

AGENDA
RHEA COUNTY COMMISSION WORKSHOP
CONFERENCE ROOM, PHIL SWAFFORD BUILDING
TUESDAY, MAY 12TH, 2026, AT 6:00 P.M.

1. Prayer.
2. Pledge To Flag.
3. Discuss Request for Approval to Surplus and Dispose of Equipment. -Sheriff's Department
4. Discuss Letter Requesting the Surplus and Sell of equipment. -Sheriff's Department
5. Discuss Emergency Mental Health Transport Change. - Sheriff's Department
6. Public comments.
7. County Official comments.
8. County Executive comments.
9. Commissioner's comments.
10. Adjourn

Sheriff Mike Neal
Rhea County Sheriff's Office
<https://rheacountytn.gov>



Chief John Argo
7800 Rhea County Hwy
Dayton, TN 37321

April 13, 2026

Request for Approval to Surplus and Dispose of Equipment

Dear Commissioners,

The Rhea County Sheriff's Office respectfully submits this request for approval to declare a surplus item and authorize its disposal. The item in question is a 2007 Vision Travel Trailer, VIN **4WYT12S2461602803** that has previously been utilized by the Sheriff's Office as a mobile command post.

Due to its age and its current condition, the trailer is no longer suitable for operational use. The unit has sustained significant deterioration, including extensive water damage and the presence of mold. Based on these conditions, it is not considered appropriate or safe for resale through public auction, as doing so could present a potential liability to the county.

In lieu of auction or resale, the Rhea County Sheriff's Office is requesting authorization to donate this trailer to a Chattanooga Bomb Squad Unit for training purposes. The Chattanooga Bomb Squad has provided valuable assistance to Rhea County on multiple occasions and continues to support our agency when called upon. Donating this equipment will allow it to be used in a controlled training environment, providing practical benefit while eliminating any liability concerns associated with resale.

We believe this course of action is in the best interest of the county, as it ensures the responsible disposition of unusable equipment while supporting a partner agency that contributes to the safety and security of our community.

We respectfully request your approval to declare this item surplus and authorize its donation as outlined above.

A handwritten signature in black ink, appearing to read "Mike Neal", written in a cursive style.

Sheriff Mike Neal

Sheriff Mike Neal
Rhea County Sheriff's Office
<https://rheacountytn.gov>



Chief John Argo
7800 Rhea County Hwy
Dayton, TN 37321

Dear Members of the Rhea County Commission,

The Rhea County Sheriff's Office respectfully requests approval to declare certain equipment as surplus property and to authorize its sale in accordance with applicable Tennessee state laws and county policies governing the disposition of government-owned property.

Over time, the Sheriff's Office has accumulated equipment that is no longer in service due to age, wear, damage, or replacement with updated technology. These items are no longer suitable for operational use and are not cost-effective to repair or maintain. As such, it is in the best interest of the County to declare these items as surplus.

Upon approval, the Sheriff's Office proposes to dispose of the surplus equipment through a public auction, ensuring transparency and compliance with all applicable procurement and surplus property regulations. Proceeds generated from the sale of these items will be returned to the Rhea County Sheriff's Office fund (101-34720-SHRFD Reserve) and will be used to help offset the cost of purchasing new and needed public safety equipment for the department.

A detailed list of the equipment to be declared surplus is attached for your review and consideration.

We respectfully request the Commission's approval to proceed with declaring the listed items as surplus and authorizing their sale.

A handwritten signature in black ink, appearing to read "Mike Neal".

Sheriff Mike Neal

Rhea County Sheriff's Office

Surplus Equipment

1.	2000	Ford Econoline	White	VIN: 1FDWE35F3YHA27518
2.	2010	Ford Explorer	Red	VIN: 1FMEU7D8XAU448677
3.	2017	Dodge Charger	White	VIN: 2C3CDXKT9HH621444
4.	2019	Dodge Charger	White	VIN: 2C3CDXKT1KH555124
5.	2019	Dodge Charger	White	VIN: 2C3CDXKT8KH555122
6.	2019	Dodge Charger	White	VIN: 2C3CDXKT0KH5820010
7.	2016	Dodge Charger	White	VIN: 2C3CDXAGXGH228250
8.	2015	Ford Explorer	White	VIN: 1FMK8AR0FGA21339
9.	2006	Yamaha 200 Hp	4 stroke	VIN: 63PX 1027743
10.	2006	Yamaha 200 Hp	4 stroke	VIN: 63PX 1027065
11.		Vehicle Bumper		NO VIN

