

## Commissioner Minutes of May 14, 2019

*The Gladwin County Board of Commissioners met in Regular Session on Tuesday, May 14, 2019. The meeting was called to order at 9:00 a.m. by Chairperson Smith. The Pledge of Allegiance was recited and a short prayer was given. Roll call found all Commissioners present.*

The Board reviewed the agenda. *Motion by Commissioner Taylor, supported by Commissioner Vernier, to proceed with the consent agenda as prepared. Ayes carried, motion passed.*

The **cash balances** were then read by Commissioner Taylor. *General Fund – \$275,976.37. An advance of \$650,000 has been made to the General Fund from the 210 – EMS Fund.*

*The Regular Session minutes of April 23, 2019, along with the Committee of the Whole Executive Session minutes from April 23<sup>rd</sup> and the Committee of the Whole minutes of May 8, 2019, were then reviewed. Motion by Commissioner Vernier, supported by Commissioner Taylor, to approve the minutes as prepared. Ayes carried, motion passed.*

### Public Comments –

*Rich Points, Buckeye Township resident, inquired on composting in Gladwin County, noting he has visited the site in Gladwin City for resources. The Board gave Mr. Points some areas of contact for his concerns.*

### Communications:

The April 2019 Library statistics were reviewed. Chairperson Smith stated that there was a “naming meeting” at the Beaverton Activity Center that has now declared the Beaverton Post Office to be named the “Colonel Alfred Asch” Post Office.

### Finance Matters – Commissioner Taylor:

1. MAC has released a list of training summits directed at Commissioners and County Leaders. Cost is \$35.00 per attendee, plus mileage. *Motion by Commissioner Taylor, supported by Commissioner Vernier, to allow the Clerk to attend the MAC summit in Gaylord on July 23, 2019, at her own cost, and to register one Commissioner with the use of the credit card if needed at a date and location that suits their schedule from 101-101-860.000. Ayes carried, motion passed.*
2. Lauren Essenmacher, Council on Aging, presented the 2019/20 operating budget for the Board’s consideration. *Motion by Commissioner Taylor, supported by Commissioner Vernier, to approve the proposed 2019/20 budget for Council on Aging. Ayes carried, motion passed.*
3. The contract with Republic Services is up for renewal with no changes to the provisions of the current contract. *Motion by Commissioner Taylor, supported by Commissioner Vernier, to allow the Republic Services contract to renew in August 2019 with the same contract provisions as signed on August 30, 2016. Ayes carried, motion passed.*

4. Mike Kruchkow, Soil Erosion and Sedimentation Control, requested funding assistance from the Board until their millage funding becomes available. *Motion by Commissioner Taylor, supported by Commissioner Kyle Grove, to advance up to \$15,000 as needed to the Soil Erosion department from Gypsy Moth funding through 9-30-2019.* Ayes carried, **motion passed.**
5. The recording contract through JAVS for Circuit Court has been presented by the Court Administrator for approval. *Motion to approve the JAVS contract for service and maintenance for Circuit Court. The contract runs from 03/01/2019 through 2/28/2020 and will be paid from 101-131-983.001.* Ayes carried, **motion passed.**
6. An amended resolution has been prepared for the application of grant funds for the Gladwin/Beaverton Walk Trail. *Motion by Commissioner Taylor, supported by Commissioner Vernier, to adopt the resolution as prepared.* Roll call vote as follows: K. Grove – yes, Taylor – yes, Vernier – yes, Smith – yes, R. Grove – yes. 5 yes, 0 no. Ayes carried, **Resolution 2019-009 declared adopted.**
7. The L-4029 has been prepared by the Equalization Director. *Motion by Commissioner Taylor, supported by Commissioner Kyle Gove, to allow the Chairperson and the Clerk to sign the L-4029 as prepared by Equalization in the amount of \$991,547,592.* Ayes carried, **motion passed.**
8. The contract for Equalization services has been prepared and presented to the Board for their consideration. *Motion by Commissioner Taylor, supported by Commissioner Kyle Grove, to approve the employment contract with Peter Preston from Preston Community Services for Equalization services.* Ayes carried, **motion passed.**
9. The domain name gladwincounty-mi.gov is set to expire in June 2019. *Motion by Commissioner Taylor, supported by Commissioner Kyle Grove, to allow the Clerk to renew the domain name in the amount of \$400.00 with the use of the credit card.* Ayes carried, **motion passed.**
10. The contract between Gladwin County and the Seebeck Foundation to promote and maintain recreation activities has been drafted and presented for signature. *Motion by Commissioner Taylor, supported by Commissioner Vernier, to allow the Chairperson to sign the contract with the Seebeck Family Foundation for recreation services.* Ayes carried, **motion passed.**
11. *Motion by Commissioner Taylor, supported by Commissioner Kyle Grove, to allow James Maveal to donate 35 hours of sick time to an employee in the County Clerk's Office and to allow the Clerk to adjust the balances as outlined.* Ayes carried, **motion passed.**
12. *Motion by Commissioner Taylor, supported by Commissioner Vernier, to allow Constance Thurlow-White to donate 35 hours of sick time to an employee in the Register of Deeds Office and to allow the Clerk to adjust the balances as outlined.* Ayes carried, **motion passed.**
13. Court Administrator, Nicholas Madaj, has requested payout of unused vacation hours to two court staff that have been unable to use their time. *Motion by Commissioner Taylor, supported by Commissioner Vernier, to allow the Clerk to pay out unused vacation time to Christina Stickler, FOC, for \$566.30 from 101-141-705.001 and Rhonda Reppert, Circuit Court, for \$781.90 from 101-131-704.000.* Ayes carried, **motion passed.**

