

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA
#1 COURT SQUARE SUITE 203
PARKERSBURG, WV 26101

IN RE: MINUTES OF MEETING HELD
MONDAY, JANUARY 31, 2011

PRESENT: DAVID BLAIR COUCH, PRESIDENT
WAYNE DUNN, COMMISSIONER
STEVE GAINER, COMMISSIONER

At 9:30 A.M., the County Commission of Wood County met in regular session. They signed purchase orders, invoices and other correspondence.

Agenda and Discussion Items:

The County Commission, upon a motion made by Steve Gainer, seconded by David Blair Couch and made unanimous by Wayne Dunn, approved minutes from January 24, 2011.

At 10:08 A.M., Steve Ohrn was sworn in as a member of the Wood County Development Authority (Area Roundtable).

At 10:30 A.M., the County Commission held a hearing in regard to the Clennard S. McCune, Jr. estate. After discussion, the County Commission Ordered that a claim be disallowed. Information in regard to this estate is on file in the Probate Office. (Probate Order).

At 11:00 A.M., Toni Tiano, Grant Consultant, met with the Commission regarding the STOP Domestic Violence Grant. Ms. Tiano discussed the grant and an application. She then asked the County to approve the application. Wood County Deputy Sheriff Jeff Hamric explained their role in the grant. The Commission approved the Application. (Order M/1326)

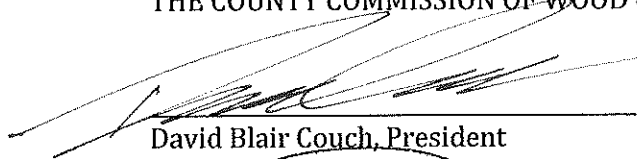
Orders Approved and Attached to these minutes:

M/1324, M/1325, M/1326, M/1327, A/687

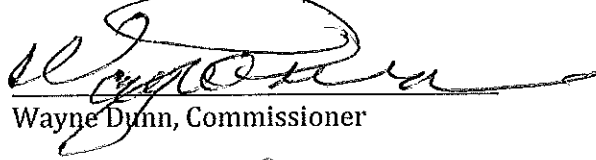
Having no further scheduled appointments or business to attend to, the County Commission
adjourned.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Steve Gainer, Commissioner

To listen to this meeting, please refer to DVD labeled January 31, 2011.

Wood County Commission Meeting
Held January 31, 2011

Please Print

1.	Steven Orn
2.	Garnett McCune
3.	Toni Tiano
4.	Lt. JK HAMRIC Wood Co Sheriff
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Wood County Commission

01/31/2011
1 Court Square, Suite 203
Parkersburg, WV 26101

Agenda topics

9:30 AM	APPROVE AND SIGN MINUTES, ORDERS, PURCHASE ORDERS, NEW ROAD NAMES, AND ANY ADMINISTRATIVE DUTIES	MARTY SEUFER, COUNTY ADMINISTRATOR
10:30 AM	CONTINUANCE OF HEARING FOR CLENNARD S. MCCUNE ESTATE	
11:00 AM	DISCUSS DOMESTIC VIOLENCE GRANT	TONI TIANO, GRANT CONSULTANT

Special notes:	<ol style="list-style-type: none">1. Vacancies on boards and commissions2. Building Enforcement Properties3. Contribution Requests4. County facilities5. Meldahl Subdivision Agreement6. Discuss Humane Society Contract
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Jan 24
5 P.M.

JANUARY 31, 2011

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION MADE A REVISION TO THE
ORDER DATED JANUARY 3, 2011 IN REGARD TO THE BOARD
OF REVIEW AND EQUALIZATION OF REAL AND PERSONAL
PROPERTY.

ORDER

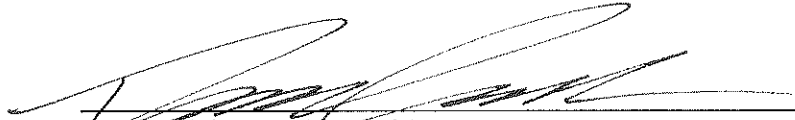
The County Commission of Wood County, upon a motion duly made, seconded and approved, made a revision to the Order dated January 3, 2011 in regard to the Board of Review and Equalization of Real and Personal Property. Said Order is found in Order Book 69 at Page 369.

Paragraph One contains the following sentence: Appointments also will be available if needed for residential property only, beginning on the 17th day of February, 2011, (Saturdays and Sundays excepted) beginning at 10:00 o'clock A.M. until 12:00 o'clock Noon and from 1:00 o'clock P.M. until 3:00 o'clock P.M. and concluding at 3:00 o'clock P.M. on the 21st day of February, 2011 for the purpose of hearing any and all complaints of taxpayers as to the assessments placed upon his or her property by the Assessor.


Paragraph One should read: Appointments also will be available if needed for residential property only, beginning on the 17th day of February, 2011, (Saturdays and Sundays excepted) beginning at 10:00 o'clock A.M. until 12:00 o'clock Noon and from 1:00 o'clock P.M. until 3:00 o'clock P.M. and concluding at 3:00 o'clock P.M. on the **22nd** day of February, 2011 for the purpose of hearing any and all complaints of taxpayers as to the assessments placed upon his or her property by the Assessor.

Approved:

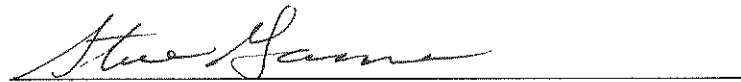
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Steve Gainer, Commissioner

A/687

JANUARY 31, 2011

1/31/11
69/385

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION WAS IN RECEIPT OF A CHECK FROM THE STATE OF WV IN THE AMOUNT OF \$3,121.90 WHICH REPRESENTS REIMBURSEMENT IN REGARD TO THE DIVISION OF CRIMINAL JUSTICE ASSISTANCE GRANT NUMBER 09-VA-048.

ORDER

On this date, the County Commission of Wood County was in receipt of a check from the State of West Virginia in the amount of three thousand one hundred twenty-one dollars and ninety cents (\$3,121.90) which represents reimbursement to Wood County for expenses incurred during the month of October, 2010, in regard to the Strategic Prevention Framework State Incentive Grant Number 09-VA-048. Receipt of the aforementioned check is pursuant to an Order appearing in Order Book 69, at Page 354 and bearing the date of December 9, 2010 at which time David Blair Couch, in his official capacity as President, and on behalf of the County Commission, was AUTHORIZED to EXECUTE the Request for Reimbursement.


Documentation pertaining to the WVDCJS Victims of Crime Advocate Grant is on file in the Office of the County Administrator.

APPROVED:

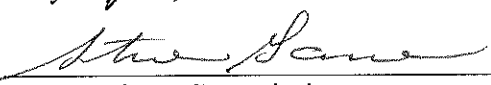
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Steve Gainer, Commissioner

M/1324

1/31/11
691385

JANUARY 31, 2011

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION AUTHORIZED DAVID BLAIR COUCH, AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE COMMUNITY CORRECTIONS GRANT NUMBER 11-CC-09. SAID REQUEST IS IN THE AMOUNT OF \$26,858.16.

ORDER

On this date, the County Commission of Wood County, upon a motion made by Wayne Dunn, seconded by Steve Gainer and made unanimous by David Blair Couch, did hereby AUTHORIZE David Blair Couch, in his official capacity as President and on behalf of the County Commission, to sign the Request for Reimbursement in regard to the Community Corrections Grant Number 11-CC-09. Reimbursement is in the amount of twenty-six thousand eight hundred fifty-eight dollars and sixteen cents (\$26,858.16) for the month of November, 2010. In addition to the Request for Reimbursement the Time Sheets for employees of the Wood County Day Report Center, the Monthly Project Director's Report and the Project Financial Reports are being submitted to the Criminal Justice Services, Charleston, West Virginia.

A copy of the Request for Reimbursement is attached to this ORDER and should be made a part thereof.

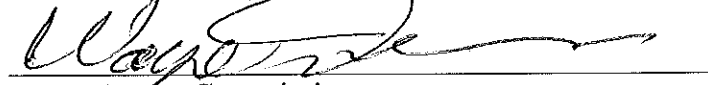
Documentation pertaining to the Community Corrections Grant is on file in the Office of the County Administrator.

APPROVED:

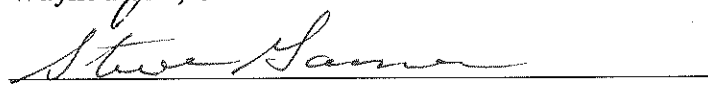
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Steve Gainer, Commissioner

M/1325

1/31/11
69/385

WEST VIRGINIA Division of Criminal Justice Services	Request for Reimbursement
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RECEIVED (For DCJS Use Only)	Subgrantee: Wood County Commission
	Address: One Court Square, Suite 203 Parkersburg, WV 26101
	Project #: 11-CC-09
	FEIN#: 556 000 417
	Funds are hereby requested to cover expenditures FROM: 11/1/10 TO: 11/30/10

PROJECT CASH EXPENDITURES

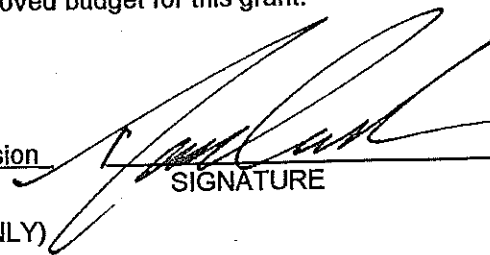
CATEGORY	AMOUNT
Personnel/Contractual	\$26,858.16
Travel/Training	-0-
Space	-0-
Other	-0-
TOTAL	\$26,858.16

CERTIFICATION:

I certify that this report presents actual receipts and expenditures of funds for the period covered and for the total grant budget to date, made in accordance with the approved budget for this grant.

All documentation is available at our office.

BY: David Blair Couch, President, Wood County Commission
TYPED NAME & TITLE



SIGNATURE

1/31/11

DATE

(Authorized Official or Grant Financial Officer ONLY)

DCJS USE ONLY

ADMINISTRATIVE APPROVAL:

This request is approved in the amount of \$ _____
Initials _____ Date _____

Pursuant to the authority vested in me, I certify that this request is correct and proper for payment.

Date

Program Accountant

1/31/11
69/385

JANUARY 31, 2011

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION AUTHORIZED DAVID BLAIR COUCH,
AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN
REGARD TO THE COMMUNITY CORRECTIONS GRANT NUMBER
11-CC-09. SAID REQUEST IS IN THE AMOUNT OF \$26,819.29.

ORDER


On this date, the County Commission of Wood County, upon a motion made by Wayne Dunn, seconded by Steve Gainer and made unanimous by David Blair Couch, did hereby AUTHORIZE David Blair Couch, in his official capacity as President and on behalf of the County Commission, to sign the Request for Reimbursement in regard to the Community Corrections Grant Number 11-CC-09. Reimbursement is in the amount of twenty-six thousand eight hundred nineteen dollars and twenty-nine cents (\$26,819.29) for the month of December, 2010. In addition to the Request for Reimbursement the Time Sheets for employees of the Wood County Day Report Center, the Monthly Project Director's Report and the Project Financial Reports are being submitted to the Criminal Justice Services, Charleston, West Virginia.

A copy of the Request for Reimbursement is attached to this ORDER and should be made a part thereof.

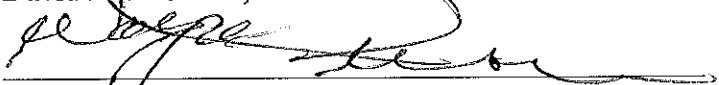
Documentation pertaining to the Community Corrections Grant is on file in the Office of the County Administrator.

APPROVED:

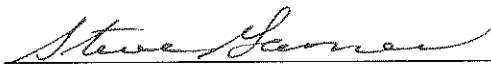
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Steve Gainer, Commissioner

M/1327

1/31/11
69/355

WEST VIRGINIA Division of Criminal Justice Services	Request for Reimbursement
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RECEIVED (For DCJS Use Only)	Subgrantee: Wood County Commission
	Address: One Court Square, Suite 203 Parkersburg, WV 26101
	Project #: 11-CC-09
	FEIN#: 556 000 417
	Funds are hereby requested to cover expenditures
	FROM: 12/1/10 TO: 12/31/10

PROJECT CASH EXPENDITURES

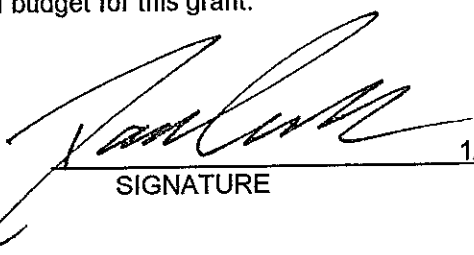
CATEGORY	AMOUNT
Personnel/Contractual	\$26,819.29
Travel/Training	-0-
Space	-0-
Other	-0-
TOTAL	\$26,819.29

CERTIFICATION:

I certify that this report presents actual receipts and expenditures of funds for the period covered and for the total grant budget to date, made in accordance with the approved budget for this grant.

All documentation is available at our office.

BY: David Blair Couch, President, Wood County Commission
TYPED NAME & TITLE



1/31/11
DATE

(Authorized Official or Grant Financial Officer ONLY)

DCJS USE ONLY	
ADMINISTRATIVE APPROVAL:	
This request is approved in the amount of \$ _____	_____
Initials	Date
Pursuant to the authority vested in me, I certify that this request is correct and proper for payment.	
_____	_____
Date	Program Accountant

4/31/11
69/385

JANUARY 31, 2011

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE
DAVID BLAIR COUCH, AS PRESIDENT, TO EXECUTE AN
APPLICATION FOR A DOMESTIC VIOLENCE GRANT.

