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2008 DMS Year in Review

by Cathy Schroeder

2008 at DMS was:

- a. Successful, our customers are happier than ever.
- b. Tough, the budget crunch makes me jumpy.
- c. Eventful, from elections to bailouts it was anything but boring.
- d. All of the above.

It's hard to believe 2008 began 12 months ago. Looking over the changes of the year, it feels like 2008 was another lifetime. But 2009 is knocking at the door and we are ready. Below are just a few of the accomplishments from this year.

- Statewide FIN Expansion All counties in Florida are now part of the Florida Interoperability Network (FIN). FIN set a national standard for radio interoperability and now includes more than 235 dispatch centers throughout the state, their various radio systems and the 75,000+ first responders they serve.
- MyBenefits Web site Launched www.
 MyFlorida.com/MyBenefits. This interactive site gives employees and retirees easy-to-read information about the available benefit choices. It also includes a medical and dental cost calculator to help us make smart choices.
- Florida Climate Friendly Products List—
 Developed the Florida Climate Friendly Products
 List, which includes more than 6,680
 environmentally preferable products available for
 purchase under Florida state term contracts.

- MyFloridaNet Migration Migrated statewide customers to the new MyFloridaNet data transport network. This migration increased capacity and security without increased costs to taxpayers. It enables the state's technology to run more efficiently while allowing for communications services to evolve as the state's needs change.
- Amendment 10 for Convergys/People First Contract – Signed the 10th amendment to the Convergys/People First contract. This amendment lays the groundwork for success when we launch the next generation.
- HMO Rate Renewal Negotiated lower HMO rate renewals for State of Florida benefit coverage. Plan rates for 2009 are significantly lower than expected and will produce an estimated savings of \$55 million over the next calendar year. The savings projections from this effort total \$230 million over the next four years.

Congratulations team DMS team for these and the many other accomplishments achieved in 2008. Just think what we can accomplish next year...

cretary



This month there are two words that I think best describe my sentiments for the holidays.

Thank you.

Thank you for making 2008 another strong year at DMS. Throughout the year our team faced some challenges. Because of each of you—your dedicated work and your innovative thinking—we turned many of those challenges into opportunities. Those opportunities improve the services we provide our customers.

Our quarterly customer satisfaction surveys show that we are consistently keeping our customers in that zone of delight. There is still opportunity for improvement, but I know you are each working steadily to increase customer satisfaction.

Our service motto, We Serve Those who Serve Florida, guides us and reminds us who our customers are and what we are here to do. One great way we served in 2008 is through our energy reduction policy. Our Real Estate team put in place a program to help all state agencies lower the energy they use in their daily business operations. The policy includes simple tips like turning off lights and computers at day end, and opening and closing window blinds to help control heating or cooling needs. It helps lower energy costs and reduces the state's carbon footprint. We know that at least one agency, the Department of Environmental Protection gained significant savings from its efforts.

My list could go on and on, but this page only holds so much. I applaud each of you for your commitment to doing what's right every day. Keep up the outstanding work as you always seek ways (big and small) to improve our services and make us more efficient. Enjoy the holiday season and look forward to another strong year at DMS in 2009.

SHJourk

2008 Priorities

- I. Develop HR practices that recruit, retain, develop, recognize and reward employees making DMS a workplace of choice
- 2. Improve our contract management abilities
- 3. Create a strong strategic plan for each program area
- 4. Create world-class performance by focusing on our core competencies
- 5. Improve our quality of services by measuring what matters

DMS SERVICE MOTTO

We Serve Those Who Serve Florida

DMS SERVICE VISION

Engaged Employees; Satisfied Customers

DMS SERVICE MISSION

Providing Smarter, Better, Faster Services

OUR SERVICE PROMISE

To Serve with CLASS

- **C** ommunicate Concerns Immediately
- **L** isten, Learn and Grow Together
- **A** ct with Integrity and Honor
- **S** trive for Greatness
- **S** erve with a Servant's Heart

SAFETY TIP FROM A NEIGHBORHOOD WATCH COORDINATOR

Next time you come home for the night and start to put your keys away, remember your car may have a security alarm system. Test it.

It goes off from most anywhere inside your house and honks until your battery runs down or until you reset it. It works if you park in your driveway or garage. Hit the alarm button if you think someone is trying to break into your house. The sound should scare them off and after a few seconds all the neighbors will look out their windows to see what's going on. And remember to carry your keys while walking to your car in a parking lot. The alarm can work the same way there.

