

**THE BOARD OF COUNTY COMMISSIONERS
DURHAM, NORTH CAROLINA**

Monday, September 23, 2019

7:00 P.M. Regular Session

MINUTES

Place: Commissioners' Chambers, Second Floor, Durham County Government Administrative Complex, 200 East Main Street, Durham, North Carolina

Present: Chair Wendy Jacobs, Vice-Chair James Hill and Commissioners Heidi Carter, Brenda Howerton and Ellen Reckhow

Presider: Chair Wendy Jacobs

Special Session – 5:00 PM

Chair Jacobs stated the Board requested a Classification and Compensation Study Review and Discussion. Kathy Everett-Perry, Human Resources Director introduced Carolyn Long, Executive Vice President, Management Advisory Group (MAG), Inc. and Russell Campbell, Executive Vice President, MAG, Inc. who provided gave a brief overview of the compensation and classification services and opened to floor to questions. The Board inquired about the general methodology and steps used for the study review. Mr. Campbell responded MAG developed a method to capture employees work and how to rank the employees by using 14 compensable factors to build an internal relationship. He added next was the research of comparable compensation of the surrounding areas for a market survey and MAG used a basic statistic model and math to calculate the new pay study recommendations. Mr. Campbell stated the firm developed four (4) pay schedules: managerial, executive, public safety and unified plan. He stated a flat 2.5% adjustment was recommended for each employee and MAG reviewed all employees below the minimum pay range to determine if an equity adjustment was needed.

The Board asked for reassurance of employees currently below the market rate being adjusted market rate and asked if salaries were competitive with other institutions across the state. Mr. Campbell responded there was some misconception on how to interpret the data and all employees were not adjusted to market rate when doing a compensation study. He added it was difficult to compare with other market rates in the state without knowing detailed background information of how their market rates were calculated. The Board asked if Durham County was competitive with other counties pay and if the minimum range was less than what was recommended a year ago. Mr. Campbell replied the pay policies in place should support the pay plan and the minimum salary was for someone with no experience or years of service. The Board inquired about the Social Worker salary increase and requested to review employees' old salaries, proposed salaries and comparable salaries. Mr. Campbell responded a bonus or increment opportunities could be used with difficult jobs and the cost of living adjustment was out of date from a year ago. He stated he would need to get new data before providing the report.

The Board inquired about the economic gap study being done over a year ago. Ms. Long replied there was a 2.7 percent economic gap and recommended a 3 percent increase for the adjustment due to the

increase in the cost index. The Board inquired about the length of time employees remained at Durham County and wanted employees to be compensated to stay until retirement. Ms. Long replied the national reports indicated if an employee stayed seven years, the employee normally would remain longer.

The Board thanked Ms. Long and Mr. Campbell for coming to answer the questions and asked for a study report of employee's current salary and adjusted salaries. Wendell Davis, County Manager stated asked for direction on how to proceed from the Board. The Board stated to move forward with the implementation of the study. Dara Richardson, Human Resources Manager stated the implementation was planned for September 9, 2019 and would need to be retroactive. The Board requested a letter to be sent to employees informing them about the new pay structure and employee pay changes. Ms. Long recommended a 2.7% increase in the pay band structure to allow for growth.

Directive: The Board asked for a study report of employee's current, new and market salaries; they also requested a letter to be sent to employees describing the action taken on the implementation of the classification and compensation study.

Regular Session – 7:00 PM

Opening of Regular Session - Pledge of Allegiance

Agenda Adjustments

Chair Jacobs announced that there were no agenda adjustments.

Announcements

Chair Jacobs read the following announcements:

1. **Child Support Amnesty** – If you have an active order for arrest for child support I Durham County, there is help for you. Meet a representative on September 25, 2019 between 9:00am – 4:00pm at 510 S. Dillard Street (Courtroom B). Please bring \$500 per case; if the bond is lower than \$500, bring that amount and your order of arrest will be recalled.

For more information, please call 919-560-8901 ext. 8900 or 8930.

2. **Durham Planning Academy Seeks Fall 2019 Applicants** – EngageDurham is offering a **FREE** one-day course to help residents understand planning concepts and procedures. The academy will be held on Friday, October 25th from 9:00am – 3:30pm at Durham City Hall located at 101 City Hall Plaza. Space is limited to 75 participants and the online application deadline is Friday, October 4th.

