

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
PACIFIC COUNTY, WASHINGTON**

RESOLUTION NO. 2007-057

A RESOLUTION MODIFYING THE PERSONNEL POLICY, RULES AND REGULATIONS BY ADDING POLICIES AND PROCEDURES PERTAINING TO USE OF COUNTY INTERNET, EMAIL, TELEPHONE AND OTHER ELECTRONIC EQUIPMENT AND INFORMATION MEDIA BY COUNTY EMPLOYEES, VOLUNTEERS, AND CONTRACTED SERVICE PROVIDERS.

WHEREAS, Pacific County, through its elected and appointed officials, employs and/or engages a number of employees, volunteers, and contracted service providers; and

WHEREAS, for these employees, volunteers and contracted service providers to perform their assigned functions efficiently, they must operate a variety of electronic equipment and software programs; and

WHEREAS, electronic equipment and software programs, if misused, could expose the County and public to inefficiencies, liability, and potential harm; and

WHEREAS, protection of the County, its officials, employees, volunteers, and members of the public from potential harm, loss or liability merits enhanced procedures pertaining to the authorization and use of internet, email, telephone and other electronic equipment and information media; and

WHEREAS, the Board of Pacific County Commissioners has adopted and implemented a policy for administration of personnel rules and regulations to provide equality of employment for employees of Pacific County, and these policies are subject to periodic review and modification; and

WHEREAS, implementation of an employee, volunteer and contractual service provider internet, email, telephone and other electronic equipment and information media access and use policy requires a resolution of the Board of Pacific County Commissioners and acknowledgement by applicable County Officials; now, therefore,

BE IT HEREBY RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS, THE LEGISLATIVE AUTHORITY OF AND FOR THE COUNTY OF PACIFIC, STATE OF WASHINGTON, that

1. The Pacific County Internet, Email, Telephone, and other Electronic Equipment and Media Use Policy (Attachment A to this resolution) is hereby adopted as an amendment to the Pacific County Personnel Policies.

2. The Pacific County Internet, Email, Telephone, and other Electronic Communication Equipment Policy Acknowledgment Agreement (Attachment B to this resolution) is hereby adopted as an additional portion of the Pacific County Employment Application, and to the employee, volunteer and contract service provider screening and selection process.

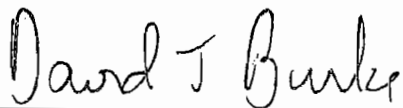
3. The Authorization by Official For Employee, Volunteer, or Contract Service Provider Internet Email, Telephone, and other Electronic Equipment and Media Use form (Attachment C to this resolution) is hereby adopted as a required screening tool for all existing and potential employees, volunteers and contract service providers using or accessing County computers and computer accessories, telephones, cell phones, fax machines, scanners, radios, televisions, standard film and digital cameras, visual, auditory or data recording devices, and any other electronic communication equipment whether hardwired, wireless, cable or satellite, and to all electronically based programs including but not limited to County licensed and/or owned software used to access the internet, e-mail, or any other device or form of electronic communication, media, or devices.

4. Failure to comply with the policies listed within Attachment A, failure to sign the acknowledgement in Attachment B, and/or failure to abide by the limitations of authorization granted by the appropriate official as per Attachment C are each cause for non selection as an employee, volunteer, or contract service provider, and for discipline of existing employees, volunteers and contract service providers including restriction of electronic equipment and media usage, reassignment of duties, oral and/or written warning, suspension, demotion and/or discharge.


PASSED by the Board of Pacific County Commissioners the 9th day of October 2007, meeting in regular session at South Bend, Washington, by the following vote, then signed by its membership and attested to by its Clerk in authorization of such passage
3 YEA; 0 NAY; 0 ABSTAIN; and 0 ABSENT.

APPROVED AS TO FORM:

BOARD OF COUNTY COMMISSIONERS
 PACIFIC COUNTY, WASHINGTON

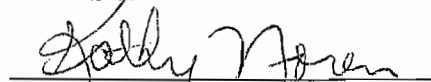


David J. Burke, Prosecuting Attorney


 Jon Kaino, Chair


 Norman B. Cuffel, Commissioner

ATTEST:


 Kathy Noren, Clerk of the Board


 Clay E. Harwood, Commissioner

ATTACHMENT A:

<p style="text-align: center;">PACIFIC COUNTY INTERNET, EMAIL, TELEPHONE, AND OTHER ELECTRONIC EQUIPMENT AND MEDIA USE POLICY</p>
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SECTION 1. POLICY PURPOSE

The primary goal of Pacific County's electronic communication systems and equipment policy is to facilitate the effective and efficient conduct of County business. This includes encouraging and facilitating the free exchange of business related communication, ideas and information between employees, and providing appropriate and reliable information to the public. Pacific County is obligated to administer County owned resources including electronic equipment and media for the benefit of the public and not individual interests.

