

Attorneys at Law

Stephanie L. Hansen P 302.571.6733 F 302.576.3519 shansen@ycst.com

March 19, 2014

# ELECTRONIC TRANSMISSION AND FEDERAL EXPRESS OVERNIGHT

Ms. Barbara Delaney
(<u>Barbara.R.Delaney@hud.gov</u>)
Office of Fair Housing and Equal Opportunity
Philadelphia Center Director
100 Penn Square East - Wanamaker Building,
10th Floor
Philadelphia, PA 19107

Christopher J. Fregiato, Esq.
(Christopher.Fregiato@usdoj.gov)
Chief
Attn: DJ #175-15-46
Housing and Civil Enforcement Section
Civil Rights Division
United States Department of Justice
1800 G Street NW
Washington, DC 20006

Re: Sussex County Interim Compliance Report

Dear Ms. Delaney and Mr. Fregiato:

The purpose of this correspondence is to forward to you the training certificates from the second annual in-person training of certain County employees as required under the Consent Decree ("CD") executed between Sussex County and the U.S. Department of Justice ("USDOJ") on November 28, 2012, entered by the Court on December 19, 2012, and as repeated in Section III (1) of the Voluntary Compliance Agreement ("VCA") executed between Sussex County and the U.S. Department of Housing and Urban Development ("HUD") on November 28, 2012.

Section VI(21) of the CD requires the County to provide in-person training on the requirements of the CD and of the Fair Housing Act to all County officers, elected and appointed

YOUNG CONAWAY STARGATT & TAYLOR, LLP Ms. Barbara Delaney March 19, 2014 Page 2

officials, or employees who have duties related to the planning, zoning, permitting, construction, or occupancy of residential housing and Section VI(23) requires the submission of training certificates as proof of the training. Under Section VI(21), the initial in-person training (now called the "2013 Training") was to be held within ninety days of the entry of the CD (on or before March 19, 2013) and annually thereafter. The County's second annual in-person training (the "2014 Training") was held on February 28, 2014 with a trainer approved by USDOJ¹ and with materials meeting the approval of USDOJ.² The training was video-recorded and each participant received a copy of the CD, a copy of the training materials from the 2013 Training, and each participant executed the certification of training at the conclusion of the training session. The certificates are attached hereto as **Exhibit A**.

Prior to the 2013 Training, provisions were agreed to between USDOJ and the County in which any elected, appointed, or hired individual who, for good cause, could not attend the annual in-person training could satisfy the training requirement by viewing the videotape of the training, provided that any person who completes the video training in lieu of live training will report the reason on his/her training certification form (Attachment B of the CD) that will be submitted to USDOJ. When the in-person training required by the CD would cause any given County department to operate with less than 25% of its regular employees for the duration of the training, then up to 25% of that department's staff may be considered to have good cause to be trained by video instead of in-person, provided that no individual asserts this basis for good cause in any two consecutive years.<sup>3</sup>

The County held a make-up session on March 14, 2014, for attendees that (for good cause) were unable to attend the 2014 Training on February 28, 2014, and their certificates are also included as part of **Exhibit A**. In addition, one employee attended a make-up session on March 11, 2014. As a result, the County was able to train all persons required under the CD. In total, 60 persons attended the in-person training or a make-up session. The Certificates from all 60 attendees are attached hereto within **Exhibit A**.

Recently, it has come to the County's attention that the situation is not addressed wherein a current County employee transfers from one department in the County that is not required to attend the training to another department in the County that is required to attend the training. Under the CD, each newly elected, appointed, or hired individual must receive training within thirty (30) days after the date he or she enters office or commences service or employment

<sup>&</sup>lt;sup>1</sup> Emails from Chris Fregiato, USDOJ, to Stephanie Hansen, dated January 3, 2014 and February 6, 2014.

<sup>&</sup>lt;sup>2</sup> Email from Chris Fregiato, USDOJ, to Stephanie Hansen, dated February 24, 2014.

