

**Budget Committee**

**November 10, 2020 4:30 PM**

Central Services Board Room

1. Call to Order - Mrs. Stace Karge
2. Moment of Silence and Pledge - Mrs. Stace Karge
3. Approval of Committee Minutes
4. Elect a Committee Chairman
5. Martin Elementary Renovation Contingency Fund
6. Small Biz Staffing Contract
7. Other Discussion
8. Adjournment

**Budget Committee Meeting**  
**July 1, 2020**  
**Central Services Board Room**

The Budget Committee met on Monday, July 1, 2020, in the Central Services Board Room where Mrs. Teresa Boston called the meeting to order at the approximate hour of 4:30 p.m. She welcomed everyone to the meeting and appreciated everyone for attending.

**PRESENT:**

Mrs. Teresa Boston, 8 <sup>th</sup> District	Ms. Anita Hale, 4 <sup>th</sup> District
Mrs. Kathy Hamby, CCSNP Director	Dr. Ina Maxwell, Director of Schools
Mr. Jim Inman, 1 <sup>st</sup> District	Mrs. Kacee Harris, CFO
Mrs. Kim Bray, Human Resource Supervisor	Mr. Robert Safdie, 2 <sup>nd</sup> District
Ms. Shirley Parris, 3 <sup>rd</sup> District	

**ABSENT:**

Mrs. Stace Karge

- 1. Call to Order – Mrs. Teresa Boston**
- 2. Moment of Silence/Pledge of Allegiance – Mrs. Teresa Boston**
- 3. Approval of Committee Minutes**  
Inman made a motion to approve.

**VOICE VOTE:** Inman (mover-yes)  
Boston (seconder-yes)  
All Ayes

**MOTION:** Carried Unanimously

**4. 20-21 BOE Budget 6-26-2020**

Boston turned the floor over to Harris. Harris stated, “The budget you have before you tonight shows as we mentioned at the last board meeting, we have received our updated June BEP and it did go down by about \$503,000.00. There are a few other changes and any changes are shaded. I can go page by page or I can go down the list of changes.” Boston asked, “Can I ask you one question and that may clear up part of it? The BEP funding went down by 503, and from that we removed the 2.5% pay raises that were earmarked. Is that correct?” Harris confirmed it was. Boston continued, “Did we also reflect on the insurance decrease?” Harris responded, “That was already captured. The insurance has not changed from the last version of the budget.” Boston questioned, “In the prior budget we approved?” Harris confirmed it was. Harris continued, “The biggest change with that reduction in BEP, we did go through and remove the 2.5% district wide raise that we had previously budgeted. Those changes are reflected and are shaded. It did not shade the social security and retirement lines, but they have changed to reflect that decrease. Some other things, the safety door lock money which is about \$42,00.00, because of COVID we could not complete that project this fiscal year so we will roll that over until December. I moved it from 2019-2020 to the 2020-2021. The next one; I have received several of the software estimates of what they would charge in the coming year, they are increasing. I am averaging about a 5% increase. Another issue; We got an insurance check of around \$7,000.00 to repair a greenhouse that was damaged by a storm. It is a very specialized repair and there is no way we can have it repaired in this

