

1. RE: A regular meeting of the Municipal Civil Service Commission convened on Monday, November 13, 2017, at 12:55 p.m. Stefanie Coe and Delena Edwards in attendance.

PLEASE NOTE: These Minutes are summarized and are not actual statements made by each presenter in the meeting.

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2. RE: Review and approval of the Minutes from the October 30, 2017 Regular Meeting.

A motion to approve the minutes was made, seconded, and approved unanimously.

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3. RE: Pre-Hearing Conference Reviews – None Submitted.

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4. RE: Rule Revisions – None Submitted.

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5. RE: Trial Board Recommendations – None Submitted.

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6. RE: Personnel Actions Columbus City Schools –None Submitted.

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7. RE: Review and Approval of the 2018 Regular Commission Meeting, Full Commission Hearing and Trial Board Schedule.

A motion to approve the 2018 Commission Meeting, Full Commission Hearing and Trial Board Schedule was made, seconded, and approved unanimously.

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8. RE: Request of the Civil Service Commission staff, on behalf of Columbus City Schools, to revise the specification for the classification Integrator Specialist, retitle it to read Building Controls Systems Integrator, and change the probationary period to 365 days (Job Code 5623).

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request, on behalf of Columbus City Schools, to create the specification for the classification Integrator Specialist, retitle it to read Building Controls Systems Integrator, and change the probationary period to 365 days (Job Code 5623). This classification was last revised in September, 2015. There is one incumbent in this classification. As part of this review Civil Service interviewed and reviewed the specification with the

incumbent and communicated with department representatives. Based on feedback, it is recommended that this specification be revised as proposed. It is proposed that the title of this classification be revised from Integrator Specialist to Building Controls Systems Integrator. Incumbents of this classification are responsible for integrating the sensors installed for building controls of major building functions. The minimum qualifications are revised to include building automation technology as a possible major. There are schools offering bachelor's degree programs in building automation technology now and more will likely do so in the future. The wording associated with possession of the Niagara software certification is revised to allow for completion by the end of the probationary period. In addition, the Probationary Period is proposed to be revised to 365 Days. No further recommendations were proposed.

A motion to approve this request was made, seconded, and approved unanimously.

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9. RE: Request of the Civil Service Commission staff, on behalf of Columbus City Schools, to revise the specification for the classification Maintenance Planner/Estimator (Electrical) and retitle it to read Electrical Maintenance Planner/Estimator (Job Code 6580).

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request, on behalf of Columbus City Schools, to create the specification for the classification Maintenance Planner/Estimator (Electrical) and retitle it to read Electrical Maintenance Planner/Estimator (Job Code 6580). This classification was last revised in September, 1990. There is one incumbent in this classification. As part of this review, Civil Service interviewed and reviewed the specification with the incumbent and communicated with department representatives. Based on feedback, it is recommended that this specification be revised as proposed. It is proposed that the title of this classification be revised from Maintenance Planner/Estimator (Electrical) to Electrical Maintenance Planner/Estimator. The proposed title removes the parenthesis in order to demonstrate the main purpose of the classification is for electrical planning and estimating needs. Within the examples of work section, revisions are proposed to four statements. Three revisions are simply to update wording and provide examples of professional standards. The minimum qualifications are revised to use the term "fully-skilled" rather than "journey" level. Ultimately, the applicant should be performing as a fully-skilled tradesperson and be capable of working in the electrical trade independently. No further recommendations were proposed.

A motion to approve this request was made, seconded, and approved unanimously.

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10. RE: Request of the Civil Service Commission staff, on behalf of Columbus City Schools, to revise the specification for the classification Maintenance Planner/Estimator (Structural) and retitle it to read Structural Maintenance Planner/Estimator (Job Code 6585).