AGENDA
RHEA COUNTY COMMISSION MEETING
CONFERENCE ROOM, PHIL SWAFFORD BUILDING
TUESDAY, MAY 12TH, 2026, IMMEDIATELY FOLLOWING THE
COUNTY COMMISSION WORKSHOP

1. CALL TO ORDER
2. PRAYER
3. PLEDGE TO FLAG
4. ROLL CALL
5. APPROVAL OF MINUTES OF PREVIOUS MEETINGS
6. COUNTY OFFICIALS REPORT
7. PUBLIC COMMENTS
8. OLD BUSINESS
9. **NEW BUSINESS**
 - A. Consider budget amendments and appropriations.
 - B. Read into the minutes Rhea County Committee Minutes.
 - a. Rhea Medical Center Board Of Directors' March
 - b. Rhea County Budget Committee February and March
 - c. Rhea County 911 Emergency Communications District Board Of Directors February
 - C. Consider Request for Approval to Surplus and Dispose of Equipment. -Sheriff's Department
 - D. Consider Letter Requesting the Surplus and Sell of equipment. - Sheriff's Department

E. Consider Emergency Mental Health Transport Change. -
Sheriff's Department

10.ELECTION OF NOTARY

11.COUNTY EXECUTIVE'S REPORT

12.COUNTY ATTORNEY REPORT

13.COMMISSIONER COMMENTS

14.ADJOURNMENT

**RHEA MEDICAL CENTER
BOARD OF DIRECTORS' MEETING
MINUTES**

TIME The Rhea Medical Center Board of Directors met in a regular meeting
AND on Monday, March 16, 2026, at 5:00 p.m. in the boardroom
PLACE of the Medical Center

MEMBERS

PRESENT Billy Thedford, Chair
 Lebron Purser, Vice Chair
 Jeff McDaniel
 Bill Hollin
 Shane Clark
 Leo Stephens
 Jim Reed

MEMBERS

ABSENT

OTHERS

PRESENT Hoss Whitt, CEO
 Harv Sanders, CFO
 Samantha Bryant, CN
 Brandi Lytle, RN, Quality Director
 Teresa Roberts, Recording Secretary
 Sam Brown, Ovation Health
 Carol Ann Barron, Attorney

BUSINESS

I. WELCOME AND INTRODUCTION

Chairman Billy Thedford welcomed Board members and guests to the March 16, 2026, regular meeting of the Board of Directors.

II. CALL TO ORDER

The meeting was called to order at 5:13 p.m.

III. REVIEW OF MISSION, VISION, VALUES

Chairman Thedford deferred to board member Jeff McDaniels to read aloud the Mission, Vision, and Values statements.

IV. FINANCE COMMITTEE REPORTS

- **Quality Report**

Brandi Lytle, RN presented the quality report for the month of February 2026. Working with new OR Director to clean up data collecting over the next few months. (Written report attached.)

- **Financial Report-Month Ending February 28, 2026 (Written report attached.)**

- Realized net income of \$6,000 for February 2026, including income of \$33,000 from the physician practices.

- Gross Patient Revenue below budget \$847,00 compared to prior year

- Inpatient Revenue was below budget by \$271,000 due to lower-than-expected admissions & in patient days.

- Outpatient Revenue increased by \$576,000.

- Salaries over budget by \$39,000. Physician practice salaries were over budget by \$27,000 due to the addition of Dr. Rooks staff.

- Supplies over budget by \$131,000 due to surgical supply cost related to the more complex cases being performed.

- Miscellaneous & Repairs were over budget by \$42,000. GI scope repairs & maintenance agreement on lab equipment were the largest expense items.

- BCBS not allowing RMC pharmacy to provide oncology drugs, referred to as white-bagging which will require patients to use a specialty pharmacy for drugs. That will cut into Main Street health's revenue.

V. APPROVAL OF MINUTES

Bill Hollin made a motion; seconded by Leo Stephens to approve the board meeting minutes of February 11, 2026. There was no discussion, and no one opposed. Motion passed unanimously.

