

D I R E C T O R Y

DEPARTMENT OF HUMAN RESOURCES

11/1/81

November 1, 1981

DIRECTORY
DEPARTMENT OF HUMAN RESOURCES

DIRECTOR	
Martin P. Wasserman, M.D., J.D., Director.....	2212
Agency on Aging.....	1800 N. Edison.....2341
Arlington Community Services Board.....	1801 N. George Mason.....2334
Child & Youth Mental Health services Planning Project	
Office for Physically Disabled Persons.....	1800 N. Edison.....2180
Madison Center.....	3829 N. Stafford.....522-2226
HEALTH SERVICES DIVISION	
Raymond L. Schwartz, M.D., Chief.....	2276
Clinics	
Chest Clinic.....	1800 N. Edison.....2861
Crippled Children's Program.....	1810 N. Edison.....2651
Dental Clinic.....	Fenwick Center.....2420
Dental Clinic.....	1801 N. George Mason.....2109
Diagnostic & Evaluation Clinic.....	1810 N. Edison.....2351
Family Planning Clinic.....	Fenwick Center.....2550
Generalized Clinic.....	1800 N. Edison.....2548
Geriatric Clinic.....	Fenwick Center.....2887
Home Health Service.....	1810 N. Edison.....2471
Indochinese Tuberculosis Control.....	1800 N. Edison.....2862
Indochinese Access Clinic.....	1810 N. Edison.....2651
Maternal & Child Health Clinic.....	Fenwick Center.....2550
Preventive Health Clinic.....	1810 N. Edison.....2624
VD Clinic.....	1800 N. Edison.....2548
Environmental Health.....	2661
Home Health Service.....	2471
Laboratory Bureau	
Main.....	2832
Fenwick.....	2887
Nursing Bureau	
Edison Center.....	2874
Fenwick Center.....	2575
Parent-Infant Education Program.....	1810 N. Edison.....2811
School Health.....	1810 N. Edison.....2636
Marjorie Hughes, M.D., Chief.....	2636
Mary Halter, R.N., School Health Nurse Chief.....	2636
Administrative Office.....	2636
WIC Program.....	Fenwick Center.....2027
MANAGEMENT SERVICES DIVISION	
Charles F. Dubsky, Chief.....	2219
Administrative Information.....	2216
Central Billing.....	2025
Central Supply.....	2218
Medicaid Pre-Authorization.....	2750
Personnel.....	2744
Vital Statistics.....	2216

MENTAL HEALTH SERVICES DIVISION	
Thomas Geib, Chief.....	2870
Intake.....	2815
Adult Services.....	2804
Children's Services.....	2806
Consultation & Education.....	2802
Day Treatment Program.....	2817
Substance Abuse	
Drewry Center.....	2989
Fenwick Center.....	2089
Holmes Building.....	528-0884
Special Counseling Center.....	920-3410

SOCIAL SERVICES DIVISION	
Barbara Glaser, Chief.....	1801 N. George Mason.....2203
Assistance Payments (Information and Application).....	Fenwick Center.....2325
Food Stamps/Medicaid Assistance.....	2325
Services.....	2605
Adoptions.....	2133
Adult Services.....	2404
Child Care Office.....	2969
Child Protective Services.....	2613
Family Services.....	2125
Foster Care	2131
Intake - Services (Info & Application).....	Fenwick Center.....2892
Neighborhood Services Teams.....	Fenwick Center.....2892
WIN Program.....	2125
Information & Referral.....	1800 N. Edison.....2105
Volunteer Office.....	1800 N. Edison.....2654

CODE FOR LOCATION (BUILDING)

AH	- Arlington Hospital
CC	- Counseling Center
CH	- Court House
EC	- Edison Center
FC	- Fenwick Center
FD	- Francis Drewry Building (Mental Health)
GM	- George Mason Center
HOL	- Holmes Building
LAB	- Laboratory
MC	- Madison Center
Main	- Main DHR Building
SS	- George Mason Center (Social Services)

NOTICE TO ALL PERSONNEL

Please notify Management Services at 558-2219 if any information is incorrect or missing in this booklet. Please notify 558-2744, as well as your Supervisor, whenever your home address and/or telephone number changes.

NAME	TITLE	DIVISION	LOCATION	PHONE
ABELL, JOYCE	ACCOUNTING CLERK	SS	GM	2257
ADKINS, LAURA	MENTAL HEALTH WKR	MHS	FD	2817
ALEXANDER, ALLAN	ELIGIBILITY WORKER	SS	FC	2325
ALLPHIN, MARIAN	PUBLIC HEALTH NURSE	HS	FC	2550
AMES, LENA	ADMIN SPECIALIST	SS	FC	2325
ANDERSON, JAMES	SERVICES CLERK	SS	GM	2145
ANDERSON-PAULS, BELINDA	HUMAN RESOURCES AIDE	HS	EC	2624
ASENTE, MARY	PUBLIC HEALTH NURSE	HS	FC	2796
ATHEARN, MARY	RECORDS CLERK	HS	LAB	2832
ATKINS, LOIS	SERVICES INTAKE SUPV	SS	FC	2892
AUSHERMAN, COLLEEN	ADMIN SPECIALIST	MHS	FD	2815
BABER, RODNEY	PSY SOCIAL WORKER	MHS	FD	2806
BAGBY, JEAN	MENTAL HEALTH WKR	MHS	FD	2817
BALL, VIRGINIA	SOCIAL WORKER	SS	FC	2796
BARABANDER, CAROLE	SOCIAL WORKER	SS	GM	2131
BARANSKI, KATHERINE	SERVICES CLERK	MHS	HOL	528-0884
BARBER, SUSAN	ELIGIBILITY WKR	SS	GM	2691
BAXTER, BRUCE	BUS DRIVER	DIR	MC	522-2226
BEAR, RUTH	PHN NURSING MANAGER	HS	EC	2471
BEINHACKER, DORIS	SUBSTANCE ABUSE COUNSELOR	MHS	CC	920-3410
BELANGER, DENISE	PUBLIC HEALTH NURSE	MHS	HOL	528-0884
BELFORD, JOANNE	MENTAL HEALTH WKR	MHS	FD	2489
BELT, ELAINE	PUBLIC HEALTH NURSE	HS	FC	2887
BENGSTON, MARGARET	PUBLIC HEALTH NURSE	SHS	EC	2636
BENSHOFF, JAMES	MENTAL HEALTH WKR	ACSB	GM	2334