ORDER

On this date, the County Commission of Wood County, upon a motion made by Wayne
Dunn, seconded by Steve Gainer and made unanimous by David Blair Couch, did hereby
AUTHORIZE David Blair Couch, in his official capacity as President and on behalf of the
County Commission, to EXECUTE a Grant Application for STOP Violence Against Women
Grant Program. Said Application is with the West Virginia Division of Justice and Community
Services in the amount of twenty-eight thousand nine hundred seventy dollars and zero cents
(\$28,970.00).


A copy of said Application is attached to this Order and should be made a part thereof.

APPROVED:

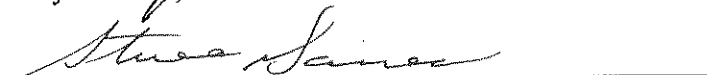
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Steve Gainer, Commissioner

M/1326

1/31/11
69/385

STOP Violence Against Women Grant Program Application	General Administrative Information Page 1
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Applicant Agency: Address: Wood County Commission One Court Square, Suite 203 Parkersburg, WV 26101 Phone: 304/424-1984 Fax Number: 304/424-1970	Type of Agency <input type="checkbox"/> State <input checked="" type="checkbox"/> County <input type="checkbox"/> Municipal <input type="checkbox"/> Non-Profit
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Project Director: Toni Tiano Address: Wood Cty. Courthouse One Court Square Parkersburg, WV 26101 Phone: 304/428-7760 Fax: 304/485-2925 Email: tianoknopp@suddenlink.net	Fiscal Officer: Jamie Six Address: Wood County Clerk One Court Square Parkersburg, WV 26101 Phone: 304/424-1850 Fax: 304/424-1852 Email: jamiesix@woodcountywv.com
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Amount Requested: **\$28,970.00** Amount Awarded:

Project Period: **July 1, 2011 – June 30, 2012**

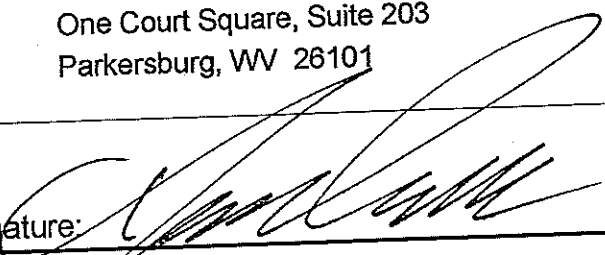
Percent Breakdown by Crime Category: 94 Domestic Violence 4 Sexual Assault 1 Stalking 1 Dating Violence	Number of years previously funded: <u>14</u> Estimated number of victims to be served by grant: <u>572</u>	Geographic Area Served: County(ies): Wood Population: 86,915 Rural/Urban:
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List Participating Agencies: Wood County Prosecuting Attorney Office, Wood County Sheriff Department, Parkersburg Police Department, Vienna Police Department, Family Crisis Intervention Center, WV Department of Health and Human Resources, Wood County Day Report Center, Westbrook Health Services, Voices For Children -CASA

Project Title: Wood County STOP Program

Project Description: This project involves the hiring of personnel to work with victims in both the Wood County Prosecuting Attorney's Office and the Wood County Sheriff Department. It also includes the continual expansion of the STOP Team.

Certification: To the best of my knowledge, the information contained in this application is true and correct. The submission thereof has been duly authorized by the governing body and the applicant will comply with the attached special conditions and assurances, if funding is provided.

Authorized Official: David Blair Couch Address: Wood County Commission One Court Square, Suite 203 Parkersburg, WV 26101	Title: President Phone: 304-424-1984 Fax: 304-424-1970 E-Mail: wvcouch@suddenlink.net
Signature: 	Date: <u>1-31-11</u>

STOP Violence Against Women Grant Program Application	Budget Summary Page 2
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Applicant: Wood County Commission	FEIN Number: 556000417 DUNS Number: 103819496
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Category	STOP VAWA Requested Funds	Other Funds	Total Budget
Personnel / Contractual	\$28,970.00	\$10,715.00	\$39,685.00
Travel / Training			
Space			
Other			
Totals	\$28,970.00	\$10,715.00	\$39,685.00

Funding Strategy

Funding Source(s)	Amount	Status
STOP Violence Against Women Grant	\$28,970.00	A
Wood County Prosecuting Attorney's Office	\$8,866.00	C
Wood County Sheriff Department	\$1,849.00	C
Total	\$39,685.00	

Funding Source - Separately list each source of funds that will be used in the program.

Amount - Enter the amount received or anticipated for each

Status - Indicate the status of each funding source as follows:

P - Projected grant, loan or donation

A - Application submitted and under review

C - Funds Committed

R - Funds received, appropriated or on hand

PROSECUTION BUDGET PAGE

Detailed Project Cost by Budget Category	Requested STOP Funds	Other Funds	Recommendation
<u>Personnel / Contractual</u> Assistant Prosecutor for Domestic Violence – 25 hours/week x 50 weeks x \$19.18/hour MATCH: Salary - \$3.18/hour x 25 hours/week x 50 weeks Retirement - \$23,970 x .105 Workers Comp - \$23,970 x .022 Health Insurance - \$154/month x 12 months <u>Travel / Training</u> <u>Space:</u> <u>Other</u>	\$23,970	\$3,975 \$2,517 \$527 \$1,847	DJCS Use Only
Total Requested STOP VAWA Funds	\$23,970		
Total Other Funds		\$8,866	
Total of Recommendation (DJCS Only)			

LAW ENFORCEMENT BUDGET PAGE

Detailed Project Cost by Budget Category	Requested STOP Funds	Other Funds	Recommendation
<p><u>Personnel / Contractual</u> Overtime for Wood County Sheriff Department Deputies – OT to be at Deputies OT Rate</p> <p>MATCH: Benefits paid to the WCSD Deputies will be used as a match. These include retirement, workers comp., and unemployment. The total of these rates will be at least .2012 of salary. The WCSD will pay a portion of the OT salary cost in order to meet the match requirement.</p> <p><u>Travel / Training</u></p> <p><u>Space:</u></p> <p><u>Other</u></p>	<p>\$5,000</p>	<p>\$1,006</p> <p>\$843</p>	<p>DJCS Use Only</p>
<p>Total Requested STOP VAWA Funds</p>	<p>\$5,000</p>		
<p>Total Other Funds</p>		<p>\$1,849</p>	
<p>Total of Recommendation (DJCS Only)</p>			

Please provide specific information that presents and explains each proposed expense for the project. State clearly and in concise detail the breakdown and justification of need for each item requested for funding in the Budget Detail pages. Additionally, provide an identified breakdown of matching funds. Be sure to label the matching funds breakdown as such. Attach additional pages if necessary.

Prosecuting Attorney Grant Funds – The grant funds requested for this line item will be utilized to pay a portion of the salary of the Assistant Prosecuting Attorney who works on the domestic violence, sexual assault, stalking, and date rape cases. The amount of funds requested is for 25 hours/week x 50 weeks x \$19.18/hour for a total of \$23,970. The 25 hours per week is an average as there are some weeks when the hours exceed this amount and other weeks when the hours will not reach 25 hours/week.

Prosecuting Attorney Match Funds – The match of \$8,866 will be provided by the Wood County Prosecuting Attorney's Office. The current Assistant Prosecuting Attorney for Domestic Violence is paid \$22.36/hour – or \$3.18/hour more than the grant will reimburse. When the Domestic Violence Assistant Prosecutor works the 1,250 hours of grant time, Wood County will be paying an additional \$3,975 in salary costs.

Wood County will also pay the benefit costs of this position. The benefits include:

- Retirement - $\$23,970 \times .105 = \$2,517$
- FICA - $\$23,970 \times .0765 = \$1,834$
- Workers Comp. - $\$23,970 \times .022 = \527
- Health Insurance - $\$154/\text{month} \times 12 \text{ months} = \$1,847$

These benefit costs are standard for all full-time Wood County employees.

Wood County Sheriff Department Grant Funds – A total of \$5,000 is being requested for overtime cost for Wood County Sheriff Department Deputies. These funds will be used for overtime costs necessary for domestic violence, sexual assault, stalking, date rape, and related crimes handled by the Department. The Deputy will be paid his overtime rate.

Wood County Sheriff Department Match Funds – The total of \$1,849 of match funds will be paid by the Wood County Sheriff Department and will be in the form of the following:

- Benefit Costs – The benefit cost for the Deputies for retirement and workers comp. is .2012 of the \$5,000 or \$1,006.
- OT Salary – The remaining \$843 will be paid for from overtime salary costs which will not be charged to the grant. These overtime salary costs will be for time worked on domestic violence, sexual assault, stalking, date rape, or other related crimes.

Please provide information that presents and explains the proposed project. State clearly and in concise detail the purpose and direction of the project, including identifying the specific problem, background on project, evaluation of local needs, description of underserved populations (including plan for outreach and services and a limited language proficiency plan), and plan of sustainability of project. Attach additional pages if necessary.

PROBLEM STATEMENT

- A. **Specific Problem** – Domestic violence is a widespread problem that affects individuals in every community regardless of race, age, economic status, religion, nationality, or educational background. The number of cases is staggering and is such that everyone should be concerned over these high numbers.

In the United States domestic violence accounts for 22 percent of the violent crimes experienced by women and 3 percent of the violent crimes experienced by men. Nearly one in every four women are beaten or raped by a partner in adulthood, and approximately 37 percent of women seeking injury related treatment in hospital emergency room were there because of inflicted by a current or former spouse or partner. One in five teens who have been in a serious relationship have been hit, slapped, or pushed by a boyfriend or girlfriend.

On any given day in West Virginia over 600 women, men, and children receive services from a licensed domestic violence program. Every seven minutes a call is made to the domestic violence hotline in West Virginia. In 2007 the State had 14,779 domestic violence cases filed in West Virginia Family Court. Arrests in domestic violence incidents account for 62 percent of the total arrests from crimes against the person in West Virginia.

Wood County has seen an increase in domestic violence. Based upon only the number of calls made to law enforcement agencies, the number of domestic violence calls in 2010 was 3,462. This is greater than 2009 number of 3,419 domestic violence calls, 3,424 in 2008, and 3,122 in 2007. The increase in number of domestic violence calls over the last four years increased by approximately 11 percent.

Of these calls, the greatest number was received by the Parkersburg Police Department which had 2,039 calls. This was followed by the Wood County Sheriff Department which had 959, the Vienna Police Department which had 242 calls, the West Virginia State Police Detachment at Parkersburg which had 156 calls, and the Williamstown Police Department which had 66 calls.

These calls have resulted in the following number of cases per agency: Parkersburg Police Department – 188 cases, Wood County Sheriff Department – 179 cases, and Vienna Police Department – 54 cases.

The Wood County 911 Center reported 143 sexual assault/abuse calls in 2010 which was a slight decrease from the 158 reported in 2009. Of these cases, they were broken out as follows by department: Parkersburg Police Department – 82 calls, Wood County Sheriff Department – 51 calls, Vienna Police Department – 6 calls, West Virginia State Police Detachment at Parkersburg – 3 calls, and Williamstown Police Department – 1 call.

From these sexual assault/abuse calls, the following number of cases was filed: Wood County Sheriff Department – 41, Parkersburg Police Department – 11, and Vienna Police Department – 5.

Services provided by the local domestic violence agency – Family Crisis Intervention Center (FCIC) – have remained fairly consistent over the last several years. The most recent data on FCIC showed there were 1,591 shelter nights provided. FCIC provided 8,826 units of service and filed 612 domestic violence petitions. This data is based upon unduplicated counts.

B. **Underserved Population** – For the second year in a row the Wood County STOP Team has selected sexual assault victims as its underserved population. While the number of sexual assault calls has declined over the past three years from 201 in 2008, 158 in 2009, and 143 in 2010 those who work in the field of domestic violence and sexual assault believe this to be a low number and there are many sexual assaults occurring that are not being reported.

Part of this reason for low numbers may be the lack of education and/or knowledge individuals have on this subject. For this reason the STOP Team hopes to work with social service agencies, hospitals, schools, law enforcement agencies, and the general public to provide education on what is a sexual assault, what one should do if assaulted, available services, and how to avoid being sexually assaulted.

The STOP Team still wishes to work with the two local hospitals regarding the lack of sexual assault procedures. The STOP Team had hoped to accomplish this during the current year. However, the two hospitals will soon become a part of the West Virginia Health Care System and will merge into one. As a result, the hospitals have been busy with this and also do not want to commit to anything at this time until they know what the future will bring with the merger. Personnel from both hospitals have expressed an interest in this area, and one of the things the hospitals would like to see is more SANE trained nurses. This is something the STOP Team also hopes to work on during the upcoming year after things with the merger have been finalized.

- C. **Limited Language Proficiency** – The vast majority of the clients served by the STOP Team and its members do not have a problem with the English language. However, the STOP Team does have a plan in place to assist those with limited English proficiency. All of the STOP Team agencies have a strong relationship with the administration at West Virginia University-Parkersburg, Marietta College, Washington State Community College, and Ohio Valley University. These institutions have individuals on-staff who are able to speak various languages and are more than willing to provide their assistance. Additionally, the County's 9-1-1 Center has two different contacts for bilingual persons. These contacts have agreed to be on-call 24 hours/day, 7 days/week and are more than willing to provide their assistance.

Both the local hospitals – Camden-Clark Memorial Hospital and St. Joseph's Hospital – have available staff which can assist with sign language. The Family Crisis Intervention Center (FCIC) is part of the West Virginia Coalition Against Domestic Violence (WVCAD) which has a language line that is a 24-hour telephone interpreting service. This line provides immediate access to qualified interpreters in over 100 languages. The FCIC also has a TDD telephone to assist with those who are hearing impaired.

