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June 20, 2016

VIA EMAIL (FOIA@metrarr.com)

Thomas Stuebner
Kathleen Haton
Freedom of Information Officers
Metra
547 W. Jackson Blvd., 15-E
Chicago, IL 60661

Re: FOIA Request

Dear Mr. Stuebner and Ms. Haton:

Pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 *et seq.* (the "Act"), I hereby request an electronic copy of the following information:

Copies of any and all communications, recommendations, and documents, in any format whether written, electronic, or otherwise, related to the hiring, application, or solicitation of any individual as any (1) external affairs officer, (2) director of communications, or (3) public relations manager occurring in calendar years 2015 and 2016. This request shall include, but is not limited to:

- (1) Any documents or communications from external consultants and vendors as to the need for the position, design of position, required skills, experience, role, organization design, etc.;
- (2) Notes and scoring, ranking or rating of received applications and resumes;
- (3) Notes and scoring from all interviews;
- (4) Copies of any/all resumes, cover letters, emails, or other submissions received for said positions;
- (5) Documents and calendar entries demonstrating meeting dates with all candidates and all other documents created as a result of or in preparation of said meetings, including, but not limited to, documents demonstrating which current employees meet with which applicants,



when and where said meetings occurred, and how often said meetings occurred;

- (6) Phone records demonstrating contact between vendors, board members, Metra employees and any candidate or applicant for said positions listed above;
- (7) Notes on position write-ups, *e.g.*, notes/discussion on how the position requisition and related documents should be written, edited, modified;
- (8) Board and CEO notes;
- (9) Any documents or communications by members of the board or CEO regarding said positions listed above or any candidate therefore; and,
- (10) Any documents or communications by external vendors or consultants involved in any way, opining on, or otherwise addressing in any way said positions listed above or the individual applicants or candidates for said positions.

For the purposes of this request, “communications” includes any and all e-mail and other correspondence, including communications regarding public business occurring on or through private e-mail accounts. This request is for both hard printed and electronic (*e.g.*, MS Word documents, PDF documents, etc.) versions of such documents, and video or audio recordings responsive to the request, stored in any manner whatsoever.

Pursuant to the Act, please provide these records electronically. Files may be provided as an attachment to an e-mail response. If necessary to provide the information via physical production on media like a compact disc (“CD”), I request that the cost of providing the information on such media be waived.

Please do not hesitate to contact me by phone or e-mail if you have any questions about this request, or seek clarification in any way.

Very truly yours,



Daniel L. Hamilton