VI. MEDICAL STAFF REPORT

A. MINUTES

Dr.Sweets presented the Medical Executive Committee meeting minutes of February 10, 2026, for acceptance.

Jim Reed motioned; Shane Clark seconded to accept the Medical Executive

Committee meeting minutes of February 10, 2026, as presented. There was no discussion, and none opposed. Motion passed unanimously.

B. CREDENTIALING

Dr. Sweets presented the following:

New Appointments

- Thomas Bates, DO-Emergency Medicine
- Jennifer Watson, CRNA-Nurse Anesthetist

Shane Clark made a motion, seconded by Jeff McDaniels, to approve the new appointment to the medical staff for Thomas Bates as presented. There was no further discussion, and none opposed. Motion carried.

Leo Stephens made a motion, seconded by Jeff McDaniels, to approve the new appointment to the medical staff for Jennifer Watson, CRNA as presented. There was no further discussion, and none opposed. Motion carried.

Re-Appointments

- Dena Malone, CRNA-Nurse Anesthetist

Lebron Purser motioned; Jim Reed seconded to approve the re-appointment to the medical staff as presented. There was no discussion, and none opposed. Motion carried.

Provisional Period Extensions

- Kristi Pearson, 1st Assistant-1st Assistant General Surgery
- Douglas Porter, MD-Neurophysiology Remote Monitoring
- Philip Smith, MD-General Surgery
- George Thomas, MD-Neurophysiology Remote Monitoring

Jeff McDaniel motioned; Bill Hollin seconded to approve the provisional period extensions as presented. There was no discussion, and none opposed. Motion passed unanimously.

Deletions- No Board action required.

There were two deletions from the medical staff for the month of February 2025. No action required.

- Joseph Kidd, DO-Emergency Medicine
- Abubaker Elshaik, MD-Path Group

VII. NURSING SERVICES REPORTS

Chief Nursing Officer Samantha Bryant presented the CNO dashboard stats for February 2026. Emergency Department census has decreased. No through put times for this month. (See report attached).

the CNO report so Lebron Purser motioned to approve the CNO report seconded by Jeff McDaniel. There was no discussion, and none opposed. Motion passed unanimously.

VIII. QUALITY MANAGEMENT

Quality Report for February 2026

Shane Clark motioned to approve the Quality Report for February 2026 as presented. (see attached report) Jim Reed seconded the motion. There was no discussion, and none opposed. Motion passed unanimously.

IX. COMMITTEE REPORTS

A. FINANCIAL STRATEGIC PLANNING

Approval/February 28, 2026, Financial Statements

Jim Reed motioned to approve the Financial Statements for the month ending February 28, 2026, as presented. Lebron Purser seconded the motion, there was no discussion, and none opposed. Motion passed unanimously. (Report attached.)

B. RENOVATIONS/MAINTENANCE

Planning committee will have another upcoming meeting in the next 2 weeks.

C. RECRUITMENT

No report.

D. EDUCATION/PUBLIC RELATIONS

No report.

E. LONG RANGE/FUTURE PLANNING

Mr. Reed nor Mr. Purser had anything to report at this time.

X. ADMINISTRATOR'S REPORT

-Have had a hold up finalizing plans for new PT building due to electrical issues. I am still working with firm regarding floor plans and hope to post out for bid in the next few weeks. Planning on starting in 30-60 days.

-Waiting on finale appraisal for Dr. Swafford's building, estimating between 2.5-2.9 million building committee members will meet in a few weeks and will discuss Dr. Crews building will all the final information is in.

-Hoss & Harv had a successful trip to Washington, D.C. Meet with representatives with Hagerty, and DesJarlais office and met with Marsha Blackburns. Attempting to receive 2 million in grant money to help update the HVAC unit. Meetings went well and we feel optimistic we will receive funding.

We have Google campaign will kickoff later this week. We have printed off business cards for our department heads to give to patients to help increase our scores on google review. Will challenge department heads to hand out 2 cards a day.

-Ignite the patient experience program will be held on April 22 & 23 and hosted by Custom Learning Experience. It will be held on campus and at the Stophel center at Bryan College. April 23 will be held 7:45am-3pm.

-Dr. Bates has been hired in our Emergency Department as the first RMC doctor in the ED that we employ. I would like to hire one more physician before we begin that transition in late summer of leaving Concord.

