

**ST. MARY'S COUNTY
BOARD OF COUNTY COMMISSIONERS' MEETING
GOVERNMENTAL CENTER
Tuesday, April 26, 2005**

Present: Commissioner President Thomas F. McKay
Commissioner Kenneth R. Dement
Commissioner Lawrence D. Jarboe
Commissioner Thomas A. Mattingly, Sr.
Commissioner Daniel H. Raley
George G. Forrest, County Administrator
Kate Mauck, Senior Administrative Coordinator (Recorder)

CALL TO ORDER

The meeting was called to order at 9:12 a.m.

APPROVAL OF CHECK REGISTER

Commissioner Jarboe moved, seconded by Commissioner Raley, to authorize the Commissioner President to sign the Check Register. Motion carried, 5-0.

APPROVAL OF MINUTES

Commissioner Mattingly moved, seconded by Commissioner Jarboe, to approve the minutes of the Commissioners' meeting of Tuesday, April 19, 2005 as corrected. Motion carried, 5-0.

EMPLOYEE OF THE YEAR RECOGNITION

The Board of County Commissioners recognized Mr. William "Stump" Russell, Maintenance Supervisor in the Department of Public Works and Transportation, as "Distinguished Employee of the Year".

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT: BRAC UPDATE

Present: John Savich, Director

Mr. Savich provided a briefing on the status of the Base Realignment and Closure process, reporting that the Department of Defense will have an official announcement of recommended closings and alignments on May 16, 2005, with an anticipated press release the afternoon of May 13, 2005.

DISABILITY AWARENESS MONTH: LEONARDTOWN ELEMENTARY SCHOOL

Present: Lynn Morgan, Supervisor of Instruction

Students from Leonardtown Elementary School, accompanied by school staff, presented readings in honor of Disability Awareness Month.

COUNTY ADMINISTRATOR

1. Draft Agendas for May 3 and May 10, 2005
2. **Sheriff's Department**

Present: Sheriff David Zylak
Erin Gass, Fiscal Manager

Commissioner Mattingly moved, seconded by Commissioner Dement, to approve and authorize the Sheriff's Department to submit application for Maryland Victims of Crime Funds through the Governor's Office of Crime Control and Prevention (County Match: \$2,258). Motion carried, 5-0.

3. **Department of Recreation, Parks, and Community Services**

Present: Arthur Shepherd, Recreation Division Manager
Christina Bishop, Therapeutic Recreation Specialist

Commissioner Dement moved, seconded by Commissioner Raley, to approve and authorize the Commissioner President to sign Department of Health and Mental Hygiene, Development Disability Administration, grant document for the New Horizons Summer Camp Grant. Motion carried, 5-0.

4. **Department of Land Use and Growth Management**

Present: Phil Shire, Planner IV

Commissioner Jarboe moved, seconded by Commissioner Dement, to approve and authorize the Commissioner President to sign TDR Instrument of Final Transfer to Jenny Lynn Williams Property. Motion carried, 5-0.

5. **Real Property Manager and County Attorney**

Present: Joyce Malone
John B. Norris III

Mr. Norris and Ms. Malone presented an Ordinance for the purpose of transferring certain real property to the Board of Trustees of the College of Southern Maryland, in accordance with, and as required by 1999 Maryland Laws 695.

Commissioner Jarboe stated that he would like the opportunity to review the public hearing record of May 16, 2000 regarding the matter, and that he would also like to receive a copy of the legislation (House Bill 1196) prior to making a decision on this matter.

Commissioner Raley moved, seconded by Commissioner Jarboe, to table the matter. Motion carried, 5-0.

6. Real Property Manager and Department of Public Works & Transportation

Present: Joyce Malone
George Erichsen

Commissioner Mattingly moved, seconded by Commissioner Jarboe, to approve and authorize the Commissioner President to sign the First Addendum to Lease Agreement with Leonard Hall Junior Naval Academy, Inc. Motion carried, 5-0.

7. St. Mary's County Health Department

Present: Dr. William Icenhower, Health Officer
Elaine Kramer, Chief Financial Officer

Commissioner Raley moved, seconded by Commissioner Dement, to approve and authorize the Commissioner President to sign Budget Amendment in the amount of \$7580 to pay for the mosquito fund over-run in Fiscal Year 2005 from the County's Emergency Reserve Fund. Motion carried, 5-0.

