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Ritz, Esther Leah, 1993-1995.

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<b>Your Name</b>	Printer/Type—Last Name, First Name, Middle Initial ESTHER LEAH RITZ				
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*Executive Director*

Alan Hoffmann

January 12, 1995

Esther Leah Ritz  
626 East Kilbourn Ave. Apt. 2301  
Milwaukee, WI 53202

Dear Esther Leah,

As I indicated to you in an earlier letter, CIJE has initiated a process to identify a successor to Alan Hoffmann, whose commitment to CIJE extends through August, 1996. The executive search firm, The Phillips Oppenheim Group, has been retained for this purpose. I know they have been in touch with you and thank you for the time you have already given to this effort.

The task of selecting a chief executive for any organization is one of the most important contributions lay leaders are called upon to do, in my judgement. The CIJE steering committee is the lay group best qualified to make this initial decision. I would, therefore, like to ask you to serve as a member of the **search committee** together with John Colman, Lester Pollack, Chuck Ratner, and myself.

I am aware that this is an additional demand on your time, and we will try to hold meetings in conjunction with steering and board meetings. We plan to end the February 14 Steering Committee meeting at 2:30 p.m. and pull together the search committee from 2:30 p.m. - 3:30 p.m. Our meetings for the day will conclude at 3:30 p.m., as originally planned.



MORTON L. MANDEL - Chair