



February 25, 2020

**VIA EMAIL**

Michael Marquis  
Freedom of Information Officer  
Department of Health and Human Services  
Hubert H. Humphrey Building, Room 729H  
200 Independence Avenue SW  
Washington, DC 20201  
[FOIARequest@hhs.gov](mailto:FOIARequest@hhs.gov)

**Re: Freedom of Information Act Request**

Dear FOIA Officer:

Pursuant to the Freedom of Information Act (FOIA), 5 U.S.C. § 552, and the implementing regulations of your agency, American Oversight makes the following request for records.

**Requested Records**

American Oversight requests that the U.S. Department of Health and Human Services (HHS) produce the following records within twenty business days:

1. All email communications (including emails, complete email chains, email attachments, calendar invitations, and calendar invitation attachments) sent by (a) any of the current or former HHS officials in Column A, to (b) any of the external individuals in Column B, below.
  
2. To the extent not already responsive to Item 1, all records reflecting meetings (including calendar entries, calendar entry attachments, meeting notices, meeting agendas, talking points, or any summary of or notes taken during meetings) between (a) any of the current or former HHS officials in Column A, and (b) and of the external individuals in Column B, below.

Column A: HHS Officials	Column B: External Individuals
i. Roger Severino, Director of the Office of Civil Rights (and anyone acting on his behalf such as a scheduler or assistant)	i. Any employees or representatives of Alliance of Health Care Sharing Ministries, including Dave Weldon, Dana Gartzke, Roger Kittelson, Cleta



<ul style="list-style-type: none"> <li>ii. T. March Bell, Chief of Staff, Office of Civil Rights</li> <li>iii. Matthew Bowman, Principal Advisor to the Director, Office for Civil Rights</li> <li>iv. Maya Noronha, Special Advisor, Office of Civil Rights</li> <li>v. Arina Grossu, Outreach Advisor, Office of Civil Rights</li> <li>vi. Louis Brown, Former Senior Advisor for Operations, Office of Civil Rights</li> <li>vii. Justin Butterfield, Conscience and Religious Freedom Senior Advisor, Office of Civil Rights</li> <li>viii. Mandi Ancalle, Office of Civil Rights</li> <li>ix. Sarah Bayko Albrecht, Associate Deputy Director, Conscience &amp; Religious Freedom Division, Office for Civil Rights</li> <li>x. Heidi Christensen, Public Affairs Specialist, Center for Faith and Opportunity Initiatives</li> <li>xi. Ben O’Dell, Program Specialist, Center for Faith and Opportunity Initiatives</li> <li>xii. Catherine Snow, Communications, Center for Faith and Opportunity Initiatives;</li> <li>xiii. Scott Lloyd, former Senior Advisor, Center for Faith and Opportunity Initiatives</li> <li>xiv. Laura Trueman, Deputy Director, Office of Intergovernmental and External Affairs</li> <li>xv. Jennifer Snow, Policy Advisor, Office of</li> </ul>	<p>Mitchell, and anyone communicating with an email address ending in @ahcsm.org</p> <ul style="list-style-type: none"> <li>ii. Any employees or representatives of Trinity Healthshare, including anyone communicating with an email address ending in @trinityhealthshare.org</li> <li>iii. Any employees or representatives of Samaritan Ministries, including Ted Pittenger, James Lansberry, and anyone communicating with an email address ending in @samaritanministries.org</li> <li>iv. Any employees or representatives of Liberty Healthshare, including Scott Burris, Drudy Abel, Everett Yoder, Durlin Beachy, Don Brewer, and anyone communicating with an email address ending in @libertyhealthshare.org</li> <li>v. Any employees or representatives of Christian Care Ministry, including Scott Reddig, David Gibbs, Mick Gosdin, anyone communicating with an email address ending in @mychristiancare.org</li> <li>vi. Any employees or representatives of United Refuah HealthShare, including anyone communicating with an email address ending in @unitedrefuahhs.org</li> <li>vii. Any employees or representatives of MCS Medical Cost Sharing, including Craig Reynolds, Jim McGinnis, and anyone communicating with an email address ending in @mcsmedicalcostsharing.com</li> </ul>
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<p>Intergovernmental and External Affairs</p>	<ul style="list-style-type: none"> <li>viii. Any employees or representatives of Altrua Ministries (d/b/a Altrua HealthShare), including anyone communicating with an email address ending in @altruahealthshare.org</li> <li>ix. Any employees or representatives of Freedom HealthShare, including anyone communicating with an email address ending in @freedomhealthshare.org</li> <li>x. Any employees or representatives of Christian Healthcare Ministries, including Howard Russell, Keith Hopkinson, and anyone communicating with an email address ending in @chministries.org</li> <li>xi. The Alieria Companies (f/k/a Alieria Healthcare, Inc.), including Chase Moses, Shelly Steele, and anyone communicating with an email address ending in @alieracompanies.com or @alierahealthcare.com</li> <li>xii. Any employees or representatives of Sedera Health, including Stephen Casey, Jamie Lagarde, Jenny Aghamalian, and anyone communicating with an email address ending in @sedera.com</li> </ul>
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In an effort to accommodate HHS and reduce the number of responsive records to be processed and produced, American Oversight has limited its request to emails sent by the listed officials. To be clear, however, American Oversight still requests that complete email chains be produced, displaying both the sent messages and the prior received messages in each email chain. This means, for example, that both Director Severino’s response to an email from Dave Weldon and the initial received message are responsive to this request and should be produced.

