



March 5, 2012

Jonathan D. Kaney, III, Esquire
55 Seton Trail
Ormond Beach, FL 32176

Re: Richard Gardner

Dear Mr. Kaney:

This is to confirm the Personnel Board Hearing of the above referenced individual has been scheduled for Thursday & Friday, April 12th & 13th, 2012, at 9:30 a.m. in the **DeLand Courthouse located at 101 North Alabama Avenue, 1st Floor, room C153, DeLand.** (See the enclosed map of the Courthouse for directions to the room).

Please review the Appeal Procedures packet that was previously sent to on January 31, 2012, regarding certain requirements for this hearing.

Should you have any questions, please do not hesitate to contact me at the number listed below.

Sincerely,

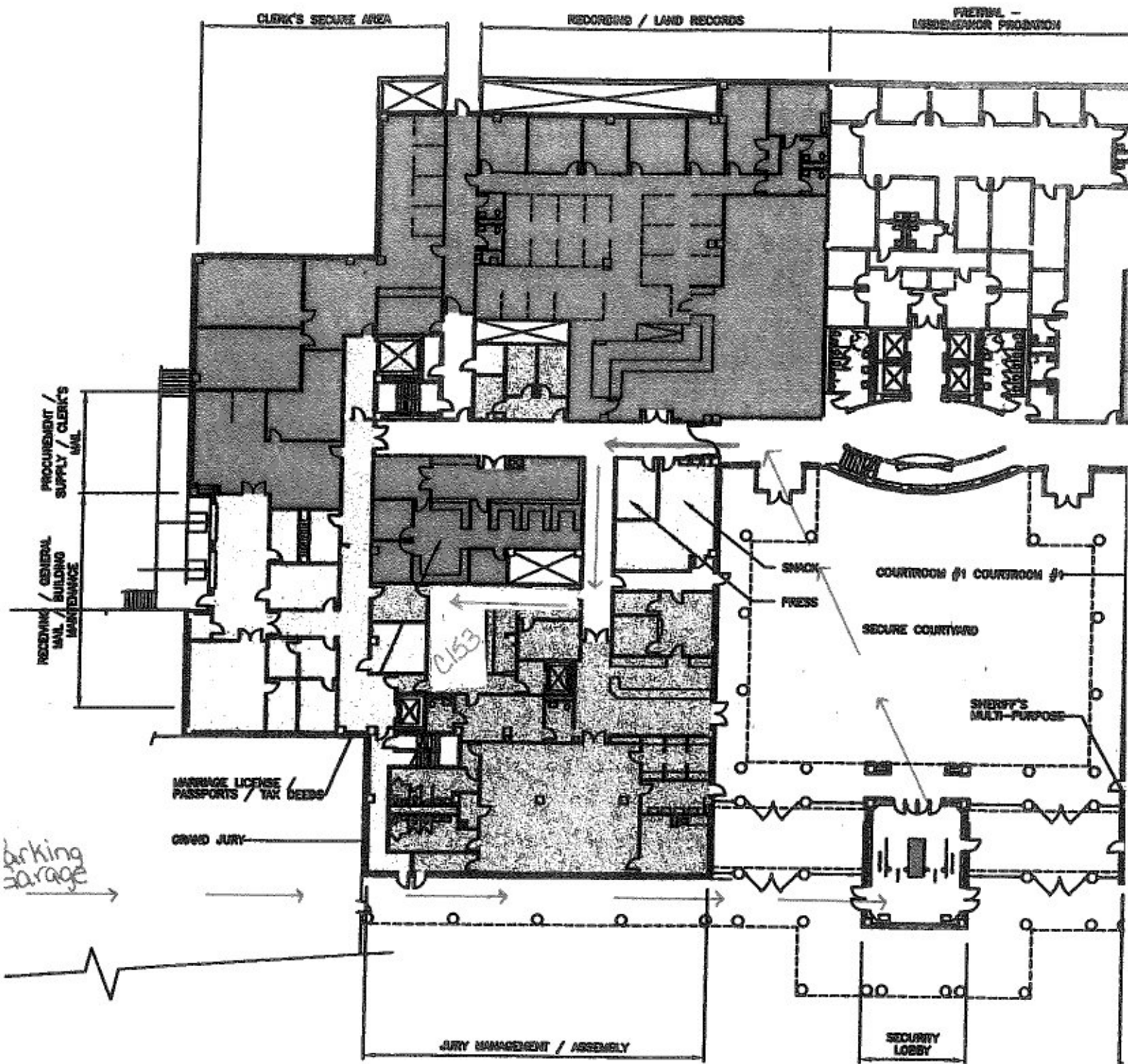
A handwritten signature in dark ink, appearing to read "Tom Motes".

Tom Motes
Human Resources Director

TM/gh

Enclosures

cc: Nancye Jones, Assistant County Attorney
George Recktenwald, Interim Public Protection Director
Kevin Sweat, Beach Safety Director



County of Volusia
 Personnel Board Hearings
 Direction to the Grand Jury Room
 1st Floor, Room C153.

FIRST FLOOR

*Follow the Red arrows.