



DAUPHIN COUNTY BOARD OF COMMISSIONERS

WORKSHOP MEETING

TUESDAY, JANUARY 7, 2003 (10:00 A.M.)

MEMBERS PRESENT

Jeff Haste
Lowman Henry, Vice Chairman

MEMBER ABSENT

Anthony Petrucci, Secretary

STAFF PRESENT

Robert Burns, Chief Clerk; Julia Nace, Assistant Chief Clerk; Marie Rebuck, Controller; Bob Dick, Treasurer; Phil Spaseff, Recorder of Deeds; Joseph Kleinfelter, President Judge; Jane Marfizo, Register of Wills; Randy Baratucci, Director of Purchasing; Mike Yohe, Director of Budget & Finance; Jim Frandano, Information Technology; Sharon Manton, Director of Personnel; Rick Wynn, Director of Human Services; Mike Pries, Director of Safety and Security; Edgar Cohen, Director of Facility Maintenance; Jennifer Kocher, Director of Communications; Anthony White, Director of Fiscal Affairs; Jeff Foreman, Esq.; Bob Knupp, Esq.; Jane Gordon, Commissioners' Office; Kacey Truax, Commissioners' Office; Lena Martinez, Commissioners' Office; Dan Mosel, Human Services; Gary Serhan, Controller's Office; Faye Fisher, Personnel; Sharon Ludwig, Personnel; Garry Esworthy, Risk Manager; Diane McNaughton, Communications; Bob Christoff, Conservation District; Melanie McCaffrey, Solicitor's Office; Cheryl Buchanan, Purchasing; Shari Eagle, Information Technology; Amanda Chmiola, Commissioners' Office.

GUESTS PRESENT

Reggie Sheffield, Patriot-News; Sondra Mosten, Tom Helsel; James & Deanna Weida, Daniel Graham.

MINUTES

CALL TO ORDER

Mr. Henry, Vice Chairman of the Board, called the meeting to order at 10:00 a.m.

MOMENT OF SILENCE

Everyone observed a moment of silence

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance

APPROVAL OF MINUTES

Mr. Henry: Before we go into our regular agenda of business, I would like to just take a moment to extend a warm welcome and greetings to the newest member of the Dauphin County Board of Commissioners. Commissioner Jeff Haste, of course, is a familiar face to all of us here. He was sworn in last week and has been working very aggressively already on behalf of the taxpayers of Dauphin County. Jeff, it is a personal and professional pleasure to welcome you to the Board and I am looking forward to many years of working together with you on behalf of our citizens. Welcome back.

Mr. Haste: Thank you.

Mr. Henry: We will hold over the approval of the Minutes. We will actually hold them over for two meetings until Commissioner Petrucci returns so that we have two individuals who will be able to vote on those.

PUBLIC PARTICIPATION

Mr. Henry: Do we have any Public participation for a matter that will be one the Agenda today? Yes, sir. Could you come forward and state your name for the record.

Mr. Graham: Good morning. I am Daniel D. Graham. I live here in Harrisburg and I have some comments. I read in your newsletter that the County Commissioners put out that, regarding road projects. Specifically, regarding the intersection of Walnut Street and Progress Avenue which is very congested with auto traffic on the streets. They propose making the improvements including condemning some properties in that area. I am opposed to taking away people's homes and businesses for new roads.

Also new road ways are not the answer. We have enough roads and we don't need any more new roads or new lanes but we do need more bus service and more

railroad passenger transit. More people need to ride on busses and railroad trains and this is the solution to the traffic problems and parking problems.

Also regarding more local bus service we need a lot more local bus service on streets and roads to areas which are not now served by a transit bus service. One specific example that I am interested in is getting bus service running from downtown Harrisburg, Market Square, out to the AMP/Tyco assembly plants. Now Kelly Services is hiring some people for assembly jobs at that plant and I am interested in getting one of those jobs but I can't get out there. There is no bus service. Kelly Services has said that they have been trying to get bus service out there but so far the CAT transit company won't do it. I am asking the Dauphin County Commissioners to provide funds for more bus service and to direct the CAT transit company to greatly increase their local bus service on all the roads including bus service from downtown Harrisburg out to the AMP/Tyco facility for employees and for prospective employees. We need that bus service very much.