Jeff McDaniel motioned to approve February 2026 Administrator's report as presented. Shane Clark seconded. There was no discussion, and none opposed. Motion carried unanimously.

XI. MISCELLANEOUS

XII. OVATION HEALTHCARE REPORT

- Thanked Billy, Shane and Jeff for attending the ovation conference in California. Next year's conference will be held in San Antonio, TX February 17-19, 2027.
- Shared upcoming OLI board/leadership webinars for the board members. Each member needs 6 hours of continued education.
- 2026 Ovation Consulting services planned for the year. The ED assessment will be done in Q1.
- 2026 Performance Optimization Projects coming up will regard the orthopedics program, general surgery, continued marketing support for spine program, and the hospital wide google review campaign.

Leo Stephens motioned to accept the Ovation report Jim Reed seconded. There was no discussion, and none opposed.

XIII. OLD BUSINESS

None to report.

XIV. NEW BUSINESS


XV. HOSPITAL COMMITTEE CHAIRMAN'S REPORT

Future building committee will meet again in about 2 weeks.


XVI. ADJOURNMENT

There being no further business to discuss, a motion was made by Lebron Purser and a second was made by Shane Clark to adjourn the meeting at 6:16 p.m.

The next regularly scheduled meeting of the Board of Directors will be held on Monday, April 20, 2026, at 5:00 p.m. in the Board Room of Rhea Medical Center.



Recording Secretary



Board Chair

Rhea County Budget Committee Meeting
February 17, 2026
5:00 p.m.

Present:

Commissioners Present: Emmaly Fisher, Vice Chairman, Mark Cashman, Jim Reed and Jacob Ellis; also present: County Mayor Jim Vincent, Finance Director Ralph Beck, and Assistant Finance Director Tracy Majewski.
Absent: Chairman Billy Thedford, Chairman.

Minutes:

Commissioner Reed made a motion to accept the minutes of January 20, 2026. Commissioner Cashman seconded the motion. All were in favor.

Budget Amendments:

101 Amendments: Budget Amendments 65-74 were presented to the Budget Committee by Vice Chairman Fisher. A motion to approve the budget amendments as presented was made by Commissioner Ellis and seconded by Commissioner Cashman. A roll call vote was taken, and all were in favor.

116 Amendment: Budget Amendment 5 was presented to the Budget Committee by Vice Chairman Fisher. A motion to approve the budget amendment as presented was made by Commissioner Cashman and seconded by Commissioner Ellis. A roll call vote was taken, and all were in favor.

131 Amendment: Budget Amendment 6 was presented to the Budget Committee by Vice Chairman Fisher. A motion to approve the budget amendment as presented was made by Commissioner Cashman and seconded by Commissioner Ellis. A roll call vote was taken, and all were in favor.

141 Amendment: Budget Amendment 13-16 was presented to the Budget Committee by Vice Chairman Fisher. A motion to approve the budget

amendment as presented was made by Commissioner Reed and seconded by Commissioner Cashman. A vote was taken, and all were in favor.

144 Amendment: Budget Amendment 3 was presented to the Budget Committee by Vice Chairman Fisher. A motion to approve the budget amendment as presented was made by Commissioner Ellis and seconded by Commissioner Cashman. A vote was taken, and all were in favor.

Old Business:

None

New Business:

Director Beck presented the Highway Department equipment purchase to the budget committee. He informed the committee that the purchase included:

Lee Boy 8520C Paver	\$289,181.30
Volvo DD25B Compactor/Roller	\$49,832.00
Felling Trailer FT-45-2-TA	\$45,008.96
24" Cold Planer AP-CP3024	<u>\$28,624.50</u>
	\$412,646.76

The funds for this capital purchase will be from TVAIF and NIMPA.

Director Beck also went over an add-on feature to our Quadient Postage Machines. The add-on makes it easier to process certified mail and will save the county an estimated \$1,200 per year. The cost for this program will be \$194.37 per month on a 3-year contract. This will be budgeted through the Chancery Courts office although the program will be available to all county offices.

A motion to approve booth of the above purchases was made by Commissioner Reed. the budget and pass it on to the full Commission was made by Commissioner Reed and seconded by Commissioner Cashman. A roll call vote was taken, and all were in favor.

