

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

IN RE: MINUTES OF MEETING HELD
MONDAY, MARCH 3, 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.

The County Commission, upon a motion duly made, seconded and passed, approved minutes of February 17, 18, 22 and 24, 2011.

The County Commission, upon a motion duly made, seconded and passed, approved Erroneous Assessment Applications in regard to real property for Property Investment Trust 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010; Roy Bolyard 2010; Randy Michael two for 2009 and two for 2010; Lowell Hunt 2009 and 2010 and for Frederick Mackey 2010.

The County Commission, upon a motion duly made, seconded and passed, approved Erroneous Assessment Applications in regard to personal property for Brushes Rental 2010; Robert Morris 2009; James K. Campbell 2010 and for Robert Lee Miller 2010.

AGENDA AND DISCUSSION ITEMS

At 10:00 A.M., Abby Hayhurst from the Parkersburg Art Center and Sharon Kesslering from the Mid-Ohio Valley Red Cross met with the County Commission to request financial assistance in the amount of \$2,500.00 for an event they are holding to welcome back the West Virginia Army National Guard from their recent tour in Afghanistan. The Commission approved this request. (Order M/1352)

At 10:35 A.M., the County Commission met with Tim Meeks from the Mid-Ohio Valley Regional Council and Jim Cox from the Lubeck Public Service District to hold a public hearing in regard to a Small Cities Block Grant Application for potential projects. Mr. Cox asked for the application to cover a water line that would run to the Belleville area and would cost 1.5 million dollars of these funds in addition to other monies.

At 10:55 A.M., the County Commission met with Bill Neal, Jim Hamrick and Jay Gerber from Woodridge Plantation Golf Course to discuss video lottery at Woodridge Plantation.

At 11:14 A.M., the County Commission met with Toni Tiano, Grant Consultant, Jason Wharton, Prosecuting Attorney and Tiffany Kiger, Victims Advocate, to discuss the Victims of Crime Act Program Grant Application. Said Application was signed by President Couch (Order M/1351)

At 11:23 A.M., the County Commission met with Bob Enoch and Jeff Little from the Wood County Historic Landmarks Commission who discussed the County Cemetery. They are currently doing research to attempt to identify all the individuals who are buried there. They intend to construct a monument there remembering those people. They also asked anyone having cemetery records available to make a copy and provide it to the County for record keeping.

At 11:41 A.M., the County Commission met with Randy Lowe, E-911 Telecommunications Director to review the Wood County Wrecker Policy. Mr. Lowe presented amendments to the policy. (See attached Orders M/1349 and M/1350)


ORDERS APPROVED AND ATTACHED TO THESE MINUTES

M/1348, M/1349, M/1350, M/1351, M/1352 and A/special session – budget 2011

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 March 3, 2011.

Wood County Commission Meeting
Held March 3, 2011

Please Print

1.	ABBY HAYHURST & SHARON KESSERLING
2.	Pamela K. VanMatre
3.	JAMES M. COY
4.	Tim Meeks MOVRC
5.	Dwight Cochran
6.	Nancy Cochran
7.	Jim Hamric
8.	Jay Gerber
9.	BILL NEAL
10.	Tiffany Kigel
11.	JASON WHARTON
12.	Toni Tiano
13.	Bob Enoch WCHPS
14.	Jeff Fetter WCHPS
15.	Randy Lowe
16.	
17.	
18.	
19.	
20.	

PETITION FOR SMALL CITIES BLOCK GRANT

We the residents of the Belleville, West Virginia area request water service from the Lubeck PSD.

JASON PARSONS

Ron Stephens

David Starcher

Van Galland

Herbert V. Galland Sr.

Mark Townsend

Bill Townsend

Daniel B. Thomas

Chuck Kestner

Jerry Martin

Jimmy Townsend

Tom Bell

Brian W. Wilson

J. Ann Hook

Percy Staats

Hayden Weaver

Karen Walton

Ray Sullivan

Ryan Cochran

Timothy J. Smith

PETITION FOR SMALL CITIES BLOCK GRANT

We the residents of the Belleville, West Virginia area request water service from the Lubeck PSD.

Carl Straight

Robin Reese

Paul G. Nohel

John Martin

Clara Lewis

S. Daniel Wood

Janet McDonald

Ed Huffman

Bina Huffman

Carel Davis

Bryan W. Smith

Cynthia Dulaney

Lutha Ann Pollock

Carol Straight

Larry A. Feggin

David Feggin

Pam Inoch

Elaine Duler

Glenn L. Morrison

Ronald Friesenheyst

PETITION FOR SMALL CITIES BLOCK GRANT

We the residents of the Belleville, West Virginia area request water service from the Lubeck PSD.

Harold & Dina Joy 458 Elk Run Rd Belleville, WV 26133
David Haddox 282 Lee Creek Rd Belleville WV 26133
Victor + Martha Haddox 278 Lee Creek Rd Belleville WV 26133
Krista & Brian Bell 20 Lee Creek Rd Belleville WV 26133
Betty + Bill Coss 351 Belleville DR. Belleville, WV 26133-8157
PAULA SMITH #6 ELECTRIC AVE
April Rockhold 170 Electric Ave Belleville 26133
Roger Rockhold 184 Electric Ave Belleville 26133
RICK SANCHEZ 231 LEECK RD BELLEVILLE 26133
RONALD L. BROWN 326 LEE CREEK RD. BELLEVILLE 26133
Gilbert Webb
Dorothy Sobelmann Electric Ave Belleville
John Joyce 2289 Pond Creek Rd Belleville WV
V F Conderman 2285 Pond Creek Rd Belleville WV
Larry Patterson 452 Elk Run Road BELLEVILLE
Harold + Dina Joy Elk Run Road BELLEVILLE
AWIGHT + Nancy Cochran 831 Lee Creek Rd Belleville 26133
Larry Wiseman 1103 Harris Hwy Belleville 26133
Dwayne Schneider 291 Robin Hood Rd Belleville 26133
By/Ch 309 Kuhnwood Rd Belleville 26133

PETITION FOR SMALL CITIES BLOCK GRANT

We the residents of the Belleville, West Virginia area request water service from the Lubeck PSD.

Jerry Yancey 10142 Narvins Hwy.
2 TAPS Kloyd Smith 289 Lee Creek Rd.
2 TAPS James E. VanMits 351 Robinhood Rd
WV V. Smith
Paul Sypher, Elk Run Road
Ben Buola, -1151 Lee Creek
Howard Knapp 457 South Pleasant Hill Rd.
James Dawson 997 Thomas Ridge Run Rd Belleville WV
Dok Kline 837 Thomas Ridge Run Rd Belleville WV 26133
Betty Maxwell 617 S Pleasant Hill Rd. Belleville WV.
Ken Robey 1586 S Pleasant Hill
Mandy Cato 1616 S Pleasant Hill Rd Belleville, WV
KEITH C. McFARLAND 1709 South Pleasant Hill Rd. Belleville WV.
Ira Fetty 1811 S Pleasant Hill Rd Belleville, WV
Betty J. Webb 1834 S Pleasant Hill Rd. Belleville,
Blinda F. Robinson 1836 S Pleasant Hill Rd. Belleville WV
Mark Dugan 2698 S Pleasant Hill Rd Belleville 26133
~~James E. VanMits 351 Robinhood Rd~~
Shaw 2 Patterson 326 Elk Run Rd Belleville WV 26133
Roy Reed 354 Elk Run Rd Belleville 26133

PETITION FOR SMALL CITIES BLOCK GRANT

We the residents of the Belleville, West Virginia area request water service from the Lubeck PSD.

Carol H Wanner 401 Robin hood Rd.
Annal Flannery 487 Robinhood Rd.
Mr & Mrs Ray Joy Jr.
Dandy Joy
Greg Flinn
Stephen R Bennett Jr 236 Frame's Ln.
John Woods 536 ROBINHOOD RD.
Lindy Woods 606 Robin hood Rd
DAVE CORBIN 647 Robinhood RD.
Joe Forshey 249 Sherwood forest dr Belleville
Deezy H Dreyfus Jr 326 Sherwood forest dr Belleville
Dannys Montgomery, 355 Sherwood forest Drive
WAYNE TRAVIS 482 SHERWOOD DR
Dennis V Ruffal 567 SHERWOOD FOREST DR.
Eric Bon
Brian L. Weyers
Michael E. Mc Card
Shel Carpenter
Karn V Hall
Gay Busbick possibly 2 TAPS

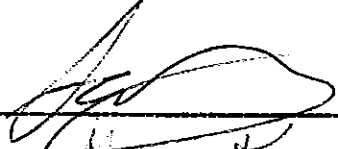
PETITION FOR SMALL CITIES BLOCK GRANT

We the residents of the Belleville, West Virginia area request water service from the Lubeck PSD.

Carl Cochran, Jr. S. Pleasant Hill Rd.
James Cochran 11955 Harris Hwy.
Charles & Ashley Wimer 11495 Harris Hwy Belleville, WV 26133
Matt & Megan Satow 215 Buckingham Rd
Ken & [unclear] 558 Sherwood Forest Belleville WV 26133
[unclear] Sherwood Forest Rd Belleville 26133
Michael F. Fling 516 Lee Creek Rd Belleville 26133
David B. Carpenter & Joann K. Carpenter 65 White Oak Road. Belleville WV
Evelyn Anthony 555 Sherwood Forest Dr.
Debra M. Wall 852 Sherwood Forest Dr.
John E. Dave Jones 769 Sherwood Forest Dr.
Glenn Sizemore 2 TAPS
Gilbert P. Webb Jr.
Rick Eaton 145 Sherwood Forest Dr.
Paul Baker 13624 Harris Hwy Belleville
Ed & Louella Powell 1993 South Pleasant Hill Rd.

PETITION FOR SMALL CITIES BLOCK GRANT

We the residents of the Belleville, West Virginia area request water service from the Lubeck PSD.

 SCOTT CATMAN

Ray Rose

more Charles Long - more

Justin and Carol Warlak

Blank lined area for additional signatures.



Wood County Commission

03/03/2011
 1 Court Square, Suite 203
 Parkersburg, WV 26101

Agenda topics

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	PUBLIC HEARING – SCBG APPLICATION	TIM MEEKS, MOVRC
10:45 AM	DISCUSS VIDEO LOTTERY AT WOODRIDGE PLANTATION	BILL NEAL
11:00 AM	DISCUSS GRANTS	TONI TIANO, GRANT CONSULTANT
11:15 AM	WOOD COUNTY HISTORICAL SOCIETY UPDATE (CEMETERY)	BOB ENOCH, HISTORIC LANDMARKS COMM.
11:30 AM	WRECKER POLICY REVIEW	RANDY LOWE, E-911 TELECOMMUNICATIONS DIRECTOR

Special notes:	<ol style="list-style-type: none"> 1. Vacancies on Boards and Commissions 2. Building Enforcement Properties 3. Contribution Requests 4. County Facilities 5. Meldahl Subdivision Agreement 6. Discuss Humane Society Contract 7. Phillips Court Alley – WTAP 8. Discuss Change Orders for Justice Center 9. Odie Weaver property
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Feb 17, 18, 22, 24

3/3/11
69/406

MARCH 3, 2011

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE AN
AMENDMENT TO THE 9-1-1 WRECKER SERVICE POLICY.

ORDER

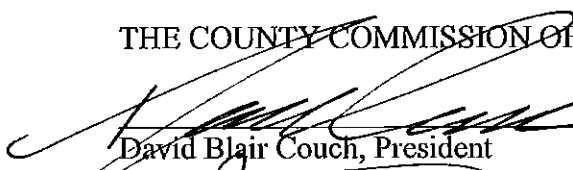
On this date, the County Commission of Wood County upon a motion made by Stephen Gainer, seconded by David Blair Couch and made unanimous by Wayne Dunn, did hereby AUTHORIZE an Amendment to the Wood County Central Telecommunications Center (E-911) Wrecker Service Policy. Said Amendment adds section (j) to section 8.2.1 of said policy and relates to the subcontracting of towing services.