The purpose of this policy is to set forth Pacific County's standards and expectations regarding employee, volunteer, and/or contract service provider access to and use of the internet, e-mail, phones, and other electronic equipment. This policy applies to all Pacific County employees and volunteers and their use of County owned network, computers, telephones, cell phones, fax machines, scanners, radios, cameras, visual, auditory or data recording devices, or any other electronic equipment or programs, and to County licensed and/or owned software used to access the internet, e-mail, or any other device or form of electronic communication, media, or devices.

SECTION 2. DEFINITIONS

Browser: The computer program by which a user can access the visual and/or auditory aspects of the World Wide Web.

Download/Upload: The transmission of computer files, programs or other information via an electronic device.

Official: The Elected Official or Appointed Department Head for an office/department.

Network/System Administrator: Those County representatives tasked with maintaining County computer(s) and/or communication equipment and software programs.

Internet: Publicly accessible computer network connecting many smaller independent networks and systems around the world. This web of computers offers information and/or programs that can be downloaded onto a user's computer.

Internet/E-mail: A service by which visual and auditory messages and other files and programs are sent electronically via the Internet.

World Wide Web (WWW): A subset of the Internet in which computers display information on "Web sites" accessible to the public.

County Provided Equipment, Software, and Services: County owned or provided equipment and services including computers, network, internet/e-mail, telephones, cell phones, radios, standard film or digital cameras, visual, auditory or data recording devices, software programs, or any other electronic or communication equipment, or software programs or licenses, owned, licensed to, operated by or located in or on premises or vehicles owned, rented, or leased by Pacific County.

SECTION 3: POLICY STATEMENT

It is the Policy of Pacific County that:

1. An employee, volunteer, or contract service provider must be given authorization by his/her respective Official prior to using County provided equipment, software, and services.
2. An employee, volunteer, or contract service provider must receive authorization by his/her respective Official prior to accessing the Internet or e-mail programs licensed to or operated by Pacific County, and prior to using any other electronic media based software or program.
3. An employee, volunteer, or contract service provider wishing to access the Internet or to use any of the equipment or programs listed in Items No. 1 and/or 2 above must submit a completed Internet Usage Agreement to his/her respective Official. The request will either be approved, denied, or an alternative response provided. Unauthorized access into or downloading of any material from the Internet by an employee or volunteer using County provided equipment, software, accounts, or services, or through any other means is a violation of this policy and is cause for disciplinary action.
4. The Network/System Administrator(s) assigned to maintain hardware and software systems for the County is/are authorized to identify, track, and store the usage of the Internet, E-mail, and other electronic media by County employees, volunteers and contract service providers. Unauthorized or inappropriate usage of the Internet, or any usage not permitted by this policy and authorized by the respective Official shall be promptly reported to the Official.
5. Authorization by the Official is required prior to an employee, volunteer, or contract service provider participating in an Internet or E-mail news group.
6. Downloading of files from the Internet is limited to approved sources for official County business activities only.
7. Installation of any and all software or hardware by county employees, volunteers or contract service providers is strictly prohibited without supervision or prior approval of the Network/System Administrator(s) assigned to maintain hardware and software systems for the County.

SECTION 4: PERMITTED USES OF THE INTERNET, EMAIL AND ELECTRONIC MESSAGING SYSTEMS:

Employees, volunteers, and contract service providers with the approval of the respective Official, may use County provided equipment, software, and services, only for purposes that are reasonably related to official County business. Acceptable actions in support of official County business include:

1. Searching and/or going to websites for technical information directly related to County business.
2. Sending and/or receiving emails or other communication directly related to County business.
3. Going to websites as directed by a Network System Administrator to update County software.

