

FOIA MARKER

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Collection/Record Group: Clinton Presidential Records
Subgroup/Office of Origin: National AIDS Policy Office
Series/Staff Member: Kristine Gebbie
Subseries:

OA/ID Number: 8300
FolderID:

Folder Title:
[Presidential HIV/AIDS Advisory Council] [loose] [2]

Stack:	Row:	Section:	Shelf:	Position:
S	66	5	1	3

Withdrawal/Redaction Sheet

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
001. list	re: Suggested Appointees for Presidential HIV/AIDS Advisory Council (1 page)	00/00/0000	b(6)
002. list	re: Persons Recommended for Appointment to Presidential HIV/AIDS Advisory Council - Preliminary List (18 pages)	00/00/0000	b(6)

COLLECTION:

Clinton Presidential Records
National AIDS Policy Office
Kristine Gebbie
OA/Box Number: 8300

FOLDER TITLE:

[Presidential HIV/AIDS Advisory Council] [loose] [2]

2018-0756-F

jp4868

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

- P1 National Security Classified Information [(a)(1) of the PRA]
- P2 Relating to the appointment to Federal office [(a)(2) of the PRA]
- P3 Release would violate a Federal statute [(a)(3) of the PRA]
- P4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
- P5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]
- P6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

RR. Document will be reviewed upon request.

Freedom of Information Act - [5 U.S.C. 552(b)]

- b(1) National security classified information [(b)(1) of the FOIA]
- b(2) Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
- b(3) Release would violate a Federal statute [(b)(3) of the FOIA]
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- b(8) Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
- b(9) Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

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1/14/94

PRESIDENTIAL HIV/AIDS ADVISORY COUNCIL

CHARTER

1. Official Description

The Presidential HIV/AIDS Advisory Council ("Council").

2. Objectives, Scope of Activities and Description of Duties

The Council shall:

- **advise the President regarding short- and medium-range goals for the "Action Agenda" consistent with the National Plan to Stop AIDS developed by the Office of the National AIDS Policy Coordinator;**
- **advise the President regarding priorities for implementation of the Action Agenda; and**
- **advise the President on such other issues he may assign to the Council.**

The duties of the Council are solely advisory in nature.

The Council may form subcommittees or teams to assist it in accomplishment of its objectives and duties. The subcommittees or teams may include individuals other than members of the Council and shall be balanced in terms of the interests represented and the Council's objectives and duties. The chairperson of the Council shall appoint subcommittee and team members from outside the Council's membership when necessary. The chairperson of the Council may invite experts to submit information to the Council and report to the Council on specific matters concerning national HIV/AIDS policy.

3. Duration

The Council shall exist for a period of two years commencing January 30, 1994, unless extended by the President. The Council will have continuing responsibility for advising the President during its existence.

4. Official to Whom the Advisory Council Reports

The Council will report to the President.

5. Agency Responsible for Providing Support for the Council

The Council shall receive administrative and other support from the National AIDS Policy Office of the Department of Health and Human Services.

6. Estimated Annual Operating Costs

The annual operating costs for the Council are estimated to be approximately \$100,000 per year.

7. Estimated Number and Frequency of Meetings

The Council shall meet three times a year, at regular intervals, and at such other times as the President or Council Chair may direct. The total number of meetings during the two years of operation is not expected to exceed eight.

8. Membership

There shall be no more than twenty-one (21) members of the Council. The Chairperson of the Council shall be the National AIDS Policy Coordinator. The remaining twenty (20) members of the Council shall be appointed by the President. At least eleven (11) members of the Council shall be persons with HIV disease or AIDS, or the immediate family members of persons with HIV disease or AIDS. Each member shall serve for a period of two years and, in the event this Charter is extended pursuant to Section 3, may be reappointed for additional terms at the President's discretion.

9. Date

This charter is filed on January XX, 1994.

THE WHITE HOUSE

WASHINGTON

November 19, 1993

Dear Colleague:

The Office of National AIDS Policy is working toward a new Presidential HIV/AIDS Advisory Council to inform and advise its work. I am writing to request your assistance in identifying the best possible candidates from across the nation as potential appointees to this new body.

The current draft mission for the Council states --

The members of the Council are to reflect the range of demographic, transmission, and social characteristics represented in the HIV pandemic in the United States, with 50 percent of the members being infected or personally affected by HIV.

