



EXECUTIVE BOARD MEETING

MAY 16, 2022

Toombs Co. Service/Senior Center
107 Old Airport Road, Vidalia, GA 30474
and
Conference Call



EXECUTIVE BOARD MEETING

Monday, May 16, 2022
10:00 a.m.

MEMBERS PRESENT:

ROSE BAILEY
MEMIE BONEY
ETHELYN CREECH
WILLIAM GEORGE
BOBBY KENNEDY
SYNITA D. MATHIS
KIM MORGAN
TINA SMITH

CATHY BENTON
LEONARD BURSE, JR.
MICHAEL GARVIN
WALTER GIBSON
LEE LEWIS
LINDA MCDUFFIE
GLORIA PAULK
CLARENCE WASHINGTON

MEMBERS NOT PRESENT:

MICHAEL-ANGELO JAMES
JAMES THOMAS, SR.

ANTHONY SIMMONS

MEMBERS NOT PRESENT WITH EXCUSED ABSENCES:

SAM EDGAR

HS POLICY COUNCIL CHAIRPERSON PRESENT: TIFFANY LANNING

OTHERS PRESENT:

BRYAN SINGLETON
HAYLEY STEPHENS
AMANDA LANKFORD
DIANE ROGERS
SONJA EASON
HUEY SPEARMAN
TINA HENDLEY

SHELLI TYRE
ELENA RYALS
JEFFREY MILLER
JO ANNE BROOKS
ANNA WALL
CAROLYN BLACKSHEAR
MIKE MAHLUM

- I. **CALL TO ORDER:** Leonard Burse, Jr., Executive Board Chairman, called the action pact Executive Board meeting to order at 10:07 am at the action pact Toombs County Service & Senior Center, located at 107 Old Airport Road in Vidalia, Georgia and also via a Conference Call.
- II. **INVOCATION:** Mr. Bobby Kennedy, Executive Board member representing Tattnall County, gave an invocation prayer to start the meeting.
- III. **ROLL CALL:** Gloria Paulk took the roll call. A quorum was established with a combined total of sixteen (16) Executive Board members. (See attached roll call copy.)

IV. APPROVAL OF AGENDA AND BOARD MINUTES:

Mr. Burse asked Synita Mathis to explain to the Board the purpose of the handout she provided to each member prior to the meeting. Mrs. Mathis explained that the handout is a proposed amendment to the minutes of the Called October 2021 meeting. In order to give Board members time to look over the proposed amendment, the item will be tabled and may be voted on at the next meeting.

Leonard Burse, Jr., Executive Board Chairman, entertained for a motion to approve the agenda for today, May 16, 2022, and the minutes from the last Executive Board meeting of March 21, 2022.

Michael Garvin asked to add Executive Session to today's agenda. Mr. Burse asked the purpose of the Executive Session, and Mr. Garvin stated personnel.

Michael Garvin made a motion to approve the agenda for today, May 16, 2022 Executive Board meeting, with the added Executive Session and the minutes from the last Executive Board meeting of March 21, 2022. Clarence Washington seconded the motion. Mr. Burse called for discussion. Hearing none, he called for a vote. All in favor said aye, and the motion was carried.

V. OLD BUSINESS:

Synita Mathis asked that a correction be made to the minutes from the March 21, 2022 Board meeting. Under Old Business, Mr. Burse stated that the October 6, 2021 called Board Meeting minutes had already been approved at the January 24, 2022 Executive Board meeting. Ms. Mathis pointed out that the correct date should be November 15, 2021. The correction is duly noted.

Bobby Kennedy asked that the board revisit the agency policy regarding the role of Board Committee decisions versus the full Board decisions. Mr. Huey Spearman, agency attorney, stated this will be looked into.

VI. NEW BUSINESS:

A. Finance & Audit Committee Report – Cathy Benton, Board Member

Mrs. Benton reported on the Finance & Audit Committee meeting of Thursday, May 12, 2022. Roll call was taken, and a quorum was present. Executive Director Bryan Singleton welcomed the Committee members, expressed his appreciation to Auditor Pat Muse, and offered commendations to Fiscal Director Hayley Stephens and her team, before turning the meeting over to Pat Muse.