- D. **Program Description and/or Solution to the Problem** – The overall goal of Wood County's STOP Team is to provide better services and response to victims of domestic violence, sexual assault, stalking, date rape, and other related crimes. The way to provide improved services and response is for the various agencies that deal with domestic violence to all sit together at the same table to discuss problems and solution, to discover what other agencies are doing and what services are available, to collaborate with other agencies in order to provide the best and most effective services possible, and to become better educated and informed on how to deal with these victims.

Wood County's STOP Team involves not only the three core members – prosecution, law enforcement, and non-governmental, non-profit service provider – but it also includes representatives from appropriate, key agencies which deal with these victims. Some of these agencies which participate with the STOP Team includes: Wood County Day Report Center, Voices for Children – CASA Program, West Virginia Department of Health and Human Resources, and the Wood County Commission. As appropriate, representatives from other agencies are approached to join and become an integral part of this Team.

The Wood County Prosecuting Attorney's Office will continue to devote an Assistant Prosecutor for Domestic Violence to handle all the domestic violence, sexual assault, stalking, date rape, and other related crime which come thru the County's Magistrate Court System as well as felony charges which are handled by the Circuit Court. The Assistant Prosecutor will also be very active in the STOP Team meetings and will participate in the various trainings and presentations. The Assistant will serve as a resource for law enforcement agencies and other agencies to contact for legal information, updates, and clarification with regards to these issues.

Several members of the Prosecuting Attorney's Office are active members of the STOP Team. These members include the Assistant Prosecutor for Domestic Violence, the Prosecuting Attorney, and the Victims Advocate. All will participate in the various trainings and presentations and add their areas of expertise to these venues. The Victims Advocate is able to disseminate information to victims of sexual assault as she, or the FCIC victim advocate, is called when there is a sexual assault case. In addition, the Victims Advocate will also be in contact with the sexual assault victim after the incident and help to guide her thru the judicial process.

Both Advocates also work with domestic violence victims and provide them with a variety of information on available services, the judicial process, and what they can expect.

During 2010 the Assistant Prosecutor for Domestic Violence accepted 503 cases for prosecution which was very similar to the number accepted in 2009 which was 518. There were no cases which were refused. Of these cases that were resolved, 136 plead as charged, 7 cases were acquitted, 13 had a jury trial and were found guilty as charged, and 43 plead to a lesser charge than originally charged. Unfortunately the remaining number of cases was dismissed. The vast majority of these dismissals occur because the victim did not appear on the day of the trial. The Prosecuting Attorney's Office realizes this is a major problem and is trying to develop some type of remedy to this situation. This Office is working on using other resources and evidence to attempt to go forward with domestic violence cases without the victim's testimony. However, in many cases, the only evidence is the victim's testimony.

The law enforcement agencies within the County are active members of the STOP Team and the Program. Most often times the law enforcement officers are the first to arrive on the scene, and in some cases they are the only agency to deal with the domestic violence case. The officers must be well prepared with regards to how to handle the case and the information provided at the scene. They must be knowledgeable of the community resources and services which are available to both the victim and the

offender. They also must make sure they gather the appropriate evidence so this case will be able to move forward and won't be dismissed for lack of evidence. They also need to make sure they provide the victim with information on the victim advocate and the help she will be able to provide.

If the officer is called to a sexual assault case, date rape, etc., then he has the ability to contact the Victims Advocate with the Prosecuting Attorney's Office or the FCIC to assist with the case. Sometimes the Advocate will come to the scene while other times she will meet them at the hospital.

The Wood County Sheriff Department will continue their response to domestic violence, sexual assault, date rape, stalking, and other related crimes. They will also be seeking overtime funds to help them with these cases. These overtime funds will be used for additional investigation which may need to be done on these cases, related court costs, or serving of domestic violence subpoenas. The Sheriff Department also has a domestic violence/sexual assault officer who reviews all these cases and helps to determine the best procedure to follow. He reviews the cases to ensure that all appropriate information is contained within the file.

The STOP Team will still continue to meet on a monthly basis. It has become more active over the past few years, and it is anticipated its activities will increase during the upcoming year. The agencies which are involved are quite active. New member agencies are added as appropriate. The goal of the STOP Team is to get an active member from the medical community. There has not been this member for several years, and it is one that is greatly needed. It is hoped that by the end of the grant year, another five agencies will become involved. These monthly meetings have become very beneficial as agencies are becoming more involved regarding what other agencies do. On a monthly basis each agency is showcased where they provide the Team with a fifteen minute presentation of their activities with regards to domestic violence and sexual assault cases. This has become very informative to the other members as they realize the restraints and stipulations that other agencies have to follow. They also learn of ways to coordinate their services in order to provide better services to the victims which is the ultimate goal.

These meetings also enable STOP Team members to discuss any upcoming cases. The Team members are provided with an opportunity to discuss any issues they may have so that when the case is presented, the Team members are presenting a united front.

The STOP Team meetings will also provide time for agencies to discuss training issues that are needed for not only their agency but also for the general public, victims, etc. The Team is able to develop a schedule of

trainings, topics, and who the presenters will be. Agency representatives will be responsible for going back to their agency heads to discuss and work out any training issues.

The STOP Team members periodically reviews the STOP Team Protocol to ensure all agencies are following the appropriate guidelines and procedures and to make any necessary revisions to the Protocol. In addition, the STOP Team also periodically reviews the requirements and guidelines for a STOP Team to ensure they are in compliance with these rules.

The supervision of the Assistant Prosecutor for Domestic Violence will be provided by the Prosecuting Attorney. The Wood County Sheriff will supervise the deputies within the Sheriff Department. The Project Director will oversee the various agencies involved with this grant to ensure that they are properly spending their grant funds, are collecting the data necessary, and are working towards providing more and efficient services to the victims. The Project Director will also work with the STOP Team with regards to administrative functions such as meeting schedules, minutes, and reminding the members of their requirements. However, the presentations and trainings on domestic violence issues will not be done by the Project Director but will be done by the STOP Team members who have extensive day-to-day experience in dealing with these victims.

Volunteers are indirectly used with this program as those who serve on the STOP Team - beyond the required core members - are doing so on a voluntary basis and because of their desire to help domestic violence victims. Some of the trainings and presentations will be "after hours" which will require them to help out beyond their regular work day.

Wood County's STOP Project has made an impact on its targeted population, but it is not something that can easily be documented. The Project has spent a considerable amount of time getting other key organizations to become involved with the program which several of them have. As a result of this, these agencies and individuals are more aware of the issue of domestic violence, what services are available, and how each member fits together. In addition, there have been some trainings to agencies and the targeted audience which should have an impact.

E. Collaboration - During the past grant year, the Wood County STOP Team has continued to come together as a more active and cohesive agency than in prior years. Many of the member agencies have been involved with the Program for several years; however due to a variety of reasons have new members sitting around the table which can help to revive a Team. For instance, the Wood County Prosecuting Attorney's Office, the Wood County Sheriffs Office, and the

Parkersburg Police Department have been members of the STOP Team since it originated almost 15 years ago. However, due to personnel changes, the STOP Team has representatives in the positions of Prosecuting Attorney, Assistant Prosecuting Attorney for Domestic Violence, Victims Advocate, Wood County Sheriff, Wood County Chief Deputy, Wood County Sheriff's Department STOP Team representative, and City of Parkersburg Police Department STOP Team representative who each have been on the Team for approximately two years. Other agencies which have been involved with the STOP Team since it began include the Family Crisis Intervention Center and the Vienna Police Department. It has turned out to be a positive step to have new members from existing agencies as they bring a breath of fresh air to the Team and have been very involved and instrumental in several of the activities the Team has undertaken.

There are several new agencies that have come on-board during the past two years. These agencies Wood County Day Report Center, West Virginia Department of Health and Human Resources, Westbrook Health Services, and Voices for Children – CASA. All these agencies bring a different type of perspective to domestic violence issues and are able to provide the Team with information regarding the services their agency can provide, their knowledge and dealing with domestic violence issues, and how they can work together on this issue.

There are still other agencies that the STOP Team is working on getting involved with the project. These include the Wood County Magistrates, Wood County Circuit Court Judges, St. Joseph Hospital, Camden-Clark Memorial Hospital, a gynecologist, and Williamstown Police Department. These are the initial ones the group is working on and others include Mid-Ohio Valley Regional Health Department, Family Court Judges, and Wood County Schools. The STOP Team will continue to work to get as many appropriate agencies as possible to become active, participating members. All of these agencies bring something different to the table, and all obtain the benefit of networking and collaborating with other agencies.

F. Plan of Sustainability - It is the desire of all that is involved with this grant and the STOP Team to continue if STOP VAWA Funds were not available. There are several working relationships that are being developed that would continue on. For instance, a cross-training was recently held between staff members of the Family Crisis Intervention Center and staff of Westbrook Health Services. As a result of this training, both parties were better able to understand the roles and functions of the other agency. Also, Family Crisis Intervention Center learned information about how to deal with domestic violence victims who have mental health issues, and Westbrook Health Services learned how to work better with those patients who have a mental health disability and are also victims of domestic violence.

Also, trainings have been done by a variety of agencies who otherwise might not be mentioning domestic violence and/or sexual assault in their presentations to the various groups that are providing information to. These types of partnerships and collaborations should continue on even if no STOP funding was available.

If no STOP funds were available, the Prosecuting Attorney's Office would still continue to prosecute domestic violence cases; however, they may not be able to afford to allocate a single prosecutor to this issue. The Assistant Domestic Violence Prosecutor adds consistency to the domestic violence issue and serves as an informational point who law enforcement agencies and others can contact when there is a domestic violence/sexual abuse situation. Without this one key person, agencies would have to hunt down the various assistant prosecutors to determine who has the case and seek their assistance. In some situations this could potentially create a barrier.

Law enforcement agencies would continue to respond to domestic violence/sexual assault cases, attend overtime court cases, and serve petitions. These overtime costs will have to be absorbed by an agency's regular budget funds which may result in other projects and activities suffering due to a lack of funds. However, as a result of the education and trainings that have been done on domestic violence, law enforcement agencies in Wood County have taken a strong stand against domestic violence and will continue to proactively fight domestic violence by working to ensure that the proper amount of time and investigation is provided for each case.

Also, as a result of the various STOP Team meetings, agencies have come to realize the need for collaboration and the need to learn from each other. This type of partnership will continue after funding is gone. Also in place is a Wood County Protocol for violent crime against women. This Protocol will continue to serve as a guide and a review manual to ensure that proper procedures are being followed.

**STOP Violence Against Women
Grant Program Application**

**Grant Goals and Objectives
Page 6a**

Goal Number: 1 The Wood County Prosecuting Attorney's Office will see an increase in the number of guilty of highest convictions.

Objective Number: 1 By the end of the grant year there will be a 2 percent increase in the number of guilty of highest convictions as compared to the number during the prior grant period. This percent will increase from 31 percent to at least 33 percent.

Outcome Measure: This data will be collected each month on the Prosecutor's monthly data report from the domestic violence cases/files. All the months will be totaled at the end of the grant period and compared to those of the prior grant period.

Activities to meet objective:

Timeline for each activity:

1. The Assistant Prosecutor for Domestic Violence will review each domestic violence related case that is referred to the Prosecuting Attorney's Office and will determine the best strategy for the case.

1. On-Going

2. The Assistant Prosecutor for Domestic Violence will work with the Victims Advocate to explain the process to the victim and to assist with referrals to other services as needed.

2. On-Going

3. The Assistant Prosecutor will work with the STOP Team to provide trainings and information on domestic violence and sexual assaults to agencies that work with domestic violence and/or sexual assault victims as well as the general public and specific groups.

3. October 2011, January 2012, March 2012, and May 2012

4.

4.

Objective Number: _____

Outcome Measure:

Activities to meet objective:

Timeline for each activity:

- 1.
- 2.
- 3.
- 4.

- 1.
- 2.
- 3.
- 4.

Goal Number: 2 The Wood County Sheriff Department will experience a more coordinated approach to domestic violence and sexual assault cases.

Objective Number: 1 By the end of the grant year, the Deputy in charge of domestic violence for the Wood County Sheriff Department will be involved and all sexual assault and/or domestic violence cases which require further investigation and follow-up.

Outcome Measure: This data will be collected each month of the law enforcement monthly report. This number will be compared with the number of cases which require further investigation and follow-up.

Activities to meet objective:

1. Wood County Sheriff Department Deputies will continue to respond to all domestic violence and sexual assault cases as they have previously done.
2. Domestic violence and/or sexual assault cases which require further investigation will be referred to the Deputy in charge of domestic violence.
3. The Deputy in charge of domestic violence will provide the necessary time and/or assign it to the appropriate party to fully and completely investigate the case.

Timeline for each activity:

1. On-Going
2. On-Going
3. On-Going
- 4.

4.

Objective Number: 2 By the end of the grant year domestic violence and/or sexual assault victims will become better informed of domestic violence/sexual assault procedures and services which are available.

Outcome Measure: Notes will be provided in case files with regards to information provided to them.

Activities to meet objective:

Timeline for each activity:

- | | |
|---|-------------|
| <p>1. The Wood County Sheriff Department will gather brochures, flyers, etc. on domestic violence and/or sexual assault services in the community.</p> | 1. On-Going |
| <p>2. As Deputies are meeting with domestic violence/sexual assault victims, they will provide the victims with information on local services and procedures.</p> | 2. On-Going |
| <p>3. A client survey will be provided to each victim served.</p> | 3. On-Going |

Goal Number: 3 The underserved population of sexual assault victims will become better informed regarding available community services and how to avoid these incidents.