8. County Administrator

Present: George Forrest
John B. Norris III, County Attorney
Dr. William Icenhower, Health Officer

Commissioner Raley moved, seconded by Commissioner Dement, to approve the scheduling of a public hearing on May 17, 2005 for Bay Restoration Fund fee. Motion carried, 5-0.

MECHANICSVILLE ELEMENTARY SCHOOL RECOGNITION: MARYLAND QUALITY AWARD

Students and staff from Mechanicsville Elementary School received commendations from the Board of County Commissioners for their receipt of the Maryland Quality Award.

**MARYLAND URBAN & COMMUNITY FORESTRY COUNCIL AND
MARYLAND DEPARTMENT OF NATURAL RESOURCES, FOREST SERVICE
– PRESENTATION OF ST. MARY’S COUNTY P.L.A.N.T. COMMUNITY
AWARDS**

Present: Linda Carlson, Maryland Urban & Community Forestry Council
Shannon Wolfe, Maryland Department of Natural Resources, Forest
Service

The following communities, agencies, or schools located in St. Mary’s County were presented with the People Loving and Nurturing Trees (P.L.A.N.T.) awards by the Maryland Urban & Community Forestry Council and the Maryland Department of Natural Resources, Forest Service:

- Benjamin Banneker Elementary School
- Charlotte Hall Veterans Center
- Dr. James A. Forrest Career & Technology Center
- Historic St. Mary’s City
- Hollywood Elementary School
- Leonardtown Elementary School
- Leonardtown Middle School
- Mechanicsville Elementary School
- Patuxent River Naval Air Station
- St. Mary’s County Health Department
- St. Mary’s County Department of Recreation, Parks, & Community Services

COMMISSIONERS’ TIME

Commissioner Dement

Reported that several of the Commissioners visited Christmas in April worksites this past Saturday, and 23 homes were repaired, out of a total of 72 applications that were submitted. Commissioner Dement outlined the selection criteria, and stated that approximately 1,500 volunteers assisted with the event, including Commissioner President McKay.

Reported that Commissioners recently attended the Grand Opening Ceremony for the Gateways Community on Lexwood Drive.

Commissioner Mattingly

Expressed sympathy to the Slater family, after the tragic loss yesterday of their son.

Reported that Delores Lacey from the Public Information Office would be out for a while due to surgery, which is scheduled to occur tomorrow. She was extended best wishes for a quick recovery.

Expressed congratulations to Dot and Jim Bannagan for their receipt of Democrat of the Year award.

Reported that the St. Mary's Hospital Volunteer Appreciation Dinner was a great event, that the many volunteers have dedicated a great deal of work and time, and they are to be congratulated.

Attended the Leonardtown Lions Club Charter Night 65th Anniversary Dinner last Wednesday, and it was a nice event, with good people, with many representatives in attendance.

Reported that Commissioners met this past week with members of the Maryland Department of Natural Resources on the Rural Legacy Program, and outlined some specifics regarding the event.

Reported that Commissioners attended the Grand Opening of the Tides Restaurant & Oyster Bar on Thursday night, and encouraged citizens to visit this fine restaurant.

Reported that Commissioners attended a Maryland Military Installations Strategic Planning Council meeting yesterday, which was a good event. Mr. Todd Morgan gave an excellent presentation. Keith Fairfax went along with the Commissioners, and the event was well focused and very organized.

Expressed concern that a letter should have been in the final Consent Agenda folder for signature by the Commissioners today, as a draft of the letter was in the packets which were distributed on Friday. The letter to the Maryland Board of Public Works and others outlined the reasons the county would ask for reconsideration of the \$87,000 charged by the state for the prior Youth Services Bureau Building, which will soon house the new Welcome Center. Reported that he had several telephone calls regarding concerns or support for the county making a presentation to the Board of Public Works, and that he would be happy to do so, if the Commissioners so desired.

Commissioner Jarboe

Reported that he received information that the Bush Energy bill requires the Navy base to use a percentage of bio-diesel on non-tactical machinery, and directed the following: 1) Would like a report from John Savich to get the estimated demand for Patuxent River, Webster Field, Indian Head, and how many bushels of soybeans would be needed to supply these facilities; 2) Would like for Donna Sasscer to determine how many acres would be needed to grow the soybeans that would be processed into oil and soy meal from this process; and 3) Would like Denis Canavan to determine the zoning needed for a soy processing facility and how to resolve any potential neighbor conflicts.