<sup>&</sup>lt;sup>3</sup> Emails from Chris Fregiato, USDOJ, to Stephanie Hansen, dated December 12, 2012, and January 30, 2013.

YOUNG CONAWAY STARGATT & TAYLOR, LLP Ms. Barbara Delaney March 19, 2014 Page 3

either (1) by attending the next regularly scheduled annual live training, if it occurs within the thirty (30) day period, or (2) by reviewing the recording of the most recent live training and receiving copies of any written materials provided for that training. However, a transferred employee would neither be newly elected, appointed, nor hired. Regardless, the County believes that the spirit and intent of the CD is that such employee also receives the training. As a result, within **Exhibit B** are the certificates from two such employees. In order to clarify their situation, the County removed the option of "Other" under the list of reasons that the person was unable to attend the 2014 Training and has inserted "I was hired by the County, or transferred departments, after the date of the training." Please let us know if this is unacceptable for any reason. Also included in **Exhibit B** is the certificate from a newly hired employee, Angela Calio.

With this correspondence, the County believes that it has fulfilled the requirements of Sections VI(21) and (23) of the CD and Section III(1) of the VCA regarding the second annual in-person training and submission of training certificates.

Please contact me with any questions or comments.

Sincerely yours,

Stephanie L. Hansen

3= LH

SLH:slh

cc: Ms. Alice Hung, USDOJ (via email only at Alice.Hung@usdoj.gov)

Ms. Melody Taylor-Blancher (via email only)

Mr. Todd Lawson (via email only)

Mrs. Brandy Nauman (via email only)

YOUNG CONAWAY STARGATT & TAYLOR, LLP Ms. Barbara Delaney March 19, 2014 Page 4

# Exhibit List

Exhibit A - Copies of Certification of Training and Receipt of Consent Decree

# EXHIBIT A

# CERTIFICATION OF TRAINING AND RECEIPT OF CONSENT DECREE

on Feb 38 " 30, Pattended training on the federal Fair Housing Act. I have had all of my questions concerning these topics answered to my satisfaction.

I also have been given and I have read a copy of the Consent Decree entered in United States v. Sussex County, Delaware, et al., Case No. 12 - 1591- Mf T(D. Del.). I understand my legal responsibilities and will comply with those responsibilities. I further understand that the Court may impose sanctions on Sussex County or the Planning and Zoning Commission of Sussex County if I violate any provision of this Decree.

I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Signature

Print Name 2 1 2014

County Administrator

Home Circus Address

City, State, Zip

# CERTIFICATION OF TRAINING AND RECEIPT OF CONSENT DECREE

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I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Signature

Brandy B. Nauman

Print Name

128 | 17

Date

Hausha Condinator 3 Fair

Housing Coordinator? Fair Housing
Position with Sussex County Compliance officer

Home Street Address

City, State, Zip

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I declare under penalty of perjary under the laws of the United States of America that the foregoing is true and correct.

Me
Joan Deaver
Print Name
Date 28/2014
Position with Sussex County
Home Street Address
City, State, Zip
City, Since, 2.14
Home Telephone Number

## CERTIFICATION OF TRAINING AND RECEIPT OF CONSENT DECREE

On 2-28-14, I attended training on the federal Fair Housing Act, I have had all of my questions concerning these topics answered to my satisfaction.

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Signature

Print Name

Position with Sussex County

Home Street Address

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I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Signature Signature
Stephanie L. Hansen Print Name
2/28/2014 Date
Counsel In Sussex Courty Position with Sussex County
Home Street Address
City, State, Zip

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I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Signature

Signature

JAMES P. SHAPP

Print Name

2/28/14

Date

ASSISTANT ATTERACY

Position with Sussex County

Home Street Address

City, State, Zip

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I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Signature

Signature

JOSEPH WRIGHT

Print Name

2/28/14

Date

ASS'T. COUNTY ENGINEER

Position with Sussex County

Home Street Address

City, State, Zip

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I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Signature