Objective Number: 1 Throughout the grant year, there will be at least one training/presentation per quarter that will be geared towards this underserved population.

Outcome Measure: Records will be maintained by each Team member who provides a presentation including information such as how many people were reached, where was the presentation, topic of presentation, etc.

Activities to meet objective:

Timeline for each activity:

- | | |
|--|--------------|
| <p>1. At the first STOP Team meeting after the grant has been approved, the Team will discuss this goal and brainstorm on possible venues for presentations.</p> | 1. July 2011 |
| <p>2. STOP Team members will deliver presentations to appropriate groups.</p> | 2. On-Going |
| <p>3. Information will be presented to the STOP Team members regarding these presentations and any questions, problems, successes, etc. as a result of the presentation.</p> | 3. On-Going |

List the name, title, agency affiliation, mailing address, telephone number, fax number, email address, and amount of time on the team for each STOP team member. Certification of commitment from each team member, reflecting their understanding of the requirements of the STOP team will also be required for Appendix H of the application. (Statewide projects are required to submit membership list and Certification Commitment Form signed by each of their STOP related advisory board/committee).

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Director, Family Crisis Intervention Center
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15 Years

TR Smith
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2 Years

Chief George Young
Vienna Police Department
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Margaret Burdette
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woodcountycasa@aol.com
3 Months

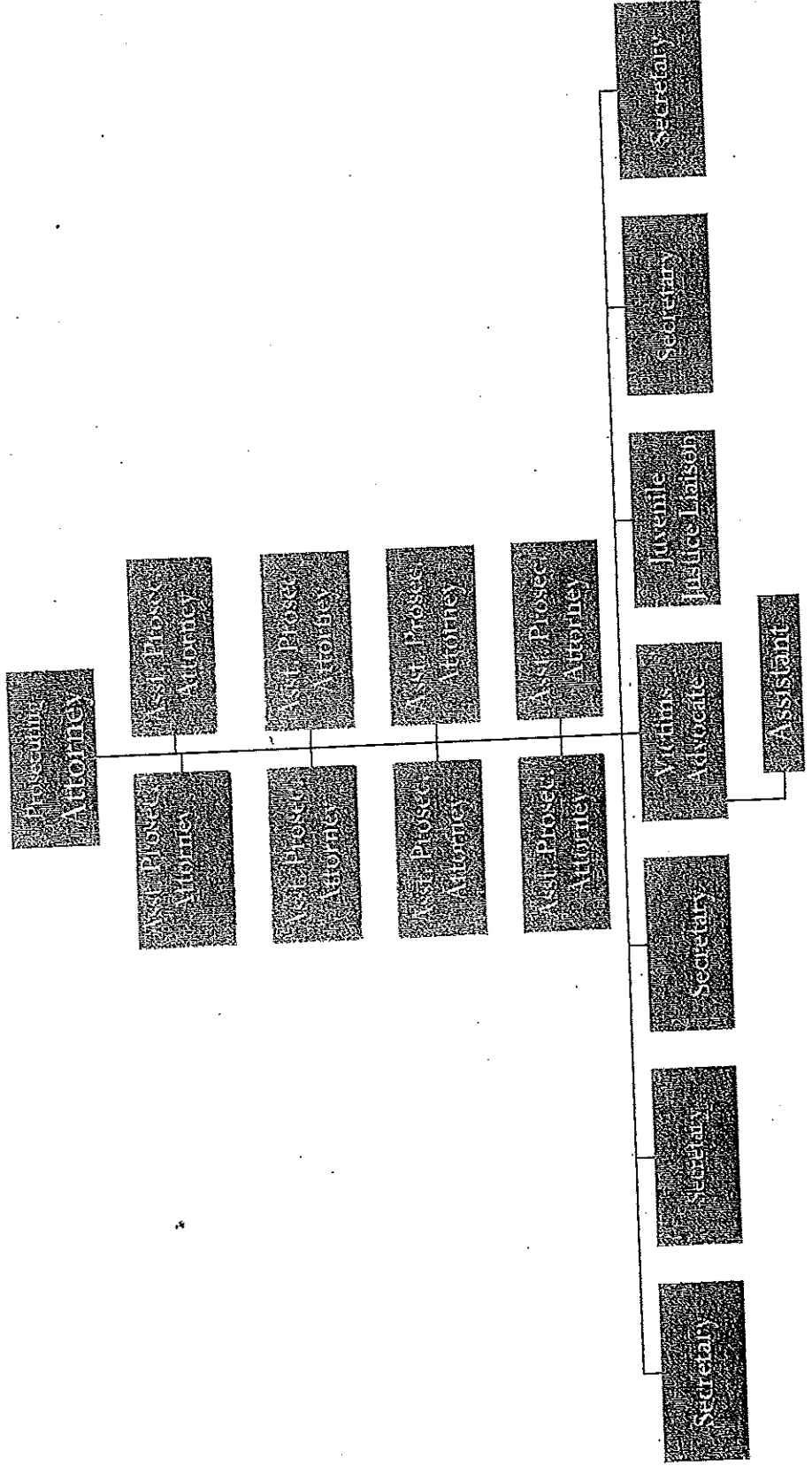
Jason Wharton, Prosecuting Attorney
Megan Underwood, Assistant Prosecutor for Domestic Violence
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2 Years
2 Years
2 Years

Laurea Ellis
WV Department of Health and Human Resources
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304/420-4889 – fax
Laurea.J.Ellis@wv.gov
4 Years

Please use this page or attach a copy of your agency's organizational chart and the proposed organizational chart for this project. Please list all staff members, position titles, salaries, and funding source for salaries. An organization chart for each agency requesting funding should be included.

Please see attached.

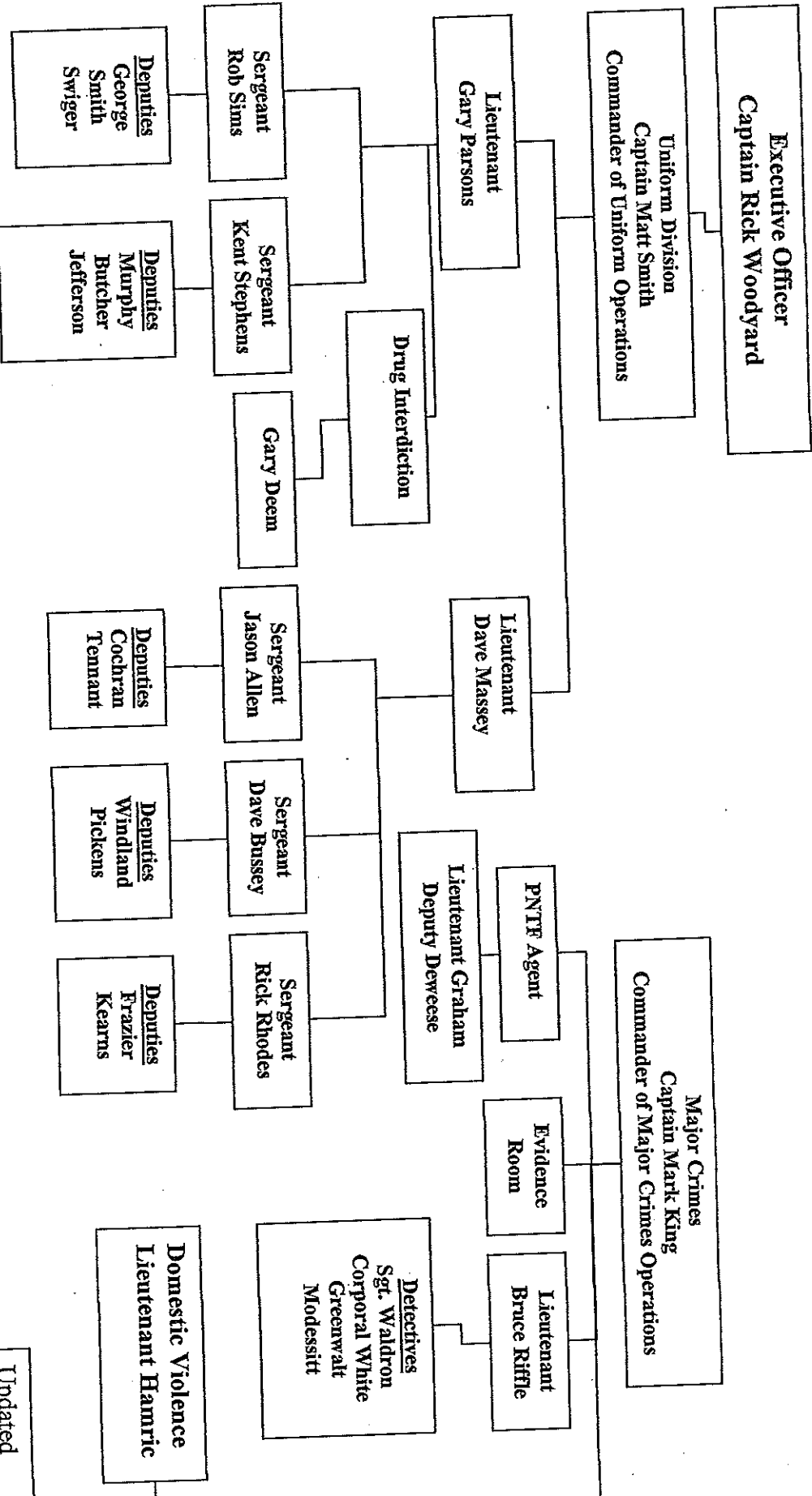
Wood County Prosecuting Attorney's Office



WOOD COUNTY PROSECUTING ATTORNEY'S OFFICE
Staff, Salary, and Funding Source

<u>STAFF</u>	<u>POSITION</u>	<u>SALARY</u>	<u>FUNDING SOURCE</u>
Jason Wharton	Prosecuting Attorney	\$96,600	General Fund
Jodie Boylen	Assistant Prosecutor	\$91,749	General Fund
Sean Francisco	Assistant Prosecutor	\$75,518	General Fund
Pat Lefebure	Assistant Prosecutor	\$74,000	General Fund
Russ Skogstad	Assistant Prosecutor	\$50,000	General Fund
Kirsten Lefebure	Assistant Prosecutor	\$50,000	General Fund
Ashlee Mullenix	Assistant Prosecutor	\$46,500	General Fund
Megan Underwood	Assistant Prosecutor	\$46,500	General Fund
David McCullough	Assistant Prosecutor	\$46,500	General Fund
Tiffany Kiger	Victims Advocate	\$35,700	General Fund/ VOCA Grant
Rhea Guice	Secretary	\$40,805	General Fund
Kay Gandee	Secretary	\$39,934	General Fund
Patti Roush	Secretary	\$36,222	General Fund
Debra George-Ryder	Secretary	\$34,056	General Fund
Amy Eschbacher	Juvenile Justice Liaison	\$31,514	General Fund
Patrica Lynch	Secretary	\$25,000	General Fund

Public Safety Operations



Note: Assignments of Deputies to Sergeants is for evaluation purposes only.

