

COVER SHEET 2017 GRANTS - ORRVILLE AREA UNITED WAY

AGENCY NAME: Community Legal Aid Services, Inc.

Mission Statement: To serve the poor by securing justice, protecting rights, promoting measures for their assistance and providing quality representation.

AGENCY DIRECTOR/PRESIDENT: Name Sara E. Strattan, Executive Director

Telephone 330-983-2525 Fax 330-535-0728 E-Mail sstrattan@communitylegalaid.org

Board President: Name Nancy Grim

Address 247 N Water St - Suite B City Kent E-Mail nancy.grim@nancygrimlaw.net

Compute your Agency's overhead using your most recent 990 using this formula	
Add Management & General (Part IX, Line 25, Column C)	\$ <u>678,367</u>
Fundraising (Column D)	+ \$ <u>48,807</u>
	= \$ <u>727,174</u>
TOTAL	
Divide total by Part VIII, Line 12, Column A (Total Expenses)	<u>15</u> %

Program Funding Requests:

- 1) Civil Legal Services New Request? No
Funded 2016 \$ 10,000 2017 Requested \$ 15,000
- 2) _____ New Request? _____
Funded 2016 \$ _____ 2017 Requested \$ _____
- 3) _____ New Request? _____
Funded 2016 \$ _____ 2017 Requested \$ _____
- 4) _____ New Request? _____
Funded 2016 \$ _____ 2017 Requested \$ _____

\$ _____ Sum Total of all Dollars Requested for 2017

I affirm that I have reviewed this application for funding, and, to the best of my knowledge, confirm that the information presented here is a financially, statistically, and programmatically accurate representation of our agency.

Sara E. Strattan
 Chief Professional Officer Signature

Sept 9, 2016
 Date

Nancy Grim
 Board President or Treasurer's Name (Please indicate which)

 Board President or Treasurer's Signature

AUG 25 2016
 Date

2017 Program Information

Please use a separate form for each program.

1. Agency: Community Legal Aid Services, Inc.

2. Program Name: Civil Legal Services

A. Based on the targeted outcomes of this program, from which of the following community impact areas are you requesting funding?

Nurturing Children & Youth

(Provides positive outcomes that help children and youth succeed in school and develop into successful adults)

Helping In Hard Times

(Provides emergency assistance: food, shelter, clothing, and legal help)

Developing Life Skills

(Provides positive outcomes with programs that enable individuals and families to become more emotionally, physically, and/or financially stable)

Promoting Health & Wellness

(Provides positive outcomes with programs that enable individuals and families to have access to prevention and/or treatment in the health arena, enabling them to become and/or stay healthier emotionally, physically, and/or financially)

B. Is this Program

New program

Expanded program

Continuation of a previously funded program

3. Please complete the following for each program:

<u>\$15,000</u>	+	<u>\$112,619</u>	=	<u>\$127,619</u>
Funds Requested From OAUW		Funds Requested/Received From Other Sources		Total Program Funds

4. If previously funded program, are you asking for increased dollars of support?

Yes No

5. If yes, why are you requesting more money?

We would like to provide more civil legal services to more Wayne County low-income residents. In 2015, 540 Wayne County residents called Legal Aid for help. Due to our current resources, we had to limit the number of cases to 215 clients. An additional 88 callers were provided with legal information.

REVENUE	FY 2015 ACTUAL	FY 2016 Projected	FY 2017 Budget
<i>Federal Grants</i>			
IRS	\$ 60,000	\$61,500	\$61,500
LSC	\$ 1,942,738	\$1,803,255	\$1,803,255
LSC TIG	\$ 2,774	\$38,414	
USCIS	\$ 10,348	\$7,625	\$7,625
US Dept of Justice	\$ 127,083	\$166,566	\$166,566
US Dept of Veterans Affairs	\$ 23,636	\$25,000	\$25,000
<i>State/Local Government</i>			
Area Agencies on Aging	\$ 116,184	\$117,089	\$116,086
Comm. Dev. Block Grant	\$ 25,110	\$26,000	\$27,000
State/Local Victims Funding	\$ 109,684	\$195,458	\$195,458
OLAF formula	\$ 1,669,734	\$1,679,133	\$1,679,133
OLAF other	\$ 235,436	\$353,363	\$201,439
Other County/City	\$ 49,341	\$95,000	\$101,000
PRC	\$ 176,926	\$221,000	\$261,000
<i>United Ways- all other</i>	\$ 137,052	\$119,170	\$92,411
<i>United Way - Orrville</i>	\$ 18,940	\$10,000	\$15,000
<i>Foundations</i>	\$ 50,966	\$65,000	\$78,640