school year. I moved that to next year. For the sake of transparency anything that has changed since the last version of the budget has been highlighted. After the board meeting last month, I also added \$1,000.00 to the budget for an appraisal of the Bakers Crossroad property. It is an estimate and I don't think it will be that much, but it should cover the appraisal." Boston asked if we had to put out a bid for the appraisal? Harris responded, "I checked into that and we do not. It is a professional service and the cost is low. Mrs. Karge provided us with a list of names and county finance supplied us with some names. I thought I would call and get a quote from each of them and go with the lowest. If they are all the same, I will just draw from a hat. On the transportation page and the mechanics line I have updated where I projected, we would end. Most all of our mechanics are and did drive routes throughout the year because they did not have enough drivers. I used our projection next year to reflect that. I don't see us having an influx of bus drivers next year. If you flip to the last page of the budget. Another change there on line 706. The Transition Academy was approved and budgeted for 2019-2020, but we couldn't get that started, so we moved that forward to next year. We will hopefully complete that project in 2020-2021. Are there any questions?" Boston asked, "Are we going to spend all 800 at Martin?" Harris responded, "As of right now, today we have all that cost in 2019-2020. Until we are instructed otherwise, our auditors here are still working on that, but as of today it is still in 2019-2020." Boston asked, "But we can leave it in 19-20, we don't have to move it?" Harris said, "If we do have to move it forward, it will say we spent it in 19-20 and if we have to move it into 20-21 it will be with a budget resolution." Hale asked if the Martin was talking about putting in the doors and windows?" Harris confirmed it was. Harris continued, "If you look at the last page in the bottom right hand corner, this is where we usually look first when we have a new version of the budget. This is our overage from the required minimum that we have to have in our fund balance. The last time you saw this budget it was around \$800,000.00 as you can see there, we are putting back into our fund balance 1.3 million, as opposed to the \$800,000.00. If you look half-way down the page and to the 4<sup>th</sup> column the budget 20-21, difference in revenues and expenditures. You can see here this number has also decreased, it is in parenthesis and that means it is a negative. That means we are spending 2.9 million more dollars than we have coming in in revenue. This number is decreased from the last time we looked at it because we did go back in and removed the district wide raise. That is an important number to look at. With the unprecedented uncertainty that faces us, we have had lots of discussions about this and I feel it is a very wise move to try to capture as much as we can into that fund balance this year. Truly we just do not know what is coming down the pike. One of the exercises the state is recommended in their finance toolkit is to do some scenario planning not just for this current year, but for two or three years. The financial decisions we make this year, we are going to feel the effects of that next year and the year beyond that. All of that was considered. Obviously, it was a major discussion at this level of the office. We want to take care of our employees and we feel at this moment with the circumstances we can preserve the employees we have. We would love to pay everybody more, but we just don't think the circumstances are right for that right now." Boston asked, "Last year's budget was 60 million, you've got projected that we're going to come in at 56. Is that going to be rolled into our fund balance? Those numbers are included in the numbers you are giving us, correct?" Harris confirmed. Boston continued, "How close do you think we are going to be coming in, to the projected amount?" Harris responded, "Pretty close, we are still finalizing some payments that are post-dated, but I think that number is very close. It won't be over." Inman asked, "Looking through the budget on the coach's supplements, it looked like to me that we preserved those that we had in there, is that correct?" Harris confirmed, Yes, that did not change in the last version." Inman said, "I noticed there was a \$10,000.00 difference in the amount in the budget I had before and this budget." Harris determined it was a prior budget and not the one the board approved. Hale asked, "We are including the step raises, correct?" Harris confirmed we are. Boston asked if Maxwell had any questions or comments. Maxwell said, "I just and to thank Ms. Harris and all of you for working so diligently. I want to reiterate what she said, we want to take care of all of our employees. With the uncertainty and unprecedented times that we are in, I think it is a very wise move that you all are making, because we want to be able to keep our employees." Boston agreed, "I agree, we don't know what's coming up and that is the part that concerns me most." Boston made a motion to approve the general purpose budget as presented and send it to the full board.

**VOICE VOTE:** Boston (mover-yes)  
Inman (seconder-yes)  
All Ayes

**MOTION: Carried Unanimously**

**5. 20-21 Pay Scales**

Boston introduced the item and asked Harris to take the floor. Harris said, “No changes from last year.” Boston made a motion to approve.

**VOICE VOTE:** Boston (mover-yes)  
Hale (seconder-yes)  
All Ayes

**MOTION: Carried Unanimously**

**6. 2020-2-21 CCSNP Budget**

Boston introduced and asked Harris explain. Harris said, “It is basically the same budget as before with the removal 2.5% district wide raise. She (Hamby) has only changed her people column and she captured all of that savings and put it in her fund balance. Boston made a motion to approve.

**VOICE VOTE:** Boston (mover-yes)  
Inman (seconder-yes)

All Ayes

**MOTION: Carried Unanimously**

**7. 2020-2021 CCSNP Pay Scales**

Boston introduced the item and asked Harris to explain. Harris stated, “This is the same as this year no change except the 2.5% district wide raise.

**VOICE VOTE:** Boston (mover-yes)  
Hale (seconder-yes)  
All Ayes

**MOTION: Carried Unanimously**

**8. Other Discussion**

Harris mentioned the Special Called meeting scheduled for July 6 and the budget presentation to the County Commission on July 9.

