Yellowstone County Commissioners
RECEIVED
MAY 11 2020

# YELLOWSTONE COUNTY
# PERSONNEL ACTION REPORT
## Section 1

**Section 1 is to be completed by the initiating department for recommended personnel changes**

---

Name: JACOBSEN, CHANCE R

Effective Date: 5/4/2020

Current Title: Detention Officer

Gr. ____ Salary $ 20.20/HR

Title Change: _____

Gr. ____ Salary $ _____

**Check as Applicable:**

| | | | |
|---|---|---|---|
| Regular Full Time: | XX | New Hire: | ___ |
| Regular Part Time: | ___ | Rehire: | ___ |
| Temp Full Time: | ___ | | |
| Temp Part Time: | ___ | Termination: (Involuntary) | XX |
| Seasonal Hire: | ___ | Promotion: | ___ |
| Replaces position Name_____ | ___ | Transfer: | ___ |
| New Budgeted Position | ___ | Demotion: | ___ |
| Other: | ___ | Reclassification: | ___ |

---

Funding: 2300 - 136 - 420200 - 111 Percent 100 New Account ___

_____ - _____ - _____ - _____ Percent ____ Split Account ___

Elected Official/Department Head

5/5/2020
Date

---

## Section 2

Human Resources:

Note: _____

Director 5-8-20 Date

Finance:

Note: _____

Director Jennifer Jones 5.11.2020 Date

H.R. Comments:

_____

_____

Date entered in payroll _____

Clerk & Recorder - original
Human Resources – canary
Auditor – pink
Department - goldenrod

Commissioner's Action

| | Approve | Disapprove |
|---|---|---|
| Chair | ___ | ___ |
| Member | | ___ |
| Member | | ___ |

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Yellowstone County Commissioners
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MAY 11 2020

# YELLOWSTONE COUNTY
# PERSONNEL ACTION REPORT
## Section 1

**Section 1 is to be completed by the initiating department for recommended personnel changes**

---

Name: ANDERSON, GARRETH B

Effective Date: 5/18/2020

Current Title: Detention Officer

Gr. ____ Salary $ 20.00

Title Change: _____

Gr. ____ Salary $ _____

**Check as Applicable:**

| | | | |
|---|---|---|---|
| Regular Full Time: | XX | New Hire: | XX |
| Regular Part Time: | ___ | Rehire: | ___ |
| Temp Full Time: | ___ | | |
| Temp Part Time: | ___ | Termination: | ___ |
| Seasonal Hire: | ___ | Promotion: | ___ |
| Replaces position | X | Transfer: | ___ |
| Name MELSON | | | |
| New Budgeted Position | ___ | Demotion: | ___ |
| Other: | ___ | Reclassification: | ___ |

---

Funding: 2300 - 136 - 420200 - 111 Percent 100 New Account ___

_____ - _____ - _____ - _____ Percent ____ Split Account ___

Elected Official/Department Head

5/4/2020
Date

---

## Section 2

Human Resources:

Note: Eligibility Pad AW

5-8-20
Director Date

Finance:

Note: _____

Jennifer Jones 5-11-2020
Director Date

H.R. Comments:

_____

_____

Date entered in payroll _____

Clerk & Recorder - original
Human Resources – canary
Auditor – pink
Department - goldenrod

Commissioner's Action

| | Approve | Disapprove |
|---|---|---|
| Chair | ___ | ___ |
| Member | | ___ |
| Member | | ___ |

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Yellowstone County Commissioners
RECEIVED
MAY 11 2020

# YELLOWSTONE COUNTY
# PERSONNEL ACTION REPORT
## Section 1

**Section 1 is to be completed by the initiating department for recommended personnel changes**

---

Name: JONES, JASON P

Effective Date: 5/18/2020

Current Title: Detention Officer

Gr. ____ Salary $ 20.00/HR

Title Change: _____

Gr. ____ Salary $ _____

**Check as Applicable:**

| | | | |
|---|---|---|---|
| Regular Full Time: | XX | New Hire: | XX |
| Regular Part Time: | ___ | Rehire: | ___ |
| Temp Full Time: | ___ | | |
| Temp Part Time: | ___ | Termination: | ___ |
| Seasonal Hire: | ___ | Promotion: | ___ |
| Replaces position | XX | Transfer: | ___ |
| Name LANE | | | |
| New Budgeted Position | ___ | Demotion: | ___ |
| Other: | ___ | Reclassification: | ___ |

