

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.

Barry M. Simpson, Esq.
Executive Director, Ext. 2215
Barry.Simpson@pabar.org
Fax: 717-238-1204

Francis J. O'Rourke
Deputy Executive Director, Ext. 2275
forourke@pabar.org
Fax: 717-238-7182

Ursula L. Marks
Executive Assistant, Ext. 2296
Ursula.Marks@pabar.org
Fax: 717-238-1204

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.

Louann T. Bell
Committee Relations Coordinator, Ext. 2276
Louann.Bell@pabar.org
Fax: 717-238-7182

Maria Engles
Young Lawyers Division Coordinator, Ext. 2223
Maria.Engles@pabar.org
Fax: 717-238-7182

Michael T. Shatto
Section Relations Coordinator, Ext. 2243
Michael.Shatto@pabar.org
Fax: 717-238-7182

Tammie Spicjarich
Committee Relations Coordinator, Ext. 2280
Tammie.Spicjarich@pabar.org
Fax: 717-238-7182

Suzanne Crist
Administrative Assistant, Ext. 2253
Suzanne.Crist@pabar.org
Fax: 717-238-7182

Emily Lewis
Administrative Assistant, Ext. 2206
Emily.Lewis@pabar.org
Fax: 717-238-7182

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.

Marcy C. Mallory

Communications Director, Ext. 2247

Marcy.Mallory@pabar.org

Fax: 717-238-2342

Patricia M. Graybill

Senior Publications Editor, Ext. 2289

Patricia.Graybill@pabar.org

Fax: 717-238-2342

Geoffrey S. Yuda

Editor, The Pennsylvania Lawyer/PBA Web, Ext. 2241

Geoff.Yuda@pabar.org

Fax: 717-238-2342

Amy J. Kenn

Senior Publications Editor, Ext. 2217

Amy.Kenn@pabar.org

Fax: 717-238-2342

Jeff Gingerich

Communications Manager, Ext. 2216

Jeff.Gingerich@pabar.org

Fax: 717-238-2342

Sarah D. Germak

Administrative Assistant, Ext. 2226

Sarah.Germak@pabar.org

Fax: 717-238-2342

Tina R. Schreiber

Publications Editor, Ext. 2277

Tina.Schreiber@pabar.org

Fax: 717-238-2342

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.

Michelle M. Shuker, Esq.

County Bar Services Director, Ext. 2218

Michelle.Shuker@pabar.org

Fax: 717-238-7182

Gabriele Miller Wagner

Administrative Assistant, Ext. 2297

Gabriele.MillerWagner@pabar.org

Fax: 717-238-7182

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.

Lisa L. Hogan, CPA

Controller, Ext. 2237

Lisa.Hogan@pabar.org

Fax: 717-221-8739

Marianne Grybowski

Finance Manager, Ext. 2271

Marianne.Grybowski@pabar.org

Fax: 717-221-8739

Ashley M. Heffernan

Finance Coordinator, Ext. 2219

Ashley.Heffernan@pabar.org

Fax: 717-221-8739

TBD

Accounts Payable Assistant, Ext. 2249

@pabar.org

Fax: 717-221-8739

Ross Miller

Accounts Receivable Assistant, Ext. 2287

Ross.Miller@pabar.org

Fax: 717-221-8739

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.

Sandra L. Graver

Governance Manager, Ext. 2221

Sandra.Graver@pabar.org

Fax: 717-221-8739

Kelly L. Myers

Governance Coordinator, Ext. 2272

Kelly.Myers@pabar.org

Fax: 717-221-8739

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

Becky.Frank@pabar.org

Fax: 717-238-1204

Paul J. Skolka

Human Resources Manager, Ext. 2213

Paul.Skolka@pabar.org

Fax: 717-238-1204

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

Legislative Director, Ext. 2232

Nevin.Mindlin@pabar.org

Fax: 717-238-1204

Steven Loux, Esq.

Legislative Counsel, Ext. 2246

Steven.Loux@pabar.org

Fax: 717-238-1204

Lauren Brinjac

Legislative Coordinator, Ext. 2207

Lauren.Brinjac@pabar.org

Fax: 717-238-1204

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

Rick.Stains@pabar.org

Fax: 717-238-1204

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

Al.Trosky@pabar.org

Fax: 717-221-8739

Jeremiah Brown

Network Coordinator, Ext. 2250

Jeremiah.Brown@pabar.org

Fax: 717-221-8739

Traci K. Raho

Internet Coordinator, Ext. 2255

Traci.Raho@pabar.org

Fax: 717-221-8739

Dan A. Mears

Computer Coordinator, Ext. 2281

Dan.Mears@pabar.org

Fax: 717-221-8739

Jodi A. Wilbert

Data Entry Clerk, Ext. 2238

Jodi.Wilbert@pabar.org

Fax: 717-221-8739

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.

Wendy Loranzo

Meetings Director, Ext. 2225

Wendy.Loranzo@pabar.org

Fax: 717-238-4134

Janell Klein

Meetings Manager, Ext. 2231

Janell.Klein@pabar.org

Fax: 717-238-4134

Audrey A. Perez

Meetings Coordinator, Ext. 2234

Audrey.Perez@pabar.org

Fax: 717-238-4134

Pamela K. Kance

Meetings Coordinator, Ext. 2245

Pam.Kance@pabar.org

Fax: 717-238-4134

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

Susan.Etter@pabar.org

Fax: 717-238-8739

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.

Elizabeth A. Kramer

Member Services Director, Ext. 2208

Elizabeth.Kramer@pabar.org

Fax: 717-238-4134

Ellen Freedman

Law Practice Management Coordinator, Ext. 2228

Ellen.Freedman@pabar.org

Fax: 717-238-4134

Susan A. Rhea

Member Services Representative, Ext. 2209

Susan.Rhea@pabar.org

Fax: 717-238-4134

Faith Hernandez

Administrative Assistant, Ext. 2227

Faith.Hernandez@pabar.org

Fax: 717-238-4134

Elaine L. Kostelac

Member Services Representative, Ext. 2254

Elaine.Kostelac@pabar.org

Fax: 717-238-4134

Lisa M. Jones

Member Services Representative, Ext. 2211

Lisa.Jones@pabar.org

Fax: 717-238-4134

Victoria White, Esq.

Ethics Counsel, Ext. 2214

Victoria.White@pabar.org

Fax: 717-238-1204

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.

David K. Trevaskis, Esq.

Pro Bono Coordinator, Ext. 2236

David.Trevaskis@pabar.org

Fax: 717-238-8739

Gabriele Miller Wagner

Administrative Assistant, Ext. 2297

Gabriele.MillerWagner@pabar.org

Fax: 717-238-7182

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

Executive Director, Ext. 2233

Marie.Queen@pabar.org

Fax: 717-238-1204

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 Spicijarich
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 Jones
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