Updated
09-09-2010

Deputies SALARY

	Yearly	Monthly	2010-2011												2011	Longevity	Base
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total	Longevity	Base		
Probation	32291	2690.92	3430.92	3430.92	3430.92	3430.92	3430.92	3430.92	3430.92	3430.92	3430.92	3430.92	41166.00	55.00	41111.00		
1 - 10 yrs.	35351	2945.92	0.00	0.00	0.00	0.00	2690.92	2690.92	2690.92	2690.92	2690.92	2690.92	16145.50	0.00	16145.50		
10 - above	37901	3158.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7477.29	45.00	7432.29		
Sgt	40451	3370.92	2990.92	3455.92	3455.92	3455.92	3455.92	3455.92	3455.92	3455.92	3455.92	3455.92	41461.00	50.00	41411.00		
Lt	43001	3583.42	3450.92	3455.92	2985.92	2985.92	2985.92	2985.92	2985.92	2985.92	2985.92	2985.92	35851.00	20.00	35831.00		
Capl	45916	3826.33	2985.92	2985.92	2985.92	2985.92	3318.42	3318.42	3318.42	3318.42	3318.42	3318.42	39831.00	10.00	39821.00		
Chief	54658	4554.83	2960.92	2965.92	2965.92	2965.92	2965.92	2965.92	2965.92	2965.92	2965.92	2965.92	3571.00	40.00	35531.00		
			2975.92	2975.92	2980.92	2980.92	2980.92	2980.92	2980.92	2980.92	2980.92	2980.92	35751.00	40.00	35711.00		
			2970.92	2970.92	2970.92	2970.92	2970.92	2970.92	2970.92	2970.92	2970.92	2970.92	35661.00	10.00	35651.00		
			4554.83	4554.83	4554.83	4554.83	4554.83	4554.83	4554.83	4554.83	4554.83	4554.83	54658.00	0.00	54658.00		
			3218.42	3223.42	3223.42	3223.42	3223.42	3223.42	3223.42	3223.42	3223.42	3223.42	38671.00	50.00	38621.00		
			2950.92	2950.92	2950.92	2950.92	2950.92	2950.92	2950.92	2950.92	2950.92	2950.92	35426.00	15.00	35411.00		
			3683.42	3683.42	3683.42	3683.42	3683.42	3683.42	3683.42	3683.42	3683.42	3683.42	44231.00	30.00	44201.00		
			3218.42	3223.42	3223.42	3223.42	3223.42	3223.42	3223.42	3223.42	3223.42	3223.42	38671.00	50.00	38621.00		
			3738.42	3738.42	3738.42	3738.42	3738.42	3738.42	3738.42	3738.42	3738.42	3738.42	44861.00	0.00	44861.00		
			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
			0.00	0.00	0.00	0.00	2690.92	2690.92	2690.92	2690.92	2690.92	2690.92	16145.50	0.00	16145.50		
			2990.92	2990.92	2990.92	2990.92	2990.92	2990.92	2990.92	2990.92	2990.92	2990.92	36761.00	870.00	35891.00		
			3223.42	3223.42	3223.42	3223.42	3223.42	3223.42	3223.42	3223.42	3223.42	3223.42	38706.00	25.00	38681.00		
			3986.33	3986.33	3986.33	3986.33	3986.33	3986.33	3986.33	3986.33	3986.33	3986.33	47876.00	40.00	47836.00		
			3643.42	3643.42	3643.42	3643.42	3643.42	3643.42	3643.42	3643.42	3643.42	3643.42	43736.00	15.00	43721.00		
			2965.92	2965.92	2965.92	2965.92	2965.92	2965.92	2965.92	2965.92	2965.92	2965.92	35616.00	25.00	35591.00		
			2990.92	2990.92	2990.92	2990.92	2990.92	2990.92	2990.92	2990.92	2990.92	2990.92	37848.50	1957.50	36891.00		
			3698.42	3698.42	3698.42	3698.42	3698.42	3698.42	3698.42	3698.42	3698.42	3698.42	44426.00	45.00	44381.00		
			3263.42	3263.42	3263.42	3263.42	3263.42	3263.42	3263.42	3263.42	3263.42	3263.42	40673.50	25.00	40648.50		
			1475.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4426.38	10.00	4416.38		
			3440.92	3440.92	3440.92	3440.92	3440.92	3440.92	3440.92	3440.92	3440.92	3440.92	41306.00	15.00	41291.00		
			3683.42	3683.42	3683.42	3683.42	3683.42	3683.42	3683.42	3683.42	3683.42	3683.42	44231.00	30.00	44201.00		
			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13454.58	0.00	13454.58		
			2690.92	2690.92	2690.92	2690.92	2690.92	2690.92	2690.92	2690.92	2690.92	2690.92	32291.00	0.00	32291.00		
			3430.92	3430.92	3430.92	3430.92	3430.92	3430.92	3430.92	3430.92	3430.92	3430.92	41186.00	15.00	41171.00		
			2950.92	2950.92	2950.92	2950.92	2950.92	2950.92	2950.92	2950.92	2950.92	2950.92	35151.00	0.00	35151.00		
			3931.33	3931.33	3931.33	3931.33	3931.33	3931.33	3931.33	3931.33	3931.33	3931.33	47186.00	10.00	47176.00		
			3435.92	3435.92	3435.92	3435.92	3435.92	3435.92	3435.92	3435.92	3435.92	3435.92	35151.00	10.00	35111.00		
			2950.92	2950.92	2950.92	2950.92	2950.92	2950.92	2950.92	2950.92	2950.92	2950.92	35151.00	0.00	35151.00		
			3223.42	3223.42	3223.42	3223.42	3223.42	3223.42	3223.42	3223.42	3223.42	3223.42	41251.00	25.00	41226.00		
			3415.92	3415.92	3415.92	3415.92	3415.92	3415.92	3415.92	3415.92	3415.92	3415.92	41036.00	45.00	40991.00		

PAGE 1 of 2

White	3303.42	3303.42	3303.42	3303.42	3303.42	3303.42	3303.42	3308.42	3308.42	3308.42	3308.42	3308.42	3308.42	39666.00	25.00	39641.00
Windland	2950.92	2950.92	2950.92	2955.92	2955.92	2955.92	2955.92	2955.92	2955.92	2955.92	2955.92	2955.92	2955.92	35451.00	40.00	35411.00
Woodyard	3986.33	3986.33	3986.33	3986.33	3991.33	3991.33	3991.33	3991.33	3991.33	3991.33	3991.33	3991.33	3991.33	47876.00	40.00	47836.00

	122291.58	121341.13	118597.71	117329.75	117354.75	117567.25	122859.08	128675.00	125897.50	125917.50	125937.50	125937.50	1466806.25	6542.50	1446809.17
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2 of 2

OVERTIME RATE

DATE	
	Allen, J.W. 29.69
	Allen, T.L. 23.28
	BUSSEY 29.91
	BUTCHER 25.84
	COCHRAN 25.67
	DEEM 25.8
	DEWEESE 25.71
	FRAZIER 27.9
	GEORGE 25.54
	GRAHAM 32.82
	GREENWALT 27.9
	HAMRIC 32.35
	HUPP 23.28
	JEFFERSON 25.88
	KEARNS 27.89
	KING 34.55
	MASSEY 31.53
	MODESITT 25.67
	MURPHY 27.77
	PARSONS 32.06
	PICKENS 30.08
	RHODES 29.78
	RIFFLE 32.92
	SIMS 29.69
	SMITH ME 23.29
	SMITH MF 34.02
	STEPHENS 29.73
	SWIGER 25.53
	TENNANT 27.89
	WALDRON 30.03
	WESTFALL 29.61
	WHITE 28.59
	WINDLAND 25.58
	WOODYARD 34.55

Post-it Fax Note	7671	Date	1/28/11	# of pages	4
To	TONI	From	T.R. SMITH		
Co./Dept.		Co./Dept.	Co. Wood Co Sheriff		
Phone #		Phone #			
Fax #	304-485-2925	Fax #			

Provide a brief statement outlining your agency's procedures for hiring employees who are funded under this grant. Include with this application a job description and qualifications for the position(s) proposed under this grant. If position(s) are currently filled, then include a resume, certificates and licenses to show qualifications for each position filled. These items should be submitted for each agency requesting funding.

The Wood County Prosecuting Attorney's Office desires to continue the employment of Megan Underwood who was hired for this position in January 2009. Ms. Underwood will be involved with domestic violence, sexual assault, stalking, date rape, and other related crimes.

If Ms. Underwood was to leave this position, the Prosecuting Attorney would either assign someone from within the Office to fill this position or advertise for another attorney to fill the vacancy. If the Prosecuting Attorney filled the position from within, then an advertisement would be placed to hire another attorney to fill that position.

With regards to the Wood County Sheriff Department, they will not be hiring any individuals as their request does not involve a full-time position. Instead, existing Deputies will work the overtime on cases involving domestic violence, sexual assault, stalking, date rape, and other related crimes.

JOB DESCRIPTION ASSISTANT PROSECUTING ATTORNEY

GENERAL DESCRIPTION OF DUTIES

The Assistant Prosecuting Attorney will be involved on a part-time basis with all domestic violence cases pursued by the Wood County Prosecuting Attorney's Office. The Attorney will work on all cases from the initial statement to the final disposition of the case. In addition, the Attorney will work with law enforcement agencies, the Family Crisis Intervention Center, and other agencies as necessary on domestic violence cases. The Attorney will also attend any appropriate training, meetings, etc. on domestic violence issues.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of West Virginia Law and more specifically domestic violence laws and issues.

ACCEPTABLE EXPERIENCE AND TRAINING

Graduation from an accredited college or university with a law degree and a desire to work with domestic violence cases.

MEGAN POWELL UNDERWOOD

1316-19TH St. ■ Vienna, WV 26105 ■ (304) 482-9434 ■ ~~Feb 10 2000~~ meganpowellwvu@hotmail.com

EDUCATION

West Virginia University College of Law

Juris Doctor

- GPA 3.04

Marshall University

Bachelor of Arts in Criminal Justice

- GPA 3.8
- *Magna cum laude* graduate
- National Golden Key Honor Society
- Phi Eta Sigma Honor Society

EXPERIENCE

West Virginia Supreme Court of Appeals- 4th Judicial Circuit

Law Clerk

- Research statutory and case law to aid Judge Waters in daily proceedings
- Observe a variety of hearings and trials
- Compose memos to the Judge and help prepare orders
- Compile and input Abuse and Neglect data for the WV Abuse and Neglect website

Disabilities, Injuries, and Law

Attorney

- Primarily worked with Veterans and Social Security Disability
- Attended Social Security Disability hearings
- Completed work for the appeals process for both Social Security and Veterans Affairs
- Assisted in other areas of practice including personal injury, workers' compensation, and family law

Mountain State Blue Cross Blue Shield

Legal Intern

- Completed a compliance assessment and evaluation
- Extensive research of the Federal Organizational Sentencing Guidelines, Sarbanes-Oxley Act, the Health Care Compliance Professional's manual, and OIG Guidances
- Created a document containing the findings, recommendations, and work plan for the compliance program
- Worked on a revision of the Mountain State Code of Conduct

Morgantown, WV

May 2006

Huntington, WV

May 2003

Parkersburg, WV

Nov. 2007- Present

Parkersburg, WV

Oct. 2006- Nov. 2007

Parkersburg, WV

Summer 2005

William B. Summers, Attorney at Law

Parkersburg, WV

Summer 2003

Legal Assistant

- Assisted in many areas for this solo practice, including criminal cases; civil cases, such as divorces and custody issues; wills and real estate transactions
- Conducted extensive research of legal issues pertaining to West Virginia law
- Developed answers, pleadings, and parenting plans
- Attended Magistrate and Circuit Court

PROFESSIONAL AFFILIATIONS

- Member of the Bar, State of West Virginia, admitted 2006.

**STOP Violence Against Women
Grant Program Application**

**Membership of Governing Board
Attachment A**

Please use this page or attach to this page the name, address, and telephone number for each member of the agency's governing board (County Commission, City Council, Board of Directors, etc) for each agency requesting funding.

David Blair Couch
President
Wood County Commission
One Court Square, Suite 203
Parkersburg, WV 26101
304/424-1984

Dr. Wayne Dunn
Commissioner
Wood County Commission
One Court Square, Suite 203
Parkersburg, WV 26101
304/424-1984

Stephen Gainer
Commissioner
Wood County Commission
One Court Square, Suite 203
Parkersburg, WV 26101
304/424-1984

**STOP Violence Against Women
Grant Program Application**

**STOP Team Protocol Certification
Attachment B
(Team Applications Only)**

As required in the STOP Violence Against Women Program Guidelines, all Team applicants are required to have established and implemented as a minimum requirement for each Team Protocol the following:

- a. Address the Team's response to all four crimes (domestic violence, dating violence, sexual assault, and stalking). *Include Firearms removal/storage information. Also include protocol for law enforcement agencies protocol for law enforcement officers charged with domestic violence, dating violence, sexual assault and stalking crimes.*
- b. Each core discipline (victim services, cultural specific organization (if applicable), law enforcement, and prosecution) must have their individual sections, which address the response to all four violence against women crimes.
- c. Protocol also includes the following:
 1. Response and service at the pre-investigation, investigative, prosecution, and re-entry/aftercare stages, including who responds, what the response/service is, and how the response/service is coordinated.
 2. Mechanisms the Team has in place to: (1) measure compliance with the established Protocol, and (2) measure effectiveness of response and service to victims.
 3. Description of the policies in place for law enforcement officer involved (perpetrated) violence against women cases.
 4. Firearms and ammunition prohibition and removal.
- d. Team members agree to review and evaluate the established protocol on at least an annual basis and submit any revisions to DJCS.
- e. Team members agree to keep current on all local, state, and federal laws, guidelines, and regulations pertinent to violence against women crimes and to appropriately address those laws in the established protocol. Examples; state and local firearms prohibition for domestic violence offenders, polygraph prohibition for sexual assault victims, new revisions to the state stalking law.
- f. Applicant agrees to ensure that victim safety is top priority of the protocol.
- e. Applicant agrees to maintain an updated copy of the protocol during each grant period to be available during on-site reviews and/or at the request of DCJS or the Grant Advisory Committee.

I certify that I have read all the requirements of the STOP Team Protocol and agree to comply with these requirements.


Authorized Official Signature (Original)

**STOP Violence Against Women
Grant Program Application**

**Central Contractor Registration
Certification Form**

All sub-grantees are required to be registered with the Central Contractor Registration (CCR) and to update this information on a yearly basis.

I certify that I have read all the requirements of the STOP Team Central Contractor Registration (CCR) as specified in the Standard Conditions and Assurances and have our agencies registration is updated and current. This information will be available upon request.

Authorized Official Signature (Original)



Project Director's Signature (Original)

**WEST VIRGINIA
DIVISION OF JUSTICE & COMMUNITY
SERVICES**

STANDARD CONDITIONS AND ASSURANCES

All correspondence to DJCS, which is required and/or occurs as a result or action of any of the following Special Conditions and Assurances, or as a result of the administration of any DJCS grant program, should be mailed to the following address:

West Virginia Division of Justice & Community Services
1204 Kanawha Boulevard, East
Charleston, West Virginia 25301

1. LAWS OF WEST VIRGINIA:

This grant application/contract shall be governed in all respects by the laws of the State of West Virginia. State procedures and practices will apply to all funds disbursed by DJCS, regardless of the original funding source. This grant is on a "REIMBURSEMENT ONLY" mechanism.

2. LEGAL AUTHORITY:

The applicant hereby certifies it has the legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body authorizing the filing of the application, including all understandings and assurances contained therein, and directly authorizes the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

3. RELATIONSHIP:

The relationship of the grantee to DJCS shall be that of an independent contractor, not that of a joint enterprise. The grantee shall have no authority to bind DJCS for any obligation or expense without the express prior written approval from DJCS.

4. COMMENCEMENT WITHIN 60 DAYS:

This project must be operational within 60 days of the project starting date, as specified in the grant contract agreement. If the project is not operational within 60 days of the specified project starting date, the grantee must report by letter to DJCS, the steps taken to initiate the project, the reasons for delay, and the expected starting date.