---

Funding: 2300 - 136 - 420200 - 111 Percent 100 New Account ___

_____ - _____ - _____ - _____ Percent ____ Split Account ___

Elected Official/Department Head

5/4/2020
Date

---

## Section 2

Human Resources:

Note: Eligibility Pad Am

Director 5-8-20 Date

Finance:

Note: _____

Director 5-11-2020 Date

H.R. Comments:

_____

_____

Date entered in payroll _____

Clerk & Recorder - original
Human Resources – canary
Auditor – pink
Department - goldenrod

Commissioner's Action

| | Approve | Disapprove |
|---|---|---|
| Chair | ___ | ___ |
| Member | ___ | ___ |
| Member | ___ | ___ |

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Yellowstone County Commissioners
RECEIVED
MAY 11 2020
DP

# YELLOWSTONE COUNTY
# PERSONNEL ACTION REPORT
## Section 1

**Section 1 is to be completed by the initiating department for recommended personnel changes**

---

Name: BELLROCK, DIONE J JR  Effective Date: 5/18/2020

Current Title: DETENTION OFFICER  Gr. ____  Salary $ 20.00/HR

Title Change: _____  Gr. ____  Salary $ _____

**Check as Applicable:**

| | | | |
|---|---|---|---|
| Regular Full Time: | XX | New Hire: | X |
| Regular Part Time: | ___ | Rehire: | ___ |
| Temp Full Time: | ___ | | |
| Temp Part Time: | ___ | Termination: | ___ |
| Seasonal Hire: | ___ | Promotion: | ___ |
| Replaces position | XX | Transfer: | ___ |
| Name MCFARLAND | | | |
| New Budgeted Position | ___ | Demotion: | ___ |
| Other: | ___ | Reclassification: | ___ |

---

Funding: 2300 - 136 - 420200 - 111  Percent 100  New Account ___
_____ - _____ - _____ - _____  Percent ____  Split Account ___

[signature]  5/4/2020
Elected Official/Department Head  Date

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## Section 2

Human Resources:

Note: Eligibity Pool Alm.

[signature] 5-8-20
Director  Date

Finance:

Note: _____

[signature] 5.11.2020
Director  Date

H.R. Comments:

_____

_____

Date entered in payroll _____

Clerk & Recorder - original
Human Resources – canary
Auditor – pink
Department - goldenrod

Commissioner's Action

| | Approve | Disapprove |
|---|---|---|
| Chair | ___ | ___ |
| Member | [signature] | ___ |
| Member | [signature] | ___ |

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Yellowstone County Commissioners
RECEIVED
MAY 11 2020

# YELLOWSTONE COUNTY
# PERSONNEL ACTION REPORT
## Section 1

**Section 1 is to be completed by the initiating department for recommended personnel changes**

---

Name: DONALDSON, TYSON J

Effective Date: 5/18/2020

Current Title: Detention Officer

Gr. ____ Salary $ 20.00/HR

Title Change: _____

Gr. ____ Salary $ _____

**Check as Applicable:**

| | | | |
|---|---|---|---|
| Regular Full Time: | XX | New Hire: | XX |
| Regular Part Time: | ___ | Rehire: | ___ |
| Temp Full Time: | ___ | | |
| Temp Part Time: | ___ | Termination: | ___ |
| Seasonal Hire: | ___ | Promotion: | ___ |
| Replaces position Name_____ | XX | Transfer: | ___ |
| New Budgeted Position | ___ | Demotion: | ___ |
| Other: | ___ | Reclassification: | ___ |

