

**Toledo-Lucas County Health Department**

Division of Administrative Services

January 2, 2015

**TO:** All Health Department Employees  
**THRU:** Division Directors  
**FROM:** Dave Miller  
**SUBJECT:** Annual Updated Personnel Information

In order to maintain updated Health Department files, please complete the bottom portion of this memo and **return this sheet** to Dave Miller on or before Friday, January 14, 2011. If you should have any questions, please contact my office. **Also if you change any information during the year it is your responsibility and obligation to notify appropriate Administration accordingly.**

Thank you for your continued corporation.

Dave Miller

cc: Dr. David Grossman, Health Commissioner  
Larry Vasko, Deputy Health Commissioner

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\_\_\_\_\_  
Name

\_\_\_\_\_  
Division

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
Home Phone Number

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Cell Phone Number

\_\_\_\_\_  
Auto License Plate Number #1

\_\_\_\_\_  
Auto Make/Model #1

\_\_\_\_\_  
Auto License Plate Number #2

\_\_\_\_\_  
Auto Make/Model #2

\_\_\_\_\_  
Contact Person (In Case of Emergency) #1

\_\_\_\_\_  
Contact Person Phone Number #1

\_\_\_\_\_  
Contact Person (In Case of Emergency) #2

\_\_\_\_\_  
Contact Person Phone Number #2

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

(w. annual updated personnel info)