14. Hannah McGuire will be attending the MPJRA conference and has utilized her own credit card to secure her lodging. *Motion by Commissioner Taylor, supported by Commissioner Vernier, to allow the Clerk authorization to pay Hannah McGuire \$200.70 for her cost to secure lodging for the upcoming MPJRA conference at Mackinaw Island June 19-20, 2019 and a check to Mission Point for the balance of room charges in the amount of \$174.90.* Ayes carried, **motion passed.**
15. The County Clerk has registered employee Lindsie Dillon for training through BS&A. *Motion by Commissioner Taylor, supported by Commissioner Vernier, to allow Lindsie Dillon to attend the governmental accounting seminar in Bath, Michigan May 15-16, 2019. Total costs are \$410.00 plus mileage and meals from 263-000-860.000.* Ayes carried, **motion passed.**
16. The Child Care Fund is in need of appropriations to handle the 2019 expenses. *Motion by Commissioner Taylor, supported by Commissioner Kyle Grove, to allow the Treasurer to appropriate up to \$80,000 to the 291 Child Care Fund to handle 2019 expenses.* Ayes carried, **motion passed.**

*Chairperson Smith commented that she would like to commend the county employees for donating their sick time to those employees in need.*

#### **New Business:**

- The contract for the Airport (#84-00-C52) was reviewed by the Board. *Motion by Commissioner Taylor, supported by Commissioner Smith, to allow the Chairperson to sign the contract as drafted.* Ayes carried, **motion passed.**
- A resolution has been prepared for the execution of a jointly and severally contract for repairs to the runway in the amount of \$29,100.00. *Motion by Commissioner Taylor, supported by Commissioner Smith, to adopt the resolution in support of the repairs.* Roll call vote as follows: Taylor -yes, Vernier – yes, Smith -yes, R. Grove – yes, K. Grove -yes. 5 yes, 0 no. Ayes carried, **Resolution 2019-010 declared adopted.**
- The Board reviewed the resolution for contract 2017-052, Project 206423 for the purchase of two 30' buses and one minivan for City County Transit. *Motion by Commissioner Taylor, supported by Commissioner Vernier, to adopt the resolution as prepared.* Roll call vote as follows: Vernier -yes, Smith – yes, R. Grove -yes, K. Grove – yes, Taylor – yes. 5 yes, 0 no. Ayes carried, **Resolution 2019-011 declared adopted.**
- City County Transit has prepared a second resolution for 2019 Operating funds. *Motion by Commissioner Taylor, supported by Commissioner Smith, to adopt the resolution in support of contract 2017-0052, project 207117 for 2019 operating.* Roll call vote as follows: Smith -yes, R. Grove – yes, K. Grove – yes, Taylor – yes, Vernier -yes. 5 yes, 0 no. Ayes carried, **Resolution 2019-012 declared adopted.**

**Comments from the Chair:** none currently.

#### **Commissioner Reports by District –**

##### **Commissioner Kyle Grove reported:**

- That he attended the Butman Township meeting.
- On missing the Clement Township meeting date which was also his birthday.