In addition, it shall be permitted for County employees, volunteers, and/or contract service providers, upon approval of the Official, to access the Internet or to use e-mail, telephones, cell-phones and/or radios for occasional but very limited personal use of County owned communication equipment and/or software programs listed within this policy, subject to the following limitations:

1. There is no cost to the County.
2. The use does not interfere with performance of the employee's, volunteer's, or contract service provider's official duties.
3. The use is brief in duration and infrequent in occurrence. Employees, volunteers, and contract service providers are expected to exercise good judgment in this respect.
4. The use does not disrupt or inconvenience other County employees, volunteers, or contract service providers and does not obligate others to make personal use of County resources.
5. The use does not compromise the security or integrity of County systems, information or software.
6. The use is does not constitute a crime, an illegal use, or violate any other County policy, or state or federal law.
7. The use does not constitute a private business use for profit, or provide a benefit or financial gain to the employee or volunteer, or to any corporation or organization for which the employee or volunteer is an employee, officer, board member, shareholder, etc.
8. The use will not cause or allow the receipt, storage or transmittal of an electronic message, image or data that contains discriminatory information or promotes discrimination on the basis of age, race, color, gender, creed, marital status, national origin, disability, religion, sexual orientation, or disabled and/or veterans status.
9. The use does not violate software licensing agreements or cause copyright infringement.

10. The use does not express, or promote personal religious beliefs, or express or promote political beliefs, campaigns or initiatives.

SECTION 5: PROHIBITED USES OF THE INTERNET, EMAIL AND ELECTRONIC COMMUNICATION AND RECORDING SYSTEMS:

Employees, volunteers, and contracted service providers are prohibited from using County provided equipment, software, and services, or any other device or form of electronic communication or media for the following purposes:

1. To order or sell items, except as associated with official County business.
2. To participate in any online game, contest, promotion, or sweepstakes.
3. To participate in non-County business related Instant Messaging, chat groups, list servers, or newsgroups.
4. To download audio or video entertainment not associated with official County business.
5. To release confidential or misinformation regarding County business, views or actions.
6. To participate in any use that constitutes a violation of copyright laws.
7. To gamble.
8. To solicit money for, support of or participation in religious or political causes, or for any non-County event.
9. To upload, download, create, post, transmit, forward, copy, or show another person, or voluntarily receive obscene, pornographic, offensive, libelous, threatening or harassing material, except as directly related to official County investigative activities as directed by the applicable Official.
10. To spread viruses, gain unauthorized access to another computer, or to make another network unusable by launching a denial of service attack.
11. To transmit unencrypted sensitive or confidential department information over the Internet or email.
12. To make an Internet connection that bypasses the Pacific County servers or firewall, or uses an unauthorized browser.
13. To use someone else's password, identity, alias, Internet or e-mail account or County computer or other equipment to access Internet or e-mail, or to use other software programs without permission.
14. To permit a person not authorized by the Official to access a County computer or other County equipment for any purpose.
15. To view, damage, alter, or delete other users' files.
16. To log onto or check outside e-mail accounts using County computers, networks, communication lines or equipment.

SECTION 6: RECORDS RETENTION

Voice mail messages, e-mail messages, Internet usage histories, and other electronic data not exempt from public disclosure laws, are public records subject to requests for public

records disclosure. The County may use, copy, alter, recreate, print, and/or retain these records in any method not prohibited by law, with or without notice to an employee, for up to three years.

SECTION 7: HARRASMENT OR CRIMINAL ACTIVITY

If you believe that you or someone else is the victim of harassment or believe that criminal activity or a violation of this policy has occurred, please report such to your Official. If the Official is the alleged activity, please contact the Prosecuting Attorney or Risk Manager.

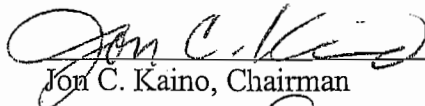
SECTION 8: VIOLATIONS AND DISCIPLINE

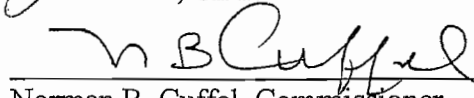
Violation of this policy may be cause for disciplinary action. Disciplinary action, subject to compliance with applicable collective bargaining agreements, civil service rules and/or personnel policies and laws of the State of Washington, may include one or all of the following:

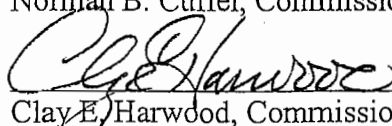
- Restriction of electronic communication and/or equipment privileges
- Removal of electronic communication and/or equipment privileges
- Oral warning
- Written warning
- Suspension
- Demotion
- Termination

APPROVED this 9th day of October, 2007 to become effective the 1stth day of October, 2007.

