

The monthly meeting of the Allegheny County Jail Oversight Board was held on Thursday April 4th, 2019 in Conference Room #1 of the Allegheny County Courthouse in Pittsburgh, Pennsylvania at 4:00 PM.

Members Present

Honorable Judge David Cashman
Honorable Judge Beth Lazzara
Sheriff Mullen
Brad Korniski representing County Controller Chelsa Wagner
Barbara Parees representing County Executive Rich Fitzgerald
Councilman DeFazio
Terri Klein
Abass Kamara
Others in attendance:
Warden Orlando Harper
Marion Damick of the Pennsylvania Prison Society

Honorable Judge Cashman: *calls the meeting to order*, before starting on the agenda. I would like to introduce Judge Beth Lazzara who was appointed by Judge Clark to replace Judge Woodruff who had to resign because of his association with the State Trial Judge Convention ... and other state-wide boards taking up his time and he couldn't continue to be with us. I am very pleased with this appointment because Judge Lazzara runs one of our specialty courts, and it is the mental health court- so she is intimately familiar with problems we have not only as a jail but also as the substitute for Mayview, and having that, she is aware of the problems of dual diagnosis, she is aware of the treatment plans, and she does a marvelous job of getting a group of people through almost a quarterly basis every year—it's a plus to the board that we have her and I'm very pleased and I wanted to introduce her.

Honorable Judge Lazzara: It's nice to meet you all, I will come around later and say hello personally so I know who everybody is. Thank you.

1. Public Comment

Speaker 1 – Ms. Damick: Thank you, I do have something to say which is actually what the Warden has been advocating, but with all due respect, I somewhat agree with it, and you would be surprised where I found the information that supports it. One is from a letter to the editor, now I will tell you when I finish with both of them, what newspaper it is from. This guy is an inmate and he is a former gang leader. So, what does he say? He says that it is some instances it's very good to have, because of the problems from gangs in prison and jails- in prisons but also in jails, you can't avoid gangs and as a gang leader, he knows that solitary happens to be the safest thing, to my surprise, but it says there are instances when it is misused by malicious prison staff and two effective ways of stopping violence keeping prisoners and staff safe – from the Wall Street Journal. Also in the Wall Street Journal, "Solitary Confinement Helps Control Prison Gangs" big article, the same thing that the warden has been saying and in those situations, where you were saying you put the lock down because of the gangs and that you didn't want them to—I'm trying to remind you--- so the gangs wouldn't fight with each other when you put one gang up, I mean, one group up with the other group because of the hot water lack of – do you remember? I remember.

Warden responds – could not make out his response

Ms. Damick: Yes, they agree with you. Then, however, the New York Times, having to do with getting, this is for your information, a clean slate afterwards, and so you don't have to spend your life having taken care of – the main issues I have underlined for you- that's the New York Times, and this one also has to do with... and it talks about... This is again, the Wall Street Journal, and it talks about how you can tell whether somebody, you have to be a little bit trained in this, how someone is talking, whether they have a tendency to commit suicide or to be mentally ill, and if you want, you can see the date, you can glance at it here – it is because, I think, the prison situation is a national concern, as you all know. So I think that is one reason that it is being covered in great variety of newspapers and media, which is good. Again, I was going to bring, remind, I brought this around before, that there is a case, the one saying that jails have to give all inmates access to drugs like methadone (Could not hear the next brief comment) just to remind you, that we are not doing that at the moment, and we should because I do not want to see some agency sue the Allegheny County Jail or any of the representatives and winning the case. I would like to see them win, but I do not want to see them get sued, because that's my money, your money, all of our money going towards paying for that.

Articles from Ms. Damick:

- WSJ – 3/22 – “Solitary Confinement Has Beneficial Legitimate Uses”
- WSJ – 3/12 – “Solitary Confinement Helps Control Prison Gangs”
- NYT – 3/21- “After Jail Time, a Clean Slate”
- WSJ – 4/2 – “Can Your Phone Tell if You're Depressed?”
- NYT – 3/16 – “Woman Sues US Prison System over Ban on Methadone to Treat Drug Addiction”
- NYT – 11/28/18 – “Judge Rules that Jails Must Allow Inmates Access to Drugs like Methadone”