To more information and to apply, please visit www.durhamnc.gov or call Kayla Seibel at 919-560-4137 ext. 28271.

3. **Women-Owned Small Businesses Invited to Entrepreneurial Training** – The City of Durham Office of Economic Development and members of its Small Business Advisory Committee, have launched Durham Business 360. This program is designed to connect small business owners and entrepreneurs with the tools and resources they need to grow and thrive.

The application deadline is Tuesday, October 1st. For additional information please visit www.durhamnc.gov/civicalerts

4. **Celebrating Minority Enterprise Development Week** – October 7 – 11, 2019 Durham’s MED Week celebrates the achievements of minority entrepreneurs and affirms government, business and community organizations’ commitment to the principle of equal opportunity. The 2019 is *Minority & Women Businesses: Success for All*.

For additional information or to register for events, please visit www.durhammedweek2019.eventbrite.com

5. **Medicaid Transformation Information** – Durham County DSS has three Enrollment Specialist onsite that can assist with enrolling Medicaid Beneficiaries into a health plan. Specialist are available at the Human Services Complex located at 414 E. Main Street every Monday – Friday from 9:00am – 3:00pm until December 13, 2019.

Please contact Krystal Harris at kmharris@dcnc.gov for additional information.

Chair Jacobs welcomed Charles Streeter, Daniel Singer, Robert Buerglener and Erim Akpan from the 2019 Durham City/County Neighborhood College (DNC) Program. She stated the DNC provided an opportunity for residents to learn about the organizations, operations, and services of the City and County of Durham.

Minutes

Commissioner Reckhow moved, seconded by Commissioner Howerton to approve the August 26, 2019 Regular Session minutes.

The motion carried unanimously.

Ceremonial Items

19-0467 Proclamation - Durham Housing Authority’s 70 Years of Service

Commissioner Carter read the following proclamation:

DURHAM HOUSING AUTHORITY’S 70 YEARS OF SERVICE | 2019

- WHEREAS,** October 9, 2019 marks the 70th anniversary of the incorporation of the Durham Housing Authority, resulting from the Federal Housing Act of 1949; and
- WHEREAS,** The Federal Housing Act appropriated funds to build 800,000 units of housing nationwide; and
- WHEREAS,** the City of Durham via the Durham Housing Authority has developed and managed thousands of housing units to meet the needs of low-income citizens; and
- WHEREAS,** safe and decent housing is a positive community good; and
- WHEREAS,** economic stability, community health, and human relations in all communities are improved by diversity and integration; and
- WHEREAS,** the continued development of safe, decent and affordable housing is among the highest priorities of the City of Durham and Durham County; and

WHEREAS, the growing partnership between Durham County, the City of Durham and the Housing Authority serves the citizens of Durham in the most effective and efficient manner.

NOW, THEREFORE, BE IT RESOLVED I, Wendy Jacobs Chair of the Durham Board of County Commissioners and on behalf of the Durham Board of County Commissioners, do hereby proclaim October 9, 2019 as

“DURHAM HOUSING AUTHORITY DAY”

in Durham County, NC as an inclusive community committed to safe, decent and affordable housing. To also promote appropriate activities by private and public entities intended to provide or advocate for equal housing opportunities for all residents and prospective residents of Durham, NC.

This 23rd day of September 2019.

Wendy Jacobs, Chair
Durham Board of County Commissioners

Chair Jacobs stated the proclamation would be given to the Housing Authority for the 70th Anniversary event on October 9, 2019.

19-0483 Resolution – Recognition for Girl Scout Troop 1440 Silver Award Project

Commissioner Howerton read the following resolution:

RECOGNIZING GIRL SCOUT TROOP 1440 – SILVER STAR PROJECT

WHEREAS, at a time when this nation's youth face difficult challenges, the Girl Scouts of America is one of our finest assets, providing young ladies with an educational program that contributes significantly to their character development, citizenship training, and improved mental and physical fitness; and

WHEREAS, the Girl Scout Silver Award is the highest award a Girl Scout Cadette can achieve and it gives them the chance to show that they are leaders who are organized, determined, and dedicated to improving their community; and

WHEREAS, Alana Bobmanuel, Jaydn Hodge, Lundyn Mills, and Sierra Woods decided to personally help the community by beautifying two businesses on Fayetteville Street and as a group, they worked to restore the beauty in The Plaza Barbershop and Chris and Champs Beauty Salon for their Silver Star Award Project; and

