

Reviewed by: _____

COMMISSIONER BOARD MINUTES
June 23, 2009

Those present at the public meeting of the Venango County Commissioners held in Room 100 of the Courthouse Annex:

Commissioner Tim Brooks
Commissioner Troy Wood
Lisa Mumford, Admin. Asst.
Dave Schwille, CYS
Sheila Boughner, News Herald
Diona Brick, Fiscal
Rich Mihalic, Park Director
Debbie McNerney, ORA
Steve Rembold, 911
Erik Johnson, Planning

Commissioner Jan Beichner
Rich Winkler, Solicitor
Connie Hazelton, Human Resources
O. C. Bell, Airport
B. J. Brooks, Taxpayer
Bill Kresinski, MIS
Bill Black, Historical Society
Mark Heim, WKQW
Lance Bowes, Conservation District
Karen Wenner, Planning

The meeting began with a moment of silent prayer and then Commissioner Brooks led the group in the Pledge of Allegiance.

COMMISSIONER BOARD:

Commissioner Brooks called the meeting to order at 6:03 p.m. A motion was made by Commissioner Beichner to approve the minutes from the June 9, 2009 meeting, seconded by Commissioner Wood, aye all.

No public comment on the agenda. There was no business to come before the Board from Court Administration, Row Officers, or the Prison.

COMMUNITY SERVICES:

O. C. Bell, Airport Director presented a Rehabilitate Runway 12-30 and 12-30 Safety Areas, Phase II Construction Engineering Agreement between Lee-Simpson Associates, Consulting Engineers and the County of Venango. Lee-Simpson will provide their services of planning, designing, drawing, preparing specifications, supervision construction, and providing inspection services for this project. Total cost of this agreement is in the amount of \$52,742.96. Commissioner Wood made a motion to approve this agreement, seconded by Commissioner Beichner, aye all.

Steve Rembold, 9-1-1 Director had two items to present. The first was a Lease Agreement with USA Choice Internet Services. The purpose of this agreement is to permit USA Choice to lease a tower located at the 911 Center. USA Choice will install, maintain, repair and replace an antenna and related equipment at this tower. The agreement will be for three years which shall begin July 1, 2009 and terminate on June 30, 2012. There will be no cost for the lease since the 911 Center and USA Choice will be sharing this tower. Commissioner Beichner made a motion to approve the lease agreement, seconded by Commissioner Wood, aye all.

The second item presented by Steve was an amendment to the Embarq contract. Embarq will add four additional 911 truck ports to their existing PlantCML ECS-1000 PSAP positions at the Venango 911 Center to answer calls for Forest County. The total cost of this amendment will be \$9,101.05 which Forest County will reimburse the County for this cost. Commissioner Wood made a motion to approve the amendment, seconded by Commissioner Beichner, aye all.

HUMAN SERVICES:

The following items were presented for approval by Dave Schwille:

Children Youth and Families

Contract Addendum with Western Pennsylvania Child Care for Secure Services with a per diem of \$308.03. Commissioner Wood made a motion to approve this contract, seconded by Commissioner Beichner. Commissioner Brooks opposed the contract addendum. Motion passed by majority vote.

2008-09 contract with Bethany Christian Services for foster care in the amount of \$28.68-\$76.50. Commissioner Wood made a motion to approve the contract, pending solicitor's approval, seconded by Commissioner Beichner, aye all.

2009-10 contract with Grace Learning Center in the amount of \$68,500 to provide After School services. Commissioner Wood made a motion to approve the contract, pending solicitor's approval, seconded by Commissioner Beichner, aye all.

2009-10 contract with Shippenville Project Point of Light for sex offender assessment and treatment as per fee schedule. Treatment services are eligible expenses under the Health Choices program. Commissioner Wood made a motion to approve the contract, pending solicitor's approval, seconded by Commissioner Beichner, aye all.

2009-10 agreement with the PennCrest School district for Thurston House, a pregnant and parenting teen program, in the amount of \$17,200. Commissioner Wood made a motion to approve the contract, pending solicitor's approval, seconded by Commissioner Beichner, aye all.

2009-10 agreement with community Services of Venango County in the amount of \$105,080 for the Nurse home Visitation and the Welcome Every Child program. Commissioner Wood made a motion to approve the contract, pending solicitor's approval, seconded by Commissioner Beichner, aye all.

