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. The insurance/trust fund coordinator serves as staff liaison to the Pennsylvania Bar Insurance Fund and Pennsylvania Bar Trust and is responsible for meeting preparation and follow-up.

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

Sandra L. Graver
Executive Assistant &
Insurance/Trust Fund Coordinator
Ext. 2221
Sandra.Graver@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

Ursula L. Marks
Committee Relations Coordinator, Ext. 2206
Ursula.Marks@pabar.org
Fax: 717-238-7182

Pamela K. Kance
Section Relations Coordinator, Ext. 2243
Pam.Kance@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
Assistant Committees/Governance Coordinator, 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

*Geoffrey S. Yuda*  
**Editor, Pennsylvania Lawyer/PBA website, Ext. 2241**  
Geoff.Yuda@pabar.org  
Fax: 717-238-2342

*Jeff Gingerich*  
**Communications Manager, Ext. 2216**  
Jeff.Gingerich@pabar.org  
Fax: 717-238-2342

*Holly L. Wertz*  
**Member Services Representative/Communications Assistant, Ext. 2226**  
Holly.Wertz@pabar.org  
Fax: 717-238-2342

*Patricia M. Graybill*  
**Senior Publications Editor, Ext. 2289**  
Patricia.Graybill@pabar.org  
Fax: 717-238-2342

*Diane L. Banks*  
**Senior Publications Editor, Ext. 2217**  
Diane.Banks@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: 717-221-8739

*Gabriele Miller Wagner*  
**Administrative Assistant, Ext. 2297**  
Gabriele.MillerWagner@pabar.org  
Fax: 717-221-8739

**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.

*Trent Hargrove, Esq.*  
**Diversity Officer, Ext. 2281**  
Trent.Hargrove@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*

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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.

Lisa L. Hogan, CPA  
*Director of Finance, Ext. 2237*
*Lisa.Hogan@pabar.org*
*Fax: 717-221-8739*

Ashley M. Heffernan  
*Finance Manager, Ext. 2219*
*Ashley.Heffernan@pabar.org*
*Fax: 717-221-8739*

Ross Miller  
*Accounts Receivable Supervisor, Ext. 2287*
*Ross.Miller@pabar.org*
*Fax: 717-221-8739*

Sarah D. Germak  
*Accounts Payable Assistant, Ext. 2249*
*Sarah.Germak@pabar.org*
*Fax: 717-221-8739*

Adrian Banks  
*Accounts Receivable Assistant, Ext. 2271*
*Adrian.Banks@pabar.org*
*Fax: 717-221-8739*

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**Governance**

The Governance Department provides staff support for the PBA Board of Governors and House of Delegates. The department is responsible for all phases of board and House meeting preparation and follow-up and serves as staff liaison to the Nominating Committee and the PBA Leadership Recruitment and Development Committee.

Kelly L. Myers  
*Governance Manager, Ext. 2272*
*Kelly.Myers@pabar.org*
*Fax: 717-238-7182*

Tameka L. Altadonna  
*Assistant Committees/Governance Coordinator, Ext. 2280*
*Tameka.Altadonna@pabar.org*
*Fax: 717-238-7182*

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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*
*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

Jennifer Brown-Sweeney, Esq.
Legislative Counsel, Ext. 2207
Jennifer.Brown-Sweeney@pabar.org
Fax: 717-238-1204

Samantha M. Laverty, Esq.
Legislative Counsel, Ext. 2246
Samantha.Laverty@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

TBD
Internet Coordinator, Ext. 2255
TBD
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

Melissa K. Hepfer
Meetings Coordinator, Ext. 2245
Melissa.Hepfer@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. Swivel  
*Member Services Director, Ext. 2208*  
*Elizabeth.Swivel@pabar.org*  
*Fax: 717-238-4134*

Ellen Freedman  
*Law Practice Management Coordinator, Ext. 2228*  
*Ellen.Freedman@pabar.org*  
*Fax: 717-238-4134*

Susan A. Lipnis  
*Member Services Representative, Ext. 2209*  
*Susan.Lipnis@pabar.org*  
*Fax: 717-238-4134*

Karla Betts  
*Membership/Marketing Manager, Ext. 2227*  
*Karla.Betts@pabar.org*  
*Fax: 717-238-4134*

