

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

IN RE: MINUTES OF MEETING HELD
MONDAY, JUNE 13, 2011

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

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

AGENDA AND DISCUSSION ITEMS

The 10:30 A.M., hearing in regard to the Willard Lantz estate was cancelled.

At 10:45 A.M., the County Commission held a hearing in regard to the Mary Ellen Wooster estate. (Probate Order)

At 11:00 A.M., the County Commission held a hearing in regard to the Lillian Chichester estate. This estate was continued until September 12, 2011 at 10:30 A.M. (Probate Order))

At 11:26 A.M., the County Commission met with Clint Pifer to discuss the possibility of him being interviewed as a candidate for the vacancy on the Wood County Planning Commission.

At 11:30 A.M., the County Commission held a bid opening for a video recording system for the Mid-Ohio Valley Regional Airport. Bids were received for review. (Order A/778)

ORDERS APPROVED AND ATTACHED TO THESE MINUTES

A/777, A/778, A/779, A/780, A/781, A/ 782, A/783, A/784, A/785, A/787, A/788, M/1492,
M/1493, M/1494.

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



Stephen Gainer, Commissioner

To listen to this meeting, please refer to DVD labeled June 13, 2011.

Wood County Commission Meeting
Held June 13, 2011

Please Print

1.	Staci N. Criswell	(Estate of Mary Ellen Woofler)
2.	Annemarie C. Woofler	"
3.	Katherine Mullins	"
4.	Rick Chichester	Juanita Chichester
5.	Kevin Chichester	"
6.	Josh Chichester	"
7.	Joyce (Chi) Richards	"
8.	BLAINE MYERS	
9.	HAROLD SMITH	
10.	CLINT PIFER	C.L. PIFER & ASSOC. LLC
11.	Roy Hays	
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		



Wood County Commission

06/13/2011
1 Court Square, Suite 203
Parkersburg, WV 26101

9:30 AM	APPROVE AND SIGN MINUTES, ORDERS, PURCHASE ORDERS, INVOICES, NEW ROAD NAMES AND ANY OTHER ADMINISTRATIVE DUTIES	MARTY SEUFER, COUNTY ADMINISTRATOR
10:30 AM <i>CANCELLED</i>	ESTATE OF WILLARD LANTZ – CONTESTING CO-EXECUTORS	MICHAEL LANTZ
10:45 AM	ESTATE OF MARY ELLEN WOOSTER – REQUEST REMOVAL OF ADMINISTRATOR	STACI N. CHRISWELL, ATTORNEY
11:00 AM	ESTATE OF LILLIAN CHICHESTER – REQUEST REMOVAL OF CO-EXECUTOR	JOYCE L. RICHARDS
11:15 AM	INTERVIEW FOR WOOD COUNTY PLANNING COMMISSION	CLINT PIFER
11:30 AM	BID OPENING – VIDEO RECORDING SYSTEM FOR MID-OHIO VALLEY AIRPORT	

Special notes:

1. Vacancies on Boards and Commissions
2. Building Enforcement Properties
3. Contribution Requests
4. County Facilities
5. Meldahl Subdivision Performance Bonds
6. Discuss Humane Society Contract
7. Phillips Court Alley – WTAP
8. Discuss Change Orders for Justice Center
9. Holiday Pay for Employees

JUNE 30, 2011

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY EXECUTE A RESOLUTION THAT AUTHORIZED DAVID BLAIR COUCH, AS PRESIDENT, TO EXECUTE ALL DOCUMENTS IN REGARD TO THE COMMUNITY PARTICIPATION PROGRAM FOR THE UNITED WAY ALLIANCE OF THE MID-OHIO VALLEY. (NUNC PRO TUNC JUNE 13, 2011)

ORDER

On this date, the County Commission of Wood County, upon a motion made by Wayne Dunn, seconded by Stephen Gainer and made unanimous by David Blair Couch, did hereby EXECUTE a RESOLUTION that hereby AUTHORIZES David Blair Couch, in his official capacity as President and on behalf of the County Commission, to EXECUTE all necessary documents in regard to the Governor's Community Partnership Grant Program application for the United Way Alliance of the Mid-Ohio Valley in the amount of two thousand eight hundred dollars and zero cents (\$2,800.00).


Pertinent documentation pertaining to the aforementioned Governor's Community Partnership Program Grant is on file in the Office of the County Administrator.

APPROVED:

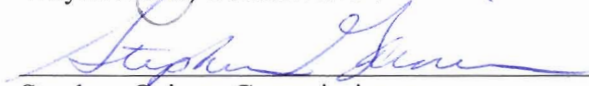
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Stephen Gainer, Commissioner

A/782

JUNE 13, 2011

6/13/11
69/470

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE DAVID BLAIR COUCH, AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE WV DIVISION OF CRIMINAL JUSTICE SERVICES GRANT NO. 09-VAWR-11. SAID REQUEST IS IN THE AMOUNT OF \$2,857.93.

ORDER

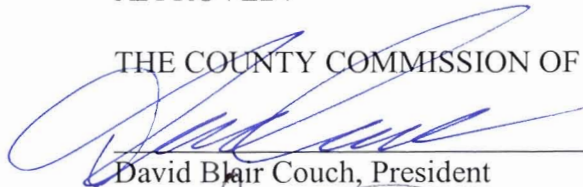
On this date, the County Commission of Wood County, upon a motion made by Wayne Dunn, seconded by Stephen Gainer and made unanimous by David Blair Couch, did hereby AUTHORIZE David Blair Couch, in his official capacity as President and on behalf of the County Commission to sign the Request for Reimbursement in regard to the West Virginia Division of Criminal Justice Services Grant No. 09-VAWR-11. Said request is in the amount of two thousand eight hundred fifty-seven dollars and ninety-three cents (\$2,857.93) for the month of May, 2011. Along with the Request for Reimbursement Form; a Financial Recap Page; the Project Financial Report; time sheets for the Parkersburg Police Department; and the Monthly Project Director's Report have been submitted.

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

Documentation pertaining to the Division of Criminal Justice Services 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



Stephen Gainer, Commissioner

WEST VIRGINIA

Division of Justice and Community Services

Request for Reimbursement

6/13/11
69/470

RECEIVED
(For DJCS Use Only)

Subgrantee: Wood County Commission

Address: One Court Square, Suite 203
Parkersburg, WV 26101

Project #: 09-VAWR-11

FEIN#: 556 000 417

Funds are hereby requested to cover expenditures
FROM: 5/1/11 TO: 5/31/11

PROJECT CASH EXPENDITURES

Account #	Amount
09-VAWR-11/Prosecuting Attorney	\$2,013.90
09-VAWR-11/Law Enforcement	\$844.03
TOTAL	\$2,857.93

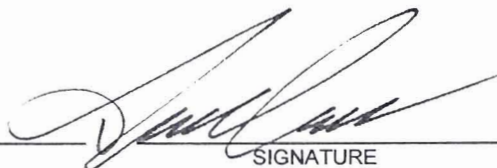
CERTIFICATION:

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.

David Blair Couch, President

BY: Wood County Commission
TYPED NAME & TITLE



SIGNATURE

6/13/11
DATE

(Authorized Official or Grant Financial Officer ONLY)

DJCS 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

6/13/11
69/470

JUNE 13, 2011

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION OPENED SEALED BIDS FOR A VIDEO RECORDING SYSTEM FOR THE MID-OHIO VALLEY REGIONAL AIRPORT.

