

MEMORANDUM

December 3, 1976 *file*

TO: Dick and Susan  
FROM: Mike  
SUBJECT: Staffing

The following is a summary of actions upon which we agreed at Wednesday's meeting:

Frank Martin - Susan will talk with him relative to termination

Richard Kimball - Al will decide what he wants to do with him

Earley Green - Susan will talk with him

Ron Hemphill - Susan will talk with him

Cathy Hotka - Bill Smith will talk with her

Steve Gales - ~~Mike~~ Moe will talk with him

Lucille Stubervillee- Dick to call her relative to termination

Michelle Anselmo - Susan to talk with her relative to termination

Janel Bush - Dick to talk with her relative to termination

Gary Juster and Mike McIntyre - hold off talking with them for a few days

MSB/wf

ATLANTA STAFF

David Aaron

Bess Abell

Robert Barnett

Michael S. Berman

Layne Bordenave

Monica Borkowski

Raymond S. Calamaro

Bertrum Carp

Roger Colloff

Eliot Cutler

Mark Dayton

Dede Doran

Ervin Duggan

Gene Godley

E. F. McClintock

Beckie McGowan

Richard Moe

Susan Mondale

ATLANTA STAFF - Continued

Kate Piontek

Tresa Smith

Susan Stryker

Susan Tannenbaum

Susan Thomases

Roger Waldman (resume attached)

Jan Welsh

**Jay Rosenstein (resume attached)**

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CAMPAIGN PLANE STAFF

David Biegling

Maxine Burns

Camille Connolly

James Dyke

Steve Engelberg

Gail Harrison

Susan Holloway

Bob Hurner

Linda Jadin

James Johnson

CAMPAIGN PLANE STAFF - Continued

Peter Kyros

Mike McIntyre

Francis O'Brien

John O'Leary

Omar Olson

John Reilly

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CAMPAIGN ADVANCE STAFF

Eldie Acheson

Greg Andrews

Thomas Berg

Leslie Berkowitz

Ruth Berry

Bob Bosch

George Bruno

Bambi Cardenas

Mike Casey

Idene Clapper

Chris Clouser

Bill Combs

Paul Costello

Linda Crew

Ken Danforth

Michael Daniels

Betty Dooley

Margaret Dostal

Rose Economou

Willis Edwards

John Eisberg

David Finnegan

Clifford Freeman

Betsy Godley (resume attached)

Steven Goldberg

Corey Gordon

Jim Hall

Mary Hanley (resume attached)

Bill Heckman

CAMPAIGN ADVANCE STAFF - continued

David Helms

Leonard Hirsch

Lawrence Hughes

June Jackson

Tom Jackson

Tom Katus (resume attached)

Joanne K. Kaufman

Mike Kelley

Francis Kenin

James Kenin

Sandy Kress

Michael Kurman

Dale Ledbetter

Dale Lieback

Chuck Levin

Ramon Luis

Peter Lynch

Bob Martin

CAMPAIGN ADVANCE STAFF - continued

Bill McGrann

Mike McShane

Joe Meadow

Terry Montgomery

Dean Moran (resume attached)

Cornell Moore

William Mullin

Kingsley Murphy

Mike Murray

Ellen Oceans

Lynn Ohman

Reema Parkhurst

Franklin Phifer (resume attached)

Carroll Ann Rambo

Bill Roach

Bill Roberts

Nan Rokaw

Debbie Sale

Barbara Schecter

CAMPAIGN ADVANCE STAFF - continued

Dennis Schumaker

Harriet Schwartz

Lonnie Shalton

Sandra Silverman

Glenda Suber

James Stein

Tom Stillitano

Richard de St. Phall

Gael Sullivan

Jim Terman

John Thorne

Ann Tonjes

Howard Vickery

Russell Welsh

SENATE STAFF

Bearl Cole

John Farmer

Brad Ferguson

Steve Gales

Earley Green

Ron Hemphill

Ellen Hoffman

Cathy Hotka

Peggy Jarrells

Mary Kane

Richard Kimball

Julie LaPore

Skip Loescher

Frank Martin

Bev Marz

Larry Oliver

Carla Perantoni

Bill Sieben

SENATE STAFF - Continued

Lucille Stuberville

Mike Sullivan

Cathy Taber

Bobby Terry

Marian Van Dellen

Jan Welsh

Debbie Wallace

Sandy Wallace

Anne Wright

Penny Miller

Christine D'Elia

Sheila Garcia

William Smith

Connie Tisland

Jeanne Jarvis-Meara

Martha Luria

Mary Juster

Wendy Froehlich

Michelle Anselmo

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ANALYSIS OF REPORTS AND DUTIES