<i>Fundraising</i>	\$ 74,710	\$30,000	\$80,000
<i>GRASSI</i>	\$ 1,765	\$1,500	\$1,000
<i>Interest</i>	\$ 16,704	\$5,000	\$6,000
<i>Miscellaneous/Other</i>	\$ 16,181	\$15,000	\$15,000
TOTAL REVENUE	\$ 4,865,312	\$5,035,073	\$4,933,113

Explanations for major differences:

	LSC	The Legal Services Corporation receives a Congressional Appropriation for a given year of operations. The Corporation then distributes the Congressional funding to grantees based on the poverty populations in each area. The funding fluctuates each year based on the population changes
	US Dept of Justice	This is a 3-year grant to provide services to victims of domestic violence, sexual assault and stalking. We are billing more services in 2016 than we did in 2015, which accounts for the variance.
	State/Local Victims Funding	For several years we have been awarded VOCA grants from the Ohio Attorney General's office to support victim assistance. The federal government has greatly increased the amount of money available for VOCA funding; therefore, our award has increased.
	OLAF Formula	The Ohio Legal Assistance Foundation (OLAF) is funded through interest on IOLTA accounts and Court filing fees. When the funds are received by the Foundation, funding is distributed based on the poverty population in each area being funded. The variances are due to both fluctuations in interest rates and poverty populations.
	OLAF Other	OLAF received funds from the Bank of America settlement to help with homeowners facing foreclosure or who were recent victims of foreclosure. We received some monies in 2015 from these funds and then a larger portion in 2016. That grant ended in June of 2016, which accounts for the majority of the variances in this category.

Other County/City	In 2016 we received funding from Summit County Public Health for work on health policy matters for Summit County Public Health.
PRC	We have received additional funding in 2016 from Summit County PRC.
United Ways - All Other	We have experienced a drop in our United Way funding.
Fundraising	We have experienced a change in staffing in our Development department over the last year. We now have a dedicated staff person in place and expect our funding levels to increase.

EXPENSES	FY 2015 ACTUAL	FY 2016 Projected	FY 2017 Budget
Personnel Expenses			
<i>Salary and wages</i>	\$ 2,859,911	\$3,088,862	\$3,144,984
Payroll taxes	\$ 223,941	\$236,298	\$240,591
Benefits	\$ 728,562	\$710,700	\$709,089
TOTAL PERSONNEL	\$ 3,812,414	\$4,035,860	\$4,094,664
Non-Personnel			
Travel	\$ 72,914	\$72,000	\$72,000
Training	\$ 36,046	\$40,000	\$40,000
<i>Rent and Employee Parking</i>	\$ 454,745	\$454,500	\$483,916
Utilities	\$ 862	\$775	\$800
Insurance	\$ 45,746	\$35,000	\$30,000
Supplies/Postage	\$ 72,626	\$85,000	\$85,000
Telecommunications	\$ 126,616	\$120,000	\$112,000
Dues and Fees	\$ 35,876	\$37,000	\$37,000
Public Relations/Advertising	\$ 2,192	\$6,000	\$6,000
Library	\$ 34,246	\$25,000	\$30,000
<i>Miscellaneous</i>	\$ 7,989	\$7,500	\$7,500
Contracted Services	\$ 124,382	\$150,000	\$150,000

<i>Contracted Services PAI</i>	\$	2,700	\$1,500	\$2,000
<i>Litigation</i>	\$	28,241	\$30,000	\$30,000
<i>Equipment Rental & Maintenance</i>	\$	44,034	\$44,000	\$44,000
<i>Depreciation</i>	\$	22,668	\$23,688	\$27,700
TOTAL NON PERSONNEL	\$	1,111,883	\$1,131,963	\$1,157,916
TOTAL EXPENSES	\$	4,924,297	\$5,167,823	\$5,252,580
OPERATING GAIN(LOSS)	\$	(58,985)	\$ (132,750)	\$ (319,467)