Principal tasks of the Presidential HIV/AIDS Advisory Council shall include

- *assisting the National AIDS Policy Coordinator in determining short- and medium-range goals for an action agenda consistent with the National Plan to Stop AIDS*
- *assisting in setting priorities within the action agenda,*
- *issuing periodic reports to the President and the nation detailing progress on the National Plan to Stop AIDS, and*
- *participating at the local or regional level in activities developed to ensure that the experiences and opinions of individuals and institutions across the nation are communicated to the Office of the National AIDS Policy Coordinator.*

In terms of time commitment, we currently plan to hold three meetings of the full Council each year, with at least one of them held outside the Washington area. Using the attached one-page form, please provide your recommendations of the best qualified individual/s who might be considered for appointment to the Presidential HIV/AIDS Advisory Council.

Please return your recommendations by mail or FAX (to 202-632-1096) not later than December 15, 1993. Thank you in advance for your thoughtful suggestions.

Dec. 15, 1993

Sincerely,



Warren W. Buckingham III
Special Assistant for Planning and Development
Office of the National AIDS Policy Coordinator

**RECOMMENDATIONS FOR APPOINTMENT TO THE
PRESIDENTIAL HIV/AIDS ADVISORY COUNCIL**

*** All requested information, except the last two lines, pertains to the person recommended. ***

Name _____
last name first m.i.

Address _____

City/State _____ ZIP _____

Telephone (W) ____-____-____ (H) ____-____-____ (FAX) ____-____-____

Race/Ethnicity _____ Gender (circle) F M

1. Which communities, constituencies, and/or professional disciplines does this person represent?

2. What makes this person uniquely qualified for appointment to the Presidential HIV/AIDS Advisory Council?

3. Who may we contact for a Resume/Curriculum Vitae? ____ You ____ Person recommended

NOTE: Do **NOT** answer the following questions without the explicit permission of the person being recommended. The answers will assist in ensuring that those appointed include people who can effectively and openly represent people with HIV disease. No information regarding sero-status will be released without written permission of the person named.

4. Has this person publicly acknowledged that he or she is HIV+? (circle) Y N

5. Is an immediate family member either living or deceased (including domestic partner) of this person publicly acknowledged as being HIV+? (circle) Y N

Your Name _____

Telephone (W) ____-____-____ (H) ____-____-____ (FAX) ____-____-____

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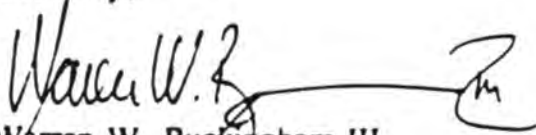
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1/10/94

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9. Date

This charter is filed on January XX, 1994.

NAME:

HIV+ ? YES NO

[illegible]

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The Council will report to the President.

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The Council shall receive administrative and other support from the Office of the National AIDS Policy Coordinator and from the Department of Health and Human Services.

6. Estimated Annual Operating Costs

The annual operating costs for the Council are estimated to be approximately \$100,000 per year and two (2) FTE staff positions.

7. Estimated Number and Frequency of Meetings

The Council shall meet three times a year, at regular intervals, and at such other times as the President or Council Chair may direct. The total number of meetings during the two years of operation is not expected to exceed eight.

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9. Date

This charter is filed on January XX, 1994.

NAME:

HIV+ ?	YES	NO
--------	-----	----

[illegible]

OFFICE OF DOMESTIC POLICY

THE WHITE HOUSE

FROM THE OFFICE OF: CAROL H. RASCO
ASSISTANT TO THE PRESIDENT
FOR DOMESTIC POLICY

TO: Kris Melbie

DRAFT RESPONSE FOR CHR BY: _____

PLEASE REPLY (COPY TO CHR): _____

PLEASE ADVISE BY: _____

LET'S DISCUSS: _____

FOR YOUR INFORMATION: _____

REPLY USING FORM CODE: _____

FILE: _____

RETURN ORIGINAL TO CHR: _____

SCHEDULE: _____

REMARKS:

I'm sorry I failed to
ask today - what is the
timeline on this group?

memo sent
12/16
D.



