



April 29, 2020

VIA ELECTRONIC MAIL

Department of Economic Opportunity
Public Records Coordinator
107 East Madison Street
Caldwell Building
Tallahassee, Florida 32399-4128
PRRequest@deo.myflorida.com

Re: Public Records Request

Dear Public Records Officer:

Pursuant to Florida’s public records laws, as codified at Fla. Stat. Chapter 119, American Oversight makes the following request for records.

Requested Records

American Oversight requests that your office promptly produce the following:

1. All email communications (including email messages, complete email chains, email attachments, calendar invitations, and calendar invitation attachments) between (A) the officials listed below in Column A, and (B) the officials listed below in Column B, containing any of the key terms listed below the chart.

Column A: Florida Department of Economic Opportunity	Column B: Governor’s Office
<ul style="list-style-type: none"> i. Executive Director Ken Lawson ii. Chief of Staff Brian McManus iii. Chief Financial Officer Damon Steffens iv. Chief Information Officer Ed Wynn v. Director of Workforce Services Ruth Dillard vi. General Counsel William Chorba 	<ul style="list-style-type: none"> i. Governor Ron DeSantis, or anyone communicating on his behalf, such as assistants or schedulers ii. Chief of Staff Shane Strum iii. Lt. Governor Jeanette Nunez iv. Former Chief of Staff Alex Garcia v. Deputy Director Tyler Russell vi. Executive Assistant Brenda Burndette vii. Deputy Chief of Staff Adrian Lukis viii. General Counsel Joe Jacquot ix. Executive Assistant Amelia Keaton x. Executive Assistant Erin Kraeft



Key Terms

1. Audit
2. "Auditor General"
3. "2019-183"
4. "Information Technology Operational Audit"
5. Reemployment
6. Unemployment
7. "RA Program"
8. "RA System"

For item 1 of this request, please provide all responsive records from March 25, 2019, to April 15, 2019.

2. All email communications (including email messages, complete email chains, email attachments, calendar invitations, and calendar invitation attachments) between (A) the officials listed below in Column A, and (B) the officials listed below in Column B.

Column A: Florida Department of Economic Opportunity	Column B: Florida Auditor General
i. Executive Director Ken Lawson	i. Auditor General Sherrill Norma
ii. Chief of Staff Brian McManus	ii. General Counsel Bruce Jeroslow
iii. Chief Financial Officer Damon Steffens	iii. Audit Manager Jennifer Blanca
iv. Chief Information Officer Ed Wynn	iv. Deputy Auditor General Greg Centers
v. Director of Workforce Services Ruth Dillard	v. Deputy Auditor General Matthew Tracy
vi. General Counsel William Chorba	vi. Audit Manager Brenda Shiner
	vii. Information technology Audit Coordinator Hilda Morgan
	viii. Earl Butler, Team Leader on the audit for Report No. 2019-183

For item 2 of this request, please provide all responsive records from March 25, 2019, to April 15, 2019.

3. All email communications (including email messages, complete email chains, email attachments, calendar invitations, and calendar invitation attachments) between (A) the officials in Column A and (B) the officials and entities listed in Column B, in the chart below.

Column A: Florida Department of Economic Opportunity	Column B: Governor's Office
i. Executive Director Ken Lawson	i. Governor Ron DeSantis, or anyone communicating on his behalf, such as assistants or schedulers
ii. Chief of Staff Brian McManus	

iii. Director of Disaster Recovery Reginald Dixon	ii. Chief of Staff Shane Strum
iv. Chief Financial Officer Damon Steffens	iii. Lt. Governor Jeanette Nunez
v. Chief Information Officer Ed Wynn	iv. Deputy Director Tyler Russell
vi. Director of Workforce Services Ruth Dillard	v. Executive Assistant Brenda Burndette
vii. General Counsel William Chorba	vi. Deputy Chief of Staff Adrian Lukis
	vii. General Counsel Joe Jacquot
	viii. Communications Director Helen Aguirre Ferré
	ix. Director of External Affairs Mara Gambineri
	x. External Affairs Deputy Director Drew Meiner
	xi. Executive Assistant Amelia Keaton
	xii. Executive Assistant Erin Kraeft

For item 3 of this request, please provide all responsive records from March 15, 2020, to the date the search is conducted.

Please notify American Oversight of any anticipated fees or costs in excess of \$100 prior to incurring such costs or fees.

American Oversight seeks all responsive records regardless of format, medium, or physical characteristics. In conducting your search, please understand the terms “records,” and “documents,” in their broadest sense, to include any written, typed, recorded, graphic, printed, or audio material of any kind. We seek records of any kind, including electronic records, audiotapes, videotapes, and photographs, as well as letters, emails, facsimiles, telephone messages, voice mail messages, and transcripts, notes, or minutes of any meetings, telephone conversations, or discussions. Our request includes any attachments to these records. **No category of material should be omitted from search, collection, and production.**

In addition, American Oversight insists that your office use the most up-to-date technologies to search for responsive information and take steps to ensure that the most complete repositories of information are searched. American Oversight is available to work with you to craft appropriate search terms. **However, custodian searches are still required; your office may not have direct access to files stored in .PST files, outside of network drives, in paper format, or in personal email accounts.**

In the event some portions of the requested records are properly exempt from disclosure, please disclose any reasonably segregable non-exempt portions of the requested records. If it is your position that a document contains non-exempt segments, but that those non-exempt segments are so dispersed throughout the document as to make segregation impossible, please state what portion of the document is non-exempt, and how the material is dispersed throughout the document. If a request is denied in whole, please state specifically that it is not reasonable to segregate portions of the record for release.

Please take appropriate steps to ensure that records responsive to this request are not deleted by your office before the completion of processing for this request. If records potentially responsive to this request are likely to be located on systems where they are subject to potential deletion, including on a scheduled basis, please take steps to prevent that deletion, including, as appropriate, by instituting a litigation hold on those records.

To ensure that this request is properly construed, that searches are conducted in an adequate but efficient manner, and that extraneous costs are not incurred, American Oversight welcomes an opportunity to discuss its request with you before you undertake your search or incur search or duplication costs. By working together at the outset, American Oversight and Florida Department of Economic Opportunity can decrease the likelihood of costly and time-consuming litigation in the future.

Where possible, please provide responsive material in electronic format by email or in PDF or TIF format on a USB drive. Please send any responsive material being sent by mail to American Oversight, 1030 15th Street NW, Suite B255, Washington, DC 20005. If it will accelerate release of responsive records to American Oversight, please also provide responsive material on a rolling basis.

Conclusion

American Oversight is a 501(c)(3) nonprofit with the mission to promote transparency in government, to educate the public about government activities, and to ensure the accountability of government officials. American Oversight uses the information gathered, and its analysis of it, to educate the public through reports, press releases, or other media. American Oversight also makes materials it gathers available on its public website and promotes their availability on social media platforms, such as Facebook and Twitter.¹

We share a common mission to promote transparency in government. American Oversight looks forward to working with your office on this request. If you do not understand any part of this request, have any questions, or foresee any problems in fully releasing the requested records, please contact Christine H. Monahan at records@americanoversight.org or (202) 869-5244.

Sincerely,



Austin R. Evers
Executive Director
American Oversight

¹ American Oversight currently has approximately 15,500 page likes on Facebook and 102,300 followers on Twitter. American Oversight, FACEBOOK, <https://www.facebook.com/weareoversight/> (last visited Apr. 28, 2020); American Oversight (@weareoversight), TWITTER, <https://twitter.com/weareoversight> (last visited Apr. 28, 2020).