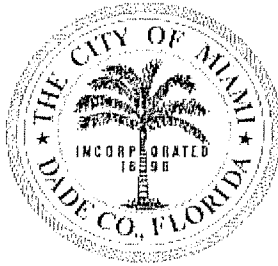


City of Miami

*City Hall
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Miami, FL 33133
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Meeting Minutes

Tuesday, April 3, 2012

10:00 AM

Commission Chambers

Civil Service Board

*Miguel M. de la O, Chairperson
Joseph Kaplan, Chief Examiner
Michael T. Dames, Board Member
Sean Moy, Board Member
Gerald Silverman, Board Member*

PLEDGE OF ALLEGIANCE

The meeting was called to order at 10:02 a.m. The roll call for the Board Members at the commencement of the meeting was as follows:

Present: Chief Examiner Kaplan, Chairperson de la O, Member Dames, Member Silverman and Member Moy

A. APPROVING THE MINUTES OF:

Regular Meeting of March 20, 2012.

**Motion by Member Silverman, seconded by Member Dames, to APPROVE.
PASSED by the following vote.**

Aye: Kaplan, Silverman, de la O, Dames and Moy

B. PERSONNEL MATTERS**C. MILITARY LEAVES OF ABSENCE****D. DISCIPLINARY MATTERS**

- D.1 Copy of a letter from Chief Manuel Orosa, Director, Department of Police, notifying Nicole Tyler, Public Service Aide, of her 8-hour suspension, effective March 19, 2012. (NOTIFICATION)

NOTIFIED

E. GENERAL ITEMS

- E.1 Copy of Findings of Fact in the Appeal Hearing of Ansonia Chatfield, Emergency Dispatcher, relative to her termination, effective October 20, 2011. (DISCUSSION)
Michael Braverman, Attorney, on behalf of Ansonia Chatfield, Emergency Dispatcher, requests to defer item to the meeting of April 17, 2012.
The Executive Secretary stated that she received a request from Attorney Braverman to carry this matter over to the Board's next meeting. Hearing no objection, the matter was deferred.
DEFERRED : This matter will be carried over to the April 17, 2012 meeting for Board consideration.
- E.2 Hearing of Appeal on behalf of Luis Hernandez, Police Officer, relative to his 40-hour suspension, effective March 6, 2009. (DISCUSSION)
Rescheduled pursuant to continuance policy; pending settlement since March 6, 2012.
The Executive Secretary stated that she received a request to carry this matter over to the next meeting since a settlement is pending in this case. Hearing no objection, the matter was deferred.

DEFERRED : Case will be closed and removed from the Board's docket upon receipt of written settlement agreement or rescheduled in accordance with Board's Continuance Policy.

F. REPORTS

- F.1 Pending Hearings as of April 3, 2012. (NOTIFICATION)
PRESENTED

G. REQUESTS FOR HEARINGS

H. TODAY'S HEARINGS

- H.1 Grievance Hearing on behalf of Glenn Marcos, former Director of Purchasing, relative to his Whistleblower hearing, pursuant to Florida Statute 112.3187.
- Chairman de la O stated that the Board has two hearings scheduled, but they both cannot be heard today because the Board has the room up until 2:30 p.m. He went on to say that the Board can start one case but would not finish the other which means that the Board would be running the risk that the case would not finish with this current Board next [meeting]. Chairman de la O further stated the other thing the Board can do is start Mr. Marcos' hearing and finish it, but he would not participate in Mr. Kendrick's case (Item H.2) since he is sure he would have resigned from the Board (by the next meeting of April 17th).*
- ACA Richard stated that she would like to comment before the Board decides which case will be heard today. She went on to say on March 30, 2012, Mr. Marcos added two new charges to his complaint and if he intends to travel under these two new theories, then the department has not had sufficient time to prepare a response. ACA Richard further stated Mr. Marcos was released from his job August of 2010 and to wait 18 months to add two new charges two business days before the hearing is prejudicial to the department.*
- Chairman de la O asked Attorney Berkowitz for his position on the comments made by ACA Richard relative to his client adding the two new charges. Mark Berkowitz, Attorney on behalf of Glen Marcos, responded that the matter of the two additional charges came up in discussion so he and his client decided to add them to the complaint. He went on to say that if the department wants additional time to address the new allegations they would have no objection.*
- Chairman de la O asked ACA Richard if she wanted more time to respond to the new allegations or if she want to have them stricken and proceed with Mr. Marcos' case today. ACA Richard responded that she is prepared to go forward with what was originally pled, but if the employee wants to add the charges then obviously she would not be prepared to go forward today, so it is up to the Board to decide whether it would allow the employee to add the two new charges. Chairman de la O stated that the Board will make a decision on this matter, but he needs to know if it is the department's pleasure to have the two charges stricken or was she making a motion to have the matter continued. ACA Richard responded that she was not making a motion for a continuance because if anything, the continuance should be charged to the employee. Chairman de la O stated he was not saying that the continuance would be charged to the department rather he is trying to figure out how the department wishes to proceed today. ACA Richard responded that she would move to strike the two new charges that Mr. Marcos wishes to add to his complaint.*