PACIFIC COUNTY
BOARD OF COMMISSIONERS


Jon C. Kaino, Chairman


Norman B. Cuffel, Commissioner


Clay E. Harwood, Commissioner

OTHER ELECTED OFFICERS AND JUDGES OF PACIFIC COUNTY

Bruce Walker - Assessor Date

Pat Gardner - Auditor Date

Virginia Leach - Clerk Date

David Burke - Pros. Attorney Date

John Didion - Sheriff Date

Renee Goodin - Treasurer Date

Elizabeth Penoyar - NDC Judge Date

Doug Goelz - SDC Judge Date

Mike Sullivan – Sup. Crt. Judge Date

ATTACHMENT B:

**PACIFIC COUNTY INTERNET, EMAIL, TELEPHONE, AND OTHER
ELECTRONIC COMMUNICATION EQUIPMENT AND PROGRAM
AUTHORIZATION AGREEMENT**

I, _____ have read and understand the Pacific
County internet, email, telephone and other electronic equipment and media use policy as
set forth in Attachment A of Pacific County Resolution No. 2007-057.

I have read and understand this policy and agree to abide by its provisions.

Signed: _____

Date: _____

ATTACHMENT C:

AUTHORIZATION BY OFFICIAL FOR EMPLOYEE, VOLUNTEER OR CONTRACT SERVICE PROVIDER INTERNET, EMAIL, TELEPHONE, AND OTHER ELECTRONIC EQUIPMENT AND MEDIA USE

_____, is authorized to access and/or use the following electronic media, equipment and/or programs on behalf of Pacific County for official County business in his/her role as an ___ employee, ___ volunteer, or ___ contracted service provider under my supervision. The specific electronic equipment and/or media approved for use by this individual includes the following:

_____ Network

_____ Computer or laptop

_____ Email

Other: _____

_____ Internet

_____ Telephone

_____ Fax machine

_____ Copy machine

_____ Cell phone

_____ Voice radio

_____ CB

_____ Digital or film camera

_____ Electronic voice or recording device

DATA/SOFTWARE PROGRAMS: _____

Signed: _____ Holding the Office of: _____

Kes file

BEFORE THE BOARD OF COUNTY COMMISSIONERS
PACIFIC COUNTY, WASHINGTON

RESOLUTION NO. 2008- 027

A RESOLUTION ADOPTING THE TRAVEL AND EXPENSE POLICY,
REGULATIONS AND ALLOWANCE FOR REIMBURSEMENTS

WHEREAS, pursuant to RCW 42.24.090, the Board of County Commissioners are to establish regulations for reimbursement of employee and officer travel and other necessary expenses.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Board of Pacific County Commissioners that the following is hereby adopted:

1. GENERAL POLICIES AND PROVISIONS

A. Applicability of Regulations

Unless otherwise provided by law, the provisions of this resolution shall be applicable in reimbursing the travel and other necessary expenses of county officers and employees.

B. Definitions

- 1) "Employee": Employee shall include, but not be limited to, elected and appointed county officials, management, regular and part-time employees.
- 2) "Vehicle": Vehicle shall include all motor vehicles and is not limited to automobiles and pickup trucks.
- 3) "Official Station": The phrase Official Station, is the city, town or other location where the employee's office is located or the city, town or location where his/her work is performed on a permanent basis.
- 4) "Official Residence": The Official Residence is the location where an employee owns a house or rents an apartment away from his/her Official Station, which is used as a domicile by his/her family.
- 5) "Official County Business": The phrase Official County Business, shall mean all employee activities directly related to the county's business and the employee's responsibilities.

C. Control of Travel

- 1) Officers and employees are expected to exercise prudent judgment when incurring travel expenses on official county business. Excessive or unnecessary expenses shall not be approved or reimbursed. The number of employees from an agency or department attending a particular meeting should be the minimum necessary to be consistent with the benefit derived.
- 2) The itinerary of an employee shall be planned to eliminate unnecessary travel in the performance of work assignments. Whenever it is feasible for two or more employees to travel on official business in one car, they should do so.

- 3) Before placing an employee on travel status, the appropriate elected official or department head should determine whether it is more economical to reimburse the employee for meals and/or lodging, or require the employee to return to his/her official station or residence daily or on weekends.
- 4) Transportation shall be by the most economical means practicable, i.e. by coach or tourist class. All exceptions must be approved by the appropriate elected official or department head, in writing, including the justification for other than tourist class travel.