By chance, well it wasn't so much by chance because it was scheduled, I am also co-chair of an advisory committee for the Pennsylvania Prison Parole and Probation Board. Anyway, we had a meeting this morning, and what do I find? Now last year, I think that all of the agencies should be aware of this, but we just decided to have it this year, we're going to have it on the same days that they did last year: June 21st and 22nd in the same location, and it's going to be a job fair for ex-offenders. You, every day you have ex-offenders through the jail, counselors should be aware of this – I think they certainly were aware of it before—I believe Renew, Goodwill, etc. are all aware of it- I am going to tell them that it is going to be June 21st and 22nd- first day is usually devoted to telling them how to prepare, how to get housing, transportation, ID, Identification, legal aid, drivers license, which now at certain times you can get, addiction recovering, etc. etc. I'll pass that around so you can just see what you can do – and notice a tremendous amount of companies are looking for offenders, particularly anybody who can do mason work- they don't care what your offense is frankly, they will take you to do it. That and also flagging- you know the people who stand there to tell you to go slow, they are looking for flaggers. They will take ex-offenders- tell the people- that, you should know- I Want the people in the jail to know that – it's very very good. Also, as you might notice, everybody who has a restaurant is looking for help. They will hire ex-offenders, not as quickly maybe—if somebody is willing to work, you're going to get \$23 an hour. They also have—start your own business—here, I'll pass this around – a lot of people have some ideas – these are all for ex-offenders- there are programs out there that I would hope that the association that

gets inmates ready for release, is aware of this – they should be aware because it’s valuable. I would presume you had an inspection on the eleventh, didn’t you say you were having April 11th is the inspection? I thought it was – no? ok, then you didn’t pass it. And I think those are the main things that I bring up—why it is extremely important to find work for ex-offenders – what you are complaining about a lot are re-entrants -that’s what you are trying to cut down, and to stop re-entries, they need jobs -and these are people who are offering jobs.

Documents from Ms. Damick:

- Flyer from Pittsburgh Community Services, Inc. “Want to Start Your Own Business?”
- Flyer from Pittsburgh Community Services, Inc. “Get Back to Work Help Fair – 6/22/19

Honorable Judge Cashman: I just want to point out a couple of things for you: Number 1, on the 15th of April, a bill will come into effect, whereby these people will no longer have their drivers licenses being suspended for a drug related offense. As it occurs right now, if somebody gets arrested in a hand-to-hand transaction, they get charged with delivery, possession with intent to deliver, possession, and probably possession of drug paraphernalia. Upon a plea for four violations, the Department of Transportation suspends their license four times, one for each offense, they run them consecutively. Since they are a four time offender, they become a habitual offender – which is an additional suspension for five years, and it has nothing to do with a car- this is a deal on the street. The legislature finally took that up because of what you were saying, you have people coming out of the jail, they have no form of transportation, they can’t get a license, the license is mortgaged to the next decade, and they said that from now on, the only time that you can suspend for a drug-conviction is if the drug conviction arises out of the use of the vehicle, and you can only do it on one of the charges.

Ms. Damick: Yes, but that one charge, you now can get your license.

Honorable Judge Cashman: if we do the hand-to-hand transaction, there is no suspension of your license, if we do it in a car, there is only one suspension instead of four and the habitual offender – so it’s going to aid those people who are getting convicted to keep their license so that they can go out and go to work. Now you mentioned clean slate, there is a bill pending in front of the legislature right now so that if somebody has been convicted of a summary offense and they are clean for ten years, their record will be locked so that nobody can see- so basically a clean slate. There is also a corollary to that bill, the state parole board has some input about reducing the amount of people on parole and probation and reducing the terms so that people can’t get backed up for violations – but that’s in the embryonic stages.

Ms. Damick: I’d say if you need to contact the state parole board – I have a contact-

Honorable Judge Cashman: Well, you Contact your state legislators – the state parole board is only the beneficiary of that.

Ms. Damick: Which, they’re not very happy being associated with that, with the DOC.

Honorable Judge Cashman: Okay, Thank you—Any other public comment?