Signature

Signature

Signature

Signature

Signature

Signature

Signature

Signature

Print Namc

Z Z S J J J

Date

Date

Signature

Position with Sussex County

Home Street Address

Home Telephone Number

City, State, Zip

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I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Signature

Print Name

Position with Sussex County

Home Street Address

City, State, Zip

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I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Signature

Date

Position with Sussex County

Home Street Address

City, State, Zip

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I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

0
Russell K Warrengton.
Signature
RUSSEIL K. WARRINGTON
Print Name
2 - 28 - 2014
Date
PLANNING + ZONING
Position with Sussex County
Home Street Address
City, State, Zip
Home Telephone Number

# CERTIFICATION OF TRAINING AND RECEIPT OF CONSENT DECREE

On 2-28-20/4 I attended training on the federal Fair Housing Act. I have had all of my questions concerning these topics answered to my satisfaction.

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I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Signature

Steven D. Hickmer

Print Name

2-28-14

Date

Position with Sussex County

Home Street Address

City, State, Zip

## CERTIFICATION OF TRAINING AND RECEIPT OF CONSENT DECREE

On <u>february 28, 2014</u>, I attended training on the federal Fair Housing Act. I have had all of my duestions concerning these topics answered to my satisfaction.

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I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Dana N Lathbury
Print Name
2/28/14

Building Code Clerk
Position with Sussex County

Home Street Address

City, State, Zip

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Signature

Print Name

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Position with Sussex County

Home Street Address

City, State, Zip

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I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Signature

Verrity SAUE(5

Print Name

2/28/14

Date

Position with Sussex County

Home Street Address

City, State, Zip

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Signature

Signature

Common Date

Date

Date

Position with Sussex County

Trome Street Acutess

City, State, Zip

Home Telephone Number

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I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Signature

Dear Print Name

Date

Planning & Zoning Inspector

Position with Sussex County

Home Street Address

City, State, Zip

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I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Signature

John J. Ashman

Print Name

2-28-14

Date.

DRECTOR of UTILITY FLADWING Position with Sussex County

Home Street Address

City, State, Zip

## CERTIFICATION OF TRAINING AND RECEIPT OF CONSENT DECREE

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I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Laurence B. Jank
Signature
Laurence B. Lank
Print Name
2.28.14
Date
Director of Planning and Zoning Position with Sussex County
Position with Sussex County
Home Street Address
City, State, Zîp

# CERTIFICATION OF TRAINING AND RECEIPT OF CONSENT DECREE

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I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Signature

Oale McDowell

Print Name

2-28-14

Date

Com Deve

Position with Sussex County

Home Street Address

City, State, Zip

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I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Signature

William Mike Junes

Print Name

2-28-14

Date

Com Dev. of Houses

Position with Sussex County

Home Street Address

City, State, Zip

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Signature

Ancheur Elifet

Signature

Ancheur Elifet

Ancheur

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I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Angela M. Calio
Signature

Angela M. Calio
Print Name

February 38, 304

Date

Plan Revenue
Position with Sussex County

Home Street Address

City, State, Zip

## CERTIFICATION OF TRAINING AND RECEIPT OF CONSENT DECREE

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I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.  $\Lambda$ 

Signature

Print Name

Date

Position with Sussex County

Home Street Address

City, State, Zip

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Signature Jeffrey Ludon
Print Name

Date

Position with Sussex County

Home Street Address

City, State, Zip

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Signature

EBREW WINKING

0/

Date /

Position with Sussex County

Home Street Address

City, State, Zip

# CERTIFICATION OF TRAINING AND RECEIPT OF CONSENT DECREE

On <u>22814</u>, I attended training on the federal Fair Housing Act. I have had all of my questions concerning these topics answered to my satisfaction.