Said Amendment was adopted upon the review and recommendation of the E-911 Advisory Board.

A copy of said Policy is Attached to the Order and should be made a part thereof.

APPROVED:

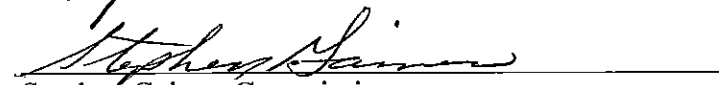
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Stephen Gainer, Commissioner

M/1349

3/3/11
69/406

WRECKER SERVICE POLICY MEETING 01-13-2011

WOOD COUNTY 9-1-1 ADVISORY BOARD MEETING 02-14-2011

PROPOSED WRECKER POLICY CHANGES AND RECOMMENDATIONS

EACH PROPOSAL WILL LIST WHO MADE THE PROPOSAL, VOTE ON PROPOSAL BY WRECKER COMPANIES, SURVEY RESPONSE FROM OTHER WV COUNTIES (HARRISON, KANAWHA, MASON, MERCER, MONONGALIA, MONROE, TUCKER, AND WEBSTER), DIRECTOR LOWE'S RECOMMENDATION, AND 9-1-1 ADVISORY BOARD RECOMMENDATION.

1. **Mike Edwards (Mary's Towing)** Proposed that when a closest wrecker is requested, that wrecker must be a wrecker with a WV business address.
 - a. 8/ For 2/ Against
 - b. Only Mercer Co. requires vehicles and businesses be registered in Mercer Co.
 - i. No other counties surveyed have the issue addressed in their policy
 - c. I have no recommendation.
 - d. Advisory Board OPPOSES proposal.

Mike Pifer (Pifer's Towing) Proposed the Next 9 Items

2. Limiting wreckers on the 9-1-1 list to 12 or less.
 - a. 6/For 5/Against
 - b. No other surveyed counties have a limit.
 - c. I have no recommendation.
 - d. Advisory Board OPPOSES proposal.
3. Mandatory Workers Compensation on all wrecker employees.
 - a. 5/For 5/Against
 - b. Mercer Co. requires records be kept at 9-1-1 center.
 - c. I do not want to be a wrecker authority and check compliance. I have no problem adding it but the wrecker services will have to police themselves and/or someone wants to file a complaint and at that time proof would need to be produced.
 - d. Advisory Board OPPOSES proposal.
4. Having criminal history checks be done on all wrecker employees.
 - a. 6/For 5/Against
 - b. Mon. Co. stipulates convictions of certain crimes but no background check, only enforced if complaint filed and investigated by unknown means. Mercer Co. stipulates that all wrecker services must be willing to submit to background checks and if any record found, at the discretion of the 9-1-1 Director or Sheriff, that wrecker service will be taken off list.
 - c. I have no problem with adding Mon. Co.'s language and the Sheriff's Dept. investigates any complaints.
 - d. Advisory Board RECOMMENDS adding the language set forth in the new proposed wrecker policy.

5. A nationally recognized operator certification.
 - a. 2/For 7/Against
 - b. No other surveyed counties require it.
 - c. This should be pursued on a state level.
 - d. Advisory Board OPPOSES proposal.
6. That only the wrecker service called can respond to tow.
 - a. 5/For 4/Against
 - b. Mercer Co. does not allow this.
 - c. I have no recommendation.
 - d. Advisory Board RECOMMENDS adding the language set forth in the new proposed wrecker policy.
7. That owners are only allowed one wrecker company on 9-1-1 rotation list.
 - a. 1/For 6/Against
 - b. Not surveyed. Not found in any other wrecker policy received.
 - c. I have no recommendation.
 - d. Advisory Board OPPOSES the proposal.
8. Minimum equipment is to have one tow truck and one rollback.
 - a. 5/For 6/Against
 - b. Kanawha Co., Mon. Co., and Webster Co. require both.
 - c. I have no recommendation.
 - d. Advisory Board OPPOSES the proposal.
9. One representative of the wrecker service be a member of the 9-1-1 Advisory Board.
 - a. 3/For 4/Against
 - b. Not surveyed.
 - c. I have no recommendation.
 - d. Advisory Board OPPOSES the proposal.
10. Annual inspection of all wrecker services and their storage facility.
 - a. 1/For 8/Against
 - b. The sheriff's department does minimum annual inspections in Kanawha and Mon. Counties. The 9-1-1 Director does it in Mercer County.
 - c. The inspections should be done by state (PSC) or county (sheriff's dept.) due to the fact they already monitor wrecker services in some capacity and have authoritative powers. PSC currently does annual and surprise roadside inspections of wrecker equipment. DOH will inspect wrecker yards outside of municipalities if there is a complaint.
 - d. Advisory Board OPPOSES the proposal.

Wrecker Requests Statistics last 3 months

Mary's 66/23%, Pifer's 57/20%, Rocky's 50/17%, Jerry's 39/13%, International, 17/6%, Sayer's 16/6%, Vienna 16/6%, D&A 10/4%, Parkersburg 7/2%, D&M 4/1%, Tri-City 2/1%, ^{Allan's} 1/ Less than 1%

Variables include:

Location of wrecker service, availability, hours of operation, and public safety unit preference.

8.2 CTC WRECKER POLICY

8.2.1 The wrecker service must agree to the following guidelines:

- a. Must meet all requirements of the Public Service Commission.
- b. Abide by all rules/regulations set forth in these Standards and Procedures.
- c. Agree to respond to all calls given by the 9-1-1 Center. Wrecker services not having a wrecker available, not open at the time of the call or they have requested to be listed as temporarily unavailable, will be noted on the rotation log as such. A wrecker service will not pick and choose calls and if unavailable will be listed as such.
- d. A wrecker service may request, via a telephone call to the 9-1-1 Center Shift Supervisor, to be taken off the rotation list "temporarily" (up to ten days) for vehicle service, illness, or other uncontrollable reason. The wrecker service shall advise, in the same manner, when they are back in service.
- e. If a wrecker service is requesting to be taken off the rotation list for more than ten days yet less than 90 days, the service must make this request in writing with a brief description and expected in service date. To be placed back on the rotation list within this time frame the wrecker service need only advise in writing of the exact in service date and their services will be placed back on the rotation list at that time.
- f. If a wrecker service will require more than 90 days off the rotation list, the request shall be made in writing and the wrecker service will be removed from the rotation list. Once a wrecker service has been removed from the list for more than 90 days, the wrecker service must make a written request to be placed on the rotation list, accompanied by all documentation required of any new service. See subsection (h) of this section.
- g. If a wrecker service, already on the rotation has not responded to any requests for service over a period of thirty days and the 9-1-1 wrecker log confirms this, the wrecker service will be removed from the rotation list without notice. If that service later wishes to be placed back on the rotation list, they must make a written request and include an explanation. This information will be presented to the Wood County 9-1-1 Advisory Board at the regular meeting. After reviewing the information, the Advisory Board will make their recommendations to the Wood County Commission. The wrecker service will be advised of the Wood County Commission's decision.
- h. For new wrecker services or those who made a request to be taken off the list for more than 90 days: To be authorized and placed on the 9-1-1 rotation, the following must be delivered to the Director of Wood County 9-1-1 for presentation to the Wood county 9-1-1 Advisory Board. If all requested information is presented and is valid, the Advisory Board will make recommendation that the wrecker service be added to the rotation list.

Copy of Business License – State, City, Town

Copy of Approval from PSC

Location of Business – Physical and Mailing Address

Telephone number for call-out (Only one number allowed)

Owners Name, Address, Home Telephone Number

Equipment List, Type of wrecker, How many, Road Service – Availability

Proof of General Liability Insurance (Garage Keepers Insurance)

i. Any criminal conviction of the owner or any of his/her agents, within the past seven years, involving stolen or embezzled vehicles, fraud related to the towing business, stolen property, crimes against a person, or on the sexual offender's list shall be cause to remove the wrecker service from the rotation. If that service later wishes to be placed back on the rotation list, they must make a written request and include an explanation. This information will be presented to the Wood County 9-1-1 Advisory Board at the regular meeting. After reviewing the information, the Advisory Board will make their recommendations to the Wood County Commission. The wrecker service will be advised of the Wood County Commission's decision.

j. Under no circumstances shall any towing service assign, request, or otherwise subcontract another towing service to any dispatch for towing services.

8.2.2 The following are requirements for an authorized wrecker provider:

a. Must be licensed and have PSC approval at that physical address to do business – State, City, and Town.

1. Physical and mailing address

2. Telephone number at that address

b. Must have facilities to store vehicles according to the rules and regulations of the PSC/City/Town.

c. The wrecker services will be dispatched using a rotation list. However, if the closest available is requested, the Telecommunicator will use their best judgment using the established business location of the authorized wrecker services to determine wrecker location.

d. Wrecker services may be requested by name or location by or through Law Enforcement. Telecommunicators will only dispatch wreckers for our served agencies. The unit number of the person making the request will be placed on the wrecker rotation or request log. Law Enforcement units on a scene may overrule other requests if the Law Enforcement unit feels the delay may cause further problems.

e. "Scanner jumping" or just showing up on scene in an attempt to get the tow will be a violation of these Standards and Procedures.

f. A wrecker log will be maintained at the 9-1-1 Center documenting who requested the wrecker, wrecker dispatched, date time, and location of incident.

g. If an Officer places a hold on a vehicle, only that Officer or the agency he represents can release it. No telecommunicator has that authority.

8.2.3 9-1-1 DISPATCH PROCEDURES

When a wrecker or wreckers are requested, the Telecommunicator will:

a. Unless a specific wrecker service is requested, dispatch the next wrecker on the rotation list which is of the type requested. If no answer after six rings, the wrecker service will be shown not available and the next wrecker on the list will be dispatched. When contacted, the wrecker service will inform the telecommunicator if available or not and give an ETA. The 9-1-1 Center will assume no liability for the type of wrecker requested.

- b. If an Officer requests a specific wrecker service, the telecommunicator will dispatch that wrecker and record it in the Request Log: if the requested wrecker service is not available, the telecommunicator will advise the Officer and inform the Officer of the next wrecker on the rotation list. If the Officer does not make a further request the next wrecker on the rotation list will be dispatched.
- c. Wrecker Services towing a vehicle from private property at request of the property owner will contact the 9-1-1 Center on an administrative line and provide either the license plate number or VIN from the vehicle. The telecommunicator will perform an NCIC stolen vehicle inquiry (not a registration inquiry) and advise the towing company if the vehicle is listed as stolen or not.
- d. If a wrecker service is cancelled by law enforcement, the wrecker service shall be placed back at the top of the rotation list and the telecommunicator will note on the incident what unit cancelled the wrecker service. A wrecker service may contact the CTC Shift Supervisor via an administrative line to ascertain which unit cancelled them. Complaints about cancellations by a particular agency shall be addressed with that agency.
- e. This Policy does not prevent the cities of Parkersburg, Vienna, Williamstown, other municipalities or other agencies in Wood County from setting their own guidelines for wreckers. However, if set, those agencies must specify which wrecker they want dispatched as each incident occurs. Only one rotation list will be kept at the 9-1-1 Center.
- f. We all understand there may be certain situations that require dispatch of wreckers regardless of whether they are authorized or not. The owner of a vehicle may have the law enforcement officer request a non-authorized wrecker service or a law enforcement unit may require this in a case of extreme emergency. Any wrecker service not listed in the 9-1-1 rotation list is considered a non-authorized service. The telecommunicator shall document on the incident form any situation where a non-authorized service is dispatched and place the information on the request log and noted on the incident.
- g. The Telecommunicator Supervisor will note in their Daily Report any problems encountered with any wrecker service such as:

1. Continually failing to have a wrecker available when called under normal circumstances.
2. Major or continuous delays in response time.
3. Calling the 9-1-1 Center Telecommunicators and/or Supervisor with complaints about Law Enforcement units or other wrecker services. (Complaints of this nature must be handled as set forth in these Standards and Procedures.) This is not to be construed as prohibiting a wrecker service from calling in to inquire further directions or clarify and obtain additional information concerning a call. Nor does it prohibit the wrecker service from calling to speak to the supervisor concerning a problem within his or her immediate control.