<u>NAME</u>	<u>TITLE</u>	<u>DIVISION</u>	<u>LOCATION</u>	<u>PHONE</u>
BERG, JEAN	VOL SVCS COORD	SS	MAIN	2654
BERGSETH, PAULA	ADMIN SPECIALIST	MHS	HOL	528-0884
BIEN, ELEANOR	LABORATORY DIV. CHIEF	HS	LAB	2832
BLIVIN, LOUISE	PHN SUPERVISOR	HS	FC	2575
BOLIN, GAYLE	SOCIAL WORKER	SS	FC	2796
BOLLINGER, JUNE	SERVICES CLERK	MHS	FD	2815
BOSTWICK, MABEL	SUBSTANCE ABUSE COUNSELOR	MHS	HOL	528-0884
BOULDIN, KAY	RECORDS CLERK	HS	FC	2887
BOUSQUIN, LOUISE	PUBLIC HEALTH NURSE	HS	FC	2575
BOVEE, JACQUELINE	WELFARE OFFICE SUPV.	SS	GM	2203
BOWERS, BETTY	SUBSTANCE ABUSE COORD	MHS	HOL	528-0884
BRADLEY, BETTY	SOCIAL WORKER	SS	GM	2131
BRADLEY, HENRIETTE	PSY. SOCIAL WKR	MHS	FC	2994
BRIGHAM, ELIZABETH	SOCIAL WORKER	DIR	MC	522-2226
BROOKS, JOYCE	RECORDS CLERK	HS	EC	2874
BROWN, FRANK	CUSTODIAL WORKER	MSD	MAIN	2216
BROWN, KATHERINE	MENTAL HEALTH WKR	MHS	FD	2817
BROWN, MARY	VOL PROGRAM ASST	SS	MAIN	2654
BROWN, VIVIAN	SR. ADULT PROGRAM COORD.	AOA	MAIN	2341
BUMBREY, MIKE	V D PROGRAM REP	HS	MAIN	2549
BUNNEY, JUDITH	REHAB. THERAPIST	MHS	FD	2817
BURKITT, JUDITH	HUMAN RESOURCES AIDE	SS	FC	2404
BURR, ALLYN	SOCIAL WORKER	SS	GM	2613
BURTON, LILLY	HUMAN RESOURCES AIDE	SS	FC	2404
BUSCH, MARGARET	ADMIN SPECIALIST	DIR	MC	522-2226

<u>NAME</u>	<u>TITLE</u>	<u>DIVISION</u>	<u>LOCATION</u>	<u>PHONE</u>
BUTLER, CAL	LABORATORY AIDE	HS	LAB	2832
BYRD, RUTH	PUBLIC HEALTH NURSE	SH	EC	2636
CANFIELD, SUSAN	CERT. NURSE PRACTITIONER	HS	FC	2887
CAPPUCCI, MARY	PSY SOCIAL WKR	HS	EC	2351
CARLSON, BILL	ADMIN. AIDE	AOA	MAIN	2341
CARTER, BERTHA	SUBSTANCE ABUSE COUNSELOR	MHS	HOL	528-0884
CARTER, MICHAEL	BUS DRIVER	DIR	MC	522-2226
CAULFIELD, MILDRED	PUBLIC HEALTH NURSE	SH	EC	2636
CAULFIELD, PAULINE	SERVICES CLERK	SS	GM	2145
CEFOLA, DOLORES	HUMAN RESOURCES AIDE	SH	EC	2636
CHANDLEE, CARRIE JO	MENTAL HEALTH WKR	MHS	FD	2817
CHANDLER, LOLA	SOCIAL WORKER	SS	FC	2892
CHILES, MARGARET	AUDIOMETRICIAN	SH	EC	2636
CHRISTENSON, GORDON	SANITARIAN	HS	MAIN	2661
CHU, ANH	HUMAN RESOURCES AIDE	MHS	FD	2817
CLEMENTS, SYLVIA	SOCIAL WORKER	SS	FC	2404
COHEN, GERTRUDE	PUBLIC HEALTH NURSE	SH	EC	2636
COLE, RICHARD	SANITARIAN	HS	MAIN	2661
COLEMAN, MARION	RECORDS CLERK	HS	MAIN	2549
COLLINS, CHRISTINA	ELIGIBILITY WKR	SS	GM	2691
COLMEIRO, FERNANDA	MENTAL HEALTH WKR	MHS	FD	2817
COONEY, JOAN	HEALTH EDUCATOR	HS	EC	2624
COOPER, MARY	ADMIN SPECIALIST	SS	MAIN	2105
CORBIN, MARY	ELIGIBILITY WKR	SS	FC	2325
COWAN, WENDY	SOCIAL WKR	SS	GM	2625
CRAEMER, ANN	PUBLIC HEALTH NURSE	HS	FC	2575

<u>NAME</u>	<u>TITLE</u>	<u>DIVISION</u>	<u>LOCATION</u>	<u>PHONE</u>
CRAY, KATHRYN	MENTAL HEALTH WKR	MHS	FD	2489
CROSS, JANICE	ELIGIBILITY WKR	SS	FC	2325
CURRIE, SARAH	ELIGIBILITY WKR	SS	GM	2863
DAKE, DOTTY	ADMIN AIDE	DIR	MAIN	2180
DAILEY, KEVIN	SOCIAL WORKER	SS	GM	2131
DANDRIDGE, SHIRLEY	ADMIN SPECIALIST	SS	FC	2404
DAVIS, ELAINE	PUBLIC HEALTH NURSE	HS	FC	2575
DAVIS, GERALDINE	SUBSTANCE ABUSE COUNSELOR	MHS	HOL	528-0884
DAVIS, MARGARET	ELIGIBILITY WKR	SS	AH	558-6532
DAVIS, MARIA	PUBLIC HEALTH NURSE	SH	EC	2636
DELANY, EILEEN	PUBLIC HEALTH NURSE	SH	EC	2636
DeSALES, THERESE	SUPV ADULT SVCS	SS	FC	2404
DESKINS, CONRAD	ACCOUNTING CLERK	SS	GM	2257
DEUTSCH, MAMIE	SERVICES CLERK	MHS	FD	2815
DEVORE, PHILLIP	PSYCHOLOGIST SUPV	HS	EC	2351
DIN, MARY	SERVICES CLERK	SS	GM	2145
DITRAPANI, MARCIA	PUBLIC HEALTH NURSE	SH	EC	2636
DO, DUC TUAN	ELIGIBILITY WKR	SS	GM	2863
DONATO, JOSEFINA	FAMILY SVCS SUPV	SS	GM	2125
DONNER, MICHAEL	MENTAL HEALTH WKR	MHS	FD	2817
DORICK, SUZANNE	PUBLIC HEALTH NURSE	HS	FC	2575
DOUGHTY, MARTHA	SOCIAL WKR	SS	GM	2969
DRUCKER, MARLENE	PSY SOCIAL WKR	MHS	FD	2804
DUBSKY, CHARLES F.	DIVISION CHIEF	MSD	MAIN	2219
DUGOVICH, MARTY	PUBLIC HEALTH NURSE	HS	EC	2874
DUKE, ROBERT C.	ADMINISTRATIVE OFFICER	MSD	MAIN	2219