This request includes all prior messages (whether incoming or outgoing) reflected in the responsive correspondence and any attachments thereto.

Please produce all responsive records from January 20, 2017, through the date of the search.

### **Fee Waiver Request**

In accordance with 5 U.S.C. § 552(a)(4)(A)(iii) and your agency's regulations, American Oversight requests a waiver of fees associated with processing this request for records. The subject of this request concerns the operations of the federal government, and the disclosures will likely contribute to a better understanding of relevant government procedures by the general public in a significant way. Moreover, the request is primarily and fundamentally for non-commercial purposes.

American Oversight requests a waiver of fees because disclosure of the requested information is "in the public interest because it is likely to contribute significantly to public understanding of operations or activities of the government."<sup>1</sup> The public has a significant interest in external influences on agency actions. Records with the potential to shed light on this issue would contribute significantly to public understanding of operations of the federal government, including whether and to what extent health care sharing ministries have sought to change federal policy decisions or enforcement efforts. American Oversight is committed to transparency and makes the responses agencies provide to FOIA requests publicly available, and the public's understanding of the government's activities would be enhanced through American Oversight's analysis and publication of these records.

This request is primarily and fundamentally for non-commercial purposes.<sup>2</sup> As a 501(c)(3) nonprofit, American Oversight does not have a commercial purpose and the release of the information requested is not in American Oversight's financial interest. American Oversight's mission is to promote transparency in government, to educate the public about government activities, and to ensure the accountability of government officials. American Oversight uses the information gathered, and its analysis of it, to educate the public through reports, press releases, or other media. American Oversight also makes materials it gathers available on its public website and promotes their availability on social media platforms, such as Facebook and Twitter.<sup>3</sup>

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<sup>1</sup> 5 U.S.C. § 552(a)(4)(A)(iii).

<sup>2</sup> See 5 U.S.C. § 552(a)(4)(A)(iii).

<sup>3</sup> American Oversight currently has approximately 15,500 page likes on Facebook and 101,800 followers on Twitter. American Oversight, FACEBOOK, <https://www.facebook.com/weareoversight/> (last visited Feb. 18, 2020); American Oversight (@weareoversight), TWITTER, <https://twitter.com/weareoversight> (last visited Feb. 18, 2020).