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request, on behalf of Columbus City Schools, to create the specification for the classification Maintenance Planner/Estimator (Structural) and retitle it to read Structural Maintenance Planner/Estimator (Job Code 6585). This classification was last revised in September, 1990. There is one incumbent in this classification. As part of this review, Civil Service interviewed and reviewed the specification with the incumbent and communicated with department representatives. Based on feedback, it is recommended that this specification be revised as proposed. It is proposed that the title of this classification be revised from Maintenance Planner/Estimator (Structural) to Structural Maintenance Planner/Estimator. The proposed title removes the parenthesis in order to demonstrate the main purpose of the classification is for structural planning and estimating needs. The Maintenance Planner/Estimator (Structural) definition is proposed to be revised to remove the examples of structural work in favor of simply stating "structural work."

The minimum qualifications are revised to use the term "fully-skilled" rather than "journey" level. No further recommendations were proposed.

A motion to approve this request was made, seconded, and approved unanimously.

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11. RE: Request of the Civil Service Commission staff, on behalf of Columbus City Schools, to abolish the specification for the classification Athletic Trainer (Job Code 5910).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request, on behalf of Columbus City Schools, to revise the specification for the classification Athletic Trainer (Job Code 5910). This classification was last reviewed in October, 1994 and has been vacant for over five years. Per discussion with District representatives, there is no plan at the present time or in the near future to use this classification. With this classification being vacant and no intention to use this classification, it is recommended that it be abolished as proposed.

A motion to approve this request was made, seconded, and approved unanimously.

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12. RE: Request of the Civil Service Commission staff, on behalf of Columbus City Schools, to revise the specification for the classification Student Safety Resource Coordinator, retitle it to read Safety and Security Resource Specialist, and change the probationary period to 365 days (Job Code 5130).

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13. RE: Request of the Civil Service Commission staff to approve the specification review for the classification Police Records Technician Supervisor with no revisions (Job Code 0446).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented the request to approve the specification review for the classification Police Records Technician Supervisor with no revisions. Police Records Technician Supervisor was last reviewed in July, 2013. There are currently four employees serving in this classification, located in the Department of Public Safety, Division of Police. After reviewing questionnaires completed by incumbents with supervisory review, it was decided that the current specification adequately describes the work being performed. It is, therefore, recommended that the review of the specification for the classification Police Records Technician Supervisor be approved with no revisions.

A motion to approve this request was made, seconded, and approved unanimously.

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14. RE: Request of the Civil Service Commission staff to approve the specification review for the classification Aging Programs Outreach Specialist with no revisions (Job Code 0877).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented the request to approve the specification review for the classification Aging Programs Outreach Specialist with no revisions (Job Code 0877). Aging Programs Outreach Specialist was last reviewed in March, 2012. This classification has ten incumbents and is used exclusively by the Central Ohio Area Agency on Aging. As part of the analysis, incumbent questionnaires, with supervisory review, were reviewed and there were communications with department representatives. The Minimum Qualifications will continue to be written broadly to allow for applicants to qualify based on the variety of possible roles and environments for providing "educational training." Therefore, there are no proposed changes to the class specification at this time.

A motion to approve this request was made, seconded, and approved unanimously.

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15. RE: Request of the Civil Service Commission staff to create the specification for the classification Employee Wellness Coordinator, assign a probationary period of 365 days, designate the examination type as noncompetitive, and amend Rule XI accordingly.

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented the request to create the specification for the classification Employee Wellness Coordinator, assign a probationary period of 365 days, designate the examination type as noncompetitive, and amend Rule XI accordingly. This proposed classification, located in the Department of Human Resources, will be responsible for coordinating the City's employee health and wellness programs. The duties for this classification were previously performed by an Employee Benefits Analyst II. However, after reviewing the primary duties, it was determined that the work being performed does not align with the Employee Benefits Analyst II job class and the scope of work is unique enough to warrant a new classification. By definition, the incumbent of this classification, working under direction, will be responsible for the development, promotion, and coordination of employee health and wellness programs for the City. The proposed minimum qualifications require the possession of a bachelor's degree and three (3) years of experience in employee benefits, wellness, health education, or human resources. Possession of a master's degree can substitute for one (1) year of the required experience. The proposed Minimum Qualifications would allow for external candidates to qualify as well as internal candidates. It is proposed that the Examination type be designated as Noncompetitive. It is further proposed that the Probationary Period be assigned 365 Days, which is consistent with the anticipated learning time and in accordance with Commission guidelines for classifications designated as Noncompetitive. This classification will be assigned to the Administrative Job Family, and to the Human Resources and Labor Relations Group. The EEO/DOJ Job Category will be designated as Professional. It is recommended that this classification be assigned to the Human Resources and the Health Services NEOGOV Job Interest Categories. It is requested that the classification for Employee Wellness Coordinator be created as proposed and Rule XI amended accordingly.