Explanations for major differences:

Salary and Wages	We adjusted several key staff salaries to be more in-line with where they should be in order to retain excellent staff.
Benefits	While non-union staff members were already on a high deductible insurance plan, in 2016 all staff moved over to the high deductible plan, which helped to reduce our costs.
Rent and Employee Parking	Several of our office rental agreements include a rent increase for 2017
Supplies/Postage	We have experienced a large increase in our postage expense, partly due to the increase in postage rates as of Jan 2016. Our supply costs have also increased a bit, but the majority of the fluctuation is due to postage.
Telecommunications	We have changed providers and re-negotiated contracts to save costs.
Contract Services	A large portion of the increase in 2016 was due to using a firm to search for a key staff vacancy due to retirement. The same is expected in 2017.

How Deficits are Funded | The deficits are funded from our reserves. We also continuously look for other opportunities for funding.

6. If your program was not funded for the full amount you requested for 2016, what impact did this have on your program? What adaptations did you have to make?

We cannot accept as many applicants for legal services when the Program's funding is less than requested.

7. How will the agency adapt this program next year if your requested funding level cannot be met or if a decision is made that the program will not be funded at all next year?

If Community Legal Aid's request is not met, we will not be able to help as many residents of the community with their critical civil legal problems.

8. Please describe the fees and reimbursements associated with this program.

Fees:

Sliding Fee Schedule:

We do not charge our clients any fees.

Insurance Reimbursement:

n/a

Government Subsidies:

We have always been dependent on government contracts and grants. About 90% of the projected 2017 revenue is from government funding.

Community Impact

8. Describe the target population and eligibility requirements for the Program:

Legal Aid clients are primarily families with children, the disabled, and the elderly residents of Orrville, Dalton, Marshallville, and Kidron. Eligibility for services is determined by income and asset levels of the applicant's household. Generally, applicants with incomes at or below 125% of the Federal Poverty Guidelines will be eligible for services. For a family of four in 2016, 125% equals a gross annual income of \$30,375.

9. What agencies or programs in the community provide similar services? Please be specific about how we can differentiate this program from others.

Community Legal Aid is the primary provider of free civil legal assistance to the low-income residents of the community. As a private, no-profit law firm, our job is to make sure the system works the way it should as we serve the poor by securing justice, protecting rights, promoting measures for assistance and providing quality representation.

Impact Analysis

10. Describe the targeted outcomes of this program. In other words, you ran this program, you gave clients certain skill sets, you increased their knowledge, and you treated their illness, which is all good. But how have you changed the lives of those people, and as a result, our community?

Please include the following information in your narrative *and limit this to 2 pages*:

- **Description of the activities and resources you use to accomplish these outcomes**
- **Information about the tools you use to measure outcomes**
- **Dialogue about the challenges you face in measuring the success of the program**
- **Specific information about the recorded outcomes you achieved last year**
- **Discussion of whether or not your outcomes met, exceeded or fell short of your desired outcomes**

Impact Analysis Narrative

Describe the targeted outcomes of this program.

Community Legal Aid tracks three basic outcomes:

Improving clients' lives: We strive to improve our clients' lives with every interaction. This varies, depending on the type of legal problem with which they are faced. Some of our key work includes maintaining utility services, obtaining child custody, securing protection orders for victims of violence, obtaining medical care, preventing evictions/foreclosures, and sealing criminal records.

Benefitting clients financially: We aim to help clients be more financially secure. We do this by increasing household income/assets (e.g., securing benefits available to veterans or income supports for low wage workers) or by removing threats to income/assets (e.g., preventing wrongful wage attachments).

Strengthening community: We look to make long-term, positive impacts in the community. This includes partnering with both private and governmental organizations, helping them reach their target audience and providing efficient assistance. Similarly, we attempt to coordinate our activities with others in order to strengthen our ties to the community and to best serve our clients.

