

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

IN RE: MINUTES OF MEETING HELD
THURSDAY, APRIL 12, 2012

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 April 2 and 5, 2012.

AGENDA AND DISCUSSION ITEMS

At 10:25 A.M., the County Commission approved the sponsoring of a JAG grant application.
(Order M/1909)

At 10:30 A.M., the County Commission met with Randy Lowe, Wood County E-911 Director, to discuss the potential purchase of a new radio system for his department. The County Commission approved his request. (Order M/1908)

At 11:00 A.M., the County Commission met with Geni Astorg, representing the West Virginia University at Parkersburg, to discuss the possibility of them leasing the County properties that are available through the Happy Valley Flood Mitigation Program. The County Commission stated they will identify the properties available and decide on Monday.

At 11:15 A.M., the County Commission met with Tim Meeks from the Mid-Ohio Valley Regional Council. Mr. Meeks requested approval for Drawdown #2 for the Happy Valley Flood Mitigation Program Phase IV. The County Commission approved said Drawdown. (Order A/954)

Mr. Meeks then requested to advertise for asbestos inspection services. The County Commission approved said advertisement. (Order A/945)

At 11:30 A.M., the County Commission met with Jay Perkins from the Elks Lodge. Mr. Perkins requested that they sign a Proclamation for Youth Week. The County Commission executed a Proclamation proclaiming the first week in May as Youth Week. (Order M/1902).

Jane Anderson was sworn in as a Contract Worker for the Wood County Sheriff's Department.

ORDERS APPROVED AND ATTACHED TO THESE MINUTES

M/1899, M/1900, M/1901, M/1902, M/1903, M/1904, M/1905, M/1906, M/1907, M/1908, M/1909, A/943, A/944, A/945 and A/954.

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 April 9, 2012.

Wood County Commission Meeting
Held April 12, 2012

Please Print

1.	Randy Lowe
2.	Geri Astor
3.	Jay Perkins
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Wood County Commission

4/12/2012
1 Court Square, Suite 203
Parkersburg, WV 26101

9:30 AM	APPROVE AND SIGN MINUTES, ORDERS, PURCHASE ORDERS, INVOICES, NEW ROAD NAMES AND ANY OTHER ADMINISTRATIVE DUTIES	MARTY SEUFER, COUNTY ADMINISTRATOR
10:25 AM	JAG GRANT APPLICATION FOR CASA	
10:30 AM	RADIO CONSOLE PROJECT (PER MS)	RANDY LOWE, TELE-COMMUNICATIONS DIRECTOR
11:00 AM	PROPOSAL TO LEASE VACANT HAPPY VALLEY PROPERTY FOR WVU-P SCHOOL OF AGRICULTURE (PER DBC)	GENI ASTORG, WVUP
11:15 AM	HAPPY VALLEY DRAWDOWN #2 AND REQUEST APPROVAL TO ADVERTISE FOR ASBESTOS INSPECTION FOR HAPPY VALLEY PROPERTIES (PER MS)	TIM MEEKS, MOVRC
11:30 AM	PROCLAMATION FOR YOUTH WEEK (PER MS)	JAY PERKINS, ELKS LODGE
Other items for discussion:	1. Assign office space to County Coroner and Project Lifesaver 2. Discuss vacancies on Parks and Recreation (Mountwood Park) Board	

2151

4/12/12
70/53

APRIL 12, 2012

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE
DAVID BLAIR COUCH, AS PRESIDENT, TO EXECUTE THE
REQUEST FOR PAYMENT IN REGARD TO THE GOVERNOR'S
COMMUNITY PARTICIPATION GRANT PROGRAM FUNDING
FOR THE CONVENTION AND VISITORS BUREAU. SAID
REQUEST IS IN THE AMOUNT OF \$7,500.00

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 David Blair Couch, in his official capacity as President and on behalf of the County Commission, to EXECUTE the Request for Payment in regard to the GOVERNOR'S COMMUNITY PARTICIPATION GRANT PROGRAM funding in the amount of seven thousand five hundred dollars (\$7,500.00) allocated to the Convention and Visitors Bureau (11LEDA0302)