Speaker 2—Ciora Thomas: hello, for those who don't know me, my name is Ciora Thomas, I'm commissioner of our LGBTQ Affairs, Governor Tom Wolf's Office, I'm also a councilmember of our advisory council, and the founder and executive director of Sisters PGH, where we focus on advocating and taking care of our transgender community of Pittsburgh and our greater region. I have talked to the Chair recently and we did schedule a meeting which I am hoping that that meeting can be scheduled for the dates that we discussed, and some of the things I did and I wanted to talk about this today, too just so we're clear about what I would like to discuss in the meeting – So, when I came before, we had a few demands, and we have had these demands for Allegheny County Jail, and I will just go over a few again: One, was the adoption and enforcement of a comprehensive policy regarding the interaction and support of transgender and nonbinary individuals in County Custody, which also include access to responsive, uninterrupted, and necessary gender-related healthcare, appropriate housing decisions and required training for the Allegheny County Jail employees who manage and interact with individuals within the jail. I think, when you had introduced her, can you repeat your name please?

Ms. Parees: *Barbara Parees*

Ms. Thomas: and you are going to be doing what for the jail? Just so I'm clear.

Ms. Parees: I am the deputy county manager

Ms. Thomas: But I believe you mentioned something about um health within the jail when you were introducing someone—or maybe I misheard

Honorable Judge Cashman: No, I was introducing Judge Lazzara—as a new member of the board

Ms. Thomas: Oh, sorry about that – well, so I wanted to touch – you'll be handling health concerns within the jail?

Honorable Judge Lazzara: No, I'm the mental health court judge here in Allegheny County

Ms. Thomas: So, do you support the jail in that—

Honorable Judge Cashman: We have a number of specialty courts in the criminal division: we have a DUI Court, we have the veterans court, she has mental health court- and what I was saying is her expertise is going to be a benefit to the oversight board because of the problems that we recognize that exist in that population)

Ms. Thomas: Ok, thank you for clearing that up. So, another one of those were to create the special housing unit specifically affirming transgender nonbinary individuals, and still fire Orlando, Warden Harper for his blatant anti-LGBT actions and cover-up of the sexual and physical abuse and torture that happens within the Allegheny County Jail. Now, we, the public still has not been provided transparency in the number of complaints filed against the County related to anti-transgender incidents, again, as I have repeated before, those incidents are happening, they are being reported—again, my organizations are receiving these reports as well as they are leaving the jail – and I am going to get one of those stories out to your staff who had asked me earlier. Another concern that we have been having – we have been

having some meetings within the community, and the Hope Program came up – and within the Hope program, this is the program that is there to aid and support inmates within the jail, which as of today, has brought in, let me see here, \$2,982,954 and the community and I myself and my organization, we would love to know, and I would love to talk about this at our meeting as well, where this money is going and how it is supporting the inmates within the jail because this Hope Program has been around for a while, and I have even talked to some inmates who was in the jail, I also talked to someone who supported, or not supported but someone who helped with the Hope Program within the jail- who also shares some concerns, and through that- those conversations- we talked with ex-officers, not officers but ex-employees of the jail who were guards in the jail- we have been sitting down with them and having conversations with them, and they have been expressing with us- this board is essential to have a conversation with, but Deputy County Manager Pilarski is also someone important to have a conversation with – I am assuming Deputy County Manager Pilarski oversees the County, the jail? Can you clear that up for me?

Ms. Parees: There is a county manager and two deputies—I am one of them and Mr. Pilarski is the other – both of us work with the jail and different issues)

Ms. Thomas: And are you familiar with the Hope Program

Ms. Parees: Yes

Ms. Thomas: and do you manage or—who manages the Hope Program?

Ms. Parees: No.

Warden Harper: I do.

Ms. Thomas: Warden, ok- alright, so that is just something else I would like to talk about during our meeting. So through these complaints I have brought to you- we have gotten more within the jail, recently within a month from transgender folks that are inside the jail, and they are still being isolated from the general population for their safety- and we have talked about that before, how isolation and how taking them away for their safety turns to torture after a certain many, after a certain amount of days- which is still happening- one of our young women who came out to us said she was in the hole or whatever you guys call it within the jail for two weeks for her safety, as she was told by the guards. So this is still happening, I want to make sure that we also talk about this because that's a huge huge huge human rights concern within the jail and I want to make sure that these lives are being represented correctly, that they are not just being chopped up, it's just criminal – and I am speaking from my community specifically, our transgender and nonbinary communities who end up in the jail at no cause of their own because of where we live and the society we live – we have to survive, so I just want ot make that clear – so if there's nothing else-

Honorable Judge Cashman: Would you do me a favor, would you put all of that in an agenda form- so that we can have it to work off of in our meeting?

