



Division of Safety/Security & Administrative Services

Program/Service Contact(s)

Benson Tower Parking Access Cards

All requests		LDHREPLease@la.gov	
Jessica Saloom	OS/OMF Contract Manager	Jessica.Saloom@la.gov	225-342-5083
Ashley Poche	Contract Monitor	Ashley.Poche@la.gov	225-342-8890
Candice Bowers	Contract Monitor	Candice.Bowers5@la.gov	225-342-9529
Melissa Walker	Contract Monitor	Melissa.Walker2@la.gov	225-219-2148
Stephanie Horvath	LDH Contract/Procurement Manager	Stephanie.Horvath2@la.gov	225-342-6920

Bienville Building Access Badge Requests

Trina Hull	Deputy Director	Trina.Hull@la.gov	225-342-7524
Timothy White	Director	Timothy.White2@la.gov	225-342-3501

Bienville Building Coffee Service/Supplies

Aliseia Williams	Administrative Assistant	Aliseia.Williams@la.gov	225-342-5590
Trina Hull	Deputy Director	Trina.Hull@la.gov	225-342-7524
Timothy White	Director	Timothy.White2@la.gov	225-342-3501

Bienville Building Conference Room

Trina Hull	Deputy Director	Trina.Hull@la.gov	225-342-7524
Timothy White	Director	Timothy.White2@la.gov	225-342-3501

Bienville Building Copy Machine (OS/OMF only)

Aliseia Williams	Administrative Assistant	Aliseia.Williams@la.gov	225-342-5590
Stephanie Horvath	LDH Contract/Procurement Manager	Stephanie.Horvath2@la.gov	225-342-6920
Timothy White	Director	Timothy.White2@la.gov	225-342-3501

Bienville Building Furniture Request/Reconfiguration

Trina Hull	Deputy Director	Trina.Hull@la.gov	225-342-7524
Timothy White	Director	Timothy.White2@la.gov	225-342-3501

Bienville Building Keys

Trina Hull	Deputy Director	Trina.Hull@la.gov	225-342-7524
Timothy White	Director	Timothy.White2@la.gov	225-342-3501

Bienville Building Maintenance Work Orders

Trina Hull	Deputy Director	Trina.Hull@la.gov	225-342-7524
Timothy White	Director	Timothy.White2@la.gov	225-342-3501
Susan Spell	Administrative Manager	Susan.Spell@la.gov	225-342-5702

Bienville Building Office/Conference Room Telephone

Micah Thomas	Mailroom/Telcom Coordinator	Micah.Thomas2@la.gov	225-342-9330
Carmen Tanner	Property/Mail/Telcom Coordinator	Carmen.Tanner@la.gov	225-342-9331
Susan Spell	Administrative Manager	Susan.Spell@la.gov	225-342-5702

Bienville Building Tenant Event Permit Request

Trina Hull	Deputy Director	Trina.Hull@la.gov	225-342-7524
Timothy White	Director	Timothy.White2@la.gov	225-342-3501

Bienville Building Vending Machine Contractor

Trina Hull	Deputy Director	Trina.Hull@la.gov	225-342-7524
Timothy White	Director	Timothy.White2@la.gov	225-342-3501

Cellular/MiFi Billing Concerns

Susan Spell	Administrative Manager	Susan.Spell@la.gov	225-342-5702
Carmen Tanner	Property/Mail/Telcom Coordinator	Carmen.Tanner@la.gov	225-342-9331

Cellular/MiFi Devices & Services

Susan Spell	Administrative Manager	Susan.Spell@la.gov	225-342-5702
Carmen Tanner	Property/Mail/Telcom Coordinator	Carmen.Tanner@la.gov	225-342-9331
Timothy White	Director	Timothy.White2@la.gov	225-342-3501

Contract/RFP

All requests		OMFContractReview@la.gov	
Ashley Poche	Contract Monitor	Ashley.Poche@la.gov	225-342-8890
Candice Bowers	Contract Monitor	Candice.Bowers5@la.gov	225-342-9529
Melissa Walker	Contract Monitor	Melissa.Walker2@la.gov	225-219-2148
Jessica Saloom	OS/OMF Contract Manager	Jessica.Saloom@la.gov	225-342-5083
Stephanie Horvath	LDH Contract/Procurement Manager	Stephanie.Horvath2@la.gov	225-342-6920

DocuSign Account Access

Timothy White	Director	Timothy.White2@la.gov	225-342-3501
Trina Hull	Deputy Director	Trina.Hull@la.gov	225-342-7524