<u>NAME</u>	<u>TITLE</u>	<u>DIVISION</u>	<u>LOCATION</u>	<u>PHONE</u>
DUONG, MAI THI	MENTAL HLTH WKR TRAINEE	SS	GM	2238
EDWARDS, REGINALD	HUMAN RESOURCES AIDE	DIR	MC	522-2226
EPSTEIN, MARTHA	SOCIAL WORKER	SS	GM	2613
EUBANK, LINDA	ASST DIV CHIEF (SVCS)	SS	GM	2605
EVANS, MARY JEAN	PSY SOCIAL WKR	MHS	FD	2806
EVANTER, ILENE	PSY SOCIAL WKR	MHS	FD	2806
EVINGER, NANCY	PUBLIC HEALTH NURSE	HS	EC	2861
FAHY, MARY	AUDIOMETRICIAN	SH	EC	2636
FARR, MILDRED	PSY SOCIAL WORKER	HS	EC	2351
FERBER, IRENE	ADMIN SPECIALIST	SS	GM	2203
FERNANDEZ, CARMEN	SOCIAL WKR	SS	GM	2613
FIALLOS, FLOR	SOCIAL WKR	SS	FC	2892
FICHTNER, DORIS	SOCIAL WKR	SS	FC	2892
FIELDS, MELODY	ELIGIBILITY WKR	SS	GM	2691
FITTS, SANDRA	SUBSTANCE ABUSE COUNSELOR	MHS	CC	920-3410
FITZGERALD, HELEN	CLINIC NURSE	DIR	MC	522-2226
FORNSHILL, KARRY	ADMIN SPECIALIST	ACSB	GM	2334
FREEMAN, PAT	NUTRITIONIST	HS	FC	2027
FUENTES, HILDA	ACCOUNTING CLERK	MSD	MAIN	2025
GAINES, DONNA	REHAB THERAPIST	HS	EC	2811
GARCIA, CLAUDIA	ELIGIBILITY WKR	SS	FC	2796
GASAWAY, CAROL	PHYSICAL THERAPIST	HS	EC	2874
GEIB, THOMAS	DIVISION CHIEF	MHS	FD	2870
GHYKA, ELENA	LABORATORY TECH	HS	LAB	2832
GIBBS, ALPHA	HUMAN RESOURCES AIDE	HS	EC	2811

<u>NAME</u>	<u>TITLE</u>	<u>DIVISION</u>	<u>LOCATION</u>	<u>PHONE</u>
GILLESPIE, VELATOR	SERVICES CLERK	MHS	CC	920-3410
GLASER, BARBARA	DIVISION CHIEF	SS	GM	2203
GLOSOFF, HARRIET	SOCIAL WORKER	ACSB	GM	2334
GOBBLE, PAULA	PUBLIC HEALTH NURSE	HS	EC	2351
GOLD, HARRIETTE	SERVICES CLERK	MHS	FD	2815
GOLDBERG, MIRIAM	ADULT TREATMENT SVCS SUPV	MHS	FD	2804
GOODBODY, SANDRA	PSY SOCIAL WKR	MHS	FD	2806
GOODREAU, SUZANNE	SANITARIAN AIDE	HS	MAIN	2661
GRACHOW, MARIT	PHYSICAL THERAPIST	HS	EC	2651
GRAHAM, LONNIE	CUSTODIAL CREW LEADER	MSD	MAIN	2216
GRANADOS, STELLA	SOCIAL WORKER	SS	FC	2404
GREENE, ROMMIE	HUMAN RESOURCES AIDE	HS	EC	2874
GRIFFIN, GLENN	ELIGIBILITY WKR	SS	GM	2863
GRUBBS, KAREN	SERVICES CLERK	MSD	MAIN	2216
GULA, BETTE	PUBLIC HLTH NURSING AIDE	HS	FC	2606
HAHL, CAROL	PUBLIC HEALTH NURSE	HS	FC	2575
HALL, CHARLES	ACCOUNTING CLERK	SS	GM	2257
HALTER, MARY	SCHOOL HLTH NURSING CHIEF	SH	EC	2636
HAMLETT, VAL-JENE	ADMIN SPECIALIST	MSD	FC	2350
HANNAMAN, MARY	ELIGIBILITY WKR	SS	GM	2863
HARLEY, HEATHER	ELIGIBILITY WKR	SS	GM	2863
HARPER, JOANNE	PUBLIC HEALTH NURSE	HS	EC	2874
HARRIS, BETTY	ADMIN SPECIALIST	HS	EC	2624
HARRIS, CHARLOTTE	SUBSTANCE ABUSE COUNSELOR	MHS	CC	920-3410
HARRIS, KENNETH	SUPPLY CLERK	MSD	EC	2218
HARTZELL, ELOISE	HUMAN RESOURCES AIDE	HS	FC	2550

<u>NAME</u>	<u>TITLE</u>	<u>DIVISION</u>	<u>LOCATION</u>	<u>PHONE</u>
HASKINS, MARY	HUMAN RESOURCES AIDE	SH	EC	2636
HAV, BANHEANG	MENTAL HEALTH WKR	SS	FC	2238
HAWKINS, MYRA	SOCIAL WORKER	SS	CH	2740
HAZEL, ELIZABETH	CHILD CARE COORD	SS	FC	2969
HEADLEY, DOROTHY	PUBLIC HLTH NURSE SUPV	HS	FC	2575
HEIDELBERG, STEPHANIE	PSYCHIATRIST	MHS	FD	2804
HEINZE, KAREN	ELIGIBILITY WKR	SS	FC	2796
HELTERBRAN, PATRICIA	SANITARIAN	HS	MAIN	2661
HENDERSON, DOROTHY	SUBSTANCE ABUSE COUNSELOR	MHS	HOL	528-0884
HENDRICKSON, EDWARD	SUBSTANCE ABUSE COUNSELOR	MHS	FD	2989
HENENBERG, CYNTHIA	ELIGIBILITY WKR	SS	GM	2691
HERDELL, MARY	GENERAL DUTY NURSE	HS	FC	2550
HERNANDEZ, LIRIA	LAB SPECIALIST	HS	LAB	2832
HICKS, CYNTHIA	RECORDS CLERK	HS	FC	2606
HICKS, LESLIE	ACCOUNTING CLERK	MHS	FD	2802
HICKS, RONALD	SOCIAL WORKER	SS	GM	2125
HILL, THELMA	HUMAN RESOURCES AIDE	SH	EC	2636
HINES, SUSAN	SOCIAL WORKER	SS	FC	2796
HIRSCHHORN, HELENE	SOCIAL WORKER	ACSB	GM	2334
HISE, ELLEN	ADMIN SPECIALIST	HS	EC	2351
HOANG, MY-HIEN	SOCIAL WORKER	SS	GM	2125
HOCH, LYNN	PUBLIC HEALTH NURSE	HS	MAIN	2861
HOGANS, LEVON	CUSTODIAL WKR	MSD	MAIN	2216
HOLLINGSWORTH, MINNIE	HUMAN RESOURCES AIDE	SS	FC	2404
HONOUR, MARGARET	SR SUPV FAMILY & CHILDREN'S SVCS	SS	GM	2125
HOWARD, WOODROW	SANITARIAN	HS	MAIN	2661