**PHYSICIANS
ASSOCIATION
FOR AIDS CARE**

101 WEST GRAND
AVENUE, SUITE 200
CHICAGO, IL 60610
312/222-1326
FAX 222-0329

November 30, 1993

DEC 7 REC'D



DEC - 9 1993

President Bill Clinton
The White House
1600 Pennsylvania Avenue, NW
Washington, DC 20500

Dear President Clinton,

We understand that there will be a new National AIDS Advisory Council. On behalf of our association, we would appreciate your consideration of our nomination of R. Scott Hitt, MD, to be a member of the council.

Our association is the nation's largest and oldest professional association whose mission is solely directed to maximizing of the length and quality of life of all persons affected by the AIDS epidemic. We are the nation's leading HIV/AIDS educational resource and have served as an advocate for of all people with HIV and their caregivers. Our interdisciplinary approach to this epidemic has allowed us to develop model programs for education, prevention, research, and healthcare reform.

I have personally relied on Dr. Hitt's counsel in the development of many of these initiatives, and I know that our nation could also benefit from his counsel and advice as a member of the National AIDS Advisory Council. Dr. Hitt's curriculum vitae relative to his leadership in HIV-related issues is enclosed for your consideration.

Sincerely,

Gordon Nary
Executive Director

Encl: R. Scott Hitt CV

cc: Carol H. Rasco
Domestic Policy Advisor
The White House
1600 Pennsylvania Ave., NW
Washington, DC 20500

John Emerson
Deputy Director Presidential Personnel
OEOB Room 151
Washington, DC 20500

TRUSTEES

John G. Bartlett, M.D.
Baltimore, MD
Victor Beer, M.D.
Los Angeles, CA
Jean-Claude Chermann, Ph.D.
Marseille, France
Paul J. Cimo, M.D.
Irvine, CA
Clay J. Cockerell, M.D.
Dallas, TX
Douglas T. Dieterich, M.D.
New York, NY
Michael Glick, D.M.D.
Philadelphia, PA
Wilbert C. Jordan, M.D., M.P.H.
Los Angeles, CA
William J. Kassler, M.D., M.P.H.
Atlanta, GA
Donald P. Kotler, M.D.
New York, NY
Tadd Lazarus, M.D.
New York, NY
Matthew Lefkowitz, M.D.
Brooklyn, NY
Carole Marie, M.D.
New York, NY
Richard K. McDonald, M.D.
Chicago, IL
Ronald T. Mitsuyasu, M.D.
Los Angeles, CA
Stephen D. Nightingale, M.D.
Dallas, TX
James M. Oleske, M.D., M.P.H.
Newark, NJ
Eugene H. Rogolsky, M.D.
Sherman Oaks, CA
William M. Valenti, M.D.
Rochester, NY

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President
Ronald T. Mitsuyasu, M.D.
Treasurer
Douglas T. Dieterich, M.D.
Secretary
William M. Valenti, M.D.
President-Elect

EXECUTIVE DIRECTOR
Gordon Nary

R. SCOTT HITT M.D.
Summary of HIV Activities
150 North Robertson Blvd. #300
Beverly Hills, CA 90211
(310) 652-2562 (W)
(310) 652-2843 (F)

PROFESSIONAL EXPERIENCE

1988 - Present **Pacific Oaks Medical Group**
Beverly Hills, California

Full Partner in the nations largest private practice health care provider for patients with HIV, personally caring for over 1000 HIV patients. Co-manage approximately 170 employees and all facilities related to the practice including an infusion center, home health care service, and a reference laboratory.

Additional responsibilities outside of the practice, but related to the services provided by Pacific Oaks include numerous public speaking engagements on HIV issues, the participation in AIDS education seminars, and active involvement with major community based local and national AIDS organizations.

Also responsible for writing a bi-weekly AIDS update column for the national news publication *Frontiers*. In addition author of numerous freelance AIDS-related articles and editorials in various local and national publications.

COMMUNITY SERVICE

1990 - Present **AIDS Project Los Angeles (APLA)**

Member, **Board of Directors** APLA is one of the premier AIDS organizations in the country with an \$20 million annual budget. It provides support and advocacy services for over 4,000 clients.

Chair, Public Policy Committee. This committee oversees all aspects of the APLA Public Policy department and its \$500,000 budget. This department with offices in Sacramento and Los Angeles, interacts with national, state and local governments to increase public funding for HIV/AIDS services, and to affect public policy in the interest of those living with HIV.