Charles Covington

Director of State Purchasing

Just what does the Director of State Purchasing do?

The division of State Purchasing focuses on four major outcomes. We develop state term contracts that save money and make state purchasing more efficient. We provide a world-class purchasing system, MyFloridaMarketPlace, which is more efficient for buyers. Our team provides the Professional Development Certification Program for purchasing professionals. We also provide guidance—helping people be strategic rather than tactical in purchasing efforts.

What takes up most of your time each day?

E-mails, meetings, one-on-one discussions, responding to requests for information, leading my division and reviewing documents.

What is the best thing about your job?

I get the most satisfaction from the people I work with, and I enjoy helping them realize their maximum potential.

Where are you from originally and how did you land at DMS?

I'm originally from Mobile, Alabama, and lived in Jacksonville before coming to Tallahassee, where I worked for the International Paper Company. After that chapter I retired and traveled, lasting only one year before I wanted to get back into the swing of things. I applied for an opening in state purchasing on the People First Web site, but didn't hear anything for about six months. One day, I got a call from Fred Springer, the state purchasing director at the time, who wanted me to develop a team of purchasing professionals. I started at DMS in 2004 as a bureau chief before becoming division director.

What motto/phrase/advice do you try to live by?

I don't have a motto or phrase, but I believe we should all work hard, play hard, love family, God and care about others.



L-R: Sidney Gaines Cash III, Caroline Michelle Cash, Claire Covington Cash and Laura Leigh Cash with their PaPa, Charles Covington. Gaines and Laura Leigh are twins.

What is a unique or startling fact about you that people may not know?

I played high school football against the left-handed quarterback Kenny Stabler. I even got a few tackles on Stabler before he went to play for the University of Alabama and eventually the Oakland Raiders.

What's the last book you read or movie you watched?

I'm not much of a moviegoer but I enjoy a good book and listening to books on tape on long road trips with my wife. The last book I read was 8.4 by Peter Hernon, about a potential earthquake in the second most dangerous earthquake zone in the United States. I recently finished listening to Who's Your Caddy by Rick Reilly on tape with my wife while on the road.



The grandkids share a little love with PaPa Charles Covington!

THOUGHTS ON MENTORING FROM MATT MINNO

Editor's note: Matt Minno, Office of the General Counsel, has mentored Justice, a Nims Middle School student for three years. Matt agreed to share his thoughts about mentoring with us. If you're interested in mentoring a student, contact Sebrina John at (850) 488-5177.

What can a middle-age guy working for the state offer in time and energy that has value in mentoring a middle school student from Nims Middle School? Sometimes it seems I am from the middle ages. I admit, I have thought that.

He hardly spoke to me. Often it seemed he'd rather be anywhere than sitting there with me (especially if he was missing gym class). Conversations were little more than "yes" or "no." Then one day when I called him at home, his mother answered the phone.

She knew all about me and related several of the encounters and times I spent with her son. It did matter. I taught him how to play chess, which he still enjoys. Perhaps it can make a difference. I had no idea.

Nothing can take you further from your own stressors and your own problems than to spend some time with a middle school student whose future seems far less certain than your own. At the same time, unlike me, they have their whole lives in front of them. If you decide to become involved in their lives you will be glad you did. I



DMS_{Travel}tip

When the hotel cost (room rate only) is more than \$150 provide a justification for the higher cost when submitting the travel reimbursement. For instate travel paid by P-card, the hotel should credit the taxes. Everyone with a P-card should also have the tax exemption card that goes along with it. It is different than the general tax exemption form for the department. Contact **Angela Pereira** at Angela.Pereira@dms.MyFlorida.com if you do not have a tax exemption card.

Separate personal expenses from business expenses. Use your personal credit card or cash for personal expenses; they cannot be charged to your P-card.

