

Memorandum

Date: 22 February 2019

To: Personnel, Appointments, and Policy Committee

From: Keith R. Dalton, Town Manager 

Cc: Town Council
Department Heads
Town Clerk

Subject: Personnel, Appointments, and Policy Comm. meeting 26 February 2019

Item 3: Social Media Policy

Mr. Mitchell should complete his review of the policy prior to the next Town Council meeting. Staff intends to forward any changes directly to the Council for review and approval.

Item 4: Job Description – Assistant Town Manager for Admin. / Treasurer

The Committee is asked to review the attached job description and forward it, with any additions or deletions, to the Council. It is expected that the Council will review this matter at their 12 March meeting. Please find attached a draft job description and job ad.

Item 5: Board Appointments / Vacancies

Several appointee terms will be expiring in the coming months. Ms. Dunkle has provided a list of the appointments that need to be addressed in the near future.

There are also two vacancies on the Tree Board. Please find attached the Talent Bank Form for Lillian Ledford who has expressed interest in being appointed to the Board.

**BERRYVILLE TOWN COUNCIL PERSONNEL, APPOINTMENTS, AND POLICY COMMITTEE
MEETING AGENDA
Berryville-Clarke County Government Center
101 Chalmers Court, Second Floor
Meeting Room A/B
Regular Meeting
February 26, 2019
9:00 a.m.**

Item

Attachment

1. **Call To Order** Harry Lee Arnold Jr., Chair

2. **Approval of Agenda**

3. **Update -** Social Media Policy

4. **Discussion -** Job Description – Assistant Town Manager for Admin./Treasurer

5. **Discussion -** Board Appointments / Vacancies

6. **Other**

7. **Closed Session** – no closed session scheduled

8. **Adjourn**

↑ Denotes an item on where a motion for action is included in the packet

Town of Berryville Social Media Policy

Drafts
May 30, 2018
Version 1.1

June 6, 2018
Version 1.2

August 21, 2018
Version 1.3

October 18, 2018
Version 2.0

January 11, 2019
Version 3

February 7, 2019
Version 3.1

I. INTERNAL POLICY

A. Purpose

This document defines the social media and social networking policy for Town of Berryville (Town) to address the fast-changing landscape of the Internet and the way the Town and its elected and appointed officials reach a broader audience.

This policy is intended to ensure that official social media and social networking use complies with applicable law.

B. Applicability

This policy shall apply to:

- Use of personal social media sites (including social networking and Web 2.0) by Town officials and employees; hereinafter referred to as Personal Social Media Site (see Section C below)
- Use of social media sites (including social networking and Web 2.0) by elected and appointed officials on which they utilize their Town Titles and discuss Town related business; hereinafter referred to as Elected/Appointed Official's Social Media Site (see Section D below).
- Use of approved official Town social media sites (including social networking and Web 2.0) by Town employees; hereinafter referred to Town Social Media Site (See Section E below).

C. Use of Personal Social Media Sites by Town Officials and Employees

All Town officials (elected or appointed) and employees may have Personal Social Media sites on which they do not use their titles and do not discuss Town related business. These sites should remain personal in nature and be used to share personal opinions or non-work related information.

Town officials and employees shall not use their title or Town e-mail account or password in conjunction with a Personal Social Media Site.

If a Town official or employee decides to comment or post about Town business on their Personal Social Media Site, then it is recommended that the official or employee use a disclaimer such as: "The postings on this site are my own and don't reflect or represent the opinions or positions of the Town of Berryville."

D. Use of Elected/Appointed Official's Social Media Sites

Town Elected and Appointed Officials may maintain Elected/Appointed Official's Social Media Sites on which they utilize their Town titles and discuss Town business.

All Town-related communication through Elected/Appointed Official's Social Media Sites shall be maintained and archived in accordance with the provisions of this policy and applicable law and should remain professional in nature.

Elected/Appointed Official's Social Media Sites should not be used to conduct private commercial transactions, or engage in private business activities.

Officials should be mindful that their usage of Elected/Appointed Official's Social Media Sites is subject to the Virginia Freedom of Information Act (FOIA). The official is responsible for maintaining his/her site in a manner consistent with law.

Officials are encouraged to use a disclaimer such as: "The postings on this site are my own and do not represent the opinions or positions of the Berryville Town Council or Town of Berryville." on their Elected/Appointed Official's Social Media Site.

E. Publishing Content on Town Social Media Sites

Only individuals authorized by the Town Manager may publish content to a Town Social Media Site.

All posts or comments made on behalf of the Town shall conform to this policy and guidelines provided by the Town Manager.

