EXHIBIT 4
DATE 1-22-07
HB

OFFICE OF THE GOVERNOR
STATE OF MONTANA

BRIAN SCHWEITZER
GOVERNOR

JOHN BOHLINGER
LT. GOVERNOR

MEMO

DATE: September 26, 2006

TO: Angus Maciver, Legislative Audition Division

COPY: Bruce Nelson, Chief of Staff

FROM: Evan Barrett, Chief Business Officer

SUBJ: Governor's Office of Economic Development Personnel Selection Process

This memo is in response to the Legislative Audit Division's request pertaining to the staffing of the Governor's Office of Economic Development. Specifically, the following:

- Position descriptions for all the staff positions within the office.
- Education and experience requirements outlined for these positions.
- Search and selection procedures followed by the office in hiring staff.
- Education and experience of current staff members.

Pursuant to 2-18-103(20), MCA the Chief Business Officer and staff of the Governor's Office of Economic Development are exempt employees excluded from both the pivotal state employee laws and the policies promulgated by the state personnel division.

Exempt staff are *appointed* staff that are not covered by the recruitment, selection and pay plan rules and policies. Employees of this office serve at the pleasure of the Governor's office and may be let go at anytime. When hiring, the office has and will always strive to recruit and hire the person with the best knowledge, skills, education and experience to perform the duties of the position. (Section 2-18-103(20), MCA is quoted on the next page). As the result of this statute, there are no formal position descriptions and no education and experience requirements for positions within the Governor's Office of Economic Development. However, since the beginning of Governor Schweitzer's administration, many highly qualified individuals have sent in their resumes to the Governor's office and this has enabled this office to choose the best of the best, as evidenced by the attached resumes of the individuals working in the Governor's Office of Economic Development.

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2-18-103. Officers and employees exempted. Parts 1 through 3 and 10 do not apply to the following officers and employees in state government:

(1) elected officials;

(2) county assessors and their chief deputies;

(3) employees of the office of consumer counsel;

(4) judges and employees of the judicial branch;

(5) members of boards and commissions appointed by the governor, the legislature, or other elected state officials;

(6) officers or members of the militia;

(7) agency heads appointed by the governor;

(8) academic and professional administrative personnel with individual contracts under the authority of the board of regents of higher education;

(9) academic and professional administrative personnel and live-in houseparents who have entered into individual contracts with the state school for the deaf and blind under the authority of the state board of public education;

(10) investment officer, assistant investment officer, executive director, and five professional staff positions of the board of investments;

(11) four professional staff positions under the board of oil and gas conservation;

(12) assistant director for security of the Montana state lottery;

(13) executive director and employees of the state compensation insurance fund;

(14) state racing stewards employed by the executive secretary of the Montana board of horseracing;

(15) executive director of the Montana wheat and barley committee;

(16) commissioner of banking and financial institutions;

(17) training coordinator for county attorneys;

(18) employees of an entity of the legislative branch consolidated;

(19) chief information officer in the department of administration;

(20) chief business development officer and six professional staff positions in the office of economic development provided for in 2-15-218;

(21) chief public defender appointed by the public defender commission pursuant to the Montana Public Defender Act, Title 47, chapter 1, and the employees in the positions listed in 47-1-201(3)(a), who are appointed by the chief public defender.

The roster of employees in the office at this time is as follows:

Evan Barrett, Chief Business Officer
Pamela Haxby-Cote – Senior Economic Development Specialist – Deputy for Administration
Eric Stern – Senior Economic Development Specialist – Major Energy Projects
Tom Kaiserski – Senior Economic Development Specialist - Marketing and Recruitment
Major Robinson – Senior Economic Development Specialist – Native American Economic Development
John Thompson – Office Manager
Emily Lipp-Sirota – Economic Development Specialist – Workforce

Thank you for this opportunity to address this issue. We are more than happy to answer any questions that you might have.

MAJOR ROBINSON

(406) 784 - 6167

Experience

Project Manager — **Northern Cheyenne Youth Services Center**
2000 - 2004 — Northern Cheyenne Tribe, Montana

Supervised the planning, design and construction of the Northern Cheyenne Youth Services Center (an $8.3 million 36 bed youth detention/alternative school project that is currently completing construction) located in Busby, Montana. As the Tribe's representative my responsibilities on the project included: grant writing, fundraising, planning team meeting coordination (NC Tribe, A/E, IHS, BIA, DOJ, EDA, NC Health, NC Courts & Prosecution, NC Education, NC Community), writing environmental assessment, project scheduling & budgeting, developing/advertising/evaluating A/E & construction bids, contract development/negotiation, design direction to A/E, supervision of construction and grant administration.