Commissioner Jarboe asked for, and received, a consensus of the Board to request these items, and further directed that the reports come forward within a reasonable timeframe.

Commissioner Raley

Encouraged citizens to visit the Tides Restaurant and Oyster Bar, which is located close to the Exploration Office Park on Exploration Drive. Outlined some of the atmospheric effects in the restaurant.

Reported that the event for Jim and Dot Bannigan was indeed a nice affair. Thanked the Republican Commissioners for agreeing to support the presentation of a proclamation for this event, as it was a political and specifically, a Democratic event. Each of the Commissioners expressed their support, as the Bannigan family does so much for the community.

Reported that the Lexington Park Lions Club held their 50th Charter Night last night, and Mr. Francis Hewitt was presented with a 50- year citation. Stated that the county truly blessed to have so many volunteers in this organization that give so much to the county.

Outlined discrepancies reported in *Enterprise* newspaper regarding the Senior Tax Cap legislation that recently passed through legislation. Clarified inaccuracies, and outlined the process that took place before, during, and after the passing of the Senior Tax Cap Ordinance by the Board of County Commissioners. Reported that he requested the issue to be placed on an agenda for discussion by the Commissioners, and this has not happened. Stated that he has not spoken with members of the Delegation or anyone in Annapolis regarding the matter.

Commissioner President McKay

Reminded Commissioners that every Tuesday they have an opportunity to add or delete items to their agenda(s).

Announced that Commissioners would be joining several organizations in order to hold an Arbor Day tree planting ceremony outside near the playground.

Announced that tonight's public hearing regarding the budget would take place at Great Mills High School beginning at 6:30 p.m., with doors opening to the public at 6:00 p.m.

Reported that the new summer hours for the convenience centers would be taking effect soon.

Reported that that the 27th Annual Child Welfare Day would be celebrated at the Crystal Room in Callaway on Friday, April 29th.

Invited the public to join the Commissioners this Saturday for the opening of the new Chaptico Park, with refreshments at 10:00 and the ribbon cutting at 10:30 a.m.

Reported information regarding the Consent letter discussed earlier by Commissioner Mattingly, outlining the reasons the State was paid the \$87,000 for the prior Youth Services Bureau building. Stated that the Consent Agenda comes to the Commissioners from the President of the Board of County Commissioners, and that Commissioner Mattingly was welcome to make a motion to sign the letter he discussed earlier. *Commissioners determined to have staff place the letter in the Consent Agenda folder, and if three Commissioner signatures were obtained, then the letter would be sent. At this time, Commissioner Jarboe asked Mr. Forrest to locate and provide a copy of a letter regarding a youth detention home for girls that came to the Commissioners in the past.*

ARBOR DAY RECOGNITION: CEREMONY AND PLANTING OF TREE ON GOVERNMENTAL CENTER CAMPUS

The Board of County Commissioners conducted a tree planting ceremony in honor of Arbor Day.

PUBLIC HEARINGS ON THE CONSTANT YIELD TAX RATE, BAY DISTRICT FIRE TAX RATE, FY 2006 RECOMMENDED BUDGET, AND LAND USE & GROWTH MANAGEMENT FEES – GREAT MILLS HIGH SCHOOL, 21130 GREAT MILLS ROAD, GREAT MILLS, MARYLAND – 6:30 p.m.

Also Present: Elaine Kramer, Chief Financial Officer
L. Jeannett Cudmore, Deputy Director of Finance
Donna Gebicke, Administrative Assistant to the BOCC

Chief Financial Officer, Elaine Kramer provided an overview of the Constant Yield Tax Rate, Bay District Fire Tax Rate, FY 2006 Recommended Budget, and Land Use & Growth Management Fees. The total recommended budget for St. Mary's County is \$148,197,282. Ms. Kramer reported that the notice of the public hearings was published in the *Enterprise* newspaper on April 8 and April 15, 2005. Ms. Kramer reported that final adoption on the items by the Board of County Commissioners is currently scheduled for May 31st. The evenings' public hearings were moderated by George Forrest, County Administrator.

