

PENNSYLVANIA BAR ASSOCIATION

DEPARTMENT DESCRIPTIONS

Below is a listing of PBA staff, broken down by department. Each listing includes the staff person's name, title, phone extension, e-mail address and fax number. The national toll-free PBA telephone number is 1-800-932-0311. The local telephone number is 717-238-6715.

Administration

The Administration Department provides support to association leadership and implements policies and procedures adopted by the Board of Governors and House of Delegates.

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Committees/Sections

The Committees/Sections Department provides administrative support to the PBA's committees and sections, as well as to the Lawyer Dispute Resolution Program. The Minority Attorney and Women in the Profession conferences are coordinated through this department, as are the various section retreats. The Young Lawyers Division business functions and special projects, such as the Statewide Mock Trial Competition, are administered through this department.

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Communications

The Communications Department is responsible for PBA publications, numerous committee and section newsletters. The department also promotes the programs, policies and members of the association by working closely with the media and other organizations. Providing the association's public relations, the department distributes news releases, coordinates publicity for PBA events and meetings and develops public-awareness campaigns to promote the understanding of the law.

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Publications Editor, Ext. 2277

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County Bar Services

The County Bar Services Department is the PBA liaison with local bar associations throughout the commonwealth. It is responsible for coordinating PBA presidential visits to county bar functions, the *County Bar Directory*, county bar malpractice avoidance, Stepping Out and In-firm Malpractice Avoidance programs. The director is liaison to the Professional Liability Committee and the Conference of County Bar Leaders and its annual two-day seminar.

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County Bar Services Director, Ext. 2218

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Finance

The Finance Department oversees all association finances, including payroll, investments and production of the budget. This department works closely with the treasurer and executive director to ensure that PBA finances are handled in accordance with policies adopted by PBA governing bodies and with accepted accounting procedures.

Brenda K. Mayer, CPA

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Marianne Grybowski

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TBD

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Governance

The Governance Department provides staff support for the Board of Governors, House of Delegates, Pennsylvania Bar Insurance Fund and Pennsylvania Bar Trust. The department is responsible for all phases of Board, House and Trust meeting preparation and follow-up and serves as staff liaison to the Nominating Committee and the Bar Organization Committee.

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Kelly L. Myers

Governance Coordinator, Ext. 2272

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Human Resources

The Human Resources Department handles all matters related to PBA personnel. It administers the employee benefits programs, coordinates the staff recruitment process, maintains employee records, provides support to the Pension Committee and develops and monitors personnel policies and procedures.

Becky J. Frank

Employee Benefits Coordinator, Ext. 2220

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Paul J. Skolka

Human Resources Manager, Ext. 2213

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Legislative Relations

The Legislative Relations Department presents the PBA's positions on legislative matters to the General Assembly. The department not only monitors and reports information on pending and enacted legislation to committees, sections and local bar associations but also works closely with these bodies to propose and develop legislation.

Nevin Mindlin

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Lauren Brinjac

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Mailroom and Facilities Management

The Mailroom and Facilities Management Department is responsible for the day-to-day operation of the mailroom and the overall management and maintenance of the association's facilities and physical plant.

Rick L. Stains

Mailroom/Facilities Coordinator, Ext. 2242

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Management Information Systems

The Management Information Systems Department assists PBA departments with their computer needs. The department maintains the membership files and oversees the operation of the PBA's computer system, including oversight and maintenance of the association's Web site.

Al Trosky

Management Information Systems Director

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Meetings

The Meetings Department advises on meeting site selection and program logistics. It coordinates all major meeting activities, as well as serves as the principal liaison with hotels, travel agencies and other suppliers.

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Pamela K. Kance

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Education/Special Projects

The education/special projects coordinator is responsible for programs which educate young persons about the rule of law, the history and workings of our form of government, and the peaceful resolution of disputes.

Susan E. Etter, Esq.