Galvez Parking Garage Armless Vehicle Registration

Trina Hull	Deputy Director	Trina.Hull@la.gov	225-342-7524
Timothy White	Director	Timothy.White2@la.gov	225-342-3501

LaGov Security Access (Maintenance Operations)

Susan Spell	Property Monitor	Susan.Spell@la.gov	225-342-5702
Trina Hull	Deputy Director	Trina.Hull@la.gov	225-342-7524

LaGov Security Access (Purchasing, Contract, and Inventory)

Ashley Poche	Contract Monitor	Ashley.Poche@la.gov	225-342-8890
Jessica Saloom	OS/OMF Contract Manager	Jessica.Saloom@la.gov	225-342-5083

LDH Capital Outlay Projects

Timothy White	Director	Timothy.White2@la.gov	225-342-3501
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LDH Mail Operations

Micah Thomas	Mailroom/Telcom Coordinator	Micah.Thomas2@la.gov	225-342-9330
Carmen Tanner	Property/Mail Coordinator	Carmen.Tanner@la.gov	225-342-9331
Susan Spell	Administrative Manager	Susan.Spell@la.gov	225-342-5702

LDH Off Boarding Notice for DSSAS

All requests		LDHOffboardingNotice@la.gov	
Timothy White	Director	Timothy.White2@la.gov	225-342-3501
Trina Hull	Deputy Director	Trina.Hull@la.gov	225-342-7524
Susan Spell	Property Monitor	Susan.Spell@la.gov	225-342-5702
Stephanie Horvath	LDH Contract/Procurement Manager	Stephanie.Horvath2@la.gov	225-342-6920
Aliseia Williams	Administrative Assistant	Aliseia.Williams@la.gov	225-342-5590

LDH Owned Lands/Buildings

Timothy White	Director	Timothy.White2@la.gov	225-342-3501
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LDH Safety/Security

Trina Hull	Deputy Director	Trina.Hull@la.gov	225-342-7524
Timothy White	Director	Timothy.White2@la.gov	225-342-3501

Leases and Storage Units

All requests		LDHREPLease@la.gov	
Jessica Saloom	OS/OMF Contract Manager	Jessica.Saloom@la.gov	225-342-5083
Ashley Poche	Contract Monitor	Ashley.Poche@la.gov	225-342-8890
Candice Bowers	Contract Monitor	Candice.Bowers5@la.gov	225-342-9529
Melissa Walker	Contract Monitor	Melissa.Walker2@la.gov	225-219-2148
Stephanie Horvath	LDH Contract/Procurement Manager	Stephanie.Horvath2@la.gov	225-342-6920

Movable Property Policies and Procedures

Susan Spell	Administrative Manager	Susan.Spell@la.gov	225-342-5702
Carmen Tanner	Property/Mail Coordinator	Carmen.Tanner@la.gov	225-342-9331
Jared Robinson	OS Property Manager	Jared.Robinson2@la.gov	225-342-6302

OS/OMF Contracts

Jessica Saloom	OS/OMF Contract Manager	Jessica.Saloom@la.gov	225-342-5083
Stephanie Horvath	LDH Contract/Procurement Manager	Stephanie.Horvath2@la.gov	225-342-6920

Proof of Insurance for Events

Trina Hull	Deputy Director	Trina.Hull@la.gov	225-342-7524
Timothy White	Director	Timothy.White2@la.gov	225-342-3501

Purchasing Card (PCard)

All requests		LDHPCardProgramAdmin@la.gov	
John Poche	LDH PCard Administrator (CLSH, PCSSC, CLSSC, OBH, OCDD, OAAS)	John.Poche2@la.gov	225-342-2001
Phillip Thompson	LDH PCard Administrator (OPH, OMF, OS, ELMHS, VILLA, MVA)	Phillip.Thompson3@la.gov	225-342-9576
Stephanie Horvath	LDH Contract/Procurement Manager	Stephanie.Horvath2@la.gov	225-342-6920
Timothy White	Director	Timothy.White2@la.gov	225-342-3501

Regional Identification Only Badge Requests

Trina Hull	Deputy Director	Trina.Hull@la.gov	225-342-7524
Timothy White	Director	Timothy.White2@la.gov	225-342-3501

Zoom Conferencing Account Request/Concerns

Susan Spell	Administrative Manager	Susan.Spell@la.gov	225-342-5702
Carmen Tanner	Property/Mail/Telcom Coordinator	Carmen.Tanner@la.gov	225-342-9331
Timothy White	Director	Timothy.White2@la.gov	225-342-3501