ORDER

On this date, the County Commission of Wood County, at 11:00 A.M., did hereby OPEN sealed bids for a video recording system for the Mid-Ohio Valley Regional Airport. Such sealed bids were received pursuant to a Legal Notice appearing in the Parkersburg News and Sentinel on May 30, 2011 and June 6, 2011. Sealed bids were received from the following:

- 1. Advanced Communications Company
2744 Eoff Street
Wheeling, WV 26003

Bid Price - \$32,915.00

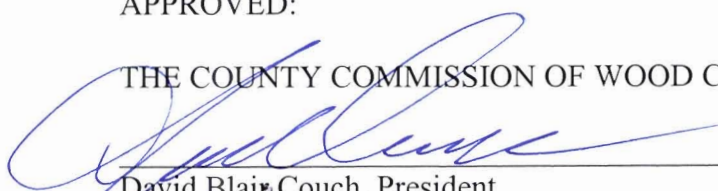
- 2. Miller Communications, Inc.
One Wireless Way
Parkersburg, WV 26101

Bid Price - \$19,980.00

The County Commission of Wood County, upon a motion made by Stephen Gainer, seconded by Wayne Dunn and made unanimous by David Blair Couch, did RECEIVE said bids for review.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Stephen Gainer, Commissioner

6/13/11
69/470

JUNE 13, 2011

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION APPROVED THE PAY SCHEDULE
FOR FISCAL YEAR 2011/2012.

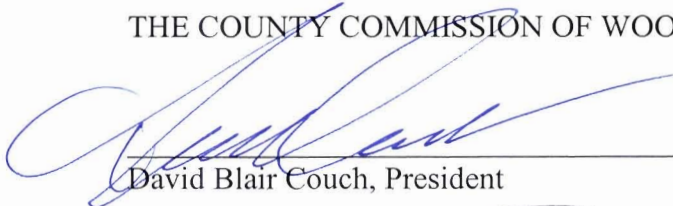
ORDER

On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Wayne Dunn, and made unanimous by Stephen Gainer, APPROVED the Pay Schedule for Wood County Employees for the fiscal year 2011/2012.

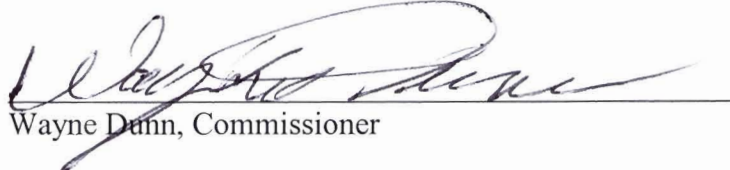
A copy is attached to this Order and shall be made a part thereof.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Stephen Gainer, Commissioner

A/779

6/13/11

69/470

2011-2012

July '11						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August '11						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September '11						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October '11						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November '11						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December '11						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January '12						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February '12						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

March '12						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April '12						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May '12						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June '12						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Payroll Cut-Off

Pay Day

Holiday Day Off

6/13/11
69/471

JUNE 13, 2011

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION WAS IN RECEIPT OF A CHECK FROM THE STATE OF WEST VIRGINIA IN THE AMOUNT OF \$163,637.52 WHICH REPRESENTS REIMBURSEMENT IN REGARD TO THE CLAYWOOD PARK PSD-RISER RIDGE WATER EXTENSION SMALL CITIES BLOCK GRANT #08SCBG0058.

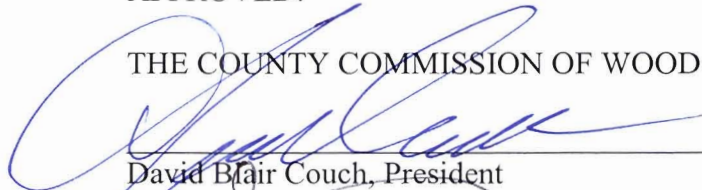
ORDER

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 one hundred sixty-three thousand six hundred thirty-seven dollars and fifty-two cents (\$163,637.52) which represents reimbursement to Wood County for Drawdown Number Four (4) in regard to the Claywood Park Public Service District – Riser Ridge Water Extension Small Cities Block Grant Number 08SCBG0058. Receipt of the aforementioned check is pursuant to an Order appearing in Order Book 69, at Page 455 and bearing the date of May 19, 2011 at which time David Blair Couch, in his official capacity as President, and on behalf of the County Commission, was AUTHORIZED to EXECUTE the Drawdown #2.

Documentation pertaining to the above mentioned 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



Stephen Gainer, Commissioner

6/13/11
69/471

AGENCY: WV DEVELOPMENT OFFICE
TOTAL: \$163,637.52

WARRANT #: 1009963953
DATE: 06/02/11

TRANSACTION ID	INVOICE NUMBER &	PAYEE REFERENCE	PURCHASE ORDER	AMOUNT
I012226720	0925720114,	SCBG#4WATER		\$163,637.52

If you have questions concerning the above, please call 304-957-2065 Ext. 0766.

REMOVE DOCUMENT ALONG THIS PERFORATION

CTL# 27981947

THIS WARRANT HAS MULTIPLE SECURITY FEATURES TO DETER FRAUD AND COUNTERFEITING
VOID UNLESS PRESENTED FOR PAYMENT WITHIN SIX MONTHS

State of West Virginia

Important remittance information on top panel
Remitter: WV DEVELOPMENT OFFICE
Questions? Contact: CARL D. SMITH at 304-957-2065 Ext. 0766

STATE WARRANT # **1009963953**

PAYEE WOOD CO COMMISSION

JUNE 02, 2011

*****\$163,637.52**

1009963953

WEST VIRGINIA TREASURY

John D. Perdue
STATE TREASURER

Glen B. Haines III
STATE AUDITOR

6/13/11
69/473

JUNE 13, 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 THE REQUEST FOR PAYMENT AND THE CERTIFICATION OF GRANT COMPLETION IN REGARD TO THE GOVERNOR'S COMMUNITY PARTICIPATION GRANT PROGRAM FUNDING FOR THE UNITED WAY ALLIANCE PROGRAM. SAID REQUEST IS IN THE AMOUNT OF \$6,000.00.


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 the Request for Payment and the Certification of Grant Completion in regard to the GOVERNOR'S COMMUNITY PARTICIPATION GRANT PROGRAM funding in the amount of six thousand dollars and zero cents (\$6,000.00) allocated to the United Way Alliance.

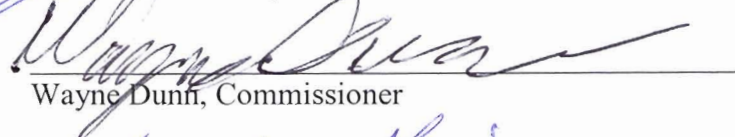
A copy of the Request for Reimbursement and the Certification of Grant Completion are attached to this Order and should be made a part thereof.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Stephen Gainer, Commissioner

Office of the County Commission of Wood County, West Virginia

Commissioners
David Blair Couch
Wayne Dunn
Steve Gainer



No. 1 Court Square
Suite 203
Parkersburg, WV 26101
Phone 304-424-1984

June 13, 2011

6/13/11
69/473

Community Development Division
Building 6 Room 553
State Capitol Complex
Charleston WV 25305-0311

Dear Sir/Madam:

Please find enclosed the Financial Report/Request for Payment in regard to the United Way Alliance Office Equipment Project, of which is 100% complete. Said Request is in the amount of \$6,000.00.

Thank you for your assistance and cooperation in this matter.

Sincerely,

Marty Seuffer, Administrator
Wood County Commission

MS:ag

Enclosures

Marty Seuffer, County Administrator • Ph. 304-424-1976 • Fax 304-424-0194

Assessor
Rich Shaffer

Circuit Clerk
Carole Jones

County Clerk
Jamie Six

Prosecuting Attorney
Jason Wharton

Sheriff
Jeff Sandy

**GOVERNOR'S COMMUNITY PARTNERSHIP GRANT PROGRAM
FINANCIAL REPORT/REQUEST FOR REIMBURSEMENT**

West Virginia Development Office
Building 6, Room 553
1900 Kanawha Boulevard, East
Charleston, WV 25305-0311
304-558-4010

FROM: David Blair Couch, President
Name and Title
County Commission of Wood County
Grantee
1 Court Square, Suite 203
Address
Parkersburg, WV 26101
City State Zip
(304) 424-1984
Telephone Number
seufer@woodcountywv.com
Email Address

Progress report **MUST BE PROVIDED** with this Request
Payment as indicated below. Progress reports will be
in the West Virginia Development Office and available for
section.