2. MEALS AND LODGING – BASIS FOR REIMBURSEMENT

Reimbursement shall be for authorized travel and expenses, subject to the restrictions provided herein, if such expenses are required or are necessary in the performance of official county business. The reimbursement for meals and lodging expenses incurred on official county business shall be based on the following.

A. Meal Reimbursement

- 1) In-County meals are not eligible for reimbursement unless they are in conjunction with an authorized conference, convention, training or meeting and approved by the Board of Commissioners.
- 2) The County will not reimburse any meals unless the employee is out of county and has traveled at least 50 miles from both their official workstation and official residence. Reimbursements will be allowed for out-of-county, department authorized, training and conferences where the meal is part of the training or conference.
- 3) Receipts for meals shall be reimbursed based on the actual expense incurred and in accordance with the Washington State Per Diem Rates (attached as Exhibit A). Meal reimbursement caps will be reviewed on an annual basis and amended by motion of the Board.
- 4) Tips and gratuities on meals shall be reimbursable at a rate not greater than 15% of the meal cost and must be within the maximum per meal allowance.
- 5) If an employee is attending a conference or convention, the agenda which indicates what meals are provided in the registration fee shall be attached to the expense voucher.
- 6) If the employee chooses not to take part in the meal that is provided at the conference or convention, that meal will not be reimbursed.
- 7) If an employee is required to travel outside of Washington State, meal reimbursements shall be paid at King County rates.
- 8) Individual exceptions to this policy will not be considered.

B. Lodging Reimbursement

- 1) Lodging reimbursement shall be based on the actual expense. Officers and employees are expected to exercise prudent judgment in the choice of overnight accommodations. Excessive charges for overnight accommodations will not be approved.
- 2) The County will not reimburse any lodging unless:
 - a) the employee has traveled outside of the county
 - b) the employee has traveled more than 50 miles from both their official workstation and official residence
 - c) the employee would have to leave their official residence prior to 5:30am to attend the start of a meeting for lodging the night prior to the meeting
 - d) the employee would arrive at their official residence later than 10:00pm following the end of the conference/meeting

Two-Hour Rule

An employee will be eligible for meal expense reimbursement for each meal encompassed in the travel status if the employee is in a travel status for two hours beyond their normal work schedule. The two hours may be before, after, or a combination of both before and after the employee's normal work schedule. The two hours will not include the time it takes to stop and eat the meal.

3. OTHER TRAVEL EXPENSES

A. Reimbursable Transportation Expenses

Reimbursable transportation expenses shall include all necessary official travel on railroads, airlines, ships, buses, private automobiles and other usual means of conveyance.

B. Reimbursement for Use of Privately Owned Automobile

- 1) Reimbursement for use of privately owned automobiles shall be allowed at the current published IRS rate for business travel. Mileage shall be reimbursed as follows:
 - a) Mileage between points in the state is determined on the basis of distances shown on the latest Department of Transportation (D.O.T.) mileage chart, which shall be augmented with the latest D.O.T. road map.
 - b) Out-of-state mileage is determined on the basis of standard highway mileage guides.
- 2) Reimbursement shall be payable to only the official or employee whose automobile is being utilized.
- 3) Transportation expenses between an employee's official residence and official stations are not allowable, except when performing official county business outside the employee's normal working hours and with prior approval of the applicable official.

C. Miscellaneous Travel Expenses

- 1) Miscellaneous travel expenses essential to the transaction of official county business are reimbursable to the employee. Reimbursable expenses include, but are not limited to:
 - a) Taxi fares, car rentals, parking fees, and ferry and bridge tolls.
 - b) Registration fees required in connection with attendance at conventions, conferences and official meetings.
 - c) Rental of room in a hotel or other place, which is used to transact official business. The room rental is reimbursable as a separate item and must be authorized by the official or department head in advance.
 - d) Charges for necessary clerical services in connection with the preparation or transmission of reports and/or correspondence, when authorized by the elected official or department head.

- 2) Certain travel expenses are considered personal and not essential to the transaction of official county business. Such non-reimbursable expenses include, but are not limited to:
 - a) Laundry, valet service and entertainment expenses, alcoholic beverages, radio or television rental, non-meal tips and gratuities, and other items of a similar nature.
 - b) Taxi fees, car rentals and other transportation costs to places of entertainment and other similar facilities.
 - c) Costs of personal "trip insurance" and medical and hospital services.
 - d) Personal telephone calls to the home of an employee except for a brief call made to advise the employee's family of a change in travel plans.