Also we need, it has been talked about, we need this regional commuter rail system. I am happy to say that we do have good train service on the present Amtrak line going east and west, thank God. I ride the Amtrak trains myself. I went on beautiful and excellent rides on Amtrak train lines and other railroads, thank God. We need more train service on the tracks that are not now used by passenger trains. Long distance and also local and regional commuter service. I am asking the Dauphin County Commissioners to work on getting more bus service and more passenger train service as soon as possible. Thank you, very much.

Mr. Henry: Thank you, Mr. Graham. We will make sure that your comments get turned over to our representatives on the CAT board. Also relative to the project at Walnut Street and Progress Avenue, that will be handled by the Pennsylvania Department of Transportation and part of their procedure in determining what projects will be done and how they will be done involves a multi-step process that gathers public input. So PennDOT will be holding public hearings on the issue prior to any plan being developed and that will be publicly advertised so I would urge you to attend those meetings as well because they will be the ones who will actually be deciding what the scope of the project will be. Thank you for your comments. Do we have any other comments on an item to be on today's Agenda? Seeing none we will move on.

PERSONNEL

Mr. Henry: Personnel department. Faye, good morning.

- A. Personnel Packet
- B. Proposed non-union pay scales for 2003
- C. Proposed non-union pay increases for 2003

Ms. Fisher: Good morning. Commissioners, there are several Salary Board items to discuss today. We will start with the two that I just handed out. They are for the

Personnel & Payroll department. The first is to eliminate a department Clerk II position and create a benefits assistant position. The second is to eliminate a benefits coordinator position and create a benefits assistant position. Both have been discussed with Commissioner Henry.

Ms. Rebeck: I have a question.

Mr. Henry: Yes, Marie.

(A comment was made by Ms. Rebeck but was not audible on the tape.)

Mr. Henry: The two positions in Human Resources? No.

Mr. Haste: You have copies of everything, Marie?

Ms. Rebeck: Yes I do.

Ms. Fisher: The next transaction is not actually a Salary Board item, I was just told. So it is in your packet as a FYI. We are just simple changing the title of the Grant Administrator to Grants Management Coordinator. The next Salary Board transaction is for District Justice Lindsay's office and that is to abolish a Legal Clerk II position and create a Legal Clerk I position. And then the last Salary Board transaction is to eliminate a per diem RN Supervisor position and create a full time RN Supervisor position for Dauphin Manor.

Mr. Henry: Do any of the Salary Board members have questions of comments relative to the items to be forwarded to next week's Agenda? President Judge Kleinfelter, do you have any comments?

President Judge Kleinfelter: I have no comments. District Justice Lindsay, that's simple a new hire and a II left and the new hire is a I.

Mr. Haste: Commissioner Henry, I would like to ask Mr. Yohe by next week could I have a report on the status of these with the budget. I would like to know what is budgeted for and if so at what level.

Ms. Fisher: Continuing on in the Personnel packet. We have the Workshop Agenda Vacancies listing. There is one position for the Prothonotary's office that I would like this Board to vote on and approve today. Commissioner Henry, this was discussed with you. They have a New Hire to fill this position and they would like this New Hire to be able to give their notice to their employer.

Mr. Henry: We are to vote on that today?

Ms. Fisher: Yes.

Mr. Henry: I recall indicating that we would do it in the first round of meeting but not for a vote today.

Mr. Haste: Is that item 7?

Ms. Fisher: Yes, that is item number 7.

Mr. Henry: I believe the issue is that Mr. Farina is down a number of employees in his department owing to resignations and I believe also retirements, although I'm not sure about that. Were there also retirements?

Ms. Fisher: Yes.

Mr. Henry: And he is in a crunch because of being down. Do you wish to vote on this today or would you like to have it held over to next week?

Mr. Haste: Is it budgeted for?

Mr. Yohe: Which one?

Mr. Henry: For the Prothonotary's office. Clerk II.

Mr. Yohe: Yes.

Mr. Haste: Ok. If it is in the budget then I don't have a problem with it.

Mr. Henry: None of these items, 1-12, are new positions. They are all items that would have been budgeted for, although what we have been doing is attempting to only vote once a quarter on hiring to fill even existing budgeted for positions in order to stay on budget. Steve is down at least three positions, I believe, which is why I agreed that we could move forward on that.