American Oversight has also demonstrated its commitment to the public disclosure of documents and creation of editorial content through numerous substantive analyses posted to its website.<sup>4</sup> Examples reflecting this commitment to the public disclosure of documents and the creation of editorial content include the posting of records related to an ethics waiver received by a senior Department of Justice attorney and an analysis of what those records demonstrated regarding the Department’s process for issuing such waivers;<sup>5</sup> posting records received as part of American Oversight’s “Audit the Wall” project to gather and analyze information related to the administration’s proposed construction of a barrier along the U.S.-Mexico border, and analyses of what those records reveal;<sup>6</sup> posting records regarding potential self-dealing at the Department of Housing & Urban Development and related analysis;<sup>7</sup> posting records and analysis relating to the federal government’s efforts to sell nuclear technology to Saudi Arabia;<sup>8</sup> and posting records and analysis regarding the Department of Justice’s decision in response to demands from Congress to direct a U.S. Attorney to undertake a wide-ranging review and make recommendations regarding criminal investigations relating to the President’s political opponents and allegations of misconduct by the Department of Justice itself and the Federal Bureau of Investigation.<sup>9</sup>

Accordingly, American Oversight qualifies for a fee waiver.

### **Guidance Regarding the Search & Processing of Requested Records**

In connection with its request for records, American Oversight provides the following guidance regarding the scope of the records sought and the search and processing of records:

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<sup>4</sup> *News*, AMERICAN OVERSIGHT, <https://www.americanoversight.org/blog>.

<sup>5</sup> *DOJ Records Relating to Solicitor General Noel Francisco’s Recusal*, AMERICAN OVERSIGHT, <https://www.americanoversight.org/document/doj-civil-division-response-noel-francisco-compliance>; *Francisco & the Travel Ban: What We Learned from the DOJ Documents*, AMERICAN OVERSIGHT, <https://www.americanoversight.org/francisco-the-travel-ban-what-we-learned-from-the-doj-documents>.

<sup>6</sup> *See generally Audit the Wall*, AMERICAN OVERSIGHT, <https://www.americanoversight.org/investigation/audit-the-wall>; *see, e.g., Border Wall Investigation Report: No Plans, No Funding, No Timeline, No Wall*, AMERICAN OVERSIGHT, <https://www.americanoversight.org/border-wall-investigation-report-no-plans-no-funding-no-timeline-no-wall>.

<sup>7</sup> *Documents Reveal Ben Carson Jr.’s Attempts to Use His Influence at HUD to Help His Business*, AMERICAN OVERSIGHT, <https://www.americanoversight.org/documents-reveal-ben-carson-jr-s-attempts-to-use-his-influence-at-hud-to-help-his-business>.

<sup>8</sup> *Investigating the Trump Administration’s Efforts to Sell Nuclear Technology to Saudi Arabia*, AMERICAN OVERSIGHT, <https://www.americanoversight.org/investigating-the-trump-administrations-efforts-to-sell-nuclear-technology-to-saudi-arabia>.

<sup>9</sup> *Sessions’ Letter Shows DOJ Acted on Trump’s Authoritarian Demand to Investigate Clinton*, AMERICAN OVERSIGHT, <https://www.americanoversight.org/sessions-letter>.

- Please search all locations and systems likely to have responsive records, regardless of format, medium, or physical characteristics. For instance, if the request seeks “communications,” please search all locations likely to contain communications, including relevant hard-copy files, correspondence files, appropriate locations on hard drives and shared drives, emails, text messages or other direct messaging systems (such as iMessage, WhatsApp, Signal, or Twitter direct messages), voicemail messages, instant messaging systems such as Lync or ICQ, and shared messages systems such as Slack.
- In conducting your search, please understand the terms “record,” “document,” and “information” in their broadest sense, to include any written, typed, recorded, graphic, printed, or audio material of any kind. We seek records of any kind, including electronic records, audiotapes, videotapes, and photographs, as well as letters, emails, facsimiles, telephone messages, voice mail messages and transcripts, notes, or minutes of any meetings, telephone conversations or discussions.
- Our request for records includes any attachments to those records or other materials enclosed with those records when they were previously transmitted. To the extent that an email is responsive to our request, our request includes all prior messages sent or received in that email chain, as well as any attachments to the email.
- Please search all relevant records or systems containing records regarding agency business. Do not exclude records regarding agency business contained in files, email accounts, or devices in the personal custody of your officials, such as personal email accounts or text messages. Records of official business conducted using unofficial systems or stored outside of official files are subject to the Federal Records Act and FOIA.<sup>10</sup> It is not adequate to rely on policies and procedures that require officials to move such information to official systems within a certain period of time; American Oversight has a right to records contained in those files even if material has not yet been moved to official systems or if officials have, by intent or through negligence, failed to meet their obligations.<sup>11</sup>
- Please use all tools available to your agency to conduct a complete and efficient search for potentially responsive records. Agencies are subject to government-wide requirements to manage agency information electronically,<sup>12</sup> and many agencies

