

PLEASE POST

PERSONNEL BOARD FOR THE PINELLAS COUNTY
UNIFIED PERSONNEL SYSTEM
AGENDA

Date: November 6, 2014

Time: 6:30 p.m.

Location: BCC Assembly Room, Fifth Floor, Pinellas County Courthouse, 315 Court Street, Clearwater, Florida

PLEDGE OF ALLEGIANCE

EAC

I. Employees' Advisory Council Representative

Human Resources

II. CONSENT AGENDA

1. Request Approval to Increase Trainer's Pay for 9-1-1 Telecommunicators

Human Resources

III. INFORMATIONAL ITEMS

1. Action Taken Under Authority Delegated by the Personnel Board
2. Other Informational Items

Human Resources

IV. NEW BUSINESS

1. Update – FACE of Performance

Department of Environment
and Infrastructure

V. APPEAL OF TERMINATION

1. Alfonsa Riley – Appeal Withdrawn

Persons are advised that, if they decide to appeal any decision made at this meeting/hearing, they will need a verbatim record of the proceedings, and, for such purposes, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based.

Persons with a disability needing reasonable accommodation(s) to participate in this proceeding should contact the Office of Human Rights, 400 S. Fort Harrison Ave., 5th Floor, Clearwater, FL 33756 (727) 464-4062 (V/TDD) no later than 48 hours prior to the meeting.



REGIONAL 911

MEMORANDUM

TO: The Honorable Chair and Members of the Unified Personnel Board

THROUGH: Peggy Rowe, Director of Human Resources *PR*

THROUGH: Bruce J. Moeller, Ph.D. *BJM*
 Interim Chief of Staff – County Administrators Office
 Executive Director – Department of Safety & Emergency Services

FROM: Charles C. Freeman, Director *CCF*

DATE: October 16, 2014

SUBJECT: Trainer's pay increase for 9-1-1 Telecommunicators

The Regional 911 Department is requesting an increase in our trainer's stipend from \$1.50 per hour while training to \$2.50 per hour while training.

Over the past six years, job responsibilities for Regional 9-1-1 Telecommunicators have drastically changed. In 2009, they assumed the Emergency Medical Dispatch function from Sunstar. The Emergency Fire Dispatch system was implemented in 2012, requiring an additional certification. On July 23, 2014 the Regional 9-1-1 department assumed all calltaking operations for the Sheriff's Office. With such, Regional 9-1-1 Telecommunicators are now responsible for processing Law Enforcement calls, both on 9-1-1 and 10 digit emergency/non-emergency lines. These additional job functions have significantly changed our training program and trainer's responsibilities.

Trainers are now required to learn and teach law enforcement calltaking, which is completely different from Fire/EMS calltaking. Mastering this new discipline and sharing that knowledge with others has doubled the already stressful job that is before them. Law enforcement calltaking has increased the call volume and our need for more Telecommunicators to alleviate additional overtime to handle the workload. Trainers deserve a greater incentive to match the new complexities of teaching new colleagues. Though the Telecommunicator pay grades have increased, the trainer's stipend has not been increased since its inception in 2003.

The Regional 9-1-1 training program consists of 240 hours of classroom training and 480 hours of on-the-job training. On-the-job training is where the additional \$1.00 an hour would be needed, increasing our budget by only \$480.00 per trainee. This is a small investment considering the major increase in the trainer's job.

The appointing authority concurs with this request.

Human Resources Director

Action Taken Under Authority Delegated by the Unified Personnel Board

The Human Resources Director, having been granted delegated authority to act on behalf of the Unified Personnel Board, has taken the following action from **October 5, 2014 thru October 19, 2014.**

ADDITIONS

<u>SPEC NO.</u>	<u>TITLE</u>	<u>EEO4 CODE</u>	<u>OT CODE</u>	<u>PG</u>
20044	Animal Services Representative	Administrative Support	Classified	CL8
18450	Clerk's Reporting Support Specialist	Administrative Support	Classified	CL11
21012	PAO Tax Roll Manager	Professionals	Exempt	150
01544	Special Assistant to County Administrator	Officials & Manager	Exempt	SM3a

RE-INSTATEMENT

<u>SPEC NO.</u>	<u>TITLE</u>	<u>EEO4 CODE</u>	<u>OT CODE</u>	<u>PG</u>
15840	Risk Management Safety Supervisor	Professionals	Exempt	SM8



Employees' Advisory Council – Representative Meeting Minutes

County Office Annex, Room 429, Clearwater, FL

Wednesday, September 17, 2014, 2:30 p.m. – 4:30 p.m.