PROJECT TITLE: United Way Alliance Grant No.: 11-809 Project No: 10LEDA 0890

PERIOD COVERED BY THIS DOCUMENT: June 1, 2010 TO: June 1, 2011

DOCUMENT NUMBER: 1 PERCENT OF WORK COMPLETED ON PROJECT: 100%
IF MORE THAN 90% OF GRANT, SUBMIT CERTIFICATION OF COMPLETION.

Bidding shall be pursued for all projects: Three written bids required if project exceeds \$2,500.00; competitive bids, with affidavit of publication of Class II legal ad,
required if project exceeds \$25,000.00 (West Virginia Code §59-3). Attach copies of requests for bids or legal ad and affidavit of publication, along with copies of all bids
received. Requests for bids and legal ads must include reference to prevailing wage requirement for construction projects. The West Virginia Division of Labor requires
compliance with state prevailing wages for all construction, regardless of cost (West Virginia Code §21-5A).

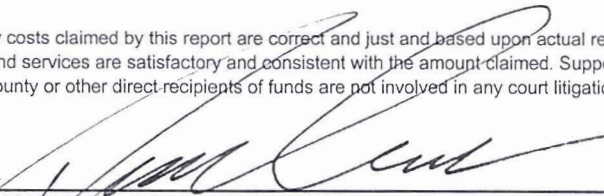
CERTIFY THAT BIDDING REGULATIONS WERE FOLLOWED: Y (Y/N)
CERTIFY THAT STATE PREVAILING WAGES APPLIED TO CONSTRUCTION PROJECT(S): Y (Y/N)

COST CATEGORIES	APPROVED BUDGET AMOUNT	AMOUNT REQUESTED TO DATE	AMOUNT REQUESTED THIS DRAW	TOTAL AMOUNT REQUESTED	AMOUNT DISBURSED TO DATE	ATTACHED DOCUMENTS REQUIRED
Construction Improvements:						Legal Ad
Materials, Supplies, Equipment:	\$6,000.00	\$0.00	\$6,000.00	\$6,000.00	\$0.00	Request for Bids
Other:						Copies of Bids
	\$6,000.00	\$0.00	\$6,000.00	\$6,000.00	\$0.00	

PROGRESS REPORT: REQUEST FOR PAYMENT WILL NOT BE PROCESSED WITHOUT PROGRESS REPORT.

Construction equipment was purchased.

I certify that the costs claimed by this report are correct and just and based upon actual requirements; that work and services are in accordance with the approved project agreement; and that
the work and services are satisfactory and consistent with the amount claimed. Supporting documents are attached to verify costs claimed and are available locally for audit and inspection.
The grantee, county or other direct recipients of funds are not involved in any court litigation or lawsuit involving any applicable laws contained in the grant contract.


MAYOR OR COUNTY COMMISSION PRESIDENT
ORIGINAL SIGNATURE REQUIRED
(PLEASE USE BLUE INK)

Monday, June 13, 2011
DATE

GOVERNOR'S COMMUNITY PARTNERSHIP GRANT PROGRAM

CERTIFICATION OF GRANT COMPLETION

Applicant: County Commission of Wood County
 Project Name: United Way Alliance of the Mid-Ohio Valley Amount of Grant: \$6,000.00
 Project Number: 08LEDA00000 Grant Number: 11-809

HEREBY CERTIFY THE FOLLOWING REGARDING THE ABOVE-REFERENCED PROJECT:

1. All activities included in the scope of service have been completed, as follows:

Office Equipment was purchased including a copier, shredder and typewriter.


2.	USES OF FUNDS BY LINE ITEM ACTIVITY	CURRENT APPROVED BUDGET	FINAL ACTUAL EXPENDITURES
	CONSTRUCTION/IMPROVEMENTS	\$	\$
	MATERIALS, EQUIPMENT, SUPPLIES	\$6,000.00	\$6,551.00
	OTHER	\$	\$
	OTHER		\$
	TOTAL	\$6,000.00	\$6,551.00

3. All project records have been maintained in accordance with the terms and conditions contained in the state/local contract between the West Virginia Development Office (WVDO) and the (APPLICANT)
County Commission of Wood County

4. All costs claimed against this project are necessary, reasonable, and directly allocable to the approved activities identified in the scope of services of the state/local contract for this project.

5. Project records either have been or will be audited by the State Auditor's Office as a part of the grantee's annual audit. All records will be maintained for a period of three years after completion of the final audit.

David Blair Couch, President
 NAME AND TITLE OF MAYOR OR COUNTY COMMISSION PRESIDENT


 SIGNATURE OF MAYOR OR COUNTY COMMISSION PRESIDENT
 ORIGINAL SIGNATURE REQUIRED (PLEASE USE BLUE INK)

June 13, 2011
 DATE



June 9, 2011

Mr. Marty Seufer
County Administrator
WOOD COUNTY COMMISSION
#1 Court Square, Suite 205
Parkersburg, WV 26101

RE: 2010 COMMUNITY GRANT PROGRAM
GRANT NO. 11-809
AMOUNT: \$6,000.00

Dear Marty,

Attached please find final eligible invoices and proof of payment for reimbursement that I'm submitting under **United Way Alliance of the Mid-Ohio Valley's** above referenced Community Participation Grant.

- Invoice from Toshiba - Color Copier	- \$5,503.00
- Copy of our check #5587 (front and back)	
- Invoice to Noe Office Supply/Stapling Console for Copier	400.00
- Copy of payment check # 5521 (front and back)	
- Invoice from Office Depot – Heavy Duty Shredder	499.00
- Copy of online payment confirmation	
- Invoice for Brother 300 Electric Typewriter	<u>149.00</u>
- Copy of payment check #5405 (front and back)	\$6,551.00

Thank you very much for your assistance with our grant disbursement request. If you have any questions in this regard, please don't hesitate to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Joyce E. Mather".

Joyce E. Mather
Executive Director

/jm
enclosures

WEST VIRGINIA DEVELOPMENT OFFICE
GRANT AWARD

Grant Number:
11-809

Payment Number: State Acct. No.:
0256-2010-0307-819-083

Fiscal Year: 2010 Program Name:
LEDA

Applicant Name & Address: F.E.I.N.

Grant Period:
From: July 1, 2009
To: June 30, 2011

Wood County Commission
1 Court Street, Suite 203
Parkersburg, WV 26101

Project Name: United Way Alliance

Grant ID: 10LEDA00000

Project Number: 10LEDA0890

Project Description

Applicant shall do, perform and carry out, in a satisfactory and proper manner all duties, tasks, and functions necessary to purchase office equipment for the United Way Alliance for the Mid-Ohio Valley. Purchases include a copier, shredder, and other items as funds permit.

Change Orders

Number: Date: Purpose:

TERMS AND CONDITIONS ARE ON FILE IN THE WEST VIRGINIA DEVELOPMENT OFFICE AND AVAILABLE FOR INSPECTION. A COPY OF THE ORIGINAL AGREEMENT IS ATTACHED TO SUBMITTAL _____, PROCESSED FOR ABOUT _____, PROJECT NUMBER _____.

TOTAL AMOUNT OF THIS GRANT \$6,000.00

Authorized Signature: 

Title: Executive Director

Submitted By: Kelly Workman

Date: 11/2/2010

West Virginia
Open for Business!