**9. Adjournment**

**VOICE VOTE:** Inman (mover-yes)  
Hale (seconder-yes)  
All Ayes

**MOTION: Carried Unanimously  
(The meeting was adjourned at the approximate hour of 5:10)**

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**Dr. Ina Maxwell**  
**Director of Schools**

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**Teresa Boston**  
**Chairman of the Budget Committee**

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**Jane Franklin**  
**Executive Assistant for the Director of Schools and BOE**

# General Staffing Agreement

SmallBiz Resource, LLC dba SMALLBIZ Staffing, with its principal office located at 60 Ridley Street; Suite 126, Crossville, TN 38555 (“STAFFING FIRM”), and Cumberland County Schools, with its principal office located at 368 4<sup>th</sup> Street, Crossville, TN 38555 (“CLIENT”) agree to the terms and conditions set forth in this Staffing Agreement (the “Agreement”).

## **STAFFING FIRM's Duties and Responsibilities**

### 1. STAFFING FIRM will

- a. Recruit, screen, interview, and assign its employees (“Assigned Employees”) to perform the type of work described on Exhibit A under CLIENT’s supervision at the locations specified on Exhibit A and will, as the common law employer of the Assigned Employees be responsible for the following;
- b. Pay Assigned Employees’ wages and provide them with the benefits that STAFFING FIRM offers to them;
- c. Pay, withhold, and transmit payroll taxes; provide unemployment insurance and workers’ compensation benefits; and handle unemployment and workers’ compensation claims involving Assigned Employees;
- d. Require Assigned Employees to sign agreements (in the form of Exhibit B) acknowledging that they are not entitled to holidays, vacations, disability benefits, insurance, pensions, or retirement plans, or any other benefits offered or provided by CLIENT; and
- e. Require Assigned Employees to sign confidentiality agreements (in the form of Exhibit C) before they begin their assignments to CLIENT.
- f. Inquire about the working conditions to which Assigned Employees will be exposed at CLIENT’s work site, provide general safety training to Assigned Employees in a language that the Assigned Employees understand, and confirm that Client has provided site-specific safety and health training and safety and personal protective equipment (PPE) required by the Occupational Safety and Health Act of 1970, applicable state and local laws and regulations, as well as any work rules of CLIENT;
- g. Comply with federal, state and local labor and employment laws applicable to Assigned Employees, including the Immigration Reform and Control Act of 1986; the Internal Revenue Code (“Code”); the Employee Retirement Income Security Act (“ERISA”); the Health Insurance Portability and Accountability Act (“HIPAA”); the Family Medical Leave Act; Title VII of the Civil Rights Act of 1964; the Americans with Disabilities Act; the Fair Labor Standards Act; the Consolidated Omnibus Budget Reconciliation Act (“COBRA”); the Uniformed Services Employment and Reemployment Rights Act of 1994; and, as set forth in subparagraph g. below, the Patient Protection and Affordable Care Act (ACA) and the Occupational Safety and Health Act of 1970.
- h. Comply with all provisions of the ACA applicable to Assigned Employees, including the employer shared responsibility provisions relating to the offer of “minimum essential coverage” to “full-time” employees (as those terms are defined in Code §4980H and related regulations) and the applicable employer information reporting provisions under Code §6055 and §6056 and related regulations.

### 1.2 Right to Control

In addition to STAFFING FIRM'S duties and responsibilities set forth in paragraph 1, STAFFING FIRM, as the common law employer, has the right to physically inspect the work site and work processes to assess any potential work site hazards to the Assigned Employees; to conduct post-accident / incident investigations; to audit CLIENT's safety and training records; to review and address, unilaterally or in coordination with CLIENT, Assigned Employee work performance issues; and to enforce STAFFING FIRM's employment policies relating to Assigned Employee conduct at the worksite.