Call to Order

The EAC Representative meeting was called to order at 2:35 p.m. by Chairman Charles Toney.

Approval of Minutes

The minutes were approved for EAC Representative Meeting that was held on August 20, 2014. A motion to approve was made by Lisa Wombles and seconded by Elaine Billey.

Comments from Director of Human Resources – Peggy Rowe

FACE of Performance, the new performance management system training was completed for supervisors and managers. There will be make-up sessions for those who could not attend. Informational sessions will be conducted for all employees. FACE will allow managers and supervisors to pull reports in order to monitor conversations that are in the system. All Appointing Authorities are on board with FACE and have committed to holding their directors, managers, and supervisors accountable to participate in the regular discussions with their employees. The new evaluation program offers a 360° review option, and Appointing Authorities have the choice to use this option. (For more information on FACE, see www.pinellascounty.org/hr/face).

Questions:

- Will all Appointing Authorities be using the new performance system? Yes, All Appointing Authorities will be using FACE.
- How is this going to tie in with increases? There will be a general increase that is based on the cost of labor. Future merit increases will be awarded to stellar employees for exemplary contributions.
- How will you determine the amount of merit increase an employee will receive? The merit increase will be based on performance but will not be tied to a number on an annual evaluation. There will be guidelines and parameters determined by the Appointing Authorities.
- How is the general increase determined? The general increase is based on the cost of labor which is determined by a review of data provided by local employers, state, regional and national sources, including the employment cost index published quarterly by the Bureau of Labor Statistics.
- If an employee has unscheduled leave due to sickness, is the time counted against the employee? Absences are generally not an issue unless frequent or excessive.
- How can an employee get Florida Retirement System (FRS) information? The website is www.myfrs.com. Employees will need to contact FRS at 866-446-9377 for a pin number in order to set up an account.
- Why can't County employees get into County parks free? The policy has been reviewed previously and the decision is up to the County Administrator. Peggy will bring it to his attention.

EAC Representative Election Process



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The nomination forms will go out to all employees October 13, 2014. The election committee will meet November 14th to prepare the ballots for EAC Representative Election. On December 9th, the committee will count the ballots. Dawn, Elaine, Clare, and Jennifer are on the committee.

Personnel Board

The termination appeal at the September 4, 2014 meeting was overturned. The employee was reinstated. Lisa and Steve did a great job. There is an appeal scheduled at the October 2, 2014 meeting.

Committee Reports

Legislative – FRS issues – None

Personnel Rules – Dates have been scheduled for October and November (10-7, 10-21, 11-10).

Advocate Program – None

Suggestion Awards – None

Old Business

The EAC Representative meeting was rescheduled to November 12, 2014 due to the employee picnic that is scheduled for November 19th. The picnic is sponsored by the BCC. Other Appointing Authorities are invited.

New Business

- Personnel Board appeal process - If there is a termination appeal, an employee should be kept on the books and not be taken off immediately. The EAC will bring it up at the joint Appointing Authority meeting on October 23rd.
- Joint EAC/Appointing Authority Meeting – Topics to discuss: Personnel Rules Review, EAC Elections, New Performance Management Program, Advocate Program. Other topic suggestions should be given to the Chairman.

Adjourned

Lisa Wombles motioned that the meeting be adjourned at 4:30 p.m. It was seconded by Elaine Billey.