WEST VIRGINIA DEVELOPMENT OFFICE

1900 Kanawha Boulevard East • Charleston, WV 25305-0311
(304) 558-2234 • (800) 982-3386 • www.wvcommerce.org

November 19, 2010

The Honorable David Blair Couch
President
Wood County Commission
1 Court Street, Suite 203
Parkersburg, West Virginia 26101

Dear Commisloner Couch:

**RE: Wood County Commission—United Way Alliance
Governor's Community Participation Grant
Project Number: 10LEDA0890**

Enclosed is your copy of the executed grant award, state/local contract, and program forms for the above-referenced project. Please retain these documents with your project files. The following forms are attached:

Please use the **Request for Payment (Form 1)** when requesting reimbursements. A progress report must be signed by the authorized official and all source documentation, such as copies of invoices, must be attached to the request for payment form before reimbursements can be processed.

The **Request for Scope/Activity Change (Form 2)** should be sent to this office when requesting a change to the approved scope of services as described in the state/local contract. Please be as specific as possible when requesting a scope/activity change.

If your project will not be completed by June 30, 2011, please prepare the **Request for Time Extension (Form 3)** as provided on your letterhead and return to this office prior to May 31, 2011. Every effort should be made to expend funds within contract period. **Mutual written agreement between the West Virginia Development Office and the grantee is required to extend a contract for more than one fiscal year, pending the reappropriation of funds by the West Virginia Legislature.**

In order to receive the final ten percent of funds, certification that all activities have been completed is required. The authorizing official must sign the enclosed **Certification of Project Completion (Form 4)** upon completion of the project and submit the certification, along with the final request for payment, to this office.

I will be your point of contact within the West Virginia Development Office, Community Development Division, for any questions during the contract period. Please feel free to contact me at 304-558-4010.

Sincerely,



Brandi O'Dell
Community Development Division

BO:kd

Enclosure

TOSHIBA TOSHIBA AMERICA BUSINESS SOLUTIONS, INC.

ELECTRONIC IMAGING DIVISION
 Musick
 vine, CA 92618
 949)462-6000

INVOICE

Invoice Number: 12668034
 Page: 1
 Document Date: 03/24/11
 Delivery Name: 76514025

BILL TO: 58203300
 UNITED WAY ALLIANCE OF THE MID OHIO VALLEY
 520 GRAND CENTRAL AVENUE

SHIP TO: 58203300
 UNITED WAY ALLIANCE/902135/VIENNA
 520 GRAND CENTRAL AVENUE

VIENNA WV 26105

VIENNA WV 26105

PURCHASE ORDER NUMBER		ORDER NUMBER	ORDER DATE	SHIP DATE	PAYMENT TERMS		GC / AC
JOYCE MATHER		2800803	03/22/11	03/24/11	30 NET		GE /25
FOB	FREIGHT TERMS	SHIP VIA		BILL OF LADING		SRGWHS	SLSP
CIF Destination	Prepaid	ABF		0096670487		MEM	244

PART NUMBER	DESCRIPTION	ORDER QTY	SHIP QTY	B O	UM	UNIT LIST PRICE	NET UNIT PRICE	DISC AMOUNT	EXTENDED AMOUNT
ESTUDIO2330C	23PPM COLOR 28PPM BK MFP	1.00	1.00	N	EA	4,308.00	4,308.00	0.00	4,308.00
Serial Number[s] : SCII048113									
MR3018	RADF, E451C/E351C/E281C	1.00	1.00	N	EA	482.00	482.00	0.00	482.00
Serial Number[s] : SMSA150829									
STAND4520	E2830C/3530C/4520C COPIER STAND	1.00	1.00	N	EA	145.00	145.00	0.00	145.00
KK3511	WORK TRAY, E3511/E4511, E230/E280, E350/E450	1.00	1.00	N	EA	24.00	24.00	0.00	24.00
GD1250	FAX BOARD - FOR ESTUDIO4520C SERIES	1.00	1.00	N	EA	448.00	448.00	0.00	448.00
PWRFLTR-XGPCS	NEXT GEN PCS POWER FILTER; 120V-15 AMPS	1.00	1.00	N	EA	96.00	96.00	0.00	96.00

OK JMather
4/25/11
PAID *4/20*

TOTAL SALES	WARRANTY DISCOUNT	OTHER DISCOUNT	TAX AMOUNT	FREIGHT	TOTAL DUE
5,503.00	0.00	0.00	0.00	0.00	\$5,503.00

Invoice Number: 12668034	Document Date: 03/24/11	PLEASE REMIT TO: PO BOX 402483 ATLANTA GA 30384-2483
--------------------------	-------------------------	---

NET AMOUNT	PAY TERM DISCOUNT	TOTAL DUE
5,503.00	0.00	\$5,503.00

**UNITED WAY ALLIANCE
OF THE MID-OHIO VALLEY, INC.**
(304) 580-0570
520 GRAND CENTRAL AVENUE UNIT 201
VIENNA, WV 26105

30

WESBANCO BANK
VIENNA, VA 26105
ES-56/515

5587
4/25/2011

PAY TO THE ORDER OF: Toshiba \$**5,503.00

Five Thousand Five Hundred Three and 00/100 DOLLARS

Toshiba
P.O. Box 40283
Atlanta, GA 30384-2483

MEMO: New Toshiba Copier

VOID AFTER 90 DAYS
Chuck R. Swisher
Joseph E. Matthes
AUTHORIZED SIGNATURE

⑈005587⑈ ⑆054500562⑆ 344146331⑈

Security Features Included on Back. Details on Back.

ENDORSE HERE

I-2001 4
20110502
7188201809
318 ATL-402483

OR SIGN WHERE STAMP BEGINS THIS LINE
FOR FRONT & REVERSE OF CHECK

>011000138<
CR PAYEE ACCT
LACK END GTD
BANK OF AMERICA

NOE Office Equipment
 610 Green Street
 P.O. Box 1368
 Parkersburg, WV 26101
 Phone: (304) 428-0121 Fax: (304) 428-7695

Invoice

Number **104245**
 Date: 4/13/2011

Bill To
 Attn: Joyce Mather
 United Way Alliance of the Mid-Ohio Valley
 520 Grand Central Ave., Unit 201
 Parkersburg, WV 26101 U.S.A.

Ship To Source: Quote # 54708
 Attn: Joyce Mather
 United Way Alliance of the Mid-Ohio Valley
 520 Grand Central Ave., Unit 201
 Parkersburg, WV 26101 U.S.A.

Acct. #	A/R Cust. #	Acct. ID	Customer P. O.	Reference	Sales Rep	Ship Via	Terms
2870	United Way	United Way		EAL	Erik A. Linsell		Payable on Receipt

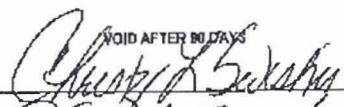
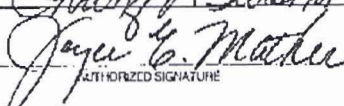
Item ID	Description	Qty.	UOM	Ea. Price	Total
MJ1101	Console Finisher w/ Stapling (E355/E455)	1	EA	\$ 400.000	\$ 400.00
KN4520	Bridge Kit	1	EA	\$ 0.000	\$ 0.00
				Item Total:	\$ 400.00
				Sales Tax	\$ 0.00
				Total Amount Due:	\$ 400.00

PAID

Joyce Mather
 4/13/11 pd 4/15/11

please pay Noe for stapler attachment

ALL RETURNS MUST BE MADE WITHIN 15 DAYS AND ARE SUBJECT TO RESTOCKING FEES. THANK YOU FOR YOUR BUSINESS!