<u>NAME</u>	<u>TITLE</u>	<u>DIVISION</u>	<u>LOCATION</u>	<u>PHONE</u>
HOWELL, MARGIE	MENTAL HEALTH WKR	MHS	FD	2817
HOWLAND, ANN	PUBLIC HEALTH NURSE	HS	FC	2575
HOYE, JUNE	MENTAL HEALTH WORKER	DIR	MC	522-2226
HUBBARD, ROSEMARY	SOCIAL WORKER	SS	GM	2613
HUGHES, HELEN	SOCIAL WORKER	SS	GM	2613
HUGHES, MARJORIE, M.D.	CHIEF, SCHOOL HEALTH	SH	EC	2636
HUNN, SUSAN	ELIGIBILITY WKR	SS	FC	2325
HUNTER, JOAN	HUMAN RESOURCES AIDE	SS	FC	2892
HUYNH, THI-DANH	ELIGIBILITY WKR	SS	GM	2691
HUYNH, THAO	SERVICES CLERK	SS	GM	2145
JACOBSEN, ROBIN	SOCIAL WORKER	SS	GM	2125
JAMES, CAROLYN	ELIGIBILITY SUPV	SS	GM	2863
JANUARY, ELAINE	ELIGIBILITY WKR	SS	GM	2863
JETT, ROBERT	I & R VOLUNTEER	SS	MAIN	2654
JOHE, BARBARA	ELIGIBILITY WKR	SS	GM	2863
JOHNSON, AMELIA	HUMAN RESOURCES AIDE	MHS	FD	2817
JOHNSON, BARBARA	CHILD PLACEMENT SUPV.	SS	GM	2131
JOHNSON, MARGARET	RECORDS CLERK	HS	FC	2575
JONES, BARBARA	HUMAN RESOURCES AIDE	HS	FC	2550
JONES, MILDRED	HUMAN RESOURCES AIDE	SH	EC	2636
JOVEN, VICTORIA	SOCIAL WORKER	SS	GM	2613
KALINA, NANCY	ADMIN SPECIALIST	SS	MAIN	2654
KALLMYER, JAMES	PSY SOCIAL WKR	MHS	FD	2806
KAMENS-KAHAN, BRENDA	SOCIAL WKR	SS	GM	2613
KAPLAN, JANE	PHYSICAL THERAPIST	HS	EC	2351
KARAFIN, KAREN	SOCIAL WKR	SS	GM	2125

<u>NAME</u>	<u>TITLE</u>	<u>DIVISION</u>	<u>LOCATION</u>	<u>PHONE</u>
KEENAN, LEE	MENTAL HEALTH WKR	MHS	FD	2817
KELLER, MAUREEN	HUMAN RESOURCES AIDE	SS	GM	2969
KELLEY, CAROLINE	ADMIN SPECIALIST	SS	MAIN	2654
KEMEZIS, PATRICIA	MENTAL HEALTH WKR	MH	FD	2817
KEY, CHERYL	SOCIAL WORKER	SS	GM	2131
KHUC, MINH-THO	RECORDS CLERK	MHS	FD	2815
KIESSLING, BONNIE	PUBLIC HEALTH NURSE	HS	EC	2874
KIKUCHI, JANICE	ELIGIBILITY WKR	SS	GM	2964
KING, PAM	PUBLIC HLTH OUTREACH WKR	HS	FC	2606
KLEIN, ROBERT	RECORDS CLERK SUPV	MSD	MAIN	2744
KLUSKA-STEVENSON, MARY A.	SOCIAL WORKER	ACSB	GM	2334
KOHLMANN, PHYLISS	SUBSTANCE ABUSE SUPV	MHS	FD	2989
KOLB, JOSEPH	SUBSTANCE ABUSE COORD	MHS	CC	920-3410
KOLHONEN, ALETHEA	NURSING SUPV	SH	EC	2636
KOLTISKO, LUCY	OFFICE SUPERVISOR	HS	FC	2016
KRAUSE, HELGA	HUMAN RESOURCES AIDE	SH	EC	2636
KREMENS, ELAINE	ADMIN AIDE	ACSB	GM	2334
KRIEGEL, BRENDA	SUBSTANCE ABUSE COUNSELOR	MHS	CC	920-3410
KRUTELL, ANNE	SOCIAL WORKER	SS	GM	2131
LAIL, KAREN	ASST ISSUANCE SUPV	SS	GM	2145
LANKFORD, PEG	CERT NURSE PRACTITIONER	HS	EC	2624
LaSPADA, MARY	PUBLIC HEALTH NURSE	SH	EC	2636
LAWRENCE, ESTHER	HUMAN RESOURCES AIDE	HS	FC	2887
LE, KIM	SOCIAL WORKER	SS	FC	2892
LE, LIEU ODETTE	ADMIN SPECIALIST	SS	GM	2145

<u>NAME</u>	<u>TITLE</u>	<u>DIVISION</u>	<u>LOCATION</u>	<u>PHONE</u>
LEAP, CARLA	ELIGIBILITY WKR	SS	GM	2863
LEE, SANDY	SUBSTANCE ABUSE COUNSELOR	MHS	CC	920-3410
LEME-MEZA, PAULA	PUBLIC HEALTH NURSE	SH	EC	2636
LEONG, NORM	PSYCHOLOGIST	MHS	FD	2806
LESLIE, MARGARET	MENTAL HEALTH WKR	ACSB	GM	2334
LESS, MARTIN	PUBLIC HEALTH DENTIST	HS	GM	2109
LEVENBERRY, FRANCES	HUMAN RESOURCES AIDE	SS	GM	2131
LEWIS, BETTY	ADMIN SPECIALIST	SS	GM	2053
LEWIS, RUTH-LYN	ELIGIBILITY WKR	SS	GM	2777
LIEU, TY	CUSTODIAL WORKER	MSD	FC	2420
LINGARD, MARILYN	PSY SOCIAL WKR	MHS	FD	2804
LISS, CAROL	PUBLIC HEALTH NURSE	HS	MAIN	2548
LOITERSTEIN, SANDRA	PSYCHOLOGIST CLINICIAN	MHS	FD	2806
LONG, JACQUELINE	HUMAN RESOURCES AIDE	SH	EC	2636
LUGN, BRUCE	SOCIAL WORKER	SS	FC	2404
MAC LANE, SUSAN	MENTAL HEALTH WKR	MHS	FD	2817
MAHONEY, BARBARA	ACCOUNTING CLERK	MSD	MAIN	2025
MAHONEY, WALTER	MENTAL HEALTH WKR	MHS	FD	2802
MAJOR, CATHERINE	PUBLIC HEALTH NURSE	HS	FC	2575
MARQUEZ, FELICIA	ELIGIBILITY WKR	SS	GM	2863
MARSHALL, MARY	ADMIN SPECIALIST	MHS	FD	2870
MARTIN, AMELIA	ACCOUNTING CLERK	SS	GM	2557
MARTIN, MILDRED	HUMAN RESOURCES AIDE	SH	EC	2636
MARTINO, VALERIE	SOCIAL WORKER	SS	FC	2892
MARTINO-SHAPIRO, PATRICIA	PUBLIC HEALTH NURSE	HS	FC	2796