Mr. Muse opened by stating that his team's job was made easier by the work of Hayley and the Fiscal team. He began his presentation with the Independent Auditor's Report – overall the agency received an unmodified and clean audit report. Mr. Muse stated that the financial statements were presented fairly and accurately, and that there are no conditions of substantial concern.

Mr. Muse shared that the agency has a refundable advance of \$1.7 million from PPP funds, that will be returned. Bryan Singleton updated the Committee that the

funds, which had originally been forgiven by both Fountainhead and the SBA, are set to be returned through ACH. Mr. Muse explained that the agency now has a new long-term liability due to obtaining the mortgage for the administrative building. The mortgage balance as of 10/31/2022 was approximately \$2.3 million.

LIHEAP and the HHS portion of Weatherization were the programs that were tested in this year's audit. No findings were reported in either program. The agency is cited as a low-risk auditee, with no findings and on-time filings. Mr. Muse stated the agency is in good financial condition.

Mr. Muse noted that the report includes other required communication, which is now required for all agencies with governance. The two new required risks, which apply to all audits done by Pat Muse's firm, include management override of internal controls and fraudulent revenue recognition. The audit team performed tests to ensure that these risks are minimal, and no discrepancies were found. Bryan Singleton asked Mr. Muse if there were any recommendations to help the agency mitigate these risks even more. Mr. Muse stated that the agency has checks and balances and a strong system of internal controls already in place and that his team did not find any weaknesses.

Mr. Muse summarized the audit report by stating that his team encountered no difficulties, no misstatements, and no disagreements with management. He further commented that his team prepares the financial statements for most of the non-profits they audit; however, the fiscal team at action pact has the expertise to prepare their own. He commended the fiscal team for the accuracy of the statements. Deputy Director Shelli Tyre pointed out that the fiscal team taking on this task produces a significant savings to the agency.

Accolades were given to Fiscal Director Hayley Stephens and her team at the Executive Board meeting of May 16, 2022. Michael Garvin suggested an incentive for the team for a job well done and the savings incurred by the team completing the financial statements. (See entire Finance/Audit Committee meeting report for May 12, 2022)

Leonard Burse entertained for a motion to accept the Finance & Audit Committee report given by Committee Chair Cathy Benton. Synita Mathis made the motion, seconded by Michael Garvin. With no further discussion, Mr. Burse called for a vote. All in favor said aye, and the motion was carried for the Finance & Audit Committee report to be accepted.

B. Mission Moment – Shelli Tyre, Deputy Director

Executive Board Members Birthdays, since the last board meeting:

- Ethelyn Creech – April 25th
- Bobby Kennedy – April 18th
- Anthony Simmons – May 9th

- William George – May 18th

Dr. Tyre stated the **Mission Moment** today focuses on WHY we are here -- to help others in our communities. Pam Fountain, Toombs County Center Manager, shared the following story...

Nurse Kyondra Polke knows partnering with action pact is a prescription for success! She approached action pact as a struggling CNA living in public housing. Now, the LPN lives in a rental home, and her career is on the upswing.

The single mother of four children shared her life goals with action pact staff in the fall of 2020 and expressed interest in Case Management. The program offered financial assistance and encouragement, which she needed while completing the requirements for LPN certification. Ms. Polke entered CARES Case Management in February of 2021. She and Pam Fountain, Toombs County Coordinator, joined forces to stabilize the household, so Ms. Polke could focus on school.

Eventually Ms. Polke entered the final phase of her studies. Not only was Ms. Polke having to travel to out-of-town to clinical sites, but she also had to reduce her work hours as a CNA to weekends only. Although she was closing in on her goals, times were hard. With reduced household income and additional expenses, Ms. Polke was falling behind on her bills. Action pact was able to assist with these expenses, freeing her to concentrate on her studies. While Ms. Polke's passion for nursing drove her, it was her children and her determination to give them a better life, that kept her going!

Ms. Polke's journey was not without challenges. There were times she shed tears of frustration and doubted she would ever reach her goal. Acting as a mentor, encourager, advocate and accountability partner, Ms. Fountain would always redirect Ms. Polke's eyes to the prize – becoming an LPN.

On July 29, 2021, Ms. Polke was awarded her LPN degree from Southeastern Technical College and moved one step closer to her goal of becoming a Registered Nurse (RN). Ms. Polke even met a goal not on her original case plan while working with Ms. Fountain. She honed her resume' writing skills as the two of them turned their attention to securing her a full-time position as an LPN.