Mr. Haste: If it is covered in the budget then I don't have a problem with it.

Mr. Henry: Do I have a motion that we approve item number 7 on the Workshop Agenda Vacancies listing?

Mr. Haste: So moved.

Mr. Henry: I will second. All those in favor signify by saying aye.

All: Aye.

Mr. Henry: Ok.

Ms. Fisher: Moving on to the Workshop Agenda New Hires listing. I would request that the Board vote on and approve New Hire number 2 which goes along with the Prothonotary's office. And also New Hire number 1 and I believe both of you received an email from Bob Burns regarding New Hire number 1 for the Conservation District.

Mr. Henry: So number 1 and number 2. Number 1, being Conservation District, has Commissioner Petrucci signed off on that?

Ms. Fisher: I don't know.

Mr. Henry: Is Kacey here?

(Kacey made a comment that was not audible on tape.)

Mr. Henry: Commissioner Petrucci is ok with that. It's his oversight.

Mr. Burns: Commissioner, those funds I believe come from the State not from the General Fund.

Ms. Fisher: That's correct.

Mr. Henry: Do I have a motion to approve items number 1 and 2 on the Workshop Agenda New Hires listing?

Mr. Haste: I'll move right now for item number 1. I want to ask a question about item number 2. So I will move that we approve item number 1.

Mr. Henry: We have a motion to approve item number 1. I'll second. All those in favor signify by saying aye.

All: Aye.

Mr. Henry: Item number 2, Commissioner.

Mr. Haste: Is this different from the one that we just did on item number 7?

Ms. Fisher: This New Hire will fill that position that was just approved.

Mr. Henry: What we had to do was approve the vacancy which means we were ready to hire for it and then we have take a second vote to actually hire a specific individual.

Mr. Haste: So moved.

Mr. Henry: I'll second. All those in favor signify by saying aye.

All: Aye.

Mr. Henry: Thank you.

Ms. Fisher: Next we have the Workshop Agenda Changes listing. Just a few transactions. Next we have the Overtime report for pay period 26. And then finally we have an Overtime request for the Prison.

Mr. Henry: I believe the Prison Overtime request is down significantly, isn't it? The Warden had promised that would occur.

Ms. Fisher: Yes, from last time.

Mr. Henry: Yes it is. Good.

Ms. Fisher: That's it for the Personnel packet.

Mr. Henry: Commissioner, do you have any questions?

Mr. Haste: No.

Mr. Henry: Everything else will be held over to next week's Legislative session. Thank you, Faye.

Mr. Henry: We have the Training packet next on the Agenda that is before us.

Ms. Manton: Excuse me, Commissioner. Could I present your 2003 non-union pay scales.

Mr. Henry: I'm sorry.

Ms. Manton: That's alright. We don't usually have additional items on the Agenda. I'll cover B and C together. All of the Salary Board members have received a copy of the packet that I just presented to you. I will just briefly highlight what you have before you for consideration for vote next week. You have the non-union pay scales for professional staff, line staff, directors, nursing management, and non-union part-time employees. The basic process for full-time positions is that we have applied a 2% cost of living adjustment on the scales themselves and then each employee will move up one step for another 2% merit increase. Anyone hired on November 1, 2002 or later will receive only the 2% cost of living adjustment. The process for part-time positions is we apply 4% on the part-time scale. Anyone hired November 1, 2002 or later is moved to the new starting rate for the position that they occupy. So they receive less than a 4% increase. The rest of the packet includes the detailed individual list for the salary increases then that would be applied for non-union employees. You have a packet for the departments other than the Court and then you have a three page packet that would include the Court employees. The exceptions to the process that I just outlined for the standard 4% would either be based on department head recommendations in accordance with our new pay for performance program or other recommendations as

noted in the comment section. All of the exceptions that you see in here do have preliminary endorsement by the respective oversight Commissioner or in the case of the Court by the President Judge. I do believe though that Commissioner Henry still has to meet with two or more of his Row Officers who have recommendations to make. You may see some changes made to this before next week's meeting. I'll have them in your hand well in advance for your review. We do still need to establish steps and grades for some of the Court employees who will be off the standard scale and I will fill in that information as well prior to next week. I think probably from your stand point the two columns that are reflected there with rate and percentage increase are what is most important to you. I don't think the steps and grades are that critical for you. Does the President Judge have anything that he would like to elaborate on with the proposals for the Court employees?