UNITED WAY ALLIANCE OF THE MID-OHIO VALLEY, INC. (304) 580-0570 520 GRAND CENTRAL AVENUE UNIT 201 VIENNA, WV 26105		WESBANCO BANK VIENNA, VA 26105 69-56515	5521 4/15/2011
PAY TO THE ORDER OF <u>Noe Office Equipment</u>		\$ **400.00	
Four Hundred and 00/100		DOLLARS	
Noe Office Equipment 610 Green Street PO Box 1368 Parkersburg, WV 26101		VOID AFTER 60 DAYS   AUTHORIZED SIGNATURE	
MEMO Console finisher w/stapler			
@005521@ 0051500562@ 344116331@			

0270200880 4/18/2011 WESBANCO WV>043400036<		EENDORSE HERE: X FOR DEPOSIT ONLY Wesssancer AFFILIATED SUPPLY, INC. dda NOE OFFICE EQUIPMENT 07-8855-5 DO NOT SIGN - WAIVE STAMP BELOW THIS LINE FOR DEPOSIT AT INSTITUTION USAGE ONLY
---	--	---

ORIGINAL INVOICE

10000



Office Depot, Inc
PO BOX 630813
CINCINNATI OH
45263-0813

THANKS FOR YOUR ORDER

IF YOU HAVE ANY QUESTIONS
OR PROBLEMS. JUST CALL US

FOR CUSTOMER SERVICE ORDER: (888) 263-3423
FOR ACCOUNT: (800) 721-6592

FEDERAL ID:59-2663954

INVOICE NUMBER	AMOUNT DUE	PAGE NUMBER
521844722001	499.99	Page 1 of 1
INVOICE DATE	TERMS	PAYMENT DUE
10-JUN-10	Net 30	11-JUL-10

BILL TO:

ATTN:ACCOUNTS PAYABLE
UNITED WAY OF THE MID OHI
UNIT 201
520 GRAND CENTRAL AVE
VIENNA WV 26105-2169

SHIP TO:

UNITED WAY OF THE MID OHI
UNIT 201
520 GRAND CENTRAL AVE
VIENNA WV 26105-2169

003468-003748



QUANTITY	DESCRIPTION	U/M	QTY	QTY	QTY	UNIT	EXTENDED
20	SHREDDER,18-SHT,STRP	EA	1	1	0	499.990	499.99
2001	211959220	Y					

OK Mather
6/21/10

JUN 17 2010

003468-003748

PAID
6-23-10 OB'S
7-8-10 online Westbank

SUB-TOTAL	499.99
DELIVERY	0.00
SALES TAX	0.00
TOTAL	499.99

All amounts are based on USD currency

Return supplies, please repack in original box and insert our packing list, or copy of this invoice. Please note problem so we may issue credit or replacement, whichever you prefer. Please do not ship collect. Please do not return furniture or machines until you call us first for instructions. Shortage damage must be reported within 5 days after delivery.

▲ DETACH HERE ▲

CUSTOMER NAME	BILLING ID	INVOICE NUMBER	INVOICE DATE	INVOICE AMOUNT	AMOUNT ENCLOSED
UNITED WAY OF THE MID OHI	153567	521844722001	10-JUN-10	499.99	\$ 499.99

FL0 001535673 5218447220016 00000049999 1 8

ase
nd Your
ack to:

OFFICE DEPOT
PO Box 633211
Cincinnati OH 45263-3211

Please return this stub with your payment to ensure prompt credit to your account.

Please DO NOT staple or fold. Thank You.

00001/00001

Pay Bills

Payment Confirmation

Print

You've paid the following bills. If you want to keep any additional information on file with the bill, click the [Note](#) link.

Biller Name	Account	Amount	Pay Date	Confirmation	Note
Dominion Hope	UNITED WAY ALLIANCE OF THE MID *46331	\$17.81	07/02/2010	BB526-P3CC0	Note
*55900					
Office Depot	UNITED WAY ALLIANCE OF THE MID *46331	\$499.99	07/08/2010	BB526-P5R9F	Shredder Note
*53567					
SW Resources	UNITED WAY ALLIANCE OF THE MID *46331	\$35.00	07/08/2010	BB526-P5XS0	signage Note

Total: \$552.80

Finished

Online Payment Confirmation!



656 7th Street
 Parkersburg, WV 26101
 Tel: (304) 428-2886 Fax: (304) 428-6145
 Website: www.fanelliboys.com
 Email: fbi@fanelliboys.com

Invoice

Date	Invoice #
1/11/2011	QB50865

Bill To

United Way Alliance of the Mid Ohio Valle
 520 Grand Central Ave.
 Unit 201
 Vienna, WV 26105

Customer Phone: 580-0570

Ship To

United Way Alliance of the Mid Ohio Valle
 520 Grand Central Ave.
 Unit 201
 Vienna, WV 26105

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	ZONE
Joyce	COD	Rep15	1/11/2011			Grand/Vienna

Quantity	Item Code	Description	Price Each	Amount
1	Miscellaneous Offi...	Description: BRTML-300 TYPEWRITER,ELEC,GY	149.00	149.00

OK [Signature] 1/11/11

ORDER ONLINE AT WWW.FANELLIBOYS.COM

Signature Line

Total	\$149.00
Balance Due	\$149.00

UNITED WAY ALLIANCE OF THE MID-OHIO VALLEY, INC. (304) 580-0570 520 GRAND CENTRAL AVENUE UNIT 201 VIENNA, WV 26105		WESBANCO BANK VIENNA, VA 26105 69-56/515	5405 1/12/2011
PAY TO THE ORDER OF Fanelli Boys, Inc.		\$ **149.00	
One Hundred Forty-Nine and 00/100*****		DOLLARS	
Fanelli Boys, Inc. 656 7th Street Parkersburg, WV 26101		VOID AFTER 60 DAYS <i>Christy L. Swisher</i> <i>Joey E. Matheis</i> AUTHORIZED SIGNATURE	
MEMO Purchase electric typewriter		Security Features Included	
⑈005405⑈ ⑆05⑆500562⑆ 344⑆4633⑆⑈			

118113-589 8671	Williamstown Bank Williamstown WV >051503909< 110113-509 0069	X ENDORSE HERE: FOR DEPOSIT ONLY TO THE CREDIT OF FANELLI BOYS INC ACCT# 1331205 DO NOT WRITE BEYOND THIS LINE
------------------------	---	--

6/13/11
69/473

JUNE 13, 2011

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY EXECUTE A RESOLUTION THAT AUTHORIZED DAVID BLAIR COUCH, AS PRESIDENT, TO EXECUTE ALL DOCUMENTS IN REGARD TO THE COMMUNITY PARTICIPATION PROGRAM FOR THE UNITED WAY ALLIANCE OF THE MID-OHIO VALLEY.

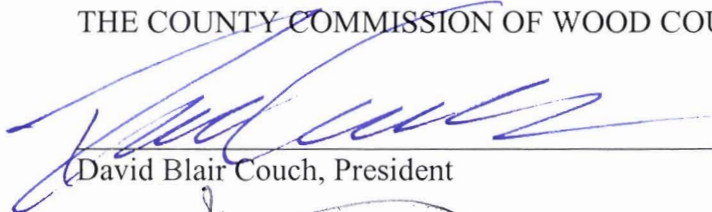
ORDER

On this date, the County Commission of Wood County, upon a motion made by Wayne Dunn, seconded by Stephen Gainer and made unanimous by David Blair Couch, did hereby EXECUTE a RESOLUTION that hereby AUTHORIZES David Blair Couch, in his official capacity as President and on behalf of the County Commission, to EXECUTE all necessary documents in regard to the Governor's Community Partnership Grant Program application for the United Way Alliance of the Mid-Ohio Valley in the amount of one thousand two hundred dollars and zero cents (\$1,200.00).