A motion to approve this request was made, seconded, and approved unanimously.

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16. RE: Request of the Civil Service Commission staff to revise the specification for the classification Police Records Technician (Job Code 0445), change the probationary period to 365 days, and amend Rule XI accordingly.

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented the request to approve the specification review for the classification Police Records Technician (Job Code 0445), change the probationary period to 365 days, and amend Rule XI accordingly. Police Records Technician was last reviewed in July, 2013. There are currently thirty employees serving in this classification located in the Department of Public

Safety, Division of Police. Based upon information received from questionnaire responses with supervisory review, one revision is proposed. It is proposed that the Probationary Period be extended from 270 days to *365 Days*. Based on supervisory input, training for this classification is sixteen weeks long and the 270 day probationary period makes it difficult to fully evaluate the performance of new hires. A 365 day probationary period is consistent with the learning time associated with this classification and will allow more time for supervisors to assess the performance of employees. No further recommendations were proposed.

A motion to approve this request was made, seconded, and approved unanimously.

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17. RE: Request of the Civil Service Commission staff to revise the specification for the classification Nature Programs Educator (Job Code 3153).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented the request to approve the specification review for the classification Nature Programs Educator (Job Code 3153). The proposed change to the minimum qualifications was requested. Specifically, department representatives would like to remove the specific major designation from the bachelor's degree requirement. The proposed qualifications would allow candidates with the required experience and a bachelor's degree, regardless of their major, to qualify. Currently, only candidates with the required experience and bachelor's degrees in environmental education, natural resources, wildlife management, outdoor recreation or a closely related field would qualify. The department believes that possession of a specific college major is not critical, as long as the candidates have obtained the required experience specific to this classification. Therefore, in order to not exclude potentially qualified candidates, it is recommended that Nature Programs Educator be revised as proposed.

A motion to approve this request was made, seconded, and approved unanimously.

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18. RE: Request of the Civil Service Commission staff to revise the specification for the classification Nature Programs Developer (Job Code 3154).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented the request to approve the specification review for the classification Nature Programs Developer (Job Code 3154). A proposed change to the minimum qualifications was requested. Specifically, department representatives would like to remove the specific major designation from the bachelor's degree requirement. The proposed qualifications would allow candidates with the required experience and a bachelor's degree, regardless of their major, to qualify. Currently, only candidates with the required experience and bachelor's degrees in environmental education, natural resources, wildlife management, outdoor recreation or a closely related field would qualify. The department believes that possession of a specific college major is not critical,

as long as the candidates have obtained the required experience specific to this classification. Therefore, in order to not exclude potentially qualified candidates, it is recommended that Nature Programs Developer be revised as proposed.

A motion to approve this request was made, seconded, and approved unanimously.

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19. RE: Request of the Civil Service Commission staff to revise the specification for the classification Senior Procurement Specialist (Job Code 0775).

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented the request to approve the specification review for the classification Senior Procurement Specialist was last reviewed in April, 2014. There are currently four employees serving in this classification, located in the Department of Finance and Management, within the Finance and Management Division's Purchasing Office. Based upon information received via questionnaire responses from incumbents, with supervisory review, and input from department representatives, some minor revisions are proposed. It is proposed that the Minimum Qualifications be revised to include the new certification as a Certified Professional in Supply Management (CPSM) and Certified Professional in Supply Management (CPSD). No further recommendations were proposed.