---

Funding: 2300 - 136 - 420200 - 111 Percent 100 New Account ___

_____ - _____ - _____ - _____ Percent ____ Split Account ___

Elected Official/Department Head

5/4/2020
Date

---

## Section 2

Human Resources:

Note: Eligibity Pool

Director Date 5-8-20

Finance:

Note: _____

Director Date 5.11.2020

H.R. Comments:

_____

_____

Date entered in payroll _____

Clerk & Recorder - original
Human Resources – canary
Auditor – pink
Department - goldenrod

Commissioner's Action

| | Approve | Disapprove |
|---|---|---|
| Chair | ___ | ___ |
| Member | | ___ |
| Member | | ___ |

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Yellowstone County Commissioners
RECEIVED
MAY 11 2020

# YELLOWSTONE COUNTY
# PERSONNEL ACTION REPORT
## Section 1

**Section 1 is to be completed by the initiating department for recommended personnel changes**

---

Name: PARISH, CHANCE

Effective Date: 5/18/2020

Current Title: Detention Officer

Gr. ____ Salary $ 20.00/HR

Title Change: _____

Gr. ____ Salary $ _____

**Check as Applicable:**

| | | | |
|---|---|---|---|
| Regular Full Time: | XX | New Hire: | XX |
| Regular Part Time: | ___ | Rehire: | ___ |
| Temp Full Time: | ___ | | |
| Temp Part Time: | ___ | Termination: | ___ |
| Seasonal Hire: | ___ | Promotion: | ___ |
| Replaces position Name BRUCKNER | XX | Transfer: | ___ |
| New Budgeted Position | ___ | Demotion: | ___ |
| Other: | ___ | Reclassification: | ___ |

---

Funding: 2300 - 136 - 420200 - 111 Percent 100 New Account ___

_____ - _____ - _____ - _____ Percent ____ Split Account ___

Elected Official/Department Head

5/4/2020
Date

---

## Section 2

Human Resources:

Note: Eligibity Pool

Director Date 5-8-20

Finance:

Note: _____

Director Jennifer Jones Date 5.11.2020

H.R. Comments:

_____

_____

Date entered in payroll _____

Clerk & Recorder - original
Human Resources – canary
Auditor – pink
Department - goldenrod

Commissioner's Action

| | Approve | Disapprove |
|---|---|---|
| Chair | ___ | ___ |
| Member | | ___ |
| Member | | ___ |

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Yellowstone County Commissioners
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MAY 11 2020

# YELLOWSTONE COUNTY
# PERSONNEL ACTION REPORT
## Section 1

**Section 1 is to be completed by the initiating department for recommended personnel changes**

Name: KVESETH, TALON

Effective Date: 5/18/2020

Current Title: Detention Officer

Gr. ____ Salary $ 20.00/HR

Title Change: _____

Gr. ____ Salary $ _____

**Check as Applicable:**

| | | | |
|---|---|---|---|
| Regular Full Time: | XX | New Hire: | XX |
| Regular Part Time: | ___ | Rehire: | ___ |
| Temp Full Time: | ___ | | |
| Temp Part Time: | ___ | Termination: | ___ |
| Seasonal Hire: | ___ | Promotion: | ___ |
| Replaces position Name Kapor | XX | Transfer: | ___ |
| New Budgeted Position | ___ | Demotion: | ___ |
| Other: | ___ | Reclassification: | ___ |

Funding: 2300 - 136 - 420200 - 111 Percent 100 New Account ___
____ - ____ - _____ - ____ Percent ____ Split Account ___

Elected Official/Department Head

5/4/20
Date

## Section 2

Human Resources:

Note: Eligibility Pool AEN

Director Date 5-8-20

Finance:

Note: _____

Director Date 5.11.2020

H.R. Comments:

_____

_____

Date entered in payroll _____

Clerk & Recorder - original
Human Resources – canary
Auditor – pink
Department - goldenrod

Commissioner's Action

| | Approve | Disapprove |
|---|---|---|
| Chair | ___ | ___ |
| Member | | ___ |
| Member | | ___ |