Ms. Polke has now transitioned out of Case Management and will start a new job with Memorial Health in Vidalia on April 12, 2022. Her starting salary as an LPN is \$20.00 an hour with benefits. Another advantage is that she will no longer have to work evenings and weekends and can spend more time with her children.

However, this is not the end of Ms. Polke's success story, but rather the start of a new chapter. Ms. Polke will return to Southeastern Technical College in August to begin work on her most ambitious goal yet – earning an RN degree!

C. Head Start Program Report – Amanda Lankford, Head Start Director

Mrs. Lankford gave the Head Start program report which contained the March Policy Council documents, the monthly statistical and programmatic information, monthly financial reports, monthly personnel, and monthly credit card expenditures:

WEX – February 2022 - \$12,245.86 **VISA** – February 2022 - \$1,909.93

Mrs. Lankford also noted some information from the Office of Head Start since the last Executive Board meeting:

- Information Memorandum – Head Start Categorical Eligibility for families eligible for the Supplemental Nutrition Assistance Program. (SNAP)
- FY 2022 Head Start Funding Increase – 2.28% COLA & Quality Improvement Grant (Hire/Train a Registered Behavior Technician) due June 1, 2022. Total funding: \$301,397
- Program Improvement (One-Time) Request Opportunity – 7 new food transporting vehicles and 2 new work trucks - not to exceed \$430,000.

Enrollment/Recruitment Updates:

- Enrollment - Head Start: 567 Early Head Start: 203
- Family Advocates in all counties are working on re-enrollments.

Mrs. Lankford reported the following Head Start program updates:

- During the month of February, Head Start had 9 positive COVID cases. There were no positive COVID cases during the month of March.
- The last day of school for Head Start & Pre-K was May 13th and the last day for Early Head Start is May 31st.
- Early Head Start will have summer sessions on Wednesdays in June and two Wednesdays in July.
- Kindergarten Kickstart for rising Kindergarteners will be held May 16th – May 27th in all counties.
- Head Start Centers are preparing for End of Year Programs, which will be held virtually, drive-thru, or on the playgrounds.
- Classroom and playground orders are being placed for all of the centers. Head Start staff is going into each classroom and looking at all furniture, materials, and supplies and replacing any old or worn items.
- The 2021-2022 Head Start Staff of the Year selections are as follows:
Overall – Carol Clarke; Teacher – Breonna Milton; Teacher Assistant – Shantier Coffee; Family Advocate – LaCarol Cummings; Coach – Caroline Thomas; Custodian – Robert Owens; Nutrition – Clara Jackson;

Floater -- Kay Brown; Interventionist -- Charlene Johnson; and Center Coordinator -- Crystal White.

Grants/Awards for board approval:

- FY 2022 Head Start Funding Increase -- COLA & Quality Improvement Grant
- Head Start Program Improvement (One Time) Request

Synita Mathis asked Mrs. Lankford to elaborate on the new SNAP eligibility. Mr. Clarence Washington asked how the Head Start program surpluses vehicles and classroom furniture. Ms. Lankford answered all questions.

Leonard Burse, Executive Board Chairman entertained for a motion to accept the Head Start report given by Mrs. Amanda Lankford. Cathy Benton made a motion to accept the Head Start report. Michael Garvin seconded the motion. Mr. Burse called for discussion. Hearing none, he called for a vote. All in favor said aye and the motion was carried for Head Start report to be accepted. (See entire Head Start report in the board packet.)

D. Human Resources Report -- Sonja Eason, HR Director

Mrs. Eason reported on the Health and Wellness of action pact.

Retirement Plan Updates:

- Empower Retirement plan balance from \$7,673,768
- The average participant balance from \$26,012.77

Human Resources Metrics since 3/21/2022: New hires -- 19; Terminations -- 12

Total Employees -- 370

Full time -- 335; Part time -- 11; Limited Services -- 9; and Temporary -- 15

Demographic Data: Females -- 333 and Males -- 37

Ethnic Data: Black -- 175; White -- 183; Other -- 12

Leonard Burse, Jr. entertained for a motion to accept the Human Resources report as given by Sonja Eason. William George made a motion to accept the report. Michael Garvin seconded the motion. Mr. Burse called for discussion. Hearing none, he called for a vote. All in favor said aye and the motion was carried to approve the Human Resources report. (See entire HR report in the board packet.)