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I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Signature

Signature

Signature

LONIR (LOCKSON

Print Name

2/28/14

Date

NSSESSMON - Permus

Position with Sussex County

Home Street Address

City, State, Zip

## CERTIFICATION OF TRAINING AND RECEIPT OF CONSENT DECREE

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I also have been given and I have read a copy of the Consent Decree entered in United States v. Sussex County, Delaware, et al., Case No. 12 - 1591- Hf I(D. Del.). I understand my legal responsibilities and will comply with those responsibilities. I further understand that the Court may impose sanctions on Sussex County or the Planning and Zoning Commission of Sussex County if I violate any provision of this Decree.

I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Signature

(A) (1) ...

Godwin Jr

Print Name

Date

Assessor | Building Inspe

Position with Suspex County

Home Street Address

City, State, Zip

CERTIFICATION OF TRAINING AND RECEIPT OF CONSENT DECREE

On 2 28 14 Latended training on the federal Fair Housing Act. I
have had all of my questions concerning these topics answered to my satisfaction.

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understand that the Court may impose sanctions on Sussex County or the Planning and
Zoning Commission of Sussex County if I violate any provision of this Decree.

I declare under penalty of perjury under the laws of the United States of America that
the foregoing is true and correct.

Signature

On 19

Print Name

2 2 3 14

Date

Sub. County
County

County

Elusted official

Position with Sussex County

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I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Carrie Patterson
Signature
Carne Patterson
Print Name
Feb. 28, 2014
Date
Building Permit Tech
Position with Sussex County
Home Street Address
City, State, Zio
Home Telephone Number

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I declare under penalty of perjury under the laws of the United States of America that
the foregoing is true and correct.

Signature

Vice L. Robatsa

Print Name

2/20 14

Date

ASSITANT SISSEY (SINTY)

Position with Sussex County

Thome Street Address

City, State, Zip

Home Telephone Number

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Welling Julocke

Melissa Thibodeau

2.28-14

Zoning Lospector IT

Position with Sussex County

Home Street Address

City, State Lip

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Signature

Signature

Robin A. Cr. Ff. H.

Print Name

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Position with Sussex County

Home Street Address

City, State, Zip

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I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Signature

Signature

Jayne E Dickerson

Print Name

2/28/14

Date

Acting Director Utility Permit

Position with Sussex County

City, State, Zip

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Signature

Print Name

Date

Commissioner Ptz

Position with Sussex County

Home Street Address

City, State, 23

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I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Signature

Lodicy W. SM, TH

Print Name

February 28,2014

Date

Commission Caf Planning & Zoning

Position with Sussex County

Tiome Street Address

City, State, In

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Home Street Address

City, States, Zip

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I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Signature

Kenneth A. Morley
Print Name

2-28-14

Date

Dailding Code
Position with Sussex County

Thome Street Address

City, State, Zip

#### CERTIFICATION OF TRAINING AND RECEIPT OF CONSENT DECREE

On FEB. 29,2014. I attended training on the federal Fair Housing Act. I have had all of my questions concerning these topics answered to my satisfaction.

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I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Signature

MICHAEL VINCENT

Print Name

2/28/14

Date

COUNTY COUNCIL

Position with Sussex County

Itome Street Address

City, State, Zip

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I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Signature

Strut Name

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Position with Sussex County

4+Zoning Commission

Home Street Address

City, State, Aip

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2 - 28-14 Date

BOARD OF ADJUSINE

Position with Sussex County

Home Street Address

City, State, Zip

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I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

\*\*ROBER L- SMIM SR-Print Name-2/28/44\*\*

\*\*Date-\*\*

\*\*BUTLD TUG-CODE-\*\*

\*\*Long Stead Address\*\*

\*\*City, State, Zip\*\*

\*\*City, State, Zip\*\*

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I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

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Signature
MANYIN LI ROIL
Print Name
7-78-2114
Date
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Position with Sussex County
Home Street Address
City, State, Zip