Describe the activities and resources used to accomplish the outcomes.

Community Legal Aid's primary *resource* is its people – attorneys and paralegals. Our dedicated staff members represent clients, provide self-help assistance, and conduct public legal education sessions for the community. Staff members also recruit, mentor, support, and recognize volunteers.

Other *resources* include: offices with confidential meeting space; office equipment, including a computer and telephone system networked over eight counties; legal research materials, both online and books; and staff members who provide volunteer and administrative support (finance, development, technology, and compliance). Particular resources for the Orrville United Way Program include revenue of \$127,619 from various private and government funding sources, one FTE equivalent staff attorney, 17 volunteer lawyers who donate 100 hours of legal services, and an office located at 201 E. Liberty Street, Suite 151, in Wooster.

Our *activities* for this project are outlined as follows:

- Community legal education, including workshops, educational sessions, and speaking engagements, as well as readily available educational resources through web site, brochures, and fact sheets
- Screening of applicants for legal aid eligibility
- Counsel and advice, including an individualized professional assessment and description of options available, and assistance in evaluation of those options
- Brief services, including writing letters, making phone calls, drafting simple documents (e.g., power of attorney)
- Extended services, including longer negotiations, sometimes coupled with litigation, appealing court decisions, preparing complex transactional documents, and providing representation before administrative agencies
- Policy advocacy, including commenting on proposed regulations, educating legislators or other decision makers, and improvement of community systems
- Recruitment, mentoring, and recognition of volunteers (e.g., students, lawyers, lay volunteers)

Describe the tools used to measure these outcomes

We presume that when an individual provides an attorney with detailed information specific to his or her own situations, and then in turn, an attorney provides a professional assessment, identifies options, and assists the client in identifying the pros and cons for those options, there is a benefit.

More specific, objective measurements allow Community Legal Aid to report unbiased outcomes for our work. These measurements, such as settlement agreements, award letters, and judgment entries from courts determine our outcomes, are recorded in our client database by the advocate in the case and reviewed by the managing attorney.

As an example, for continuing income awards, we look at the amount of the award and annualize it, recording the amount for one year. Thus, if a client is awarded child support, the monthly award is multiplied by 12, unless the award is due to expire in a shorter time frame.

Describe the challenges faced in measuring the success of the program

Legal Aid faces three major challenges in measuring our success:

First, we can only capture immediate outcomes, as our relationship with a client ends upon the completion of his/her case. There are additional, downstream impacts that extend beyond the immediate that we do not quantify. As an example, if we successfully prevent an eviction for a client, we do not record the value of children in the family not having to change schools, nor the value of the property that may have otherwise been lost.

Second, we lack resources to devote to calculating or valuing many of our outcomes. As an example, we have no way of measuring the benefit to a neighborhood from having an owner-occupied dwelling, rather than a vacant, boarded-up property when a foreclosure is prevented.

Third, the measurements of strengthening community are mostly subjective. We do have some verifiable metrics, such as dollars provided through sub-grants, numbers of active volunteers, and hours donated by volunteers. But by in large, our ability to track and accurately portray the impact of our community work is challenged.

Report the outcomes achieved last year

The data reported below reflect our work specifically in Wayne County.

Improving client's lives:

- Individuals counseled and provided advice 155
- Victims protected by obtaining or enforcing a protection order 3
- Housing preserved by preventing eviction..... 4
- Housing preserved by preventing foreclosure..... 2
- Economic security enhanced by sealing criminal records 2
- Economic security enhanced through public benefits..... 1

Benefiting clients financially:

- Income/Assets obtained or protected \$61,412

Strengthening community:

- Formal relationship with Every Woman's House to provide services to clients and improve the system for delivery of services to victims
- Volunteer lawyers handling cases for clients 17
- Volunteer hours donated 100

Discuss whether or not the outcomes achieved exceeded or fell short of desired outcomes

Legal Aid is not satisfied with these outcomes. Although we are proud of the work we are able to do with limited resources, for every case or client we accept, there are another two we must turn away. In some few occasions, this is based on eligibility. But most often, this is due to a lack of resources.