Ms. Thomas: Yeah, I will get that to her when I send her the information

Honorable Judge Cashman: Okay, good – Any other public comment?

Speaker 2—Jason Landau Goodman – Good afternoon, my name is Jason Landau Goodman, I am the Executive Director of the Pennsylvania Youth Congress- which is our state-wide LGBT Youth Organization- I am also a member of Governor Wolf’s LGBTQ Commission, and I spent the past ten years working in LGBT Communities all throughout the state. I have come to you specifically for this meeting from Harrisburg because we are gravely concerned about the condition of trans inmates in your care. We have been following what’s happening and information from inmates and it is certainly really urgent that you provide leadership in this area. I am very happy to hear about the meeting that will hopefully take place soon, and we are happy to help support that – I have been studying a lot of these issues as an undergraduate and in my masters’ degrees from the University of Pennsylvania and I graduated last year from the University of Pittsburgh Law School where my independent study was on trans inmates in County jails. We are in Pittsburgh and in Allegheny County- we should be a national model for how to support trans inmates and you are one of the examples of a crisis point for the country – so there is active litigation, there is active community leaders coming to you so I am just here today to amplify those voices and urge your leadership in making the changes that need to take place. It should not be that hard to require every single staff member to undergo training. It should not be that hard to look at the innovative models that other parts of the country are doing in terms of specialty pods, so yes, I think just if you can seriously look at some of these action items that Sisters are providing, potentially we can help support that incoming meeting- but from the state level, we are watching what you are doing here and we really want to help make sure that you are moving forward and not just vamping on this issue- there are too many urgent circumstances for inaction to continue, so I am happy to be a resource for you at any time, but every time we – we have monthly meetings with the Governor’s office, and again we were talking about what you’re doing in this room this past Tuesday. So, any way we can help you, any resources we can provide, but again, we are here for you. Thank you.

Honorable Judge Cashman: Thank you. Any other public comment?

2. Review of Minutes for March 7, 2019

Any Additions or Corrections: **Evangelia Moreno:** We will be adding Ms. Thomas’ transcript that we requested- a testimony from an inmate and we could not get it on the recording, so Ms. Thomas will be sending that. This testimony will be included as an addendum to the meeting’s minutes.

The Board unanimously approved a motion by Sheriff Mullen to approve the minutes of the March 7, 2019 Board Meeting.

3. President’s Report

Honorable Judge Cashman: No general report other than the fact that I wanted to talk about the probation office- because the probation office has undergone an assessment by the state parole board and for the second year in a row, has received 100% approval by the state parole board. They are doing a marvelous job and it is in a very difficult circumstance – we have

received a McArthur Grant – which is a \$2,000,000 grant – for the next two years to allow us to hire some additional probation officers, other people within the DA’s office, in preparing cases to get them through the system faster, which in turn is designed to get people out of the jail. In order to continue that program, we are going to have to remove 400 people because we have been so successful in reducing the population from 6 years ago when it was over 3,100, to less than 2,100 today- that it’s a 20% reduction that’s required- that means 400 people. I have talked to Frank over the number of years and we have come to the conclusion that the electronic monitoring program is generally under utilized in terms of pre-trial electronic screening- right now I think we have about 850 people on the electronic monitoring system which includes both people on pre-trial and people who are serving a sentence – he tells me that the capacity is probably close to 1,300 – and we can use more of those people to see if we can get them out of the jail and help qualify for the continuation of that particular grant. They are going to be receptive to that because this is two years in a row that the probation office has received a 100% rating from the department of corrections so I want to compliment the people on that.

4. **Warden’s Report**

Good Afternoon, Board: first thing I would like to talk about, or I would like to inform the board about is it is correctional employees week from May 6th through May 10th – and it is also nurses week, but we are going to combine the celebration- we are going to celebrate both those employees during correctional employees week and you guys are more than welcome to attend the festivities. Next thing I want to talk about and I was really shocked that Ms. Damick did not pass this article out- so I am going to pass out this good news to the board, about the Narcan program that took place in the jail. So you know, it was a wonderful article that was done pertaining to our Narcan program – and how it is reducing overdoses in the jail, so I just wanted to say we do wonderful things at the jail, and Chief Williams can talk a little bit about the article when she comes up- when she addresses the board.