- On attending the Rising Tide project meeting, noting discussion on design and logos.
- That he attended the “Branding meeting” on April 30<sup>th</sup> where ideas were revealed.
- On the meeting with IT Right.
- That he was one of thirteen graduates of the 2019 Leadership Program on May 10, 2019. Commissioner Grove commented on the impact of this program and the valuable information learned.

**Commissioner Taylor reported:**

- On attending the Wixom Lake Authority Board meeting on May 4<sup>th</sup>.
- On the Gladwin City meeting where Officer Boylen announced his retirement after 30 years of service.
- That he attended the Sage Township meeting.
- That he and Commissioner Smith attended the Airport meeting.
- On the meetings tomorrow beginning at 6 p.m. for the five lake districts.
- That he will be attending the informational meeting with Midland County and the Four Lakes Task Force on May 16<sup>th</sup> at Swanton Hall.
- On upcoming union negotiations with the Courts on Thursday in Clare County.

**Commissioner Vernier reported:**

- That he attended the Bentley Township meeting, noting all is well.
- On his attendance at the Billings Township meeting, commenting there are still many questions regarding the Four Lakes Task Force. A public relations meeting is being discussed to handle this concern.
- On attending the Council of Local Government meeting on April 29<sup>th</sup>.
- That he attended the EDC meeting where they discussed the growth of Kember Flooring and the expansion at St. Gobain. Commissioner Vernier would like Board members to thank their townships that participate with EDC and encourage those who do not to participate. Discussion on billing of these costs.
- On the MMCAA meeting, commenting on their desire to build a high-quality high rise in Gladwin City. They also offer a weatherization program for those needing assistance.
- That he attended the GABA meeting, noting topics of conversation to include: Easter Egg Hunt, Thunder on the Strip, Rising Tide Branding program and a speaker system for the downtown area.
- On the HSCB meeting with focus on the risks of vaping.
- That he attended the Health Department meeting where there was discussion on the 72 confirmed cases of measles in Michigan and the new shingle vaccine that is 97% effective even to those already vaccinated.

**Chairperson Smith reported:**

- On the meeting with Midland County representatives and Dave Kepler on May 2<sup>nd</sup>.
- That she attended the EDC meeting on May 8<sup>th</sup> where they discussed ways to grow EDC income sources. There will be a special fish fry on June 14<sup>th</sup> to benefit the Rotary Splash Park.
- On the Court Management meeting on May 8<sup>th</sup>, noting discussion of the establishment of a Court Security Committee by September 1, 2019.
- That she participated in the Committee of the Whole meeting on May 8, 2019.

- On attending the Airport meeting on May 9<sup>th</sup>. There will be a fly-in breakfast fundraiser on July 20<sup>th</sup>.
- That she attended the Hay Township meeting on May 9<sup>th</sup>.
- On the Tobacco Township meeting on May 13<sup>th</sup> where it was announced that if you are a resident over the age of 60 of the Beaverton Fire Protection District, you are eligible for the installation of free smoke detectors.

**Commissioner Rick Grove reported:**

- That he attended the MSU meeting on April 23<sup>rd</sup>, noting discussion on many topics.
- On another walk through with Brando Enterprises to finalize figures for updates and improvements to the building and facilities.
- That he attended the Animal Control meeting on April 26<sup>th</sup>, commenting that all is well.
- On his attendance at the Council of Local Government meeting on April 29<sup>th</sup> at Secord Township.
- That he walked two drains with representatives from DEQ, Attorney Hovey and Drain Commissioners from two other counties.
- On attending the Beaverton Township meeting last night where they discussed a permit for six additional grow sites, blight ordinances, noise ordinance and a barking dog issue.

**Public Comments –**

Kathy Mills, Deputy Drain Commissioner, stated that the Lake Board meetings should be concluded by 8:00 p.m. tonight, as they are the first of the season.

Nancy Bodnar, Gladwin City Council, reminded the Board that the “Fallen Officer Memorial” will be held May 15, 2019 at 11:00 in front of the Gladwin City Police Department.

Chris Waugh, Gladwin City resident, inquired where the Board was at in providing live feed of the meetings. Commissioner Taylor responded that they are in the process of collecting cost information and what is needed for the project. Discussion on the project and that it will require a bid process. Ms. Waugh asked that Commissioner Taylor also include the dollar amount and description of the expenses as part of the finance matters so that the public understands the purpose of the expenditure.