More than 90% of the local program is supported by other funding sources, mostly with funds from the Ohio Legal Assistance Foundation. That funding stream was devastated in 2008 and has not rebounded. The \$3M / year annual loss for the organization has resulted in staff reductions and deficit spending for the past eight years.

In 2014 we again laid off staff members, and this has caused a reduction in outcomes from 2014 to 2015.

In short, Legal Aid produces excellent results for clients and makes good use of the resources available, but those resources are insufficient to meet the community's need.

Program Outputs

11. Define a unit of service. If it is not possible to define one unit, please state why.

Remember that whatever the method of measurement, you are consistent from year-to-year.

A unit of service = 1 hour

12. Complete the following if the agency is seeking United Way funding for this program.

Year	Number of Clients in zip codes 44667, 44618, 44645	Number of Clients in all of Wayne County	Clients on a Waiting List
2015 Actual	27	215 clients plus 88 residents received legal information	0
2016 Projected	27	215 clients plus 88 residents received legal information	0
2017 Projected	27	215 clients plus 88 residents received legal information	0

13. Unit Cost: Please explain changes either up or down in your cost.

Year	Individuals or Units of Service	Total Cost of Program	Unit Cost (Cost/Units)
2015 Actual	1272	\$124,000	\$97.48
2016 Projected	1272	\$127,619	\$100.32
2017 Projected	1272	\$127,619	\$100.32

14. Individuals served

Last year (actual): 303

This year (projected): 303

Client Demographics

14.

	NUMBER
Types of Clients: Individuals	27
Information & Referral, Brochures	11
Organizations	0

PLEASE COMPLETE THE INFORMATION FOR INDIVIDUAL CLIENTS ONLY		
Age Group: Under 5		0
6 thru 12		0
13 thru 17		0
18 thru 34		3
35 thru 54		12
55 thru 64		5
65 thru 74		7
75 thru 84		0
85 and over		0
Unknown		0
TOTAL INDIVIDUALS:		27
Gender: Male		5
Female		22
Unknown		0
TOTAL INDIVIDUALS:		27

	NUMBER		NUMBER
Household Income:		Ethnic/Racial Background:	
\$0 thru \$11,999	6	White	21
\$12,000 thru \$14,999	12	Black or African American	5
\$15,000 thru \$24,999	0	Hispanic or Latino	0
\$25,000 thru \$49,999	7	American Indian or Alaska Native	0
\$50,000 thru \$74,999	2	Asian	0
More than \$75,000	0	Native Hawaiian or Pacific Islander	0
Unknown	0	Unknown	1
TOTAL INDIVIDUALS:		TOTAL INDIVIDUALS:	
	27		27

*NOTE: All TOTALS should be the same number

**Orrville Area United Way
Supplemental Agency Questions**

Community Legal Aid Services, Inc.
Agency Name

September 2, 2016
Date

Please check the appropriate box in answer to each question.

	Yes	No	Don't Know
Does the agency have checks/balances and distribution of responsibilities such that tasks such as opening mail, paying bills, signing checks, bookkeeping, producing internal financial reports do not rest in the hands of too few persons?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have the board and top administrative officers discussed/reviewed/agreed upon what is appropriate in terms of division of these responsibilities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the agency have a board approved Fiscal Policy?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Did the auditor meet with the board and top administrator to discuss audit results?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the board conduct an annual evaluation of the top administrative officer?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the evaluation results in written form?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the agency have written by-laws to which they adhere?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the board and/or a Financial Committee or Executive Committee review complete financial statements monthly including cash flow statements?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the agency goals/objectives/plans in written form?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do the agency by-laws/guidelines specify a length of term for board members?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are board members required to rotate off the board for some minimum amount of time upon completion of some maximum time of service?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the agency currently compliant with guidelines for submitting an Audit including the management letter, 990, Agency Agreement, and Verification of Registration with the State of Ohio Attorney General's Office to United Way?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What percentage of your Board financially supports your agency?	100 %		

Nancy Grim, President
Governing board representative (name, title)

Sara E. Stratton, Executive Director
Administrative official (name, title)

Grants & Collaborations

Orrville Area United Way - Complete this form for each applicant program

Date: August 26, 2015

Agency: Community Legal Aid Services, Inc.

