

DATE: April 10, 2003

TO: Executive Staff
Managers
Program Supervisors
Authorized Administrative Manual Holders

FROM: Donald I. Habkirk, Jr.,
Executive Director

RE: **EXECUTIVE DIRECTIVE 3 / 2003**
Media Contact / Public Information

Effective immediately, any MCCMH staff member, independent contractor, volunteer, or intern who has been contacted by the media (newspaper, television, radio, etc.) or any member of the public concerning a consumer, an incident at a group home, or a community situation, should refer the individual(s) to Barbara Latronica, MCCMH Executive Secretary, who will route these calls for handling by the Office of the Executive Director.

DIH:rsw

Upper and Lower Case Title
April 14, 1997
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Please retain Executive Directive 3 / 2003 in your Administrative Manual following Divider "A".