8.2.4 VIOLATIONS OR COMPLAINTS

- a. Complaints against Law Enforcement, Fire or EMS agencies must be handled through the agency in question. 9-1-1 has no authority over our served agencies and therefore will not review or address complaints of this nature.
- b. Complaints against other wrecker services concerning these standards and procedures only should be worked out between the wrecker services. However, if the wrecker services are unable to work out the problem, the complaint must be presented in writing to the Director of Wood County 9-1-1. the complaint must include the date, time, location of the incident and the specific charges regarding these Standards and Procedures. All available information must be presented.
- c. When a written complaint is received concerning a violation of these Standards and Procedures, the Director or designated assistant will gather any further details available and forward this information to the Wood county 91-1-1 Advisory Board for their review and recommendations, if any, to the Wood County Commission. Complaints not concerning these Standards and Procedures should be forwarded to the proper authority.
- d. Upon determination a violation of these standards and procedures had been committed by a wrecker service, the Wood County Commission reserves the right to immediately remove the wrecker service from any rotation list within county control. Penalties for violation of these Standards and Procedures are as follows:

1. First offense: Written reprimand
2. Second offense: Up to 30 days suspension for the 9-1-1 wrecker rotation list.
3. If the violation is a third or subsequent offense within the same calendar year, the Wood County 9-1-1 Advisory Board , after reviewing the complaint and findings, may make recommendation to the Wood County Commission that the wrecker service be terminated from the 9-1-1 wrecker rotation list.
4. If, in the opinion of the Wood county 9-1-1 Advisory Board the violation involves gross negligence, the Advisory Board will make recommendation to the Wood County Commission that said wrecker service be removed from the 9-1-1 wrecker rotation list immediately without going through the procedures listed above. After one calendar year the wrecker service may make request to be placed back on the rotation list.
5. If a served Law Enforcement Agency requests a wrecker service be removed from the wrecker rotation and/or any call out list for reasons other than a violation of these Standards and Procedures, the agency must forward to the Director of Wood County 9-1-1 a signed, written request on agency letterhead stating the reason. The Director shall upon receipt of this Official Law Enforcement Agency. If the suspension may be long term according to the Law Enforcement Agency, the Director shall present this information to the Wood County Commission for their ruling.

8.2.5 COMPLAINTS CONCERNING DISPATCHING

If a wrecker company, for any reason, objects to the dispatching of their wrecker service, the wrecker company shall make such objection in writing within five days following the occurrence of the event and submit the objection to the Director of Wood County 9-1-1. The Director will forward this written complaint to the wood Count 9-1-1 Advisory Board for review at their regular monthly meeting. Should the Advisory Board and representative of the wrecker service not be able to resolve the objection, the wrecker service may have its objection reviewed by the Wood County Commission after requesting to be placed on the agenda for their regularly scheduled meeting. Wrecker services shall not voice their complaints to the telecommunicators or the shift supervisor.

8.2.6 WRECKER LOCATION SHEET

If an Officer requests a wrecker service by location (closest), use the wrecker location sheet to approximately determine location of the nearest service. This is determined by the company's business location.

8.2.7 MULTIPLE REQUESTS – SAME INCIDENT – NORMAL CIRCUMSTANCES

- a. When two or more wreckers are requested for a particular incident and are not by request, the telecommunicator will contact separate companies. Do not send two from the same company unless there are special circumstances similar to those in Subsection 8.2.8.
- b. If two are requested, one by name and the same company is next on the Rotation List, two from that company will be allowed.
- c. In most cases the telecommunicator will dispatch separate wreckers for each tow.

8.2.8 MULTIPLE REQUESTS – CLOSEST – SPECIAL CIRCUMSTANCES

a. Requests for the closest wrecker can only be considered as urgent. For this reason, if a unit requests two of the closest wreckers and there is obviously only one company close, then two wreckers should be attempted from the same company. However, if there are two or more companies nearly as close, then dispatch only one from a particular company and the second from another. It is impossible to make example of every type of situation or location. So only a few examples are listed to assist in directing your best judgment. Fairness to the wrecker companies has to be considered.

1. Example: Accident on Rt. 21 near Rockport, two of the closest wreckers requested. Attempt to send both from Pifer's.
2. Example: Accident near county line at Waverly, two of the closest wreckers requested. Attempt to send both from Sayer's
3. Example: Accident on I-77 between Mineral Wells and Camden Ave, tow of the closest wreckers requested, the telecommunicator should send one from Pifer's and the other from Freedom Towing.

4. Example: Multi-car tow requests in the City of Parkersburg should seldom have only one wrecker service dispatched.

8.2.9 REQUESTS DURING SEVERE WEATHER

When severe weather strikes such as snowstorms, ice storms, freezing rain, etc., it may become necessary to discontinue using the rotation list and the wrecker logs. When the requests for wreckers becomes overwhelming due to weather issues, the Supervisor or Acting Supervisor shall instruct the shift to begin Severe Weather Procedures for Wreckers. These procedures are as follows: It will not be necessary to use the Wrecker Rotation List or Wrecker Logs. Wreckers will be dispatched as needed and as available. The telecommunicator will do their best to note in the incident which wrecker responded. Once the demand for wreckers has slowed to a controllable level, the supervisor or Acting Supervisor will instruct the shift to go back to normal procedures for wrecker dispatch and logging. Entries in the Wrecker Logs and use of the Rotation List will begin where they were left. It will not be necessary to log the calls that occurred during the severe weather procedures. The Supervisor shall note the use of the Severe Weather procedure and approximate time in use on their daily report.

3/3/11
69/407

MARCH 3, 2011

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE AN
AMENDMENT TO THE 9-1-1 WRECKER SERVICE POLICY.

ORDER

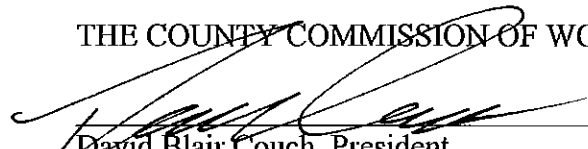
On this date, the County Commission of Wood County upon a motion made by Stephen Gainer, seconded by David Blair Couch and passed, with Wayne Dunn voting in the negative, did hereby AUTHORIZE an Amendment to the Wood County Central Telecommunications Center (E-911) Wrecker Service Policy. Said Amendment adds section (i) to section 8.2.1 of said policy and relates to the subcontracting of towing services.

Said Amendment was adopted upon the review and recommendation of the E-911 Advisory Board.

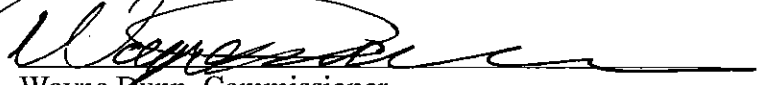
A copy of said Policy is Attached to the Order and should be made a part thereof.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Stephen Gainer, Commissioner

M/1350

3/3/11
69/407

WRECKER SERVICE POLICY MEETING 01-13-2011

WOOD COUNTY 9-1-1 ADVISORY BOARD MEETING 02-14-2011

PROPOSED WRECKER POLICY CHANGES AND RECOMMENDATIONS

EACH PROPOSAL WILL LIST WHO MADE THE PROPOSAL, VOTE ON PROPOSAL BY WRECKER COMPANIES, SURVEY RESPONSE FROM OTHER WV COUNTIES (HARRISON, KANAWHA, MASON, MERCER, MONONGALIA, MONROE, TUCKER, AND WEBSTER), DIRECTOR LOWE'S RECOMMENDATION, AND 9-1-1 ADVISORY BOARD RECOMMENDATION.

1. **Mike Edwards (Mary's Towing)** Proposed that when a closest wrecker is requested, that wrecker must be a wrecker with a WV business address.
 - a. 8/ For 2/ Against
 - b. Only Mercer Co. requires vehicles and businesses be registered in Mercer Co.
 - i. No other counties surveyed have the issue addressed in their policy
 - c. I have no recommendation.
 - d. Advisory Board OPPOSES proposal.

Mike Pifer (Pifer's Towing) Proposed the Next 9 Items

2. Limiting wreckers on the 9-1-1 list to 12 or less.
 - a. 6/For 5/Against
 - b. No other surveyed counties have a limit.
 - c. I have no recommendation.
 - d. Advisory Board OPPOSES proposal.
3. Mandatory Workers Compensation on all wrecker employees.
 - a. 5/For 5/Against
 - b. Mercer Co. requires records be kept at 9-1-1 center.
 - c. I do not want to be a wrecker authority and check compliance. I have no problem adding it but the wrecker services will have to police themselves and/or someone wants to file a complaint and at that time proof would need to be produced.
 - d. Advisory Board OPPOSES proposal.
4. Having criminal history checks be done on all wrecker employees.
 - a. 6/For 5/Against
 - b. Mon. Co. stipulates convictions of certain crimes but no background check, only enforced if complaint filed and investigated by unknown means. Mercer Co. stipulates that all wrecker services must be willing to submit to background checks and if any record found, at the discretion of the 9-1-1 Director or Sheriff, that wrecker service will be taken off list.
 - c. I have no problem with adding Mon. Co.'s language and the Sheriff's Dept. investigates any complaints.
 - d. Advisory Board RECOMMENDS adding the language set forth in the new proposed wrecker policy.

5. A nationally recognized operator certification.
 - a. 2/For 7/Against
 - b. No other surveyed counties require it.
 - c. This should be pursued on a state level.
 - d. Advisory Board OPPOSES proposal.
6. That only the wrecker service called can respond to tow.
 - a. 5/For 4/Against
 - b. Mercer Co. does not allow this.
 - c. I have no recommendation.
 - d. Advisory Board RECOMMENDS adding the language set forth in the new proposed wrecker policy.
7. That owners are only allowed one wrecker company on 9-1-1 rotation list.
 - a. 1/For 6/Against
 - b. Not surveyed. Not found in any other wrecker policy received.
 - c. I have no recommendation.
 - d. Advisory Board OPPOSES the proposal.
8. Minimum equipment is to have one tow truck and one rollback.
 - a. 5/For 6/Against
 - b. Kanawha Co., Mon. Co., and Webster Co. require both.
 - c. I have no recommendation.
 - d. Advisory Board OPPOSES the proposal.
9. One representative of the wrecker service be a member of the 9-1-1 Advisory Board.
 - a. 3/For 4/Against
 - b. Not surveyed.
 - c. I have no recommendation.
 - d. Advisory Board OPPOSES the proposal.
10. Annual inspection of all wrecker services and their storage facility.
 - a. 1/For 8/Against
 - b. The sheriff's department does minimum annual inspections in Kanawha and Mon. Counties. The 9-1-1 Director does it in Mercer County.
 - c. The inspections should be done by state (PSC) or county (sheriff's dept.) due to the fact they already monitor wrecker services in some capacity and have authoritative powers. PSC currently does annual and surprise roadside inspections of wrecker equipment. DOH will inspect wrecker yards outside of municipalities if there is a complaint.
 - d. Advisory Board OPPOSES the proposal.

Wrecker Requests Statistics last 3 months

Mary's 66/23%, Pifer's 57/20%, Rocky's 50/17%, Jerry's 39/13%, International 17/6%, Sayer's 16/6%, Vienna 16/6%, D&A 10/4%, Parkersburg 7/2%, D&M 4/1%, Tri-City 2/1%, ^{Allan's} 1/Less than 1%

Variables Include:

Location of wrecker service, availability, hours of operation, and public safety unit preference.