WHEREAS, the purpose of this project was not only to visually improve the exterior of the businesses but to build connections and relationships within their community by giving back to black businesses that help them every day; and

WHEREAS, during summer months they worked on painting, power washing, redoing the business signage and the business owner, Mrs. Margie Jones was so pleased with their work; and

WHEREAS, the businesses along Fayetteville Street were given a flyer that provided resources for small businesses; and

WHEREAS, this project taught everyone involved about hard work, how to make compromises, plan tasks and that girls of different ages can make a difference in their community.

NOW, THEREFORE, BE IT RESOLVED that we the members of the Durham County Board of Commissioners, do hereby resolve to congratulate Alana Bobmanuel, Jaydn Hodge, Lundyn Mills, and Sierra Woods on their completion of the

SILVER STAR PROJECT FOR THE GIRL SCOUT SILVER AWARD

This 23rd day of September 2019.

Wendy Jacobs, Chair

James Hill, Jr., Vice-Chair

Heidi Carter, Commissioner

Brenda A. Howerton, Commissioner

Ellen Reckhow, Commissioner

Jaydn Hodge, Lundyn Mills and Sierra Woods explained how they met with different leaders in the community to develop a plan and raise donations to beautify two businesses on Fayetteville Street. They added businesses on Fayetteville Street were often overlooked because of their exterior appearance.

The Board thanked the Girl Scouts for their hard work, skills and for taking on a big project.

19-0447 Proclamation – Durham Domestic and Care Workers Day of Recognition

Chair Jacobs read the following proclamation:

DURHAM DOMESTIC WORKERS DAY OF RECOGNITION | 2019

- WHEREAS,** domestic and care workers are the childcare, direct care providers and housecleaners who do the important work of making our homes safe environments and offer much needed care for ourselves and our loved ones; and
- WHEREAS,** domestic and care workers are the backbone of our economy and make it possible for others to work; and
- WHEREAS,** there is an increasing need to fill essential roles of caring for the projected 1 in 5 elderly individuals who will need in-home services in the future and the hundreds of thousands of children needing care; and
- WHEREAS,** domestic and care workers provide physical, medical, emotional and spiritual support for the individuals they work with; and
- WHEREAS,** historically these roles have been performed by women, Black people and people of color, undocumented individuals and other vulnerable populations, and have been invisibilized and devalued; and
- WHEREAS,** there are 3 million domestic and care workers nationwide whose contributions go unnoticed, who do not receive fair wages or benefits, who labor in unsafe conditions and are not covered by comprehensive labor protections; and
- WHEREAS,** unpaid family caregivers who provide assistance to 70 percent of aging adults and provide 72 percent of home-based child care are not recognized for the invaluable support they provide; and
- WHEREAS,** there is a history of domestic and care workers creating and leading social justice movements, and domestic and care workers in the South like Dorothy Bolden have organized and demanded dignity and recognition and pushed for policy and social change to honor this vital workforce; and

NOW, THEREFORE, BE IT RESOLVED I, Wendy Jacobs, Chair of the Durham Board of County Commissioners and on behalf of the Durham Board of County Commissioners, do hereby recognize

“DURHAM DOMESTIC WORKERS DAY OF RECOGNITION”

in Durham County.

This 23rd day of September 2019.

Wendy Jacobs, Chair
Durham Board of County Commissioners

Darlene Bacon, National Domestic Workers Alliance (NDWA), accepted the resolution on behalf of Chanelle Croxton, NC Lead Agency. Ms. Bacon thanked the Board for the recognition and announced on October 12, 2019 the NDWA was holding a summit for training and encouragement for workers in the domestic field. Vice-Chair Hill thanked Ms. Bacon and all domestic workers for their hard work. He shared that domestic workers assisted with the caretaking of his grandmother.