Program: Civil Legal Services

Please respond in writing to the following questions:

1. What would happen if your program were to disappear?

Low-income households with children, senior citizens or disabled members would have nowhere to turn for free assistance with their emergent civil legal problems.

They would have no legal aid advocates working to prevent economic harm to their fragile budgets, to ensure safety in their home, to keep a roof over their family's head and to access income and health care benefits.

2. What would happen if you were not to receive the requested amount?

Fewer households would receive help with critical legal problems.

3. Specifically, how would decreases in your grant impact your programming:

- a. 25% decrease?

Legal Aid would provide services for approximately 21 households instead of 27 households.

- b. 50% decrease?

Legal Aid would provide services for approximately 14 household instead of 27 households.

- c. 75% decrease?

Legal Aid would provide services for approximately 7 household instead of 27 households.

Grants & Collaborations

Orrville Area United Way

4. What other organization/s provide/s the same or similar services/programs?

We are the only organization whose mission is to secure justice or the poor, to protect their rights and to promote measures for their assistance through the provision of high quality legal representation.

5. Specifically, how are you collaborating with other agencies/organizations?

Community Legal Aid collaborates with Every Woman's House to help victims of domestic violence. Every Woman's House has a direct referral application it can use to refer victims to Legal Aid, and Legal Aid provides the Hotline number for Every Woman's House to all Wayne County residents who are victims of domestic violence.

We provide the Older Americans Act TIII-B legal services for Wayne County under our Agreement with the Direction Home Akron Canton Area Agency on Aging, which services Wayne County. We provide legal assistance that works in conjunction with other Area on Aging services to empower older Wayne County residents to remain independent and safe within their homes and community.

6. What services/programs for which you are requesting support are complementary services in collaboration with other entities?

There is no other entity in Wayne County that provides free civil legal services that includes legal information, counsel and advice and full representation when appropriate in negotiations, administrative hearings and court hearings, and there is no other entity in Wayne County that provides free legal services for legal matters that include these legal problems: consumer, education, employment, family, health, housing, income maintenance, immigration/naturalization, sealing records, and wills/estates.

Community Legal Aid Services, Inc. / Northeast Ohio Legal Services

BOARD MEMBER ATTENDANCE – BOARD MEETINGS

No Board members who are clients are currently receiving services.

2015

	NAME	Feb Cancelled	April	September	December
1	Akins, Kim				
2	Baity, Valerie			X	X
3	Benson, Richard			X	
4	Christian, Robert		X	X	X
5	Cyperski, Robert			X	X
6	D'Antonio, Thelma		X	X	X
7	Duriya, Dhinojwala			X	X
8	Ferrell, David		X		
9	Grim, Nancy		X	X	X
10	Klingshirn, Neil			X	X
11	Kuhn, Richard				X
12	Rhodes, Shirley		X	X	X
13	Sensenbaugher, Jeannie		X	X	X
14	Solomon, John			X	X
15	Wright, JoAnne		X	X	X

Community Legal Aid Services, Inc. / Northeast Ohio Legal Services

BOARD MEMBER ATTENDANCE – BOARD MEETINGS

No Board members who are clients are currently receiving services.

2016

	NAME	Feb	April	September	Dec
1	Akins, Kim				
2	Baity, Valerie			X	
3	Benson, Richard			X	
4	Butz, David	X	X	X	
5	Christian, Robert	X	X		
6	Cyperski, Robert	X		X	
7	D'Antonio, Thelma	X	X	X	
8	Duriya Dhinojwala	X	X	X	
9	Dickinson, Erin	X			
10	Duncan, Matthew			X	
11	Funk, Stephen			X	
12	Grim, Nancy	X	X	X	
13	Keenan, J. Sean	X	X	X	
14	Klingshirn, Neil			X	
15	Kuhn, Richard	X		X	
16	Rhodes, Shirley	X	X	X	
17	Sanchez, Barbara				
18	Sensenbaugher, Jeannie	X			
19	Solomon, John			X	
20	Wilkins, Kathy	X		X	
21	Wright, JoAnne	X		X	