5. OPERATIONAL WITHIN 90 DAYS:

If the project is not operational within 90 days of the specified project starting date, the grantee must submit a second statement to DJCS explaining the delay in implementation. Upon receipt of the 90-day letter, DJCS may cancel the project and redistribute the funds to other project areas and/or eligible applicants.

6. WRITTEN APPROVAL OF CHANGES:

The grantee must obtain prior written approval from DJCS for all project changes (programmatic, fiscal or otherwise).

**WEST VIRGINIA
DIVISION OF JUSTICE & COMMUNITY
SERVICES**

STANDARD CONDITIONS AND ASSURANCES

7. CIVIL RIGHTS COMPLIANCE:

Grantee will comply with all federal civil rights laws, including Title VI of the Civil Rights Act of 1964, as amended. These laws prohibit discrimination on the basis of race, color, religion, national origin, and sex in the delivery of services.

National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI, grantees will take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary.

Grantees are encouraged to consider the need for language services for LEP persons served or encountered both in developing their proposals and budgets and in conducting their programs and activities.

8. PRESS RELEASE:

Pursuant to the Stevens Amendment, any release of information pertaining to this grant must include the following information:

1. grant amount;
2. State involvement (name of state entity responsible for administering the grant); and,
3. Federal involvement if applicable (name of federal entity responsible for administering the grant).

9. LOBBYING:

Grantee will comply with any and all lobbying provisions and/or restrictions as outlined in OMB circular A-122, and/or relevant State laws.

10. ACCESS TO RECORDS:

DJCS, through any authorized representative, shall have access to and the right to examine all records, books, papers, or documents related to the grant and to relevant books and records of contractors.

11. CONFLICT OF INTEREST:

No public official or employee of the grantee agency, who performs any duties under the project, may participate in an administrative decision with respect to the project if such a decision can reasonably be expected to result in any benefit or remuneration to that individual or that individual's immediate family.

12. POLITICAL ACTIVITY:

The Hatch Act restricts the political activity of executive branch employees of the federal government, District of Columbia government and some state and local employees who work in connection with federally funded programs. In 1993, Congress passed legislation that significantly amended the Hatch Act as it applies to federal and D.C. employees (5 U.S.C. §§ 7321-7326). (These amendments did not change the provisions that apply to state and local employees. 5 U.S.C. §§ 1501-1508.)

**WEST VIRGINIA
DIVISION OF JUSTICE & COMMUNITY
SERVICES**

STANDARD CONDITIONS AND ASSURANCES

13. RELEASE OF INFORMATION:

All records, papers and other documents kept by recipients of grant funds are required to be made available to DJCS. These records and other documents submitted to DJCS and its grantees, including plans and application for funds, reports, etc., may be subsequently required to be made available to entities under Federal Freedom of Information Act, 5. U.S.C. §552, or Chapter 29B, Article 1 (West Virginia Freedom of Information) of the West Virginia Code.

DJCS recognizes that some information submitted in the course of applying for funding under this program, or provided in the course of its grant management activities, may be considered law enforcement, personnel or juvenile sensitive or otherwise important to national or state security interests. This may include threat, risk, and needs assessment information, and discussions of demographics, transportation, public works, and industrial and public health infrastructures. While this information under state control is subject to requests made pursuant to the Chapter 29B, Article 1 of the West Virginia Code, all determinations concerning the release of information of this nature are made on a case-by-case basis by DJCS, and may fall within one or more of the available exemptions under the Act.

Grantees must consult applicable state and local laws and regulations regarding the release or transmittal of information to any entity which may be considered sensitive in nature. Applicants may also consult DJCS regarding concerns or questions about the release of potentially sensitive information under state and local laws.

14. NATIONAL AND STATE EVALUATION EFFORTS:

The grantee agrees to cooperate with any national and/or state evaluation efforts directly or indirectly related to this program as requested.

15. OBLIGATION OF PROJECT FUNDS:

Funds may not, without prior written approval from DJCS, be obligated prior to the effective start date or subsequent to the termination date of the project period. Obligations outstanding as of the project termination date shall be liquidated within thirty (30) days.

16. USE OF FUNDS:

Funds awarded through DJCS may be expended **ONLY** for the purposes and activities specifically covered by the grantee's approved project description and budget. By attaching their signature, the grantee recognizes that any deviations from the original grant budget are unallowable.

17. ALLOWABLE AND UNALLOWABLE COSTS:

Allowable and unallowable costs incurred under this grant shall be determined in accordance with General Accounting Office principles and standards.

18. PEER REVIEW SUB GRANTEE EVALUATION PROCESS:

The applicant agrees to discharge if necessary - at the request of DJCS - knowledgeable, competent personnel (preferably a Project Director) to participate in a contemplated "peer review" process/advisory council. The purpose of this process would be to assist DJCS in making grant funding recommendations and furthered policy development regarding individual grant programs throughout the State. This would be no more than 2-3 days per annum.

**WEST VIRGINIA
DIVISION OF JUSTICE & COMMUNITY
SERVICES**

STANDARD CONDITIONS AND ASSURANCES

19. NON-SUPLANTING:

Grant funds must be used to supplement existing funds for program activities and may not replace (supplant) funds that have been appropriated for the same purpose. Potential supplanting will be the subject of monitoring and audit. Violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from state grants, recoupment of monies provided under this grant, and civil and/or criminal penalties. The grantee hereby certifies that funds made available under this grant will not be used to supplant other funding sources.

20. MATCHING CONTRIBUTION:

The grantee will have available, and will expend as needed, adequate resources to defray that portion of the total costs as set forth in this application as "match" and as approved by the West Virginia Division of Justice & Community Services. The applicant assures that the matching funds required to pay the grant portion of the cost of each program and project, for which funds are made available, shall be in addition to funds that would otherwise be made available for the proposed project by the recipients of grant funds and shall be provided on a project-by-project basis. Matching contributions are subject to the same expenditure guidelines established by the West Virginia Division of Justice & Community Services for this program. All grantees must maintain records that clearly show the source, the amount and the timing of all matching contributions. Please be reminded that match is not "required"; however, if it is committed and indicated on the budget pages of this application, then this special condition is affected.

21. PROJECT INCOME:

All income earned by the grantee as a result of the conduct of this project, must be accounted for and included in the total budget. Project income is subject to the same expenditure guidelines established by DJCS as are established for granted funds. All grantees must maintain records that clearly show the source, the amount and the timing of all project income. There is no waiver provision for the project income requirement.

22. CONSULTANT FEES:

Approval of this grant does not indicate an approval of consultant rates in excess of \$450 per day. Specific and detailed justification must be submitted to, and approved by DJCS prior to obligation or expenditure of such funds.

23. SUSPENSION OF FUNDING:

DJCS may suspend, in whole or in part, terminate, or impose other sanctions on any grantee funds for the following reasons:

- Failure to adhere to the requirements, standard conditions, or special conditions and assurances of this program;
- Failure to submit reports;
- Filing a false certification in this application or in another report or document; or,
- Other cause shown.

24. SANCTIONS FOR NONCOMPLIANCE:

In the event of the grantee's noncompliance with the terms, conditions, covenants, rules, or regulations of this grant, DJCS shall impose such contract sanctions, as it may deem appropriate, including but not limited to:

- Withholding of payments to the grantee until the grantee complies;
- Cancellation, termination or suspension of the contract, in whole or in part; or,
- Refrain from extending any further assistance to the grantee until satisfactory assurance of future compliance has been received.

**WEST VIRGINIA
DIVISION OF JUSTICE & COMMUNITY
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STANDARD CONDITIONS AND ASSURANCES

25. SUBMISSION/RELEASE OF PUBLICATIONS/PRESS RELEASE:

The grantee shall submit one copy of all reports and proposed publications resulting from this agreement to DJCS twenty (20) days prior to public release. Any publications (written, visual, sound, or otherwise), whether published at the grantee's or government's expense, shall contain the following statements:

"This document [product] was prepared under a grant from the West Virginia Division of Justice & Community Services (or simply "DJCS"). Points of view or opinions expressed in this document [product] are those of the authors and do not necessarily represent the official position or policies of the State of West Virginia or the Division of Justice & Community Services."

"This project supported by Grant No. _____ awarded by the West Virginia Division of Justice & Community Services and the U.S. Bureau of Justice Assistance. The Bureau of Justice Assistance is a component of the Office of Justice Programs, which also included the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, and the Office for Victims of Crime. Points of view or opinions in this document are those of the author and do not represent the official position of policies of the United State Department of Justice."

26. PROPERTY ACCOUNTABILITY:

The grantee shall establish and administer a system to control, protect, preserve, use, maintain, and properly dispose of any property or equipment furnished it, or made available through a grant by DJCS. This obligation continues as long as the property is retained by the grantee, notwithstanding the expiration of this agreement. Prior to sale, trade in or disposal of property, disposition instructions will be obtained from DJCS. Grantee assures inventory checks will be performed annually or pursuant to guidance promulgated in the Administrative Manual for this program (if applicable), with copies provided to DJCS. Property must be used for the intended grant purposes, if not being used in accordance with terms of the grant property will revert back to DJCS.

27. CRIMINAL PENALTIES:

Whoever embezzles or endeavors to embezzle, willfully misapplies, steals or obtains by fraud any funds, assets, or property which are the subject of grant or contractor or other form of assistance pursuant to this title, whether received directly or indirectly from the administration; or whether receives, conceals, or retains such funds, assets, or property to his use or gain, knowing such funds, assets, or property to have been embezzled, willfully misapplied, stolen, or obtained by fraud, shall be fined not more than \$10,000 or imprisoned not more than five years, or both.

Whoever knowingly and willfully falsifies, conceals, or covers up by trick, scheme, or device, any material fact in any application for assistance submitted pursuant to the Act shall be subject to prosecution under the provisions of Section 1011 of Title 18, United States Code. Any law enforcement and criminal justice program or project underwritten, in whole or in part, by any grant, or contract or other form of assistance pursuant to the Act, whether received directly or indirectly from the administration, shall be subject to the provisions of Section 871 of Title 18, United States Code.

28. REPORTS:

Each grantee shall submit such reports as DJCS shall deem reasonably necessary to the execution of monitoring, stewardship and evaluation of programmatic and fiscal responsibilities.

29. PURCHASING:

When making purchases relevant to the grant, the grantee will abide by applicable State and local laws, which address purchasing procedures by a state or local unit of government or other agency.

**WEST VIRGINIA
DIVISION OF JUSTICE & COMMUNITY
SERVICES**

STANDARD CONDITIONS AND ASSURANCES

30. COLLABORATION W/OTHER FED. AND STATE GRANTS:

Where warranted, this initiative/grantee shall make every effort to support or assist other federally funded or State grant programs in any manner, including but not limited to, providing personnel, supplies, equipment and any other resources deemed necessary by DJCS.

31. INFORMATION SYSTEMS:

With respect to programs related to criminal justice information systems, the grantee agrees to comply with the provisions of 28 CFR, Part 20 governing the protection of the individual privacy and the insurance of integrity and accuracy of data collection. The grantee further agrees:

- a. That all computer programs (software produced under this grant) will be made available to DJCS for transfer to authorized users in the criminal justice community without cost other than that directly associated with the transfer. The software will be documented in sufficient detail to enable potential users to adapt the system, or portions thereof, to usage on a computer of similar size and configuration.
- b. To provide a complete copy of the computer programs and documentation, upon requests, to DJCS. The documentation will include, but not be limited to, system description, operating instruction, program maintenance instructions, input forms, file descriptions, report formats, program listings, and flow charts for the system and programs.
- c. That whenever possible all application programs will be written in standardized programming languages (i.e. Cobol, Fortran, C, C++, XML, etc.) or will adhere to Open Database Connectivity format for use on general operating systems that can be utilized on at least three different manufacturers of computer hardware with similar size and configuration capabilities.
- d. To avail itself, to the maximum extent possible, of computer software already produced and available without charge. The Criminal Justice Systems Clearinghouse (916/392-2550) should be contacted to determine availability of software prior to any development effort.

32. INCIDENT BASED REPORTING COMPLIANCY:

Grant applicants (cities & county commissions) will not be considered for funding if the applicant is not current with submitting Incident Based Reporting (IBR) information to the West Virginia State Police (if applicable). Grantees must remain current with submitting IBR information to the West Virginia State Police or grant funding will be withheld until such time as that grantee becomes IBR compliant.

33. TIME EXTENSIONS:

In general, time extensions for this program will not be granted. Unexpended grant funds remaining at the close of the grant period shall be deobligated.

34. USE OF GRANT FUNDS TO ENACT LAWS, POLICIES, ETC.:

Grantee understands and agrees that it cannot use any grant funds, either directly or indirectly in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government.

35. LIMITED ENGLISH PROFICIENCY:

Grantee must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency. For more information on the civil rights responsibilities that grantees have in providing language services to limited English proficiency individuals, please see the website www.tep.gov.

