

To: All BEBASHI Staff
From: Rashidah L. Hassan (LAH)
Date: February 7, 1991
Subject: Staff Changes

I am pleased to announce the following staff changes under the new reorganization, and some of their responsibilities:

Curtis Wadlington — Assistant to Chief Executive Officer

In addition to the duties delegated by the Chief Executive Officer (CEO), Curtis will research new audiences, and develop local, regional and national AIDS Agency resources.

Carolyn A. Handy — Chief Operations Officer

Carolyn will be responsible for all strategies, coordinating programs, documenting activities with subcontractors, facilities and equipment, revenue accounting, personpower scheduling, organizational development, management recruitment and administrative services.

Nimr R. Hassan — Director of Client Services (Testing and Counseling)

Nimr will be responsible for the administrative management of client services, including HIV counseling and testing, early intervention, outreach and case identification, prevention and community education, case management, counseling, testing, referrals, recruitment and staffing.

Judith Peters — Director of Educational Outreach Programs

Judith will be responsible for program referrals, staff recruitment, strategies, evaluation and community education.

Maria Dunmyer — Secretary to Client Services

Ralph Spruill — Office Manager

Ralph will provide clerical support to the Chief Operations Officer (COO), supervise and assign clerical tasks, schedule the secretarial pool, procure office supplies, and reroute interoffice communications.

BEBASHI ORGANIZATIONAL CHART 9/91