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MAY 11 2020

# YELLOWSTONE COUNTY
# PERSONNEL ACTION REPORT
## Section 1

**Section 1 is to be completed by the initiating department for recommended personnel changes**

---

Name: Taylor,Ryan

Effective Date: 5/1/2020

Current Title: Sergeant

Gr. ____ Salary $ 32.84/HR

Title Change: Lieutenant

Gr. ____ Salary $ 35.30/HR

**Check as Applicable:**

| | | | |
|---|---|---|---|
| Regular Full Time: | XX | New Hire: | ___ |
| Regular Part Time: | ___ | Rehire: | ___ |
| Temp Full Time: | ___ | | |
| Temp Part Time: | ___ | Termination: | ___ |
| Seasonal Hire: | ___ | Promotion: | ~~XX~~ |
| Replaces position Name_____ | ___ | Transfer: | ___ |
| New Budgeted Position | ___ | Demotion: | ___ |
| Other: Replaces O'Donnald | XX | Reclassification: | ___ |

---

Funding: 2300 - 132 - 420150 - 111 Percent 100 New Account ___

_____ - _____ - _____ - _____ Percent ____ Split Account ___

Elected Official/Department Head

5/1/2020
Date

---

## Section 2

Human Resources:

Note: _____

Director 5-8-20 Date

Finance:

Note: _____

Director 5.11.2020 Date

H.R. Comments:

_____

_____

Date entered in payroll _____

Clerk & Recorder - original
Human Resources – canary
Auditor – pink
Department - goldenrod

Commissioner's Action

| | Approve | Disapprove |
|---|---|---|
| Chair | ____ | ____ |
| Member | | ____ |
| Member | | ____ |

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Yellowstone County Commissioners
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MAY 11 2020

# YELLOWSTONE COUNTY
# PERSONNEL ACTION REPORT
## Section 1

**Section 1 is to be completed by the initiating department for recommended personnel changes**

---

Name: Lester,Robert

Effective Date: 5/1/2020

Current Title: Sergeant

Gr. ____ Salary $ 32.26/HR

Title Change: Lieutenant

Gr. ____ Salary $ 34.68/HR

**Check as Applicable:**

| | | | |
|---|---|---|---|
| Regular Full Time: | XX | New Hire: | ___ |
| Regular Part Time: | ___ | Rehire: | ___ |
| Temp Full Time: | ___ | | |
| Temp Part Time: | ___ | Termination: | ___ |
| Seasonal Hire: | ___ | Promotion: | XX |
| Replaces position Name_____ | ___ | Transfer: | ___ |
| New Budgeted Position | ___ | Demotion: | ___ |
| Other: Replaces Siegle | XX | Reclassification: | ___ |

---

Funding: 2300 - 132 - 420150 - 111 Percent 100 New Account ___

_____ - _____ - _____ - _____ Percent ____ Split Account ___

Elected Official/Department Head

5/1/2020
Date

---

## Section 2

Human Resources:

Note: _____

Director 5-8-20 Date

Finance:

Note: _____

Director 5.11.2020 Date

H.R. Comments:

_____

_____

Date entered in payroll _____

Clerk & Recorder - original
Human Resources – canary
Auditor – pink
Department - goldenrod

Commissioner's Action

| | Approve | Disapprove |
|---|---|---|
| Chair | ____ | ____ |
| Member | ____ | ____ |
| Member | ____ | ____ |

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# Yellowstone County

**HUMAN RESOURCES**

(406) 256-2705
(406) 254-7908 (fax)
P.O. Box 35041
Billings, MT 59107-5041

Yellowstone County Commissioners
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MAY 13 2020

To: Board of County Commissioners

From: Dwight Vigness, H.R and Jeff Slavick, I.T.

Date: May 11, 2020

Subject: attached PAR's

The IT Department has a group of IT Specialists that provide technical and advanced support activities to ensure Yellowstone County's computer equipment, is functional and performing efficiently. There are two classifications, a support specialist and a senior support specialist. Basically, an entry to working level structure.