COMMUNITY SERVICE (cont.)

1990 - Present

Los Angeles Gay and Lesbian Community Services Center

Member, **Board of Directors**. The GLCSC has an \$10 million annual budget, serving over 4,000 clients per month. It is devoted to supporting the well being of gay men and lesbians by providing essential human services to the community, and by organizing and sponsoring activities

The GLCSC Health Services Department serves more HIV clients than any other organization in LA County. It plays a critical role in prevention and education through it's HIV testing program that runs over 12,000 HIV tests per year. The Jeffry Goodman early intervention clinic cares for more than 1800 clients with over 20,000 clinic visits per year.

1991 - Present

California State Insurance Commissioners Task Force on AIDS

Appointed by State Insurance Commissioner John Garamendi as one of 20 members of the task force. Responsible for gathering ideas and information about how the Department of Insurance can best provide assistance to those affected by HIV disease.

1989 - Present

SEARCH Alliance

Member, Medical Advisory Board. SEARCH is on the cutting edge of testing new AIDS drugs. It is a grassroots organization comprised of scientists, health professionals, and community leaders working to help find a cure for AIDS.

1989 - Present

Positive Living For Us (PLUS)

Medical Advisor. PLUS is a weekend workshop for those testing HIV positive. The seminar combines didactic presentations from professionals in AIDS-related fields with experiential exercises and discussion groups.

1988 - 1990

AIDS Healthcare Foundation

Served as Secretary of the **Board of Directors** for two terms served as Chairman of the Public Policy Committee. The AIDS Healthcare Foundation administers the Chris Brownlie and Carl Bean Hospices.

1988 - 1991

Chris Brownlie Hospice

Served as Chairman of the organization's Professional Advisory Board. CBH was the first licensed AIDS hospice in California.

1986 - 1989

Edmund Edelman County Health Clinic

Volunteer physician with clinical and counseling responsibilities including cre for HIV patients.

POLITICAL ACTIVITIES

1991 - Present

National Gay and Lesbian Victory Fund

Currently Serving as **National Co-Chair**. The Victory Fund is a national organization formed to raise money from its 3000 members to elect openly gay and lesbian candidates to local, State, and Federal office. In 1992 GLVF raised over \$250,000. The Victory Fund is committed to only supporting those candidates that are committed to increase funding and awareness of the fight against HIV disease. The organization also helps to train openly gay and lesbian candidates how to manage and conduct campaigns.

1990 - Present

A.N.G.L.E.

Member of Access Now For Gay and Lesbian Equality, an organization dedicated to increasing the political power of the HIV, gay and lesbian communities. It has been instrumental in raising awareness of HIV issues with elected officials and candidates for office. ANGLE produces a slate distributed to over 100,000 gays and lesbians in LA County. It has raised over \$2 million for candidates including over \$1 million for the Clinton 1992 Campaign. Participants in ANGLE were responsible for the creation of AB 1952 which increased the availability of new HIV drugs to Californians.

1993 - Present

Advisor To Senator Diane Feinstein on HIV Issues

1991- 1992

Bill Clinton for President Campaign, Trustee

Advised Campaign on HIV Issues including draft of his "Clinton Policy On AIDS". Served on the national finance council. Organized the "Palace Fundraiser" in May 1991 which was Bill Clinton's first major address to the HIV affected community.

PAAC

101 WEST GRAND AVENUE
SUITE 200
CHICAGO, ILLINOIS 60610



Carol H. Rasco
Domestic Policy Advisor
The White House
1600 Pennsylvania Ave., NW
Washington, DC 20500

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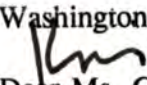
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December 8, 1993

Kristine Gebbie, RN, MN
National AIDS Policy Coordinator
Executive Office of the President
750 17th Street, N.W., Suite 1060
Washington, D.C. 20500

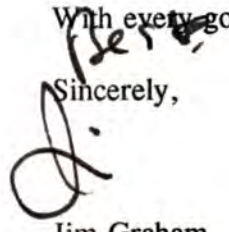

Dear Ms. Gebbie:

Thank you for your warm note about our volunteers on World AIDS Day and our recent press conference with the Surgeon General. I appreciate your strong interest in our work.

sent to Buck.
I have enclosed a recommendation form for Brenda Greene, who is interested in being appointed to the **Presidential HIV/AIDS Advisory Council**. I unfortunately was at a conference out of town at the end of last week and was unable to complete the form before December 5. I hope you will still be able to consider my support for Brenda's appointment. I have worked with her in the past, and she has done excellent work.