Chairman de la O stated now that the Board knows how the department wishes to proceed, the Board's options are that the Board can proceed with Mr. Marcos' hearing today, but exclude the two new charges or the Board can grant a continuance to allow ACA Richard time to be prepared to respond to the two additional charges.

Following discussion, the Board entered a motion to grant a CONTINUANCE with the understanding that the two new charges will be added to Mr. Marcos' complaint and to charge the continuance to the employee which resulted as follows:

Motion by Member Silverman, seconded by Member Dames, that this matter be CONTINUED. PASSED by the following vote.

Aye: Kaplan, Silverman, de la O, Dames and Moy

Following the Board's approved motion to continue Mr. Marcos hearing today, ACA Richard stated that she needs some assurance that after today Attorney Berkowitz will not be including additional amendments two days before the scheduled hearing because this has happened to the department many times in the past in different cases, where employees come up with new theories the day of or week before the hearing. She went on to say that as the hearing is repeatedly continued to later dates, what assurance does the department have that Mr. Marcos would not add new charges since his hearing probably would be rescheduled to some time in September 2012. ACA Richard further stated if this were to happen, she would be back in the same position six months from now.

Chairman de la O asked Attorney Berkowitz for his response to ACA Richard's concern. Attorney Berkowitz asked when the next Board meeting was scheduled. The Executive Secretary responded that the next meeting is scheduled on April 17th and that Mr. Marcos' hearing will be rescheduled to some time in September 2012. Attorney Berkowitz stated that he would ask that Mr. Marcos be given 30 days from today if he wishes to amend his complaint again and after the 30-day period all other amendments would be cut off. Chairman de la O asked opposing counsel if she had an objection to Attorney Berkowitz' proposal. ACA Richard responded in the negative.

DISCUSSED : Employee has 30 days to add any new charges to his Whistleblower complaint; any new additions after this time period will not be accepted.

H.2

Grievance Hearing on behalf of Peter Kendrick, Lease Manager, pursuant to Rule 16.1, Abuse of Power by his former director, alleging a violation of Civil Service Rules 14.2(h), (i), and (r), as directed by the Board.

Chairman de la O asked Mr. Kendrick if he was prepared to go forward with his case today. Mr. Kendrick responded that he noticed some of his witnesses were not present but he would go forward with his case today.

Chairman de la O asked Assistant City Attorney (ACA) Richard if she was prepared to go forward with her case today. ACA Richard responded in the affirmative. She went on to say the Board may recall when this matter was last discussed, Mr. Kendrick was given an opportunity to file an amended complaint over her objection; however, she was told that she would be given an opportunity to move to strike portions of his amended grievance. ACA Richard further stated that she would like to take this matter up before the Board enters into Mr. Kendrick's hearing.

Chairman de la O asked for the number of witnesses on both sides. Mr. Kendrick responded that he has seven witnesses and ACA Richard responded that she has three witnesses. Chairman de la O stated it did not look like the Board would finish Mr.

Kendrick's hearing today considering there are 10 witnesses that will be testifying. ACA Richard stated if the Board grants her Motion to Strike that might lessen the number of witnesses. Chairman responded that what ACA Richard is requesting, he could not promise would happen; however, she could present her motion.