## **CLIENT's Duties and Responsibilities**

### **2. CLIENT will**

- a. Properly supervise and train, in the same manner as its own employees, Assigned Employees performing its work and be responsible for its business operations, products, services, and intellectual property;
- b. Properly supervise, control, and safeguard its premises, processes, or systems, and not permit Assigned Employees to operate any vehicle or mobile equipment, or entrust them with unattended premises, cash, checks, keys, credit cards, merchandise, confidential or trade secret information, negotiable instruments, or other valuables without STAFFING FIRM's express prior written approval or as strictly required by the job description provided to STAFFING FIRM;
- c. Provide Assigned Employees with a safe work site and working conditions that comply with the Occupational Safety and Health Act of 1970 and applicable state and local laws and regulations, as well as
  - (i) provide Assigned Employees with appropriate safety and training information in a language Assigned Employees can understand and Personal Protective Equipment (PPE), including but not limited to information regarding when PPE must be used, as well as how to put on, take off, adjust, wear, and use PPE;
  - (ii) provide site-specific safety and job training, and train, certify, evaluate, and orient all Assigned Employees in all safety and Injury Illness and Prevention Programs, hazard communication programs (Labels and Safety Data Sheet information, etc.) and operational instructions—in a language Assigned Employees can understand, in the same manner as Client employees, and as required by law, including, but not limited to, all federal OSHA and applicable state safety requirements, guidelines and standards;
  - (iii) within twenty-four (24) hours of training, provide STAFFING FIRM with documentation establishing that such site-specific safety and job training was conducted and what subject matters were covered;
  - (iv) record on CLIENT's OSHA Form 300, Log of Work-Related Injuries and Illnesses, any recordable injuries and illnesses of Assigned Employees and comply with all other OSHA recordkeeping responsibilities applicable to the Assigned Employees in the same manner as its own employees;
  - (v) provide adequate notice to Assigned Employees and STAFFING FIRM of any unsafe conditions or potential hazards at the workplace;
  - (vi) maintain all Safety Data Sheet documentation required by federal and state laws;
  - (vii) refrain from exposing Assigned Employees to any hazardous chemicals (as defined by the OSHA Hazard Communication Standard or any applicable state/local "right to know" law) under normal operating conditions or any

- foreseeable emergencies without proper training and required personal protective equipment;
- (viii) respond within a reasonable time to STAFFING FIRM's inquiries regarding working conditions at CLIENT's work site and make CLIENT's work site and records available for inspection by STAFFING FIRM prior to and during Assigned Employees' assignments;
- (ix) notify STAFFING FIRM immediately of any Assigned Employee accidents or incidents, whether or not resulting in injury or illness; provide STAFFING FIRM with information and the right to conduct a post-incident site investigation regarding, and within twenty-four (24) hours of, any such incident; and cooperate in any post-incident investigation, including making witnesses and records available;
- (x) maintain the following safety and health programs, and any other programs applicable under the Occupational Safety and Health Act of 1970 including compliant training records which shall be subject to audit at STAFFING FIRM'S discretion, applicable to Assigned Employees:

<b>Safety/Health Program</b>	<b>29 CFR Standard</b>
Bloodborne pathogens	1910.1030
Hearing conservation	1910.95
Hazard communication	1910.1200
Respiratory protection	1910.134
Powered industrial vehicles	1910.178
Control of hazardous energy	1910.147
Emergency action plan	1910.157
Job specific tasks	29 U.S.C. 654 (a)

and

- (xi) notify STAFFING FIRM immediately of any OSHA inspection or request for information by OSHA.
- d. Not change Assigned Employees' job duties without STAFFING FIRM's express prior written approval; and
  - e. Exclude Assigned Employees from CLIENT's benefit plans, policies, and practices, and not make any offer or promise relating to Assigned Employees' compensation or benefits.

**Payment Terms, Bill Rates, and Fees**

3. CLIENT will pay STAFFING FIRM for its performance at the rates set forth on Exhibit A and will also pay any additional costs or fees set forth in this Agreement. STAFFING FIRM will invoice CLIENT for services provided under this Agreement on a weekly basis. Payment is due within 15 days of invoice (NET 15). Invoices will be supported by the pertinent time sheets or other agreed system for documenting time worked by the Assigned Employees. CLIENT's signature or other agreed method of approval of the work time submitted for Assigned Employees certifies that the documented hours are correct and authorizes STAFFING FIRM to bill CLIENT for those hours. If a portion of any invoice is disputed, CLIENT will pay the undisputed portion.
4. Assigned Employees are presumed to be nonexempt from laws requiring premium pay for overtime, holiday work, or weekend work. STAFFING FIRM will charge CLIENT special rates for

premium work time only when an Assigned Employee's work on assignment to CLIENT, viewed by itself, would legally require premium pay and CLIENT has authorized, directed, or allowed the Assigned Employee to work such premium work time. CLIENT's special billing rate for premium hours will be the same multiple of the regular billing rate as STAFFING FIRM is required to apply to the Assigned Employee's regular pay rate. (For example, when federal law requires 150% of pay for work exceeding 40 hours in a week, CLIENT will be billed at 150% of the regular bill rate.)