*Charles Toney	*Randy Rose	*Clare McGrane	*Jennifer Gundel	Chuck Mangio
*Richard Carvale	*Lisa Wombles	*Steve Yeatman	John Cloud	*Mercedes Pearson
*Hazel Lane	*Mike Powell	*Elaine Billey	*Dawn Grasso	*Peggy Poole

*EAC Representatives in attendance at this meeting.



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Employees' Advisory Council – Delegate Meeting Minutes

Extension Services, 12520 Ulmerton Road, Largo, FL

Thursday, September 25, 2014 – 8:00 a.m. – 10:00 a.m.

Call to Order

The EAC Delegate meeting was called to order at 8:05 a.m. by Chairman Charles Toney.

Guest Introductions

The chairman introduced our special guest speaker, David Scott, Executive Director of the Department of Environment and Infrastructure.

Comments from EAC Chairman – Charles Toney

- At the Personnel Board meeting in August, an appeal to reduce the level of discipline was denied by the Board. At the September Personnel Board meeting, a termination appeal was heard and the termination was reversed and the employee was reinstated. The employee was represented by two of our Employee Advocates. The Advocates go through extensive training and play a very important role to help employees to understand the rules and represent employees during disciplinary actions.
- The Personnel Rules Committee will meet on October 7th, October 21st, and November 10th to continue to review the Personnel Rules. The proposed changes to the Personnel Rules will be reviewed by the EAC and the Appointing Authorities prior to final changes going to the Personnel Board for approval.
- The new FACE performance management system is being rolled out. The EAC sees the 360 degree review as a useful option and recommend it be included in the process.
- An employee picnic will be hosted by the BCC on November 19th at Coachman Park and other Appointing Authorities have been invited.

Comments from Director of Human Resources – Peggy Rowe

Dave Blasewitz – The budget passed. The 3% general increase is effective as of October 5th and will be included in the October 24th paychecks. If an employee is maxed out, the employee will get a lump sum.

Employees who have not done their biometric screening and online health assessment will receive a postcard reminder in the mail. If you do not complete the biometric screening and health assessment by December 31st, you will be assessed a \$500 premium surcharge for health insurance in 2015.

(Learn more at <http://www.pinellascounty.org/hr/benefits/pdf/Health-Assessment.pdf>). Employees who opt out of the Health Plan don't have to worry about the surcharge. However, employees who opt out can still earn Wellness Incentive Activity points (see http://www.pinellascounty.org/hr/health_wellness/healthincentives.htm). If you are a new employee hired after July 1st, you are not required to do the biometric screening and health assessment this year. Annual benefits enrollment starts October 20th and it will last for three weeks. There will be 60 to 70 informational meetings at various work sites.

Questions:

- Does every family member need to set up a separate user account with United Healthcare?
Yes, due to HIPAA, each adult member should set up a separate account, especially if you



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want to see your points. You can check your points easily if you put the United Healthcare mobile app (Health4Me) on your smartphone or tablet.

- Is funeral leave covered for partners? Funeral leave covers anyone who resides in the employee's household. The current rule is being reviewed.
- Will everyone receive the 3% regardless of disciplinary actions? The Appointing Authorities have the right to withhold the 3% for employees who have been disciplined and for new employees.
- How will raises be handled next year? Next year, there will be two parts to the increase process: a cost of labor increase that is based on market surveys, and a merit increase that is based on ongoing evaluations/conversations throughout the year. The percentage is unknown at this time. Employees who receive the merit increase will be those employees who are going above and beyond their regular job.
- Will the pay scales change so employees who are maxed out can receive an increase? Chairman Charles Toney said that it is hoped that market adjustments to the pay scale may be made in the future to help maxed out employees.

Special Guest – David Scott – Executive Director of Department of Environment and Infrastructure (DEI)

David gave an overview of his Meet and Greet meetings and the Director's Night-In meetings at which any employee may sign up for 10 minutes to meet one-on-one with him. Employees are invited to share their concerns and comments. They are empowered to take control and to be creative. David also meets regularly with EAC Chairman Charles Toney. As of October 1, DEI was reorganized to utilize names more easily understood by employees and the public: Utilities, Public Works, Solid Waste, and Airport, plus two internal departments: Office of Business Support and Office of Engineering and Technical Support. David talked about the Diversity Committee that he serves on. Diversity includes a lot of things such as background, age, education, race, etc. We were all challenged to support the new work environment. David shared his work history and advised of the importance of partnerships.