President Judge Kleinfelter: Not at this time. I know that the total figure is below the 4% for 2002 versus 2003. (rest of comment not audible.)

Mr. Henry: Any thing further, Sharon?

Ms. Manton: No. Do you have any questions I could entertain at this time?

Mr. Henry: Commissioner.

Mr. Haste: The only question I ask, all of these were considered in the budget preparation? These are covered in the budget?

Ms. Manton: In order to submit an exception under the pay for performance program, the department head needed to stipulate that they are able to accommodate the proposed exceptions in their 2003 budget.

Mr. Haste: Thank you.

Mr. Henry: Thank you, Sharon. We will hold those items over for next week's Legislative session.

TRAINING PACKET

Mr. Henry: Now the Training packet.

Mr. Burns: Commissioners, there are 19 items in the Training packet and we have been asked to entertain a vote on item #1 for the Conservation District. That would be a training for the West Nile Virus coordinator and there is no charge to the County. It is taking place today. So they are looking for approval if the Board would consider that.

Mr. Henry: The price would appear to be right. Do I have a motion to approve item #1 on the Training packet?

Mr. Haste: So moved.

Mr. Henry: Second. All those in favor signify by saying aye.

All: Aye.

Mr. Henry: Thank you. Do we have any questions relative to items 2-19?

Mr. Haste: No.

Mr. Henry: We will then hold that over for next week's session.

PURCHASE ORDERS

Mr. Henry: Purchase orders, Mr. Baratucci.

Mr. Baratucci: You should have both received a packet yesterday. I will point out that at the top there where we usually have budget figures they are not in yet. Mr. Yohe has assured me that by the time we have this packet for approval next week that the new budget amounts will be in there. So if you go through it you will see a lot of zeros. That doesn't mean we don't have any money in the budget, it just means it hasn't been entered into the system yet.

For Commissioner Haste's benefit, this is a similar packet to way back when you were here before. It summarizes all of the items that we are contemplating purchasing. The amounts are normally compared against the budget and if there is a problem it will be noted on there. I have reviewed them all and if there is any that I see as a problem I will bring them to your attention prior to the meeting. This packet contains a lot of our yearly purchase orders. That's why if you look at the last page and you see a large figure there, \$422,000, that's not money that's going out now. Many of the items on here are yearly amounts that are paid as needed or on a monthly basis. We have our office supply bid that is a yearly amount on here also. It is there for your perusal for the next week and if you have any questions I would be happy to answer them now or any time during the week. Otherwise it will be there for your approval with budget figures next week. Any questions?

Mr. Henry: Commissioner. Thank you, Randy.

DIRECTORS

Mr. Henry: That brings us to directors' reports and we have with us Bob Christoff of the Dauphin County Conservation District. Bob, would you like to come up to the microphone and tell us what you have in store for us today.

Mr. Christoff: Good morning. We have with us this morning James and Deanna Weida. The Weida's are participating in the Agricultural Conservation Easement Purchase

Program. They have a 71 acre farm in Lykens Township and they are donating the Conservation Easement to the program. They are receiving a \$100 check today. But it is essentially a donation. This is the first donated easement that we have in the program's history.

Mr. Henry: We do have a proclamation for us to present to them. I won't read the whole thing but just to commemorate your generosity, we have a proclamation that reads in part,

"We, the Dauphin County Board of Commissioners, applaud James and Deanna Weida and their family for your unparalleled generosity and exceptional personal commitment to the preservation of valuable and vanishing farm land.

Whereas, for the sale of its development rights, the scenic Weida Farm in rustic Lykens Township has become the first donated easement in the history of this innovative County program.

Whereas, this easement of this 71 acre farm is appraised at \$103,530. Therefore, Commissioner Haste, Commissioner Petrucci, and I join the 251,300 residents of Dauphin County in commending and congratulating you for your personal leadership and ensuring the future of farming and carrying the legacy of this Commonwealth's rich agricultural past.

We proudly declare today, January 7, 2003 as Deanna and James Weida Day in Dauphin County."

If you could come forward we would like to present you with your proclamation and your check.

Mr. Weida: One thing I would like to say. This would have never been possible without Bob Christoff. He carried the ball the whole way. Thank you.