Victoria White, Esq.  
*Ethics Counsel, Ext. 2214*  
*Victoria.White@pabar.org*  
*Fax: 717-238-1204*

Lisa M. Jones  
*Member Services Representative/Receptionist, Ext. 2211*  
*Lisa.Jones@pabar.org*  
*Fax: 717-238-4134*

Holly L. Wertz  
*Member Services Representative/Communications Assistant, Ext. 2254*  
*Holly.Wertz@pabar.org*  
*Fax: 717-238-4134*

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**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, 888-238-3036*  
*Marie.Queen@pabar.org*  
*Fax: 717-238-2548*

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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.

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 .......................................................................................................................... Sandra Graver
Advertising
     • Classified ................................................................................................................................. Holly Wertz
     • Display ..................................................................................................................................... Diane Diamond
Phone: 267-282-5468; Fax: 267-460-6190; Mobile: 215-205-7727; email: didiamondpubrep@comcast.net
Alternative Dispute Resolution ................................................................................................................. Louann Bell
Board of Governors ................................................................................................................................. Kelly Myers
Bookkeeping ............................................................................................................................................ Ashley Heffernan
Budget .................................................................................................................................................... Lisa Hogan, CPA
Casemaker Legal Research Service ......................................................................................................... Elizabeth Swivel
Committees ................................................................................................................................................ Louann Bell; Ursula Marks
Conference of County Bar Leaders ........................................................................................................ Nicole Antos, Esq.
Consumer Legal Information Pamphlets .................................................................................................. Karla Betts
County Bar Associations ........................................................................................................................... Nicole Antos, Esq.
Data Processing ......................................................................................................................................... Al Trosky
Diversity .................................................................................................................................................... Trent Hargrove, Esq.
Dues ............................................................................................................................................................ Member Services Department
Education/Special Projects ....................................................................................................................... Susan Etter, Esq.
Ethics ............................................................................................................................................................ Victoria White, Esq.
Financial Information ............................................................................................................................... Ashley Heffernan
House of Delegates ................................................................................................................................ Kelly Myers
Internet, Website ........................................................................................................................................ TBD
Judicial Evaluations ..................................................................................................................................... Louann Bell
Law Practice Management ........................................................................................................................ Ellen Freedman
Lawyer Referral Service ............................................................................................................................ Susan Lipnis
Legislative Bills/Information .................................................................................................................... Fredrick Cabell Jr., Esq.
Mailing Labels, Lists .................................................................................................................................. Jodi Wilbert
Malpractice Avoidance Programs ............................................................................................................ Nicole Antos, Esq.
Media (News Releases) ............................................................................................................................... Jeff Gingerich
Meetings ..................................................................................................................................................... Janell Klein; Wendy Loranzo
Meetings (In-house) ................................................................................................................................. Lisa Jones
Membership Benefits, Services ............................................................................................................... Elizabeth Swivel
Newsletters
     • Editorial ................................................................................................................................. Diane Banks; Patricia Graybill; Tina Schreiber
     • Subscriptions ......................................................................................................................... Pamela Kance
Pennsylvania Bar Association Lawyers Directory & Product Guide
     • Editorial ................................................................................................................................. Tina Schreiber
     • Subscriptions ......................................................................................................................... Member Services Department
Pennsylvania Bar Association Quarterly
     • Editorial ................................................................................................................................. Marcy Mallory
     • Subscriptions ......................................................................................................................... Holly Wertz
Pennsylvania Bar Foundation .................................................................................................................... E. Marie Queen
Pennsylvania Bar Insurance/Trust Fund ................................................................................................... Sandra Graver
Pennsylvania Bar News .............................................................................................................................. Patricia Graybill
Pennsylvania Lawyer Magazine ............................................................................................................... Geoffrey Yuda
Personnel .................................................................................................................................................. Paul Skolka
Pro Bono .................................................................................................................................................... David Trevaskis, Esq.
Public Relations ......................................................................................................................................... Jeff Gingerich
Sections ...................................................................................................................................................... Pamela Kance
Slip Opinions ............................................................................................................................................. Kelly Myers
UPL Information ......................................................................................................................................... Louann Bell
Young Lawyers Division ........................................................................................................................... Maria Engles