Town Social Media Sites shall not be used for political purposes, to conduct private commercial transactions, or to engage in private business activities.

Town employees should be mindful that inappropriate usage of Town Social Media Sites can be grounds for disciplinary action. If social media, Web 2.0, and other social computing technologies are used for official Town business, then the entire site, regardless of any personal views, is subject to best practices guidelines, and standards; including but not limited to the FOIA.

F. Social Media Sites prohibited

Town Employees shall not maintain social media, Web 2.0, and social computing technologies on which they utilize their Town titles and discuss Town business.

G. Social Media Site Approval and Content Archiving

All Town Social Media Sites shall be (1) approved by the Town Manager; (2) published using approved social networking platform and tools; (3) administered by the Town Clerk or other official designated as administrator by the Town Manager; and (4) archived in a manner that conforms to the requirements of FOIA and other applicable legal requirements.

The content of all Town Social Media Sites shall be archived in accordance with applicable law and the requirements of this policy.

All Town Officials who maintain Elected/Appointed Official's Social Media Sites shall report them to the Town Manager and the Town Clerk immediately upon activation of the site. The Elected Official responsible for the site shall provide the Town Manager and Town Clerk with any and all information required for the archiving regimen approved by the Town Council. The content of such sites shall be archived in accordance with applicable law.

H. Oversight and Enforcement

Employees representing the Town on Town Social Media Sites must maintain a high level of ethical conduct and professional decorum. Failure to do so is grounds for revoking the privilege post to Town sites and disciplinary action.

Information must be presented following professional standards for good grammar, spelling, brevity, clarity and accuracy, and avoid jargon, obscure terminology, or acronyms.

Town employees shall recognize that the content and messages they post on Town Social Media Sites are public and may be cited as official Town statements. Social media, Web 2.0, or other social computing technologies shall not be used to circumvent other Town policies or requirements.

Town employees representing the Town through Town Social Media Sites may not publish information that includes:

- Violations of local, state or federal Law
- Sexually explicit content
- Confidential information
- Copyright violations
- Profanity or derogatory content or comments
- Partisan political views
- Commercial endorsements or SPAM
- Other content designated as prohibited by the Town

I. Records Retention

Town Social Media Sites and Elected/Appointed Official's Social Media Sites contain communications sent to or received by the Town and such communications are therefore public records subject to Virginia Freedom of Information Act. These retention requirements apply regardless of the form of the record (for example, digital text, photos, audio, and video).

The department or official maintaining a site shall preserve records pursuant to a relevant records retention schedule for the required retention period in a format that preserves the integrity of the original record and is easily accessible. Furthermore, retention of social media records shall fulfill the following requirements:

- Social media records are captured with a frequency and in a fashion that will minimize potential loss of data due to deletion and/or changes on the social networking site.
- Social media records are archived in a manner that preserves the context of communications, including conversation threads, to ensure completeness and availability of relevant information when records are accessed.
- Social media records are indexed based on specific criteria such as date, content type, and keywords to ensure that records can be quickly located and produced in an appropriate format for distribution (e.g. PDF).
- FOIA Officers shall have access to all social media public records.

J. Cooperation with other organizations

Nothing in this policy shall be construed to prevent the Town from working with another

party, such as the County of Clarke, to provide a social media presence; provided that legal requirements, including archiving, are met.

II. EXTERNAL POLICY

The following guidelines shall be displayed to users on all Town Social Media Sites or made available by hyperlink. Further, it is recommended that the following guidelines be displayed to users on all Elected/Appointed Official's Social Media Sites or made available by hyperlink.

Moderation of Third Party Content

This site serves as a *limited public forum* and all content published is subject to monitoring. User-generated posts will be rejected or removed when the content:

- is off-subject or out of context
- contains obscenity or material that appeals to the prurient interest
- contains personal identifying information or sensitive personal information
- contains offensive terms that target protected classes
- is threatening, harassing or discriminatory
- incites or promotes violence or illegal activities
- contains information that reasonably could compromise individual or public safety
- advertises or promotes a commercial product or service, or any entity or individual
- promotes or endorses political campaigns or candidates

Public Records Law

Town Social Media Sites and Elected/Appointed Official's Social Media Sites are subject to applicable the Virginia Freedom of Information Act. Any content maintained in a social media format related to Town business, including communication posted by the Town and communication received from citizens, is a public record. The department or official maintaining the site is responsible for responding completely and accurately to any public records request for social media content.