<u>NAME</u>	<u>TITLE</u>	<u>DIVISION</u>	<u>LOCATION</u>	<u>PHONE</u>
McCARTHY, JEANETTE	ACCOUNTING CLERK	ACSB	GM	2334
McCLELLAN, GAIL	ADMIN SPECIALIST	SS	GM	2131
McCORN, ANN	ADMIN SPECIALIST	MHS	FC	2796
McDANIEL, BARBARA	DENTAL ASSISTANT	HS	GM	2109
McDANIEL, DOROTHY	RECORDS CLERK	HS	MAIN	2548
McDANIEL, JANE	ADMIN SPECIALIST	HS	MAIN	2876
McDONNELL-WESCHLER, MAUREEN	SUBSTANCE ABUSE COUNSELOR	MHS	HOL	528-0884
McFAIL, VICKIE	ADMIN SPECIALIST	SS	FC	2325
McGEE, BRENDA	RECORDS CLERK	HS	MAIN	2861
McGINN, ELLEN	SUBSTANCE ABUSE COUNSELOR	MHS	HOL	528-0884
McKNIGHT, ANNE	PSY SOCIAL WKR	MHS	FD	2989
McLEAN, JAMES	SANITARIAN	HS	MAIN	2661
McRAE, SHARON	ADMIN SPECIALIST	AOA	MAIN	2341
MEEKS, SUE	ADMIN SPECIALIST	SH	EC	2636
MENIS, ELLEN	SUBSTANCE ABUSE COUNSELOR	MHS	HOL	528-0884
MILLER, JAN	PUBLIC HEALTH NURSE	HS	FC	2575
MILLER, LORETTA	RECORDS CLERK	HS	FC	2575
MILLER, SUSAN	SOCIAL WORKER	SS	FC	2404
MINTER, MARGARET	OFFICE SUPERVISOR	SS	GM	2125
MOFFETT, MILDRED	ADMIN SPECIALIST	HS	MAIN	2276
MOORE, DONNA	ELIGIBILITY WKR	SS	GM	2691
MOORE, GWEN	HUMAN RESOURCES AIDE	HS	FC	2550
MOORE, JOHN	SUBSTANCE ABUSE COUNSELOR	MHS	HOL	528-0884
MORDECAI, ANNE	ADMIN SPECIALIST	HS	MAIN	2661
MORRIS, ELIZABETH	PUBLIC HEALTH NURSE	HS	FC	2606

<u>NAME</u>	<u>TITLE</u>	<u>DIVISION</u>	<u>LOCATION</u>	<u>PHONE</u>
MOSS, ALICE	EDUCATION & CONSULT. COORD.	MHS	FD	2802
MOSS, MARCIA	CHILD PROTECTIVE SVCS SUPV	SS	GM	2613
MUCH, JUNE	OFFICE SUPV	SS	GM	2257
MUNCIE, JEANETTE	ELIGIBILITY WKR	SS	GM	2863
MUNROE, JANET	ELIGIBILITY WKR	SS	GM	2691
MURPHY, BERNARD	SUBSTANCE ABUSE COUNSELOR	MHS	HOL	528-0884
NAJERA, CELIA	ADMIN SPECIALIST	SS	GM	2863
NAK, MOHORY	RECORDS CLERK	SS	FC	2238
NAVAS, GENOVEVA	ADMIN SPECIALIST	SS	FC	2404
NGUYEN, BACH-CUE	ADMIN SPECIALIST	SS	GM	2691
NGUYEN, HELENE	RECORDS CLERK	HS	FC	2796
NGUYEN, KIM-HOA	ELIGIBILITY WKR	SS	GM	2691
NGUYEN, NGA	PUBLIC HEALTH NURSE	HS	FC	2575
NGUYEN, TAN VAN	BUS DRIVER	DIR	MC	522-2226
NGUYEN, TIEN	MENTAL HEALTH WKR	MHS	FD	2802
O'CONNOR, CONNIE	SOCIAL WORKER	SS	FC	2892
OLODUN, ALICIA	ADMIN SPECIALIST	HS	MAIN	2661
ORLIN, ANDREW	ASST DIV CHIEF (PAYMENTS & ADMIN)	SS	GM	2203
ORTIZ, RITA	RECORDS CLERK	HS	FC	2575
OSWALD, GARTH	SUBSTANCE ABUSE COUNSELOR	MHS	FD	2989
OVERBAGH, CATHERINE	SOCIAL WORKER	SS	GM	2613
OWEN, ADELA	SOCIAL WORKER	SS	FC	2404
OWENS, BETTE	ACCOUNTING CLERK	SS	GM	2147
PATHANMAYONG, KINGSAVANH	HUMAN RESOURCES AIDE	SS	GM	2238
PAUL, BETTY	SOCIAL WORKER	SS	GM	2125

<u>NAME</u>	<u>TITLE</u>	<u>DIVISION</u>	<u>LOCATION</u>	<u>PHONE</u>
PEARSON, ROSEMARY	ADMIN SPECIALIST	MHS	CC	920-3410
PERKINS, DIANE	PSYCHOLOGIST	MHS	FD	2806
PETERMAN, LOUISE	ACCOUNTING CLERK	MHS	MAIN	2025
PHAM, PHUONG CHI	RECORDS CLERK	HS	FC	2575
PHO, KIM QUY	RECORDS CLERK	HS	MAIN	2861
PHO, NGOC ANH THI	ELIGIBILITY WKR	SS	FC	2325
PINKERTON, C. E.	SANITARIAN SUPV	HS	MAIN	2661
POMSOUVAN, DONNA	SUBSTANCE ABUSE COUNSELOR	MHS	HOL	528-0884
POTTER, PATSY	BUDGET SPECIALIST	ACSB	GM	2334
PRICE, WELDON, M.D.	PHYSICIAN CLINICIAN	HS	MAIN	2548
PRICE, PEGGY	HUMAN RESOURCES AIDE	SS	GM	2613
PRIEST, PAT	PUBLIC HEALTH NURSE	SH	EC	2636
PURNELL, JANETTE	RECORDS CLERK	HS	EC	2874
QARI, SOMA MASSOUD	HUMAN RESOURCES AIDE	DIR	MC	522-2226
QUATANNENS, SUSAN	PSY SOCIAL WKR	MHS	FD	2804
RAB, VICKY	INFO DEVELOP SPEC	HS	EC	2811
RASHIDIAN, JOYCE	SERVICES CLERK	SS	GM	2145
REDMILES, PAT	REG GENERAL DUTY NURSE	HS	CH	2013
REICH, MARLENE	MENTAL HLTH WORKER	MHS	FD	2804
RICHARDSON, SHEILA	SANITARIAN	HS	MAIN	2661
RIGGS, BLANCHE	ADMIN SPECIALIST	SS	GM	2605
RIORDAN, MARY B.	OFFICE SUPERVISOR	MSD	MAIN	2709
RITZERT, JANICE	ELIGIBILITY WKR	SS	FC	2325
ROACH, SUSAN	NURSING SUPERVISOR	HS	FC	2016
ROBBINS, CAROLE	ELIGIBILITY WKR	SS	FC	2325
ROBINSON, JIMMIE	CUSTODIAL WORKER	MSD	MAIN	2216

