

In the Matter of Amending the )  
Management Personnel Benefits Policy )  
For Management and Confidential- )  
Unrepresented Employees )

APCD Resolution No. 09-

Continuous District Service		Hourly/Annual Accrual	Maximum Allowable Accrual
0 - 2 yrs.	( 0- 24 mos.)	.0463 hrs./ 96 hrs.	368 hrs.
3- 4 yrs.	( 25- 48 mos.)	.0616 hrs./128 hrs.	368 hrs.
5-10 yrs.	( 49-120 mos.)	.0731 hrs./152 hrs.	440 hrs.
11-14 yrs.	(121-168 mos.)	.0847 hrs./176 hrs.	470 hrs.
15+ yrs.	( 169+ mos.)	.0962 hrs./200 hrs.	500 hrs.

- B. Employees appointed after October 31, 1986, to positions in Units 41-43 from outside Santa Barbara County Air Pollution Control District service from either a county, city, district, special district or state government shall receive credit for their prior years of public agency service towards their annual vacation accrual rate if that public agency experience ended within 6 months of the date of employment.
- C. Annual vacation accrual may accumulate up to the Maximum Allowable Accrual provided for in the chart in Paragraph A above.
- D. Management and confidential-unrepresented employees may, once during each calendar year and with the approval of the APCO, request pay for up to eighty hours of accrued vacation in lieu of vacation time off. Such vacation conversion shall be based on the employee's hourly rate in effect at the time of payment. After the vacation conversion, an employee shall have an accrued vacation balance of at least forty hours.
- E. In the event the APCO denies the vacation conversion benefit (due to lack of funds) or the benefit is suspended, the employees' maximum allowable accrual shall be increased by 80 hours (for employees with service in excess of two years) as shown in Paragraph A above. When the vacation conversion benefit is restored, the above-referenced 80-hour increase shall be eliminated and employees shall have twelve (12) months in which to use any excess time accrued. If the agency is unable to accommodate scheduling such excess vacation time off within twelve (12) months, the employee shall be paid for the excess vacation time.
- F. Except as provided below, an employee is not entitled to use vacation credits or accrual unless or until he/she has been a regular employee for six (6) continuous months.
- G. No payment in lieu of vacation shall be made to any employee except upon termination of employment or as provided for in Paragraphs D and E and upon proper certification by the APCO or his/her designee. Terminating employees shall be paid for accumulated vacation as of the date of termination.
- H. Vacation shall not include any regular holidays taken during a vacation period.
- I. Vacation shall be taken at the time designated by the appointing authority. Employees may be required to take vacation with reasonable notice.
- J. Vacation usage may not exceed each employee's accrued vacation balance reported on the Leave Report at the end of the prior pay-period. However, regular employees in classifications exempt from overtime who have exhausted their accrued vacation and holiday leave balances shall receive administrative leave for absences of less than a day. The salary of an exempt employee shall not be subject to reduction because of variations in the quality or quantity of work performed in accordance with Department of Labor regulations (29 C.F.R. Section 541.602).

## SECTION 2. HOLIDAYS

### A. Holidays regularly observed by the District are:

New Year's Day, January 1  
Martin Luther King Jr.'s Birthday, 3rd Monday in January  
President's Day, 3<sup>rd</sup> Monday in February  
Cesar Chavez Birthday – March 31  
Memorial Day, last Monday in May  
Independence Day, July 4  
Labor Day, 1<sup>st</sup> Monday in September  
Veterans Day, November 11  
Thanksgiving Day, 4<sup>th</sup> Thursday in November  
Thanksgiving Day Friday, 4<sup>th</sup> Friday in November  
Christmas Day, December 25  
Floating Holiday (see Paragraph B below)