ACA Richard stated she is moving to strike Mr. Kendrick's amended complaint that includes an incident that occurred in January of 2011. She went on to say that the Board may recall that when Mr. Kendrick initially filed his complaint, he travelled under Rule 16 and with the help of the Board, he included a violation of Civil Service Rules 14.2 (h) Insubordination, (i) Offensive in Conduct and (r) Antagonistic Toward Superiors and Fellow Employees. ACA Richard directed the Board's attention to Mr. Kendrick's amended complaint and stated nowhere or no how does this particular incident rise to the level of insubordination, offensive conduct, or antagonistic behavior. She went on to say even if these things had happened, they still did not rise to the level of an abuse of power committed by Ms. Madeline Valdes, (former Director of Public Facilities) who simply walked out of a meeting and did not respond to any of Mr. Kendrick's statements so for these reasons, she moves to strike the January 2011 instance and proceed with the incidents submitted in Mr. Kendrick's original complaint.

Chairman de la O asked Mr. Kendrick for his position on ACA Richard's motion. Mr. Kendrick responded that he amended his grievance because there was a pattern of abuse by Ms. Valdes. He went on to say that Ms. Valdes alleged in the record of formal counselling that he was abusive and extremely hostile so by amending his grievance, he wanted to bring to the Board's attention the behavioral pattern of Ms. Valdes when she tried to aggressively intimidate him and his staff during a meeting. Mr. Kendrick further stated that he would have included this incident in his original complaint, but it was not recalled to his mind until after he filed his grievance.

Chairman de la O asked ACA Richard if there was anything else she wished to add concerning this matter. ACA Richard responded this is not a grievance about a pattern of behavior but Mr. Kendrick's complaint started out as a specific abuse of power allegation. She went on to say that Ms. Valdes was the department director so even if she changed the focus of a meeting and questioned Mr. Kendrick regarding whether a particular employee was trained, that instance cannot rise to a level of an abuse of power or support any of the charges levied against Ms. Valdes. Mr. Kendrick responded that the Civil Service Rule 14.2 also includes language about being antagonistic towards fellow employees and stated that this rises to the level of the formal counselling which in his opinion is a clear case of an abuse of power. He went on to say that the Board could make this determination after the witnesses have all testified and stated how they felt in their dealings with Ms. Valdes.

Chairman de la O stated as he reads Mr. Kendrick's amended grievance, he would agree with the department that the fact that Ms. Valdes may have changed the focus of the meeting would not rise to the level of any violation, but when Mr. Kendrick began to defend himself as to the accusation, according to the allegation, Ms. Valdes jumped up and said, "I do not have to listen to this!" and left the room, leaving the three employees still sitting in her office. He went on to say that he thinks the question for the Board is whether that incident rises to the level of a violation as alleged by Mr. Kendrick. Chairman de la O stated that he needs a motion on the department's position to strike the January 2011 incident that Mr. Kendrick wishes to include as part of his complaint.

Member Silverman stated that before addressing the motion, he would like to know if Ms. Valdes is still employed with the City of Miami. ACA Richard responded in the negative. Member Silverman asked if there are any disciplinary actions pending against Mr. Kendrick. ACA Richard responded in the negative.

Member Moy made a motion to include Mr. Kendrick's new allegation to his complaint. Chairman de la O stated that he only needed a motion if a Board Member felt the January 2011 incident should not be included.

Chairman de la O asked Mr. Kendrick what is it that he wishes the Board to do since Ms. Valdes is no longer employed with the City of Miami. Mr. Kendrick responded that his whole purpose for coming before the Board is to exonerate himself. He went on to say that somebody needs to listen to his side of the facts because the allegations that Ms. Valdes included in the Record of Formal Counselling are not correct.

Chairman de la O stated [so that it is clear] Mr. Kendrick's concern is the Record of Formal Counselling that is not appealable to the Board. ACA Richard responded that Mr. Kendrick was given the opportunity to affix his rebuttal to the record of formal counselling, which he did, and both documents were included in his personnel file. Chairman de la O asked ACA Richard if she plans to call Ms. Valdes to testify. ACA Richard responded in the affirmative. Chairman de la O stated that since Ms. Valdes will be testifying, there was no need for the Board to address the matter about the formal counselling now.

Member Silverman asked Mr. Kendrick, at the end of the day, what was he asking the Board to do? Mr. Kendrick responded that he wants the Board to issue a report to the City Manager stating that he was unfairly treated and that this report be placed in his personnel file.