*Motion by Commissioner Taylor, supported by Commissioner Kyle Grove, to receive and file various correspondence and reports. Ayes carried, **motion passed.***

The Board then took a short recess in anticipation of the arrival of Attorney Kazim to go into executive session.

Recess 9:37 – 9:47 a.m.

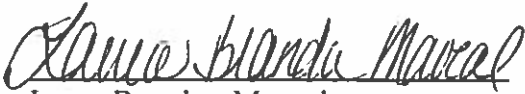
*Motion by Commissioner Taylor, supported by Commissioner Vernier, to go into executive session to discuss pending litigation. Ayes carried, **motion passed.***

**EXECUTIVE SESSION 9:47 – 10:50 a.m.**

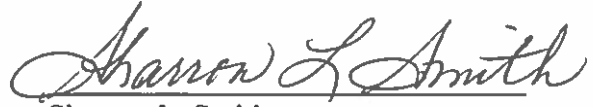
*Motion by Commissioner Taylor, supported by Commissioner Kyle Grove, to return to regular session. Ayes carried, **motion passed.***

*Motion by Commissioner Taylor, supported by Chairperson Smith, to allow Attorney Kazim to move forward with the actions discussed in executive session, granting Attorney Kazim authority to act in their capacity. Ayes carried, **motion passed.***

*Motion by Commissioner Vernier, supported by Commissioner Kyle Grove, to adjourn. Ayes carried, **motion passed.** Meeting adjourned at 10:52 a.m., until the next regularly scheduled Board meeting on May 28, 2019 at 9:00 a.m., unless otherwise ordered.*



Laura Brandon-Maveal  
County Clerk



Sharron L. Smith  
Chairperson

2019-009

Resolution  
of  
The Gladwin County Board of Commissioners  
of  
Gladwin County, Michigan

Whereas, the City of Gladwin, the City of Beaverton, and the Townships of Tobacco, Beaverton, Grout, and Buckeye have prepared Pedestrian and Bicycle Master Plans, and the County has prepared a Five-Year Recreation Plan with the Gladwin County Trails Recreation Authority that includes the Gladwin to Beaverton Trail and the Cedar River Water Trail; and,

Whereas, Gladwin County has been working with the Gladwin County Trails Recreation Authority and its municipalities to put the plans into effect and then to operate and manage the trails once they are constructed; and,

Whereas, Gladwin County has received 34 acres of land from the State of Michigan for the purpose of developing the Gladwin to Beaverton Trail and the County and the Authority have prepared plans to create a new trailhead and canoe/kayak access site in Buckeye Township that would be mid-way on the trail between the City of Gladwin and the City of Beaverton; and,

Whereas, water trails and pedestrian/bicycle trails would provide substantial recreational, health, and economic benefits to Gladwin County.

Now, therefore, the Gladwin County Board of Commissioners does hereby authorize a submittal of a Michigan Natural Resource Trust Fund grant application for \$255,300 to construct the Buckeye trailhead and the Cedar River canoe/kayak access site and commits with the Gladwin County Trails Recreation Authority to provide a match of \$89,700 to complete the \$345,000 project.

Upon motion made by Taylor, seconded by Vernier  
The above Resolution was adopted:

YEAS                      NAYS                      ABSENT  
5                                      0                                      0

I, Laura Brandon-Maveal, do hereby certify that the foregoing is a true and original copy of the resolution adopted by the Gladwin County Board of Commissioners at its meeting thereof held this 26<sup>th</sup> day of March 2019.

Signature: Laura Brandon Maveal  
Dated: 03-14-2019

2019-010



401 West Cedar Avenue  
Gladwin, Michigan 48624  
Telephone: (989) 426-4821  
Fax: (989) 426-4281

### RESOLUTION

RESOLUTION ADOPTING AND APPROVING THE EXECUTION OF THE CONTRACT BETWEEN THE MICHIGAN DEPARTMENT OF TRANSPORTATION AND THE CITY OF GLADWIN, JOINTLY AND SEVERALLY AND THE GLADWIN COUNTY BOARD OF COMMISSIONERS, JOINTLY AND SEVERALLY FOR THE PURPOSE OF EXECUTING CONTRACT FOR REHABILITATION OF RUNWAY, CRACK REPAIR & MARKING, A FEDERAL/STATE/LOCAL AIRPORT PROJECT UNDER THE BLOCK GRANT PROGRAM. CONTRACT NO. FM 84-00-C52

BE IT RESOLVED, by members of the Gladwin County Board of Commissioners, County of Gladwin, Michigan:

That the Gladwin County Board Chair is hereby authorized to execute the contract acting on behalf of the County of Gladwin.