Education/Special Projects Coordinator, Ext. 2256

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Member Services

The Member Services Department is responsible for designing and marketing our membership recruitment and retention programs as well as identifying members' needs and developing and implementing benefits and services to meet those needs. Member Services representatives are available to answer questions and to assist in providing service to members and prospective members. The PBA Ethics Hotline is coordinated through this department, as is the Law Practice Management Hotline and association marketing services. Additionally, the PBA Lawyer Referral Service is administered through this department.

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Pro Bono Legal Services

The pro bono coordinator is responsible for assisting local bar associations, civil legal aid programs and other groups offering pro bono legal services across the commonwealth.

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The Pennsylvania Bar Foundation

The Pennsylvania Bar Foundation, the charitable affiliate of the Pennsylvania Bar Association, improves the public's understanding of the law and its appreciation of democracy and strives to ensure that citizens, particularly Pennsylvania's most vulnerable, have full access to the legal system. The Foundation accomplishes its mission by making grants, seeking financial support from individuals and organizations both within and outside of the legal community, and encouraging bar members to donate their time, talent and expertise in service to the public. The Pennsylvania Bar Foundation Executive Director provides direct administration, marketing and fund-raising support and oversight for the organization.

E. Marie Queen

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Have a question about the PBA?

Following is a list of PBA staff who are able to answer your PBA-related questions. Staff may be contacted at 1-800-932-0311 or (717) 238-6715. To speed your connection when using the PBA's voice-mail system, input the staff contact's extension. A listing of staff extensions appears on the previous pages of this booklet.

ABA House of Delegates	Ursula Marks
Advertising	
• Classified	Sarah Germak
• Display	SAGE Publications
Alternative Dispute Resolution.....	Louann Bell
Board of Governors.....	Sandra Graver
Bookkeeping.....	Marianne Grybowski
Budget	Brenda Mayer
Committees.....	Louann Bell, Tammie Spicijaricht
Conference of County Bar Leaders.....	Michelle Shuker
Consumer Legal Information Pamphlets.....	Faith Hernandez
County Bar Associations	Michelle Shuker
Data Processing.....	Al Trosky
Dues	Member Services
Education/Special Projects	Susan Etter
Ethics.....	Victoria White
Financial Information	Marianne Grybowski
House of Delegates.....	Sandra Graver
InCite Legal Research Service.....	Elizabeth Kramer
Internet, Web site	Traci Raho
Judicial Evaluations.....	Louann Bell
Lawyer Referral Service	Susan Rhea
Legislative Bills, Information.....	Nevin Mindlin, Steven Loux
Mailing Labels, Lists.....	Jodi Wilbert
Malpractice Avoidance Programs	Michelle Shuker
Media (News Releases)	Jeff Gingerich
Meetings	Wendy Loranzo, Janell Klein
Meetings (In-house)	Lisa Harding
Membership Benefits, Services	Elizabeth Kramer
Newsletters	
• Editorial	Amy Kenn, Tina Schreiber, Patricia Graybill
• Subscriptions.....	Michael Shatto
<i>Pennsylvania Bar Association Quarterly</i>	
• Editorial	Marcy Mallory
• Subscriptions.....	Sarah Germak
Pennsylvania Bar Foundation.....	Marie Queen
Pennsylvania Bar Insurance/Trust Fund.....	Sandra Graver

Staff Functions Index (continued)

<i>Pennsylvania Bar News</i>	Patricia Graybill
<i>Pennsylvania Lawyers Directory & Product Guide</i>	
• Editorial	Tina Schreiber
• Subscriptions.....	Member Services
<i>The Pennsylvania Lawyer</i>	Geoff Yuda
Personnel	Paul Skolka
Pro Bono.....	David Trevaskis
Public Relations	Jeff Gingerich
Sections.....	Michael Shatto
Slip Opinions.....	Kelly Myers
UPL Information	Louann Bell
Young Lawyers Division.....	Maria Engles