A motion to approve this request was made, seconded, and approved unanimously.

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20. RE: Request of the Civil Service Commission staff to revise the specification for the classification Procurement Manager (Job Code 0776).

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented the request to approve the specification review for the classification Procurement Manager (Job Code 0776). Procurement Manager was last reviewed in November, 2012. This single-position classification is used in the Department of Finance and Management, within the Finance and Management Division's Purchasing Office. Based upon information received input from department representatives, some minor revisions are proposed. Proposed revisions to the examples of work section include the addition of a statement noting that the Procurement Manager participates in the development, testing, and implementation of electronic procurement platforms, including vendor portals and electronic catalogs. No further recommendations were proposed.

A motion to approve this request was made, seconded, and approved unanimously.

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21. RE: Request of the Civil Service Commission staff to revise the specification for the classification Procurement Administrative Officer (Job Code 0777).

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented the request to approve the specification review for the classification Procurement Administrative Officer (Job Code 0777). Procurement Administrative Officer was last reviewed in November, 2012. There are currently two employees serving in this classification, located in the Department of Finance and Management, within the Finance and Management Division's Purchasing Office. Based upon information received via questionnaire responses from incumbents, with supervisory review, and input from department representatives, some minor revisions are proposed. It is proposed that the Minimum Qualifications be revised to include the new certification as a Certified Professional in Supply Management (CPSM) and Certified Professional in Supply Management (CPSD). No further recommendations were proposed.

A motion to approve this request was made, seconded, and approved unanimously.

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22. RE: Request of the Civil Service Commission staff to revise the specification for the classification Procurement Specialist (Job Code 0789).

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented the request to approve the specification review for the classification Procurement Specialist (Job Code 0789). Procurement Specialist was last reviewed in November, 2012. There are currently four employees serving in this classification, located in the Department of Finance and Management, within the Finance and Management Division's Purchasing Office. Based upon information received via questionnaire responses from incumbents, with supervisory review, and input from department representatives, some minor revisions are proposed. It is proposed that the examples of work section be revised with the addition of one statement noting responsibility for participating in the establishment and management of contracts for universal term contracts (UTC) goods. No further recommendations were proposed.

A motion to approve this request was made, seconded, and approved unanimously.

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23. RE: Request of the Civil Service Commission staff to revise the specification for the classification Cable Worker I, change the probationary period to 365 days, and amend Rule XI accordingly (Job Code 3555).

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented the request to approve the specification review for the classification Cable Worker I, change the probationary period to 365 days,

and amend Rule XI accordingly (Job Code 3555). Cable Worker I was last reviewed in May, 2013. This classification has two incumbents and is used by the Department of Public Utilities, Power Division. After review of incumbent questionnaires and communication with department representatives, there are revisions proposed to the class specification. The knowledge, skills, and abilities section will be revised to read, "ability to push, pull, or carry up to one hundred (100) pounds without assistance for short distances and ability to maneuver objects greater than one hundred (100) pounds with assistance." No further recommendations were proposed.

A motion to approve this request was made, seconded, and approved unanimously.

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24. RE: Request of the Civil Service Commission staff to revise the specification for the classification Cable Worker II, change the probationary period to 365 days, and amend Rule XI accordingly (Job Code 3556).

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented the request to approve the specification review for the classification Cable Worker II, change the probationary period to 365 days, and amend Rule XI accordingly (Job Code 3556). Cable Worker II was last reviewed in May, 2013. This classification has ten incumbents and is used by the Department of Public Utilities, Power Division. After review of incumbent questionnaires and communication with department representatives, there are revisions proposed to the class specification. The knowledge, skills, and abilities section will be revised to read, "ability to push, pull, or carry up to one hundred (100) pounds without assistance for short distances and ability to maneuver objects greater than one hundred (100) pounds with assistance." No further recommendations were proposed.

A motion to approve this request was made, seconded, and approved unanimously.

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25. RE: Request of the Civil Service Commission staff to revise the specification for the classification Cable Worker Supervisor I (Job Code 3557).