E. Fiscal Report -- Hayley Stephens

Miss Stephens reported the Fiscal department is continuing to hold monthly budget meetings with each program director. Each grant is currently operating within the approved budget.

The agency auditors, McNair McLemore Middlebrooks & Co. have completed the audit of the October 31, 2021 financials. The auditors issued an unmodified opinion, and no material weaknesses or significant deficiencies were identified. An unmodified opinion is issued when the auditor believes the financial statements are presented, in all material respects, in accordance with the applicable financial reporting framework. The Audit Committee meeting was held on May 12th with Mr. Pat Muse.

Mr. Leonard Burse, Jr. entertained for a motion to accept the Fiscal report. Walter Gibson made a motion. Synita Mathis seconded the motion. Mr. Burse called for discussion. Hearing none, he called for a vote. All in favor said aye, and the motion was carried. (See entire Fiscal Report in the board packet.)

F. Information Technology Report – Joey Wilkes, IT Director

Joey Wilkes, IT Director, was not present at the Executive Board meeting due to having some emergency surgery. Mr. Singleton gave his report.

- Fiber was installed at the Willacoochee Head Start center.
- KnowB4 Cyber Penetration Test and Training has begun. This is cyber security training for the action pact staff. Additional training will be provided to those staff who fail the tests.
- Bulloch County Service Center Internet Café computers were replaced by GA Power
- Service Innovation Team (Single Point of Entry) DAS is ongoing.

Mr. Leonard Burse, Jr. entertained for a motion to accept the Information Technology report. Clarence Washington made a motion. Walter Gibson seconded the motion. Mr. Burse called for discussion. Hearing none, he called for a vote. All in favor said aye, and the motion was carried.

G. Development Report – Elena Ryals, Development Director

Elena Ryals, Development Director, reported on the following:

- Upcoming grant submissions (Altamaha EMC, GA SNAP ED, Amazon Web Services)
- Transportation project update – Began driving mid-April, with two men driving to Coastal Pines Technical College - GED program. One lady finished her GED, because of the action pact Transportation Project.
- DCA Homelessness Program Update – Action pact is partnering with OATH. The funding has been extended for an additional year, through September 2023.

Mr. Leonard Burse, Jr. entertained for a motion to accept the Development report as given. Walter Gibson made a motion. Bobby Kennedy seconded the motion. Mr. Burse called for discussion. Hearing none, he called for a vote. All in favor said aye, and the motion was carried.

H. Deputy Director Report – Shelli Tyre, Deputy Director

Shelli Tyre, Deputy Director, reported on the Strategic Plan of action pact. The three goals and progress are:

1. GOAL: Research and implement a single point of entry system that will better track clients, goals, and data.
PROGRESS: In progress – led by Joey Wilkes, IT Director.
2. GOAL: Develop and implement an organization-wide dashboard to track and report organizational and program outcomes.
PROGRESS: Completed.
3. GOAL: Build organizational capacity by diversifying revenue streams and increasing unrestricted fund balances.
PROGRESS: Completed.
(See action pact dashboard FY 2022 attached for review.)

Ms. Tyre noted that Board giving has increased to 50% and thanked the Board members for their contributions and support of the 2nd Annual Rubber Duck Race.

Staff Satisfaction Survey

A staff survey was conducted in April. In total, 204 employees participated, representing all programs. Listed below are some data points from the survey:

- 95% of staff responded that they are proud to work for action pact.
- 90% feel empowered to make decisions to best serve their clients.
- 84% are encouraged to come up with better ways of doing things.
- 82% feel their career goals can be met at action pact.
- 85% say action pact provides them an opportunity for growth & development.
- 84% feel action pact offers benefits and incentives that positively impact them.
- 84% believe that diverse perspectives are valued and encouraged in their department.
- 92% see a clear link between their work and the agency's mission.
- On a scale of 1-100, the average overall job satisfaction is 85.

Data suggests that communication, within the agency, programs, and centers, is an area that can continue to improve. Work will be done on strategies to ensure that staff are informed of the activities and direction of their individual departments as well as the agency. (See the entire Deputy Director's Report in the board packet.)