Production Designer — **Universal Studios Islands of Adventure℠**
1995 - 1999 — 1000 Universal Studios Plaza Orlando, FL 32819

Supervised the design, facility integration, fabrication and installation effort for Universal Studios Islands of Adventure℠ , Dr. Seuss', Cat in the Hat Ride. The Cat in the Hat Ride is a four minute ride that consists of 28 six passenger vehicles traveling through 20 individual scenes with over 200 animated figures and props bringing Dr. Seuss' story book to life. Directed a 10 person design staff to complete a design package, integrating Cat in the Hat show with architectural and structural designs. Directed the construction of the Art Director's model of Cat show. Supervised Sub-Contractors to sculpt and build show elements and ride vehicles. Directed the installation of show sets/props, lighting, audio, vehicle, animated figures. Directed overall programming effort incorporating all show elements mentioned above. Job involved relocation from California (1995-1997) to Florida (1997-1999) for installation as well as multiple vendor trips to Minnesota, New York, Texas and California.

Conceptual Designer — **Various Projects**
1992 –1994 — Los Angeles, California

Developed and illustrated conceptual designs for Iwerk's Entertainment Complex(s), incorporating their patented technology of motion base interactive theaters and restaurants. Designed and developed proposal packages for prospective clients to illustrate the project concepts. Prepared color illustrations and boards for various installations. Designed sci-fi pre-shows and show facility for Tokyo Expo in Japan.Designed and developed various concepts for museums, traveling exhibits and theme park attractions. Traveled to Seoul, Korea to gather design information for Lotte World Korean Museum design rehab. Researched Korean history and developed design concepts to illustrate enhancements. Developed traveling exhibit for the originators of King Tut exhibit, which included a scale model of an actual tomb walkthrough. Drafted construction drawings for Disneyland℠ parade floats including Aladdin and the Lion King. Designed and drafted sets for the Korean Expo, SuperTek. Designed and built sets/props for various motion pictures/film. Designed and built sets for variety of Theater productions.

Assistant Art Director — **Landmark Entertainment**
1989-1991 — Hollywood, California

Developed design drawings from original concepts for 7 separate animated walk through shows (Mini-Plants) for Sanrio's Puroland theme park in Tokyo, Japan. Lived and worked in Tokyo, Japan for 2 years integrating the design drawings with the facility and assisting with the fabrication and installation of various figures, show sets, props and permanent scenery for the 7 "factories". Supervised 7 show set designers in preparing design development/construction drawings.

Education:

1987 BA in Architecture from the University of New Mexico - Albuquerque, NM

Organizations:

The People's Partners for Community Development – President
Montana Tribal Tourism Association – Founder and Former Board Member
Custer Country – Former Board Member
The Four Times Foundation - Alumni

Special Skills:

Languages (conversational Japanese, Spanish, Cheyenne), MSWord, MSProject, Excel, Outlook, Power Point, managed mural effort for Youth Homeless Shelter (Hollywood, CA), Big Brothers (Orlando, FL), Smokejumper (Montana – 1980-1983).

References provided upon request.

Emily Lipp Sirota

• 99 Day Spring Loop• Helena, MT 59601 •
Phone 202.669.1630 • Email emilysirota@gmail.com

Work Experience

MONTANA GOVERNOR BRIAN SCHWEITZER'S
OFFICE OF ECONOMIC DEVELOPMENT Helena, MT

- **Economic Development Specialist** (February 2005-Present) – Specialize in workforce development issues, providing liaison between Governor's office and the State Workforce Investment Board activities and related Board of Regents activities; Develop and maintain content of the State of Montana's economic development website; Co-wrote and coordinated the acquisition of a $15 million federal workforce development grant; Travel across Montana attending local meetings.
- **Board Member, Small Business Health Insurance Pool Board** (May 2005-Present) – Appointed by Gov. Schweitzer as his official staff representative on the board charged with the creation and oversight of the new program; Helped originally design and implement the small business insurance plan which now extends health insurance to thousands of Montanans
- **Recipient of Governor's Award for Excellence in Performance in 2006** for work on the WIRED Grant from the US Department of Labor

OFFICE of CONGRESSMAN BARON P. HILL (Indiana, Ninth District) Washington, DC

- **Legislative Assistant**, (October 2003—December 2004) - Track and advise Congressman on all floor legislation pertaining to tax, budget, social security, judiciary, pensions, housing, and first responder issues, and Blue Dog activities; Prepare event briefing materials, talking points, and responses to constituent inquiries pertaining to relevant legislative issues; Prepare Congressman for Joint Economic Committee hearings