Chairman de la O asked Mr. Kendrick would he also be recommending that the record of formal counselling be removed from his personnel file. Mr. Kendrick responded in the affirmative. ACA Richard responded that the Board can make the recommendation to remove the record of formal counselling from Mr. Kendrick's personnel file, but it cannot be removed. She went on to say that if the issue is surrounding Mr. Kendrick's record of formal counselling, then the Board should not be dealing with the January 2011 meeting. ACA Richard further stated nothing regarding that meeting is in Mr. Kendrick's file and there is nothing to clear regarding his name, because it was a meeting that occurred between a distinct group of people.

Chairman de la O stated that ACA Richard made a good point and asked Mr. Kendrick if the record of counselling does not include the January 2011 meeting, why should the Board consider that matter today. Mr. Kendrick responded that his record of formal counselling would not have included the January incident because it was Ms. Valdes who jumped up and left the room. He went on to say that it is convenient for Ms. Valdes not to bring a matter up when she commits an act and that it is also convenient for Ms. Valdes to prejudice a situation.

Throughout the Board's discussion, no motion was made to strike Mr. Kendrick's amended grievance.

The Board entered into the grievance hearing on behalf of Peter Kendrick, the Complainant.

Peter Kendrick, Lease Manager, represented himself.

Janeen Richard, Assistant City Attorney (ACA), represented the Department.

The Rule of Witnesses was invoked and all witnesses were sworn in individually. Witnesses for the Complainant appeared in the following order:

1. Miguel Villalobos, Property Management Specialist, City of Miami, Department of Public Facilities.
2. Corina Esquijarosa, Private Citizen (former Public Facilities employee). Questions were posed by Board Members Moy, Dames, Kaplan, and de la O during the testimony of Corina Esquijarosa.
3. Olga Zamora, Senior Project Representative, City of Miami, Department of Public Facilities. Questions were posed by Board Members Kaplan, de la O, Dames, and Moy during the testimony of Olga Zamora.
4. Peter Kendrick, Lease Manager, City of Miami, Department of Public Facilities, testified on his own behalf. Questions were posed by Board Members Dames, Kaplan, and Moy during the testimony of Peter Kendrick.

The Grievant rested his case.

Following the Grievant's testimony, Member Kaplan asked if the Board has the authority to consider a record of formal counselling to determine whether it is right, wrong, or can be reversed. Chairman de la O responded in the negative. Member Kaplan stated at the beginning of Mr. Kendrick's hearing, he stated that he wanted to clear his name so does this mean that he merely wants to testify, introduce documents, or does he want the Board to do something for him? Chairman de la O responded that Mr. Kendrick brought an abuse of power claim and he wants the Board to make a report to the City Manager that there was an abuse of power and the result of the abuse of power was an erroneous record of formal counselling. He went on to say that Mr. Kendrick cannot directly appeal the record of formal counselling, but that is the question the Board will address as a finding. Member Kaplan asked if it is really an appeal. Chairman de la O responded in the affirmative. He went on to say that while it is like an appeal, Mr. Kendrick must meet the burden of establishing an abuse of power as opposed to just proving that he was right.

Member Silverman stated that no matter how you slice it, this matter before the Board is strictly an appeal of a record of formal counselling and this Board has no authority whatsoever to do so. He went on to say it is not the function of the Board to go into matters of how management handles things because there are other procedures in place to handle such matters. Member Silverman further stated this is a whole different ball game starting with who said what to whom and he just does not believe this Board has authority to hear this appeal which is why he thinks the Board should dismiss this charge.

Following discussion, the Board entered a motion to dismiss the charge brought by the Complainant. Prior to Board discussion on the matter, the Board heard from Mr. Kendrick and ACA Richard as they provided their positions on the motion.

Under discussion on the motion by the Board, Chairman de la O stated that it bothers him that a record of formal counselling can be based on a complete falsehood; however, he is not saying that is what happened in this case before the Board today, because the Board has not reached that point yet. He reiterated that it bothers him to think that the record of formal counselling can be placed in an employee's personnel file. Chairman de la O stated that a record of formal counselling does have an effect because if it does not have an impact or does not mean anything, the Board should not have this hearing. He went on to say if record of formal counselling does mean something and it is based on a complete falsehood, then he thinks it can rise to a level of an abuse of power, so he is not ready yet to dismiss Mr. Kendrick's case. He went on to say he was not sure which way he would rule on the facts but it certainly seemed to him that if you accept

everything that Ms. Valdes wrote in the record of formal counselling although the Board has not heard her testimony yet, at least three of the allegations listed are not supported. Chairman de la O further stated that maybe Ms. Valdes can put some meat on the bone, but he was not ready to dismiss Mr. Kendrick's case.