The Bay District Fire Tax rate proposed would allow the rate to increase from \$.044 to \$.050 per \$100 of assessed value, and would allow for the annual increase of \$127,000 for the new Lexington Park Fire House on South Shangri-La Drive, and replacement of fire apparatus. Land Use and Growth Management's proposed fee increase would allow for an increase in fees charged to users/customers in lieu of full subsidy by general taxes, and is intended to recover part of the cost. It was last updated in the early 1990's, and would increase revenue for the FY2006 Approved Operating Budget by \$180,000. An increase is proposed on real property tax as follows:

- 1) For the tax year beginning July 1, 2005, the estimated real property assessable base will increase by 5.3%, from \$5,951,638,787 to \$6,269,892.
- 2) If St. Mary's County maintains the current tax year rate of \$.878 per \$100 of assessment, real property tax revenues will increase by 5.3% resulting in \$2,794,868 of new real property tax revenues.
- 3) In order to fully offset the effect of increasing assessments, the real property tax rate should be reduced to \$.833, the constant yield tax rate.
- 4) The County is considering not reducing its real property tax rate enough to fully offset increasing assessments. The County proposes to adopt a real property tax rate of \$.878 per \$100 of assessment. This tax rate is 5.4% higher than the constant yield tax rate and will generate \$2,794,868 in additional property tax revenues.

Constant Yield Tax Rate

Commissioner President McKay opened the public hearing on the Constant Yield Tax Rate for public comment. As no one was present to speak regarding this item, he then closed the public hearing. The record will remain open for a period of ten days for the submission of written public comment, and will then be placed on an agenda for final discussion/decision.

Bay District Fire Tax Rate

Commissioner President McKay opened the public hearing on the Bay District Fire Tax Rate for public comment, with the following individuals speaking:

Keith Fairfax, President, Bay District Volunteer Fire Department, 46516 Walnut Court, Lexington Park, MD - outlined the need for the new fire station, and provided details on the station. Thanked Elaine Kramer and staff for their expertise in assisting in the process. Asked Commissioners to approve the proposed increased fire tax.

Frank Taylor, 21541 Great Mills Road, Lexington Park, MD – asked Commissioner to approve the fire tax rate increase, and outlined reasons the new fire station would provide services to the Lexington Park area.

As no one else was present to speak regarding this item, Commissioner President McKay closed the public hearing. The record will remain open for a period of ten days for the submission of written public comment, and will then be placed on an agenda for final discussion/decision.

FY 2006 Recommended Budget

The Commissioner President opened the public hearing on the FY 2006 Recommended Budget, with the following individuals speaking:

Lavert Queen, Field Fox 278, Chaptico – Asked Commissioners to keep the Oakley Senior Center open, and outlined reasons the center is critically important to the senior citizens of that community.

Clare Whitbeck, President of the St. Mary's Senior Coalition, 40502 Port Place, Leonardtown, MD – Outlined the expected rise in the number of seniors, which should occur over the next 25 years. The senior population is anticipated to increase by 220%, with the most rapid increase of those over age 85. Outlined reasons to keep the Oakley Senior Center open, and also asked Commissioners to restore \$25,000 to the Department of Aging budget in order to maintain the Meals on Wheels Program without cutting anyone that is currently on the program. Gave details regarding two citizens that have received letters stating they will be cut from the meal program.

Dr. Lorraine Fulton, Interim Superintendent of Schools – Thanked Commissioners for their efforts that led to the St. Mary's County Bridge to Excellence, which made the budget process much simpler. Outlined rising expenditures of schools and the elimination of programs due to the need to meet the budget. Even with the challenges, Dr. Fulton stated that SMCPS is very pleased with their budgeted amount from County Government.

Ann Davis, Mechanicsville, MD – Outlined ways the Sheriff's Department has impacted her life over the years: loss of her son due to a traffic accident, an officer on staff in her middle school, her youngest son in a protection program due to being a witness in a double homicide. Asked for full funding of the Sheriff's request for funding.

Marilyn Crosby, Cecil Road, Lexington Park, MD – Thanked Commissioners for their funding for education, and stated that \$3.9 million additional dollars are needed to get to where schools need to be. Outlined ways education could be improved, i.e. special education improvements & inclusion – need a paraeducator in the classroom, more technology in the middle schools, and more funding to meet state and national mandates.