Committee Reports

- Legislative/FRS – There are legislators who want to change the pension plan for new employees to the investment only plan. Recent discussions with Mark Woodard and Ken Burke recommended that we continue to meet with and educate our local legislators. There is a good opportunity to meet with local Representative Larry Ahern on Friday, September 26th from 8:30 a.m. to 10:00 a.m. at Ted's Luncheonette on Clearwater-Largo Road.
- Advocates – We have five active Advocates. If there is interest in being an Advocate, contact Chairperson Lisa Wombles at lwombles@pinellascounty.org.
- Personnel Rules Review – Dates have been scheduled for October and November.
- Suggestion Awards – No update.

Open Discussion

The Employees' Advisory Council will meet with the Appointing Authorities on October 23rd. If there are any questions for the Appointing Authorities, get them to your EAC Delegate or Representative (see [EAC Membership Roster at http://www.pinellascounty.org/hr/eac/pdf/rep-del.pdf](http://www.pinellascounty.org/hr/eac/pdf/rep-del.pdf)).



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Upcoming Meetings

The Personnel Board meeting is October 2nd and the EAC Representative meeting is October 15th.
The joint Employees' Advisory Council and Appointing Authorities meeting is October 23rd.

Adjourned

The meeting was adjourned at 9:45 a.m. with time for Delegates to meet with Representatives.

*Charles Toney	*Randy Rose	*Clare McGrane	*Jennifer Gundel	Chuck Mangio
*Richard Carvale	*Lisa Wombles	*Steve Yeatman	John Cloud	*Mercedes Pearson
*Hazel Lane	*Mike Powell	*Elaine Billey	Dawn Grasso	*Peggy Poole

*EAC Representatives in attendance at this meeting.

November 2014 Classification Options – Career Ladder

In the [October issue](#) of Management & Supervisory Notes, we discussed the various classification options available to managers and supervisors that can be utilized in order to achieve the best possible working environment. The classification system in the Unified Personnel System is flexible and easy to work with. You will need to look at your positions and decide what is best for your departmental needs. There are a number of options which will depend on weighing and balancing a number of factors. Consider the work that will be performed, WHY the work is being performed, and consider the time frame for the work being performed.

CAREER LADDER

This is a process designed for use in the Classified Service to progress an employee to a higher classification with a higher level of job responsibility within a job family. With help from Human Resources and approval of the Personnel Board, departments establish criteria for advancing from a lower level position to the next higher level position. This is a department driven process and helps the employee advance to a higher level of responsibility with or without competition and without moving from the work unit.

As noted earlier, the Career Ladder is basically a department-driven process. It rests on three basic preconditions:

- 1) The department must have a genuine need for the higher level work.
- 2) The target position classification must be available for Career Ladders.
- 3) The employee must be both interested in the higher level work and able to demonstrate the potential to perform it successfully. Managers and supervisors create criteria for advancement within the Career Ladder and are encouraged to discuss the criteria with a Human Resources Analyst in the Pay and Classification section.

There are many benefits to utilizing Career Ladders within your work unit. For the employee, it provides the opportunity to develop new skills and competencies at their own pace while they are in their current job. Career Ladders can also demonstrate initiative and willingness to work to further the departmental goals.

For the supervisors and managers, Career Ladders allow you to retain valued employees who are motivated to advance their careers. Career Ladders attract high quality employees with the opportunity to advance within their positions and develop well-trained employees who have high morale. Utilizing a Career Ladder can also provide a higher level of quality and service to your customers.

A Career Ladder may be a perfect option for your work unit! For more information, see [Promotion - Career Ladders](#) or contact Human Resources for assistance:

- Jack Loring, jloring@pinellascounty.org
- Joni Valliere, jonivalliere@pinellascounty.org
- Mary Flockerzi, mflockerzi@pinellascounty.org

Next month we will discuss the Trainee Under-Fill Classification and how to utilize it within your work group.