A copy of the Request for Reimbursement 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

4/12/12
70/53

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

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

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

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

PROJECT TITLE: **Convention and Visitors Bureau** Grant No.: **11-224** Project No: **11LEDA0302**

PERIOD COVERED BY THIS DOCUMENT: **December, 2011** TO: **January, 2012**

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

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

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

COST CATEGORIES	APPROVED BUDGET AMOUNT	AMOUNT REQUESTED TO DATE	AMOUNT REQUESTED THIS DRAW	TOTAL AMOUNT REQUESTED	AMOUNT DISBURSED TO DATE	ATTACHED DOCUMENTS REQUIRED
Construction Improvements:						Legal Ad
Materials, Supplies, Equipment:	\$7,500.00	\$0.00	\$7,500.00	\$7,500.00	\$0.00	Request for Bids
Other:						Copies of Bids
	\$7,500.00	\$0.00	\$7,500.00	\$7,500.00	\$0.00	

PROGRESS REPORT: REQUEST FOR PAYMENT WILL NOT BE PROCESSED WITHOUT PROGRESS REPORT.
Renovations have been completed to the Convention and Visitor's Bureau offices and Visitors Center.

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


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

Thursday, April 12, 2012
DATE

4/12/12
70/54

APRIL 12, 2012

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE
DAVID BLAIR COUCH, AS PRESIDENT, TO EXECUTE THE
REQUEST FOR PAYMENT IN REGARD TO THE GOVERNOR'S
COMMUNITY PARTICIPATION GRANT PROGRAM FUNDING
FOR THE MID-OHIO VALLEY VETERANS MUSEUM. SAID
REQUEST IS IN THE AMOUNT OF \$2,215.34

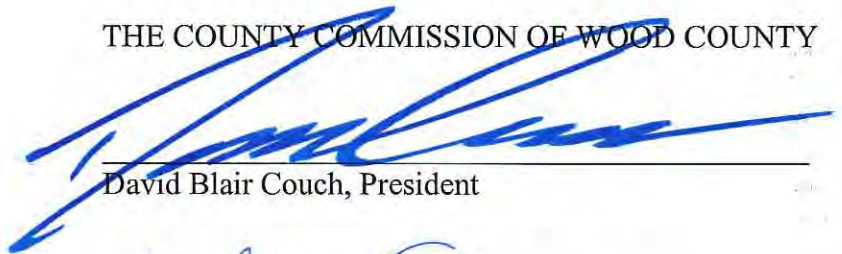
ORDER

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 David Blair Couch, in his official capacity as President and on behalf of the County Commission, to EXECUTE the Request for Payment in regard to the GOVERNOR'S COMMUNITY PARTICIPATION GRANT PROGRAM funding in the amount of two thousand two hundred fifteen dollars and thirty-four cents (\$2,215.34) allocated to the Mid-Ohio Valley Veterans Museum (11LEDA0827).

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

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

A large, stylized blue ink signature of David Blair Couch, written over a horizontal line.

David Blair Couch, President

A blue ink signature of Wayne Dunn, written over a horizontal line.

Wayne Dunn, Commissioner

A blue ink signature of Stephen Gainer, written over a horizontal line.

Stephen Gainer, Commissioner

4/12/12
20154

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

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

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

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

PROJECT TITLE: **Mid-Ohio Valley Veterans Musum** Grant No.: **12-866** Project No: **11LEDA0827**

PERIOD COVERED BY THIS DOCUMENT: **February, 2012** TO: **March, 2012**

DOCUMENT NUMBER: **1** PERCENT OF WORK COMPLETED ON PROJECT: **75%**
IF MORE THAN 90% OF GRANT, SUBMIT CERTIFICATION OF COMPLETION.