Member Dames stated that he has been hearing things about the Public Facilities Department since he has been a Board Member and that Mr. Kendrick is the third employee to bring a complaint against Ms. Valdes. He went on to say that during Ms. Zamora's testimony she used the word "bully" to describe Ms. Valdes, which is a form of an abuse of power. Member Dames further stated that Ms. Zamora, Ms. Esquijarosa, and Mr. Kendrick were all credible witnesses and they take their professions seriously.

Following discussion, the motion on the floor to dismiss Mr. Kendrick's case resulted as follows:

Motion by Member Silverman, seconded by Chief Examiner Kaplan, that this matter be APPROVED. FAILED by the following vote.

Aye: Kaplan and Silverman

No: de la O, Dames and Moy

The motion having failed, the Board continued with the Grievant's hearing.

The Grievant brought to the Board's attention that his last witness appeared to testify and he would like to call her at this time. Hearing no objection from opposing counsel, witnesses for the Grievant continued in the following order:

5. Dr. Mary Leckband, Assistant Director, City of Miami, Department of Human Resources. Questions were posed by Board Members Kaplan and Moy during the testimony of Dr. Mary Leckband.

The Grievant rested his case.

Witnesses for the Department appeared in the following order:

1. Madeline Valdes, Private Citizen/former Director, City of Miami, Department of Public Facilities. Questions were posed by Board Member Moy during the testimony of Madeline Valdes.

2. Aldo Bustamante, Real Estate Manager, City of Miami, Department of Public Facilities.

The Department rested its case. Olga Zamora was recalled as a rebuttal witness on behalf of the Grievant. The Grievant rested on rebuttal and the Department waived rebuttal. The Board then proceeded to closing arguments that were presented by the Grievant and ACA Richard.

Following final argument, Chairman de la O stated that he stands by his position that a record of formal counseling should be reviewable via an abuse of power [investigation by the Board pursuant to Rule 16.1] and that is because he believes a supervisor certainly can abuse their power by creating a record of counseling where there is no truth to it. He went on to say that if that is the case, he thinks the Board should have the right to protect the employees that are being treated in that fashion; however, he cannot say that happened in this case, but it was a close call. Chairman de la O further stated as he sat listening to the testimony of witnesses, it was like watching a basketball game where all the action happens in the last two minutes of the game. He stated after Ms. Valdes testified, he did not know who to believe because she and Mr. Kendrick were

saying different things so in that instance he did not think Mr. Kendrick proved his abuse of power claim. Chairman de la O went on to say that when Mr. Bustamante testified, he was quite sure that Mr. Kendrick could not prove his abuse of power claim because Mr. Bustamante testified and Mr. Kendrick agreed that he (Kendrick) did sign out and returned [to the office]; however, when he reviewed the sign-in log, the log contradicted Mr. Bustamante's testimony because if he believed the entries recorded on the sign-in log, Mr. Bustamante was not present and nor was the secretary (present at the time of the incident involving Ms. Valdes and Mr. Kendrick). Chairman de la O stated he then had to ask himself for what reason would Mr. Bustamante testify if he was not present and that would be because he was trying to help out Ms. Valdes. He went on to say for someone to say something that they do not have a basis for having knowledge about a certain matter made him believe that maybe some individuals got together to make up a story about Mr. Kendrick and it also made him think that maybe there was an abuse of power. Chairman de la O further stated that he is not saying that Mr. Kendrick does not have any credibility because he does have a dog in this fight, but Ms. Zamora was the most credible witness he heard all day. He went on to say that according to Ms. Zamora's testimony, she said some things that helped and also hurt Mr. Kendrick's case, but she did not come to the hearing with an ax to grind on any particular side. Chairman de la O further stated the last thing Ms. Zamora said was that she heard both Ms. Valdes and Mr. Kendrick screaming so he did not think he would have counseled Mr. Kendrick in the form of a written document, but he probably would have talked with Mr. Kendrick about the matter instead to see if something was going on [with him] and why was he screaming at Ms. Valdes. He stated that he also did not think Ms. Valdes should have been screaming at Mr. Kendrick. Chairman de la O further stated that whenever a director and an employee have a dispute and formal counseling is issued, he does not think this Board should step in because he felt Mr. Kendrick's response to the record of formal counseling was sufficient to take care of the matter. He stated if the formal counseling was being used in a way to punish Mr. Kendrick and it was based on a complete lie, he thinks it would be proper to bring forth an abuse of power claim, but he could not in good conscience say there was an abuse of power in this case [before the Board today].