Office of Economic Opportunity, Transportation

2009-10 Lease agreement with Child to Family Connections to lease a portion of the Meadville office in the amount of \$4,176 per year.

Amendment to the 2009 calendar year Community Service Block Grant contract that adds \$229,330. Total amount for CY 2009 is \$375,583.

Resolution requesting \$47,758 in state funds to purchase two new accessible mini vans for the shared ride escort service.

2009-10 agreement with the PA Department of Agriculture for participation in the State food Purchase Program. There are no actual dollar amounts pending the passage of the commonwealth budget.

Transportation Subcontracts

Bids were received/opened on 6-19-09, with only BATS submitting a formal bid. They will once again be our primary contractor and only raised their hourly rates slightly for Shared-Ride (\$0.20 per hou); reduced Partial (\$0.60 per hour); increased overall Exclusive (\$1.40 per hour); increased Dispatching (\$0.40 per hour).

We will be working closely with them to see if we can't further enhance our overall trip coordination and contain costs, particularly with regard to overall Shared-Ride and MATP services. We will still continue to rely on Yellow Rose Transit and Community Ambulance Service to assist with our Exclusive MATP services. BATS cannot handle the full load and some clients cannot even use our accessible vehicles and therefore have to use Community Ambulance's non-emergency transport. Plus Community Ambulance assists with service requests on week-ends (particularly hospital discharges) and holidays.

Given the above, we recommend the following bid awards for July 1, 2009 through June 30, 2010:

1. Shared-Ride/BATS: \$680,000 for an estimated 17,000 hours of service at \$40.00 per hr.
2. Scheduling/Dispatching of Above/BATS: \$59,175 for an estimated 4,500 hrs. of service at \$13.15 per hr.
3. Exclusive MATP & Other Exclusive Services/BATS: \$284,400 for an estimated 7,200 hrs. of service at \$39.50 per hr. These exclusive activities will include dialysis clients whose trips don't fall within our M-F, 7:00 a.m. to 5:30 p.m. Shared Ride Service, plus Saturday, holiday, and earlier morning/late evening service.
4. Partial Hospitalization/BATS: \$27,900 for an estimated 744 hours of service at \$37.50 per hour.
5. Exclusive/Yellow Rose: \$18,000 for an estimated 450 hours of service at \$40/hr.
6. Community Ambulance: \$7,200 for 360 trips during the year. CAS bills per trip, not at an hourly rate. Trips within the county are at \$18 each and out-of-county at \$2.25 per mile.
7. Lease Agreement/BATS: We (includes trans, AAA, and MH/MR) lease 10 vehicles to BATS to try to assist in containing costs. Vehicles are leased at \$1 each per year, with BATS then providing all maintenance, insurance, etc. When excessive repairs are called for (generally 2-3 times per year, depending on age/condition of each vehicle), BATS and owner agency split such cost (drive train, transmission, etc.) at 50/50.
8. Lease Agreement/Sugarcreek Station: Several years ago we purchased a 1999 raised-roof van, using Section 16B monies and local cash from Sugarcreek Station to augment services specific to them as well as Sugar Valley Lodge. They primarily use this vehicle when Shared-Ride is not operating (i.e., week-ends, holidays, etc.). Again, they pay for all maintenance, insurance, etc. Mileage is minimal annually, but since the vehicle is now 10 years old, don't know how much longer they will continue to use it. Once they decide not to use it, the vehicle will be returned to the County for sale at auction or whatever use we would deem appropriate.

Work Ready

1. Community Services of Venango County: \$66,025
 2. Crawford County Mental Health Awareness Program: \$66,026
- Both contracts will run from 7-1-09 to 6-30-10 and agencies will assist us with the

operation of DPW's Work Ready Program. Program designed to assist TANF and other welfare clients in obtaining work experience that will eventually lead to permanent employment with benefits. Anticipated that each agency will serve 125-150 clients.

CSBG Recovery Act

During the period of July 1, 2009 to September 30, 2010, we will receive \$593,728 to serve newly unemployed or underemployed residents of both counties. Income eligibility has now risen to 200% of poverty level. OEO will use \$75,992 in admin. and operating costs to develop overall program, locate and secure subcontractors, and program monitoring, compliance, and reporting. The majority of funds or \$517,736 will be spent on subcontracted services.