Job Description

Job Title: Assistant Town Manager for Administration / Treasurer

Department: Administration

Supervisor: Town Manager

FLSA Status: Exempt

Prepared By: DAM

Prepared Date: 06-29-2017

Updated Date: 06-30-2017

Approved By:

Approved Date:

Summary

This Department Head position plans and directs the activities of the Administrative Department, supervises Administrative Department personnel, and performs related work as required. Serves as Town Treasurer. Performs or supervises performance of all accounting functions, including maintenance of fiscal records, preparation of financial statements and a variety of fiscal and statistical reports; assists the Town Manager with preparation of the CIP and annual budgets; acts as purchasing agent; Assists Town Manager as needed.

In absence of the Town Manager and the Assistant Town Manager for Community Development & Operations, position coordinates administration of town operations.

Position is appointed by Town Council for an indefinite term and serves at the pleasure of Town Council.

Essential Duties and Responsibilities include the following. Other duties may be assigned by Supervisor.

- Administers and directs the activities of the Finance and Administration Department within approved budgetary limits and town purchasing policy requirements, supervises Administrative Department personnel, and performs related work

TREASURER DUTIES

Serves as Town Treasurer and performs tasks as prescribed in the Code of Virginia and the Berryville Code. Oversees receipt of all taxes, license taxes, assessments and other monies, revenues and funds belonging to the town and assures deposit of same as directed by the Town Manager or Town Council. Maintains fund accounts and monitors and maintains fund investments. Pays all approved bills and accounts related to the town. Prepares monthly trial balance, revenue and expense reports and cash fund analysis for Town Council. Co-signs accounts payable checks

- Balances monthly bank statements
- Balances general ledger
- Initiates collection of delinquent taxes and fees
- Processes ACH Transfers

- Compiles financial records for the annual audit and shall assist the auditor as requested
- Reviews all bills presented for payment and prepares list for council approval
- Maintains and safeguards town financial files
- Advises the Town Manager and Town Officials on financial matters and keeps the Town Manager and keeps the Town Manager and Town Officials apprised of the financial condition of the Town
- Assists Town Manager in Capital Improvements Program budgeting process
- Initiates administrative and legal actions regarding violations of tax and fee related ordinances and regulations
- Attends meetings, as directed by the Town Manager or Town Council, most of which are after regular working hours, and acts as staff advisor to the Town Council
- Creates and maintains the fixed asset inventory
- Serves as professional staff to Town Council and Budget and Finance Committee.

ASSISTANT TOWN MANAGER DUTIES

- Reviews time and attendance records prior to payroll processing
- Coordinates daily town administration in the Town Manager's and the Assistant Town Manager for Community Development & Operation's absence
- Performs responsible, highly technical work in the administration of town ordinances and regulations
- Authors ordinances and regulations and amendments to the above referenced regulations
- Assists Town Manager in annual budget preparation. Prepares budget calendar, compiles all departmental budget expenses requests, assists in revenue estimates, supplies year to date information, prepares salary requests and benefit estimates, prepares CIP information. Revises budget drafts as necessary and finalizes budget in accordance with the determinations of Town Council. Prepares budget synopsis for publication of same. Distributes approved budget
- Assists with or writes and administers certain grant applications. Serves as assistant grants coordinator for state/federal funding programs
- Addresses citizen complaints and concerns in a timely professional manner
- Reviews citizen requests for utility bill adjustments on behalf of the Town Manager
- Prepares annual departmental budget
- Organizes, maintains and safeguards departmental files

- Responds to surveys and questionnaires
- Coordinates special projects as assigned by Town Manager
- Maximizes office productivity through proficient use of appropriate software applications
- Researches and develops resources that create timely and efficient workflow
- Plans office layout, develops office budget, and initiates cost reduction programs
- Reviews clerical and personnel records to ensure completeness, accuracy, and timeliness
- Prepares activities reports for guidance of management
- Coordinates activities of various clerical departments or workers within department

PURCHASING AGENT DUTIES

- Serves as Town Purchasing Agent as set forth in Town purchasing policies
- Reviews and approves all purchase orders to determine availability of funds and conformity with Town and state purchasing policies
- Prepares purchase order requested for all administrative functions
- Prepares requests for bids or proposals as needed. Reviews and approves all bid documents for the town
- Interacts daily with the public and with vendors

DUTIES IN SUPPORT OF OTHER POSITIONS

- Provides backup to Finance Clerk for payroll and accounts payable functions
- Provides backup to the FOIA Officer (Town Clerk)
- Assists with human resources functions

OTHER DUTIES

- Other duties as assigned by the Town Manager

Supervisory Responsibilities

Supervises all Administrative Department personnel. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees in accordance with the Town's policies and directives of the Town Manager; and addressing complaints and resolving problems.

