



Memo

TO: Human Resources

FROM: Dan Buhman, General Manager

CC: Lisa Cabrera, Chief Human Resources Officer
Stephen Tatum, General Counsel

DATE: August 16, 2022

RE: General Manager Designee

The Board of Directors has authorized the General Manager to appoint a designee to develop, execute, and assume responsibility for applicable administrative procedures, as stated in the Board approved **301 - Employment Practices Policy**.

Lisa Cabrera, Chief Human Resources Officer, has been appointed the General Manager's designee for the purposes of developing, implementing, administering, and monitoring relatives and personal relations that may exist among TRWD employees as described in **301-2 Relatives & Personal Relations Administrative Procedure**. This includes, but is not limited to, the disclosure of relatives and personal relations, defining workplace impact, administering the attestation form, and identifying non-compliance along with subsequent disciplinary action.



Dan Buhman, General Manager

8/18/22
Date