The foregoing resolution was offered by Commissioner Taylor and supported by Commissioner Smith.

Roll Call Vote:

Ayes: 5  
Nays: 0  
Absent: 0  
Abstain: 0

Resolution adopted this 14th day of May, 2019.

  
Laura Brandon-Maveal, Gladwin County Clerk

### CERTIFICATE

I, Laura Brandon-Maveal, Clerk of the County of Gladwin, do hereby certify the foregoing to be a true and correct copy of the resolution adopted by the Gladwin County Board of Commissioners at a regular meeting held May 14, 2019.

  
Laura Brandon-Maveal, Gladwin County Clerk





RESOLUTION OF INTENT

Resolution# 2019-011

The following resolution was offered by Taylor

And supported by Vernier

Be it resolved, that the County of Gladwin does hereby approve the proposed Contract submitted by the Michigan Department of Transportation.

Be it resolved that Sharon Smith, Board Chairman and Josh Reid, Transportation Director be authorized and directed to execute Contract No. 2017-0052, Project No. 206423, Auth No. P14 for and on behalf of the County of Gladwin.

Resolution Declared Adopted.

CERTIFIED

Laura Brandon-Maveal  
Laura Brandon-Maveal  
Deputy County Clerk

May 14, 2019  
Date

Date: February 22, 2019  
Agreement No.: 2017-0052  
Authorization No.: P14  
Job No.: 206423  
Agenda: MA

**PROJECT AUTHORIZATION  
GLADWIN COUNTY  
BOARD OF COMMISSIONERS  
FY 2018 SECTION 5339(b)  
BUS AND BUS FACILITIES  
COMPETITIVE PROGRAM**

This information is required by the Michigan Department of Transportation (MDOT) in order to record agreement of utilization of funds provided by the Federal Transit Administration, United States Department of Transportation and MDOT. The funds provided shall be used by the AGENCY in accordance with the above referenced Master Agreement.

Authorization Effective Date:

Authorization Expiration Date: Three years from the effective date of the authorization.

Fiscal Year or Effective Contract Clauses: 2019

The Federal grant associated with the PROJECT AUTHORIZATION is Permanent No. MI-2018-009-01.

Award Year: 2019

The Data Universal Numbering System (DUNS) number for the AGENCY is 620239822.

The Catalog of Federal Domestic Assistance Number for the Federal Transit Administration Bus and Bus Facilities Formula Program is 20.526.

The Department of Labor Certification of Transit Employee Protective Arrangements requirements were issued by the United States Department of Labor in a letter dated April 18, 2019. A copy of this letter will be included with this awarded authorization.

The AGENCY agrees to prepare and submit to MDOT quarterly milestone reports for Section 5339. Reports are due 10 days after the end of each quarter.

Timely Expenditure of Funds

The funds included in this PROJECT AUTHORIZATION must be obligated (i.e., place orders for buses, issue third party contracts, purchase equipment, complete facility improvements) within six months of receiving an awarded PROJECT AUTHORIZATION. If funds have not been obligated within twelve months, MDOT may cancel this PROJECT AUTHORIZATION and the AGENCY will no longer have access to the funds. MDOT will not extend this PROJECT AUTHORIZATION beyond three years except for very unique circumstances as determined by MDOT. MDOT will allow for additional time for new facility construction projects if sufficient progress is being made to complete the project.