8.2 CTC WRECKER POLICY

8.2.1 The wrecker service must agree to the following guidelines:

- a. Must meet all requirements of the Public Service Commission.
- b. Abide by all rules/regulations set forth in these Standards and Procedures.
- c. Agree to respond to all calls given by the 9-1-1 Center. Wrecker services not having a wrecker available, not open at the time of the call or they have requested to be listed as temporarily unavailable, will be noted on the rotation log as such. A wrecker service will not pick and choose calls and if unavailable will be listed as such.
- d. A wrecker service may request, via a telephone call to the 9-1-1 Center Shift Supervisor, to be taken off the rotation list "temporarily" (up to ten days) for vehicle service, illness, or other uncontrollable reason. The wrecker service shall advise, in the same manner, when they are back in service.
- e. If a wrecker service is requesting to be taken off the rotation list for more than ten days yet less than 90 days, the service must make this request in writing with a brief description and expected in service date. To be placed back on the rotation list within this time frame the wrecker service need only advise in writing of the exact in service date and their services will be placed back on the rotation list at that time.
- f. If a wrecker service will require more than 90 days off the rotation list, the request shall be made in writing and the wrecker service will be removed from the rotation list. Once a wrecker service has been removed from the list for more than 90 days, the wrecker service must make a written request to be placed on the rotation list, accompanied by all documentation required of any new service. See subsection (h) of this section.
- g. If a wrecker service, already on the rotation has not responded to any requests for service over a period of thirty days and the 9-1-1 wrecker log confirms this, the wrecker service will be removed from the rotation list without notice. If that service later wishes to be placed back on the rotation list, they must make a written request and include an explanation. This information will be presented to the Wood County 9-1-1 Advisory Board at the regular meeting. After reviewing the information, the Advisory Board will make their recommendations to the Wood County Commission. The wrecker service will be advised of the Wood County Commission's decision.
- h. For new wrecker services or those who made a request to be taken off the list for more than 90 days: To be authorized and placed on the 9-1-1 rotation, the following must be delivered to the Director of Wood County 9-1-1 for presentation to the Wood county 9-1-1 Advisory Board. If all requested information is presented and is valid, the Advisory Board will make recommendation that the wrecker service be added to the rotation list.

Copy of Business License – State, City, Town

Copy of Approval from PSC

Location of Business – Physical and Mailing Address

Telephone number for call-out (Only one number allowed)

Owners Name, Address, Home Telephone Number

Equipment List, Type of wrecker, How many, Road Service – Availability

Proof of General Liability Insurance (Garage Keepers Insurance)

i. Any criminal conviction of the owner or any of his/her agents, within the past seven years, involving stolen or embezzled vehicles, fraud related to the towing business, stolen property, crimes against a person, or on the sexual offender's list shall be cause to remove the wrecker service from the rotation. If that service later wishes to be placed back on the rotation list, they must make a written request and include an explanation. This information will be presented to the Wood County 9-1-1 Advisory Board at the regular meeting. After reviewing the information, the Advisory Board will make their recommendations to the Wood County Commission. The wrecker service will be advised of the Wood County Commission's decision.

j. Under no circumstances shall any towing service assign, request, or otherwise subcontract another towing service to any dispatch for towing services.

8.2.2 The following are requirements for an authorized wrecker provider:

a. Must be licensed and have PSC approval at that physical address to do business – State, City, and Town.

1. Physical and mailing address
2. Telephone number at that address

b. Must have facilities to store vehicles according to the rules and regulations of the PSC/City/Town.

c. The wrecker services will be dispatched using a rotation list. However, if the closest available is requested, the Telecommunicator will use their best judgment using the established business location of the authorized wrecker services to determine wrecker location.

d. Wrecker services may be requested by name or location by or through Law Enforcement. Telecommunicators will only dispatch wreckers for our served agencies. The unit number of the person making the request will be placed on the wrecker rotation or request log. Law Enforcement units on a scene may overrule other requests if the Law Enforcement unit feels the delay may cause further problems.

e. "Scanner jumping" or just showing up on scene in an attempt to get the tow will be a violation of these Standards and Procedures.

f. A wrecker log will be maintained at the 9-1-1 Center documenting who requested the wrecker, wrecker dispatched, date time, and location of incident.

g. If an Officer places a hold on a vehicle, only that Officer or the agency he represents can release it. No telecommunicator has that authority.

8.2.3 9-1-1 DISPATCH PROCEDURES

When a wrecker or wreckers are requested, the Telecommunicator will:

a. Unless a specific wrecker service is requested, dispatch the next wrecker on the rotation list which is of the type requested. If no answer after six rings, the wrecker service will be shown not available and the next wrecker on the list will be dispatched. When contacted, the wrecker service will inform the telecommunicator if available or not and give an ETA. The 9-1-1 Center will assume no liability for the type of wrecker requested.

- b. If an Officer requests a specific wrecker service, the telecommunicator will dispatch that wrecker and record it in the Request Log: if the requested wrecker service is not available, the telecommunicator will advise the Officer and inform the Officer of the next wrecker on the rotation list. If the Officer does not make a further request the next wrecker on the rotation list will be dispatched.
- c. Wrecker Services towing a vehicle from private property at request of the property owner will contact the 9-1-1 Center on an administrative line and provide either the license plate number or VIN from the vehicle. The telecommunicator will perform an NCIC stolen vehicle inquiry (not a registration inquiry) and advise the towing company if the vehicle is listed as stolen or not.
- d. If a wrecker service is cancelled by law enforcement, the wrecker service shall be placed back at the top of the rotation list and the telecommunicator will note on the incident what unit cancelled the wrecker service. A wrecker service may contact the CTC Shift Supervisor via an administrative line to ascertain which unit cancelled them. Complaints about cancellations by a particular agency shall be addressed with that agency.
- e. This Policy does not prevent the cities of Parkersburg, Vienna, Williamstown, other municipalities or other agencies in Wood County from setting their own guidelines for wreckers. However, if set, those agencies must specify which wrecker they want dispatched as each incident occurs. Only one rotation list will be kept at the 9-1-1 Center.
- f. We all understand there may be certain situations that require dispatch of wreckers regardless of whether they are authorized or not. The owner of a vehicle may have the law enforcement officer request a non-authorized wrecker service or a law enforcement unit may require this in a case of extreme emergency. Any wrecker service not listed in the 9-1-1 rotation list is considered a non-authorized service. The telecommunicator shall document on the incident form any situation where a non-authorized service is dispatched and place the information on the request log and noted on the incident.
- g. The Telecommunicator Supervisor will note in their Daily Report any problems encountered with any wrecker service such as:

1. Continually failing to have a wrecker available when called under normal circumstances.
2. Major or continuous delays in response time.
3. Calling the 9-1-1 Center Telecommunicators and/or Supervisor with complaints about Law Enforcement units or other wrecker services. (Complaints of this nature must be handled as set forth in these Standards and Procedures.) This is not to be construed as prohibiting a wrecker service from calling in to inquire further directions or clarify and obtain additional information concerning a call. Nor does it prohibit the wrecker service from calling to speak to the supervisor concerning a problem within his or her immediate control.

8.2.4 VIOLATIONS OR COMPLAINTS

- a. Complaints against Law Enforcement, Fire or EMS agencies must be handled through the agency in question. 9-1-1 has no authority over our served agencies and therefore will not review or address complaints of this nature.
- b. Complaints against other wrecker services concerning these standards and procedures only should be worked out between the wrecker services. However, if the wrecker services are unable to work out the problem, the complaint must be presented in writing to the Director of Wood County 9-1-1. the complaint must include the date, time, location of the incident and the specific charges regarding these Standards and Procedures. All available information must be presented.
- c. When a written complaint is received concerning a violation of these Standards and Procedures, the Director or designated assistant will gather any further details available and forward this information to the Wood county 91-1- Advisory Board for their review and recommendations, if any, to the Wood County Commission. Complaints not concerning these Standards and Procedures should be forwarded to the proper authority.
- d. Upon determination a violation of these standards and procedures had been committed by a wrecker service, the Wood County Commission reserves the right to immediately remove the wrecker service from any rotation list within county control. Penalties for violation of these Standards and Procedures are as follows:

1. First offense: Written reprimand
2. Second offense: Up to 30 days suspension for the 9-1-1 wrecker rotation list.
3. If the violation is a third or subsequent offense within the same calendar year, the Wood County 9-1-1 Advisory Board , after reviewing the complaint and findings, may make recommendation to the Wood County Commission that the wrecker service be terminated from the 9-1-1 wrecker rotation list.
4. If, in the opinion of the Wood county 9-1-1 Advisory Board the violation involves gross negligence, the Advisory Board will make recommendation to the Wood County Commission that said wrecker service be removed from the 9-1-1 wrecker rotation list immediately without going through the procedures listed above. After one calendar year the wrecker service may make request to be placed back on the rotation list.
5. If a served Law Enforcement Agency requests a wrecker service be removed from the wrecker rotation and/or any call out list for reasons other than a violation of these Standards and Procedures, the agency must forward to the Director of Wood County 9-1-1 a signed, written request on agency letterhead stating the reason. The Director shall upon receipt of this Official Law Enforcement Agency. If the suspension may be long term according to the Law Enforcement Agency, the Director shall present this information to the Wood County Commission for their ruling.

8.2.5 COMPLAINTS CONCERNING DISPATCHING

If a wrecker company, for any reason, objects to the dispatching of their wrecker service, the wrecker company shall make such objection in writing within five days following the occurrence of the event and submit the objection to the Director of Wood County 9-1-1. The Director will forward this written complaint to the wood Count 9-1-1 Advisory Board for review at their regular monthly meeting. Should the Advisory Board and representative of the wrecker service not be able to resolve the objection, the wrecker service may have its objection reviewed by the Wood County Commission after requesting to be placed on the agenda for their regularly scheduled meeting. Wrecker services shall not voice their complaints to the telecommunicators or the shift supervisor.

8.2.6 WRECKER LOCATION SHEET

If an Officer requests a wrecker service by location (closest), use the wrecker location sheet to approximately determine location of the nearest service. This is determined by the company's business location.

8.2.7 MULTIPLE REQUESTS – SAME INCIDENT – NORMAL CIRCUMSTANCES

- a. When two or more wreckers are requested for a particular incident and are not by request, the telecommunicator will contact separate companies. Do not send two from the same company unless there are special circumstances similar to those in Subsection 8.2.8.
- b. If two are requested, one by name and the same company is next on the Rotation List, two from that company will be allowed.
- c. In most cases the telecommunicator will dispatch separate wreckers for each tow.

8.2.8 MULTIPLE REQUESTS – CLOSEST – SPECIAL CIRCUMSTANCES

a. Requests for the closest wrecker can only be considered as urgent. For this reason, if a unit requests two of the closest wreckers and there is obviously only one company close, then two wreckers should be attempted from the same company. However, if there are two or more companies nearly as close, then dispatch only one from a particular company and the second from another. It is impossible to make example of every type of situation or location. So only a few examples are listed to assist in directing your best judgment. Fairness to the wrecker companies has to be considered.

1. Example: Accident on Rt. 21 near Rockport, two of the closest wreckers requested. Attempt to send both from Pifer's.
2. Example: Accident near county line at Waverly, two of the closest wreckers requested. Attempt to send both from Sayer's
3. Example: Accident on I-77 between Mineral Wells and Camden Ave, tow of the closest wreckers requested, the telecommunicator should send one from Pifer's and the other from Freedom Towing.