	ATTACHMENT B
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:	Date
:	COUNTY ENGINOUR
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	City, State, Zip
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	Print Name
	March 14, 2014
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	Position with Sussex County
	Position with Spaces County
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I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

C. Sane albert
Signature
C. Shane Abbott
Print Name
3/14/14
Date
Assistant Director Planning & Conin
Position with Sussex County
Home Street Address
City. State. Zin
Home Telephone Number

"I was unable to attend the live-training session due to:
I was a member of the 25% of my department's staff that was required to report to work
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Traveling either out of State, or out of the Country
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I was hired by the County, or transferred departments, after the date of the training."
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	Children Ja.
	C.S. HOLDER JR
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	Position with Sussex County
	Position with Sussex County  Thome Street Address  Gity, State, Zip
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the for	Licellane under penalty of perjury under the laws of the United States of America that egoing is time and correct.
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	Danielle Lome's
	Print Name
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I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

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Signature  Martha R. Miller  Signature  Martha R. Miller  Signature  Allyly  Date  Data Entry Clerk II  Fosition with Sussex County  Tiome Street Address  City, State, Zip  Twas unable to attend the live-training session due to:  X I was a member of the 25% of my department's staff that was required to report to the country of the cou	
Print Name  3 1444  Data Entry Clark II  Position with Sussex County  Tione Street Address  Gity, State, Zip  "I was unable to attend the live-training session due to:  X I was a member of the 25% of my department's staff that was required to report to y	
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	CERTUICATION OF TRAINING AND RECEIPT OF CONSENT DECREE
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havel	and all of my questions concerning these topics answered to my satisfaction.
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Zomni	Commission of Sussex County if I violate any provision of this Decree.
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	le to attend the live-training session due to:
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	ATTACHMENT B
	CERTIFICATION OF TRAINING AND RECEIPT OF CONSENT DECREE
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<u>United</u> undersi undersi	also have been given and I have read a copy of the Consent Degree entered in States v. Sussex County, Delaware, et al., Case No. 12-15 11 Moj (D. Del.). I and my legal responsibilities and will comply with those responsibilities. I further and that the Court may impose sanctions on Sussex County, or the Planning and
Zoning	Commission of Sussex County if I violate any provision of this Decree.
the force	declare under penalty of perjury under the laws of the United States of America that going is true and correct.
#C 5 tr	Charles Wheather
RSMALLY OF COLUMN PROPERTY.	Charles Wheather
A TOTAL TOTAL CONTRACTOR OF THE STATE OF THE	CUIPVIL LICEDOTOR LI
Similars *-O-Herritan	Position with Sussex County  Tiome Sincer Address
9573 - 11 See	Color State Tip
il de la companya de	Home Telephone Number
"I was unab	le to attend the live-training session due to:
	is a member of the 25% of my department's staff that was required to report to work
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have	On 3/4/2014 , I attended training on the federal Fair Housing Act. I had all of my questions conteming these topics answered to my satisfaction.
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the fo	I desline under penalty of perjury under the laws of the United States of America that regoing is true and correct.
	Dione Backer
	Dione C. Baker
	3/14/14
	Clerk w/Building Code Position with Sussex Country
	Lione Sircer Address
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I w	the to attend the live-training session due to:  vas a member of the 25% of my department's staff that was required to report to work of training.
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understanding legal responsibilities and will comply with those responsibilities. I further	
understand that the Court may impose sanctions on Sussex County or the Planning and Zoning Commission of Sussex County of Tviolate any provision of this Decree.	
I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.	
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3/14/14	
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Position with Sussex County	
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:	ATTACHMENT B
	CERTUICATION OF TRAINING AND RECEIPT OF CONSENT DECREE
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"I was unal	le to attend the live-training session due to:
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	CERTIFICATION OF TRAINING AND RECEIPT OF CONSENT DECREE
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- Andrew	
IJm	Talso have been given and Thave read a copy of the Consent Decree entered in the States v. Sussex County, Delaware, of al., Case No. 12-15 1 - MOI (D. Del.). I
und	erstand my legal responsibilities and will comply with those responsibilities. I further
und	criting the Court may impose sanctions on Sussex County or the Planuing and
Zon	ing Commission of Sussex County if I violate any provision of this Decree.
	I dealare under penalty of perjury under the laws of the United States of America that
the f	foregoing is true and correct
	Shimmed VII,
	Signature
	was guarante
	SHETCRY (DUIN)
	Finitiane
	W 2014 14 7014
	Date
	15X5017
	Position with Sussex County
	Position with Sussex County  Lione Street Address
	Gity, State, Zip
	Home Telephone Number
"I was ım	table to attend the live-training session due to:
on the da	was a member of the 25% of my department's staff that was required to report to work y of training.
_	- •
	raveling either out of State, or out of the Country
1	was hired by the County, or transferred departments, after the date of the training."
entrumez.	1
	eg.