<u>Form/report/ function</u>	<u>Prepared for</u>	<u>Due Date</u>
SF 1166's Vouchers and Schedules of payments	Sent to Treasury to pay bills incurred by office	Prepared as they are received
BA 6727 Accrual reports to identify obligations	Treasury	Prepared Quarterly due 45 days after quarter ends
SF 224 Statement of Transactions - summary of cash transactions accomplished by Treasury	Treasury	Prepared monthly due 3 days after close of month
TFS 2108 Analysis of Appropriation and fund balances - Year-end statement of cash balances as to what is obligated and what is to be returned	Treasury	Prepared yearly due on November 10
SF 220 Statement of Financial Condition which is a year-end balance sheet	Treasury	Prepared yearly due November 10
SF 1129 Reimbursement voucher - reconciliation of petty cash	Treasury	Prepared monthly on last working day of the month
Cancelled checks - checks issued by us which have been returned	Treasury	Prepared as they are received
Certificates of Deposit - Checks or cash sent to us	Treasury	Prepared as they are received
Time cards	Payroll office	Prepared every other Friday
SF 1169 Transportation Requests - acts as airplane/railroad tickets for individuals travelling for the Office	Traveller	Prepared as needed
SF 1170 Redemption of Unused tickets - reimburse office for lost or unused tickets	Traveller (Form is sent to airline, railroad etc.)	Prepared as needed
SF 1012 Travel voucher	Prepared by traveller, processed by us for payment	N/A
SF 1164 Claim for reimbursement for Expenditures on official business	Prepared by claimant, processed by us for payment	
Other miscellaneous reports		Prepared as needed
Status of Appropriation - monthly update of obligation and expenditures by object classification	Internal use only	Prepared as soon after month-end as possible
Status of Travel - monthly update of travel expenditures by trip and individual	Internal use only	Prepared as soon after month-end as possible

ANALYSIS OF REPORTS AND DUTIES (CONT'D)

<u>Form/report/function</u>	<u>Prepared for</u>	<u>Due date</u>
Other internal reports		When requested
<u>Reports prepared for OMB</u>		
Budget as outlined in A-11	OMB	September 15
SF 132 Apportionment and Reapportionment Schedule	OMB	Initially as soon as Treasury warrant is received and thereafter as changes are made
SF 133 Report on budget status	OMB	Prepared monthly due the 20th of the following month
Other budget reports as requested	OMB	When requested
Process political bills for payment	Political party's national Committee	Prepared as they are received
Maintain general ledger and corresponding journal vouchers		
Maintain Cash disbursements ledger		
Maintain Accounts payable ledger		
Maintain Allotment control ledger		
Process all bills for payment		
Interface with payroll office including providing certain "check" figures for them		
Maintain control of Voucher schedules		
Keep track of outstanding purchase orders, printing requisitions etc.		
Filing		
Typing		
Maintain control of outstanding Travel requests		
Maintain petty cash fund		
Miscellaneous duties as assigned		

Mike, a few thoughts on the staff people who you might not know. I would appreciate your getting rid of this after you have studied it.

Betsy Downing There is a resume on her. She was hired temporarily during the campaign, and there is no need to consider her.

Lucille Stuberville Lucille works in our office on Saturday mornings. I personally feel that she is a total waste of money, but I would find it difficult to terminate her. She is still unable to transfer telephone calls, and she doesn't even get Saturday's mail opened.

Sheila Garcia You probably know Sheila from Atlanta. She assists Mark Dayton and is very good. She is extremely efficient and business-like.

Andrea Feirstein Andrea has been a volunteer intern in our office for several semesters. She is Foreign Service School at Georgetown. She is very intelligent and is interested in finding a job for a semester and not attending school during that semester. She would be very good at whatever we gave her, but I hesitate training someone who is only temporary. She is interested in research which a number of people presently on our staff would be interested in the same sort of job.

Joyce Brady She was on the Subcommittee during the campaign. I don't know her

Wendy Froehlich YOU KNOW HER FROM THE Transition Office.

Jan Welsh As you probably know, Jan is great. She wants to go to the EOB, and Dick wants her to also. She is very interested in research or something non-secretarial.

Richard Kimball Interested in staying with press

Janel Bush I don't really know her. She is some sort of intern at the Subcommittee.

Ann Rowan I think Ann is very good. She is interested in legislative work.

Frank Martin

Frank is interested in foreign relations. He is very conscientious, and I know that I can always depend upon him. He is always willing to work on holidays or Saturdays for me right now when WFM plans to come in. He is interested in research for the National Security Council. As you know, there are some very negative feelings about Frank from both Dick and David. I value Dick's thoughts, but David is impossible to work with.