Pertinent documentation pertaining to the aforementioned Governor's Community Partnership Program 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



Stephen Gainer, Commissioner

6/13/11
69/473

COPY

JUNE 13, 2011

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

RESOLUTION

WHEREAS, the State of West Virginia is sponsoring the Governor's Community Partnership Grant Program; and

WHEREAS, the Governor's Community Partnership Grant Program is designed to provide assistance to Counties and Municipalities in West Virginia to address economic development projects; and,

WHEREAS, the County Commission of Wood County is an eligible applicant; and,

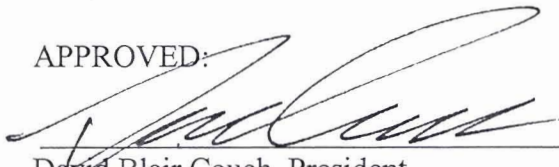
WHEREAS, the County Commission of Wood County possesses certain economic development needs which would qualify it for participation in the Governor's Community Partnership Grant Program,

NOW, THEREFORE BE IT RESOLVED that David Blair Couch, in his official capacity as President, is authorized to execute all necessary documents in regard to the Governor's Community Partnership Program application for the following project:

United Way Alliance of the Mid-Ohio Valley - \$1,200.00

RESOLVED this 13th day of June, 2011.

APPROVED:



David Blair Couch, President

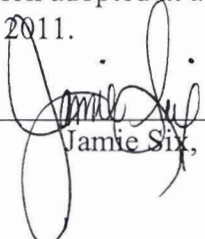
Wayne Dunn, Commissioner



Stephen Gainer, Commissioner

Certified to be a true copy of a Resolution adopted at a regular meeting of the County Commission of Wood County held on June 13, 2011.

Attest:



Jamie Six, County Clerk

6/13/11
69/471

JUNE 13, 2011

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 \$26,205.50 OF WHICH \$3,271.40 REPRESENTS REIMBURSEMENT IN REGARD TO THE JUSTICE ASSISTANCE GRANT NUMBER 09-JAG-16.

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 twenty-six thousand two hundred five dollars and fifty cents (\$26,205.50) of which three thousand two hundred seventy-one dollars and forty cents (\$3,271.40) represents reimbursement to Wood County for expenses incurred during the month of March, 2011, in regard to the Justice Assistance Grant Number 09-JAG-16. Receipt of the aforementioned check is pursuant to an ORDER appearing in Order Book 69, at Page 384 and bearing the date of April 18, 2011 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.

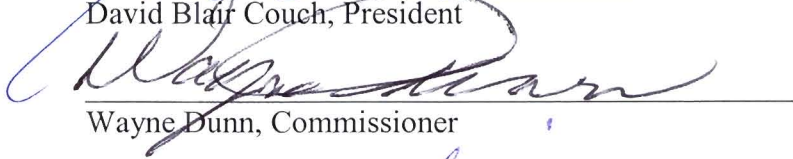
Documentation pertaining to the Justice Assistance Grant is on file in the Office of the County Administrator.

APPROVED:

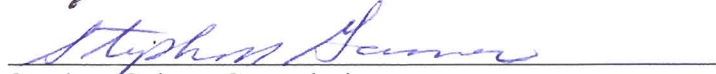
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Stephen Gainer, Commissioner

6/13/11
69/47J

JUNE 13, 2011

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 \$26,205.50 OF WHICH \$2,089.42 REPRESENTS REIMBURSEMENT IN REGARD TO THE JUSTICE ASSISTANCE GRANT NUMBER 09-JAG-16.

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 twenty-six thousand two hundred five dollars and fifty cents (\$26,205.50) of which two thousand two hundred seventy-one dollars and forty cents (\$2,089.42) represents reimbursement to Wood County for expenses incurred during the month of March, 2011, in regard to the Justice Assistance Grant Number 09-JAG-16. Receipt of the aforementioned check is pursuant to an ORDER appearing in Order Book 69, at Page 244 and bearing the date of May 9, 2011 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.

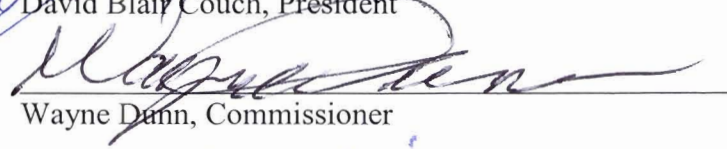
Documentation pertaining to the Justice Assistance Grant is on file in the Office of the County Administrator.

APPROVED:


THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dann, Commissioner



Stephen Gainer, Commissioner

6/13/11
69/471

JUNE 13, 2011

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 \$26,205.50 OF WHICH \$20,844.68 REPRESENTS REIMBURSEMENT IN REGARD TO THE STRATEGIC PREVENTION FRAMEWORK STATE INCENTIVE GRANT NUMBER 11-CC-09

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 twenty-six thousand two hundred five dollars and fifty cents (\$26,205.50) of which twenty thousand eight hundred forty-four dollars and sixty-eight cents (\$20,844.68) represents reimbursement to Wood County for expenses incurred during the month of January 2011, in regard to the Strategic Prevention Framework Grant Number 11-CC-09. Receipt of the aforementioned check is pursuant to an ORDER appearing in Order Book 69, at Page 435 and bearing the date of April 21, 2011 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.

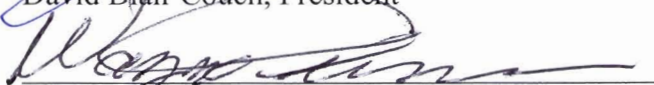
Documentation pertaining to the Prevention Framework State Incentive Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Stephen Gainer, Commissioner

6/13/11
69/472

JUNE 13, 2011

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE THE
PURCHASE OF A ROAD SIGN FOR BONAR LANE.

ORDER

On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Wayne Dunn and made unanimous by Stephen Gainer, did hereby AUTHORIZE the purchase of a road sign for BONAR LANE. Said sign was requested by Mitch Bonar, 73 Bonar Lane, Washington WV.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Stephen Gainer, Commissioner

A/788

6/13/11
69/472

JUNE 13, 2011

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE DAVID BLAIR COUCH, AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F11-HS-03-2011. SAID REQUEST IS IN THE AMOUNT OF \$252.42.

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 Governor's Highway Safety Program Grant Number F11-HS-03-2011. The Request for Reimbursement is in the amount of three thousand two hundred fifty-two dollars and forty-two cents (\$252.42) for the month of May, 2011. The Request for Reimbursement form, the Program Activity Report, the Project Financial Report, the time sheets for Tiano-Knopp Associates, and the Monthly Progress Report have been submitted.

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

Documentation pertaining to the Governor's Highway Safety Program 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



Stephen Gainer, Commissioner

M/1493

GOVERNOR'S HIGHWAY SAFETY PROGRAM

6/13/11
69/472

2 Hale Street, Suite 100
Charleston, WV 25301

TELEPHONE: (304) 558-6080

FAX: (304) 558-6083

REQUEST FOR REIMBURSEMENT


RECEIVED (For DCJS Use Only)	Subgrantee: Wood County Commission
	Address: One Court Square, Suite 203 Parkersburg, WV 26101
	Grant Number: F11HS-03-2011
	FEIN#: 556 000 417
	Funds are hereby requested to cover expenditures FROM: 5/1/11 TO: 5/31/11

PROJECT CASH EXPENDITURES	Account #	Amount
	F11HS-03-2011	\$252.42
	TOTAL	\$252.42

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.

David Blair Couch, President
 BY: Wood County Commission  6/13/11
TYPED NAME & TITLE SIGNATURE DATE
 (Authorized Official or Grant Financial Officer ONLY)

GOVERNOR'S HIGHWAY SAFETY 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 Officer

6/13/11
69/472

JUNE 13, 2011

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE TO
UTILIZE THE WEST VIRGINIA COUNTIES RISK POOL FOR
WORKER'S COMPENSATION COVERAGE IN 2011/2012.

ORDER

On this date, the County Commission of Wood County upon a motion made by Wayne Dunn, seconded by Steve Gainer and passed with David Blair Couch not in attendance for the discussion or vote, did hereby AUTHORIZE to utilize the West Virginia Counties Risk Pool for Worker's Compensation Insurance Coverage for fiscal year 2011/2012.

