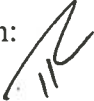

GENERAL INFORMATION MEMORANDUM

ISD GI 13-11

TO: ISD Employees

From:  Ted Roth, Director, Income Support Division

Re: Selection of New Staff Manager for the Central Scanning Center

Date: February 1, 2013

This memorandum is to announce the selection of Shanita Harrell as the new Staff Manager at the Income Support Division's new Central Scanning Center in Bernalillo. We are pleased to have Shanita fill this position, as she brings with her a wealth of experience, dedication and professionalism.

Shanita has a Bachelor's Degree in Family and Aging Studies from the University of New Mexico. Prior to accepting the position, Shanita acted as the track lead for Electronic Document Management for the ASPEN project. She developed the Division's new imaging plan and has worked closely with contractors, IT staff and ISD management, to develop ISD's method for handling documents in the future. She has also assisted in coordinating many aspects of the Division's recent back scanning efforts.

In 2003 Shanita was hired to the Income Support Division with HSD as a Family Assistance Analyst in the Southeast Bernalillo County ISD office. In 2006, she was promoted to a Family Assistance Analyst, Advanced. In 2008, she was promoted to Line Manager II in the Northeast Bernalillo County ISD county office. She worked there until her more recent involvement in the ASPEN project. Shanita will continue to lead the document imaging process and work to complete development on the Central Scanning Center. Shanita will begin her new duties effective February 2, 2013.

Please join me in congratulating and welcoming Shanita to her new position as Central Scanning Staff Manager.