Dan Capper, President, Three Oaks Center Board of Directors, PO Box 270, Dameron, MD – Outlined purpose of the Three Oaks Center, and reported that over 1,100 homeless have been identified in the county this year. Asked the Commissioners to fund 7% of the 10% needed for the Center to assist abused women in the county.

Ruth Chedester, St. Mary's County Family Daycare Association, 26066 Three Notch Road, Mechanicsville, MD – asked for financial support for the Southern Maryland Childcare Resource Center, and outlined assistance provided by the center for daycare providers and families.

Ben Click, 40824 Lake & Breton, Leonardtown, MD – Outlined the need for better funding for education in the county. Stated that the Bridge to Excellence was a good step forward, but teachers are overburdened with too many students and too much of a workload. Leonardtown High School is over capacity as well. Encouraged Commissioners to provide 50% funding, as was reportedly done in the 1990's.

Sue Simmerman, Magee Road, Leonardtown, MD – outlined the need for greater funding for education in the county, and reported that Banneker Elementary is overcrowded and over capacity. Proposed raising the impact fee, which would provide for additional funding for education.

Bruce Schwickrath, incumbent President, County Council PTA, 45766 Rayan Lane, Great Mills, MD – Encouraged Commissioners to institute a baccalaureate program, which is currently being utilized in many jurisdictions throughout the United States. Stated that 42% of the budget for education should be increased to 50% as was budgeted for in at least one previous year. Stated that nothing is left after salaries are paid.

Lorie Warrell, Current President, County Council PTA – Stated that the Bridge to Excellence was a good starting point, but that the county needs to go further in funding education. Getting to 12th in the state cannot be accomplished this year, and more funding is needed for important after-school programs, as adolescents are most at-risk from 3:00 to 6:00 p.m.

Frank Kauffman, 21727 Meadow Court, Leonardtown, MD – Reported that budget increases are directly related to growth, and that serious additional funding for the Sheriff's Department is necessary. Outlined response time to 911 calls, and reported that after 32 years of being in law enforcement, this Sheriff's Department is one of the best he has seen, but severely understaffed.

Merl Evans, 43963 Lanedon Drive, Leonardtown, MD – Was a member of the May 2004 Sheriff's Task Force on Strategic Planning – outlined information regarding the meetings and the team, the plans developed, which also included the Citizen's Academy and Project Lifesaver. Asked Commissioners to provide additional critical funding, and to consider having more open dialog with the Sheriff's Department.

Emily Jackson, PO Box 97, St. Mary's City, MD – Stated that the Bridge to Excellence is good, but that many items are not being met in the budget; further outlining specifics. Need an additional \$3.9 million to get to #12 in the state, and asked Commissioners to increase the funding formula. Also asked the Board of Education to ensure good use of the funds is allocated.

Sheriff Dave Zylak, Sheriff's Department – Reported that a Strategic Management Plan was implemented in June of 2005 to supplement working through the budget process. Many hours were spent on the Plan, and the Commissioners seemed to dismiss the Plan. Asked the Board of County Commissioners to sit down together to work through budget issues with the Sheriff's Department. Outlined needs of the county, i.e. 2.0 officers per

1,000 inhabitants – asked Commissioners to work toward this goal. Outlined cuts in the Sheriff’s requested budget, and thanked Commissioners for the new vehicles provided this past year. Asked specifically for an additional \$750,000 in order to reinstate five deputy positions.

Captain Ken Cusic, Sheriff’s Department – Thanked Commissioners for providing full funding for the vehicles requested, and asked for funding to provide for additional deputies in order to help with safety issues for citizens. Stated that 13 officers were lost last year alone due to lack of staffing and retirement deficiencies.

RADM “Gus” Eggert – Patuxent River Naval Air Museum – Outlined the purpose of the Naval Air Museum, reported on the amount of visitation and provided information regarding the new museum building that will soon be forthcoming. Asked Commissioners to consider providing an additional \$10,000 for operating expenses for the facility.

Lynn Duff – Little Seedlings Preschool, St. Paul’s Methodist Church – Asked Commissioners to provide \$19,000 for the Southern Maryland Childcare Resource Center. Reported that there are 45 daycare facilities and 200-plus home daycare facilities in the County, with 3,576 children being cared for. Many of the individuals running these facilities utilize the services provided by the Resource Center extensively. Outlined the services provided by the Center, and stated that childcare providers help make up the backbone of the community.