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

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

COST CATEGORIES	APPROVED BUDGET AMOUNT	AMOUNT REQUESTED TO DATE	AMOUNT REQUESTED THIS DRAW	TOTAL AMOUNT REQUESTED	AMOUNT DISBURSED TO DATE	ATTACHED DOCUMENTS REQUIRED
Construction Improvements:						Legal Ad
Materials, Supplies, Equipment:	\$2,900.00	\$0.00	\$2,215.34	\$2,215.34	\$0.00	Request for Bids
Other:						Copies of Bids
	\$2,900.00	\$0.00	\$2,215.34	\$2,215.34	\$0.00	

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

Purchased computer and related supplies for the museum.

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


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

Thursday, April 12, 2012
DATE

4/12/12
70/54

APRIL 12, 2012

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

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

ORDER

On this date, the County Commission of Wood County, upon a motion made by Wayne Dunn, seconded by Stephen Gainer and made unanimous by David Blair Couch, did hereby EXECUTE a RESOLUTION that hereby AUTHORIZES David Blair Couch, in his official capacity as President and on behalf of the County Commission, to EXECUTE all necessary documents in regard to the Governor's Community Partnership Grant Program application for the Veterans Museum of the Mid-Ohio Valley (12LEDA0247) in the amount of four thousand dollars and zero cents (\$4,000.00).


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

APPROVED:

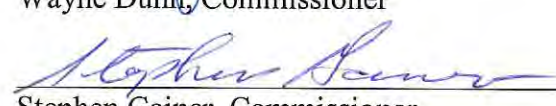
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Stephen Gainer, Commissioner

M/1901

APRIL 12, 2012

4/12/12
70/54

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

COPY

RESOLUTION

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

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

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

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

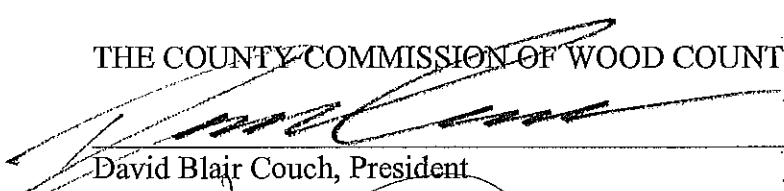
NOW THEREFORE, BE IT RESOLVED, that David Blair Couch, in his official capacity as President, is authorized to execute all necessary documents in regard to the Governor's Community Partnership Program application for the following project:

VETERANS MUSEUM OF THE MID-OHIO VALLEY (12LEDA0247) - \$4,000.00


RESOLVED this 12th day of April, 2012.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


David Blair Couch, President


Wayne Dunn, Commissioner


Stephen Gainer, Commissioner

Certified to be a true copy of a Resolution adopted at a regular meeting of the County Commission of Wood County held on April 12, 2012.

Jamie Six, County Clerk

4/12/12
70/454

APRIL 12, 2012

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY EXECUTE A
RESOLUTION PROCLAIMING THE FIRST WEEK IN MAY AS
YOUTH WEEK.

ORDER

On this date, the County Commission of Wood County did hereby EXECUTE a
Resolution, as attached.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Stephen E. Gainer, Commissioner

M/1902

4/12/12
70/54



Parkersburg Elks Lodge #198

David N. Roberts, Exalted Ruler

James L. Perkins Sr. PER, Secretary

WHEREAS, The Benevolent and Protective Order of Elks has designated May 1-7, as Youth Week to honor America's Junior Citizens for their accomplishments, and to give fitting recognition of their services to Community, State and Nation; and,

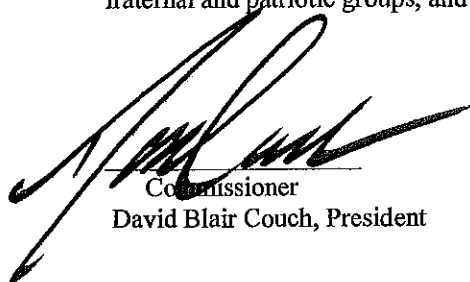
WHEREAS, Parkersburg Elks Lodge #198 will sponsor an observance during that week in tribute to the Junior Citizens of this Community; and,

