

PENNSYLVANIA BAR ASSOCIATION

DEPARTMENT DESCRIPTIONS

Following is a listing of PBA staff by department. Each listing includes the staff person's name, title, phone extension, email address and fax number. The national toll-free PBA telephone number is 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

Pamela K. Kance

Committee Relations Coordinator, Ext. 2206

Pam.Kance@pabar.org

Fax: (717) 238-7182

Michael T. Shatto

Section Relations Coordinator, Ext. 2243

Michael.Shatto@pabar.org

Fax: (717) 238-7182

Maria Engles

Young Lawyers Division Coordinator, Ext. 2223

Maria.Engles@pabar.org

Fax: (717) 238-7182

Suzanne Crist

Administrative Assistant, Ext. 2253

Suzanne.Crist@pabar.org

Fax: (717) 238-7182

Tameka L. Altadonna

Administrative Assistant, Ext. 2280

Tameka.Altadonna@pabar.org

Fax: (717) 238-7182

Communications

The Communications Department is responsible for PBA publications and numerous committee/section newsletters. The department promotes programs, policies and members of the association, working closely with the media and other organizations. Providing the association's public relations, the department issues news releases, coordinates publicity for events and meetings, and develops campaigns to promote public 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, Pennsylvania Lawyer/PBA website, 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 Fax: (717) 238-2342

Sarah D. Germak

Administrative Assistant, Ext. 2226

Sarah.Germak@pabar.org

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 coordinates the latter's annual two-day seminar.

Nicole R. Antos, Esq.

County Bar Services Director, Ext. 2218

Nicole.Antos@pabar.org

Fax: (717) 238-7182

Gabriele Miller Wagner

Administrative Assistant, Ext. 2297

Gabriele.MillerWagner@pabar.org

Fax: (717) 238-7182

Diversity Office

The Diversity Office works with the PBA Diversity Team, PBA Board of Governors and senior staff to develop and execute the PBA's diversity programs and works with the Pennsylvania legal community to provide resources and tools in support of diversity goals, objectives and initiatives.

Janis M. Leftridge

Diversity Officer, Ext. 2281

Janis.Leftridge@pabar.org

Fax: (717) 238-1204

Education/Special Projects

The education/special projects coordinator is responsible for programs that 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

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

Kayla Betts

Accounts Payable Assistant, Ext. 2249

Kayla.Betts@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 PBA 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 monitors and reports information on pending and enacted legislation to committees, sections and local bar associations and also works closely with these bodies to propose and develop legislation.

Fredrick Cabell Jr., Esq.

Director of Legislative Affairs, Ext. 2232

Fredrick.Cabell@pabar.org

Fax: (717) 238-1204

Steven Loux, Esq.

Legislative Counsel, Ext. 2246

Steven.Loux@pabar.org

Fax: (717) 238-1204

Lindsay A. Still, Esq.

Associate Legislative Counsel, Ext. 2207

Lindsay.Still@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 membership files and oversees the operation of the PBA's computer system, including oversight and maintenance of the association's website.

Al Trosky

Management Information Systems Director

Al.Trosky@pabar.org

Fax: (717) 221-8739

Jeremiah Brown

System Administrator, 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

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 and serves as the principal liaison with hotels, travel agencies and other meeting-related entities.

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

TBD

Meetings Coordinator, Ext. 2245

@pabar.org

Fax: (717) 238-4134

Member Services

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

Karlina O'Donnell

Membership/Marketing Manager, Ext. 2227

Karlina.ODonnell@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

Pennsylvania Bar Foundation

The Pennsylvania Bar Foundation (PBF), the charitable affiliate of the PBA, improves the public's understanding of the law and appreciation of democracy and strives to ensure that citizens, particularly Pennsylvania's most vulnerable, have full access to the legal system. The PBF 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 PBF's 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

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

Staff Functions Index

Have a question about the PBA?

Following is a list of PBA staff members available to answer your PBA-related questions. Staff may be contacted at 800-932-0311 or (717) 238-6715. To speed your connection when using the PBA's voicemail system, input the staff member's four-digit extension. Listings of staff member extensions appear on the previous pages.

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.....	Lisa Hogan, CPA
Committees.....	Louann Bell
Conference of County Bar Leaders.....	Nicole Antos, Esq.
Consumer Legal Information Pamphlets.....	Karlina O'Donnell
County Bar Associations.....	Nicole Antos, Esq.
Data Processing.....	Al Trosky
Diversity.....	Janis Leftridge
Dues.....	Member Services Department
Education/Special Projects.....	Susan Etter, Esq.
Ethics.....	Victoria White, Esq.
Financial Information.....	Marianne Grybowski
House of Delegates.....	Sandra Graver
InCite Legal Research Service.....	Elizabeth Kramer
Internet, website.....	Traci Raho
Judicial Evaluations.....	Louann Bell
Law Practice Management.....	Ellen Freedman
Lawyer Referral Service.....	Susan Rhea
Legislative Bills/Information.....	Fredrick Cabell Jr., Esq.; Steven Loux, Esq.; Lindsay A. Still, Esq.
Mailing Labels, Lists.....	Jodi Wilbert
Malpractice Avoidance Programs.....	Nicole Antos, Esq.
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.....	E. Marie Queen
Pennsylvania Bar Insurance/Trust Fund.....	Sandra Graver
<i>Pennsylvania Bar News</i>	Patricia Graybill
<i>Pennsylvania Bar Association Lawyers Directory & Product Guide</i>	
• Editorial.....	Tina Schreiber
• Subscriptions.....	Member Services Department
<i>The Pennsylvania Lawyer</i>	Geoffrey Yuda
Personnel.....	Paul Skolka
Pro Bono.....	David Trevaskis, Esq.
Public Relations.....	Jeff Gingerich
Sections.....	Michael Shatto
Slip Opinions.....	Kelly Myers
UPL Information.....	Louann Bell
Young Lawyers Division.....	Maria Engles