

EXHIBIT L

From: Inez, Danielle Danielle.Inez@shelbycountytn.gov

Subject: COVID Briefings - Media Coverage

Date: April 6, 2020 at 3:43 PM

To: Carr, Joan Joan.E.Carr@shelbycountytn.gov

Cc: ursula.madden@memphistn.gov, Springer, Dan Dan.Springer@memphistn.gov, Tipper, Courtney Courtney.Tipper@shelbycountytn.gov

DI

Hi Joan:

Can you please coordinate with Ursula and Dan (cc'd here) to make sure that Wendi Thomas (MLK50) has access to the daily press briefings regarding COVID-19? She's been providing frequent updates/best practices, and we want to make sure that this continues in the digital format. Let me know when confirmed so that our PIO can follow up. Thanks!

wendictomas@mlk50.com


mlk50@mlk50.com

Warm regards,

Danielle Inez
Mayor's Office Chief of Staff
Shelby County Government
o: 901.222.2018
c: 901.417.4289
e: danielle.inez@shelbycountytn.gov



**SHELBY
COUNTY**
GOVERNMENT
HEART *of* AMERICA

From: Inez, Danielle Danielle.Inez@shelbycountyttn.gov 
Subject: RE: 12 p.m. Joint COVID Task Force Briefing and Health Dept. Update
Date: April 7, 2020 at 10:57 AM
To: Springer, Dan Dan.Springer@memphistn.gov, wendicthomas@mlk50.com
Cc: Jim Strickland Jim.Strickland@memphistn.gov

DI

Dan:

Add Wendi Thomas to the email list for COVID announcements as previously requested, please. Thank you.

Warm regards,

Danielle Inez
Mayor's Office Chief of Staff
Shelby County Government
o: 901.222.2018
c: 901.417.4289
e: danielle.inez@shelbycountyttn.gov



From: Springer, Dan <Dan.Springer@memphistn.gov>
Sent: Tuesday, April 7, 2020 10:49 AM
To: Springer, Dan <Dan.Springer@memphistn.gov>
Subject: 12 p.m. Joint COVID Task Force Briefing and Health Dept. Update

[This EMAIL was not sent from a Shelby County Government email address. Please use caution.]

Media partners,

At 12 p.m. there will be a COVID19 Task Force Update with Shelby County Mayor Lee Harris, Doug McGowen, Chief Operating Officer, City of Memphis, and the Shelby County Health Department. The briefing will be streamed across the WYPL FM & TV 18, The City of Memphis Facebook page. Below is the information to join.

You are invited to a Zoom webinar.
When: Apr 7, 2020 12:00 PM Central Time (US and Canada)
Topic: COVID-19 Joint Task Force Update

Please click the link below to join the webinar:
<https://zoom.us/j/964397767>
Password: 987908

In order to facilitate all questions from the press, we will be hosting a ZOOM webinar for each briefing in conjunction with the live stream. ZOOM can be used via desktop, laptop, or mobile device, and we have attached a "How To" slide for first time Zoom users.

You will be able to ask live questions, as well as, type in your questions. In order to field all questions, we will work directly down the list of attendees, and once the list is completed, return to the top for additional questions. ZOOM webinar allows attendees to "Raise Your Hand" in order to alert the moderator that you have a question. If we get to you in the queue and there is no response, we will identify your user name, read your question if you have typed one out, and move to the next attendee.

When setting up your ZOOM account/app, you MUST do so with your official media station email and name "press identity" in order to be identified and allowed to ask questions. When joining a ZOOM webinar we ask that you do not call in with the ZOOM generated telephone number but instead use the ZOOM meeting link or the Meeting ID. **Phone Call attendees have no identification other than the phone number used to call in with and WILL NOT be**

called upon for questions.

Thank you for your help,
DS

Dan Springer

Deputy Director, Media Affairs
Office of Mayor Jim Strickland
City of Memphis
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Memphis, TN 38103
Office: 901.636.6543
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