Mr. Leonard Burse, Jr. entertained for a motion to accept the Deputy Director's report as given. William George made a motion. Walter Gibson seconded the motion. Mr. Burse called for discussion. Hearing none, he called for a vote. All in favor said aye, and the motion was carried.

I. Program Reports

Educational Talent Search – Carolyn Blackshear, ETS Director

Mrs. Blackshear reported the ETS program is moving along on schedule for the month of May 2022. The program has reached their enrollment quota of 1,021 eligible Educational Talent Search participants for the year. ETS has recruited and provided services to over 1,059 students in this academic school year. There are 258 seniors who will be graduating in May 2022 from the target area high schools. Most of the students are in honors classes. (See entire ETS program report in the Board Packet.)

Community Care Services Program – Ms. Tina Hendley, CCSP staff person, reported the following:

- The goal of the Community Care Services Program is to help seniors and the disabled remain in their homes and communities and avoid nursing home placement. Their program year began July 1st and since then they have served a total of 1,219 unduplicated clients. (1048 in the Heart of GA and Coastal area and 171 in the Southern area.)
- The program is continuing to do all assessments, care plans, and monthly contacts by phone. Once the Federal Public Health Order is lifted for the frail elderly, the CCSP program will have 6 months to be fully compliant in making home visits to all clients. As of now, it looks like phone assessments/care plan reviews will continue to be made via the phone. The CCSP program has purchased personal protection equipment (gloves, mask, sanitizer, shoe covers, etc.) for the staff to use once home visits are made again. Protecting action pact's clients and staff is a priority.
- The CCSP department is going to join with the Weatherization Program to help clients that are needing a ramp to enable them to leave their home safely. CCSP will use surplus dollars to pay for the supplies and the Weatherization staff's time to build the ramps for the CCSP clients. Both programs joined forces several years ago and the project was a huge success. It is anticipated to build approximately 8–10 ramps. The ramps will not be built until the care coordinators can make a home visit to those clients that have stated they need a ramp. If the care coordinator agrees, then Jeff Miller will be notified for him to begin the process. These visits will be made throughout the summer. (See the entire CCSP report in the board packet.)

CASA Report – Mrs. Anna Wall, CASA Director, reported the following summary of program activities/accomplishments of the CASA program:

- March 17, 2022 – CASA spoke with the Women's Missions at Victory Methodist Church in Manor. That group is now donating \$50.00 a month to CASA for a year.

- March 29, 2022 – CASA spoke with the ladies in treatment at Garden Gate Facility and answered questions about working their case plan, the importance of staying in contact with DFCS, and how to best work towards reunification with their children.
- April 12, 2022 – CASA presented to Rotary and recruited for volunteers.
- The CASA Poopalooza was held April 29, 2022 and a total of \$7,080.00 was raised with 16 sponsors participating. (See entire CASA report in the board packet.)

Weatherization – Jeff Miller, Weatherization Director

- The 2022 State Plan has been approved by the Department of Energy (DOE).
- The new DOE contracts are being routed through GEFA for approval.
- GEFA is still reviewing CHP monitoring reports and will contact the agencies for review prior to sending them out.
- GEFA is awaiting allocation amounts from DOE for the new DOE contract, no word on when a final budget will be announced.
- Weatherization is continuing to streamline operations to be able to function under the current funding to allow for maximum amounts of program funds to assist clients.
(See the entire Weatherization program report in the Board Packet.)

Community Services – Diane Rogers, Community Services Director

Nutrition Program for the Elderly

- May is Older Americans Month and all senior centers are planning special activities throughout the month including special outings, as well as special activities at all sites.
- A ribbon cutting is planned at the Toombs County Service Center on May 25th at 4 pm. The center is located at 107 Old Airport Road in Vidalia, and all board members are invited. CSBG is hosting this event to “unveil” all the recent upgrades at the site.

Community Services

- CSBG CARES funds have been used to assist 291 households at risk of eviction since October 1, 2021. Fiscal year 2022 CARES payments to landlords’ total \$277,836.
- 335 direct benefit payments totaling \$292,511 have been made since fiscal year 2022 began on October 1, 2021. This total represents crisis intervention payments to prevent loss of housing and/or basic services, employment support, education support, childcare, and transportation assistance.
- Through the work done at the action pact County Service Centers, during the current year:
 - 35 adults have obtained employment
 - 314 families or individuals have avoided eviction or foreclosure

- 1,767 households avoided utility disconnection
- 302 households gained access to emergency food
- 42 households report improved financial well-being
- 24 individuals obtained child support

Low-Income Home Energy Assistance Program (LIHEAP)

- The program began as scheduled on November 1st. 7,058 households have been served as of May 6, 2022. A total of \$6,576,600 in payments have been approved.
- The Cooling Program began on April 1st for elderly and homebound households and on May 1st for the general public. As expected, on May 1st, there were very few appointments available only in a few counties.

