From:	FELDON Leah
To:	WESTERSUND Joe
Cc:	artglass2016; HNIDEY Emil
Subject:	RE: draft invite letter to fiscal adv comm members
Date:	Monday, May 02, 2016 2:14:47 PM

Okay – I am good with that if that is generally what we do!

From: WESTERSUND Joe
Sent: Monday, May 02, 2016 2:03 PM
To: FELDON Leah
Cc: artglass2016; HNIDEY Emil
Subject: RE: draft invite letter to fiscal adv comm members

I'm told adv comm appointment letters are supposed to be signed by the director. But, I've seen one example in the past when it was the head of AQ instead.

Emil, do you want to weigh in on that?

-Joe

From: FELDON Leah
Sent: Monday, May 02, 2016 2:00 PM
To: WESTERSUND Joe <WESTERSUND.Joe@deq.state.or.us>
Cc: artglass2016 <artglass2016@deq.state.or.us>; HNIDEY Emil <HNIDEY.Emil@deq.state.or.us>
Subject: RE: draft invite letter to fiscal adv comm members

Got it now. Thanks. Looks great!

One question – does the Director always sign letters like these?

Thanks!

From: WESTERSUND Joe
Sent: Monday, May 02, 2016 1:56 PM
To: FELDON Leah
Cc: artglass2016; HNIDEY Emil
Subject: RE: draft invite letter to fiscal adv comm members

Leah, were you able to view it when clicking 'no' as Emil suggests below?

-Joe

From: HNIDEY Emil
Sent: Monday, May 02, 2016 10:14 AM
To: FELDON Leah <FELDON.Leah@deq.state.or.us>; WESTERSUND Joe <WESTERSUND.Joe@deq.state.or.us>
Cc: INAHARA Jill <INAHARA.Jill@deq.state.or.us>; DAVIS George <DAVIS.George@deq.state.or.us>; artglass2016 <artglass2016@deq.state.or.us>
Subject: RE: draft invite letter to fiscal adv comm members

It works for me if I select "NO" when the box pops up. I think it has a mail merge field that it tries to populate when you select "Yes".

Emil

From: FELDON Leah

Sent: Monday, May 02, 2016 10:09 AM
To: WESTERSUND Joe <WESTERSUND.Joe@deq.state.or.us>; HNIDEY Emil <HNIDEY.Emil@deq.state.or.us>
Cc: INAHARA Jill <INAHARA.Jill@deq.state.or.us>; DAVIS George <DAVIS.George@deq.state.or.us>; artglass2016 <artglass2016@deq.state.or.us>
Subject: RE: draft invite letter to fiscal adv comm members

Hi Joe,

I can't get to this. I get a series of pop-up boxes. Not sure if others are having this issue…

Leah

From: WESTERSUND Joe
Sent: Thursday, April 28, 2016 4:53 PM
To: FELDON Leah; HNIDEY Emil
Cc: INAHARA Jill; DAVIS George; artglass2016
Subject: draft invite letter to fiscal adv comm members

Hi All,

I've written a draft invite letter for the permanent art glass rule advisory committee members. I plan to print copies for the director's signature at the end of the day tomorrow (Friday).

It's based on an example from Jill and hopefully relatively straightforward, but let me know if you have comments and/or want more time to comment.

http://deqsps/programs/rulemaking/lq/airtoxics2016/docs/artglass2016%20ac%20appointment%20letter%20(draft).docx

(You can click 'no' when it asks about the mail merge.)

-Joe

Joe Westersund
Dry Cleaner Program Coordinator
Oregon Department of Environmental Quality
811 SW 6th Avenue, Portland, OR 97204
(503) 229-6240 office
westersund.joe@deq.state.or.us
Usual Schedule: 8am - 5pm, M-F