4. Example: Multi-car tow requests in the City of Parkersburg should seldom have only one wrecker service dispatched.

8.2.9 REQUESTS DURING SEVERE WEATHER

When severe weather strikes such as snowstorms, ice storms, freezing rain, etc., it may become necessary to discontinue using the rotation list and the wrecker logs. When the requests for wreckers becomes overwhelming due to weather issues, the Supervisor or Acting Supervisor shall instruct the shift to begin Severe Weather Procedures for Wreckers. These procedures are as follows: It will not be necessary to use the Wrecker Rotation List or Wrecker Logs. Wreckers will be dispatched as needed and as available. The telecommunicator will do their best to note in the incident which wrecker responded. Once the demand for wreckers has slowed to a controllable level, the supervisor or Acting Supervisor will instruct the shift to go back to normal procedures for wrecker dispatch and logging. Entries in the Wrecker Logs and use of the Rotation List will begin where they were left. It will not be necessary to log the calls that occurred during the severe weather procedures. The Supervisor shall note the use of the Severe Weather procedure and approximate time in use on their daily report.

3/3/11
69/404

MARCH 3, 2011

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

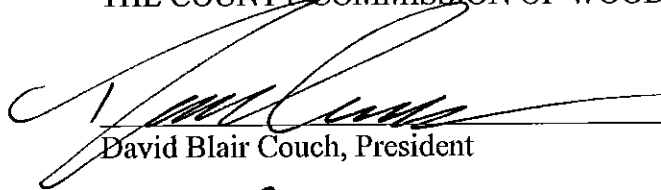
IN RE: THE COUNTY COMMISSION CALLED FOR SPECIAL SESSIONS
TO BE HELD IN REGARD TO THE PREPARATION OF THE
BUDGET FOR THE FISCAL YEAR 2011/2012.

ORDER

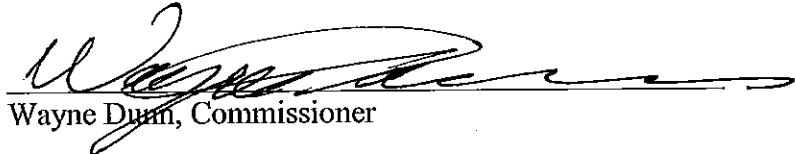
On this date, the County Commission of Wood County, in regular session, announced to all concerned, upon a motion made by David Blair Couch, seconded by Wayne Dunn and made unanimous by Stephen Gainer, that they, as a Commission, are calling for SPECIAL SESSIONS to be held March 7, 8, 9, and 14, 2011 starting at 8:30 A.M. and are being held for the preparation of the budget for the fiscal year 2011/2012 as required by Chapter 11, Article 8, Section 10 of the West Virginia Code of 1931, as amended. If needed, they will also be meeting on March 15 and 16, 2011. These meetings will be held in the County Commission Office and the Fort Boreman Room (Judge Black Annex).

APPROVED:

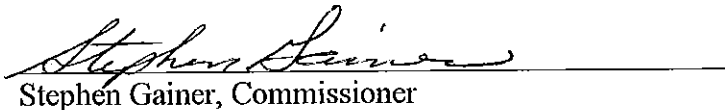
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Stephen Gainer, Commissioner

3/3/11

MARCH 3, 2011

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY ACCEPT A BID FOR THE PROPERTY FORMERLY OWNED BY ODIE WEAVER.

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 ACCEPT a bid received for property formerly owned by Odie Weaver located at 8 Thomas Run Road, Belleville, West Virginia, in the amount of five thousand fifty dollars and zero cents (\$5,050.00).

Said bid was from Mr. Marvin Foggin, 26 Short Run Road, Belleville, West Virginia.


Documentation pertaining to the aforementioned cleanup 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/1348

3/3/11
69407

MARCH 3, 2011

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY APPROVE A DONATION OF \$2,500.00 TO THE MID-OHIO VALLEY RED CROSS.


ORDER

On this date, the County Commission of Wood County, upon a motion made by David Blair Couch seconded by Stephen Gainer and made unanimous by Wayne Dunn, did hereby APPROVE a donation of two thousand five hundred dollars and zero cents (\$2,500.00) in funding for the Fairy Tale Ball honoring the WV Army National Guard 1092nd Engineer Battalion and the 104th Aviation Unit.

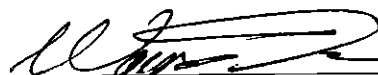
Said expenditure will be paid out of the Wood County General Fund lottery line item.

APPROVED:


THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Stephen Gainer, Commissioner

3/3/11
69/407

MARCH 3, 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 THE VICTIMS OF CRIME ACT PROGRAM
GRANT.

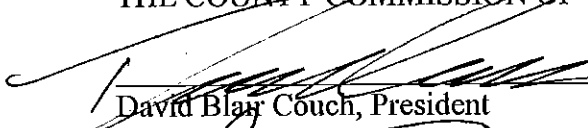
ORDER

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 the Victims of Crime Act Program
Grant. Said Application is with the West Virginia Division of Justice and Community Services
in the amount of sixty-one thousand four hundred seventy-five dollars and zero cents
(\$61,475.00).

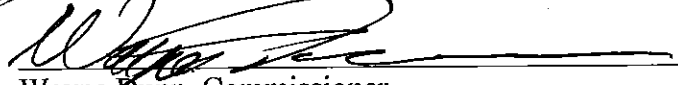
A copy of said Application is attached to this Order and should be made a part thereof.

APPROVED:

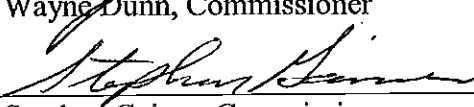
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Stephen Gainer, Commissioner

M/1351

3/3/11
69/407

Victim of Crime Act (VOCA) Victim Assistance Grant Program Application	General Administrative Information Page 1
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Applicant Agency: Wood County Commission Address: 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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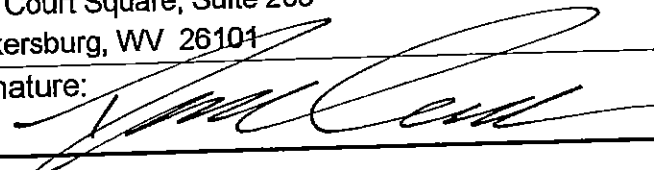
Project Director: Toni Tiano Address: Wood County Courthouse One Court Square, Suite 203 Parkersburg, WV 26101 Phone: 304/428-7760 Fax: 304/485-2925 Email: tianoknopp@suddenlink.net	Fiscal Officer: Jamie Six Address: Wood County Clerk One Court Square Parkersburg, WV 26101 Phone: 304/424-1850 Fax: 304/424-1970 Email: jamiesix@woodcountywv.com
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Amount Requested: **\$61,475.00** Amount Awarded:
 Project Period: **July 1, 2011 – June 30, 2012**

Percent Breakdown by Crime Category: 80 Domestic Violence 15 Sexual Assault 5 Child Abuse Underserved Pop.	Number of years previously funded: <u>15</u> Estimated number of victims to be served by grant: <u>3,000</u>	Geographic Area Served: County(ies): Wood Population: 86,915 Rural/Urban: Urban
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Project Title: Wood County Prosecuting Attorney's Victims Advocate Program
Project Description: This project will involve the hiring of a full-time Victims Advocate and a full-time Victims Advocate Assistant to serve an estimated 3,000 victims in Wood County.

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: 3.3-2011

Victim of Crime Act (VOCA) Victim Assistance Grant Program Application

**Budget Summary
Page 2**

Applicant: **Wood County Commission**

FEIN Number: **556 000 417**
DUNS Number: **103819496**

Category	VOCA Requested Funds	Other Funds	Total Budget
Personnel / Contractual	\$61,475.00	\$15,368.00	\$76,843.00
Travel / Training	0	0	0
Space		0	0
Other	0	0	0
Totals	\$61,475.00	\$15,368.00	\$76,843.00

Funding Strategy

Funding Source(s)	Amount	Status
VOCA Application	\$61,475.00	A
Wood County Commission/Wood County Prosecuting Attorney's Office	\$15,368.00	C
Total	\$76,843.00	

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

Victim of Crime Act (VOCA) Victim Assistance Grant Program Application

**Budget Detail by Category
Page 3**

Detailed Project Cost by Budget Category	Requested VOCA Funds	Other Funds	Recommendation
			DJCS Use Only
<u>Personnel / Contractual</u>			
Victims Advocate – Tiffany Kiger - \$11.47/hour x 2080 hours	\$23,850		
Victims Advocate Health Insurance \$200/month x 12 months	\$2,400		
Assistant Victims Advocate – Vacant – \$12.02/hour x 2080 hours	\$25,000		
AVA Health Insurance - \$500/mo. x 12 months	\$6,000		
AVA Retirement - \$25,000 x .105	\$2,625		
AVA Workers Comp. - \$25,000 x .022	\$550		
AVA FICA - \$25,000 x .042	\$1,050		
<u>MATCH</u>		\$9,443	
VA - \$4.54/hour x 2,080 hours			
VA – Health Insurance - \$300/mo. x 12 months		\$3,600	
VA – Retirement - \$23,850 x .105		\$2,335	
VA -			
<u>Travel / Training</u>			
<u>Space:</u>			
<u>Other</u>			
Total Requested VOCA Funds	\$61,475.00		
Total Other Funds		\$15,368.00	
Total of Recommendation (DJCS Only)			

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.

GRANT FUNDS:

Personnel/Contractual:

A total of \$61,475.00 is being requested for the full-time Victims Advocate and the full-time Assistant Victims Advocate. The Victims Advocate is currently Tiffany Kiger who is a full-time Wood County employee and as such receives all the benefits and insurance of a Wood County employee. The VOCA funds requested for this position - \$23,850 - will go towards paying a portion of Ms. Kiger's salary. The request is \$11.47/hour x 2,080 hours for a total of \$23,850.

The monthly cost for health, vision, life, and dental insurance is estimated to be \$500/month or \$6,000/year. The VOCA grant will pay \$200/month or \$2,400/year towards this cost.

The Assistant Victims Advocate position is being requested to be a full-time position and to become a County employee. The annual salary being requested for this position is \$25,000 or \$12.02/hour.

Grant funds are also being requested for the benefits and insurance associated with this position. The cost for health, dental, life, and vision insurance is estimated to be \$500/month or \$6,000/year. Benefits costs are as follows: retirement - $.105 \times \$25,000 = \$2,625.00$; workers comp. - $.022 \times \$25,000 = \550.00 ; and FICA - $.042 \times \$25,000 = \$1,050.00$

MATCH FUNDS

Personnel/Contractual

A total of \$15,368 will be provided in match funds in the personnel/contractual line item. All of these funds will come from personnel costs paid by the Wood County Prosecuting Attorney's Office for the Victims Advocate.

Salary: The Victims Advocate is paid \$4.54/hour more than the grant allocates. This equals - $\$4.54/\text{hour} \times 2,080 \text{ hours} = \$9,443$.

Insurance: Wood County pays the remaining amount of the Victims Advocate's health, dental, life, and vision insurance. The monthly amount is estimated to be \$500 of which the VOCA funds pay \$200. The remaining amount - $\$300/\text{month} \times 12 \text{ months} = \$3,600$ - is paid by the County and will be match.

Benefits: Wood County will also pay the benefits associated with the Victims Advocate position. Retirement is .105 of salary cost or \$2,504. However, only \$2,335 is necessary to meet the required match total.

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, volunteer utilization and recruitment plan, and plan of sustainability of project. Attach additional pages if necessary.

A. Problem Statement. The Wood County Prosecuting Attorney's Office and the Wood County Magistrate deal with a tremendous amount of cases each year – together over 6,000 cases. The Prosecuting Attorney's Office, on average, deals with 600 felony cases per year while the Magistrate Court has approximately 5,500 cases per year. Of these Magistrate cases over 55 percent of them involve a victim who is in need of services.

Before the Wood County Prosecuting Attorney's Office began the Victims Advocate Program in 1996, there was no one who was always looking out for the best interest of the victim and providing them with information on not only their case but also information on appropriate services. As a result, the victim often felt lost in the system and many times did not have information as to when hearings were to be held, what the next steps were, and changes in dates, strategies, and locations. Often times, the offender was better informed about the legal system and what was going to happen than the victim.