Low-Income Home Water Assistance Program (LIHWAP)

- The program has served 2,683 households with a total of \$884,806 leaving a balance of \$955,467.
- The average benefit payment to date is \$330. The program allows for payment of 100% of arrearages, late fees, reconnect fees as well as the regular payment of \$200 or \$300.
(See entire Community Services report in the board packet.)

Leonard Burse, Jr., Executive Board Chairman, entertained for a motion to approve the program reports. Bobby Kennedy made a motion. Tina Smith seconded the motion. Mr. Burse called for discussion. Hearing none, he called for a vote. All in favor said aye, and the motion was carried to approve the program reports.

J. Grants/Awards – Bryan Singleton, Executive Director

Bryan Singleton, Executive Director, read and briefly explained the Grants/Awards listings provided in the Executive Board meeting packets. The grants total for the May 16, 2022, meeting was \$801,397.00.
(See Grants/Awards listings in the board packet.)

Leonard Burse, Jr., Executive Board Chairman, entertained for a motion to approve the Grants/Awards. Michael Garvin made a motion. Synita Mathis seconded the motion. Mr. Burse called for discussion. Hearing none, he called for a vote. All in favor said aye, and the motion was carried to approve the Grants/Awards.

K. Executive Directors Report – Bryan Singleton

Bryan Singleton, Executive Director, reported he wanted to offer a tremendous shout out to Hayley Stephens! She has built an amazing team in the Fiscal Department, as demonstrated by the latest audit. Hayley and her team are a shining example of what a collaborative team looks like.

For the past three weeks, Mr. Singleton corresponded with Congressman Buddy Carter's office, seeking assistance with the possibility of retaining the unused PPP loan. As of this date, retaining the funds does not appear to be an option. Therefore, contact has been made to the lender to initiate an ACH transfer. Action pact will be retaining the interest earned on the funds.

Action pact hosted the Waycross/Ware County Chamber of Commerce "Rise & Shine" event on Tuesday, May 10, 2022, at the Waycross Admin. Office. According to the Chamber Executive Director, Paige Taylor, it was the largest turnout she had ever seen. There were approximately 80 people from the community that attended. This would not have been possible without the tremendous outreach that was committed to by action pact several years ago.

Mr. Singleton has been named as the sole finalist for a municipal position in Georgia. As required by state law, this decision of the municipality must be made public for 14 days before becoming official with a signed contract. The two-week period will end on Thursday, May 19th. (See the entire Executive Director's report in the board packet.)

Leonard Burse, Jr., Executive Board Chairman, entertained for a motion to approve the Executive Director's report. Synita Mathis made a motion. Michael Garvin seconded the motion. Mr. Burse called for discussion. Hearing none, he called for a vote. All in favor said aye, and the motion was carried to approve the Executive Director's report.

Leonard Burse, Jr., Executive Board Chairman, entertained for a motion for the Executive Board to go into an Executive Session. Michael Garvin made a motion. Cathy Benton seconded the motion. Mr. Burse called for discussion. Hearing none, he called for a vote. All in favor said aye, and the motion was carried to approve the called Executive Session.

All action pact staff exited the room, and the Executive Board began the Called Executive Session at noon. The Executive Session ended at 12:45 pm and action pact staff re-entered the room.

VII. Adjournment

Leonard Burse, Jr., Executive Board Chairman, entertained for a motion to adjourn the Executive meeting. William George made a motion. Bobby Kennedy seconded the motion. Mr. Burse called for discussion. Hearing none, he called for a vote. All favor said aye, and the motion was carried to adjourn the Executive Board meeting at 12:45 pm. Everyone was invited to stay and eat the lunch prepared by Mrs. Clara Jackson, Lunchroom Manager at Toombs County Head Start.


Gloria Paulk, Corporate Secretary


Jo Anne Brooks, Executive Assistant