- B. All regular employees including probationary employees in a pay or approved leave status (paid or unpaid) for any portion of pay period one of each year, shall be credited (credit to the employees' vacation bank) with eight (8) hours holiday leave. Regular part-time employees shall receive a prorated equivalent. The floating holiday credit may be used in the same pay period in which it is accrued, subject to Paragraph E below.
- C. All regular employees, including probationary employees, shall receive December 24, 2009 off as an eight (8) hour paid holiday. Regular part-time employees shall receive a prorated equivalent.
- D. All regular employees, including probationary employees, shall receive December 31, 2009 off as an eight (8) hour paid holiday. Regular part-time employees shall receive a prorated equivalent.
- E. Holiday leave shall be subject to the approval and/or be taken at the direction of the appointing authority or designee. The APCO or his/her designee may reduce an employee's accumulated holiday leave balance by up to forty (40) hours per calendar year by providing cash payment in lieu of time off.
- F. Each District holiday which falls on Saturday shall be observed on the preceding Friday; and, in this event, the Saturday shall not be considered as a holiday for purposes of compensation and/or time off. Each District holiday which falls on Sunday shall be observed on the following Monday; and, in this event, the Sunday shall not be considered as a holiday for purposes of compensation and/or time off.
- G. Regular employees leaving District service shall be paid all compensatory holiday time which has accrued but has not been otherwise compensated.
- H. In the following sections reference to eight (8) hours shall apply to regular full-time employees and in the case of regular part-time employees the eight (8) hours shall be a prorated equivalent.
- I. When a holiday falls on an employee's regularly scheduled work day, the employee shall be paid eight (8) hours cash payment for the holiday. When a holiday falls on an employee's regularly scheduled day off, the employee shall accrue eight (8) hours of compensatory holiday time to the employee's vacation bank.

- J. When an employee who is overtime exempt is required to work on a holiday which falls on the employee's regularly scheduled work day, the employee shall accrue compensatory holiday time to his/her vacation bank.
- K. When an employee who is eligible for overtime is required to work on a holiday, the employee shall, in addition to eight (8) hours regular cash payment for the holiday, accrue compensatory holiday time at straight time and cash payment at one half time for all hours worked up to eight (8) hours.
- L. In order to receive holiday compensation, an employee must be in a paid status on the scheduled workday immediately prior to and/or after the holiday. Notwithstanding the above, neither the first day of employment nor the last day of employment may be a holiday.

### SECTION 3. OVERTIME

#### Exempt Classifications

- A. The District shall determine and identify those classifications which are exempt from overtime compensation. The determination shall be in accordance with the requirements of the Fair Labor Standards Act. Classifications, which have been designated as exempt, shall not receive overtime, except as otherwise provided or in an emergency as provided below.
- B. Regular employees in classifications exempt from overtime compensation and, therefore, not otherwise eligible for overtime pursuant to this resolution shall be paid for excess time worked during an emergency as follows:
  - 1. No excess time compensation shall be paid for excess time work during an emergency for the first twelve (12) hours of such emergency excess time work;
  - 2. Excess time compensation shall be paid at straight time for the second twelve (12) hours of emergency overtime work; and
  - 3. Excess time compensation shall be paid at the rate of time and one-half for all hours of excess time worked in excess of twenty-four (24) hours during any such emergency.
- C. Emergency for the purposes of Paragraph B of this Resolution shall mean any of the following:
  - 1. The proclamation of a "local emergency" by the Santa Barbara County Board of Supervisors or the APCO or his/her designee.
  - 2. The proclamation of a "state of emergency" in Santa Barbara County by the Governor.
  - 3. The designation of a "limited local emergency" by the APCO or his/her designee. "Limited local emergencies" may be designated in writing by the APCO or his/her designee due to significant or lengthy emergency situations in Santa Barbara County, or outside the County during mutual aid responses, that require ongoing staff support.

#### Non-Exempt Classifications

- D. Overtime for non-exempt employees shall be defined as any time worked in excess of forty (40) hours in the employee's regularly scheduled work period, exclusive of standby. Overtime shall be authorized in advance by the division manager or his/her designee.

- E. Overtime work is compensable at the rate of time and one-half the regular rate as computed in accordance with the Fair Labor Standards Act. Hours worked shall accrue in tenths (1/10) of an hour (6 minutes) and shall be subject to a minimum of two-tenths (2/10) of an hour (12 minutes).
- F. Overtime shall be placed in a compensatory overtime account or paid in the pay period in which earned, at the discretion of the employee. The maximum hourly accrual in this account shall be 240 hours.
- G. If an employee wishes to take compensatory time off it shall be requested at least 48 hours in advance. Denial of a request for compensatory time off is subject to a determination of the division manager that it would unduly disrupt the operations of the agency. Compensatory Overtime shall be used before any leave-without-pay is granted.
- H. Except upon termination of employment, hours in the Compensatory Overtime account as of pay periods 4 and 19 shall be paid off in cash based on the employee's regular hourly rate of pay in effect at the time of payment. Payments for compensatory overtime hours are taxable as lump sum payments in accordance with IRS and State Franchise Tax Board regulations and are subject to withholding as required by law. Overtime earned in the pay period in which a cash payoff is made shall not be included in the automatic payoff of the account balance.
- I. Part-time, non-exempt employees who work beyond their regularly scheduled work hours, but less than forty (40) hours in a seven (7) day work period, shall be paid at straight time.