<u>NAME</u>	<u>TITLE</u>	<u>DIVISION</u>	<u>LOCATION</u>	<u>PHONE</u>
ROBINSON, SYLVIA	RECORDS CLERK	HS	MAIN	2861
ROE, JODY	ELIGIBILITY WKR	SS	GM	2691
ROLDEN, LAWRENCE	BUS DRIVER	DIR	MC	522-2226
ROMER, DAVID	SOCIAL WORKER	SS	GM	2613
ROONEY, THOMAS	SUBSTANCE ABUSE COUNSELOR	MHS	CC	920-3410
ROSENTHAL, NANCY	TRANS SVCS COORD	ACSB	GM	2334
ROSS, JAMES	CUSTODIAL WKR	MSD	MAIN	2216
RUDOLPH, MARTHA	SERVICES CLERK	SS	GM	2235
RUSKIN, ROBERT	PSYCHOLOGIST	MHS	FD	2817
RUSKIN, RUTH	SOCIAL WORKER	SS	GM	2613
RUTHERFORD, GLEN	ENVIRONMENTAL HLTH CHIEF	HS	MAIN	2661
SAE-KUNG, DOTTI	ELIGIBILITY WKR	SS	GM	2969
SALEHI, LAURA	ELIGIBILITY WKR	SS	GM	2691
SAPERSTONE, LAURIE	ADMINISTRATIVE ASST	DIR	MAIN	2214
SCHEUERMAN, AUDREY	SERVICES CLERK	SS	GM	2235
SCHLICKENMAIER, ELIZABETH	LAB TECHNICIAN	HS	LAB	2832
SCHMAL, MARILYN	MENTAL HEALTH WORKER	MHS	FD	2817
SCHOUMACHER, SHARON	CHILD CARE COUNSELOR	SS	GM	2969
SCOTT, RICHARD	ELIGIBILITY WKR	SS	GM	2863
SCHWARTZ, CLARE	DAY TREATMENT SUPV	MHS	FD	2817
SCHWARTZ, JOSEPH	ELIGIBILITY WKR	SS	GM	2863
SCHWARTZ, RAYMOND, M.D.	DIVISION CHIEF	HS	MAIN	2276
SCHWARTZ, WILLIAM	PSYCHIATRIST	MHS	FD	2804
SEFTON, EVELYN	HUMAN RESOURCES AIDE	SH	EC	2636
SELLARS, BERNIE	CUSTODIAL WKR	MSD	FC	2350
SELLER, ALLAN	SUBSTANCE ABUSE COUNSELOR	MHS	HOL	528-0884
SHARRETT, CAROL, M.D.	PHYSICIAN CLINICIAN	HS	MAIN	2548

<u>NAME</u>	<u>TITLE</u>	<u>DIVISION</u>	<u>LOCATION</u>	<u>PHONE</u>
SHEEHAN, CHERYL	ELIGIBILITY WKR	SS	GM	2325
SHIBLEY, KATHRYN	PSY SOCIAL WKR	MHS	FC	2994
SHUEY, SYLVIA	MENTAL HEALTH WKR	DIR	MC	522-2226
SILER, NORMA	LAB TECHNICIAN	HS	LAB	2832
SISSON, JOYCE	ADMIN SPECIALIST	SS	GM	2613
SMAKULA, PHILIP	RECREATION SPECIALIST	DIR	MC	522-2226
SMARTE, DOUGLAS	CHIEF, BUR ASST PROGRAM	SS	GM	2863
SMITH, JOHN	CUSTODIAL WKR	MSD	EC	2216
SMITH, LINDA	ADMIN SPECIALIST	HS	EC	2651
SMITH, MARGARETTA	SUBSTANCE ABUSE COUNSELOR	MHS	HOL	528-0884
SMUCKER, JOHN	I & R COORDINATOR	SS	MAIN	2105
SNEERINGER, SANDRA	ELIGIBILITY WKR	SS	GM	2863
SOBEL, BONNIE	AFTERCARE COORD	MHS	FD	2817
SOMERS, WILLIAM	SUBSTANCE ABUSE COUNSELOR	MHS	CC	920-3410
SOUVANNAVONG, CHANSOUK	RECORDS CLERK	HS	FC	2550
SPEIGHT, RICHARD	SANITARIAN	HS	MAIN	2661
SQUIRE, ELLEN	MENTAL HLTH WKR	MHS	FD	2817
STOVELL, HELEN	CLERK STENOGRAPHER	SH	EC	2636
STOWELL, MARYL	SERVICES CLERK	MHS	HOL	528-0884
STRING, GLADYS	SUBSTANCE ABUSE COUNSELOR	MHS	FC	2089
SULLIVAN, SUSAN	ADMIN SPECIALIST	MHS	HOL	528-0884
TALLEY, BETH	SERVICES CLERK	MHS	FD	2817
TAPE, ANN	ADMINISTRATIVE OFFICER	MHS	FD	2869
TARR, JILL	SUBSTANCE ABUSE COUNSELOR	MHS	CC	920-3410
TAYLOR, DEBORAH	ACCOUNTING CLERK	SS	GM	2257
TAYLOR, DELBY	ADMIN SPECIALIST	SS	FC	2892
TAYLOR, ESTELLE	ADMIN SPECIALIST	MHS	FD	2817

<u>NAME</u>	<u>TITLE</u>	<u>DIVISION</u>	<u>LOCATION</u>	<u>PHONE</u>
TAYLOR, ERMA	HUMAN RESOURCES AIDE	HS	EC	2874
TAYLOR, EVELYN	PUBLIC HEALTH NURSE	SH	EC	2636
TAYLOR, LINDA	ADMIN SPECIALIST	MHS	FD	2989
TAYLOR, MARY JANE	SUBSTANCE ABUSE COUNSELOR	MHS	HOL	920-3410
TAYLOR, VIRGINIA	SOCIAL WORKER	SS	GM	2969
TERRY, LAVERNE	ADMIN SPECIALIST	SS	GM	2691
THAI, STEPHANIE	ADMIN SPECIALIST	SS	FC	2325
THOMAS, WILLIAM	ADMIN SPECIALIST	MSD	MAIN	2709
THOMPSON, BETTY	PUBLIC HEALTH NURSE	HS	FC	2796
THOMPSON, SUSAN	PUBLIC HEALTH NURSE	HS	EC	2624
TINGLEY, PATRICIA	OFFICE SUPERVISOR	MHS	FD	2815
TOWNSEND, ROBIN	X-RAY TECHNICIAN	HS	MAIN	2861
TOYE, RICARDO	SUBSTANCE ABUSE COUNSELOR	MHS	HOL	528-0884
TRAN, PHUONG	MENTAL HLTH WKR	MHS	FD	2802
TRAN, THANG NHUT	SOCIAL WORKER	SS	FC	2964
TROMBO, SELMA	PUBLIC HEALTH NURSE	SH	EC	2636
TUNG, TRAN MINH	PSYCHIATRIST	MHS	FD	2804
TURNER, GLADYS	RECORDS CLERK	HS	FC	2550
ULLOM, RUTH	NURSING SUPERVISOR	DIR	MC	522-2226
ULVEDAL, SUSAN	PUBLIC HEALTH NURSE	SH	EC	2636
VASQUEZ, ADA	ACCOUNTING CLERK	SS	GM	2257
VEJCIK, MARIA	DENTAL ASSISTANT	HS	FC	2420
WALKER, BARBARA	PSY SOCIAL WKR	MHS	FC	2994
WALLACE, SHIRLEY	NURSING SUPERVISOR	HS	EC	2471
WALSH, LAUREL	ADMIN SPECIALIST	SS	GM	2257
WASSERMAN, MARTIN P., M.D., J.D.	DIRECTOR, DHR	DIR	MAIN	2212

