scientist Supervisor
Ecological Review Unit
Restoration Technology Section
Coastal Restoration Division
Louisiana Department of Natural Resources
susan.hill@la.gov

-----Original Message-----

From: Karim Belhadjali
Sent: Tuesday, January 29, 2008 7:59 AM
To: Susan Hill
Subject: RE: ER unit outreach/being proactive

Susan
For my benefit, what do you mean by "prohibition"?

Karim Belhadjali
Coastal Resources Scientist Manager
Restoration Technology Section
LDNR Coastal Restoration Division
Phone: (225) 342-4123, Fax: (225) 242-3406

-----Original Message-----

From: Susan Hill
Sent: Monday, January 28, 2008 5:43 PM
To: Karim Belhadjali
Subject: FW: ER unit outreach/being proactive

Susan Hill
Coastal Resources Scientist Supervisor
Ecological Review Unit
Restoration Technology Section
Coastal Restoration Division
Louisiana Department of Natural Resources
susan.hill@la.gov

-----Original Message-----

From: Susan Hill
Sent: Monday, January 28, 2008 1:34 PM
To: David Lindquist; Summer Martin
Cc: Mandy Green
Subject: ER unit outreach/being proactive

David and Summer...

As a follow-up to the proactive approach with project managers that I spoke about at our staff meeting...see below for an example of an email that Mandy sent to project managers for her various projects to get status updates. If you would like to use something like this to keep updated on your projects that would be a good idea.....it is kind of one of those "you don't know what you don't know" things....projects may have had activities and meetings and for whatever reason (perhaps previously incorrect SONRIS project assignments)...we may not know about them....

Alternatively....if you prefer to go meet with them face to face that is good also....

or actually if you would like to do both...send an email perhaps, ask when would be a good time for them to meet with you and specify what projects you would like to speak to them about....and if you would go to meet with project managers in their office, I would like to come with you also...I don't think that would be covered by the prohibition.....and I think that would be helpful to me to actually hear some discussion concerning specific projects....

Thanks,

Susan Hill
 Coastal Resources Scientist Supervisor
 Ecological Review Unit
 Restoration Technology Section
 Coastal Restoration Division
 Louisiana Department of Natural Resources
 susan.hill@la.gov

-----Original Message-----

From: Mandy Green
Sent: Monday, January 28, 2008 1:19 PM
To: Kenneth Bahlinger
Cc: Susan Hill
Subject: Status of ME-23 and TE-51

Kenneth,

As you know, I am the assigned ER representative for the projects listed below:

South Pecan Island Freshwater Introduction (ME-23)
 Madison Bay Marsh Creation and Terracing (TE-51)

Because I have not received new information on these projects for some time, I wanted to check in with you for any new developments on these projects, the current status of the projects, other information that you feel is relevant, etc. At your convenience, I would appreciate it if you would provide this information so that I can update my project-specific responsibilities for the next few months.

Thanks,

Mandy Green

Coastal Resources Scientist
Louisiana Department of Natural Resources
Coastal Restoration Division
Restoration Technology Section
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