If you have questions about travel-related issues, contact **June Berley** in Finance and Accounting. June.Berley@dms.MyFlorida.com

Keep Your Smoke Detector Working

Follow these tips to keep your smoke detector in working condition:

- Install a smoke detector on every level of your home and outside every bedroom.
- Test your smoke detectors once a month.
- Change the batteries once a year.
- Replace smoke detectors every 10 years.
- Resist temptations to "borrow" the batteries out of your smoke detector for your remote control or other battery-operated device. You may forget to put them back.
- Even if your smoke detector has a tendency to be set off by cooking or steam from the shower, keep it connected. It's better to be annoyed occasionally by a smoke detector than to not have one working at all.
- Let everyone in your household know what the smoke detector's alarm sounds like. If a child hasn't heard the sound before, it could be frightening. Tell your children the sound means to follow your family's fire escape plan and leave the house immediately.

Source: www.Healthwise.com

DEPARTMENT OF MANAGEMENT SERVICES

november accomplishments

- Florida Retirement System Three new customers joined the Florida Retirement System for a total of 11 new agencies that joined or rejoined between July 1, 2008 and November 30, 2008.
- Office of Supplier Diversity
 - o 2008 MatchMaker Conference and Trade Show Successfully hosted annual Office of Supplier Diversity 2008 MatchMaker Conference for minority business owners. We had more than 1,500 minority and women business owners, local residents, and other community-based organizations in attendance.
 - Conducted more than 2,500
 one-on-one appointments during the
 trade show, representing more than
 60 state agencies, private sector
 corporations, city and county government,
 water management districts, hospital
 districts, and local school districts.
 - Raised more than \$250,000 from government and the private sector, and secured 140 exhibitor booths.
 - Signed a Strategic Partnership Agreement with the NAACP to promote collaboration and increase the number of certified black businesses from 574 to 700 by November 2009.
 - Signed a Strategic Partnership
 Agreement with the Small Business
 Administration to promote sharing of resources, raising awareness of financial opportunities and maximizing resources for all business owners.

- Certified the first service-disabled veteran-owned business, American Building Inspectors Corporation.
- 2007-2008 Annual Workforce Report –
 Drafted, designed and published the 2007
 2008 Annual Workforce Report analyzing workforce trends in state government.
- FY 2007-08 Fixed Capital Outlay funding (\$16+ million) – Entirely under contract as of Nov. 10; nearly three months ahead of the January 31, 2009, reversion deadline.

We collect accomplishments from each division at the end of the month. Contact your supervisor if you have something to add to the monthly report.



DMS happenings

CCOC 5K for the FSECC NOV. 20, 2008



Matt Minno, General Counsel's office, was the DMS first place winner in this year's FSECC 5K, with a time of 19.25.

DMS had 45 race participants and 78 racers registered through DMS. Total funds for the United Way from the race were \$773.

Matt Minno

Debbie Henderson and Randall Baker were part of the 20 Real Estate division employees who ran and walked in the CCOC 5K.



Twenty Real Estate employees participated! Congratulations to the DMS winners! **Kay Clement** came in first for Real Estate with a time of 27:20.

Congratulations to everyone who participated... you're all winners! Thanks to **John Owen** and **Katelynn Ogle** for taking pictures, and thanks to everyone who donated towards this extremely important cause.

Employment Anniversaries

Gary Gebhart, Real Estate – 12 years in November **Nancy Gebhart**, Real Estate – 12 years in November

Births

Derek Howard, CITS, and his wife, Lottie, are the proud parents of a new baby girl, born Nov. 11! Her name is Imani (pronounced ee-mon-nee) Siloam Howard. Her name means Faith and Peace. Mother and daughter are doing great. Congratulations to the new parents!!

Wedding Anniversary



L-R standing: Jeff and Chris Martin, **Nancy** and **Gary Gebhart** L-R sitting: Grandchildren Hope, Tiffani holding great grandson TJ, Tyrel and Toren

Gary and Nancy Gebhart, both in Real Estate, celebrated their 39th wedding anniversary recently with a visit to visit Gary's daughter Chris and husband Jeff Martin in Billings, Montana. Gary and Nancy enjoyed family time with their three grandchildren, and the newest family member, great grandson TJ. When Gary and Nancy returned to Tallahassee they celebrated grandson Wyatt Gebhart's first birthday.

New Hires/Job Changes/Farewell

State Purchasing – New employees

Greg Hill – Purchasing Specialist on Team 3

Shameka Smith – Purchasing Specialist on Team 5



Administration celebrated this year's holiday season with a feast and festive decorations Dec. 9.

Retirement

Windle Edenfield, Human Resource Consultant with the Division of Human Resource Management, retired Dec. 31 after 35 years of service. Thank you for your service, Windle, and enjoy your retirement!

