
From: Kendrick, Jonathan A. - VP & Chief Human Resources Officer
Sent: Friday, November 22, 2019 2:35 PM
To: 'Motsett, Brian (ES)'; Prater, Cecilia (ES)
Cc: Eads, Shawn W. - VP & Chief Information Officer; Van Den Heuvel, Sharon - Dir ERP Systems; Owens, Katura E. - Mgr Technology Project Mgmt; Mack, Robert E. - Dir Organizational Effectiveness & Payroll; Tarpley, Gwendolyn - Mgr Payroll Services; Beard, Heather Burnett - Manager Procurement Contracts; Kendrick, Jonathan A. - VP & Chief Human Resources Officer
Subject: JEA - ADP Letter of Engagement

Brian,

As a follow up to our phone conversation earlier today, I'm informing you that JEA wishes to terminate the Letter of Engagement (LOE) we have with ADP. As noted in the LOE, this constitutes ten days written notice that we are terminating, with the termination date being December 2, 2019. During these ten days we would like to continue working with you to tie up loose ends and work on some of the issues we raise so our team has a better understanding of the process should we pursue outsourcing payroll in the future.

I appreciate all the work your team put into this project and it has definitely been a good learning experience for our team.

Please invoice us for all fees and expenses incurred through the date of termination.

Thank you.

Warm regards,

Jon

Jon Kendrick

Vice President & Chief Human Resources Officer

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