#### SECTION 4. SICK LEAVE

- A. Each regular full-time or regular part-time management or confidential-unrepresented employee shall accrue sick leave at the rate of .0463 hours for each hour in a regular pay or paid leave status, excluding overtime, call back and standby.
- B. Management and confidential-unrepresented employees shall receive eighty (80) hours sick leave accrual upon appointment or such prorated amount for regular part-time employees. Employees entering management or confidential-unrepresented classes from District non-management or non-confidential classes shall retain their current sick leave balances and shall only receive additional sick leave accrual necessary to provide a balance of eighty (80) hours sick leave. Notwithstanding the above, persons who leave District service for reasons other than layoff and are subsequently reappointed within one year of separation are not eligible for sick leave credit under this provision.
- C. Unused sick leave shall be cumulative from year to year with no accrual limit.
- D. Sick leave may not exceed each employee's accrued sick leave balance reported on the Leave Report at the end of the prior pay period immediately preceding the pay period in which the leave is taken. However, the salary of an exempt employee shall not be subject to reduction because of variations in the quality or quantity of work performed except in accordance with the Department of Labor regulations (29 C.F.R. Section 541.602).
- E. A division manager, or other appropriate authority, may require evidence in the form of a physician's certificate, or otherwise, of the adequacy of the reason for any employee's absence during the time for which sick leave was requested. Under no circumstances is sick leave to be used in lieu of, in addition to, or as vacation. The District may require a physician's certificate in order to determine correctness of payroll records.

- F. When a member of his/her immediate family is seriously ill or injured and requires the employee's presence and attendance, an employee may be allowed by the appointing authority to use accumulated sick leave to attend such family in accordance with the Family Medical Leave Act and California Labor Code Section 233.
- G. Up to a maximum of five days (40 hours) of accumulated sick leave may be granted by the appointing authority or his/her designee to an employee for absence from duty because of any and each death in the employee's immediate family.
- H. For the purposes of Paragraphs F and G above, "immediate family" is defined as husband, wife, parent, brother, sister, child, stepchild, grandparent, grandchild, and mother-in-law, father-in-law, or domestic partner of the employee.
- I. An employee may, when necessary and at the discretion of the APCO, be granted up to two hours leave with pay to make voluntary nonremunerated blood donations to non-profit blood banks in the County. Time off in excess of two hours and up to an additional two hours may be used for this purpose, but such additional time off shall be charged to accumulated sick leave. Leave for the purpose of donating blood shall not exceed five times in any one calendar year.
- J. Each regular full-time or regular part-time management or confidential-unrepresented employee with an Accumulated Unused Sick Leave balance in excess of 240 hours as of September 17, 1978, is eligible for sick leave payoff in accordance with the following provisions. Upon termination of employment from District service by resignation or retirement in good standing, 50% of the value of the Eligible Accumulated Unused Sick Leave hours will be paid at the employee's hourly rate in effect as of September 17, 1978. Eligible Accumulated Sick Leave hours are defined as the Accumulated Unused Sick Leave hours between 240 and 960 hours reported as of September 17, 1978, or if less, the hours reported at the time of termination.
- K.. Any payment made under Paragraph J will be made only once to an employee in his/her work history with the District upon honorable termination of employment. If an employee is subsequently rehired in the service of the District, incentive payment for Unused Sick Leave will not be applicable, and previous balances paid off upon termination will not be restored.
- L. Except upon layoff, termination of District employment shall abrogate all sick leave accrued to the time of such termination, regardless of whether such person subsequently re-enters District employment or service. Except as provided in Paragraph J, no payment shall be made to any employee for unused sick leave accumulated to his credit at the time of his termination from District service.

#### SECTION 5. FAMILY LEAVE

Family care leave benefits are applicable to management and confidential-unrepresented employees pursuant to the California Family Rights Act and the Federal Family Medical Leave Act.