SHOUT OUT

Shout out for **Amy Smyth**, MyFloridaMarketPlace (MFMP), and the MFMP team on its new, bimonthly e-newsletter, *The MyFloridaMarketPlace View*, for MFMP customers. Thanks to the DMS **CIO**, **Division of Telecommunications** and **Communications** staff who helped make this happen. View it online at: http://dms.myflorida.com/business_operations/state_purchasing/myflorida_marketplace/myfloridamarketplace_enewsletter.

Carpet Recycling





Out with the old and in with the new!

State Purchasing works to preserve the environment and in educating users through the state term contracts. Bentley Prince Street, a state term contract vendor for carpet, reclaimed 21,600 pounds of carpet (two semi-trailer loads) from the Leon County Civic Center. Instead of sending it to a landfill, they used their "ReEntry®" program. Customers return their carpet after its useful life and it is recycled or reused. The civic center replaced it with recycled carpet made from less material making it friendlier to the environment.

Private Prisons in Florida Earn High Audit Scores

DMS manages the contracts for six Florida private prisons. The American Correctional Association (ACA) audited four of those this year. Bay Correctional Facility, operated by Corrections Corporation of America, received a 99.8 percent in August 2008. Since September 2008, the audits by ACA have found all three GEO facilities to be 100 percent compliant.

The **Bureau of Private Prison Monitoring** is proud of the on-site DMS staff, and those who work for our vendors.

For the **Retirement Division**: What an incredible Web site. I've worked in HR for many years and took the opportunity today to browse through your retirement Web site. The information available to me was everything and more I was looking for and available immediately. Great job, thanks for making life in HR easier. (Tracey Phillips, Department of Health)

For Randall Baker, Real Estate, and Bruce Meredith and his staff at the Collins Building: Please convey my special thanks to Bruce Meredith, Collins Building Manager and his staff for their often and much needed assistance during our many trips in and out of the building the past six months and thank you to DMS for making the space available. (Billy Hatfield, General Services Office)

For **Amy Houston**, Real Estate: Thank you for your hard work and especially your communication skills. I deal with many government organizations including city, state and federal government and rarely do I deal with someone who is as accessible, thorough and quick to respond as you. You have helped make a fairly unpleasant job in Miami much more pleasant. (Doug Cunningham, U.S. Army Corps of Engineers)

For **Anne Rabon**, MyFloridaMarketPlace: *I would* like to complete a customer survey to show our appreciation for your great customer service and professionalism. (Kris Moye, ECHD Contract Administrator)

SHOUT OUTS continued

For **Phylis McClelland** and **Allison Olsen**, both in the Retirement Division for their help to a retiree and her family during a difficult time: I have personally thanked Phylis and Allison although words could never express how much their help meant to me, Marcella and her family. Every time I called they were prompt in responding to my request and to ask if there was anything else they could do. As a result of their efforts Marcella was able to spend her last few days in peace knowing that her affairs were in order and her family, friends and I were able to concentrate our efforts on what mattered most, spending time with her. (Linda M Hinson, DMS Financial Management Services)

For **Bill Kerr**, **Noah Mims** and **Jimmy Hunter**, Real Estate, on the Fletcher Building pump project: *Kudos for a job well done on this difficult project. As you are aware this project involved a considerable amount of earth moving and working in very unpleasant conditions in the manhole. The work was performed in a timely fashion and resulted in a good looking very functional installation. Well done guys! (Rick Watson, CERT supervisor)*

Congratulations to DMS' five newest certified Red Cross (lay) responders:

David Bennett, State Purchasing
Charles Day, State Purchasing
Fidel Santiago Gonzalez, DSGI
Allison Norman, State Purchasing
Kathryn Watson, Inspector General's Office

David DiSalvo and **Tim Vause**, both in People First, are Certified Contract Managers. Congratulations!



Oct. 29 **David Wiggins**, Real Estate, received a certificate of commendation, letter of appreciation and recognition from the United States Environmental Protection Agency for years of work as the State of Florida and DMS project

manager for the environmental contamination cleanup of Cascades Park. Thanks for your excellent work, Dave!

