

## Chief of Staff's Office

The Chief of Staff reports directly to the Chair. The primary responsibility of the Chief of Staff is to ensure that the Commission functions effectively. The Chief of Staff directs strategic planning, agency-wide policy development and the implementation of plans and policies. The Commission's budget process and all administrative matters for the division directors are also handled by this office.

The Public Information Officer reports directly to the Chief of Staff and is responsible for media relations for the Commission. Detailed information on the regulatory system, the casino industry and the impact of casino gaming on the City of Atlantic City and the state is provided through the Public Information Officer.

The Community and Employee Events Unit also reports to the Chief of Staff. This unit coordinates employee events and prepares publications for internal and external distribution.

### The Chief of Staff Year in Review:

- ▶ Continued the Commission's efforts to find efficiencies throughout the agency and streamline services to the casino industry and the public;
- ▶ Provided better and more current access to data and financial reports and other information and documents often requested by the public, the gaming industry, other national and international gambling jurisdictions and financial sector representatives;
- ▶ Prepared a myriad of reports, presentations and speeches for the chair and commissioners of the agency. This information is often presented to college, business and law school classes, community groups, industry conferences and the investment community;
- ▶ Handled more than 2,500 inquiries from the public, news media outlets, public officials and others about a wide range of topics dealing with the Casino Control Commission, commission decisions, the Casino Revenue Fund, the gaming industry and Atlantic City;
- ▶ Responded to OPRA (Open Public Records Act) requests seeking access to copies of public documents, including petitions, rulings, transcripts, opinions, reports and others;
- ▶ Handled the conversion for the monitoring and posting of the Exclusion List from the Division of Gaming Enforcement to the Casino Control Commission and its website. Maintains contact with the General Counsel's Office to ensure timely updating of the Exclusion List;
- ▶ Continued to work with all the divisions of the Commission to update the Commission's website with new and revised statistics and information in a timely manner; and
- ▶ Organized two American Red Cross Blood Drives.