

Message

From: Catherine Aguilar [catherine@trifiletticonsulting.com]
Sent: 2/1/2019 7:46:15 AM
To: Cynthia Robinson [/o=Inglewood/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=e41ffdde22854399b88fa7947a3f9c50-Cynthia Robins]; Sharon Koike [/o=Inglewood/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=12de970047ec443585183305bef35b14-Sharon Koike]; Cardell Hurt [/o=Inglewood/ou=CITY/cn=Recipients/cn=churt]; Maurice Hernandez [/o=Inglewood/ou=CITY/cn=Recipients/cn=Mbh]
CC: Mindala Wilcox [/o=Inglewood/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=b46bfd8a1e12482fb4f973bea21d23c4-Mindala Wilcox]; Lisa Trifiletti [lisa@trifiletticonsulting.com]; Marietta Torriente [marietta@trifiletticonsulting.com]; Perla Solis [perla@trifiletticonsulting.com]
Subject: IBEC: EIR Coordination Public Admin Records Collection - Weekly Check in

Hello,

This is my weekly check-in reminder regarding record of proceedings for the Inglewood Basketball & Entertainment Center (IBEC/Clippers).

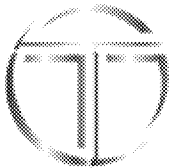
Please confirm that your department has copied/stored all relevant IBEC/Clippers files to the following City shared file storage location: [REDACTED] In this shared file you will find a folder for each Department. We ask that once a week, any and all IBEC/Clippers files from the previous week be copied to this location.

Most folks did not respond to my email last week. **IT IS IMPORTANT FOR THE CITY TO PROPERLY FILE ALL RELEVANT IBEC/CLIPPERS DOCUMENTS.**

If you, or anyone in your department, has any issues accessing the shared file folder location, please contact Maurice Hernandez in ITC at mhernandez@cityofinglewood.org or x5526.

I will be in touch with each of you by phone to once again follow up and confirm any and all related files have been properly transferred to the shared folder.

Thank you!



Catherine Aguilar

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