However, since the Victims Advocate Program began Wood County victims have become much better informed on the specifics of their case and what is going to happen. They are also now provided with information on services that may assist them and either the Advocate or the Assistant Advocate explains how they can receive the services. Victims now have a person they can contact if they have a question on something or sometimes just want to talk to about their situation. This program has allowed victims to become much more active in their cases and allows them to feel that they are being treated more fairly and are part of the entire process.

The number of victims served by this Program has grown tremendously over the past fourteen years. The program began its first year in 1996 with 229 victims. However, this number has increased over the years to some years having as many as 3,766 victims being served. On average, approximately 2,500 victims are served per year.

The number of services provided to these victims has been remarkable as they have increased from 382 in 1996 to a high of 9,307. However, over the past five years the number of service per year has averaged almost 6,200.

During the past year, the Victims Advocate Program served 3,584 victims and provided 7,035 services. This works out to almost 300 victims a month or at least 10 per day. Without this Program very few of these victims would have been aware of or received these services as well as the necessary information on their case.

While numbers are kept on the number of victims that participated in the Program, these numbers do not include the members of the victims' families who

also directly, or indirectly, benefited from these services and the assistance provided to the victim. If somehow these individuals were included, the numbers would at least triple.

B. Underserved Population. The Wood County Victims Advocate Program will be coordinating efforts with the Wood County STOP Team with regards to the underserved population that will be served during this grant year - sexual assault victims.

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 Victims Advocate and Assistant hope 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 Victims Advocate will work with others to concentrate efforts with the two local hospitals regarding the lack of sexual assault procedures. It was hoped to accomplish this earlier. 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.

The Victims Advocate Program will work with the County law enforcement agencies to ensure that she is contacted when they have an offense that fits into this category. If the Victims Advocate has the ability to contact these victims immediately, she is able to ensure that they are properly treated and is able to explain to them their options and rights before the offender gets to them and is able to get them to change their mind.

In addition, the Victims Advocate will also work with the STOP Team regarding the various trainings they are proposing to undertake. Again, information will be provided as to what a person should do if these crimes occur to them and the services and assistance that can be provided by the Victims Advocate.

C. Limited Language Proficiency. While the vast majority of the clients served by the Victims Advocate Program do not have a problem with the English language, the Victims Advocate Program does have a plan in place to assist anyone who has a limited English proficiency.

The Wood County Prosecuting Attorney's Office has 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. Volunteer Recruitment and Utilization Plan. Wood County's Victims Advocate Program has utilized volunteers since its inception and plans to continue this policy. During this upcoming year, contact will be made with the colleges in the area to recruit volunteers who are interested in doing an internship with the Program. This has proven to be successful over the past years and should continue to be so. However, with the interns they are usually only with the Program for a semester, and the Program then recruits students for another system.

In addition to recruiting volunteers from the local colleges, the Victims Advocate Program will also work with the Volunteer Action Center to recruit volunteers. The Volunteer Action Center maintains a list of individuals who are interested in performing volunteer work and is able to match the appropriate individual with the right agency.

The Victims Advocate will also contact the Retired Senior Volunteer Program to recruit volunteers. This program works with seniors who are interested in volunteering, and in some instances, they are able to pay these individuals.

During the course of the grant year, the Victims Advocate Program averages four volunteers. These volunteers perform a lot of clerical functions that help out the Advocate and Assistant. Some of these include filing, sending out surveys and compiling results, organizing files, and answering the telephone.

E. Program Description and/or Solution to the Problem. The overall goal of this program is to provide the appropriate services and information to victims of crime in Wood County. This is provided by the Victims Advocate and the Victims Advocate Assistant working with the victims. Contact is made with these victims as soon as the Victims Advocate Program becomes aware of the case. The vast majority of these cases occur in Magistrate Court, so the Victims Advocate and Assistant spend a considerable amount of time in this Court.

When a victim is met with, the Victims Advocate or Assistant explains the legal process to the victim and what they can expect to happen over the next few weeks or months. They explain to them what the various hearings are about, when they will be held, what they need to do, etc. They also help the victims with their testimony. In many cases the victims are nervous, and the Advocate will sit with them prior to their testimony to help them cope. Also, sometimes the victims have no other support while the offender will have an attorney. The victim is able to lean on the Advocate for support and guidance during their process.

The Victims Advocate and Assistant also provide the victim with information on various services that are available to assist them as well as information on the Victim Compensation Claim Forms. Many of them are not aware of these various services or the compensation claim. The Victims Advocate and Assistant keep abreast of the various programs that are available as well as any particular program requirements. This way they are able to provide the victims with correct information.

Also by having a Victims Advocate and Assistant, the victims are provided with someone they contact if they have a question, don't understand something, or just need someone to talk to about their situation. Unfortunately without these individuals there would not be anyone available in the Prosecuting Attorney's Office that would be able to provide all these services to victims.

The Program has had an impact on the crime victims in Wood County as last year 3,584 victims received 7,035 services. Without this Program there would have been no one available who could have provided these victims with information regarding, but not limited to, transportation needs, emergency financial assistance, counseling, shelter, legal advocacy, and assistance filing compensation claim forms. Because of this large and increasing number of victims and the services they receive, it is being proposed to increase the position of the Assistant Victims Advocate from a part-time contractual position to a full-time position. Currently the Assistant works approximately 20 hours per week so for at least half the time the only assistance available is from the Victims Advocate. At times the Advocate may be in a trial or hearing and is not able to serve other victims who are going thru Magistrate Court or who are calling with questions and/or concerns. Or, if the Advocate is sick or on vacation, there is no one available after the Assistant works her part-time hours. A full-time Assistant would enable more victims to be served and more services to be provided.

The supervision of the Victims Advocate and the Assistant Victims Advocate is provided by the Prosecuting Attorney. The Victims Advocate answers directly to the Prosecuting Attorney who is a hands-on manager and is aware of what the Victims Advocate and Assistant are working on. He is available for them to discuss things with, and he provides appropriate suggestions and directions as to how to deal with certain situations.

Volunteers are used with this Program, and on average there are four volunteers per year. The volunteers assist with a lot of the clerical work items such as filing, answering the telephone, compiling survey results, etc. As a result of these

volunteers providing these services, it enables the Victims Advocate and Assistant more time to assist the victims with their needs.

F. Collaboration. The Victims Advocate Program works with various agencies throughout the County. One of the main agencies that it works with is the Family Crisis Intervention Center as many of the victims served are domestic violence or sexual assault victims. The Program also collaborates with the various law enforcement agencies in the County as they both have a vested interest in the case.

Other agencies that the Victims Advocate Program collaborates with include the West Virginia Department of Health and Human Resources, Westbrook Health Services, Camden Clark Memorial Hospital, St. Joseph's Hospital, West Virginia Victims Compensation Program, Voices for Children - Court Appointed Special Advocates, West Virginia Division of Corrections Victim Services, Wood County STOP Team, Children's Home Society of West Virginia, Mothers Against Drunk Driving, 9-1-1 Center, Wood County Multi-Disciplinary Team, Wood County Day Report Center, and Wood County Magistrates.

In addition to the agencies listed above and the Memorandums of Understanding included with this application, the Victims Advocate Program also collaborates with other agencies that can provide services or assistance to the victims. Some of these include churches for emergency financial assistance, legal aid, and various counseling agencies.

G. Plan of Sustainability. If VOCA funds were eliminated, Wood County would seek to obtain funding from other sources in order to continue this valuable program. Contact will be made with the Wood County Commission to seek additional funding for the Prosecuting Attorney's Office in order to retain these two positions. The County currently pays a portion of the Advocate's salary and insurance, and her benefits.

Wood County would also search for other grant funding opportunities for the Program through grants.gov, state funded programs, and private foundations. The Prosecuting Attorney is strongly committed to this program and the benefits it provides. He will do everything he can to continue this Program which will continue to maintain the various collaboration efforts the Office has developed through this Program.

Victims of Crime Act Victim Assistance Grant Program Application

Supplementary Goals and Objectives Form *6-A*

Goal Number: 1 Throughout the 2011-2012 grant year, victims in Wood County will be provided with services through the County's Victims Advocate Program.

Objective Number: 1 By the end of the grant year, a total of 3,000 Wood County victims will receive services by either the Victims Advocate or the Assistant Victims Advocate.

Outcome Measure: This data will be collected on a monthly basis from the data reports completed by both the Advocate and the Assistant.

Activities to meet objective: Timeline for each activity:

- | | |
|---|---|
| <p>1. Cases presented to the Prosecuting Attorney's Office and/or the Magistrate Court will be reviewed by either the Victims Advocate or the Assistant.</p> <p>2. Contact will be made with each victim to provide information and to determine what assistance/services are needed. Contact will be made by either the Advocate or the Assistant.</p> <p>3.</p> <p>4.</p> | <p>1. On-Going</p> <p>2. On-Going</p> <p>3.</p> <p>4.</p> |
|---|---|

Objective Number: 2 A minimum of 5,500 services will be provided to Wood County victims throughout the grant year.

Outcome Measure: The monthly data reports prepared by the Victims Advocate and the Assistant will provide this information at the conclusion of the grant year.

Activities to meet objective: Timeline for each activity:

- | | |
|---|---------------------------------------|
| <p>1. The Advocate and/or the Assistant will provide the appropriate services and/or referrals for each victim.</p> <p>2. The victims will be assisted by either the Advocate or the Assistant with the completion of Victims Compensation Forms.</p> | <p>1. On-Going</p> <p>2. On-Going</p> |
|---|---------------------------------------|

Victims of Crime Act Victim Assistance Grant Program Application

Supplementary Goals and Objectives Form 6-B

Goal Number: 3

During the grant year, the Victims Advocate and the Assistant will emphasize the underserved population – victims of sexual assault.

Objective Number:

1

At the conclusion of the grant year, at least 100 sexual assault victims will be contacted and provided with appropriate and applicable services.

Outcome Measure:

Monthly data reports will provide information on the number of sexual assault victims contacted and the type of services which they received.

Activities to meet objective:

Timeline for each activity:

1. The Victims Advocate and/or the Assistant will be notified when there is a sexual assault case.
2. The Victims Advocate and/or the Assistant will attempt to contact the victim and provide information and appropriate services.
- 3.
- 4.

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

Objective Number: _____

Outcome Measure:

Activities to meet objective:

Timeline for each activity:

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

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

Victims of Crime Act Victim Assistance Grant Program Application	Supplementary Goals and Objectives Form 6-C
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Goal Number: <u>2</u>	During the grant year, citizens and students will be provided with opportunities to assist victims.
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Objective Number: 1 At the conclusion of the grant year, at least 300 hours of volunteer service will be provided by at least four volunteers.

Outcome Measure: Time sheets will be maintained by each of the volunteers who participate in the Program.

