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**To:** Jonna Mazet <jkmazet@ucdavis.edu>  
**CC:** Eddy Rubin <erubin@metabiota.com>  
**Sent:** 6/6/2017 8:12:35 PM  
**Subject:** brief staff transition plan

Hi Jonna.

I just want to check in on staffing during this transition and our plans for the subsequent team composition.

As you have heard, Frantz has resigned and his last day will be June 30th.

Regarding our two remaining Regional Coordinators, I hope keep both Jim and Dave, transitioning some of Dave's time to IM, as he is a strong epidemiologist and did his post-doc with HealthMap, so has a good sense of data presentation and could be helpful there. Dave is working closely with me, supporting the corrective action process, which he is now able to do with the lighter county coordination load, as he has only Laos. He is also helping transition Indo and China to EHA.

Jim is coordinating DRC and Cameroon, and he is fully focused on those two countries. He and I are doing a big syndromic surveillance training of the Cameroon team in July, and he will stay on for an additional week to focus on the corrective action for Cameroon.

Regarding Beth's role, she is working closely with me, your team, and EHA on the country transitions. Beth and I will take over the transition of West Africa from Frantz beginning in July. Beth will then take vacation from July 7-21st and after that she will go part time. We will then assign another part time PM to PREDICT, whom Beth will train, and with fewer countries PM tasks will be more manageable. Frankly, we are continuing to work on a transition plan for her after the summer, once we have a better sense of how the transition is wrapping up.

Additionally, we have been working with EHA and Brian and Corina on transitioning the 6 countries. I've notified country partners in all countries except China, as I'm waiting for Peter's thoughts on the continuing versus closing the current hospital sites, so that I can appropriately notify the Guangdong CDC director.

As a heads up, Peter and Billy have been asking me to accompany them on an upcoming July trip to ROC and CIV, to help assure those transitions go smoothly. That would be the week of July 10-14th, and I've submitted a revised ITA today to your team, to accommodate EHA's request, pending your approval of course.

Just wanted to keep you updated on what's going on on this end!

Thanks,  
Karen