We propose to make use of local Vo-Techs, colleges, and/or community colleges to use their existing programs to provide education and training to assist 300-400 residents from both counties in securing appropriate education/training to help them gain viable employment (hopefully beyond minimum wage and with benefits).

Since these are one-time federal Recovery Act monies, we plan to make use of existing resources rather than attempt to come up with new programs—we would not be able to sustain new programs once this stimulus money is gone.

The allocation and application material for these funds just arrived on 6-17-09 and the application/work plan has to be submitted to DCED on or before 7-10-09. Since you don't meet again until the 14th of July, we wanted you to be aware of this application/funding stream. We will be forwarding the Single Application for Assistance to you shortly for signature (prior to the 14th) and then provide you with a copy of the entire application as soon as completed. However, since we will also be forwarding the entire application to DCED before your next meeting, wanted to give you the opportunity to at least review/approve our service intentions.

Commissioner Wood made a motion to approve all of the above OEO items, seconded by Commissioner Beichner, aye all.

Area Agency on Aging

Continuing contract with community Resources for Independence for services for older consumers. This is a fee for service contract. Commissioner Wood made a motion for approval, pending solicitor's approval, seconded by Commissioner Beichner, aye all.

Mental Health and Mental Retardation

2008-09 contract amendment with Hand and Hand Christian counseling in the amount of \$4,000 for training. Commissioner Wood made a motion to approve the contract, seconded by Commissioner Beichner, aye all.

2008-09 contract amendment with Easter Seals of Western Pa in the amount of \$10,116 to upgrade bathroom facilities in one of their group homes. Commissioner Wood made a motion to approve the contract, seconded by Commissioner Beichner, aye all.

2008-09 contract amendment with Diversified Family Services to upgrade an air conditioning unit in one of their group homes in the amount of \$6,989. Commissioner Wood made a motion to approve the contract, seconded by Commissioner Beichner, aye all.

2008-09 contract amendment with Community Services of Venango County for Early Head Start funds for a COLA as well as quality Improvement Activities in the amount of \$100,651. Commissioner Wood made a motion to approve the contract, seconded by Commissioner Beichner, aye all.

2009-10 contract with Community Services of Venango County in the amount of \$73,822 to provide consumer satisfaction surveys, renovations to apartments or consumers and quality monitoring. Commissioner Wood made a motion for approval, pending solicitor's approval, seconded by Commissioner Beichner, aye all.

2009-10 contract with Touchstone Solutions to provide various services under agreement with the office of Developmental Programs at rates of \$5.48 and \$4.16 per 15 minute unit. Commissioner Wood made a motion for approval, pending solicitor's approval, seconded by Commissioner Beichner, aye all.

2009-10 contract with Next Step Therapy to provide various therapy services for Early Intervention at a range of rates between \$26.32 and \$30.53 per 15 minute unit. Commissioner Wood made a motion for approval, pending solicitor's approval, seconded by Commissioner Beichner, aye all.

2009-10 contract with Sugar Valley Lodge to provide residential services for MH consumers in the amount of \$234,232 and emergency residential services at the rate of \$48 per day. Commissioner Wood made a motion for approval, pending solicitor's approval, seconded by Commissioner Beichner, aye all.

2009-10 contract with Family Services and Children's Aid Society to provide various services to MH and MR consumers at rates ranging from \$5.48 to \$26.93 per 15 minute unit. Commissioner Wood made a motion for approval, pending solicitor's approval, seconded by Commissioner Beichner, aye all.

2009-10 contract with UCIP for services to MR consumers at rates ranging from \$4.16 per 15 minute unit to \$133.00 per day.

2009-10 contract with Crawford county Mental Health Awareness Program to provide telephone peer support for \$11,628.72 per year. Commissioner Wood made a motion for approval, pending solicitor's approval, seconded by Commissioner Beichner, aye all.

2009-10 contract with Easter Seals of Western PA for services to MR consumers at the rate of \$16.64 per 15 minute unit. Commissioner Wood made a motion for approval, pending solicitor's approval, seconded by Commissioner Beichner, aye all.