Activities to meet objective: Timeline for each activity:

- | | |
|--|-------------|
| 1. Contact will be made with appropriate area colleges and universities to solicit interns/volunteers for the Program. | 1. On-Going |
| 2. Contact will be made with appropriate social service agencies – Volunteer Action Center, Senior RSVP – to solicit volunteers for the Program. | 2. On-Going |
| 3. Volunteers will be provided with a description of their job duties and will be overseen by the Advocate and the Assistant. | 3. On-Going |
| 4. | 4. |

Objective Number: _____

Outcome Measure:

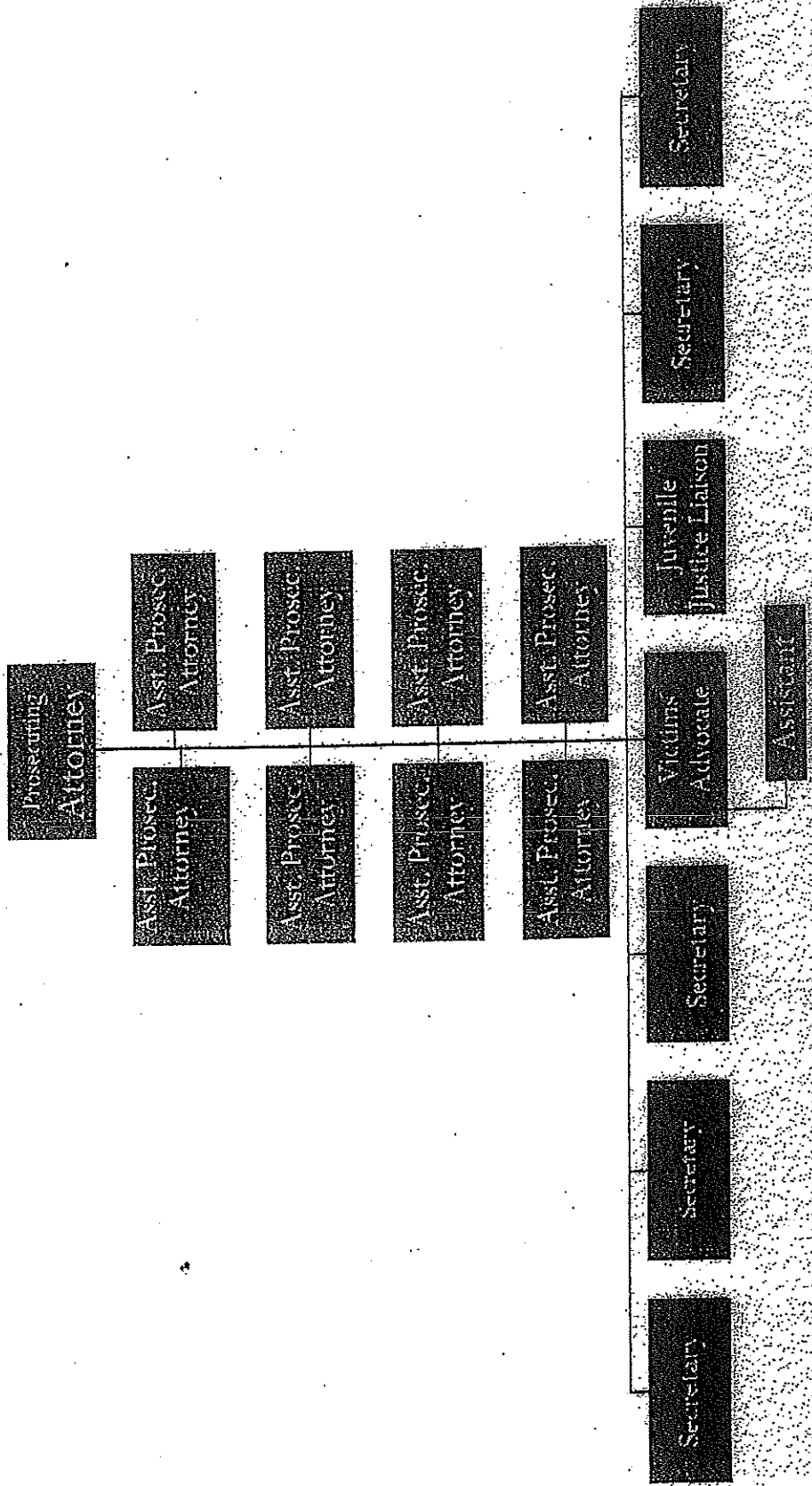
Activities to meet objective: Timeline for each activity:

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

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.

Please see attached organizational chart.

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
Vacant	Assistant Victims Advocate		VOCA Grant
Rhea Guice	Secretary	\$40,805	General Fund
Maryann Copeland	Secretary	\$25,000	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

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, applicable certificates and licenses, and other supporting documentation for each position filled.

The Victims Advocate position in the Wood County Prosecuting Attorney's Office is a full-time position. The current Victims Advocate is Tiffany Kiger who has been with in this position since November 2009. It is anticipated she will continue with this position during the upcoming grant year.

If the position did become vacant, the Prosecuting Attorney would post the job availability and its requirements within house. This will allow for interested applicants within the Wood County government to apply for the job. Interviews will be conducted with those deemed qualified for the position. Based upon these interviews, references and others items will be checked. If it is decided there is no one in-house qualified for this position, then it will be advertised in the local newspapers.

In this instance, a help wanted ad will be developed and placed in the local newspapers. Resumes will be solicited and reviewed with three – five candidates selected for interviews. After the completion of these interviews references and other items will be checked, and the position will be offered to the best candidate.

A copy of this job description and Ms. Kiger's resume are attached.

With regards to the Assistant Victims Advocate position, it is currently vacant as Maryann Copeland, the former Assistant Victims Advocate, is now employed as a full-time secretary within the Prosecuting Attorney's Office. The position of Assistant Victims Advocate is currently a part-time position; however, it is hoped it will become full-time with the submission of this grant application.

The Wood County Prosecuting Attorney's Office is in the process of interviewing candidates for the current part-time Assistant Victims Advocate position after an ad was placed in the local newspapers. It is assumed whoever accepts this position will continue on thru the new grant year. If the position becomes full-time, it will be offered to the part-time Assistant.

If for some reason the part-time Assistant does not wish the full-time position or leaves for some other reason throughout the grant year, the same hiring procedure which is used for the Victims Advocate will be used for the Assistant Victims Advocate position. A copy of the job description is enclosed.

JOB DESCRIPTION VICTIMS ADVOCATE

GENERAL DESCRIPTION OF DUTIES

The Victims Advocate will administer a Program that will deliver services to victims/witnesses in the criminal justice system. Particular emphasis will be placed on those victims of rape/sexual assault, spousal abuse, and child abuse cases and on felony cases in the Wood County Prosecuting Attorney's Office.

These services will include, but not be limited to, the following:

- Meet with individuals on an as-needed basis,
- Assist the victims in obtaining restitution and recovery of property used as evidence,
- Serve as a liaison between the victim and the various agencies involved with the case,
- Recruit and supervise volunteers,
- Collect and record data on the number and amount of services provided,
- Assist crime victims at judicial proceedings, particularly felony cases,
- Provide referrals to victims to the appropriate agencies,
- Perform public speaking engagements to schools, groups, etc., and
- Supervise the Victims Advocate Assistant.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of West Virginia Law; the ability to work with victims; the ability to collect data and prepare reports; the ability to communicate clearly and concise, both orally and written; the ability to establish and maintain effective working relationships with community social service organizations and agencies, fellow employees, and the public; and the ability to meet deadlines.

ACCEPTABLE EXPERIENCE AND TRAINING

Graduation from an accredited college or university with a degree in criminal justice, counseling, psychology, social work, or a related field; and a minimum of one year experience working in a related field; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Tiffany R. Kiger
1701 Spring Street
Parkersburg, WV 26101
(304) 615-7138
tkiger@woodcountywv.com

Education

West Virginia University, Morgantown, WV
Eberly College of Arts and Sciences
Bachelor of Arts in Political Science, May 2003

Relevant Work Experience

Wood County Prosecuting Attorney's Office (December 2006-November 2009)

- Juvenile Justice Liaison
 - Work with the Court, Juvenile Probation, and Wood County Schools
 - Provide service working with families and victims
 - Community service follow-up
 - Coordinate Coalition Team meeting for State Grant purposes
 - Monthly State Grant Reporting.

WCHS/FOX 11 Television, Charleston, WV (December 2005-November 2006)

- Account Executive
 - Creating and presenting advertising ideas to area businesses
 - Attracting and closing advertisers to promote themselves via television
 - Attain budgeted revenue goals
 - Prospecting customers and generating leads

Standard Distributing, Charleston, WV (February 2004-December 2005)

- Sales Representative
 - Responsible for the addition of new accounts
 - Maintenance of existing accounts
 - Coordinator of promotional wine tasting events
 - Representation of various wineries and their products

JOB DESCRIPTION

ASSISTANT VICTIMS ADVOCATE

GENERAL DESCRIPTION OF DUTIES

The Assistant Victims Advocate will work under the supervision of the Victims Advocate in the delivery of services to victims/witnesses in the criminal justice system. Particular emphasis will be placed on working with individuals involved in the Wood County Magistrate Court System.

These services will include, but not be limited to, the following:

Notification to the victims of the dates and status of cases,

Location and notification of witnesses,

Assist the Victims Advocate in maintaining communication with various public and private agencies,

Assist the Victims Advocate with the proper handling of Court documents and records,

Assist crime victims at judicial hearings, particularly at Wood County Magistrate Court,

Refer crime victims to appropriate agencies for assistance, and

Provide transportation assistance to victims/witnesses to judicial proceedings, Domestic Violence Shelter, etc.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of West Virginia Law; the ability to work with victims; the ability to collect data and prepare reports; the ability to communicate clearly and concise, both orally and written; the ability to establish and maintain effective working relationships with community social service organizations and agencies, fellow employees, and the public; and the ability to meet deadlines.

ACCEPTABLE EXPERIENCE AND TRAINING

Graduation from an accredited college or university with at least an associate degree in criminal justice, counseling, psychology, social work, or a related field; and a minimum of one year experience working in a related field; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

**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
SERVICES**

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.lep.gov.

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

STANDARD CONDITIONS AND ASSURANCES

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/gjxdm.

**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:

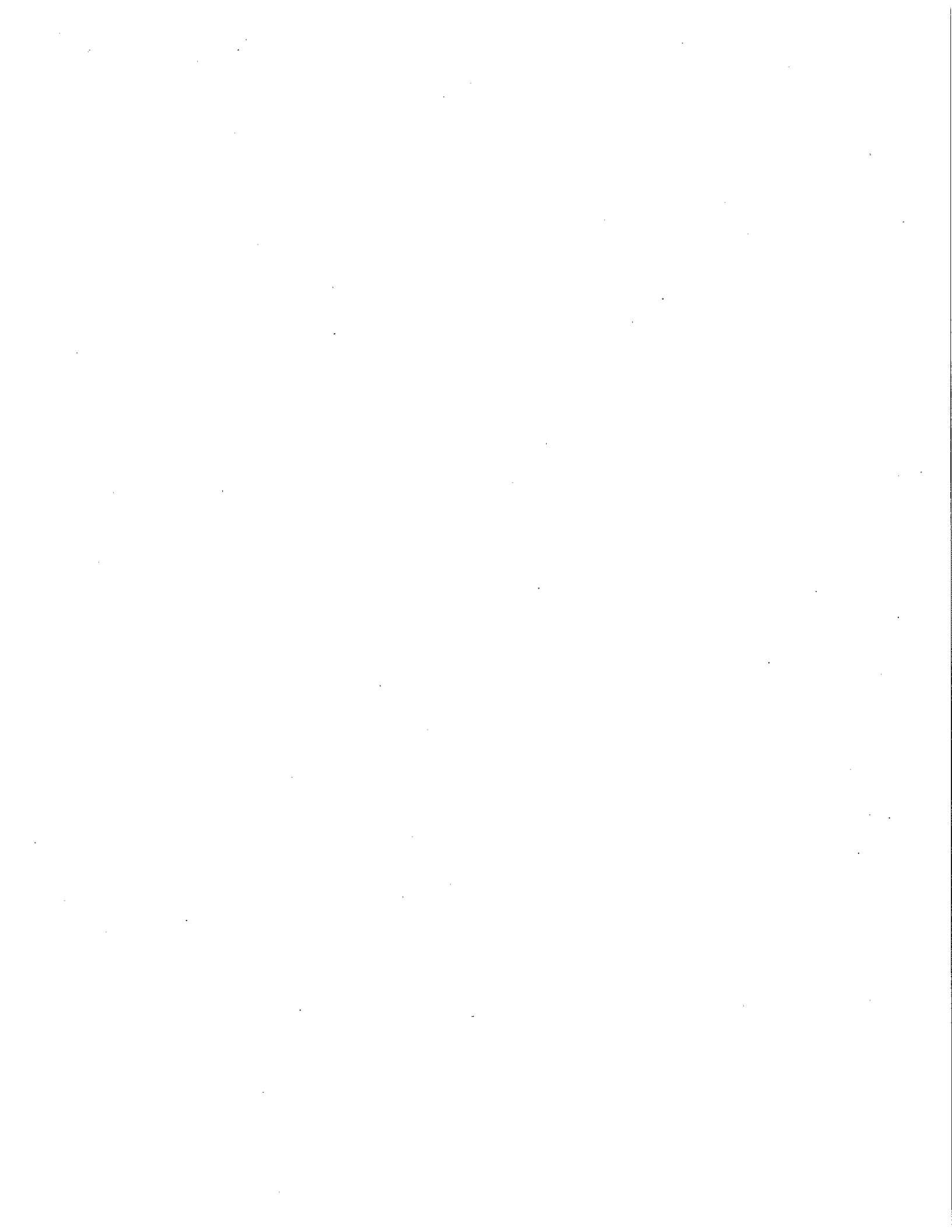
Grantee agrees to comply with the financial and administrative requirements as set forth in the current edition of the OJP Financial Guide.