<u>NAME</u>	<u>TITLE</u>	<u>DIVISION</u>	<u>LOCATION</u>	<u>PHONE</u>
WATKINS, CONRAD	MESSENGER/DRIVER	SS	GM	2125
WATKINS, MILDRED	LAB AIDE	HS	LAB	2831
WEAKLEY, CAROLE	OFFICE SUPERVISOR	SS	GM	2145
WESTERMAN, SANDRA	MENTAL HLTH WKR	MHS	FD	2817
WESTGATE, BETTY	CLERK TYPIST	MSD	MAIN	2744
WHITE, ELEANOR	PUBLIC HLTH NURSING DIR	HS	MAIN	2876
WHITE, WANDA	RECORDS CLERK	SS	GM	2147
WILK, TERESA	SOCIAL WORKER	SS	FC	2404
WILLETTE, HANNAH	ADMIN SPECIALIST	SS	MAIN	2750
WILLOUGHBY, PHOEBE	ELIGIBILITY WKR	SS	GM	2863
WILSON, GEORGETTE	ADMIN SPECIALIST	DIR	MAIN	2212
WINE, SANDRA	ADMIN AIDE	SS Q	GM	2373
WINTERS, ADELE	VOL PROJ ASST	MHS	FD	2802
WOO, GENE	PUBLIC HEALTH DENTIST	HS	FC	2420
WOODY, MARY	SOCIAL WORKER	SS	GM	2131
WRIGHT, ANNE	ELIGIBILITY WKR	SS	FC	2796
YORCZYK, AMY	HUMAN RESOURCES AIDE	SS	GM	2969
YOUNG, AMANDA	ADMIN SPECIALIST	ACSB	GM	2334
YOUNG, KATHERINE	HUMAN RESOURCES AIDE	DIR	MC	522-2226
YURIK, JOANNE	ELIGIBILITY WKR	SS	GM	2863
ZAKARIAN, BETTY	I & R SPECIALIST	SS	MAIN	2105
ZANDERS, ROSE	ADMIN SPECIALIST	SS	GM	2691
ZAUMSEIL, WALTER	ELIGIBILITY WKR	SS	GM	2325
ZIMMER, VICTORIA	ADMIN SPECIALIST	SS	GM	2145

ARLINGTON COUNTY, VIRGINIA



INFORMAL MEMORANDUM

To Thy Date 9-30From Par Subject _____

Here are your "NAME" and
"PASSWORD" for CASE. Do
Not give them to anyone, &
keep them in a place known
only to you.

NAME: CT191

PASSWORD: NEGA

NEW PASSWORDS HAVE BEEN ISSUED TO ALL USERS OF THE AUTOMATED SYSTEM.

YOUR "NAME" WILL REMAIN THE SAME (I.E.) 07000.

TO SIGN ON:

TYPE 0000
ENTER

000000 SIGN ON - ENTER PERSONAL DETAILS

NAME

PASSWORD

NEW PASSWORD

AFTER TYPING YOUR "ID" IN THE NAME POSITION, ENTER.
DO NOT TYPE IN YOUR OLD PASSWORD.

READ AND FOLLOW THE INSTRUCTIONS AT THE UPPER LEFT CORNER OF YOUR SCREEN.

PLEASE WRITE YOUR PASSWORD. THIS IS THE ONLY TIME YOU WILL SEE IT.

IF YOU DO NOT GET YOUR NEW PASSWORD, PLEASE CALL 553-2700.

(continue on reverse side, if needed)
(sign form on reverse side)

Appeal justification continued: I am also primarily responsible for the location and accuracy of 10,000 confidential client case records ; removing and preparing for storage, as per the State Archivist's guidelines, approximately 1,000 client case records each year.

I feel that my final PD should reflect the fact that a significant part of my job is spent entering data into a client based system. Because of the reports that are generated from this information, it is important that there be a high degree of accuracy in the data entry. There is little room for error in dealing with client files because of the State's guidelines regarding confidentiality, and the medication records of clients.

Attach additional sheets if necessary

I understand that if I am appealing my assignment to a job title, the appeal must be filed within 14 calendar days of the time I received my final position description and grade. If I am appealing one or more dimension scores or total job evaluation points, my appeal must be filed within 30 calendar days of the time I received my final position description and grade. I certify that the information provided by me is correct to my best knowledge.

Employee Signature



Date Dec. 3, 1987

ARLINGTON COUNTY, VIRGINIA
INTER-DEPARTMENTAL MEMORANDUM

DATE: April 20, 1988

TO: All Staff

FROM: Pat Tingley

SUBJECT: Case Records - A Review of Revised System for Accessing Files

As per my memo of December 11, 1987 re revising the procedures for accessing/requesting Mental Health client case records, we said we would review the new system at the end of 90 days to assess its overall effectiveness.

Administratively the revisions have worked fairly well though we're still experiencing problems with missing files; misfiled material, either within the chart or in the wrong persons' chart, and files taken for which no Out Cards were submitted. To correct these and other problems we ask that staff adhere to the following procedures:

1. With the exception of Administrative staff and those who have work shelf space, clinical staff are not allowed in the file room to get files. In the evenings if a chart is needed, the evening receptionist will access it. During the daytime if the records librarian is not available, clinical staff are to ask anyone on the Administrative Unit to assist.
2. Out Cards should be put in the box designated for them outside of the file room. If there's an emergency or walk-in give the Out Card directly to the records librarian or her backup, and files will be pulled immediately.
3. Out Cards should be filled out completely and accurately, using clients full and correct name. Nicknames or any other kinds of abbreviations may result in getting no charts, or incorrect charts. Out Cards must be completed for all charts taken, including those on the file cart or on Administrative staff desks.
4. Clinical staff should not file material in client charts. Material to be filed can be attached to the outside of charts and returned to the file room for placement within the chart.
5. As a reminder from the 12/11 memo, "anyone who signs out a chart and then decides to pass it on to someone other than their supervisor, must return the chart to the file room and make out a new Out Card in the name of the person to whom they're giving the chart. The records librarian will then put the chart into that person's mailbox."