Training Catalog Calendar (3 month listing) -
Class dates/times are subject to change; check the OLM system to confirm class availability. Contract Training & Development at 464-3796 should you need assistance. Also, not all classes are open to Consortium members. Consortium members should speak to their training contacts if questions.

October 2014

October 2014							November 2014						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30						

Monday		Tuesday		Wednesday		Thursday		Friday	
Sep 29		30		Oct 1		2		3	
				8:30am 4:30pm Effective Leadership (Studio B) 8:30am 11:30am Intro to Outlook 2007 (Swisher 111) 1:00pm 4:00pm Intro to Outlook 2007 (Swisher 111)		9:00am 4:00pm Project Management (Pinellas Park)			
6		7		8		9		10	
8:00am 12:00pm Freestyle Cruising - New Employee Orientation Class 3 (Magnolia Room)		8:30am 4:30pm Supervisory & Management Competencies Series 7 of 9 (Studio B)		8:30am 11:30am Intro to Word 2007 (Swisher 111) 1:00pm 4:00pm Intro to Word 2007 (Swisher 111)		8:30am 12:30pm Records Management 1.0 (S111)			
13		14		15		16		17	
8:30am 5:00pm Setting Sail - New Employee Orientation Class 1 (Annex 429)		8:30am 4:30pm Supervisory & Management Competencies Ser 8:30am 12:00pm Problem Solving / Decision Making (Swisher 211) 1:00pm 4:30pm What To Do When Conflict Happens (Annex 429)		8:30am 11:30am Intro to Excel 2007 (Swisher 111) 1:00pm 4:30pm Managing Change (Studio B) 1:00pm 4:00pm Intro to Excel 2007 (Swisher 111)		8:30am 12:00pm Who Put a Lizard in My Lasagna (Sheriff's Office Ulmerton Rd)			
20		21		22		23		24	
8:30am 12:00pm Muster Drill - New Employee Orientation Class 2 (Magnolia Room)		10:00am 11:30am Records Management: Why It Matters (CJC) 1:30pm 3:00pm Records Management: Why It Matters (CJC)		8:30am 12:00pm The Changing Environment and Future Trends 8:30am 11:30am Intro to Outlook 2007 (Swisher 111) 1:00pm 4:00pm Intro to Outlook 2007 (Swisher 111)		8:30am 12:00pm Records Management 2.0 (S111)			
27		28		29		30		31	
8:30am 5:00pm Setting Sail - New Employee Orientation Class 1 (Annex 429)		8:30am 4:30pm Supervisory & Management Competencies Series 9 of 9 (Studio B) 8:30am 12:00pm Communicate This! (S211)		8:30am 11:30am Career Development Forum 5 of 5 (Stu) 8:30am 11:30am Intro to Excel 2007 (Swisher 111) 1:00pm 4:30pm MBTI (Studio B) 1:00pm 4:00pm Intro to Excel 2007		8:30am 12:00pm Workplace Diversity: Developing Cultural Competence (Studio B)			

Training Catalog Calendar (3 month listing) -
Class dates/times are subject to change; check the OLM system to confirm class availability. Contract Training & Development at 464-3796 should you need assistance. Also, not all classes are open to Consortium members. Consortium members should speak to their training contacts if questions.

November 2014

November 2014							December 2014						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
						1		1	2	3	4	5	6
2	3	4	5	6	7	8	7	8	9	10	11	12	13
9	10	11	12	13	14	15	14	15	16	17	18	19	20
16	17	18	19	20	21	22	21	22	23	24	25	26	27
23	24	25	26	27	28	29	28	29	30	31			
30													