PURCHASING INTERN MEETS BILLIONAIRE WARREN BUFFETT

Lauren Turner, intern in State Purchasing, had a one-of-a-kind experience as part of the FSU College of Business trip to Omaha, Nebraska. The trip included a question and



answer session with Mr. Buffett. Lauren and the other students ate lunch with him afterward at his favorite local diner, Piccolo Pete's.

"Meeting Warren Buffett was a fantastic experience and I was amazed at how approachable and humble he was to all of the students," Lauren said. "Despite all his wealth and influence on the financial world, he still remains a modest man who lives a modest lifestyle."

She said that he is a big believer in brand names and companies with staying power (like Coca-Cola and Sees Candy). He would never invest in a company he does not see being around in the next 10 years, so he does not hold any technology stock. Mr. Buffett also talked about the importance of giving back to the community and sharing wealth with those less fortunate. He picks his charity foundations with care, just like his companies. Overall, Lauren said he was a genuine person and money has a small effect on his values.

Congratulations, Lauren—we're proud to have you on our team!

december birthdays

Anita Cull	1
Suzanne Woodcock	1
Harry Halley	1
Rich Clifford	2
Debra Forbess	2
Sherrie Routt	4
Amy Smyth	5
Denise Johnson	5
Carl Plyler	6
Wilmy Dieuveil	6
William Watson	6
Karen Modzelewski	6
Mark Lovell	7
Carmen Pulido	7
Michal Cierpik	8
Daniel Bryant	8
Brenda Addison	9
Karl Spooner	10
Allison Norman	12
Ouida Rudd	12
Martha Moneyham	12
Gloria Dockery	13
Andrew Pilecki	13
Darren Fancher	14
Sandra Riles	14
Elizabeth Irvin	14
Bob Morales	15
Jason Donald	16

John Brenneis	16
Tommy Bryant	17
Gary Hall	17
Danny Lesley	19
Phil Spooner	19
Donald Matthews	20
Lawrence Medlock	20
Brenda Hough	21
Brenda Hough	21
Aida Vera	21
Edgar Wilson	22
Vangie Felix	23
Amos Herring	23
Gregory Nuetzi	23
Sarah Hamilton	23
Frederica Edwards	24
Cathy Smith	25
Christopher James	25
Donna Bishop	25
John Howell	26
Dani O'Quinn	27
Tauno Kyllonen	28
Estella Jones	28
Jan Duprey	30
Derrick Myrick	30
Esther Kelly	31
Erica Wich	31
Brittain Keen	31



Mitchell Clark, Finance and Accounting, turned 50 Nov. 12. His coworkers had fun decorating his office!



january birthdays

Jailice Hawick	L
Travis Norton	L
Belinda Rogers 1	1
Theresa Lamb	1
Shirley Knight	2
Fred McGovern 3	3
Dennis Gargus	1
Jeremy Tharpe 4	1
Cyndee Sams	1
	1
Betty Collins	5
Charles Jefferson 5	5
Dorothy Allen 6	ŝ
	ŝ
Rick (Guy) Watson 6	ŝ
	3
Judy Barrett-Elmer 8	3
	9
Shameka Smith 9	9
Cecil Williams 10	
Reginald Johnson 11	L
Bruce Rivers 11	L
Janice Lowe 11	L
Mike Davis 12	2
Derrikas Salters 12	2
Brett Newman 12	2
Tiffany Stephens 13	3

Linda Fuchs	13
Joel Kyllonen	14
Sharon Runyan	14
Deane Johnson	14
Sharon Thursby	15
Gary Cooper	15
Willie Hunter	20
Charles Slavin	20
William Bradwell	21
Bernadin Edwin	22
Glenn Tedcastle	22
Kurt Duggan	22
Greg Hill	23
Joseph Dennis	24
Minnie Kilpatrick	24
Dan Hedrick	24
Kwan Cherry	26
Andrea Simpson	26
Kei <mark>th Brinkm</mark> an	26
Dean Izzo	27
Robert Thrift	29
Chip Mikell	29
Donna Smith	29
Rachel Tribue	29
Scott Woods	30
Cedric Herring	31



Are you or someone on your team celebrating a birthday? E-mail us at <u>Communications@dms.MyFlorida.com</u> so we can include it in our next newsletter.

Wake up on Wellness Denartment of Management Services

ANNOUNCEMENTS

The DMS wellness program, Wake up on Wellness, starts Jan. 5. Right after the holidays look for our Wake up on Wellness site on The Workplace, along with e-mails with more information about the program.