#### SECTION 6. LEAVE DONATION

Management and confidential-unrepresented employees shall be eligible to participate as donors and recipients in the leave donation program, in accordance with existing policy guidelines. This program allows regular District employees to donate the monetary value of accrued vacation, holiday or overtime hours to a specific, eligible employee who has exhausted his/her own available leave balances. Serious or catastrophic illness or injury is defined as the employee's own adverse medical condition which

requires the employee to be absent from work for more than twenty (20) consecutive work days, or a similarly debilitating illness or injury of the employee's spouse, child or parent requiring the employee's attendance.

#### SECTION 7. ADMINISTRATIVE LEAVE

Management and confidential employees in classifications exempt from overtime compensation are eligible for administrative leave in accordance with the following provisions:

- A. Management and other salaried employees are compensated for meeting the requirements and performing the duties of their job regardless of the number or scheduling of hours worked. Such employees may be required periodically or routinely to work long or irregular hours, and to attend various meetings and functions outside of normal "business hours" to fulfill their responsibilities.

Due to standards of public accountability and the resulting need for all employees to account for all time for which they are compensated, the District has created a vehicle to record paid time off not charged to accrued leave balances when a salaried employee occasionally works less than his/her regular schedule. This paid time off is called administrative leave. The purpose of administrative leave is to provide a process for authorized leave time to record amounts to be paid to salaried employees when their pay period total regular hours plus any use of vacation, holiday or sick leave is less than their normal full time schedule (80 hours).

- B. Salaried employees do not have a right to administrative leave. This leave is not an entitlement, it is not related to hours worked nor is subject to accrual or payment for unused leave. Use is completely discretionary, upon the approval of the APCO.

The APCO may approve his/her own use as well as that of their staff. The APCO may approve administrative leave in recognition of extraordinary work assignments, excessive work time beyond normal work schedules or to reward outstanding individual performance.

Salaried employees, after having recorded any regular, sick leave, holiday and/or vacation taken as appropriate in a pay period, may use administrative leave with the approval of the APCO. The APCO may grant a salaried employee up to 108 hours of administrative leave per payroll year. The APCO, upon written request of the employee, may approve additional administrative leave upon a showing of special circumstances.

#### SECTION 8. MEDICAL AND DENTAL BENEFITS

- A. Indemnity type and/or Health Maintenance Organization (HMO) medical and dental plans shall be available to all management and confidential-unrepresented employees.
- B. The District shall contribute \$147.62 biweekly toward the cost of the biweekly premium for employee-only medical plan coverage. The District shall continue to contribute \$12.69 biweekly towards the cost of the biweekly premium for employee only dental plan coverage. This contribution is based on full-time employment; part-time employees shall receive a prorated contribution based on their percentage of full-time employment. The employee through payroll deductions shall pay insurance plan premiums that exceed the District's biweekly contribution.
- D. As available, employees may select coverage from the following options:

#### Medical

- Health Maintenance Organization (HMO) Medical Plan
- Point of Service (POS) Medical Plan

#### Dental

- Indemnity Dental Plan
- HMO Dental Plan

Employees may insure their eligible dependents under one of the available medical and dental plans in accordance with the rules and regulations applicable to obtaining said dependent coverage.

- E.. If two regular District employees are married to each other and are both eligible for contributions from the District toward employee-only medical and dental coverage, they may consolidate the District's contributions toward the premium cost for "employee plus two or more dependents" coverage held by one of the employees. In this situation, one employee (referred to below as the "spouse") becomes a dependent on the other employee's (referred to below as the "primary employee") medical and dental coverage.

In order to be eligible under this provision, all of the following conditions must be met:

- Both employees are covered by the same medical and dental plan;
- The spouse is insured as a dependent on the primary employee's medical and dental plan insurance;
- The spouse has waived employee-only coverage;
- Both employees have authorized the consolidation of contributions on a form prescribed by the District.

The amount of the consolidated contributions shall be that amount which would otherwise be contributed by the District toward the employee's and the spouse's employee-only premiums for the respective medical and dental plans.