Georgia Gray, 41911 Windward Way, Hollywood, MD – Asked Commissioners to provide support to the Southern Maryland Childcare Resource Center, outlining services they provide, i.e., quality training, office services, lending library, and priceless support in other ways.

Jim Bershun, St. Mary’s Caring – Asked Commissioners for \$12,900 to help St. Mary’s Caring to complete extensive renovation to their space. They are relocating soup kitchen further down Great Mills Road, and it will cost between \$30,000 to \$35,000 for the renovation and the move; however, the organization will better serve individuals and the community by moving outside of the development district.

Mary Ruth Horton, Commission on Aging, 44173 St. Andrews Lane, California, MD – Thanked Commissioners for their support for the Commission on Aging and the seniors citizens in the county. Thanked them also for supporting the Northern Senior Center and the senior tax cap initiative. Asked that the Meals on Wheels program continue without any budget cuts and outlined the critical need for the program, reporting that it saves county money in the long run.

Jan Emerson, President, Education Association of St. Mary’s, 45509 Poplar Lane, Lexington Park, MD – Asked Commissioners to increase the funding percentage for education to the level budgeted in 1994, and stated that the county can rise above 22nd in the state by amending the Bridge to Excellence with additional funding.

Kathleen Reif, Director, St. Mary's County Library – Announced that the Lexington Park Library would be open on Sundays from 1:00 to 5:00 p.m. beginning Sunday, September 11th. Explained reasons for the selection of the Lexington Park Library, and reported that staff from all three libraries would be providing staffing support on Sundays. Ms. Reif also requested \$50,000 in additional funding to put more dollars into materials that patrons check out and for the purchase of necessary computers.

Catherine Elder, Sotterley Plantation – Asked that the Sotterley Foundation be fully funded, outlining operating cost increases and the importance of the organization in the county, especially as it relates to education.

Peter “Rocky” Woodburn, 21730 Pinehurst Court, Leonardtown, MD – Reported that he participated in the Sheriff's Department's Citizens Advisory Board this year, and he learned a great deal. Stated that a lot of time and effort was put into the Strategic Management Plan, and he challenged citizens to read the Plan. Asked Commissioners to fully fund or at least provide additional funding for the Sheriff's budget needs.

Janice Blackistone & Joyce Ford, St. Mary's County Employee Association - Expressed appreciation to the Commissioners for providing a 3% cost of living allowance for county employees, effective July 1, 2005.

Don O'Neal, St. Mary's County Public Schools Retirement Association – PO Box 401, Leonardtown, MD – Asked Commissioners to provide an additional \$25,000 to the Board of Education, specifically to help retirement benefits. Outlined the need for additional money for the retirees, and explained the severe increase in costs for insurance for these individuals.

Janice T. Walthour, Unified Committee for African Americans, 20493 Partin's Lane, Lexington Park, MD – Asked Commissioners to fund a Juneteenth Celebration which will be held in St. Mary's County on June 18, 2005. Outlined details regarding the celebration, reporting that it began as a celebration of the emancipation of slaves. In addition, encouraged more diversity in the workplace in the county, as minorities are not well-represented throughout St. Mary's County.

Barbara Thompson, 24744 Sotterley Road, Hollywood, MD – Stated that the county is prospering, but that funding for non-county agencies has gone down. Encouraged Commissioners to provide additional funding for St. Mary's Caring, which is one of the very important not-for-profit agencies in the county.

James P. Cusick, Sr., 21705c G.M. Lane, Lexington Park, MD – submitted written comments; however, did not sign up to speak.

As no one else was present to speak, the Commissioner President closed the public hearing for public comment. The record will remain open regarding this item for a period

of ten days for the submission of written public comment, and will then be placed on an agenda for final discussion/decision.

Land Use and Growth Management Fees

The Commissioner President opened the public hearing for public comment. As no one was present to speak, the public hearing was closed. The record will remain open on this item for a period of ten

days for the submission of written public comment, and will then be placed on an agenda for final discussion/decision.

ADJOURNMENT

The meeting adjourned at 9:30 p.m.

Minutes Approved by the Board of County Commissioners on _____

Kate Mauck, Senior Administrative Coordinator