

# Memo

**To:** David Shorter, Executive Director

**From:** Guy Forchion, Director of Operations

**CC:** Lorenzo Williams, Maintenance Technician

William Barranco, Advocate Program Counselor

Advocate Program, Inc.

**Date:** 9/11/2006

**Re:** Kevin Thomas - Community Service Groundskeeper

Mr. Kevin Thomas will be performing 75 hours of community service at Virginia Key Beach Park. He will assist Lorenzo Williams with grounds keeping and general maintenance duties 8 hours per day on Mondays only.

His first day is Monday, September 11, 2006 and will continue through October 2006.