<u>Line No.</u>	<u>Item</u>	<u>Line Item</u>	<u>Federal</u>	<u>State</u>	<u>Total</u>
<u>Revenue vehicles:</u>					
1	Two <30 ft replacement buses with lifts	11.12.04	\$166,507	\$41,627	\$208,134
2	One replacement minivan with lift	11.12.15	<u>28,968</u>	<u>7,242</u>	<u>36,210</u>
Total			\$195,475	\$48,869	\$244,344

**Funding sources:**

2019/C87750/3120 \$195,475 (F)  
 2019/C87750/1120 \$ 48,869 (S)

PRF No.: 2019-136

**GLADWIN COUNTY BOARD OF COMMISSIONERS**

*Sharon Smith*  
 \_\_\_\_\_  
 Signature

Reviewed  
 W  
 Contract Adm

Sharon Smith, Board Chairman  
 \_\_\_\_\_  
 Print Name and Title

\_\_\_\_\_  
 Signature

Josh Reid, Transportation Director  
 \_\_\_\_\_  
 Print Name and Title

**MICHIGAN DEPARTMENT OF TRANSPORTATION**

\_\_\_\_\_  
 Title: Department Director



615 Weaver Court, P.O. Box 493, Gladwin, Michigan 48624  
Phone: (989) 426-6751 Fax: (989) 426-5947

RESOLUTION OF INTENT

Resolution# 2019-012

The following resolution was offered by Taylor

And supported by Smith

Be it resolved, that the County of Gladwin does hereby approve the proposed Contract submitted by the Michigan Department of Transportation.

Be it resolved that Sharon Smith, Board Chairman and Josh Reid, Transportation Director be authorized and directed to execute Contract No. 2017-0052 Project No. 207117, Auth No. P15 for and on behalf of the County of Gladwin.

Resolution Declared Adopted.

CERTIFIED

Laura Brandon-Maveal

Laura Brandon-Maveal  
County Clerk

May 14, 2019  
Date

Date: March 22, 2019  
Agreement No.: 2017-0052  
Authorization No.: P15  
Job No.: 207117  
Agenda: MA

**PROJECT AUTHORIZATION  
GLADWIN COUNTY BOARD OF COMMISSIONERS  
FY 2019 SECTION 5311 OPERATING  
FORMULA GRANTS FOR  
RURAL AREAS PROGRAM**

This information is required by the Michigan Department of Transportation (MDOT) in order to record agreement of utilization of funds provided by the Federal Transit Administration, United States Department of Transportation and MDOT. The funds shall be used by the AGENCY in accordance with the above referenced Master Agreement.

Authorization Effective Date: October 1, 2018  
Authorization Expiration Date: September 30, 2019  
Fiscal Year Effective Contract Clauses: 2019

The Federal grant associated with the PROJECT AUTHORIZATION is Permanent No. MI-2017-030-03. Award Year: 2019

The Catalog of Federal Domestic Assistance Number for the Federal Transit Administration Formula Grants for Rural Areas Program is 20.509.

Funding reflects the amount of funds currently available under the Federal appropriation. If additional funds become available, a grant amendment and revised PROJECT AUTHORIZATION will be prepared.

Payments to the AGENCY under this PROJECT AUTHORIZATION will be based on 18% of the estimated eligible costs. The maximum amount to be paid will not exceed 18% of the AGENCY's audited costs. If Section 5311 operating assistance funds are insufficient to reimburse at 18% of audited costs, a new reimbursement percentage will be calculated for all participating agencies.

In accordance with Section 8 of the Master Agreement, the dollar amount for third party contracts as identified in COMMISSION policy is \$25,000. All agencies who are not self-certified must submit third party contracts over \$25,000 to MDOT for approval. Please refer to Section 8 of the Master Agreement for competitive bidding requirements.

The AGENCY will be financially and legally responsible for the terms and conditions of the Special Section 5333(b) labor warranty as agreed to in your annual application. The Special Section 5333(b) Warranty can be found at: <https://www.dol.gov/olms/regs/compliance/compltransit.htm>.

The AGENCY agrees to prepare and submit to MDOT quarterly operating assistance reports via the Public Transportation Management System (PTMS). Instructions on preparing the report are available in the "Local Public Transit Revenue and Expense Manual" (October 1, 2018, through September 30, 2019). The manual is available on the web at [www.michigan.gov/mdotptd](http://www.michigan.gov/mdotptd) by locating the resources box on the home page and opening the item listed "Audit/Accounting Information."

**Funding source:**  
2019/56150/3120      \$302,810 (F)

PRF No.: 2019-236

**GLADWIN COUNTY BOARD OF COMMISSIONERS**

  
\_\_\_\_\_  
Signature

Sharon Smith, Board Chairman  
\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Signature

Josh Reid, Transportation Director  
\_\_\_\_\_  
Print Name and Title

**MICHIGAN DEPARTMENT OF TRANSPORTATION**

\_\_\_\_\_  
Title: Department Director