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented the request to approve the specification review for the classification Cable Worker Supervisor I (Job Code 3557). Cable Worker Supervisor I was last reviewed in May, 2013. This classification has four incumbents and is used by the Department of Public Utilities, Power Division. After review of incumbent questionnaires and communication with department representatives, there are revisions proposed to the class specification. The knowledge, skills, and abilities section will be revised to read, "ability to push, pull, or carry up to one hundred (100) pounds without assistance for short distances and ability to maneuver objects greater than one hundred (100) pounds with assistance." No further recommendations were proposed.

A motion to approve this request was made, seconded, and approved

unanimously.

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26. RE: Request of the Civil Service Commission staff to revise the specification for the classification Cable Worker Supervisor II (Job Code 3558).

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented the request to approve the specification review for the classification Cable Worker Supervisor II (Job Code 3558). Cable Worker Supervisor II was last reviewed in May, 2013. This classification has one incumbent and is used exclusively by the Department of Public Utilities, Division of Power. After review of the incumbent's questionnaire, with supervisory review, and communication with department representatives, there are revisions proposed to the class specification. Within the examples of work section a new statement regarding supervision is proposed. While the supervision is illustrated in the Definition, the standard statement regarding these responsibilities is proposed to be added to the Examples of Work. No further recommendations were proposed.

A motion to approve this request was made, seconded, and approved unanimously.

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27. RE: Request of the Civil Service Commission staff to revise the specification for the classification Power Line/Cable Worker Trainee (Job Code 3565).

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented the request to approve the specification review for the classification Power Line/Cable Worker Trainee (Job Code 3565). Power Line/Cable Worker Trainee was last reviewed in October, 2012. This classification is currently vacant and is used by the Department of Public Utilities, Power Division. After review of the classification with department representatives, there are revisions proposed to the class specification. Within the guidelines for class use section a minor revision to the wording is proposed to ensure the "equipment" associated with the energized lines is included in the description of the amount of voltage incumbents can encounter. The knowledge, skills, and abilities section will be revised to read, "ability to push, pull, or carry up to one hundred (100) pounds without assistance for short distances and ability to maneuver objects greater than one hundred (100) pounds with assistance." No further recommendations were proposed.

A motion to approve this request was made, seconded, and approved unanimously.

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28. RE: Request of the Civil Service Commission staff to revise the specification for the classification Power Line Worker I, change the probationary period to 365 days, and amend Rule XI accordingly (Job Code 3566).

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented the request to approve the specification review for the classification Power Line Worker I, change the probationary period to 365 days, and amend Rule XI accordingly (Job Code 3566). Power Line Worker I was last reviewed in May, 2013. This classification has seven incumbents and is used by the Department of Public Utilities, Power Division. After review of incumbent questionnaires and communication with department representatives, there are revisions proposed to the class specification. Within the examples of work section revisions are proposed. Mention of the street lighting work as its own statement is revised to remove the singular statement and incorporate street lighting into the first statement regarding "installation, repair, maintenance, and removal." The knowledge, skills, and abilities section will be revised to read, "ability to push, pull, or carry up to one hundred (100) pounds without assistance for short distances and ability to maneuver objects greater than one hundred (100) pounds with assistance." No further recommendations were proposed.

A motion to approve this request was made, seconded, and approved unanimously.

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29. RE: Request of the Civil Service Commission staff to revise the specification for the classification Power Line Worker II, change the probationary period to 365 days, and amend Rule XI accordingly (Job Code 3567).

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented the request to approve the specification review for the classification Power Line Worker II was last reviewed in May, 2013. This classification has seven incumbents and is used by the Department of Public Utilities, Power Division. After review of incumbent questionnaires and communication with department representatives, there are revisions proposed to the class specification. Within the examples of work section revisions are proposed. Mention of the street lighting work as its own statement is revised to remove the singular statement and incorporate street lighting into the first statement regarding "installs, repairs, maintains, and removes." The knowledge, skills, and abilities section will be revised to read, "ability to push, pull, or carry up to one hundred (100) pounds without assistance for short distances and ability to maneuver objects greater than one hundred (100) pounds with assistance." No further recommendations were proposed.