5. If CLIENT uses the services of any Assigned Employee as its direct employee, as an independent contractor, or through any person or firm other than STAFFING FIRM during or within 90 days after any assignment of the Assigned Employee to CLIENT from STAFFING FIRM, CLIENT must notify STAFFING FIRM and (a) continue the Assigned Employee's assignment from STAFFING FIRM for his or her next 120 consecutive work hours for CLIENT; or (b) pay STAFFING FIRM a fee in the amount of \$780.00, whichever is higher.
6. In addition to the bill rates specified in Exhibit A of this Agreement, CLIENT will pay STAFFING FIRM the amount of all new or increased labor costs associated with CLIENT's Assigned Employees that STAFFING FIRM is legally required to pay—such as wages, benefits, payroll taxes, social program contributions, or charges linked to benefit levels—until the parties agree on new bill rates.

#### **Confidential Information**

7. Both parties may receive information that is proprietary to or confidential to the other party or its affiliated companies and their clients. Both parties agree to hold such information in strict confidence and not to disclose such information to third parties or to use such information for any purpose whatsoever other than performing under this Agreement or as required by law. No knowledge, possession, or use of CLIENT's confidential information will be imputed to STAFFING FIRM as a result of Assigned Employees' access to such information.

#### **Cooperation**

8. The parties agree to cooperate fully and to provide assistance to the other party in the investigation and resolution of any complaints, claims, actions, or proceedings that may be brought by or that may involve Assigned Employees.

#### **Indemnification and Limitation of Liability**

9. To the extent permitted by law, STAFFING FIRM will defend, indemnify, and hold CLIENT and its parent, subsidiaries, directors, officers, agents, representatives, and employees harmless from all claims, losses, and liabilities (including reasonable attorneys' fees) to the extent caused by STAFFING FIRM's breach of this Agreement; its failure to discharge its duties and responsibilities set forth in paragraph 1; or the negligence, gross negligence, or willful misconduct of STAFFING FIRM or STAFFING FIRM's officers, employees, or authorized agents in the discharge of those duties and responsibilities.
10. To the extent permitted by law, CLIENT will defend, indemnify, and hold STAFFING FIRM and its parent, subsidiaries, directors, officers, agents, representatives, and employees harmless from all claims, losses, and liabilities (including reasonable attorneys' fees) to the extent caused by CLIENT's breach of this Agreement; its failure to discharge its duties and responsibilities set forth in paragraph 2; or the negligence, gross negligence, or willful misconduct of CLIENT or CLIENT's officers, employees, or authorized agents in the discharge of those duties and responsibilities.
11. Neither party shall be liable for or be required to indemnify the other party for any incidental, consequential, exemplary, special, punitive, or lost profit damages that arise in connection with

this Agreement, regardless of the form of action (whether in contract, tort, negligence, strict liability, or otherwise) and regardless of how characterized, even if such party has been advised of the possibility of such damages. . In no event shall STAFFING FIRM'S liability exceed, in the aggregate, the amounts paid by CLIENT to STAFFING FIRM hereunder in the 3 month period immediately preceding the event giving rise to the liability.

12. As a condition precedent to indemnification, the party seeking indemnification will inform the other party within 3 business days after it receives notice of any claim, loss, liability, or demand for which it seeks indemnification from the other party; and the party seeking indemnification will cooperate in the investigation and defense of any such matter.
13. The provisions in paragraphs 9 through 13 of this Agreement constitute the complete agreement between the parties with respect to indemnification, and each party waives its right to assert any common-law indemnification or contribution claim against the other party.

#### **Reports**

14. At no additional cost to CLIENT, STAFFING FIRM will generate and deliver to CLIENT the following reports, at the indicated intervals:  
Assigned Employee Listing of hours worked with Invoice.