A copy of the quote for said coverage is attached to this ORDER and should be made a part thereof.

APPROVED:

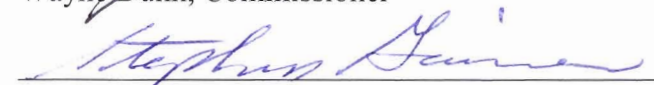
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Stephen Gainer, Commissioner

M/1492

6/13/11
69/472



West Virginia
Counties Group
Self Insurance
Risk Pool

**2011-2012
Proposal for
Self Insurance for
Workers' Compensation**

Proposal to
Wood County Commission

Presented on
May 26, 2011

WEST VIRGINIA COUNTIES GROUP SELF-INSURANCE RISK POOL

INTRODUCTION

The West Virginia Counties Group Self-insurance Risk Pool (WVCoRP) was created to address the insurance and risk management needs of counties in West Virginia. The pool is administered by Public Risk Services, which has been in operation for fourteen years and is the leading provider of insurance and risk management services to county and county-related agencies in Virginia and West Virginia. Both the West Virginia Association of Counties (WVACo) and the County Commissioners' Association (CCAWV) endorse WVCoRP as a cost effective and clear coverage choice for West Virginia counties.

WVCoRP BENEFITS

- **WVCoRP was created for counties by counties. Members are assured that the pool is operated in the best interest of counties. This is something no other program will ever be able to offer.**
- **WVCoRP is a member-owned program governed by a seven member supervisory board elected from the general membership; the executive directors of both the WVACo and the CCAWV are non-voting, ex-officio board members.**
- WVCoRP is the first self-directed government entity pool to be approved in West Virginia. Under the guidelines established by the supervisory board, Public Risk Services provides all services for the pool. The board has direct control over the pool. This ensures quality service and attention to all members, which will help to reduce operational costs ordinarily stemming from risks, exposures and losses.
- WVCoRP provides stable and equitable rates using the same rating structure **for all members**. This is possible because rates are based on the pool's experience, without influence of other insurance alternatives. The pool provides the most innovative and responsive program available to counties.

CHARACTERISTICS OF A SUCCESSFUL MEMBER DRIVEN POOL

- **COVERAGE** - The most important aspect of an insurance program is the level of coverage provided by the carrier. Insurance is the only purchase you will make whose true price will be determined after you use it.

WVCoRP provides the highest level of coverage on a manuscript form tailored specifically to meet the needs of counties.

- **FINANCIAL STABILITY** – The financial structure of a pool must ensure the ability to meet its obligation while maintaining an efficient use of members' money.

WVCoRP's rates have been certified by a fellow of the Casualty Actuarial Society. In addition, the Pool has transferred catastrophic risk to A rated reinsurance carriers.

- **DIVIDENDS** – By definition, dividends are overcharged premiums.

Members maintain ownership of all surplus dollars in the program. WVCoRP's goal, however, is to provide the lowest up front cost, rather than pay dividends 6-8 years later. It does not benefit either WVCoRP or its members to collect excessive premiums up front and return them a number of years later.

- **SERVICES** – Services are important. You are entitled to high quality claims, administrative, appraisal and loss control services.

WVCoRP, through VRMP, provides its members with superior service. Public Risk Services staff has an average experience level of over 18 years in the insurance business. WVCoRP tailors all services to meet the specific needs of its members.

- **RESPONSIVENESS** – It is important to have access to quality service, performed in a timely and responsive manner.

WVCoRP has a toll free number. Claims may be reported via phone, fax or internet. It is a WVCoRP priority to provide quick responses to reported claims, administrative and loss control issues. WVCoRP responds to reported claims within 24 hours.

MEMBERSHIP

WVCoRP is only open to county and county-related agencies, so the pool may tailor coverage and service specifically to meet members' needs.

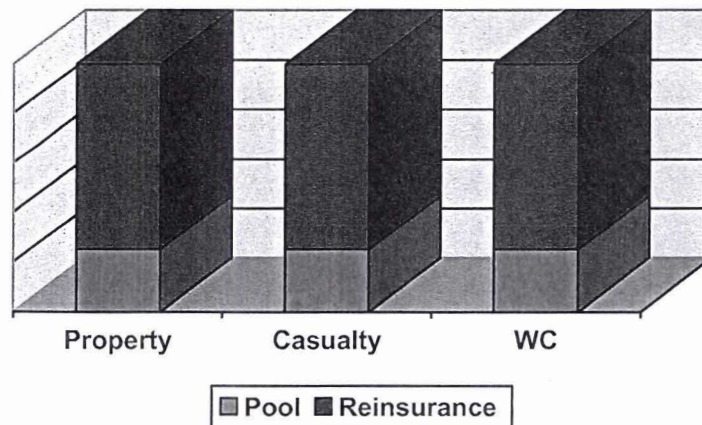
COVERAGE

The supervisory board will continually review the adequacy of coverage to ensure that members receive the highest level of protection. Members are encouraged to share ideas about adding different coverages to the pool.

FINANCIAL STABILITY

WVCoRP provides members financial protection in two ways: pool solvency and rate stability. WVCoRP protects members by providing an annual fixed cost. Property and Casualty contracts are non-auditable. This provides each member with complete budget stability.

WVCoRP reinsures losses to protect the pool and its members from catastrophic events or a series of large losses. This limits the losses the pool may incur in a given year. WVCoRP obtains reinsurance from highly rated and well established companies.



*Workers' Compensation reinsurance is provided up to the statutory limit of benefits provided by the WV Workers' Compensation Act.

SERVICES

Risk Management & Underwriting Services – The team begins managing risks at the time of application. Such risk management continues through each step of the process, including data collection and evaluation of coverages. At the delivery of the proposal, staff provides a full explanation of coverages and supplies ideas to reduce risk exposures.

WVCoRP will provide you with a renewal quote to coincide with the budget process. Renewal packages are mailed to members in January. **If returned by March 1, the renewal quote is delivered by March 15.**

Claims Management – The claims staff assists members in an objective evaluation of liability with the goal of controlling costs, while providing the protection warranted by the policy. Quarterly member loss reports provide information on all claims filed.

Loss Control – Members receive an on-site assessment to evaluate potential loss exposures and suggestions to limit losses, which may include:

- Fleet management programs and defensive driver training courses
- OSHA-compliance training
- Fire hazard surveys
- Parks & recreation risk management
- Life safety assessments
- Critical department assessments
- Return to Work program assistance
- Internal reporting procedures and employee guides
- Committee management techniques
- Accident investigations
- Hazard recognition
- Individual and regional workshops

CONCLUSION

WVCoRP provides the highest level of coverage and service at a reasonable and stable cost. WVCoRP looks forward to the opportunity to assist all West Virginia county and county-related agencies with their insurance and risk management needs. For additional information, please call 888-822-6772.

COVERAGE

Workers' compensation coverage is provided in accordance with and limited to guidelines established by the Offices of the West Virginia Insurance Commissioner and Employers Liability.

Employers' Liability

Bodily Injury by Accident	\$1,000,000
Bodily Injury by Disease (per person)	\$1,000,000
Bodily Injury by Disease (per accident)	\$1,000,000

***CONTRIBUTIONS MAY BE PAID IN EQUAL QUARTERLY
INSTALLMENTS.***

The classifications and codes shown are established by the National Council on Compensation Insurance (NCCI) and are the same as those used by insurance companies in West Virginia.

