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MEMORANDUM

TO: All COG Staff

FROM: Ron Mitchum, Executive Director

SUBJECT: Facility Maintenance

DATE: March 17, 2011

Effective immediately, any facility issues at the Trident One Stop Career Center should be addressed to Angela Bryant. If Angela is out of the office, please address problems to Katie Paschall at the McMillan Ave. office. Katie can be reached at 529-0400 x 216 or katiep@bcdcog.com.

If you have any problems or concerns, please contact me.