Thank you for your consideration. I look forward to seeing you soon.

With every good wish,


Sincerely,

Jim Graham
Executive Director

JG/jmt



**RECOMMENDATIONS FOR APPOINTMENT TO THE
PRESIDENTIAL HIV/AIDS ADVISORY COUNCIL**

* All requested information, except the last two lines, pertains to the person recommended *

Name: Greene, Brenda Z.

Address: 4302 Andes Drive

City/State: Fairfax, VA ZIP: 22030

Telephone: (W) 703/ 838-6756 (H) 703/ 691-0464 (FAX) 703/ 638-7590

Race/Ethnicity: Caucasian Gender: Female

1. Which communities, constituencies, and/or professional disciplines does this person represent?

Ms. Greene is a married caucasian woman. She has extensive experience as an HIV educator in Northern Virginia and has run a program since 1987 at the National School Board Association which stresses the need for HIV education programs for education professionals. She also has been a member of the Fairfax County (VA) Public School's HIV/AIDS Advisory Committee and the county-wide HIV/AIDS Advisory Subcommittee of the Health Care Advisory Committee. She has worked with community-based organizations, including serving on the operating committee of Whitman-Walker Clinic of Northern Virginia. She has been a member of the Washington Regional Ryan White Planning Council since it was first convened in 1990.

2. What makes this person uniquely qualified for appointment to the Presidential HIV/AIDS Advisory Council?

Ms. Greene has an unique combination of experience with a wide-range of public and private organizations and professional associations dealing with the affects of HIV disease. As a member of the Ryan White Planning Council in Washington, I have witnessed firsthand the scope of her knowledge about the social and economic effects of HIV disease, as well as her commitment to funding effective HIV prevention programs, not only in her home county, but around the entire country. Importantly, she is a public advocate for additional HIV-related services for those already infected with HIV. She has a unique combination of experience which make her an excellent candidate for an appointment to the Presidential HIV/AIDS Advisory Council.

3. Who may we contact for a Resume/ Curriculum Vitae? __ You X Person recommended

NOTE: Do **NOT** answer the following questions without the explicit permission of the person being recommended. The answers will assist in ensuring that those appointed include people who can effectively and openly represent people with HIV disease. No information regarding sero-status will be released without written permission of the person named.

4. Has this person publicly acknowledged that he or she is HIV+? (circle) Y N

5. Is an immediate family member either living or deceased (including domestic partner) of this person publicly acknowledged as being HIV+? (circle) Y N

Your Name: Jim Graham

Telephone (W) 202/ 797-3511 (H) 202/ 291-9636

(Please return not later than December 5, 1993)

THE WHITE HOUSE

WASHINGTON

December 16, 1993

MEMORANDUM TO CAROL RASCO

FROM: Kristine M. Gebbie *M. Stine Lee for*
National AIDS Policy Coordinator

SUBJECT: Presidential HIV/AIDS Advisory Council

To date, we have accumulated a very diverse list of approximately 200 nominees to the 21-person Presidential HIV/AIDS Advisory Council. Yesterday, Andrew Barrer met with John Emerson to get guidance on our charter and appointment requirements. At this juncture, Personnel has agreed to accept our list and vet each nominee before a public announcement is made. By January 10, my goal is to narrow the list to the 21, with an additional 10 as backup.

I have received the letters of recommendations forwarded through your office. Please let me know if you have additional nominees, recommendations, or questions.

DRAFT

October 14, 1993

MEMORANDUM TO: Christine A. Varney
FROM: Kristine Gebbie
SUBJECT: Presidential HIV/AIDS Advisory Council

I am attaching a proposal to establish a Presidential HIV/AIDS Advisory Council (PHAC) which has been reviewed and approved by Carol Rasco.