Proclamation to Recognize Minority Enterprise Development Week October 7-11, 2019

The following proclamation was read by Vice-Chair Hill:

MINORITY ENTERPRISE DEVELOPMENT WEEK | 2019

WHEREAS, it is the policy of the County of Durham that purchasing by the County and contracts with the County be open to all people and be free of discrimination on the basis of race and gender; and

WHEREAS, the Durham County Minority and Women Enterprise Ordinance Section 8-132 provides minorities and women equal opportunity to participate in all aspects of the County's contracting program, including, but not limited to, employment, construction projects, and/or materials and service contracts, consistent with law; and

WHEREAS, G.S. 143-128, provides for Good Faith Efforts to be made in an effort to ensure fair participation of minority and women business owners in all County projects; and

WHEREAS, it is further the policy of the County to conduct its contracting programs so as to prevent such discrimination, correct present discrimination and to resolve claims of such discrimination; and

WHEREAS, the County of Durham is a sponsor of the Minority Enterprise Development Week.

NOW, THEREFORE, BE IT RESOLVED I, Wendy Jacobs, Chair of the Durham Board of County Commissioners and on behalf of the Durham Board of County Commissioners, do hereby proclaim October 7 – 11, 2019 as

“MINORITY ENTERPRISE DEVELOPMENT WEEK”

in Durham County.

This 23rd day of September 2019.

Wendy Jacobs, Chair
Durham Board of County Commissioners

Keisha Davis, Minority and Women's Business Enterprise (MWBE) Coordinator, thanked the Board for their continued support and recognition. Ms. Davis invited the public to attend the week-long events starting October 7-11, 2019. The Board thanked Ms. Davis and the Procurement Office for their hard work and for planning the week of events.

19-0466 Retirement Resolution to Honor Gayle Bridges Harris

The following resolution was read by Commissioner Reckhow:

GAYLE BRIDGES HARRIS

- WHEREAS,** Gayle Bridges Harris began her career with Durham County Government in 1972 after graduating from the Duke University School of Nursing; and
- WHEREAS,** beginning as a staff public health nurse, she developed an unparalleled reputation for providing compassionate medical care to residents in various neighborhoods throughout Durham County, helping them manage chronic diseases and more; and
- WHEREAS,** Gayle quickly rose through the ranks of the Public Health Department assuming the positions of nursing supervisor, director of nursing, assistant health director and ultimately was named public health director in 2009; and
- WHEREAS,** as she steadily progressed in her career, Gayle enrolled at the University of North Carolina at Chapel Hill and received a Master of Public Health in 1990; and
- WHEREAS,** in 2016, Gayle was named General Manager for Community Well-Being in addition to her role as public health director which allowed her to oversee Cooperative Extension, Library, Social Services and Veteran Services along with Alliance Health; and
- WHEREAS,** despite an always challenging schedule, she managed to serve on numerous boards and commissions including Durham Directors, NC Association of Local Health Directors, NC Public Health Association, American Public Health Association, Project Access, American Nurses Association and more; and
- WHEREAS,** her knowledge, skills and formidable abilities were recognized by others as she received numerous awards including the UNC School of Public Health Alumni Association Distinguished Alumna Award, Duke University School of Nursing 2012 Distinguished Alumna Award, and NC Association of Local Health Directors Ham Stevens Award to name a few; and
- WHEREAS,** Gayle will long be remembered as one of the Durham County Government's most dedicated, innovative and creative professionals.

NOW, THEREFORE, BE IT RESOLVED that we the members of the Durham County Board of Commissioners, do hereby resolve to honor

GAYLE BRIDGES HARRIS

for 47 years of loyal and faithful service to Durham County Government and the citizens of Durham County. We applaud and salute the positive impact and invaluable contributions Gayle has made toward improving the quality of life and health for the entire Durham community.

BE IT FURTHER RESOLVED that we wish her continued good health and a wealth of joy and happiness as she retires and commences a new journey in her life.

This 23rd day of September 2019.

Wendy Jacobs, Chair

James Hill, Jr., Vice-Chair

Heidi Carter, Commissioner

Brenda A. Howerton, Commissioner

Ellen Reckhow

Gayle Harris, General Manager and Public Health Director, stated her 47 years of employment had gone by quickly and she was thankful for an amazing opportunity to serve Durham County. She thanked Wendell Davis, County Manager for the opportunity to become a General Manager and thanked the

Board for their support and providing a workforce.

Commissioner Howerton shared her experiences with Ms. Harris for 11 years and how she managed to handle and deal with major crisis.

Chair Jacobs stated it would be hard to imagine Durham County without Ms. Harris because she had the ability to empower others and breakdown barriers.

Commissioner Reckhow shared milestones achieved by Ms. Harris which included making Durham one of the first communities to adopt a smoking ordinance in public places.

