

**From:** [Walesh, Kim](#)  
**To:** [Severino, Lori](#); [Mendez, Zacharias](#); [Ekern, Bill](#)  
**Subject:** FW: When Lori Severino is on maternity leave April-July  
**Date:** Tuesday, January 28, 2020 3:01:43 PM

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FYI--

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**From:** Manford, Robert  
**Sent:** Tuesday, January 28, 2020 2:47 PM  
**To:** Walesh, Kim <[Kim.Walesh@sanjoseca.gov](mailto:Kim.Walesh@sanjoseca.gov)>; Hughey, Rosalynn <[Rosalynn.Hughey@sanjoseca.gov](mailto:Rosalynn.Hughey@sanjoseca.gov)>  
**Cc:** Rood, Timothy <[timothy.rood@sanjoseca.gov](mailto:timothy.rood@sanjoseca.gov)>; Tu, John <[john.tu@sanjoseca.gov](mailto:john.tu@sanjoseca.gov)>; Han, James <[James.Han@sanjoseca.gov](mailto:James.Han@sanjoseca.gov)>; Ruano, Jose <[Jose.Ruano@sanjoseca.gov](mailto:Jose.Ruano@sanjoseca.gov)>  
**Subject:** RE: When Lori Severino is on maternity leave April-July

Hi Kim:

This is okay with us. Specifically James will run the Thursday meetings and Jose will run the Monday meetings. They are both in the meetings anyway.  
Thanks for checking this with us.

Robert

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**From:** Walesh, Kim  
**Sent:** Tuesday, January 28, 2020 12:09 PM  
**To:** Hughey, Rosalynn <[Rosalynn.Hughey@sanjoseca.gov](mailto:Rosalynn.Hughey@sanjoseca.gov)>; Manford, Robert <[Robert.Manford@sanjoseca.gov](mailto:Robert.Manford@sanjoseca.gov)>  
**Subject:** When Lori Severino is on maternity leave April-July

I'm working with Lori Severino to develop a plan to cover her Civic Engagement/Diridon Program Manager roles while she is out on maternity leave April-July, and then working 50% time the rest of the year.

Zak Mendez from Parks is going to assume most of Lori's responsibilities...but there are two roles that I think make sense to transition to John/Jose/James because they are closely linked to Planning (and because Jose/James have now been onboarded).

They are:

- Run weekly Project Manager meetings on Mondays to review the meeting agendas for the week.
- Run the weekly Thursday coordination meetings.

Please confirm that this works on your end.

Thanks,

Kim