

## Exhibit TL4.b

**From:** Brand, Catherine (cab3ae) [mailto:cab3ae@eservices.virginia.edu]

**Sent:** Thursday, March 28, 2013 7:05 PM

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**Subject:** EVPHA 1st and 2nd round interview information

Dear Members of the EVPHA Search Committee:

Thank you for an excellent candidate review meeting today. I will let you know as soon as Russell Reynolds has confirmed with the candidates you selected. Their names will be posted on the secure site.

Please let me know if you are interested in taking the van to D.C. It will leave at 7:30 AM on Monday, April 15<sup>th</sup> from One Boar's Head Pointe and will return to the same location on the afternoon of April 17<sup>th</sup>. You can leave your vehicles in the parking lot.

Reservations have been made under "University of Virginia" at the Sofitel Hotel at 806 15th St NW, Washington, DC 20005. Russell Reynolds has determined that their conference room is too small, so we are looking for alternate locations to hold the interviews. Regardless, we will meet in the Sofitel lobby at 11:30 AM and walk, or taxi, over together.

Please send me any interview questions you would like, in addition to the three questions that the candidates will be given in advance. As discussed, these will be used as back up, you are free to ask any follow up questions.

There are only one set of dates that are available for second round interviews. I realize this may be challenging, but hope your schedules will allow you to be in Richmond on May 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup>. Location is to be determined.

If you have any questions, feel free to email or call me anytime.

Regards,  
Catherine

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