Position, as a member of top management team, assists Town Manager in supervising operations of all departments as necessary. In absence of Town Manager and the Assistant Town Manager for Community Development & Operations, position assumes supervision over Town personnel.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs work flows and procedures.

Continuous Learning - Assesses own strengths and weaknesses; seeks feedback to improve performance; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

Job Knowledge - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; uses resources effectively.

Use of Technology - Demonstrates required skills; adapts to new technologies; troubleshoots technological problems; uses technology to increase productivity; keeps technical skills up to date.

Design - Generates creative solutions; translates concepts and information into images; demonstrates attention to detail.

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

Project Management - Develops project plans; coordinates projects; communicates changes and progress; completes projects on time and budget; manages project team activities.

Customer Service - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.

Communications - Expresses ideas and thoughts verbally; expresses ideas and thoughts in written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods.

Cooperation - Establishes and maintains effective relations; exhibits tact and consideration; offers assistance and support to co-workers; works cooperatively in group situations; works actively to resolve conflicts.

Managing Customer Focus - Promotes customer focus; establishes customer service standards; provides training in customer service delivery; monitors customer satisfaction; develops new approaches to meeting customer needs.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.

Teamwork - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

Written Communication - Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's degree in accounting or related field from an accredited college or university; or equivalent with experience in accounting. A minimum of five years of related experience and an Associate's degree may be accepted in lieu of a Bachelor's degree. A minimum of 10 years of related experience and course work in accounting may be accepted in lieu of a Bachelor's degree.

Must have extensive knowledge of the principles and practices of public accounting. Must have extensive experience with and knowledge of the Virginia Public Procurement Act. Must have experience in office procedures and organizational techniques. Must have extensive knowledge of bookkeeping methods and terminology and of accounting principles and practices. Must have extensive experience with computer accounting applications. Must be able to maintain financial accounts and prepare financial statements and reports.

Language Skills

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or elected officials.

Mathematical Skills

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Must have extensive knowledge of public accounting principles.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills

To perform this job successfully, an individual should have knowledge of Accounting software; Database software; Internet software; Human Resource systems; Payroll systems; Spreadsheet software and Word Processing software.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk; sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job included close vision, color vision, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Background Investigation

The nature of this position requires examination and review of criminal history and credit history.

Drug and Alcohol Testing

Position is subject to testing as provided under the Town of Berryville Drug and Alcohol Testing Policy.

This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by immediate supervisor and other management as required.

The Town of Berryville reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

**ASSISTANT TOWN MANAGER FOR ADMINISTRATION/TREASURER
TOWN OF BERRYVILLE, VIRGINIA**

The Town of Berryville, Virginia is seeking an analytical, professional individual to join the Town's leadership team as the Assistant Town Manager for Administration/Treasurer. The Assistant Town Manager for Administration/Treasurer performs difficult professional work directing the financial operations of the Town including accounting functions, purchasing, accounts payable, debt management, investments, grants administration, revenue billing and collection, payroll, and fixed assets, contributing to human resources activities, benefits administration, budget preparation and management, and related work as apparent or assigned. Work is performed under the general direction of the Town Manager. Supervision is exercised over all personnel within the Administrative Department.

The ideal candidate will have comprehensive knowledge of general laws and administrative policies governing financial practices and procedures; thorough knowledge of the principles and practices of accounting; thorough knowledge of grants administration procedures and requirements; thorough knowledge of human resources practices, procedures, laws, and regulations; ability to evaluate financial systems and efficiently install accounting methods, procedures, forms and records; ability to prepare informative financial reports; effective working relationships with associates, Town personnel, consultants, auditors, vendors, government officials, Town Council, and the general public.

Bachelor's degree in accounting or related field and considerable experience in governmental accounting, financial management, or equivalent combination of education and experience is required. A Certified Public Accountant (CPA) license or Certified Public Finance Officer (CPFO) designation is preferred.

The annual salary range for this FLSA exempt position is \$ 68,000 - \$ 83,000. Starting salary dependent on qualifications. The Town offers an excellent benefits package. The successful applicant for this bonded position must be able to pass a pre-employment, post-offer drug screening, criminal background check, and credit history check. The Assistant Town Manager for Administration/Treasurer job description and Town of Berryville Application for

Employment are available at the Town of Berryville Business Office, 101 Chalmers Court, Suite A, Berryville, Virginia 22611 or www.berryvilleva.gov/employmentopportunities.