Commissioner Carter expressed her admiration for individuals in the medical field and admired her mother and Ms. Harris.

Consent Agenda

Chair Jacobs asked the Board if they requested to pull or comment on an item on the Consent Agenda. Hearing none, Chair Jacobs entertained a motion for approval.

Commissioner Howerton moved, seconded by Commissioner Carter to approve all items on the Consent Agenda.

The motion carried unanimously.

19-0417 Agricultural Land Easement (ALE) Grant Award and 2019 Cooperative Agreement for the Len Needham Farm.

19-0430 Amendment to the Interlocal Agreement between the City of Durham and Durham County for the City to Provide Recycling Processing and Haul Services to Durham County for Target Recycling Materials.

19-0432 Inter-Governmental Agreement for the Merger of Durham County ACCESS.

*19-0440 Property Tax Releases and Refunds for August 2019.

19-0450 Approval of Modifications to the Human Services Facility Votive Wall (Memorializing Phil Freelon).

Consent Agenda Item #19-0440

Due to property valuation adjustments for over assessments, listing discrepancies, duplicate listings and clerical errors, etc. The attached report details releases and refunds for the month of August 2019.

Releases and Refunds – August 2019

Real Property	\$ 88,191.20
Personal Property	\$ 187,918.77
Solid Waste Fees	\$ 317.62
VTS Refunds	\$ <u>20,069.74</u>
Total	\$ 296,497.33

Releases & Refunds for Prior Years 2017- 2018

Personal Property	\$ 22,024.74
Solid Waste	\$ 0.00
Real Property	\$ <u>40,283.78</u>
Total	\$ 62,308.52
Grand Total	\$ 358,805.85

Public Hearings

19-0237 Public Hearing - Unified Development Ordinance Text Amendment Expanding Housing Choices (TC1800007)

Patrick Young, Durham City-County Planning Department shared a presentation title “*Expanding Housing Choices*” which highlighted the following: County Jurisdictional Items, High Cost of Housing, Confluence of Factors had let to Rising Housing Prices, Other Cities are Addressing Housing Through Local Ordinance Regulations, Redlining and Single Family Zoning in Durham, Affordable Housing, Process, Stakeholder Outreach, Expanding Housing Choices (EHC) Drafts, Text Amendment Overview, Tracking and Monitoring, and City Council Action.

Chair Jacobs opened the public hearing. She asked everyone to limit their comments to two (2) minutes each due to the large number of citizens signed up to speak.

Elaine Hyman, City-County Planning Commission member stated a captive audience attended the City-County Planning Commission meetings with some residents supporting and others against the amendment. She added at the May 14, 2019 meeting the Planning Commission decided to adopt a subcommittee and opened public hearings for recommendations.

Tom Miller, City-County Planning Commission member stated most the City-County Planning Commission recommendations were not included in the staff proposal of the amendment. He expressed concern with uneven stakeholder treatment, comprehensive plan treatment and the timeline.

The following citizens spoke in favor of the Expanding Housing Choices Amendment: *Bob Chapman, Nick Doty, Jarvis Martin, Marcellas Smith, Dan Bock, Tiffany Elder, Tamar Chukrun, Stacy Murphy, Cristian Santiago and Michael Schwartz.*

The following citizens did not support the Expanding Housing Choices Amendment: *Sherman Hinson and John Swansey.*

The following citizens asked the Board to delay the Expanding Housing Choices Amendment for one (1) year: *Jim Svara, Natalie Murdock, Beverly Winders, Brian Callaway, Nancy Scott, Sandy Ogburn, Sudi Swirles, Mimi Kessler, Gil Smith, Wendy Smith, Gary Gereffi, Robert Gutman, Linda Wilson, Pam Swinney, Margeret Sargent, Ellen Pless and Maya Jackson.*

Chair Jacobs closed the public hearing and thanked everyone for attending the meeting and sharing their comments. She added City Council had already decided to adopt the ordinance amendment.

The Board asked for clarification on the small lot option. Mr. Young replied the small lot option allowed a 2000 square foot lot that was easy to understand without changing the base density acres in different districts. The Board asked why 30 units were only planned in urban tier. They also questioned the

mechanism planned by the City Community Development Department and ways to educate homeowners about their rights and home values. Mr. Young responded with regards to the 30 units in the urban tier, projections were used from the Metropolitan Planners Organization growth model. He added the Planning Department worked with the Community Development Department on the \$95million affordable housing bond and the direct impact of the provisions. Mr. Young continued to say Planning worked with the City Community Development Department to inform homeowners and educate them on the effects of those changes.