Article from Warden Harper:

- Pittsburgh Post-Gazette—4/1 – “In program’s launch, Allegheny County Jail distributed more than 1,000 naloxone kits”

Some of the things that I would like to talk about are some of the highlights of 2018 because we just got this report and I thought it was really interesting. In 2018 we had 13,962 individuals that came into our jail, 14,140 inmates released from our jail. Now, this is the big thing to me, just as Judge Cashman stated, the average daily population in 2018 was around 2,300- guess what the population is today? 2,015. Last week we went down to 1,992- the lowest population we have had at this jail. So we are doing a lot of stuff to reduce the population in the jail, and I think with this McArthur’s Grant, it’s going to reduce it even more- we gave out 646 individual Narcan to individuals leaving our jail. 28 vivitrol injections were given to individuals in our jail. 15,237 physical assessments were done by our healthcare department. 15 thousand, and I need everybody to understand how big this jail is, how many inmates have medical issues that are addressed the way they are supposed to be addressed – we do a wonderful job. And the last thing I want to talk about is mental health screenings: we have 14,937 mental health screenings

last year – so I just need everybody to understand how huge this jail is -how many individuals we take into our jail to provide quality services to the individuals. Your honor, that's all I have.

Ms. Klein – May I ask the Warden a question? I saw in the report that there is one female juvenile?

Warden: There was.

Ms. Klein- Can you tell me where she was housed when she was at the jail?

Warden: She was housed in our juvenile pod on 5B – so we have a separate section on 5B to house our juvenile female inmates- out of sight and sound

Ms. Klein- ah okay, I wasn't aware.

Warden: And another thing I want to say too while I am here, I want to commend all of the alternative housing providers-vendors- you guys do a wonderful job – I understand that you guys had some visitors this week or last week and I understand that everything went well- so I want to thank the alternative housing vendors. That's all I have.

5. Deputy Warden's Report

Good afternoon, Board. I apologize for the late submission, but there is information related to CBT services for our veterans, residents specifically. In the past, historically, Mercy has been able to serve some of our veterans, but we are looking to expand that to the greater veterans population and ensure that we don't have anybody left behind. It is very important that they receive these services, they are provided by somebody who is very familiar with the needs of the population. They are projecting that they are going to be able to serve 98 individuals, and if our census of veterans is not supported by those numbers at that time, they'll increase the services to be doing individuals sessions, not just group so that we can really augment their support and reintegration into the community. With us today is Jack Pishkey who is head of our inmate programs, so if you have any additional questions, he can speak to the commendable services that are offered, but we are hopeful that the board will approve our request from the inmate welfare fund of \$50,090 to support these services. So if anyone has any questions.

Honorable Judge Cashman: Any questions? This is an ongoing cooperation with the veteran's court that we are running with Judge Zottola?

Ms. Williams: Yes

Honorable Judge Cashman: And this is more educational experiences for his particular crew?

Ms. Williams: So, it's a number of services that will be provided. It will be cognitive behavioral therapy, veterans thinking for change, it will also be supportive of a SAGE group, which happens within the housing unit, as well as some individual case management and therapy services.

Honorable Judge Cashman: These are the individuals in the jail before he gets them when they come out.

Ms. Williams: Correct, absolutely. These are individuals who are also maybe under separate detainers from other counties, but you know, Allegheny county residents and veterans to this nation.

Honorable Judge Cashman: So, it's almost like a pre-school, getting them ready for the next program.

Ms. Williams: Yeah, and ensuring that they are supported, they have served us greatly, so ensuring that they are supported in their reintegration at whatever time that happens.

Honorable Judge Cashman: Okay, any other questions? Can I have any proposal with respect to the request made for the expenditure funds for the veterans after-care program?

The Board approved a motion by the Honorable Judge Lazzaro, duly seconded by Mr. Kamara, with an abstention from Ms. Klein because she would like to have time to review the proposal when asked for funds.

6. Old Business

Nothing to report.

7. New Business

Electronic Monitoring Program.

Ms. Piatt: Good Morning, good afternoon, I am Jackie Piatt from Electronic Monitoring – we have submitted the 2019 County Intermediate Punishment Project for your review so if you have any questions.