WORKERS' COMPENSATION
WOOD COUNTY COMMISSION

<u>CLASSIFICATION</u>	<u>CODE</u>	<u>PAYROLL</u>	<u>RATE</u>	<u>CONTRIBUTION</u>
Aviation – Helicopters	7425	\$106,507	6.13	6,529
Police Officers & Drivers	7720	\$2,437,126	2.97	72,383
Auto Service & Drivers	8380	\$29,928	3.29	985
Clerical	8810	\$4,178,390	.29	12,117
Attorney-All Employees	8820	\$523,580	.22	1,152
Building Operation	9015	\$130,387	3.34	4,355
Municipal Employees, NOC	9410	\$117,536	2.56	3,009
				100,530
				.87
				87,461
				10,495
				<hr/>
				97,956

The rates proposed have been filed with the WV Office of the Insurance Commissioner. The proposed workers' compensation program is subject to final approval by the Insurance Commissioner. WVCoRP cannot guarantee that workers' compensation coverage will be available through the Pool by July 1, 2011.

Workers' Compensation Coverage Contribution is payable in equal quarterly installments.

401	Commission	3,069
402	County Clerk	4,655
403	Circuit Clerk	3,299
404	Sheriff's Tax	3,330
405	Prosecutor	5,659
406	Assessor	3,112
407	Assessor Val	3,279
412	WVU Extension	4,759
413	Poll Workers	1,805
424	Maintenance	6,606
700	Sheriff Law	59,576
701	Civil Process	708
702	Holding Center	13,933
705	Home Confinement	4,142
708	Crossing Guards	409
711	Emergency Svcs	1,467
712	E-911	7,767
731	Day Report Center	3,635
		131,210

6/13/11
69/472

JUNE 13, 2011

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE DAVID BLAIR COUCH, AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F11-HS-03-410-SC. SAID REQUEST IS IN THE AMOUNT OF \$1,942.90.

ORDER

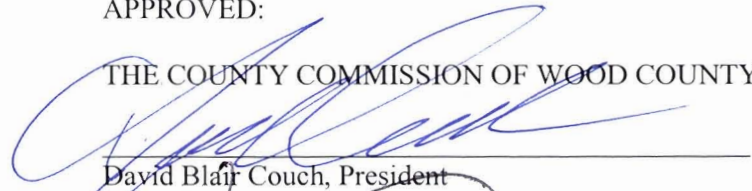
On this date, the County Commission of Wood County, upon a motion made by Wayne Dunn, seconded by Steve Gainer and made unanimous by David Blair Couch, did hereby AUTHORIZE David Blair Couch, in his official capacity as President and on behalf of the County Commission, to sign the Request for Reimbursement in regard to the Governor's Highway Safety Program Grant Number F11-HS-03-410-SC. The Request for Reimbursement is in the amount of one thousand nine hundred forty-two dollars and ninety cents (\$1,942.90) for the month of May, 2011. The Request for Reimbursement form, the Program Activity Report, the Project Financial Report, the time sheets for Tiano-Knopp Associates, the Ripley Police Department, the Vienna Police Department, and the Monthly Progress Report have been submitted.

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

Documentation pertaining to the Governor's Highway Safety Program Grant is on file in the Office of the County Administrator.

APPROVED:

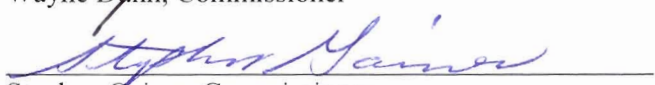
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Stephen Gainer, Commissioner

GOVERNOR'S HIGHWAY SAFETY PROGRAM

6/13/11

69/472

2 Hale Street, Suite 100
Charleston, WV 25301

TELEPHONE: (304) 558-6080

FAX: (304) 558-6083

REQUEST FOR REIMBURSEMENT

RECEIVED
(For DCJS Use Only)

Subgrantee:	Wood County Commission
Address:	One Court Square, Suite 203 Parkersburg, WV 26101
Grant Number:	F11-HS-03-410
FEIN#:	556 000 417
Funds are hereby requested to cover expenditures	
FROM:	5/1/11
TO:	5/31/11


PROJECT CASH EXPENDITURES

Account #	Amount
F11-HS-03-410	\$1,942.90
TOTAL	\$1,942.90

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.

David Blair Couch, President
 BY: Wood County Commission  6/13/11
TYPED NAME & TITLE SIGNATURE DATE
 (Authorized Official or Grant Financial Officer ONLY)

GOVERNOR'S HIGHWAY SAFETY 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 Officer

ORDERS—Wood County Commission, West Virginia

9.

MONDAY, JUNE 13, 2011
TWENTY-FIRST Day

APRIL Term,

JUNE 20 11

Steve Gainer, Commissioner

ORDER PREPARED AND PRESENTED BY:

Staci N. Criswell

Staci N. Criswell – WV Bar No. 8797

John F. Hussell, IV – WV Bar No. 6610

Katherine M. Mullins – WV Bar No. 11425

Dinsmore & Shohl LLP

P.O. Box 11887

Charleston, WV 25339

(304) 357-0900

Counsel for Petitioner, Annemarie C. Woofter

IN RE: ESTATE OF LILLIAN JUANITA CHICHESTER, DECEASED. (HEARING CONTINUED)

This day came JOYCE LYNN RICHARDS, CO-EXECUTOR of the Estate of LILLIAN JUANITA CHICHESTER, deceased, asking that she be removed as CO-EXECUTOR.

Blaine Myers, Attorney appeared to represent BRIAN DOUGLAS CHICHESTER, who is the other CO-EXECUTOR of said Estate.

The County Commission after hearing the evidence that was presented, made the motion to continued the hearing until September 12, 2011, at 10:30 o'clock A. M.

IN RE: ESTATE OF MARY ELLEN WOOFTER, DECEASED. (DATE OF DEATH: 05/05/1994)

This day 13th day of June, 2011, upon petition by Staci N. Criswell, Attorney for AnneMarie C. Woofter, requesting that Philip R. Postlewait, Jr., Administrator of the Estate of Mary Ellen Woofter, deceased, be removed. Upon review of said Petition the County Commission moved that the said Philip R. Postlewait, Jr., as Administrator, be removed, and that AnneMarie C. Woofter be appointed as Administratrix d.b.n. of the estate of MARY ELLEN WOOFTER, deceased; and

It is hereby ordered that Philip R. Postlewait, Jr., Administrator of the Estate of MARY ELLEN WOOFTER, deceased, was removed, and the bond, and the surety on his bond, is hereby released.

It appearing to this Commission, proper so to do, the said ANNEMARIE C. WOOFTER, is hereby qualified as such Administratrix d.b.n.

Whereupon the said ANNEMARIE C. WOOFTER, before the County Commission, made oath thereto, as such ADMINISTRATRIX D.B.N., by Order of the County Commission bond was waived.

Letters of administration are hereby granted the said ANNEMARIE C. WOOFTER, upon the Estate of MARY ELLEN WOOFTER, deceased, in due form.

In accordance with Chapter 44, Article 1, Section 14 of the West Virginia Code, of 1931, as amended, effective July 9, 1993, the Personal Representative, after first being duly sworn, shall make a true and accurate appraisalment of the Estate of MARY ELLEN WOOFTER, 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 Estate.

IN RE: ESTATE OF JERRY M. KREINIK, DECEASED. (REFERRED TO A FIDUCIARY COMMISSIONER)

This day came ROBERT ELLISON, ATTORNEY for ESTELLE S. KREINIK, and made known to this Commission the need of a Fiduciary Commissioner to settle the Estate of JERRY M. KREINIK, deceased; and

It appearing to this Commission that no reference was made to a Fiduciary Commissioner for settlement of said Estate in the former qualification of ESTELLE S. KREINIK, as EXECUTRIX, of the Estate of JERRY M. KREINIK, deceased, on the 04/18/2011, it is hereby ordered that said Estate be, and it is hereby, referred to JUSTIN L. HARDMAN, Fiduciary Commissioner, for settlement.

There appearing no further business to claim the attention of this Commission, it is hereby ordered that this Commission, do now adjourn to meet in Regular Session, Thursday, June 16, 2011, at 9:30 o'clock A. M.


President