A motion to approve this request was made, seconded, and approved unanimously.

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30. RE: Request of the Civil Service Commission staff to revise the specification for the classification Power Line Worker Supervisor I (Job Code 3568).

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented the request to approve the specification review for

the classification Power Line Worker Supervisor I (Job Code 3568). Power Line Worker Supervisor I was last reviewed in October, 2012. This classification has four incumbents and is used by the Department of Public Utilities, Power Division. After review of incumbent questionnaires and communication with department representatives, there are revisions proposed to the class specification. The knowledge, skills, and abilities section will be revised to read, "ability to push, pull, or carry up to one hundred (100) pounds without assistance for short distances and ability to maneuver objects greater than one hundred (100) pounds with assistance." No further recommendations were proposed.

A motion to approve this request was made, seconded, and approved unanimously.

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31. RE: Request of the Civil Service Commission staff to revise the specification for the classification Power Line Worker Supervisor II (Job Code 3569).

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented the request to approve the specification review for the classification Power Line Worker Supervisor II (Job Code 3569). Power Line Worker Supervisor II was last reviewed in May, 2013. This classification has one incumbent and is used exclusively by the Department of Public Utilities, Division of Power. After review of the incumbent's questionnaire, with supervisory review, and communication with department representatives, there are revisions proposed to the class specification. By definition, Power Line Worker Supervisor II, "under direction, is responsible for supervising overhead power line crews." It is proposed to update this Definition for the overhead power distribution system to be more descriptive and to mirror the underground power distribution system classification of Cable Worker Supervisor II. No further recommendations were proposed.

A motion to approve this request was made, seconded, and approved unanimously.

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32. RE: Request of the Civil Service Commission staff to revise the specification for the classification Substation Maintenance Supervisor, change the probationary period to 365 days, and amend Rule XI accordingly (Job Code 3596).

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented the request to approve the specification review for the classification Substation Maintenance Supervisor, change the probationary period to 365 days, and amend Rule XI accordingly (Job Code 3596). Substation Maintenance Supervisor was last reviewed in October, 2012. This classification has three incumbents and is used by the Department of Public Utilities, Power Division. After review of incumbent questionnaires and communication with department representatives, there are revisions proposed to the class specification. The knowledge, skills, and abilities section will be revised to read, "ability to push, pull, or carry up to one hundred (100) pounds

without assistance for short distances and ability to maneuver objects greater than one hundred (100) pounds with assistance.” As is common in the classification plan for a supervisory classification, it is proposed to update the Probationary Period from 270 days to 365 Days. The longer probationary period allows for a supervisor to provide input to employees regarding annual performance appraisals and to be better able to perform the full complement of the work required of the classification. No further recommendations were proposed.

A motion to approve this request was made, seconded, and approved unanimously.

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- 33. RE: Personnel Actions for City of Columbus – None Submitted.
- 34. RE: Residency Hearing Reviews- None Submitted.
- 35. RE: Background Removals.

Applicants Removed Post-Exam

	Name of Applicant	Position Applied For
1.	Douglas Barber II	Police Officer

After reviewing the file of Douglas Barber II, the Commissioners decided his name would be reinstated to the Police Officer testing process.

- 36. RE: Other Administrative/Jurisdictional Reviews.

Other Administrative/Jurisdictional Reviews

1.	Jason R. Smith #17-CA-0012	Review of the appeal of <u>Jason R. Smith</u> , regarding the denied Request for Review for Management Analyst II.
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After reviewing the files for Jason R. Smith, the Commissioners decided to dismiss the appeal.

1:30 P.M.

- 37. RE: No Disciplinary Hearing or Trial Board.

Regular Meeting

*November 13, 2017
12:30 p.m.*

The Commissioners adjourned their regular meeting at 1:15 p.m.

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Grady L. Pettigrew, Jr., President

Date

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