A complete application package, which at a minimum must include a cover letter, resume with three professional and three personal references, and completed Town of Berryville Application for Employment, must be received in the Town of Berryville Business Office (Attention: Desi Moreland) on or before April 24, 2019. The Town is an equal opportunity employer.

**BERRYVILLE TOWN COUNCIL
Personnel Committee
Board Openings
February 26, 2019**

The following residents are wishing to be considered for reappointment to their respective boards:

Matt Bass – *Berryville Area Development Authority*

Term expiration: June 14, 2019

Mr. Bass was appointed to the BADA in June of 2016. He works as an attorney in Leesburg. This appointment would be for a three year term ending

Sharon Strickland – *Tree Board*

Term expiration: April 30, 2019

Ms. Strickland was an original member of the Tree Board and was appointed to a two year term. She is currently the Chair of the Board and would like to champion the Tree City, USA application in the coming year. This appointment would be for a four year term.

Satkuna Mathur – *Architectural Review Board*

Term expiration: August 14, 2019

Ms. Mathur was appointed in February of 2018 to fill the unexpired term of Rachael Worsley. She wishes to be reappointed for a four-year term.

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There are currently two openings on the Tree Board. Lillian Ledford (Talent Bank Form and narrative attached) is interested in one of these positions.

February 21, 2019

Dear Town of Berryville,

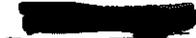
I moved to Berryville in 2008, and was immediately struck by the beauty of its public spaces and the wealth of community activities and events. Since then, the events have continued to grow – spurred in part by the opening of the Barns of Rose Hill and the efforts of Berryville Main Street. I'm proud of the work I did in 2017 to help the Farmer's Market take its place among the growing list of community-centered events and activities.

Professionally, I work as an Environmental Educator for the University of Virginia's Blandy Experimental Farm. I entered the field of EE because of an abiding interest in the natural world, and a fascination with the way that humans engage with their environment. I am relatively knowledgeable on the native trees of Virginia, and the attributes that could make them excellent (or terrible) candidates as part of the Berryville landscape. More importantly, I have accumulated a wealth of resources, and am always eager to ask questions in order to add to my knowledge. I also have significant experience in public outreach and education, and will be more than happy to assist in raising awareness about the Tree Board through individual contact, print, and digital media.

Thank you for considering me,

Lillian Ledford

 Rosemont Circle
Berryville Va 22611






Town of Berryville Talent Bank Form

Any citizen of the Town of Berryville who is interested in serving as a member of a board or commission in the Town of Berryville may complete and return this form to the Town Clerk at 101 Chalmers Ct., Suite A, Berryville, VA 22611 or townmanager@berryvilleva.gov.

Applicant name: Lillian Ledford Date: 02/08/2019

Boards or Commissions Applied For: Tree Board

Address: [REDACTED] Rosemont Circle, Berryville Va 22611

Home phone: na Work Phone: [REDACTED]

Cell phone: [REDACTED] E-mail address: [REDACTED]

Time Availability: 5-9 wkday day all wknd evening

Estimated number of hours available per month: 10

Employment History

Employer: Blandy Experimental Farm UVA Position held: Environmental Educator

Employer Address: 400 Blandy Farm Lane, Boyce Va 22620

Length of Employment: since Sept 2011

Other Skills and Qualifications

Please indicate and special considerations that particularly qualify you for this appointment:

Certified Master Naturalist, 11 years in environmental education, 5 years active Berryville community member

2 years board of Piedmont chapter of the Virginia Native Plant Society

Educational History

Please list schools attended and degrees earned:

Mary Baldwin University - Masters in Education, concentration Environment Based Learning (1 course left)

Mary Baldwin University - Post-Baccularate PK-6th teaching licencure program

James Madison University - Bachelors in Anthropology (Archaeology) and Art History

Civic and Professional Activities

Please list organizations, honors, offices held, etc.:

Board member Piedmont Chapter VNPS, 2017-2019, Master Naturalist Member & Education Committee member 2016 - 2019

National Science Teacher Association member 2012-2019, Virginia Association of Environmental Educators member 2016-2019

Please attach a narrative explaining why you are interested in serving on a Town board or commission.

Pursuant to the Commonwealth of Virginia Conflict of Interest Act governing elected and appointed public officials, does the nature and status of your employment, business interests or ownership of property present a potential conflict of interest relative to the appointed position in which you are interested? Yes _____ No X

If required by applicable provision of the Conflict of Interest Act, would you be willing to file with the Clerk of the Circuit Court a Public Official Disclosure Form listing all assets, business and property interests? Yes X No _____

Applicant signature:  _____ Date: 2/8/2019