2009-10 contract with Venango Training and Development Corporation for various services to the Mental Health and Developmentally disabled consumer at rates ranging from \$1.00 to \$5.59 per 15 minute unit. Additionally, \$89,945 will be used to fund an MH socialization program. Commissioner Wood made a motion for approval, pending solicitor's approval, seconded by Commissioner Beichner, aye all.

2009-10 contract with Integrated Care Corporation for various therapeutic services for Early Intervention at a range between \$24.81 and \$36.00 per 15 minute unit. Commissioner Wood

made a motion for approval, pending solicitor's approval, seconded by Commissioner Beichner, aye all.

2009-10 contract with Hand in Hand Christian Counseling for various services including the LISTEN program at \$21,112, site based rehab at \$12,425 per month for the first two months and \$7.47 per 15 minute unit thereafter. Commissioner Wood made a motion for approval, pending solicitor's approval, seconded by Commissioner Beichner, aye all.

2009-10 contract with Butler County MH/MR for reimbursement for consumer satisfaction activities in the amount of \$6,000. Commissioner Wood made a motion for approval, pending solicitor's approval, seconded by Commissioner Beichner, aye all.

2009-10 contract with the Regional Counseling Center for outpatient mental health services at various hourly rates between \$49.19 per month and \$55.00-4133.00 per hour. Yearly funding ranges from \$4,000 to \$226,829 for various groups and services. Commissioner Wood made a motion for approval, pending solicitor's approval, seconded by Commissioner Beichner, aye all.

The following are new contracts for 2009-10:

New Light, Inc. for services to MR consumers at the rate of \$4.48 per 15 minute unit and \$252.01 per day. Commissioner Wood made a motion for approval, pending solicitor's approval, seconded by Commissioner Beichner, aye all.

Community Services of Venango County in the amount of \$50,000 with is a federal pass through of a Home Grant for apartment rehabilitation. Commissioner Wood made a motion for approval, pending solicitor's approval, seconded by Commissioner Beichner, aye all.

Continuation funding for an Early Head Start grant application in the amount of \$79,475. Commissioner Wood made a motion for approval, pending solicitor's approval, seconded by Commissioner Beichner, aye all.

Approval of the administrative entity operating agreement as reviewed by the county solicitor. Commissioner Wood made a motion to approve the agreement, seconded by Commissioner Beichner, aye all.

FINANCE ADMINISTRATION:

The following warrants were presented for approval by Diona Brick, Fiscal Director:

Warrant	HS061209	\$	734,574.86	Human Services Expenditures
Warrant	SP060909		5,608.87	Non-Human Services Expenditures
Warrant	SP061209		5,971.70	Non-Human Services Expenditures
Warrant	061909		146,774.88	Non-Human Services Expenditures
Warrant	HS061909		678,556.39	Human Services Expenditures
Warrant	SP061809		1,537.66	Non-Human Services Expenditures
Warrant	062609		135,863.79	Non-Human Services Expenditures

Total **\$ 1,708,888.15**

Commissioner Wood made a motion to approve the above warrants, seconded by Commissioner Beichner, aye all.

The next item submitted by Diona was a budget transfer in the amount of \$3,788.55 from the Coroner's budget to the Auditor's budget for rent based on the reallocation of space. Commissioner Wood made a motion to approve the transfer, seconded by Commissioner Beichner, aye all.

HUMAN RESOURCES:

The following Human Resource Agenda was presented for approval by Connie Hazelton:

PROBATIONARY NEW HIRE – In Department #180 (Treasurer) of **Carrie Voit-Hovis**, Department Clerk II, SEIU position, Part-Time, 68 hours/pay, SEIU Pay Grade 6 Step 1 (\$8.70/hr.), **effective 06/15/09; Special Conditions:** Filling newly created position ratified at the 06/09/09 Salary Board meeting. In Department #325 (911) of **Victoria Lallemand**, Telecommunicator I, Part-Time, 40 hours/pay, Non-Union Hourly Pay Grade 3 Step 1 (\$10.19/hr.), **effective 06/15/09; Special Conditions:** Filling existing vacancy. In Department #510 (AAA) of **Abby Goss**, Department Clerk II, SEIU position, Full-Time, 70 hours/pay, SEIU Pay Grade 6 Step 1 (\$8.70/hr.), **effective 07/06/09; Special Conditions:** Filling existing vacancy. In Department #520 (Children and Youth Services) of **Jaime King**, Department Clerk II, SEIU position, Full-Time, 75 hours/pay, SEIU Pay Grade 6 Step 1 (\$8.70/hr.), **effective 06/15/09; Special Conditions:** Filling existing vacancy.