Reports:

Finance Director Beck reviewed the following reports with the Budget Committee:

- a. Fiscal Health Metrics
- b. Summary Financial Statement
- c. Trustee's Report
- d. Reserves
- e. Property Tax History
- f. Debt Summary

Adjournment:

A motion to adjourn was made by Commissioner Ellis and seconded by Commissioner Reed. All were in favor.

Rhea County Budget Committee Meeting

March 17, 2026

5:00 p.m.

Present:

Commissioners Present: Chairman Billy Thedford, Vice Chairman, Mark Cashman, Emmaly Fisher, Jim Reed and Jacob Ellis; also present: County Mayor Jim Vincent, Finance Director Ralph Beck, and Assistant Finance Director Tracy Majewski. Absent: None

Minutes:

Commissioner Reed made a motion to accept the minutes of February 17, 2026. Commissioner Cashman seconded the motion. All were in favor.

Budget Amendments:

101 Amendments: Budget Amendments 75-83 were presented to the Budget Committee by Chairman Thedford. A motion to approve all of the budget amendments as presented (except for amendment # 80) was made by Commissioner Reed and seconded by Commissioner Cashman. A roll call vote was taken, and all were in favor. Amendment # 80 was about a contribution to the Graysville Community Garden from the Hotel/Motel reserve. There was discussion as to whether this was permissible. The topic would be discussed later in the meeting.

131 Amendment: Budget Amendments 7-9 were presented to the Budget Committee by Chairman Thedford. A motion to approve the budget amendments as presented was made by Commissioner Fisher and seconded by Commissioner Cashman. A roll call vote was taken, and all were in favor.

141 Amendment: Budget Amendment 17 was presented to the Budget Committee by Chairman Thedford. A motion to approve the budget amendment as presented was made by Commissioner Fisher and seconded by Commissioner Ellis. A roll call vote was taken, and all were in favor.

144 Amendment: Budget Amendment 4 was presented to the Budget Committee by Chairman Thedford. A motion to approve the budget amendment as presented was made by Commissioner Cashman and seconded by Commissioner Ellis. A roll call vote was taken, and all were in favor.

151 Amendment: Budget Amendment 1 was presented to the Budget Committee by Chairman Thedford. A motion to approve the budget amendment as presented was made by Commissioner Ellis and seconded by Commissioner Fisher. A roll call vote was taken, and all were in favor.

Old Business:

None

New Business:**a. Graysville Community Garden**

Tourism Director Alex Fine, presented information concerning a contribution to the Graysville Community Garden to be funded by the Hotel/Motel reserve. After some discussion, it was determined that the Hotel/Motel reserve was not the appropriate place to fund such a project. It was determined that this request would be best presented at budget time when the year's contributions are discussed. Director Beck stated that he would make sure the Graysville Community Garden received an invitation to request a contribution from the 2026-2027 budget.

b. TN 250 Events

Tourism Director, Alex Fine discussed the TN 250 Events that she would like funded from the Hotel/Motel reserve. The amount requested was \$12,225. It was determined that some of these events could not be funded by the Hotel/Motel Reserve but some could. Commissioner Reed made a motion to table this request. Commissioner Cashman seconded the motion. All were in favor. Tourism Director Fine has been asked to give a more detailed budget so that funds could be appropriated from the correct budget lines and reserves.

c. Rhea EDC Funding Request

Alex Green, Director of Rhea County EDC requested \$30,000 to help fund the EDC through 06/30/2026. Commissioner Reed made a motion to table this request until more information could be obtained. This motion was seconded by Commissioner Cashman. All were in favor.

Reports:

In the interest of time, Finance Director Beck supplied the following reports to the budget committee but did not review them with the committee.

- a. Fiscal Health Metrics
- b. Summary Financial Statement
- c. Trustee's Report
- d. Reserves

Adjournment:

A motion to adjourn was made by Commissioner Cashman and seconded by Commissioner Fisher. All were in favor.

**RHEA COUNTY
9-1-1 EMERGENCY COMMUNICATIONS DISTRICT
BOARD OF DIRECTORS**

**MEETING MINUTES
February 9, 2026**

Pursuant to adequate public notice, the Board of Directors of the Rhea County 911 Emergency Communications District held a meeting at 5:00 p.m. on the above date, in the 911 Center, 8860 Back Valley Road, Evensville, TN. Board members present were Chairman Bo Kaylor, Treasurer Susan Piolatto, Secretary Bill Thedford, Sheriff Mike Neal, Jim Reed, and Brad Harrison. Vice-Chairman Ted Jones, and Leo Stephens were absent. There is one (1) vacancy. Others attending were Director Shane Clark, Training Officer Adam Wilson, and Legal Counsel Mike Mahn. Exhibits are attached and incorporated as referenced. Voting by members upon a motion is referenced as unanimous, if all members present are in accord. Exceptions are noted.

