

**TRUMBULL COUNTY**

**BOARD OF  
DEVELOPMENTAL DISABILITIES**

*Their Journey, Their Needs, Our Support.*

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## **M E M O R A N D U M**

**TO:** Individuals attending TTC, Families, Guardians, Providers

**FROM:** Edward J. Stark, Superintendent 

**DATE:** July 30, 2018

**RE: NEW BUILDING ACCESS SYSTEM**

Due to the Board's ongoing efforts to increase building safety and security for individuals served and employees, a new building access system has been implemented at the Morrison Board Office and Tony Tomaski Center's main entrances.

Starting Tuesday morning July 31<sup>st</sup>, in order to enter either building, the building administrative assistant will need to "unlock" the door. Simply press the intercom button in the vestibule lobby and let the building administrative assistant know who you are and why you are visiting. The administrative assistant will then let you into the building.

All visitors will then be required to sign in as normal.

Thank you for your patience and understanding as we continue to increase safety awareness for everyone.