TEMPORARY NEW HIRE – In Department #130 (Human Resources) of **Megan Yeager**, Department Clerk Intern, Temporary Part-Time, 40 hours/pay, Non-Union Hourly Pay Grade 1 Step 1 (\$7.95/hr.), **effective 06/22/09; Special Conditions:** Filling newly created position to be ratified at July Salary Board meeting; assignment ends 09/30/09. In Department #160 (Maintenance) of **Benjamin Kope**, Bridge Crew, Temporary Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 1 Step 1 (\$7.95/hr.), **effective 06/10/09; Special Conditions:** Filling newly created position ratified at May Salary Board meeting; assignment ends 08/31/09; of **Andrew O'Shall**, Bridge Crew, Temporary Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 1 Step 1 (\$7.95/hr.), **effective 06/10/09; Special Conditions:** Filling newly created position ratified at May Salary Board meeting; assignment ends 08/31/09.

NEW HIRE – In Department #255 (Coroner) of **Tyler Best**, Deputy Coroner, Part-Time On Call, Per Diem (\$75.00), **effective 06/17/09; Special Conditions:** Filling existing vacancy.

REHIRE – In Department #160 (Maintenance) of **Rory Bowler**, Bridge Crew, Temporary Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 1 Step 1 (\$7.95/hr.), **effective 06/10/09; Special Conditions:** Filling newly created position ratified at May Salary Board meeting; assignment ends 08/31/09; of **Tony Van Horn**, Bridge Crew, Temporary Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 1 Step 1 (\$7.95/hr.), **effective 06/15/09; Special Conditions:** Filling newly created position ratified at May Salary Board meeting; assignment ends 08/31/09.

END OF PROBATION – In Department #115 (Voters' Registration) of **Denise Curtis**, Department Clerk II, Part-Time, 50 hours/pay, **effective 05/22/09; Special Conditions:** No change in pay grade or step.

PROMOTION/TRANSFER – In Department #530 (Integrated Crisis Services) of **Dennis McCune**, from Caseworker II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 Step 11 (\$14.82/hr.) to Department #535 (Substance Abuse), Substance Abuse Director, Full-Time, Exempt, Exempt Pay Grade 4 (\$45,476/yr.), **effective 06/22/09; Special Conditions:** Filling existing vacancy.

OUT OF CLASS COMPENSATION – In Department #320 (EMA) of **Tina Eggers**, Department Clerk II, SEIU position, Full-Time, 70 hours/pay, **from** SEIU Pay Grade 6 Step 14 (\$9.90/hr.) **to** SEIU Pay Grade 6 Step X (\$10.69/hr.), **effective 06/21/09**; **Special Conditions:** Temporary assignment for increased responsibilities as Telecommunicator I for no longer than 08/29/09; out of class rate paid only for hours worked as Telecommunicator I.

EXTENSION OF TEMPORARY EMPLOYMENT/INCREASE IN HOURS – In Department #520 (Children and Youth Services) of **Amanda Sheffer**, Social Casework Intern, Non-Union Hourly Pay Grade 1 Step 1 (\$7.95/hr.), **from** Temporary Part-Time, 44 hours/pay, **to** Temporary Full-Time, 80 hours/pay, **effective 06/15/09**; **Special Conditions:** Extension of temporary assignment through August 2009.

SEPARATION OF EMPLOYMENT – In Department #210 (Domestic Relations) of **Sharon Lutz**, Domestic Relations Director, **effective 06/10/09**. In Department #255 (Coroner) of **Robert S. Gross**, Deputy Coroner, **effective 06/17/09**; of **Timothy Matthews**, Deputy Coroner, **effective 06/17/09**. In Department #325 (911) of **Thomas Burchfield**, Telecommunicator I, **effective 06/07/09**. In Department #520 (Children and Youth Services) of **Heather Reinsel**, Program Specialist II, **effective 06/27/09**.