2026-02-01. Call to Order, Roll Call, and Welcome.

Chairman Bo Kaylor called the meeting to order. The roll was called. Those attending were as stated above. A quorum was present. The Chairman welcomed all.

2026-02-02. Agenda & Visitors

Board members reviewed the proposed agenda (Exhibit A). Jim Reed made a motion to accept. Brad Harrison seconded it. It was passed by unanimous approval (UA). There were no visitors.

2026-02-03. Previous Meetings Minutes

The Board reviewed the minutes of December 8 (Ex. B). Billy Thedford made a motion to approve. Jim Reed seconded the motion, which was UA.

2026-02-04. Election of Officers

Billy Thedford made a motion to re-elect same officers, being Chairman Bo Kaylor, vice-Chairman Ted Jones, Treasurer Susan Piolatto, and Secretary Billy Thedford. Jim Reed seconded the motion, which was UA.

2026-02-05. Financial Report

Treasurer Susan Piolatto presented Financial Statements to date, including Profit & Loss, Balance Sheet, Budget vs. Actuals, and Expenses by Vendor Detail (Ex. C). Jim Reed made a motion to receive the report. Brad Harrison seconded it, which was UA by roll call vote (RCV).

2026-02-06. Chairman Report

Chairman Kaylor reminded the Board of the Winter Workshop, which was re-scheduled due to weather, to begin on February 22.

2026-02-07. Director Report

Director Shane Clark provided this information:

*Director Clark informed the board that the emergency purchase for the UPS system was inadequate to correct the issues. The power modules ordered has issues and will be returned to the company. We intend to keep the 22 refurbished batteries at a cost of \$9074.78 (Information Only)

*We received a quote from Questyme USA (Schneider Electric) to replace all power modules, communication cards, or other parts and pieces found defective during the initial site visit. We will receive a warranty for the XR Extended Battery frames through 2028 as well. The cost of this service is \$18,480.99 and approved by the board members. Motion by: S. Piolatto Second by: B. Thedford All Yes Vote (RCV).

*Board Member Jim Reed gave an update on a meeting he had with our bank (First Financial) stating that they were concerned with the balances we were carrying in our account. He advised that the bank wants us to add \$1,000,000 in CD's in addition to the CD's we currently have with Southeast Bank. The board voted to purchase four (4) \$250,000 CD's from First Financial Bank.
Motion by: J. Reed Second by: S. Piolatto All Yes Vote (RCV).

*The Director advised that he had received a quote from Central Technologies, Inc. in the amount of \$22,692.31 for security cameras for the 911 center. The board discussed alternative options and advised the director to seek information about and purchase the Blink Camera system to provide security coverage around the property. The Director will provide cost details and viability of this system to the board.

*The Director gave an update on the progress of the remodel. Advised that all construction is complete with no change orders and all bills have been paid in full. Skilled Services provided additional work outside of the original scope of work to include replacing the carpet in hallway, new training office, and the new foyer. This was done at no extra cost to the center.

*The board discussed the possibility of having the exterior walls repainted when the weather warms. Sheriff Neal advised that his trustees could possibly help with this endeavor.

2026-02-08. Legal Counsel Report

Legal Counsel Mike Mahn provided copies of report for both months. He review the current status of pending legislation.

2026-02-09. Conference Schedule

- Winter Workshop, Jan. 26-30, at Gatlinburg Edgewater Hotel

2026-02-10. Next Meeting

The next regular meeting will be **April 13**, at 5:00 p.m., in the 911 Center, 8860 Back Valley Road, Evensville, or such other location as may be announced.

2026-02-11. Adjournment

A motion was made to adjourn by Brad Harrison, seconded by Susan Piolatto, and was UA.

CERTIFICATION:

These are the true, accurate, and complete minutes of the meeting held on the date stated above. These have been approved by the Board of Directors.

Certified by:

Chairman of the Board

Member of the Board

DATE: _____