ITEMS FOR DISCUSSION

Mr. Henry: We will move on to items for discussion. We have items A through L on today's Agenda. I am noting only item A has a needs to vote on. Are we not also going to vote on item B, Robert?

- A. Adopt Resolution No. 1-2003 authorizing a banking relationship with Commerce Bank for the County's flexible spending plan.
(**NEEDS VOTED ON 01/07/03)**
- B. Proposal from Cornell-Abraxas to continue to manage the Schaffner Youth Detention Center.

Mr. Burns: I believe, Commissioners, you had indicated that you would consider item B today.

Mr. Henry: So we will look at items A and B. Item A being adopting Resolution No. 1-2003, authorizing a banking relationship with Commerce Bank for the County's flexible spending plan. Item B is a proposal from Cornell Abraxas to continue to manage the Schaffner Youth Detention Center. Bob, could you maybe give us some details on the Cornell Abraxas contract? What sort of increase are they looking for and what is the term of this proposed contract with them?

Mr. Burns: Commissioner, the Cornell Abraxas proposal would represent a three year contract that the County would be entering into for Abraxas to continue to manage the Schaffner Youth Detention Center. You will recall that they were retained sometime in 2000. The cost to retain them would represent about a 4.5% increase for 2003. Followed by 2.5% increase in both 2004 and 2005. The 2003 figure is within dollars of what had been budgeted. Their leadership at the Schaffner Youth Detention Center has been well received. I think it's fair to say and accurate to say that the judges who deal with juvenile Court support Abraxas in the job that they have done. They have been very cooperative from the Board's prospective to work with for the past several years.

Mr. Henry: Commissioner, do you have any questions or comments? Judge, do you have any comments to make relative to the Cornell Abraxas contract?

President Judge Kleinfelter: I would just echo those comments.

Mr. Henry: That's good to hear. If there is no further discussion could we have a motion to approve items A & B under items for discussion?

Mr. Haste: So moved.

Mr. Henry: I will second. All those in favor signify by saying aye.

All: Aye.

Mr. Knupp: Mr. Chairman, the record needs to reflect that that item has been concurred in by the Dauphin County Treasurer as required by the County code. Item A.

Mr. Henry: Ok, we will let the record reflect that. Thank you, sir. Items C through L, do we have any comments or questions from the Board on items C-L?

Mr. Haste: No.

Mr. Henry: We will hold those over for next week's meeting.

- C. Grant Agreement between Dauphin County Conservation District and PA Dept. of Environmental Protection for Phase I Watershed Stormwater

Management Plan Grant, *Spring Creek West* designated watershed.

- D. Consultant Contract between Dauphin County Conservation District and Skelly and Loy, Inc., for the *Paxton Creek Act 167 Stormwater Management Plan NPDES Phase I*.
- E. Agreement between Dauphin County Conservation District and Herbert, Rowland, & Grubic, Inc., for *Engineering Services* for the *Mid-Dauphin Watersheds Act 167 Stormwater Management Plan* for a fee of \$10,023.35. (Fishing Creek, Stoney Creek, Clark Creek, Powell's Creek, Armstrong Creek, and Gurdy Run)
- F. Contract between Dauphin County Conservation District and the PA Dept. of Environmental Protection for *grant funding of Phase II Watershed Stormwater Management Plan Grant/Susquehanna River, Clark Creek, Stony Creek, and Fishing Creek*.
- G. Approve the establishment of a \$10,000,000.00 Line-of-Credit.
- H. Request by Ronald McDonald House Charities for exoneration of Year 2002/03 school real estate taxes levied on parcel #24-029-010, 733 West Governor Road, Hershey, effective Jan. 1, 2002, in the amt. of \$570.91.
- I. Real Estate tax refund to Deborah Fedor, Tax Collector for Dauphin Borough in the amt. of \$525.67.
- J. Courthouse Renovations Committee – the 3 Commissioners, President Judge, Director of Fiscal Affairs and Chief of Staff.
- K. Proposal from Zelenkofske & Axelrod, LLC reflecting a wider scope of duties for the audit of Dauphin County for the year ended 12/31/02 and subsequent years. The increased scope of work will result in an increased cost to the county of between \$16,000 to \$20,000 per year.
- L. Proposal from Zelenkofske & Axelrod, LLC to provide audit services pertaining to Drug & Alcohol for the period July 1, 2002 through December 31, 2002, in order to assure the proper transfer of balances to the new Drug & Alcohol Program as of January 1, 2003. The cost of these services will be between \$17,500 and \$22,500.