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<sup>10</sup> See *Competitive Enter. Inst. v. Office of Sci. & Tech. Policy*, 827 F.3d 145, 149–50 (D.C. Cir. 2016); cf. *Judicial Watch, Inc. v. Kerry*, 844 F.3d 952, 955–56 (D.C. Cir. 2016).

<sup>11</sup> See *Competitive Enter. Inst. v. Office of Sci. & Tech. Policy*, No. 14-cv-765, slip op. at 8 (D.D.C. Dec. 12, 2016).

<sup>12</sup> Presidential Memorandum—Managing Government Records, 76 Fed. Reg. 75,423 (Nov. 28, 2011), <https://obamawhitehouse.archives.gov/the-press-office/2011/11/28/presidential-memorandum-managing-government-records>; Office of

have adopted the National Archives and Records Administration (NARA) Capstone program, or similar policies. These systems provide options for searching emails and other electronic records in a manner that is reasonably likely to be more complete than just searching individual custodian files. For example, a custodian may have deleted a responsive email from his or her email program, but your agency's archiving tools may capture that email under Capstone. At the same time, custodian searches are still necessary; agencies may not have direct access to files stored in .PST files, outside of network drives, in paper format, or in personal email accounts.

- In the event some portions of the requested records are properly exempt from disclosure, please disclose any reasonably segregable non-exempt portions of the requested records. If a request is denied in whole, please state specifically why it is not reasonable to segregate portions of the record for release.
- Please take appropriate steps to ensure that records responsive to this request are not deleted by the agency before the completion of processing for this request. If records potentially responsive to this request are likely to be located on systems where they are subject to potential deletion, including on a scheduled basis, please take steps to prevent that deletion, including, as appropriate, by instituting a litigation hold on those records.

### **Conclusion**

If you have any questions regarding how to construe this request for records or believe that further discussions regarding search and processing would facilitate a more efficient production of records of interest to American Oversight, please do not hesitate to contact American Oversight to discuss this request. American Oversight welcomes an opportunity to discuss its request with you before you undertake your search or incur search or duplication costs. By working together at the outset, American Oversight and your agency can decrease the likelihood of costly and time-consuming litigation in the future.

Where possible, please provide responsive material in an electronic format by email. Alternatively, please provide responsive material in native format or in PDF format on a USB drive. Please send any responsive material being sent by mail to American Oversight, 1030 15th Street NW, Suite B255, Washington, DC 20005. If it will accelerate release of responsive records to American Oversight, please also provide responsive material on a rolling basis.

We share a common mission to promote transparency in government. American Oversight looks forward to working with your agency on this request. If you do not understand any part of this request, please contact Christine H. Monahan at [foia@americanoversight.org](mailto:foia@americanoversight.org)

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Mgmt. & Budget, Exec. Office of the President, Memorandum for the Heads of Executive Departments & Independent Agencies, "Managing Government Records Directive," M-12-18 (Aug. 24, 2012), <https://www.archives.gov/files/records-mgmt/m-12-18.pdf>.

or (202) 869-5244. Also, if American Oversight's request for a fee waiver is not granted in full, please contact us immediately upon making such a determination.

Sincerely,

A handwritten signature in blue ink, appearing to read "Austin R. Evers", with a long horizontal flourish extending to the left.

Austin R. Evers  
Executive Director  
American Oversight