Chairman de la O asked if any other Board Member wished to state their position. Member Kaplan stated that he thinks the charge of misconduct could be found in a close reading of the emails and that he thinks Mr. Kendrick clearly abused the correct way to relate with his supervisor, which stood out very clearly.

Member Moy stated that a lot of things are put in an employee's personnel file that might be derogatory and there is no recourse for the employee to appeal. He went on to say that this can be very damaging to the employee especially if the employee is being considered for promotion since the employing department gets to review the employee's file (that can be used as a disqualifier) for getting the job. Member Moy further stated this is the first time since sitting as a Board Member that the Board ever consider a record of formal counseling. He stated that he listened to this case in its entirety and thought that Mr. Kendrick's testimony was very credible. Member Moy went on to say that in listening to the testimony, there were a lot of false accusations made and it seemed to be a lot of bad blood in the department, so it depended on who you believed and he believed Mr. Kendrick's (testimony). Member Moy went on to say that he thought there was poor communication between Ms. Valdes and her staff because at best, it was not clear to whom Mr. Farias was assigned. Member Moy further stated Ms. Valdes summed things up at the end of her testimony by saying that she hired Mr. Farias to work for her. He further stated that he believed the testimonies of Olga Zamora, Corina Esquijarosa, and Miguel Villalobos were credible but there was something left out with regards to Dr. Leckband's testimony. Member Moy stated that he believed that Ms. Zamora's testimony was that she went to Dr. Leckband to vent about a situation, but the Board only heard a part of what occurred, so he believed there

were additional complaints made against Ms. Valdes. He went on to say that he knows the importance of clearing one's name because sometimes your name is all that you have in the City [as a City of Miami employee]. He further stated that some employees put their hearts and souls into their job and end up with a record of formal counseling in their personnel file and he thinks this needs to stop.

Member Dames stated that Mr. Kendrick does have a good name. He went on to say that he agreed with Member Moy and he understood why Mr. Kendrick did what he did. Member Dames further stated the Board has heard a lot about Ms. Valdes in that Mr. Kendrick is the third employee who has worked under Ms. Valdes that filed a complaint with the Board. He stated that the main thing he wanted on record was Mr. Bustamante coming before the Board and lying about the time he was in the office, which the Chairman proved he was not according to the sign-in log. Member Dames went on to say he felt what Mr. Bustamante did was criminal and that he believed all of Mr. Kendrick's testimony.

Member Silverman stated the reason this is the first case of the Board considering a record of formal counseling is because the Board has no authority to hear an appeal for a record of formal counseling. He went on to say that using the grievance procedure was a "backdoor" to the Board hearing this matter, but it should have never taken place. Member Silverman further stated the Record of Formal Counseling form provides for an employee to make comments (rebuttal) if the employee is not satisfied with formal counseling and if Board Members feel that a person should be able to appeal a record of formal counseling, then it should change its Rule, but as the Rules are currently written, there is no provision for appeals of formal counseling to come before the Board. He stated that he made a motion earlier to deny Mr. Kendrick's abuse of power claim and he still feels the same way.

Following discussion, the Board entered a motion to DENY the Grievant's abuse of power claim that he filed pursuant to Rule 16 (finding that there was no abuse of power). The motion resulted as follows:

Motion by Member Silverman, seconded by Chairperson de la O, that this matter be APPROVED. PASSED by the following vote.

Aye: Kaplan, Silverman and de la O

No: Dames and Moy

ADJOURNMENT:

The Chairman called for a motion to ADJOURN which resulted as follows:

Motion by Member Silverman, seconded by Chairperson de la O, to APPROVE. PASSED by the following vote.

Aye: Kaplan, Silverman, de la O, Dames and Moy

Breaks were taken at 10:52-10:59 a.m. and 12:03-12:08 p.m. The meeting ADJOURNED at 2:10 p.m.

SIGNATURE:

Miguel M. de la O, Chairperson

ATTEST:

Tishria L. Mindingall, Executive Secretary