36 COMPUTER EQUIPMENT:

Grantees purchasing computer equipment (hardware, software, or peripherals) with grant funds are required to adhere to the established bidding procedures for their respective units of government or agency. To ensure reputable vendors are obtained, grantees may consider utilizing the current applicable State computer contract. The following are minimum hardware requirements, as well as software requirements, established by DJCS for this grant program, which must be recognized when purchasing computer equipment, in whole or in part, utilizing grant funds:

Minimum Hardware Requirements:

- Intel Pentium III 733 MHz Processor; 133MHz front side bus
- 512K L2 Cache
- 128 MB SDRAM 100 MHz expandable to at least 384 MB
- 10 Gig. EIDE Ultra ATA 7200RPM Hard Drive
- 3.5" 1.44 MB Floppy Diskette Drive
- 48X Max Internal CD-ROM drive or 8X DVD-ROM drive
- 3 PCI, 1 16-bit ISA slot, 1 PCI/ISA (shared), 1 AGP slot
- ATI 8 MB AGP 2X Rage Pro Video Card
- 1 Parallel, 2 Serial, 2 USB
- 101/104-Key Keyboard (PS/2)
- PS/2 Port Compatible Mouse

Recommended Hardware Components:

- Mid-tower case
- 16-Bit 3D Sound Blaster Compatible w/ 64 voice wavetable and speakers (may be integrated)
- 3Com 10/100 PCI Ethernet Network Card
- APC UPS Backup power protection (adequate size to handle power load)
- Iomega Internal Zip Disk Drive

Software Requirements:

Whenever possible, software should operate within open industry standards. For example, Windows 2000 Operating System, Microsoft Office 2000 Professional, etc.

Warranty Requirements:

3 Year on-site warranty

37 PUBLIC SAFETY AND JUSTICE INFORMATION SHARING:

Grantees must support public safety and justice information sharing. The grantee is required to use the Global Justice Data Model specifications and guidelines for this particular grant. Grantee shall publish and make available without restriction all schemas (extensions, constraint, proxy) generated as a result of this grant to the component registry as specified in the guidelines. This information is available at www.it.ojp.gov/gixdm.

**WEST VIRGINIA
DIVISION OF JUSTICE & COMMUNITY
SERVICES**

STANDARD CONDITIONS AND ASSURANCES

38. PROGRAM ACCOUNTABILITY – FEDERAL AUDIT REQUIREMENTS:

- I.) Federal Office of Management and Budget (OMB) Circular A-133 sets forth standards for obtaining consistency and uniformity for the audit of states, local government, and non-profit organizations expending Federal awards. If applicable, this grant shall adhere to the audit requirements set forth in OMB Circular A-133 at the time of award.

As of 10/1/04, the requirements set forth by OMB Circular A-133 are as follows: Non-Federal entities that expend \$500,000 or more in a year in Federal awards shall have a single or program-specific audit conducted for that year. Non-Federal entities that expend less than \$500,000 a year in Federal awards are exempt from Federal audit requirements for that year, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and General Accounting Office.

- II.) OMB Circular A-110 sets forth standards for obtaining consistency and uniformity for the audit of institutions of higher education, hospitals, and other non-profit organizations expending Federal awards. This grant shall adhere to the audit requirements set forth in OMB Circular A-110.

As if 10/1/04, the requirements set forth by OMB Circular A-110 are as follows: Recipients and sub recipients that are institutions of higher education or other non-profit organizations (including hospitals) shall be subject to the audit requirements contained in the Single Audit Act Amendments of 1996 (31 USC 7501-7507) and revised OMB Circular A-133.

- III.) If an audit must be conducted pursuant to OMB Circular A-133 and A-110, a copy of the audit shall be submitted to DJCS as well as to the Federal clearinghouse.

As of 10/1/04, the Federal clearing house is as follows:

Federal Audit Clearinghouse
Bureau of the Census
1201 E. 10th Street
Jeffersonville, IN 47132

39. PROGRAM ACCOUNTABILITY – STATE AUDIT REQUIREMENTS:

- I.) Sub grantee assures that it has read, understands, and is in full compliance with all requirements as set forth in §12-4-14., Code of West Virginia, or as amended, and is not currently debarred from receiving state grant funds as a result of non-compliance with §12-4-14. Sub grantee further understands that if it is currently debarred or is not in compliance with §12-4-14., it is ineligible to receive funding from the West Virginia Division of Justice Community Services.

40. CONFIDENTIALITY OF RESEARCH INFORMATION:

Pursuant to Section 229 of the Act, research information identifiable to an individual, which was obtained through a project funded wholly or in part with United States Department of Justice program funds, shall remain confidential and copies of such information shall be immune from legal process, and shall not, without the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or other judicial or administrative proceeding (28 CFR Part 22).

41. LEASE AGREEMENTS:

Grantee agrees to provide DJCS with a description of proposals to use grant funds to enter into lease arrangements with private entities for the purpose of fulfilling the goals and objectives of this project.

**WEST VIRGINIA
DIVISION OF JUSTICE & COMMUNITY
SERVICES**

STANDARD CONDITIONS AND ASSURANCES

42. EQUAL EMPLOYMENT OPPORTUNITY PLAN:

Each grantee certifies, that it has executed and has on file, an Equal Employment Opportunity Plan which conforms with the provisions of 28 CFR Section 42.301, et. seq., Subpart E, or that in conformity with the foregoing regulations, no Equal Employment Opportunity Plan is required. All EEOP findings should be reported to Office for Civil Rights, Office of Justice Programs, US Department of Justice, 810 7th Street, N.W., Washington, D.C. 20531

43. VETERANS PREFERENCE:

This program includes a provision that grantees utilizing funds to hire additional personnel, to the extent possible, give suitable preference in employment to military veterans. DJCS defines "suitable preference" as the requirement that a grantee agency have in place a mechanism ensuring that veterans are given consideration in the hiring process.

44. IMMIGRATION AND NATURALIZATION VERIFICATION:

The grantee agrees to complete and keep on file, as appropriate, applicable Immigration and Naturalization Service Employment Eligibility Verification Forms. These forms are to be used by recipients of state funds to verify that employees are eligible to work in the United States.

45. PURCHASE OF AMERICAN-MADE EQUIPMENT/PRODUCTS:

It is the sense of DJCS that to the greatest extent practicable, all equipment and products purchased with state funds made available under this grant should be American-made.

46. PERSONNEL TRAINING:

For projects involving payment of personnel or overtime pay, DJCS reserves the right to require training as a condition of the grant before or at any time during the project period.

47. ACCOUNTING REQUIREMENTS:

Grantee agrees to record all project funds and costs following generally accepted accounting procedures. A unique account number or cost recording must separate all project costs from the grantee's other or general expenditures. Adequate documentation for all project costs and income must be maintained. Adequate documentation of financial and supporting material, must be retained and be available for audit purposes.

48. OFFICE OF JUSTICE PROGRAMS (OJP) FINANCIAL GUIDE:

Grantee agrees to comply with the financial and administrative requirements as set forth in the current edition of the OJP Financial Guide.

49. TRANSFER OF FUNDS PROHIBITION:

The grantee is expressly prohibited from transferring funds between any DJCS programs.

50. MARKING OF EQUIPMENT:

Grantee will ensure that, when practicable, any equipment purchased with grant funding shall be prominently marked as follows: "Purchased with funds provided by the West Virginia Division of Justice & Community Services."

WEST VIRGINIA
DIVISION OF JUSTICE & COMMUNITY
SERVICES

STANDARD CONDITIONS AND ASSURANCES

51. PATENTS AND/OR COPYRIGHTS AND RIGHTS IN DATA:

Grantee acknowledges that DJCS reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use, for State or Federal government purposes: (1) the copyright in any work developed under an award or sub award; and, (2) any rights of copyright to which a recipient or sub recipient purchases ownership, in whole or in part, with State or Federal support.

Grantee agrees to consult with DJCS re the allocation of any patent rights that arise from, or are purchased with, this funding.

52. CENTRAL CONTRACTOR REGISTRATION:

Grantee agrees to register with the Central Contractor Registration (CCR), www.ccr.gov and provide documentation to DJCS within 30 days of award notification that they have done so.

53. DATA UNIVERSAL NUMBERING SYSTEM:

Grantee agrees to acquire a Data Universal Numbering System (DUNS) number, www.dnb.com and provide documentation to DJCS within 30 days of award notification that they have done so.

54. JUVENILE JUSTICE & DELINQUENCY PREVENTION ACT:

Grantee agrees to comply with the four core protections under the Juvenile Justice & Delinquency Prevention (JJDP) Act of 1974, reauthorized 2002.

- Deinstitutionalization of status offenders (DSO).
- Separation of juveniles from adults in institutions (separation).
- Removal of juveniles from adult jails and lockups (jail removal).
- Reduction of disproportionate minority contact (DMC), where it exists.

This includes, but is not limited to, completing the annual the WV Certification of Non-Secure Facilities and submitting to DJCS, if applicable, and submitting a monthly Secure Holding Log, if applicable.

55. BIDDING PROCEDURES:

Funds for renovation, expansion or construction awarded to grantees or subgrantees, which require the letting of any single contract amounting to \$100,000 or more to a private company or individual shall require: a bid guarantee equivalent to 5% (five percent) of the bid price; the bid guarantee must consist of a firm commitment such as a bid bond, certified check, or negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified after forms are presented to the successful bidder; a performance bond on the part of the 100% (one hundred percent) of the contract price ("Performance bond" means a bond executed in connection with a contract to ensure payments required by all persons supplying labor and materials in the execution of the work provided for in the contract.); a payment bond on the part of the contractor for 100% (one hundred percent) of the contract price. ("Payment bond" is one executed in connection with a contract to ensure payment as required by law, of all persons supplying labor or materials in the execution of the work provided for in the contract.) Recipient/subgrantee is expected to follow the competitive bid process in the award of contracts involving Federal grant funds.

**WEST VIRGINIA
DIVISION OF JUSTICE & COMMUNITY
SERVICES**

STANDARD CONDITIONS AND ASSURANCES

56.

COMPLIANCE WITH FEDERAL PROCEDURES:

The applicant assures that it will comply with the provisions of 28 Code of Federal Regulation (CFR) applicable to grants and cooperative agreements, including:

- a. Part 11, Applicability of Office of Management and Budget Circulars.
- b. Part 18, Administrative Review Procedures.
- c. Part 20, Criminal Justice Information Systems.
- d. Part 22, Confidentiality of Identifiable Research and Statistical Information.
- e. Part 23, Criminal Intelligence Systems Operating Policies.
- f. Part 30, Intergovernmental Review of Department of Justice Programs and Activities
- g. Part 42, Nondiscrimination Equal Employment Opportunity Policies and Procedures

57.

ADDITIONAL REGULATIONS AND PROCEDURES:

In addition, all grantees must comply with the following applicable federal regulations and/or the United States Department of Justice, Office of Justice Programs - M 7100.1D manual, OMB Circulars No. A-21, A-110, A-122, A-128, A-87, E.O. 12372, Uniform Administrative Requirements for Grants and Cooperative Agreements 28 CFR, Part 66, Common Rule, and all other applicable Federal regulations, policies, acts and guidelines.

- a. National Environmental Policy Act of 1969 (NEPA).
- b. National Historic Preservation Act of 1966.
- c. Flood Disaster Protection Act of 1973.
- d. Clean Air Act and Federal Water Pollution Control Act Amendments of 1972.
- e. Control Act Amendments of 1972.
- f. Safe Drinking Water Act.
- g. Endangered Species Act of 1973.
- h. Wild and Scenic Rivers Act.
- i. Fish and Wildlife Coordination Act.
- j. Historical and Archaeological Data Preservation.
- k. Coastal Zone Management Act of 1979.
- l. Animal Welfare Act of 1970.
- m. Impoundment Control Act of 1974.
- n. Uniform Relation Assistance and Real Property Acquisitions Policies Act of 1970.
- o. Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended
- p. Death in Custody Act of 2000.

WEST VIRGINIA
DIVISION OF Justice and Community
Services

STOP VIOLENCE AGAINST WOMEN GRANT
SPECIAL CONDITIONS AND ASSURANCES

58. ADMINISTRATIVE CHANGES:

The applicant must advise DJCS immediately in writing if there are any changes in the: (1) Project Director, (2) Fiscal Officer, (3) Authorized Official, or (4) STOP VAWA Grant-funded staff position(s). Please also submit to DJCS a new membership list if there are any changes in the members of a governing board, such as County Commission or City Council, or changes in members of the STOP Team or Advisory Board/Committee.

59. LATE REPORTING:

Applicant understands that projects which become 60 days delinquent in the submission of reporting requirements will forfeit one month of reimbursable expenses for the entire project. Each additional 30 days past the initial 60-day delinquency period shall result in an additional forfeiture of a month's reimbursable expenses.

60. CLIENT FILES:

Applicant must maintain client files for all victims served to document type of crime and services provided throughout the grant period. Applicant also agrees to collect and maintain information, where such information is voluntarily furnished by those receiving service, on race, sex, national origin, age and disability. These records are to be available at any time for review by DJCS.

61. CLIENT SURVEYS/EVALUATIONS:

The applicant is required to implement client surveys for evaluation purposes. DJCS may require a copy of these surveys/evaluations or request proof survey is being implemented. All surveys/evaluations must ensure client confidentiality.

62. CLIENT CONFIDENTIALITY:

Applicant must maintain a written confidentiality policy that prohibits the disclosure of victim's name, address, phone number, any contact information, or any other personally identifying information without prior voluntary written consent of the victim (or legal guardian). All confidentiality policies must adhere to all confidentiality requirements under the Violence Against Women Reorganization Act of 2005.

63. NOTIFICATION OF VICTIM COMPENSATION PROGRAM:

Sub-grantee is required to assist crime victims in seeking available and eligible crime victim compensation benefits. Such assistance may include identifying and notifying crime victims of the availability of the victim compensation fund, assisting with the application forms and procedures, obtaining necessary documents, and/or checking on claim status.

64. GRANT FILE:

Sub-grantee must maintain a grant file containing all grant-related documents, such as the grant agreement, monthly financial reports, monthly progress reports, and any grant-related correspondence. In some situations, the project site maybe at a different location than the official sub-grantee. Therefore, an official grant file should be maintained by both the official sub-grantee and the project site. These records are to be available at any time for review by DJCS.