## **EXHIBIT B**

ATTACHMENT B
CERTIFICATION OF TRAINING AND RECEIPT OF CONSENT DECREE
On Feb 3 2014, Lattended training on the federal Fair Housing Act. T have had all of my questions concerning these topics answered to my satisfaction.
Lalso have been given and I have read a copy of the Consent Decree entered in United States v. Sussex County, Delaware, et al., Case No.12-15 71-μ9 I (D. Del.). I understand my legal responsibilities and will comply with those responsibilities. I further understand that the Court may impose sanctions on Sussex County or the Planning and Zoning Commission of Sussex County if I violate any provision of this Decree.
I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.
Signature To Dickerson
Jayne E- Dickerson Print Name
Acting Director, Utility Permits
Position with Sussex County
Trome Street Address  City, State, Zip
Home Telephone Number
'I was unable to attend the live-training session due to:
I was a member of the 25% of my department's staff that was required to report to wor
on the day of training.
Traveling either out of State, or out of the Country
Illness
I was hired by the County, or transferred departments, after the date of the training."

on tl 01:1273 1981 2

CERTIFICATION OF TRAINING AND RECEIPT OF CONSENT DECREE 2014 Lattended training on the federal Fair Housing Act. I have had all of my questions concerning these topics answered to my satisfaction. Lalso have been given and I have read a copy of the Consent Decree entered in United States v. Sussex County, Delaware, et al., Case No. 12-1591-MPT (D. Del.). I understand my legal responsibilities and will comply with those responsibilities. I further understand that the Court may impose sanctions on Sussex County or the Planning and Zoning Commission of Sussex County if I violate any provision of this Decree. I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct. Position with Sussex Count Home Street Address Home Telephone Number "I was unable to attend the live-training session due to: I was a member of the 25% of my department's staff that was required to report to work on the day of training. Traveling either out of State, or out of the Country I was hired by the County, or transferred departments, after the date of the training." 01:12731981-2

بمريمة أفطعتنس

ATTACHMENT B
CERTIFICATION OF TRAINING AND RECEIPT OF CONSENT DECREE
On 12/16/2013, Lattended training on the federal Fair Housing Act. Thave had all of my questions concerning these topics answered to my satisfaction.
I also have been given and I have read a copy of the Consent Decree entered in <u>United States</u> v: <u>Sussex County, Delaware, et al.</u> , Case No. 12-15 91-MPT(D. Del.). I understand my legal responsibilities and will comply with those responsibilities. I further understand that the Court may impose sanctions on Sussex County of the Planning and Zoning Commission of Sussex County if I violate any provision of this Decree.
declare under penalty of parjury under the laws of the United States of America that the foregoing is true and correct
Angela M. Calio Angela M. Calio
Angela M. Calio.
12/16/2013 Date
Position with Sussex County
Home Street Address
City, State, Zip
Home Telephone Number
"I was unable to attend the live-training session due to:
I was a member of the 25% of my department's staff that was required to report to work on the da
of the training.
Traveling either out of State, or out of the Country.
Illness

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