The Board asked if the report would track demolished homes and if the impacts would be provided to the Board or only City Council. Mr. Young responded the report would be provided to the Board after the resolution was approved and the report would be used to track and determine how housing was created. The Board questioned moving forward with properties that were only for affordable housing. Mr. Young replied staff had not fully researched it to see if they could move forward with the limitation provisions which would only allow affordable housing. He added there was a possibility through a Bonus Model Program, however that program had not been used in over 30 years. The Board asked what changes would occur in the County jurisdiction due to the EHC amendment. Mr. Young stated the accessory dwelling unit limit provisions would allow up to 800 square feet for any residential property and allow duplexes. He added cluster subdivisions would allow townhouses and duplexes and the calculation of density would allow rounding up from a fraction. The Board asked would there be unintended consequences from the EHC to be addressed through text amendments. Mr. Young replied there was always the opportunity to address and correct concerns as advised.

Commissioner Reckhow moved, seconded by Commissioner Carter to extend the meeting until 11:30 p.m.

The motion carried unanimously.

The Board expressed the need for affordable housing in Durham. They asked if an environmental impact study was completed. Mr. Young responded a comprehensive assessment could not be completed without knowing the scope and scale of the impact.

Lowell Siler, County Attorney stated the Board needed to vote to extend the meeting or continue the meeting at a date certain.

Commissioner Howerton moved, seconded by Commissioner Reckhow to extend the meeting until 11:45 pm.

The motion carried unanimously.

The Board asked if they had to vote or if the vote could be delayed. Mr. Young stated the item could be added to the Joint City County Planning Committee meeting on October 2, 2019. He asked if the item would be referred back to the Administration or deferred to a date certain and stated the item would have to be re-advertised if referred back to Administration.

Chair Jacobs asked to entertain a motion.

Commissioner Reckhow moved, seconded by Commissioner Howerton to refer the Expanding Housing Choices back to the Administration.

The motion carried as follows:

Ayes: Hill, Howerton, Jacobs and Reckhow

Noes: Carter

Board and Commission Appointments

Monica Toomer, Clerk to the Board, distributed ballots to the Board to make appointment to the boards and commissions.

The Board make the following appointments (incumbents are identified with an (i). Individuals who are recommended by a Board are underlined. Individuals listed in bold print were appointed.

Adult Care Home Community Advisory Committee

(i)Gwendolyn Price (Carter, Hill, Howerton, Jacobs, Reckhow)

Audit Oversight Committee

(i)Arnold Gordon (Carter, Hill, Howerton, Jacobs, Reckhow)

Ali Gill

Community Child Protection/Child Fatality Prevention Team

(i)Johnny Frederick (Carter, Hill, Howerton, Jacobs, Reckhow)

(i)James (Jim) Groves (Carter, Hill, Howerton, Jacobs, Reckhow)

(i)Keith Helmer (Carter, Hill, Howerton, Jacobs, Reckhow)

(i)Christy Malott (Carter, Hill, Howerton, Jacobs, Reckhow)

(i)Charles Wood (Carter, Hill, Howerton, Jacobs, Reckhow)

Juvenile Crime Prevention Council

Lelsy Gonzalez (Carter, Hill, Howerton, Jacobs, Howerton)

Library Board of Trustees

Michael Case (Hill, Howerton, Reckhow)

Miguel Jackson (Carter, Hill, Howerton, Jacobs, Reckhow)

Mariel Christian (Carter, Jacobs)

Kelley Grogan

Carl Newman

Mitch Tuchman

Triangle J Water Resources Committee

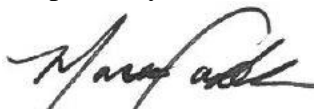
Michael Brewer (Carter, Hill, Howerton, Jacobs, Howerton)

Adjournment

Commissioner Carter moved, seconded by Commissioner Reckhow to adjourn the Regular Session meeting at 11:45 p.m.

The motion carried unanimously.

Respectfully Submitted,



Macio Carlton

Deputy Clerk to the Board