Please advise me at your earliest convenience as to the specific procedures we should follow to:

- secure approval for establishing a new Presidential advisory council,
- begin the process of securing and vetting names for possible appointees to the PHAC, and
- finalize selection of those individuals who will be appointed by the President.

Thank you in advance for your assistance.

DRAFT: 10/14/93

Proposal for a Presidential HIV/AIDS Advisory Council

1. **Name**
A **Presidential HIV/AIDS Advisory Council (PHAC)** should be established at the earliest possible date to advise the Office of the National AIDS Policy Coordinator (ONAP).
2. **Charge/Mission**
The PHAC should be charged with participating in development of a *prioritized* national action agenda based on plans already available, and to periodically issue progress reports to the President and the nation on it. The Council should have a carefully defined and delimited "outreach" role -- including the involvement of the corporate, philanthropic, and religious communities.
3. **Accountability**
Membership of the PHAC should be appointed by and serve at the pleasure of the President.
4. **Size and Composition**
Appointed membership for the Council should be 21 individuals, and should not include Federal government employees except in *ex officio* capacity. Membership should be geographically, ethnically, and professionally diverse; with parity between women and men, and between HIV/AIDS "veterans" and new voices. Membership must include effective representation from each community disproportionately affected by HIV. Wherever possible, policy expertise or constituency representation should be sought from people who are living with HIV, with a goal of at least 50 percent publicly-identified persons living with HIV, or their family members (defined to include domestic partners, etc.) among the membership.

Ad hoc representation from relevant cabinet departments and/or PHS agencies should be named for the PHAC (assistant secretary-level designees are suggested to enhance likelihood of ongoing participation) This representation should never outnumber appointees, and ad hoc members should have a voice but not a vote.
5. **Structure and Meeting Frequency**
The Council should meet as a *committee of the whole*, and no standing committees are suggested, although it may be desirable to have a three- to six-person executive committees to facilitate work between meetings. The National Council should meet every four months, with at least one meeting each year held outside the Washington, DC area.
6. **Leadership**
The Presidential HIV/AIDS Advisory Council should be chaired by the National AIDS Policy Coordinator.
7. **Staff Support**
Professional support should be provided by the NGO/Board Liaison. Logistical support should include a full-time dedicated position for meeting management, and secretarial assistance as needed.
8. **Budget**
Assuming thrice-annual meetings of a 21-member Council, the need to travel staff to meetings outside Washington, and other expenses, between \$75,000 and \$100,000 will be needed which is not available in the budget for FY 1994.

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January 12, 1994

KRISTINE GEBBIE, National AIDS Policy Coordinator
Executive Office of the President
Suite 1060, Office of the National AIDS Policy Coordinator
750 Seventeenth Street, NW
Washington, DC 20503

RE: VERBATIM COURT REPORTING AND TRANSCRIPTION SERVICES

Dear Ms. Gebbie:

The purpose of this letter is to offer our company's services to provide reporting for the President's Committee on HIV and AIDS, with which I understand you will be closely involved. Having been unable at this time to determine how this committee is administered, I am sending this letter to your attention with the hope that it will be forwarded to the appropriate procurement office, as necessary, or to the person on your staff who will arrange reporting services for the committee.

Certainly it will be desirable for the Committee members to have at their disposal a permanent, confidential record of the proceedings of the Committee meetings to ensure that the various views, attitudes and proposals espoused will be accurately attributed and considered. Such an interim record will assist in the preparation for future meetings. These transcripts can be produced by our company.

Our company is in its eighteenth year of providing reporting services for the federal government, and our experience with clients such as the Department of Health and Human Services, National Institutes of Health, the President's Commission on AIDS, and the U.S. Congress Office of Technology Assessment, among others, provides us with familiarity regarding current health issues. Our clients expect and receive the following:

- **PROFESSIONAL, TIMELY SERVICE**

We cover hearings (administrative, public, etc.), meetings, arbitrations, conferences, depositions, etc. - Virtually any proceeding for which a transcript can be produced.

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Formats available include ASCII, WORDPERFECT, DISCOVERY ZX, MIN-U-SCRIPT, etc., on 3½" or 5¼" disk or 9-track magnetic tape.

Thank you for your consideration. If you have any questions or would like more information please do not hesitate to call us. We are ready to be of service and look forward to hearing from you in the near future.

Sincerely,

Kevin Murphy
Production Coordinator