D. Expenses Paid on Behalf of Others

If an officer or employee is filing a claim on behalf of others, he/she must prepare a detailed account that includes:

- 1) Names of the others who traveled, partook of meals, or otherwise incurred expenses.
- 2) Whether they were municipal employees and, if not, who they were and what connection they had with municipal business. This should not be construed to permit promotional hosting.
- 3) Who provided the lodging, meals or other services in question, dates and times.
- 4) An itemized breakdown of amounts.
- 5) A statement that explicitly outlines what municipal business was being carried out when the expenses were incurred.

4. MISCELLANEOUS REQUIREMENTS

A. Leave of Absence During Travel

Whenever a traveler takes a leave of absence of any kind due to his illness or injury, not due to his own misconduct, the authorized reimbursement for meals and lodging may be continued during the leave period, but not to exceed the total cost authorized for private car mileage or common carrier in returning the employee to his official station and then back to the assignment.

B. Travel for Convenience for Employee

- 1) If an employee elects to return to his official station or residence after the close of a regularly scheduled working day, the maximum reimbursement shall be the lesser of either:
 - a) The travel expense incurred in returning to his official station or residence, or,
 - b) The amount which would have been allowable had the employee remained at his temporary station.
- 2) If an employee elects to return to his base, as set forth above, he shall return to his temporary duty station in time to observe the regularly scheduled working hours.
- 3) No reimbursement for lodging or meals shall be paid to an employee for extra field time incurred traveling to a destination for his own convenience in advance of the necessary time for arrival, nor shall he/she be paid for extra field time incurred if he remains at the destination following the official meeting or other work assignment whenever it is for his/her own convenience.

5. PREPARATION OF TRAVEL EXPENSE VOUCHERS

A. Submission of Vouchers

- 1) All travel expense vouchers must be completed in accordance with the instructions contained herein, and in the detail required on the Travel Expense Voucher furnished by the County.
- 2) The vouchers are to be prepared in ink or typewritten and signed in ink.
- 3) Unless advance approval or authorization is required by law or other provision of this resolution, the general approval or approval in accordance with RCW 36.32.310, as shown on the monthly Travel Expense Voucher shall be sufficient to satisfy this requirement.

B. Receipts and Information Required in Support of Travel Expense Vouchers

- 1) Where reimbursement is for actual cost of lodging, each claim must be supported by a valid, itemized receipt.
- 2) Dated receipts for allowable expenditures for any amounts claimed shall be required for all expenses and attached to the voucher; except for small expenses paid where no receipt is traditionally provided such as parking meters and public transit. These expenses must be in conjunction with official travel and are reimbursable with the employee's signed statement of the time, place, and purpose of the expense.

6. COUNTY COMMISSIONER TRAVEL

- A. Pacific County Commissioners are authorized to use their private automobile for all official transportation, including but not limited to, attendance at business meetings, workshops, and conferences. The point of origin for mileage reimbursement shall be the Commissioner's official residence within their district. Payment for mileage reimbursement will be at the same rate that is established for other official County travel.

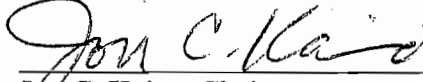
IT IS STILL FURTHER RESOLVED that Resolution No. 2003-087 and Resolution 2004-022 related to Pacific County Travel and Expense Policy are hereby rescinded.

IT IS STILL FURTHER RESOLVED that the effective date of this resolution shall be immediate upon passage.

PASSED by the following vote this 10th day of June, 2008 by the Board of Pacific County Commissioners meeting in regular session at South Bend, Washington, then signed by its membership and attested to by its Clerk in authorization of such passage:

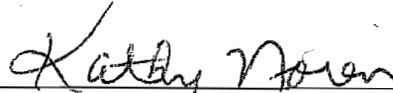
3 YEA; 0 NAY; 0 ABSTAIN; and 0 ABSENT.

BOARD OF COUNTY COMMISSIONERS
PACIFIC COUNTY, WASHINGTON

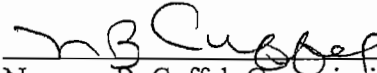


Jon C. Kaino, Chairman

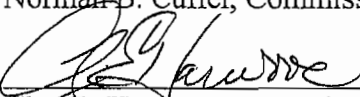
ATTEST:



Kathy Noren, Clerk of the Board



Norman B. Cuffel, Commissioner



Clay E. Harwood, Commissioner