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**

**VICTIM OF CRIME ACT (VOCA) 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) VOCA 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 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. Sub-grantee also agrees to collect and maintain Civil Rights 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. All surveys/evaluations will include the two following outcome measures: (1) Victim safety, (2) Public awareness, results will be required on the VOCA Annual Performance Report.

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). Client information should only be accessible to authorized direct service staff of the funded program. All programs who also receive funds under the STOP Violence Against Women Act (VAWA) must adhere to all confidentiality requirements under the Violence Against Women Reorganization Act of 2005.

63. NOTIFICATION OF VICTIM COMPENSATION PROGRAM:

Applicant 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:

Applicant 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**

**VICTIM OF CRIME ACT (VOCA) GRANT
SPECIAL CONDITIONS AND ASSURANCES**

65. ADMINISTRATIVE MANUAL:

All pertinent information in regard to the Victim of Crime Act 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 applicant receiving VOCA 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 VOCA 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 VOCA 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 VOCA-funded staff positions/volunteers) may be required to attend training workshops deemed critical by DJCS.

67. VOCA 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 VOCA 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 VOCA 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 and inter agency agreements in a Memorandum of Understanding (MOU); copies of interagency agreements and referral Memorandum of Understanding are to be submitted with the application.

69. HIRING PROCEDURES:

Hiring procedures outlined in the grant application should be followed in hiring VOCA 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 VOCA grant-funded staff positions.

70. EQUAL TREATMENT FOR FAITH-BASED ORGANIZATIONS:

Such organizations receiving VOCA 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. VOLUNTEERS:

The applicant must utilize at least one volunteer during the grant period, as well as VOCA-funded staff to implement the grant project

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 Victim of Crime Act.

**WEST VIRGINIA
DIVISION OF Justice and Community
Services**

**VICTIM OF CRIME ACT (VOCA) 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. BOARD OF DIRECTORS:

Non-profit agencies are required to maintain a Board of Directors 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. Board Meeting minutes must be submitted with corresponding monthly reports. All state and local government agencies must submit any county commission minutes (which discuss the sub-grant or VOCA staff) or advisory board meeting minutes with the corresponding monthly reports

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)

**Victim of Crime Act (VOCA) Victim
Assistance Grant Program Application**

**Organization Budget
Attachment A**

Please use this page or attach to this page an agency-wide annual operating budget. An organization budget should be submitted for each agency requesting funding.

Please see attached.

WOOD COUNTY
FISCAL YEAR JULY 1, 2009 - JUNE 30, 2010

Account Number	REVENUE RECAP	General Fund		Coal Severance Tax		
		Budgeted Revenues		Budgeted Revenues		
		2008 - 2009	2009 - 2010	2008 - 2009	2009 - 2010	
280	299	Beginning Balance, July 1st	1,716,198	700,000	108,000	115,000
301	302	Taxes	11,570,849	11,636,302		
303	312	Other Taxes	1,400,000	1,215,000	150,000	150,000
317	319	Licenses & Permits	34,100	36,750		
322	325	Intergovernmental	162,874			
327	350	Charges for Services	534,572	547,000		
361	361	Fines	195,000	210,000		
362	365	Interest	50,000	50,000	700	700
366	385	Miscellaneous	561,660	555,500		
388	399	Transfers	2,738,299	2,752,161		
		Grand Totals - Revenues	18,963,552	17,702,713	258,700	265,700

Account Number	EXPENDITURE RECAP	General Fund		Coal Severance Tax		
		Budgeted Expenditures		Budgeted Expenditures		
		2008 - 2009	2009 - 2010	2008 - 2009	2009 - 2010	
401	699	General Government Expenditures	9,228,808	8,066,187		
698	698	Transfers				
700	799	Public Safety Expenditures	8,079,758	7,997,215		
800	899	Health & Sanitation Expenditures	168,735	171,285		
900	949	Culture & Recreation Expenditures	972,203	883,313		
950	959	Social Services Expenditures	46,750	51,250		
960	999	Capital Projects Expenditures	467,298	533,463	258,700	265,700
		Grand Totals - Expenditures	18,963,552	17,702,713	258,700	265,700

STATE OF WEST VIRGINIA
WOOD COUNTY, WEST VIRGINIA

I, Jamie Six, CLERK OF THE COUNTY COMMISSION OF SAID COUNTY, DO HEREBY CERTIFY THAT THE FOREGOING ARE TRUE COPIES FROM THE RECORD OF ORDERS MADE AND ENTERED BY SAID COMMISSION ON THE 26 DAY OF MARCH 2009

Jamie Six

(Signature)

**Victim of Crime Act (VOCA) Victim
Assistance Grant Program Application**

**Membership List of Governing Board
Attachment B**

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).

David Blair Couch
President
Wood County Commission
One Court Square, Suite 203
Parkersburg, WV 26101
304/424-1984
304/424-1970 – fax

Dr. Wayne Dunn
Commissioner
Wood County Commission
One Court Square, Suite 203
Parkersburg, WV 26101
304/424-1984
304/424-1970 – fax

Steve Gainer
Commissioner
Wood County Commission
One Court Square, Suite 203
Parkersburg, WV 26101
304/424-1984
304/424-1970 – fax

**Victim of Crime Act (VOCA) Victim
Assistance Grant Program Application**

**Memorandum of Understanding
Attachment D**

Please attach in this section a memorandum of understanding between all Victim Service Providers in the Program's Service area and other key agencies that demonstrate interagency linkages in providing services. The MOU must clearly identify each agencies responsibility to the VOCA Project and must be signed (original signatures) by individuals of authority from each agency

Please see attached.

Memorandum of Understanding

The Wood County Prosecuting Attorney Office
Victim Assistance Program

And

The West Virginia Division of Corrections Victim Services

The aforementioned parties hereby agree to provide professional service to victims of crime throughout the judicial process. The undersigned agree to pledge a continuing commitment to work together to protect and serve victims of crime with respect, dignity and confidentiality; to provide information to the victim of crime the status of their case; to provide emotional support and to educate the client of the emotional cycle of the crime victim and their families; to insure the Victim of their rights under the Victims of Crime Protection Act of 1984.

Mission Statement- Wood County Victim Assistance Program

It is the mission of the Wood County Victim Assistance Program to help victims of crime in achieving justice with compassion, dignity and respect; To provide aid in the recovery of emotional healing, monetary loss, and to secure justice for a safer community; and to implement the Victims of Crime Protection Act of 1984.

This Memorandum of Understanding has been agreed upon by:

Wood County Victim
Victim Assistance Program



The West Virginia Division of
Corrections Victim Services



Memorandum of Understanding

**The Wood County Prosecuting Attorney Office
Victim Assistance Program
And
Family Crisis Intervention Center, Wood County**

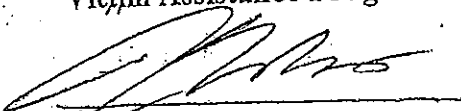
The aforementioned parties hereby agree to provide professional service to domestically abused or assaulted victims and/or sexually assaulted victims of crime throughout the judicial process. The undersigned agree to pledge a continuing commitment to work together to protect and serve victims of crime with respect, dignity and confidentiality; to provide information to the victim of the status of their case; to provide emotional support and to educate the client of the emotional cycle of the crime victim and their families; to insure the victim of their rights under the Victims of Crime Protection Act of 1984.

Mission Statement - Wood County Victim Assistance Program


It is the mission of the Wood County Victim Assistance Program to help victims of crime in achieving justice with compassion, dignity and respect; to provide aid in the recovery of emotional healing, monetary loss, and to secure justice for a safer community; and to implement the Victims of Crime Protection Act of 1984.

This Memorandum of Understanding has been agreed upon by:

Wood County Prosecuting Attorney's Office
Victim Assistance Program


Signature

Family Crisis Intervention Center
Wood County


Signature

Memorandum of Understanding

The Wood County Prosecuting Attorney's Office
Victim Assistance Program
And
Voices for Children Foundation's CASA


The aforementioned parties hereby agree to provide professional services to abused and neglected children throughout the judicial process. The undersigned agree to pledge a continuing commitment to work together to protect and serve victims of crime with respect, dignity and confidentiality; to provide information to the victim and victim's guardian or parent of the status of their case; to provide emotional support and education to the client of the emotional cycle of the crime victim and their families; and to ensure the victim of their rights under the Victims of Crime Protection Act of 1984.

Mission Statement - Wood County Victim Assistance Program


It is the mission of the Wood County Victim Assistance Program to help victims of crime in achieving justice with compassion, dignity and respect; to provide aid in the recovery of emotional healing, monetary loss, and to secure justice for a safer community; and to implement the Victims of Crime Protection Act of 1984.

This Memorandum of Understanding has been agreed upon by:

Wood County Prosecuting Attorney's Office
Assistance Program


Signature

Voices for Children Victim
CASA
Wood County


Signature

**Victim of Crime Act (VOCA) Victim
Assistance Grant Program
Application**

**IBR Compliance
(City and County Commission only)
Attachment F**

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. **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.



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

Earl Ray Tomblin
Governor

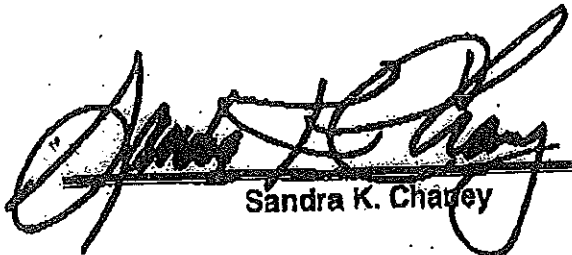
Colonel T S Pack
Superintendent

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 Sheriffs Department* was current in submitting Incident Based Reporting (IBR) information to the West Virginia State Police as of the date shown above.

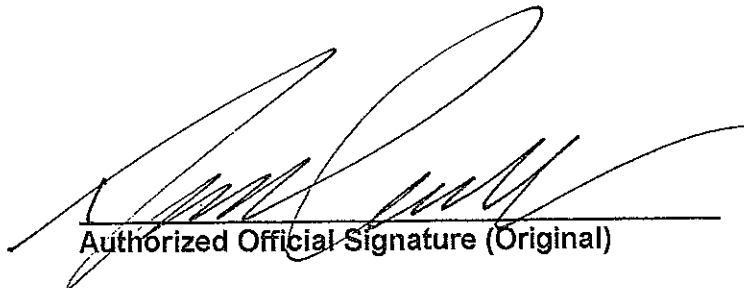

Sandra K. Chapey

**Victim of Crime Act (VOCA) Victim
Assistance Grant Program
Application**

**Central Contractor Registration
Certification Form
Attachment G**

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 Central Contractor Registration (CCR) as specified in the Standard Conditions and Assurances and various our agencies registration is updated and current. This information will be available upon request.



Authorized Official Signature (Original)



Project Director's Signature (Original)