### SECTION 9. HEALTH INSURANCE BENEFITS DURING MEDICAL LEAVE OF ABSENCE

Employees who are placed on a leave of absence resulting from a medical condition including injury, illness, pregnancy and childbirth shall receive the District contributions toward medical and dental plan coverage for a leave period up to 12 months from the date the leave is first taken. Insurance premiums exceeding the District's contribution and for dependents shall be the responsibility of the employee during the leave period.

### SECTION 10. FLEXIBLE SPENDING ACCOUNT PLAN

- A. All management and confidential-unrepresented employees shall be eligible to participate in the District sponsored Flexible Spending Account Plan. Said plan shall be administered in compliance with Section 125 of the Internal Revenue Code.

The Flexible Spending Account Plan will include the following salary reductions:

1. Pre-Tax Health Insurance Premium Option -- for employees and their dependents;
2. Pre-Tax Health Care Spending Account Option;
3. Pre-Tax Dependent Care Spending Account Option;
4. Pre-Tax Life Insurance Premium(s) (up to \$50,000 coverage);



5. Pre-Tax Personal Accident Insurance Program;
6. Pre-Tax Catastrophic Care Programs;
7. Vision Service Plan premiums

These options are described in detail in the Flexible Spending Plan brochure and in the Legal Plan Document and supplemental materials. Compensation received in accordance with Section 11 (Cafeteria Dollars) may be used by employees to fund the options described above. All salary reduction amounts are included in base salaries for the purpose of computing retirement earnings and are subject to appropriate Internal Revenue Service regulations.

This plan may be amended in the future to revise the benefit options.

- B. Benefits selected under this plan cannot be changed during the plan year except for a change in family status consistent with the benefit change. Enrollment in the plan shall be offered on an annual basis at the beginning of the plan year. New employees may enroll within the first thirty (30) days of employment with eligibility beginning the first day of the month coinciding with or following date of hire. Continued operation of the Program shall be subject to District administrative procedures.

#### SECTION 11. CAFETERIA DOLLARS

- A. The District shall provide each full-time employee a biweekly allowance as provided below, designated as "Cafeteria Dollars." Regular part-time employees are eligible for this allowance based on a prorated equivalent of their employment status. Cafeteria dollars which are received in cash have the primary purpose of allowing employees to fund employee and dependent health insurance costs. Employees may also use these dollars to fund options in the Flexible Spending Account Plan and/or receive the remainder in cash.

	<u>Biweekly</u>	<u>Annual</u>
Agency Head - APCO (Unit 41)	\$243.38	\$6,327.88
Management (Unit 43)	\$194.35	\$5,053.10
Confidential-Unrepresented (Unit 32)	\$162.00	\$4,212.00

- B. These dollars will be paid on a biweekly basis to each regular employee based on the prorated number of non-premium, regular, hours paid in a pay period. Employees hired or promoted into a position during the calendar year shall begin earning the appropriate dollars the first full pay period of their appointment.
- C. Effective the first pay period following Board approval, the District shall make a one-time contribution of \$520.00 to Cafeteria Dollars in addition to the regular bi-weekly amount.

#### SECTION 12. SHORT TERM DISABILITY INSURANCE

The District shall provide a Short Term Disability Insurance Plan for all management employees. The waiting period for benefit eligibility is 7 days. The benefit will be equal to sixty percent of the first \$2,500 of pre-disability earnings in accordance with specific plan provisions, limitations, and exclusions.

#### SECTION 13. LONG TERM DISABILITY INSURANCE

The District shall provide a Long Term Disability Insurance Plan for all management and confidential-unrepresented employees. The waiting period for benefit eligibility will be 60 days. The benefit will

equal sixty percent of pre-disability earnings in accordance with specific plan provisions, limitations, and exclusions.

#### SECTION 14. BILINGUAL ALLOWANCE

Management and confidential-unrepresented employees, whose daily assignments require regular and frequent use of bilingual language skills in Spanish and English, shall be eligible to receive a bilingual allowance upon designation by the APCO. The amount of the allowance for full-time employees shall be \$57.29 per pay period. The bilingual allowance shall be prorated for part-time employees.

As used in this section, the phrase “regular and frequent” means at least once each working day, or at least five times each work week. Payment for the bilingual language skill is restricted to the actual needs of the position. An employee’s ability to read, write, or speak Spanish, occasional or incidental use of language skills in Spanish or the use of bilingual language skills other than for the purpose of meeting the requirements of the job shall not warrant a bilingual allowance.