OFFICE of SENATOR EVAN BAYH Washington, DC

- **Interim Legislative Assistant** (August 2003—October 2003) - Maintain duties of health and social policy counsel while regular staffer took maternity leave
- **Minority Outreach Aide** (January 2003—October 2003) - Staff Senator at meetings regarding minority issues; Write memos for Senator for events within minority communities; i.e., African American Summits, Hispanic Roundtables, meet with constituent and advocacy groups
- **Legislative Correspondent**, (December 2002—August 2003) - Write constituent letters relating to health and social policy, Draft memos to Senator on related issues, Meet with constituent and advocacy groups, Assist health and social policy counsel in carrying out legislative agenda
- **Staff Assistant**, (2002) - Write constituent letters, Research legislation, Field constituent calls and other calls to office, Aid legislative staff with various projects

Education and Honors

INDIANA UNIVERSITY Bloomington, Indiana
B.A. in Political Science & Jewish Studies, May 2001, High Honors

- Hebrew minor
- Phi Beta Kappa
- Political Science Honors Thesis (Subject: Hate Speech)

HEBREW UNIVERSITY Jerusalem, Israel Spring 2000

3467 Hancock
Butte, Montana 59701

406-497-6467 (work)
406-498-4696 (cell)
pamcote114@msn.com

Pamela Haxby-Cote

Experience

2002–Current Butte-Silver Bow Government Butte, Montana 59701

Community Development Director and Urban Renewal Director

- Successfully wrote and administered over $1,500,000 in Community Development Block Grants, HOME, FEMA, US Department of Justice, US Forest Service, and Department of Natural Resource Grants. Another $750,000 in grant applications have been submitted and are pending approval.
- Implemented Central Butte Neighborhood Revitalization project to include replacement of 100 year-old sidewalks, curbs, gutters, sewer and water lines, along with housing renovations, new landscaping, period lighting, and a new park.
- Implemented East Butte Urban Renewal District and successfully located three large new construction projects in the District. A new housing development project is planned for the area in 2005.
- Implemented a revolving loan fund in the Urban Renewal District and within nine months loaned over $800,000 to new businesses.
- Successful wrote and received a $165,000 grant for a new Trolley Passenger Bus to be used within the Historic District. The Trolley will begin operations in the spring of 2005.
- Granted over $1,000,000 to building owners and businesses within the Urban Renewal District for business start-ups or building renovations.
- Granted over $750,000 to property owners in the Urban Renewal District for re-construction of vaulted sidewalks.
- Administer more than $2,000,000 in loan funds including business loans and housing loans.
- Budget and administer $3,000,000 Community Development Department budget.
- Facilitated Community Needs Assessment and planning project for low to moderate income individuals within the community.
- Assisted in the implementation of new Community Enrichment Program.
- Facilitated the Berkely Pit Viewing Stand tourism project which will be constructed in 2006.
- Supervise the administration of $6,000,000 Silver Bow Creek Greenway construction project.
- Supervise six employees.
- Prepared Urban Renewal Agency marketing material for the recruitment of businesses.
- Environmental Certifying Officer for Butte-Silver Bow.
- Actively market the community for the recruitment of businesses and individuals.
- Attended numerous legislative hearings and offered testimony.

- Assisted in the implementation of the new Leadership Butte Program.
- Participate in numerous community and economic development projects.

1986–2002 Butte Local Development Corporation Butte, Montana 59701

Deputy Director and Loan Officer

- Assisted in the recruitment, retention and expansion of businesses.
- Administered over $7 million in revolving loan funds.
- Conducted small business counseling and assisted businesses in the preparation of business plans.
- Assisted in short-term and long-term economic development planning and strategizing.
- Wrote and administrated grants.
- Prepared budgets, payroll and taxes.
- Supervised employees and volunteers.
- Loan underwriting and portfolio administration and marketing.
- Represented the BLDC at miscellaneous local, state and federal economic development meetings and planning sessions.

1993–Present Gamer's Cafe Butte, Montana 59701

Co-Owner and Operator

- Completely renovated 100+ year-old café. Assist in the management of all aspects of the business including the hiring of employees; preparation of all payroll and associated reporting documents; purchasing; invoicing; catering and marketing of the business.

Education

- Certified Economic Development Finance Professional – National Development Council
- Principals of Accounting – Montana Tech
- Economic Development District Management – EDA
- Project Impact on Communities – Disaster Proofing Jobs – Rural Development
- Basics of Economic Development – PNEDC
- Economic Development Games – PNEDC
- Lead Based Paint Abatement Certification – HUD
- US Secretary of Interior Historic Preservation "Retention of Historic Fabric through Conservation, Maintenance, and Repair".
- Numerous other training courses in financing and economic and community development.