Honorable Judge Cashman: I think we are going to have the same objection from Ms. Klein so we will table that one for—

Ms. Klein: No, no no, I got this in the – I got this, I read it.

Honorable Judge Cashman: Oh, you did?

Ms. Klein: it was submitted in the –

Honorable Judge Cashman: Oh okay, I didn't have it submitted in my package

Ms. Klein: It was in the e-mail.

Honorable Judge Cashman: – I got it directly from probation.

Ms. Klein: No, no, no, I got it and read it- I appreciate that.

Honorable Judge Cashman: I didn't see it in my package so I assumed that nobody else got it. Okay, everybody read it? May I have a proposal with respect to the approval of the electronic monitoring adult probation punishment plan?

The Board unanimously approved a motion by Ms. Klein, duly seconded by the Honorable Judge Lazzara to approve the proposal for the electronic monitoring project.

Ms. Piatt: While I am here, would you like me to present the numbers for last month? So for, February, during the total month of February there were 841 participants under electronic monitoring supervision, we had 136 new cases assigned. We had 120 people successfully completing electronic monitoring, and only 4 people removed for violations- 3 of which were technical violations, one of which were an absconder, so – very good.

Honorable Judge Cashman: It's a program that I have a lot of faith in, when I look at the statistics every month, it reinforces that faith because we are getting people out of the jail, giving them some liberty, giving them some incentives to be more productive and it's a very effective program in reducing our population.

8. **Allegheny County Jail Medical Services:**

a. **Allegheny Health Network**

Ms. Williams: So I wanted to first talk about the article that the Warden submitted for everybody's review and acknowledge that this couldn't have been possible without a partnership between DHS, and the health department – a lot of the research was developed in conjunction with the medical examiner's office, and I think this is a true success, not just for the Allegheny County Jail, but for Allegheny County in general. We were able to see through this data, that the individuals who accepted Narcan were some of the neighborhoods that were experiencing the majority of the fatal overdoses and we have seen such a dramatic reduction- it is important to also state that we can't stop there – so we found a program that works, it's important to stay committed to that, but it's really really nice to see a publication of something positive that came out of this partnership, so, thank you to the Warden for sharing that. Since we do talk about our pregnant population, you should note that our today- we have twelve individuals

currently in our custody and we continue to monitor their care and services – I did want to note that we have been working very closely with Duquesne University through a partnership- they did achieve some grant funding, so we are going to be able to better support our pre-natal women while they are in our custody – so that’s important for everybody to have information- and I also wanted to talk a little bit about some of the in-house, on-site services that we have been able to do. So, initially, we were reviewing and piloting some of our ortho patients and some of their needs, and many times they would require multiple trips off-site, so in order to enhance the continuity of care and ensure that there weren’t any delays, we actually brought a sports medicine physician in through our partnership with AHN, we have been able to see a dramatic reduction in the wait time for these patients – they have been having much greater success in their healthcare and they have been linked with physical therapy, which we also do on-site as well, so it’s one of the things that it’s important to know- that we do take the feedback seriously as we are doing analytical reviews on the on-site services that we can offer in the healthcare department, so – Allegheny County is very lucky in our partnership with AHN, so thank you very much.

9. Community Corrections Reports

a. The Program for Offenders

Good afternoon- at the program we are currently preparing for a fraud waste and abuse audit which will take place next week. Thank you.

b. The Renewal Center

Adam Zach- as the Warden said, we had some visitors the past two Fridays- we hosted Ms. Damick and some members of the board and we want to say thank you very much for coming in and touring our facilities, and we have an open invitation if anybody else wants to come and see what we do on a day-to-day basis, you are more than welcome – so give us a call and we’ll set something up. Secondly, we have a GED program which is up and running, we’re in a cooperation with Goodwill with this. We are only a couple weeks in but so far we have received a lot of positive feedback from the instructors and from the re-entrants and hopefully we will get a couple of men and women coming out with their GEDs.

c. Goodwill

Happy to announce that a young resident that we just recently received this year was a high schooler, but he had not completed his high school diploma, but working with our employment department, he was able to complete his senior class project, working with First Commonwealth Bank, he was also received a financial literacy, and so now, he is a high school graduate. That is the good news. Thank you.

10. Adjournment

The Board unanimously approved a motion by Sheriff Mullen to adjourn at 4:38pm.

Respectfully Submitted,



Chelsa Wagner, Secretary