#### **Background Checks**

15. At STAFFING FIRMS's expense, STAFFING FIRM will perform the following types of background/qualification checks for all employees which it selects for assignment to CLIENT and will not assign unqualified personnel to CLIENT:
  - Drug Test
  - Background check

#### **Insurance**

16. STAFFING FIRM will cover STAFFING FIRM's staffing operations for CLIENT with at least the following types and limits of insurance or other coverage:
  - a. Workers' compensation benefits or coverage on the Assigned Employees, in amounts no less than required by lawOn CLIENT's request, STAFFING FIRM will give CLIENT certificates of this insurance coverage or, with the insurer's concurrence, make CLIENT an additional insured for STAFFING FIRM's services.

#### **Minimum Hours Per Day**

17. If CLIENT limits an Assigned Employee's work day to fewer than scheduled hours, STAFFING FIRM may deem that day to include two hours of time worked and may bill CLIENT scheduled hours if STAFFING FIRM pays the Assigned Employee for the scheduled hours.

#### **Late Payment Penalty**

18. CLIENT agrees to pay net upon receipt of invoice and to pay interest on any unpaid balances after thirty days from the date of receipt at the maximum legal rate calculated from the date of receipt.

#### **No Staff Hire-Aways; Fee**

19. CLIENT and STAFFING FIRM agree not to directly or indirectly employ or engage as an independent contractor any staff employee of the other party during the term of this Agreement and for a period of **640 hours** thereafter without the prior written consent of the other party. Any

party violating this paragraph will pay to the other party a fee in the amount of 5% of the employee's annualized compensation with the new employer.

### **Financial Audit**

20. Upon reasonable written notice, either party may, at its own expense, inspect the other party's financial records relating to this Agreement, and the audited party shall cooperate with such audit. Auditors who are not employees of the auditing party may be engaged for this purpose only with the consent of the audited party.

### **Nature of Relationship**

21. The services that STAFFING FIRM will render to CLIENT under this Agreement will be as an independent contractor. Nothing contained in this Agreement will be construed to create the relationship of principal and agent, or employer and employee, between STAFFING FIRM and CLIENT.

### **Miscellaneous**

22. Provisions of this Agreement, which by their terms extend beyond the termination or nonrenewal of this Agreement, will remain effective after termination or nonrenewal.
23. No provision of this Agreement may be amended or waived unless agreed to in a writing signed by the parties.
24. Each provision of this Agreement will be considered severable, such that if any one provision or clause conflicts with existing or future applicable law or may not be given full effect because of such law, no other provision that can operate without the conflicting provision or clause will be affected.
25. This Agreement and the exhibits attached to it contain the entire understanding between the parties and supersede all prior agreements and understandings relating to the subject matter of the Agreement.
26. The provisions of this Agreement will inure to the benefit of and be binding on the parties and their respective representatives, successors, and assigns.
27. The failure of a party to enforce the provisions of this Agreement will not be a waiver of any provision or the right of such party thereafter to enforce each and every provision of this Agreement.
28. CLIENT will not transfer or assign this Agreement without STAFFING FIRM's written consent.
29. Any notice or other communication will be deemed to be properly given only when sent via the United States Postal Service or a nationally recognized courier, addressed as shown on the first page of this Agreement.
30. Neither party will be responsible for failure or delay in performance of this Agreement if the failure or delay is due to labor disputes, strikes, fire, riot, war, terrorism, acts of God, or any other causes beyond the control of the nonperforming party.

### **Term of Agreement**

31. This Agreement will be for a term of 1 year from the first date on which both parties have executed it. The Agreement may be terminated by either party upon 30 days written notice to the

other party, except that, if a party becomes bankrupt or insolvent, discontinues operations, or fails to make any payments as required by the Agreement, either party may terminate the agreement upon 6 hours written notice.

**Authorized representatives of the parties have executed this Agreement below to express the parties' agreement to its terms.**

Cumberland County Schools

SmallBiz Resource, LLC

**CLIENT**

**STAFFING FIRM**

**Signature**

**Signature**

**Printed Name**

Vicki Baucum

**Printed Name**

**Title**

Owner

**Title**

**Date**

**Date**

## Exhibit A Rate Schedule

Job Title or Description	Pay Rate	Location	Hourly Bill Rate
Bus Driver	\$15.00 Hourly	Crossville, TN	\$21.75 Hourly
<b>This bill rate reflects a 45% mark up.</b>			

Cumberland County Schools

SmallBiz Resource, LLC

CLIENT

STAFFING FIRM

Signature

Signature

Printed Name

Vicki Baucum

Printed Name

Title

Owner

Title

Date

Date