COMMISSIONERS' COMMENTS

Mr. Henry: Commissioners' comments. Commissioner Haste.

Mr. Haste: I don't really have anything more to add than what I did at the swearing in, just to say that it is great to be back. A lot of things happen here. I had a busy night last night. I sat here until a little after 8:00 trying to get caught up on Agenda items for today and doing a little research. The only I would like to say and just for those that are here, as you can tell, one of the standard questions I will ask everybody is whether it is in the budget and the status of that. The only thing I would say is, be prepared to answer that question.

Mr. Henry: Again, welcome back.

Mr. Haste: Thank you.

Mr. Henry: I have two items that I would like to mention today. First of all, I think that we should let the record reflect that our Area Agency on Aging recently had their Pennsylvania Department of Aging review for protective services and came forward with a flawless report. Not one recommendation for any improvements or corrections and I think that congratulations should go out to Shirley Gallagher, to Rick Wynn, and to all of our employees in the Area Agency on Aging for the fantastic job that they have been doing in that department and to have that sort of report come from the State. Knowing how the State inspectors are with these programs, in order to achieve that is something rather remarkable and I think everybody deserves kudos for that.

The other item also has to do with the department of Human Services. In addition to the fact that we receive certain entitlement monies for Human Services it has been an ongoing project of this Administration to go out and seek grant funding. Several years ago the Department of Housing and Urban Development, a Federal Department, began a program called The Continuum of Care. The Continuum of Care is a program specifically aimed at providing housing for low income residents and tying that into with trying to move individuals who are homeless, off the streets and into significant housing. It is a program that requires an incredible amount of coordination in the community and as a result of that very few communities have actually been able to qualify for this money. It requires cooperation among the County, among the major cities and municipalities in a County and in addition to that it requires bringing the non-profit community into the picture as well as the public at large.

As a result of that, for a number of years, we did not in the Harrisburg area qualify because we weren't able to bring our grant application up to the level that was needed to meet all the stringent requirements. Several years ago, working through our Area Agency on Aging, we had our grant's administrator work on coordinating that. We worked with the Greater Harrisburg Community Foundation and I think Janice Black and everybody there deserves a lot of compliments for their efforts on this. We were able with Michaelene Barone and our Adult Services department to bring in all the various homeless organizations and providers and put together an application that two years ago brought approximately, I think, \$600,000 in on sort of a start up grant. Last year we received a little over \$1 million. We were then required to provide funding for a tracking computer system. This Board of Commissioners did that through a Community

Development Block Grant. That then helped us qualify this year for a \$1.1 million grant that will be brought in and distributed to our Human Services department and various local non-profit agencies who provide services for the homeless.

\$326,000 of that money will go toward the computer system. That is vitally important because it will allow us to track our progress and then qualify us for grants next year and beyond. This system will collect information about the area's homeless that will allow us to determine where the resources need to be allocated and expanded in order to serve those in most need. A number of our local organizations are primary beneficiaries including Delta Housing, which provides immediate shelter needs as well as long term support services.

\$267,000 will go to the YWCA of Greater Harrisburg for helping the homeless through their employment services. And another \$1/4 million will go to Covenant Jobs of Harrisburg Inc. for job training and employment services. So as you can see the effort of this Continuum of Care is not just to provide a hand out. It's to be there to help move people from the streets into temporary housing and then into permanent housing and then continue to carry the ball by providing employment training and move those people into productive positions in the work force. It is a \$1.18 million grant and it is very vital to dealing with this very urgent problem not only in Harrisburg but frankly throughout all of Dauphin County. So, Mr. Wynn, my congratulations to you and to all the agencies who are involved in that. That brings us to close to \$3 million over the last three years that this initiative has brought into Dauphin County.

PUBLIC PARTICIPATION

Mr. Henry: Do we have any Public participation for an item that was not on today's Agenda?

ADJOURNMENT

Mr. Henry: Ok. We will adjourn.

Transcribed by: Shari Eagle
January 7, 2003

Respectfully submitted,

Robert Burns, Chief Clerk/Chief of Staff

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