Interests, Activities, and Appointments

- Elected to Butte Silver Bow Council of Commissioners 1996 – 2002
- Treasurer – Greenway Service District Board of Directors
- Past Vice President – Montana Ambassadors
- Vice President Beta Factor Home Health Care
- Past Director of Butte-Silver Bow Health Department Board

- Past Chairman of Butte-Silver Bow Judiciary, Personnel, Budget and Finance Committees
- Co-Chair of Butte-Silver Bow Community Enrichment Committee
- Member of BEAR Task Force

- Member of Montana Economic Developer's Association
- Board Member of Southwest Montana Headwaters RC&D
- Past Vice-President of Butte Kiwanis Club
- Butte Silver Bow Early Childhood Future Search Committee
- Committee member of Leadership Butte Program
- Board member of the Butte-Silver Bow Transportation Committee
- Past member of the YMCA Board of Directors
- Past member of the LVA Butte Literacy Program
- Appointed by Montana Supreme Court to its Citizen Review Board
- Task Force member of the Department of Labor and Industry Career Center Resource Team
- Past Board member of Butte Anaconda Historical Park and Railroad
- Member of the Southwest Montana Juvenile Detention Board
- Volunteer Computer Instructor at Butte Central Grade School
- Mother of three and grandmother of four

Jon Jeffries Thompson

609 Holter
406.250.5180

Helena, MT 59601
Jon_J_Thompson@hotmail.com

EDUCATION

May 2004 **The University of Montana-Missoula**
Bachelor of Arts, Political Science
Additional coursework: political economics, national security policy, businesses law, information systems, marketing, international relations, public administration, state and local government, global migrations/ immigration theory.

2000-2001 Montana State University
Declared Major: Computer Engineering, Political Science

RECOGNITIONS OF DISTINCTION

Award of Distinction, Senator John C. Stennis Foundation
Certificate of Distinction, Model Arabic League
Certificate of Superior Performance, U.S. Senate
Governors Citation, The State of Montana
Degree of Special Distinction, The National Forensic League
Eagle Scout of the Year, American Legion

HONORS MEMBERSHIPS

Member, Pi Sigma Alpha (national political science honors society)
Member, The University of Montana Debate Team
Champion, Montana State Parliamentary Debate Team
Team Captain, Capitol High School Debate Team

COMPUTER SKILLS

Operating systems:	Mac OS 6- X.4, Solaris, Linux, UNIX, CIOS (router programming), Windows 95-XP/2000/ NT, Citrix, Palm OS, Pocket PC.
Applications:	Banner, Word, Excel, Power Point, Publisher, Photoshop, Dream Weaver, various FTP and telnet applications as well as many others.
Programming:	Java, HTML
Special knowledge;	Thin LAN client severing, network design and administration, WiFi, VOIP, PDAs.

CERTIFICATION TRAINING

1999-2000 CCNA training, Cisco Systems Networking Academy

SEMINARS ATTENDED

Montana Trial Lawyers convention
Carroll College/NASA rocketry and thermodynamics lecture series
The World Affairs Council public policy forums

EMPLOYMENT

January 2005- Present

Economic Development, Governor's Office of Montana

Lead staffer of all international relations and WTO-GPA. Work on Special projects as assigned by Chief Business Development Officer and Governor, Writing and Reviewing RFP, Technical Assistance/consulting in regards to database development, Graphic design projects for publications coming from the Governor's Office

May 2004-
December 2004

Technical Director, Brian Schweitzer for Governor of Montana

Project management of IT network installation, server management, highest grossing fundraising per hour, webpage management, develop media relations, creating print advertisements and news story articles, coordinating letter to the editor writing campaign, write press releases, public relations at events, advance election night activates for candidate.

October 2001-
September 2003

Resident Technical Assistant, University of Montana

Network administration, Desktop support for 400+ dorm residents, the University Dining Services as well as the Student Affairs Division, lead team on development of wireless networks 802.11x, RFP writing, web page design and coding, sales and acquisitions of computer equipment, Citrix deployment and administration, windows active directory support, network administration, vender relations and inter-university newspaper publishing.

Summer of 2002

Canvasser, The Montana Democratic Party

Voter polling and persuasion while tracking voter opinion Utilizing a Palm/fox pro database. Establishing voter relations with Senator Max Baucus and legislative candidates, phone banking, and various other tasks as need arose.

Summer 2000

System Administrator, Technology Project

Desktop support, server maintenance, network administration installation of
Ethernet network and multi-line phone system into office buildings and various other duties.