CORRECTION TO 05/26/09 HR AGENDA

TEMPORARY NEW HIRE – In Department #605 (County Park) of **Kelly Sandok**, Department Clerk Intern, Temporary Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 Step 1 (\$13.42/hr.), **effective 05/18/09**; **Special Conditions:** Filling newly created position ratified at April Salary Board meeting; temporary assignment for no longer than 18 weeks.

Note: The correct pay grade and step is Non-Union Hourly Pay Grade 1 Step 1 (\$7.95/hr.).

Commissioner Wood made a motion to approve the above items, seconded by Commissioner Beichner, aye all.

PLANNING COMMISSION:

Karen Wenner presented for approval Resolution #2009-11. This resolution is amending the County's Comprehensive Plan to include the study of the County's housing market by czb, LLC., Consulting Services. Commissioner Wood made a motion to approve the resolution, seconded by Commissioner Beichner, aye all.

Erik Johnson presented for approval a grant application to be submitted to the state Department of Environmental Protection to update the County's municipal solid waste plan. Much of the information in the old plan is outdated and in some instances, no longer correct. The DEP requires the plan to be updated every 10 years. The total cost of the project will be \$71,945 which 80% of the cost would be covered by the grant which would total \$57,556. The County would make a cash match of approximately \$17,000 which would come from accrued funds from landfill administration fees. Commissioner Beichner made a motion to approve the application, seconded by Commissioner Wood, aye all.

The last item presented by Karen Wenner was the Residential Anti-Displacement and Relocation Assistance Plan which will be administered through the CDBG program. The County of Venango will replace all occupied and able to be occupied vacant low/moderate dwelling units demolished or converted to be used other than as low/moderate income housing.

Commissioner Wood made a motion to approve the plan, seconded by Commissioner Beichner, aye all.

TWO MILE COUNTY PARK:

Rich Mihalic, Park Director presented the bid award to Deets Mechanical for the replacement of the hot water system at the Two Mile Run County Park's beach house in the amount of \$6,347. Commissioner Beichner made a motion to approve the bid, seconded by Commissioner Wood, aye all.

COUNTY ADMINISTRATION:

Administrative Assistant, Lisa Mumford presented the Idearc Media Advertising Agreement. This agreement is for the County phone numbers to be published in the government and yellow pages of the 2009-2010 Verizon telephone directory. The cost of the agreement will be \$441.25 per month for 12 months. Commissioner Wood made a motion to approve the agreement, seconded by Commissioner Beichner, aye all.

Deb McNerney of the Oil Region Alliance presented Resolution #2009-15. This resolution is to extend the Keystone Opportunity Zone tax-free designation for the remaining vacant land which is approximately 13,434 acres in the Barkeyville Industrial Park through 2017. Commissioner Beichner made a motion to approve the resolution, seconded by Commissioner Wood, aye all.

Lance Bowes of the Venango County Conservation District presented a Growing Greener Landowner Letter of Commitment. Lance advised the PA Lake Management Society is applying for a Growing Greener grant to fund small lake management projects across the state. This grant could help to conduct bank stabilization projects at Two Mile Run County Park on streams feeding Justus Lake. The grant is in the amount of \$25,000 and the County would be responsible for a 25% match, but the match could be an in-kind match. Commissioner Beichner made a motion to approve the landowner letter of commitment, seconded by Commissioner Wood, aye all.

Bill Black who represents the Venango County Historical Society and the Ziegler-Densmore Collections requested approval to install two artifact cabinets in the main corridor of the County courthouse. Commissioner Brooks advised that the commissioners have reviewed this and approved the display cases, but as to the exact location where the cases will be placed in the corridor is still pending.

PUBLIC COMMENT:

Rod Bedow advised that he had bought property in 1999 in Venango County and that the property was removed from the assessment records and tax roll in 2001. Mr. Bedow requested that the Commissioners and our County solicitor, Rich Winkler make a motion to put his property back on the tax roll. Commissioner Brooks advised that this situation will be reviewed further and that no motion would be made at of this time.

A motion to adjourn the meeting was made by Commissioner Wood at 6:31 p.m., seconded by Commissioner Beichner, aye all.

Respectfully submitted,

Lisa Mumford, Admin. Assist.