Mark your calendar for Jan. 7. We'll hold informational Lunch & Learn sessions at both the Winewood facility and the Capital Circle Office Center. You can sign up for walking or running clubs, weight management clubs and share with us other topics you're interested in adding to your personal wellness program.

We need a couple of runners willing to lead our running club(s). Contact Jenny Robertson for more information. Jennifer.Robertson@dms.MyFlorida.com

There is no cost for most of our program activities; when there are costs, employees are responsible for them. In some cases you can use your flexible medical reimbursement money.

Thanks to our committee members who developed the program and will make it happen throughout 2009:

Marie Abrams, DSGI, co-leader,
Marie.Abrams@dms.MyFlorida.com
Linda McDonald, Communications, co-leader,
Linda.McDonald@dms.MyFlorida.com
Jenny Robertson, Legislative Affairs
Queenell Fox, Human Resources
Kris Parks, Real Estate
Nicole Marciano, Retirement
Maya Green, Project Management Office
Edgar Gonesh, Administration
Dani O'Quinn, Retirement

If you want to be part of the committee or help organize activities as the year moves along, please contact either Marie or Linda.

GET THE 411

- Q. My work phone number in 411 on www.MyFlorida.com is missing or incorrect! What should I do?
- A. Send an e-mail to the DMS Human Resources office with your work phone number and they'll fix it. DMS.HumanResources@dms.MyFlorida.com

DO YOU NEED TO LOCK IT UP?

Do you know what information and documents are public and nonpublic (exempt from disclosure)? In most cases the public has rights to inspect and obtain copies of the records we manage. But, some records are "not public" and must be physically protected. If you're not sure how this responsibility affects you, talk with your supervisor.

DMS' administrative policy "Administration-08-102 – Public Records Request" requires each program area to identify records that are public and exempt from disclosure. Read the policy on the "Administration" link on www.dms.myFlorida.com/Policies.

If you need keys to secure any nonpublic documents, please contact Calvin Anderson at (850) 410-3450 or Calvin.Anderson@dms.MyFlorida.com.

2008 GOVERNOR'S MANSION HOLIDAY ORNAMENT

The new 2008 Governor's Mansion holiday ornament, "Lafayette Clock," is here! The sixth in a Made in America series, this year's ornament features the historic, 19th century, territorial clock that graces the black marble fireplace mantel of the State Reception Room, surrounded by Florida orange blossoms and palm fronds. Order it or other

ornaments online at www.FloridasHistoryShop.com, or buy it in any of the capitol gift shops, Museum of Florida History Gift Shop and My Favorite Things. All proceeds benefit the non-profit Florida Governor's Mansion Foundation.

CRISP FALL MORNING IN TALLAHASSEE



Thanks to our **Real Estate** team for taking this frosty shot a little before 8 a.m. Nov. 26 at the Capital Circle Office Center in Tallahassee.

MY ACCESS ACCOUNT SYSTEM

Earlier this month Governor Charlie Crist announced the creation of My ACCESS Account, a system that allows food stamp, temporary cash assistance and Medicaid applicants and recipients to check the status of their case online, 24-hours a day, seven days a week. My ACCESS Account users can check account status, view current benefits, check the date benefits are available, and print a temporary Medicaid card. Users can also view information regarding their appointments, verifications that may be needed to determine eligibility, a history of benefits and other important information regarding their case. To register for My ACCESS Account, visit www.myflorida. com/accessflorida. The information is available only to individual users who log onto a secure account with a private, protected username and password.

Recipe of the Month

Sausage in Crescent Rolls

1 pound Jimmy Dean Sausage1-8 oz. pkg. cream cheese3 pkgs. crescent rolls

Brown sausage and drain well. Mix sausage and cream cheese together. Roll out the crescent rolls, put about a teaspoon and a half of the mixture on each roll, and roll them up. Bake according to crescent rolls package directions.

Sound like a yummy holiday treat... and Pat says they freeze well, too!

Submitted by Pat Greene, CITS







Newsletter Team

Cathy Schroeder, Communications Director • Linda McDonald, Deputy Communications Director • Linda Ogle, Creative Director • Vangie Felix, Graphic Designer II • Katelynn Ogle, Graphic Designer • Charlotte Rakestraw, Graphics Design Apprentice

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