



Wilderness Research Center

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DATE: January 26, 1996

**TO: Jeff Yeo, Scientist/Manager
Taylor Ranch**

FROM: John C. Hendee, WRC Director

**SUBJECT: Improved Communications
Job Description
Planning**

Thank you for your note. I look forward to meeting soon and then on a regular basis to develop a plan for improving communications and teamwork, and addressing our respective concerns. Please contact me at work or at home (882-6171) to arrange a time. If you are on E-Mail, that would facilitate our communications on schedules and other things.

For starters, I suggest the following agenda for our first meeting:

1. Share our respective schedules to plan a series of regular meetings over the next few months.
2. Develop a list of topics we each would like to address during these meetings.
3. Share our respective ideas about your job description.
4. Develop a written plan outlining your adjusted work schedule to deal with your son's medical situation. The plan should cover work schedules and locations, job responsibilities, and plans for accomplishment.

bcc: Jean'ne Shreeve
JCH/mjs