	Monday	Tuesday	Wednesday	Thursday	Friday
Nov 3 - 7	Nov 3	4	5	6	7
			8:30am 4:30pm 5 Questions Every Leader Must Ask (Studio B) 8:30am 12:00pm Five Dysfunctions of a Team (Annex 429) 8:30am 11:30am Intro to Word 2007 (Swisher 111) 1:00pm 4:00pm Intro to Word 2007 (Swisher 111)	8:30am 12:00pm Managing Electronic Records 1.0 (Swisher 211) 8:30am 12:00pm Workplace Diversity: Beyond Race, Religion & Gender (Utilities 4th floor Conf Rm)	
Nov 10 - 14	10	11	12	13	14
	8:30am 5:00pm Setting Sail - New Employee Orientation Class 1 (Annex 429)	Veterans Day	8:30am 11:30am Intro to Excel 2007 (Swisher 111) 1:00pm 4:00pm Intro to Excel 2007 (Swisher 111)	8:30am 12:00pm When Change Happens, Adjust Your Sail (Sheriff's Office Ulmerton Rd)	
Nov 17 - 21	17	18	19	20	21
	8:30am 5:00pm Muster Drill - New Employee Orientation Class 2 (Studio B)			8:30am 4:30pm Intro to Supervision for Non-Supervisors (Annex 429) 8:30am 12:00pm Managing Electronic Records 2.0 (S211)	
Nov 24 - 28	24	25	26	27	28
	8:30am 5:00pm Setting Sail - New Employee Orientation Class 1 (Annex 429)		8:30am 11:30am Intro to Outlook 2007 (Swisher 111) 1:00pm 4:00pm Intro to Outlook 2007 (Swisher 111)	Thanksgiving Holiday	Holiday

Training Catalog Calendar (3 month listing) -
Class dates/times are subject to change; check the OLM system to confirm class availability. Contract Training & Development at 464-3796 should you need assistance. Also, not all classes are open to Consortium members. Consortium members should speak to their training contacts if questions.

December 2014

December 2014							January 2015						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
7	1	2	3	4	5	6	4	5	6	7	1	2	3
14	8	9	10	11	12	13	11	12	13	14	15	16	17
21	15	16	17	18	19	20	18	19	20	21	22	23	24
28	22	23	24	25	26	27	25	26	27	28	29	30	31

	Monday	Tuesday	Wednesday	Thursday	Friday
Dec 1 - 5	Dec 1	2	3	4	5
			8:30am 4:30pm Team Building (Studio B) 8:30am 11:30am Intro to Word 2007 (Swisher 111) 1:00pm 4:00pm Intro to Word 2007 (Swisher 111)		
Dec 8 - 12	8	9	10	11	12
	8:30am 5:00pm Setting Sail - New Employee Orientation Class 1 (Annex 429)		8:30am 11:30am Intro to Excel 2007 (Swisher 111) 1:00pm 4:00pm Intro to Excel 2007 (Swisher 111)		
Dec 15 - 19	15	16	17	18	19
	8:30am 12:00pm Muster Drill - New Employee Orientation Class 2 (Magnolia Room)		8:30am 11:30am Intro to Outlook 2007 (Swisher 111) 1:00pm 4:00pm Intro to Outlook 2007 (Swisher 111)		
Dec 22 - 26	22	23	24	25	26
	8:30am 4:30pm New Employee Orientation (Annex 429)			Holiday	Holiday
Dec 29 - Jan 2	29	30	31	Jan 1, 15	2

KWALL, SHOWERS & BARACK, PA

ATTORNEYS AT LAW

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EMPLOYMENT LAWYER

October 30, 2014

Via Electronic Mail (jester@pinellascounty.org) Only


Jason Ester, Attorney for the Personnel Board
Pinellas County Courthouse,
315 Court Street
Clearwater, Florida 33756

Re: Alfonsa Riley v. Pinellas County - DEI

Dear Jason:

I am writing to inform you that, in light of the ruling denying our motion for independent counsel, Mr. Riley is withdrawing the appeal of his suspension and termination. Mr. Riley no longer feels that he will receive a fair and impartial hearing at the Personnel Board and he will be pursuing his legal rights in an alternative venue.

Sincerely,



Michelle Erin Nadeau

cc: Nancy Meyer