Julie Lapore

Julie is very conscientious and dependable. She has really worked hard since she began working for John Farmer as his legislative secretary. He is not an easy person to work with, and I am quite sure that Julie would not consider working with him again. She is interested in art and really wants to work with people. She mentioned working with Joan, but I understand that that is out.

Cathy Taber

Cathy is really interested in doing research or legislative work. She is taking graduate legislative courses. She is currently interested in an opening at the Commerce Dept.

Earley Green

Earley works on the MTST machines and has been assisting Mike Sullivan in a secretarial capacity. I like Earley very much, but I feel that we really don't have a place for him. He is not very precise, and he can't compose letters very well. He is in rather poor health, -- has high blood pressure and heart trouble. He misses quite a bit of work -- I'm not at all sure that it is all health related.

Miriam Mathura

She was a volunteer at the Subcommittee. I don't know her.

Sandy Wallace

Sandy is office manager and assistant to Ellen at the Subcommittee. You probably know her from Atlanta. She is interested in research for women's issues. Sandy is very good, and I think Dick is concerned that she gets what she wants.

Steve Gales.

You can tell by Steve's memos what he wants to do. I have mixed feelings about Steve because I find his attitude fairly poor. I know that it is hard to have a good attitude with a non-stimulating job, but he does not seem to be a hard worker -- he is rather slow, frankly.

Martha Luria Martha has been assisting Mary with files ever since Mondale was nominated. She does a good job, but I don't see how she will fit it.

Michele Anselmo Michele is the assistant receptionist, and she should be retired.

Mary Kane Files

Anne Wright casework

-  
Peggy Jarrells casework

Gary Juster Gary has been an intern and on patronage for the Senator two or three times. Gary is very bright, and I anticipate that he will attend law school in the fall although he has not decided yet. He was accepted at GW this year, but decided not to go. Gary is really pleasant to have around -- but not a really hard worker. Dick feels obligated to him which I understand so this should be taken into consideration.

Bobby Terry Bobby operates the robo machines. He is very good. Bobby is very temperamental and frequently misses work for inexcusable reasons. He spends a lot of time on the telephone, but his job is really tedious and boring. Despite all of the negative things I have said, Bobby does his work well.

Grant Williams Grant has worked in press. He is a graduate of journalism school and is really a hard worker. I would doubt that there is a place for him unless you need a press assistant.

Mike McIntyre Mike was on the campaign as you know for the Mike is a very hard worker and is willing to do anything pleasantly. He is another one who seems to lack a little direction. The problem with people like Mike and Gary is that I would imagine that any job which we give them would not be what they really have in mind for careers (if they do have something in mind) and I don't think that either of them would be long-term

Jane Olson She has already found a part time job

Ron Hemphill

Ron does secretarial work for Mike Sullivan and Dave Bieging. He also helps with the phones and is very good with it. Ron is very organized and efficient, but he is not a fast typist. He had a very good job before he came here, and I take it from his memo that he would like to return to that sort of job.

Jeanne Jarvis-Meara

Jeanne was hired temporarily during the campaign to read and sort the mail. She has stayed on since the campaign. Jeanne was been composing letters of congratulations for me, and she has been helping Penny quite a bit. I think that Penny is very pleased, but Penny feels that she will have to see what she will need before she decides. Jeanne is not a good typist. I think that she would be good helping Penny if good typing is not necessary or that she might be a good receptionist or back up one if Donna is the receptionist.

Cathy Hotka

Cathy is presently our receptionist as you know. She is really outstanding and always remains pleasant. Cathy is really interested in having something more substantive and was interested in working for John Farmer when that position opened. Mondale was nominated at the same time and Dick hesitated to remove her from the phones and she agreed to stay. Cathy has expressed an interest in the press dept. and I think that she is very talented in that area. She designed a brochure for tourists which was very good. However, I think that Bill Smith is considering her for a position in the Capitol.

Connie Tisland

Connie presently works for Brad. He is an excellent typist and takes shorthand. I also think that Bill is interested in having her with him.

Carla Perantoni

Carla is a legislative secretary at the Subcommittee. I think that Carla is especially bright and could do any job well and thoroughly that she might be given. She is extremely gracious and deals with people very well. Carla graduated from Georgetown last spring, and was an intern in our office before becoming part of the staff. She began as a backup receptionist and was very good.

Debbie Wallace

Debbie works for Ellen at the Subcommittee. I don't really know much about her work but Ellen seems to be pleased -- and that's not easy. From her memo I would assume that she does want to do more than secretarial work.

Megan Murphy

Megan was been an intern in our office. I think that you know her. I don't really know much about her. She worked at the Subcommittee.

As far as skills go, Bill, I think that Cathy Taber, Connie Tisland, and Frank Martin have the best skills.



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