TOM KAISERSKI

230 N 2nd St
Columbus, Montana 59019
(406) 322-4275

EDUCATION

B. S. with honors in Geography,
Montana State University, Bozeman, Montana. 1981
Los Angeles Pierce College, Woodland Hills, California 1978
Los Angeles Valley College, Van Nuys, California 1976

RELEVANT WORK EXPERIENCE

Stillwater County Planning Office, Columbus, Montana
COUNTY PLANNER 2003 –Current

Planning Director for the third fastest growing county in Montana. Responsible for the development of long range planning documents, county economic development and grant writing, land use regulation, coordination of two planning boards and an airport board. Manage the provision of public facilities such as roads, water, sewer and recreation facilities.

Beartooth RC&D Area, Inc., Joliet, Montana
ECONOMIC DEVELOPMENT COORDINATOR 1996-2003

Performed professional level economic development and planning activities for this non-profit community development organization serving five counties. Work included business and project development, public facility planning and grant writing related to a variety of projects, some multi-million dollar. The largest successful grants I worked on were $1million from the Economic Development Administration (EDA) to the City of Billings for the Trans Tech Center business park in 1999 and $1.3 million, again from EDA to the City of Billings, for an expansion project for food distributor SYSCO of Montana, which retained over 400 high paying jobs. Wrote Beartooth's 2002 Comprehensive Economic Development Strategy (CEDS) document that was described by Tony Preite, then Denver Regional Director of the EDA, as "one of the best he had seen".

Stillwater County Planning Office, Columbus, Montana
PLANNER 1987-1996

Staff planner with responsibilities that included working with public officials and private individuals. Administered land use regulations, wrote grant applications and monitored construction activity to assure compliance with federal, state and grant agency laws and regulations. Planned, designed, obtained funding, helped construct and maintain Granite Peak Park in Columbus, a 28 acre baseball/soccer complex which is a main focal point of youth recreation serving Columbus and all of Stillwater County. Project manager for the $1.4 million Reed Point sewer construction project completed in 1995 in just over 2 years from conception, considered a model project by the Montana Department of Commerce's CDBG program.

OTHER EXPERIENCE

- Currently a member of the Board of Directors of the Montana Research and Commercialization Technology grant program that provides over $3 million annually for research grants to foster economic development.
- Certified Economic Development Finance Professional by the National Development Council (NDC).
- Completed the American Economic Development Council (AEDC) basic economic development course.
- Active member of the Columbus Kiwanis Club from 1987-2001. Promoted club sponsorship of the Granite Peak Park Project, one of the club's major successes. Served as club president, 1990-1991.
- Managed Little League baseball teams from 1987 to present.
- Parish Council President, 1988-1990, St. Mary's Catholic Church, Columbus, Montana

AWARDS

Columbus Chamber of Commerce Community Service Award 1993
Kiwanis Club, Club Officer's Merit Award 1991

SKILLS AND ACTIVITIES

I enjoy hiking, skiing, bicycling, and participating in and watching all sports. Avid home gardener and aircraft modeler.

REFERENCES

James Klessens, Coordinator, Beartooth RC&D, (406) 962-3914
John Rogers, US Department of Commerce EDA, (406) 449-5380
Tony Preite, newly appointed Director, Montana Department of Commerce (406) 841-2700

Eric A. Stern
712 Power Street
Helena, MT 59601

Summary of Professional and Educational History

Senior Economic Development Specialist – Major Energy Projects April 2006 to present

Marketing of Montana's energy opportunities to major national and international corporations involved in clean coal technology, coal to syn-gas, coal to liquids. (On occasion continues to provide the governor on selective legal issues.)

Senior Counselor to the Governor -- January 2005- April 2006

Advising the Governor on a range of issues with a focus on legislation and state economic policy that is impacted by federal law and regulation, including coal-to-liquids development, energy production, and the attraction of the entertainment and financial sectors to Montana investment opportunities.

Campaign manager -- Brian Schweitzer, 2004.

Attorney and independent and business consultant, 2001-2004. Provided consulting services on financial and legal aspects of sports franchising and entertainment; represented foreign municipalities for securing sports and entertainment business development; additional consulting on environmental legal issues.

The White House -- Vice Presidential Advance, 1995-1997. Oversaw strategic planning of logistics for the Vice President's domestic and overseas travel.

US Department of Education -- Political Director of reform initiatives, 1993-1996.

Directed political support operations for White House education policy initiatives, with an emphasis on corporate involvement.

CNN, Atlanta, 1990-1992. Production assistant.

Education
Connecticut College, B.A., 1990, major in American history and pqlitical science.
Columbia Law School, 1998-2000, with a focus on intellectual property and international environmental law.