Four positions were hired at the senior level in the past few years. The senior positions at a grade G were hired in at the 82% to 87% comp ratio of a grade G which back then was in the ballpark of $20.35 to 21.63 and yearly raises adjusted salaries throughout the years.

A little over two years ago I.T. hired an entry level specialist at the midpoint of a grade E (100% comp ratio). The employee had prior service with Yellowstone County and was told they would be on track to the Senior level at some point.

Fast forward two years to May 2020.

The individual in the entry level position at a grade E was moved to a senior specialist at a grade G (two grades up from the current position). With that the compensation policy states:

*Upon promotion from non-union position to another non-union position:*

- *10% increase (excluding longevity) for one grade increase*
- ***15% increase (excluding longevity) for two grade increase***
- *20% increase (excluding longevity) for three or more grade increase*
  *(Cannot exceed salary grade maximum)*

When applying the policy, the employee went from the entry level specialist to the senior level specialist which is two grades received a 15% increase. Keep in mind that employee was hired in a midpoint of the grade E and each grade increase is approximately 10% higher (E 10% higher than D and D 10% higher than C, etc.

The 15% increase for the entry position to senior position created circumstances where that individual's compensation exceeded a senior specialist that has been with YC for a few years and a couple others that have similar time with Yellowstone County.

We have attached 4 PDQ's that we feel address the issue and would ask for the Commissioners support to make these adjustments.

Yellowstone County Commissioners
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MAY 13 2020

# YELLOWSTONE COUNTY
# PERSONNEL ACTION REPORT
## Section 1

**Section 1 is to be completed by the initiating department for recommended personnel changes**

Name: Victoria Wolff  Effective Date: 5/16/20

Current Title: Dept. Network Admin.  Gr. G  Salary $ 25.40

Title Change: _____  Gr. ____  Salary $ 26.92

**Check as Applicable:**

| | | | |
|---|---|---|---|
| Regular Full Time: | ___ | New Hire: | ___ |
| Regular Part Time: | ___ | Rehire: | ___ |
| Temp Full Time: | ___ | | |
| Temp Part Time: | ___ | Termination: | ___ |
| Seasonal Hire: | ___ | Promotion: | ___ |
| Replaces position Name_____ | ___ | Transfer: | ___ |
| New Budgeted Position | ___ | Demotion: | ___ |
| Other: | ___ | Reclassification: | ___ |

Funding: 1000-115-410580-111  Percent ____  New Account ___

_____-_____-_____-_____  Percent ____  Split Account ___

Elected Official/Department Head  Date: 5/13/2020

## Section 2

Human Resources:

Note: _____

Director  Date: 5-13-20

H.R. Comments:

_____

_____

Date entered in payroll _____

Clerk & Recorder - original
Human Resources – canary
Auditor – pink
Department - goldenrod

Finance:

Note: _____

Director  Date: 5.13.2020

Commissioner's Action

| | Approve | Disapprove |
|---|---|---|
| Chair | ____ | ____ |
| Member | ____ | ____ |
| Member | ____ | ____ |

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Yellowstone County Commissioners
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MAY 13 2020

# YELLOWSTONE COUNTY
# PERSONNEL ACTION REPORT
## Section 1

**Section 1 is to be completed by the initiating department for recommended personnel changes**

Name: Sergei Kiyanitsa  Effective Date: 5/16/20

Current Title: Senior Support Specialist  Gr. G  Salary $ 24.46

Title Change: _____  Gr. ____  Salary $ 26.17

**Check as Applicable:**

| | | | |
|---|---|---|---|
| Regular Full Time: | ___ | New Hire: | ___ |
| Regular Part Time: | ___ | Rehire: | ___ |
| Temp Full Time: | ___ | | |
| Temp Part Time: | ___ | Termination: | ___ |
| Seasonal Hire: | ___ | Promotion: | ___ |
| Replaces position Name_____ | ___ | Transfer: | ___ |
| New Budgeted Position | ___ | Demotion: | ___ |
| Other: | ___ | Reclassification: | ___ |