#### SECTION 15. EMPLOYEE ASSISTANCE PROGRAM AND TERM LIFE INSURANCE

Management and confidential-unrepresented employees shall be provided with continued enrollment in the APCD’s EAP program and basic Group Term Life Insurance paid for by the District in accordance with the following schedule:

Agency Head - APCO	\$50,000
Management and Confidential-Unrepresented Employees	\$20,000

#### SECTION 16. RETIREMENT

A. The District offers the following retirement plans:

Employees Hired Before July 1, 1995 – Contributory Retirement Plan (APCD Plan I)

Employees Hired On or After July 1, 1995 – Contributory Retirement Plan  
(APCD Plan II)

B. The District may adjust the employee contribution rates to the Retirement System when such adjustments are based on an Actuary Report, recommended by the Retirement Board and approved by the Board of Supervisors of the County of Santa Barbara. The effective dates of rate adjustments shall be in accordance with the applicable provisions of the County Employees Retirement Law of 1937.

C. For full-time employees in Units 41 and 43, the District shall pay up to fifty dollars (\$50.00) per pay period of each employee’s normal and Cost-of-Living contributions to the Retirement System in accordance with Government Code Sections 31630 and 31639.86. Part-time employees shall receive a prorated equivalent.

#### SECTION 17. TUITION AND TEXTBOOK REIMBURSEMENT

To the extent funding is available, management and confidential-unrepresented employees shall be eligible for tuition and textbook reimbursement up to a maximum of \$500 per fiscal year and in accordance with administrative regulations governing this program. Tuition reimbursement for regular, part-time employees shall be prorated based on their part-time percentage.

Effective June 30, 2008 employees may accrue unused tuition reimbursement for a maximum of three years for use in a single year. The maximum that may be accrued over a three year period shall not exceed \$1500.

#### SECTION 18. MILEAGE REIMBURSEMENT

Employees who, when authorized, use their personal vehicle for District business shall be reimbursed for each mile driven on District business. Said reimbursement shall be at the amount per mile exempted by the Internal Revenue service for reporting of income.

#### SECTION 19. STATE DISABILITY INSURANCE (SDI)

Confidential-unrepresented (Unit 32) employees participate in SDI. Benefits received from SDI shall be integrated with paid leave as follows:

- A. All employees eligible for SDI benefits may use their available sick leave credits to supplement their SDI benefits so that the sum of the SDI benefits and sick leave credits used equals 85% of their gross salary.
- B. Employees eligible for SDI benefits may apply with the State of California for approval as soon as possible following the date of their eligibility for SDI benefits. Current eligibility begins on the eighth consecutive calendar day of an extended illness or injury.

#### SECTION 20. TRANSPORTATION DEMAND MANAGEMENT (TDM)

Management and confidential-unrepresented employees shall be eligible to participate in the District's TDM program and receive related benefits including the Alternative Commute Incentive.

#### SECTION 21. AUTOMATIC PAYROLL DEPOSIT

All management and confidential-unrepresented employees shall participate in the District's automatic payroll deposit program. Participation shall mean the employee's execution of a payroll authorization form and submission of a bank deposit slip to the District payroll office. It shall be the employee's choice as to which bank he/she designates as the institution receiving the payroll funds.

When both the authorization form and bank deposit are properly executed and processed by the District, Payroll shall automatically deposit in the employee's designated bank account the net amount of pay each designated biweekly payday.

#### SECTION 22. ADMINISTRATION OF BENEFITS

The APCO, the APCD Business Manager and Human Resources Officer are hereby directed to provide the necessary administrative procedures to implement the above provisions of this Resolution.

PASSED, APPROVED, AND ADOPTED by the Air Pollution Control District Board, of Santa Barbara County, State of California this 20th day of August, 2009 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

**ATTEST:**

Clerk of the Santa Barbara County  
Air Pollution Control District

By \_\_\_\_\_  
Deputy

**APPROVED AS TO FORM:**

Dennis Marshall  
Santa Barbara County Counsel

By \_\_\_\_\_  
Deputy County Counsel

\_\_\_\_\_  
Chair, Air Pollution Control District Board  
of Santa Barbara County

**APPROVED AS TO  
ACCOUNTING FORM:**

ROBERT W. GEIS, CPA  
Auditor- Controller

By \_\_\_\_\_