




OFFICE OF THE COUNTY ADMINISTRATOR

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M E M O R A N D U M

**TO:** The Honorable Chairman and Members of the  
Board of County Commissioners

**FROM:** Mark S. Woodard, County Administrator 

**SUBJECT:** Absence from the Office

**DATE:** July 25, 2016

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I will not be in the office between July 25 and August 15<sup>th</sup> as I am scheduled for routine back surgery on August 2<sup>nd</sup> to repair a disc herniation. During my absence, Jake Stowers, Assistant County Administrator, will handle day to day matters.

I will be available by phone and email prior to August 2<sup>nd</sup> and again as soon as recovery permits.

Please feel free to contact me with any questions.