WEST VIRGINIA
DIVISION OF Justice and Community
Services

STOP VIOLENCE AGAINST WOMEN GRANT
SPECIAL CONDITIONS AND ASSURANCES

66. ADMINISTRATIVE MANUAL:

All pertinent information in regard to the Violence Against Women Act of 1994 and amendments and all applicable federal and state laws, orders, circulars and regulations are updated and maintained in the appropriate administrative manual by sub-grantees

66. TRAVEL/TRAINING:

Any sub-grantee receiving STOP VAWA Grant funding for training must submit in writing to DJCS a training plan, and must also request in writing any adjustments to a training plan. Also, any STOP VAWA grant-funded staff position who attends any training workshop or conference must submit a written narrative identifying the training, its purpose, what specific workshops were attended, and the useful information obtained that will assist in implementing the STOP VAWA grant project. **All training must be approved in advance by DJCS** by submitting a written request (from project director) identifying the staff person who will be attending, the name of the conference and purpose, and attaching a brochure outlining the costs and the agenda.

Please note – sub-grantee representatives (project director and STOP VAWA-funded staff positions/volunteers) and/or STOP Team members may be required to attend training workshops deemed critical by DJCS.

67. VAWA-FUNDED TRAINING EVENTS:

All agenda topics and trainers must be pre-approved by DJCS for any training events (conferences, workshops, symposiums, etc.) paid for with STOP VAWA funds. A written request must be submitted to DJCS prior to entering into any agreements for agenda topics, speakers, and/or trainers. The request must include workshop descriptions and speaker biographies.

Please note – all STOP VAWA funded training events must include an evaluation component and the results of the evaluations must be submitted to DJCS with the corresponding monthly report.

68. INTERAGENCY AGREEMENTS:

Where applicable, sub-grantee must develop a formal referral protocol and interagency agreements; copies of interagency agreements and referral protocols are to be submitted with the application.

69. HIRING PROCEDURES:

Hiring procedures outlined in the grant application should be followed in hiring STOP VAWA grant-funded staff positions. Staff hired must meet the qualifications outlined in the job description for the position. DJCS is to be advised in writing if there are any difficulties in filling STOP VAWA grant-funded staff positions.

70. EQUAL TREATMENT FOR FAITH-BASED ORGANIZATIONS:

Such organizations receiving VAWA funds must ensure that services are offered to all victims without regard to religious affiliation and that the receipt of services is not contingent upon participation in a religious activity or event. Furthermore, all religious activities must be separate in time or place from the VAWA funded project. Further, participation in such activities by individuals receiving services must be voluntary.

71. CONSULTATION WITH VICTIM SERVICES:

All law enforcement, prosecution, and court applicants are required to consult with local non-profit victim service programs during the course of developing their application in order to ensure the proposed activities are designed to promote the safety, confidentiality, and economic independence of victims of domestic violence, sexual assault, stalking, and dating violence.

72. ACTIVITIES THAT MAY COMPROMISE VICTIM SERVICES:

Applicants are strongly discouraged from proposing projects or supporting programs that include any activities that may compromise victim safety as outlined in the Violence Against Women Act (as amended).

WEST VIRGINIA
DIVISION OF Justice and Community
Services

STOP VIOLENCE AGAINST WOMEN GRANT
SPECIAL CONDITIONS AND ASSURANCES

73. AUDITS:

All programs will submit a copy of an audit to DJCS each fiscal year. Additionally, programs who are not required to submit an audit under §12-4-14 are still required to submit a copy of an audit or an annual internal financial review to the Program Administrator at DJCS, showing the total budget expenditures and revenues from all sources for the prior year, along with a systematic method for timely and appropriate resolution of findings and/or recommendations

74. PLANNING AND EVALUATION TEAM:

The applicant is required to maintain an interagency Planning and Evaluation Team (STOP Team) that will meet at least quarterly to review the status of grant objectives, to develop strategies for resolving any problems or barriers, and to perform periodic evaluations. This team must adhere to all minimum requirements contained in the STOP VAWA program guidelines. Statewide projects may use an advisory board or committee for this purpose.

I certify that I have read the entire Standard and Special Conditions and Assurances of this grant program and agree to comply with these requirements.


Authorized Official Signature (Original)

**STOP Violence Against Women
Grant Program Application**

**IBR Compliance
(Funded LE and County Commissions
Only)**

Grant applicants (funded Law Enforcement Agencies, City, Sheriff Department and County Commissions) will not be considered for funding if the applicant is not current with submitting Incident Based Reporting (IBR) information to the West Virginia State Police. **Attach a copy of the WV State Police IBR Statement Letter of Compliancy (Contact Sandy Chaney at WVSP with questions (304) 746-2159) here:**

Please see attached.



Jan. 28. 2011 3:55PM

Wood County Sheriff's Office 304-146-2431

Jan 2 No. 2806 5377P. 41/001



West Virginia State Police
725 Jefferson Road
South Charleston West Virginia 25309-1698

Earl Ray Tomblin
Governor

Colonel T S Pack
Superintendent

MEMORANDUM

05400

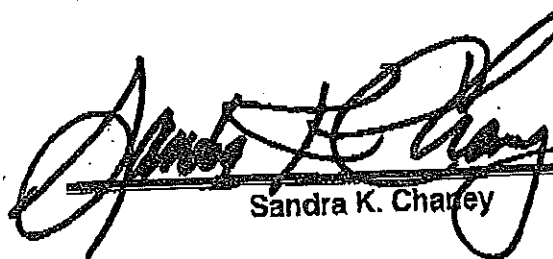
TO: Division of Criminal Justice Services

FROM: West Virginia State Police
Incident Based Reporting

DATE: January 28, 2011

RE: Incident Based Reporting

This will serve as verification that the *Wood County Sheriff's Department* was current in submitting Incident Based Reporting (IBR) information to the West Virginia State Police as of the date shown above.



Sandra K. Charley

**STOP Violence Against Women
Grant Program Application**

**Certification of Team Participation
STOP Teams Only**

As required in the STOP Violence Against Women Program Guidelines, all Team applicants are required to have established a STOP Team. By signing the below Certification of commitment all members have an understanding of the project and are willing to assist in meeting the expectations of the grant requirements.

NOTE: An MOU that clearly identifies and outlines each agency's responsibility to the STOP project and is signed by individuals with authority to enter into agreements for each agency, will also be accepted.

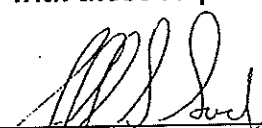
- a. All core members must have **active** participation and **regular attendance** at Team meetings. A high level of commitment from all core members to work collaboratively must be demonstrated.
- b. Maintain a Team protocol for responding to violence against women crimes. Regular reviews and necessary revisions should be an on-going process. *Note: Protocols must include the firearms information.*
- c. Team members will be expected to address violence against women issues within their own organizational services and employment practices.
- d. The application, Team protocol, and required reports must have input from all core members. These three topics should be recurring topics at Team meetings.

All components of the application apply to the entire Team, whether all entities are STOP funded or not.

All required paperwork must be completed in a timely and thorough manner.

- e. Application, protocol, membership, and meeting topics must address all four violence against women crimes (domestic violence, dating violence, sexual assault, and stalking).
- f. Community Awareness of services available and where victims can receive services must be conducted as a Team.

I certify that I have read and understand all the requirements of members of the STOP Team and agree to comply with these requirements.



Law Enforcement Officer/Agency (insert Agency Name) Signature (Original)

Woods County Sheriff Dept.

**STOP Violence Against Women
Grant Program Application**

**Certification of Team Participation
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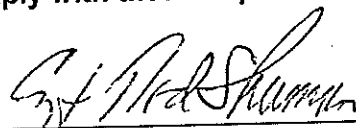
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 VIENNA POLICE

Law Enforcement Officer/Agency (insert Agency Name) Signature (Original)

**STOP Violence Against Women
Grant Program Application**

**Certification of Team Participation
STOP Teams Only**

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Law Enforcement Officer/ Parkersburg Police
Department

**STOP Violence Against Women
Grant Program Application**

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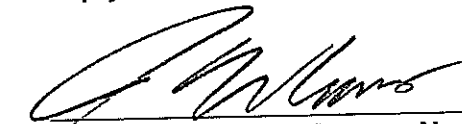
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Prosecutor (insert Agency Name) Signature (Original)

Wood County Prosecutor's Office

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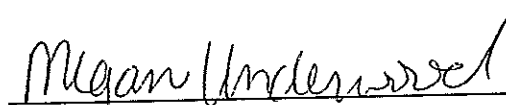
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Megan Underwood
Assistant Prosecutor
Wood County Prosecutor's Office

**STOP Violence Against Women
Grant Program Application**

**Certification of Team Participation
STOP Teams Only**

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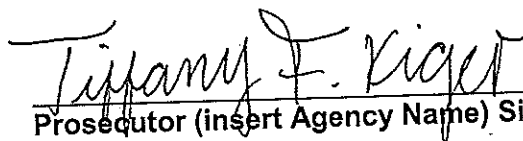
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Prosecutor (insert Agency Name) Signature (Original)

**STOP Violence Against Women
Grant Program Application**

**Certification of Team Participation
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Westbrook Health Services
Other (insert Agency Name) Signature (Original)

*Cindy C. Juman, Director Children
and Family Services*

**STOP Violence Against Women
Grant Program Application**

**Certification of Team Participation
STOP Teams Only**

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Hank Gandy
Other (insert Agency Name) Signature (Original)

WOOD COUNTY DAY REPORT CENTER

**STOP Violence Against Women
Grant Program Application**

**Certification of Team Participation
STOP Teams Only**

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Margaret Budette - Violence Against Children -
Other (insert Agency Name) Signature (Original) *CAASA*

**STOP Violence Against Women
Grant Program Application**

**Certification of Team Participation
STOP Teams Only**

As required in the STOP Violence Against Women Program Guidelines, all Team applicants are required to have established a STOP Team. By signing the below Certification of commitment, all members have an understanding of the project and are willing to assist in meeting the expectations of the grant requirements.

NOTE: An MOU that clearly identifies and outlines each agency's responsibility to the STOP project and is signed by individuals with authority to enter into agreements for each agency, will also be accepted.

- a. All core members must have **active** participation and **regular attendance** at Team meetings. A high level of commitment from all core members to work collaboratively must be demonstrated.
- b. Maintain a Team protocol for responding to violence against women crimes. Regular reviews and necessary revisions should be an on-going process. *Note: Protocols must include the firearms information.*
- c. Team members will be expected to address violence against women issues within their own organizational services and employment practices.
- d. The application, Team protocol, and required reports must have input from all core members. These three topics should be recurring topics at Team meetings.

All components of the application apply to the entire Team, whether all entities are STOP funded or not.

All required paperwork must be completed in a timely and thorough manner.

- e. Application, protocol, membership, and meeting topics must address all four violence against women crimes (domestic violence, dating violence, sexual assault, and stalking).
- f. Community Awareness of services available and where victims can receive services must be conducted as a Team.

I certify that I have read and understand all the requirements of members of the STOP Team and agree to comply with these requirements.

Dave Diaro

Other (insert Agency Name) Signature (Original)

Wood County Commission

ORDER DISALLOWING WAIVER OF FINAL SETTLEMENT
This day comes Paul L. Hicks, counsel for Executor Jeffrey Scott Arnold, and
Settlement which was erroneously recorded on January 13, 2011, due to the fact that
Fiduciary Commissioner for said Estate which requires the Waiver of Final Settlement
Commissioner. Upon consideration by the Court, it is ORDERED that the Waiver be
disregarded.

Enter this 31st day of January, 2011.

PREPARED BY:

Paul L. Hicks

Paul L. Hicks, (WVSB #7459)

Counsel for Estate of Jeffrey A. Arnold

Bowles Rice McDavid Graff & Love LLP

P. O. Box 49

Parkersburg, WV 26102-0049

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IN RE: ESTATE OF DIANA L. HARPER, DECEASED

This day came SANDRA DIANE HARPER BARKER, who was, by the
deceased, named therein to qualify as EXECUTRIX, without bond, of said Will.

It appearing to this Commission that SANDRA DIANE HARPER BARKER
EXECUTRIX, and entered upon the discharge of said trust, without bond, as provided by said Will.

Letters testamentary are hereby granted the said SANDRA DIANE HARPER BARKER
deceased, in due form.

In accordance with Chapter 44, Article 1, Section 14 of the West Virginia Code, the
Personal Representative, after first being duly sworn, shall make a true and accurate
deceased, both real and personal, and will make their return thereof as required by law.

No reference is made to a Fiduciary Commissioner, for settlement, in this order.

IN RE: ESTATE OF WALTER J. SNEIGLE, DECEASED

This day came REBECCA SNEIGLE STRAW, who was, by the last Will and Testament
named therein to qualify as EXECUTRIX, without bond, of said Will.

It appearing to this Commission that REBECCA SNEIGLE STRAW, by her last Will and Testament,
entered upon the discharge of said trust, without bond, as provided by said Will.

Letters testamentary are hereby granted the said REBECCA SNEIGLE STRAW, by her last Will and Testament,
deceased, in due form.

In accordance with Chapter 44, Article 1, Section 14 of the West Virginia Code, the
Personal Representative, after first being duly sworn, shall make a true and accurate
SNEIGLE, deceased, both real and personal, and will make their return thereof as required by law.

No reference is made to a Fiduciary Commissioner, for settlement, in this order.

IN RE: ESTATE OF CLENNARD S. MCCUNE, JR., DECEASED. (ORDERED)

This day the County Commission, before a hearing, in the Estate of CLENNARD S. MCCUNE, JR.,
was filed by Legal Accounts, in the amount of \$33,986.39, be disallowed. The County Commission
into estate, that the estate will need to be reopened.