If there are any comments you haven't gotten to me about the revised file system, please feel free to do so at any time.

ARLINGTON COUNTY, VIRGINIA
INTER-DEPARTMENTAL MEMORANDUM

DATE:

TO: ALL STAFF

FROM:

DRAFT

DRAFT

SUBJECT:

Beginning December 21, 1987, a slightly revised system for accessing/ requesting client charts from the Administrative Unit will go into effect. This new system will be for a 90-day trial period at the end of which time it will be reviewed for overall effectiveness.

Shelf space will be made available in the File Room for all Supervisors; Administrative Unit staff, and Aftercare Medicine charts, as a centralized point from which charts can be more easily accessed for administrative disposition. These charts can be ^{freely} accessed at any time during the day ~~by authorized staff only~~ by authorized staff only, and do not need to be signed out or receipted when taken or returned to the work shelves. All files must be returned to the work shelves by close of business each day.

Files that need to be Closed, Changed, Transferred, etc., should be placed on a file cart which will be located outside of the File Room in the Administrative Unit. Anyone who has signed out a chart and then decides to pass it on to someone else, must make out a new "Out Card" in the name of the person to whom they're giving the chart.

Administrative boxes in the Mailroom and in the area immediately inside of the Administrative Unit will be eliminated and relocated to the file cart.

Fm. S-878

ARLINGTON COUNTY, VIRGINIA



INFORMAL MEMORANDUM

To ~~_____~~ Date June

From _____ Subject 527-1456

360-6095

Van

933-7724

~~being~~
this 27/5/89 → 23-4 Ky
28/5/89 - 7th-hal.
Chie
phit

ARLINGTON COUNTY



INFORMAL MEMORANDUM

To Admin. Unit Date 12/4/87
From Pat T. Subject _____

Comments, etc., to me by
end-of-day, Monday,
Dec. 7th.

PLEASE RETURN THIS SLIP.

TO:

FROM: Minh-Tho Khuc

This Day Sheet is being returned for the following reasons:

☐ DIRECT 01-08 not allowed on Day Sheets. A ticket should have been prepared for each direct service you have listed. Please verify that this was done and correct your Day Sheet. Please return Day sheet with Indirect Time on it, to me. Attach this sheet to your corrected Day sheet.

☐ No-Shows are Direct billable services. Please contact the cashier to prepare a ticket and eliminate the No-Show from your Day Sheet.

☐ Cancellations are Indirect non-billable services and must be recorded on your Day Sheet as "I".

For further clarification please see Jill Neuville's memo dated April 4, regarding the billing system.

TO:

FROM: Minh-Tho Khuc

This Day Sheet is being returned for the following reasons:

☐ DIRECT 01-08 not allowed on Day Sheets. A ticket should have been prepared for each direct service you have listed. Please verify that this was done and correct your Day Sheet.

☐ No-Shows are Direct billable services. Please contact the cashier to prepare a ticket and eliminate the No-Show from your Day Sheet.

☐ Cancellations are Indirect non-billable services and must be recorded on your Day Sheet as "I".

For further clarification please see Jill Neuville's memo dated April 4, regarding the billing system.

OFFICE OF SENATOR JOHN MCCAIN

COVER SHEET

TO:

FROM:

DATE:

TIME:

NUMBER OF PAGES
INCLUDING COVER:2

Talk - to you
next week -

M-J
Thanks for cooperating

Dear Senator Murkowski:

On behalf of the Families of Vietnamese Political Prisoners Association, we have carefully studied your legislation, S. 808. The Association is disappointed to note that your bill proposes to lift the United States trade embargo with Vietnam without first securing the release of Vietnamese political prisoners who have been held in so-called "re-education camps" for over sixteen years. Neither does your bill condition lifting the embargo on progress toward the peaceful resolution of the Cambodian conflict.

It is our belief that prior to entering into any agreement with the Government of Vietnam, the United States should insist that Hanoi address the compelling human tragedy of Vietnamese political prisoners, and their release secured. Lifting the trade embargo and the freeze on Vietnamese assets should be the leverage by which the United States convinces the Government of Vietnam to adhere to fundamental principles of human rights.

In November, 1989 our Association responded to a similar issue addressed by Congressman Solarz. We have attached a copy of our correspondence to him for your review.

Thank you for the opportunity to bring our concerns about S.808 to your attention. Should you have any questions, please feel free to contact us.

ARLINGTON COUNTY, VIRGINIA
INTERDEPARTMENTAL MEMORANDUM

March 11, 1988

TO: All DHS Staff

FROM: Ron Carlee, Acting Director
Department of Human Services

SUBJECT: Public Information Officer

As many of you know, Sabrina Anwah is the new Public Information Officer for the Department of Human Services. Her full time appointment began on January 4, 1988. Sabrina comes to us with experience in Public Relations, Marketing, and Television and Radio production. She has a Bachelor of Arts degree in Broadcasting and a Master of Arts degree in Communication. Prior to accepting this position, Sabrina was an instructor in Oral Communication at Hampton University in Hampton, Virginia. Sabrina is a member of the Director's Office, and Dotty Dake is her immediate supervisor. Sabrina's phone number is ; her voice mail address is 662-6269.

Among Sabrina's responsibilities will be the publication of the "DHS News and Views" on a monthly basis, as well as a monthly calendar. Your contributions to both documents are welcomed. You may submit contributions (e.g., information about births, programs, promotions, retirements, and birthdays) by filling out the goldenrod calendar form or by calling Sabrina on or before the 15th of the month preceding publication.

She will review all flyers, brochures, booklets, pamphlets, and other documents which are to be presented to the public or distributed within the Department or County government to insure consistency and accuracy of information. She will be available to help you with the design, preparation, and editing of your publications. She will assist in preparing videotape productions and presentations you may wish to make on radio or television. Each of us has the responsibility for keeping Sabrina informed about activities in our programs, just as she is responsible for assisting us in getting information about our programs and services out to the community.

Be sure to notify Sabrina immediately of all contacts you have with media representatives. Please refer media representatives to Sabrina if they should ask questions other than those of general public information (i.e., information that is available in public documents such as the County Budget). Staff members in the Division of Social Services and the Mental Health Division should have their supervisors respond to inquiries or refer them to Sabrina in the supervisor's absence.

Staff members in the Health Division should refer media representatives directly to Sabrina. In Sabrina's absence, media calls should be directed to Dotty Dake.

By working cooperatively in this manner we will maintain a healthy relationship with the various media so that the Department is seen in a positive light by the community at large. If you should be quoted or if information about DHS is used in an article, please forward a copy to Sabrina, so that it can be added to the clipping file. Her address is 1800 Edison, Room 219.

- Fred Brown
- Frank A. Silvert
- Lionel

- Court

- R. W. Miller -

- Larry

- Jeff

- Michael