



# Memo

**To:** Laurie Seymour, Matt Mallery  
**From:** Shantel Freeman  
**cc:** Becky Lofgren  
**Date:** 7/25/2024  
**Re:** Recommendation to Hire – Debra Oien

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Laurie Seymour & Matt Mallery,

After conducting interviews for the position, I am recommending Debra Oien as the new Grant Funded Assistant Cook.

Thank you.

Shantel Freeman  
Executive Assistant  
Food Service Manager