Funding: 1000 - 115 - 410580 - 111  Percent ____  New Account ___

_____ - _____ - _____ - _____  Percent ____  Split Account ___

Elected Official/Department Head  Date 5/13/2020

## Section 2

Human Resources:

Note: _____

Director  5-13-20 Date

H.R. Comments:

_____

_____

Date entered in payroll _____

Clerk & Recorder - original
Human Resources – canary
Auditor – pink
Department - goldenrod

Finance:

Note: _____

Director  5.13.2020 Date

Commissioner's Action

| | Approve | Disapprove |
|---|---|---|
| Chair | ___ | ___ |
| Member | ___ | ___ |
| Member | ___ | ___ |

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Yellowstone County Commissioners
RECEIVED
MAY 13 2020

# YELLOWSTONE COUNTY
# PERSONNEL ACTION REPORT
## Section 1

**Section 1 is to be completed by the initiating department for recommended personnel changes**

Name: Lloyd Swords  Effective Date: 5/16/20

Current Title: Senior Support Specialist  Gr. G  Salary $ 22.24

Title Change: _____  Gr. ___  Salary $ 24.24

**Check as Applicable:**

| | | | |
|---|---|---|---|
| Regular Full Time: | ___ | New Hire: | ___ |
| Regular Part Time: | ___ | Rehire: | ___ |
| Temp Full Time: | ___ | | |
| Temp Part Time: | ___ | Termination: | ___ |
| Seasonal Hire: | ___ | Promotion: | ___ |
| Replaces position Name_____ | ___ | Transfer: | ___ |
| New Budgeted Position | ___ | Demotion: | ___ |
| Other: | ___ | Reclassification: | ___ |

Funding: 1000-115-410580-111  Percent ___  New Account ___
_____-_____-_____-_____  Percent ___  Split Account ___

Jeff Sloan  5/13/2020
Elected Official/Department Head  Date

## Section 2

Human Resources:

Note: _____

5-13-20
Director  Date

H.R. Comments:

_____

_____

Date entered in payroll _____

Clerk & Recorder - original
Human Resources – canary
Auditor – pink
Department - goldenrod

Finance:

Note: _____

Jill Jones  5.12.2020
Director  Date

Commissioner's Action

| | Approve | Disapprove |
|---|---|---|
| Chair | ___ | ___ |
| Member | ___ | ___ |
| Member | ___ | ___ |

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Yellowstone County Commissioners
RECEIVED

MAY 13 2020

# YELLOWSTONE COUNTY
# PERSONNEL ACTION REPORT
## Section 1

**Section 1 is to be completed by the initiating department for recommended personnel changes**

Name: Nicole Olson  Effective Date: 5/16/20

Current Title: Senior Support Specialist  Gr. G  Salary $ 24.46

Title Change: _____  Gr. ___  Salary $ 26.17

**Check as Applicable:**

| | | | |
|---|---|---|---|
| Regular Full Time: | ___ | New Hire: | ___ |
| Regular Part Time: | ___ | Rehire: | ___ |
| Temp Full Time: | ___ | | |
| Temp Part Time: | ___ | Termination: | ___ |
| Seasonal Hire: | ___ | Promotion: | ___ |
| Replaces position Name_____ | ___ | Transfer: | ___ |
| New Budgeted Position | ___ | Demotion: | ___ |
| Other: | ___ | Reclassification: | ___ |

Funding: 1000 - 115 - 410580 - 111  Percent ___  New Account ___

_____ - _____ - _____ - _____  Percent ___  Split Account ___

Elected Official/Department Head  Date 5/13/2020

## Section 2

Human Resources:

Note: _____

Director  Date 5-13-20

H.R. Comments:

_____

_____

Date entered in payroll _____

Clerk & Recorder - original
Human Resources – canary
Auditor – pink
Department - goldenrod

Finance:

Note: _____

Director  Date 5.13.2020

Commissioner's Action

| | Approve | Disapprove |
|---|---|---|
| Chair | ___ | ___ |
| Member | ___ | ___ |
| Member | ___ | ___ |

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