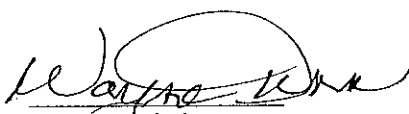
WHEREAS, no event could be more deserving of our support and participation than one dedicated to these young people who represent the nation's greatest resource, and who in the years ahead will assume the responsibility for the advancement of our free society; and,

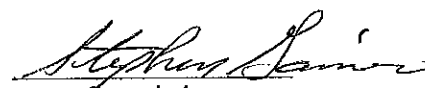
WHEREAS, our Youth need guidance, inspiration and encouragement which we alone can give in order to help develop those qualities of character essential for future leadership; and go forth to serve America; and,

WHEREAS, to achieve this worthy objective we should demonstrate our partnership with Youth, our understanding of their hopes and aspirations and a sincere willingness to help prepare them in every way for the responsibilities and opportunities of citizenship:

NOW THEREFORE, We the undersigned County Commissioners of Wood County, West Virginia, do hereby proclaim the first week in May as Youth Week, and urge all departments of government, civic fraternal and patriotic groups, and our citizens generally, to participate wholeheartedly in its observance.


Commissioner
David Blair Couch, President


Commissioner
Dr. Wayne Dunn


Commissioner
Stephen Gainer

APRIL 12, 2012

4/12/12
70/56

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE DAVID BLAIR COUCH, AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO JUSTICE ASSISTANCE GRANT NUMBER 11-JAG-09. SAID REQUEST IS IN THE AMOUNT OF \$3,284.16.

ORDER

On this date, the County Commission of Wood County, upon a motion made by Wayne Dunn, seconded by Stephen Gainer and made unanimous by David Blair Couch, did hereby AUTHORIZE David Blair Couch, in his official capacity as President and on behalf of the County Commission, to sign the Request for Reimbursement in regard to the Justice Assistance Grant Number 11-JAG-09. The Request for Reimbursement is in the amount of three thousand two hundred eighty-four dollars and sixteen cents (\$3,284.16) for the month of March, 2012. The Request for Reimbursement form, the Financial Recap Report, the Project Financial Report, the time sheets for Deputy Leland Jefferson, the Grant Progress Report and PRO Monthly Reporting Form have been submitted.

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

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

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Stephen Gainer, Commissioner

M/1903

WEST VIRGINIA Division of Justice and Community Services	Request for Reimbursement
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4/12/12
70/56

RECEIVED (For DJCS Use Only)	Subgrantee: Wood County Commission
	Address: One Court Square, Suite 203 Parkersburg, WV 26101
	Project #: 11-JAG-09
	FEIN#: 556 000 417
	Funds are hereby requested to cover expenditures FROM: 3/1/12 TO 3/31/12

PROJECT CASH EXPENDITURES

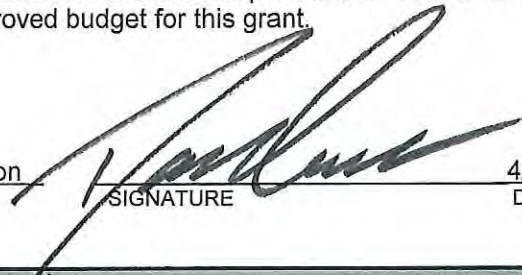
Account #	Amount
11-JAG-09	\$3,284.16
TOTAL	\$3,284.16

CERTIFICATION:

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

All documentation is available at our office.

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



SIGNATURE

4/12/12
DATE

(Authorized Official or Grant Financial Officer ONLY)

DJCS USE ONLY

ADMINISTRATIVE APPROVAL:

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

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

Date
Program Accountant

APRIL 12, 2012

4/12/12
70/56

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE DAVID BLAIR COUCH, AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE VICTIMS OF CRIME ADVOCATE GRANT NUMBER 09-VA-048. SAID REQUEST IS IN THE AMOUNT OF \$3,216.33.

ORDER

On this date, the County Commission of Wood County, upon a motion made by Wayne Dunn, seconded by Steve Gainer and made unanimous by David Blair Couch, did hereby AUTHORIZE David Blair Couch, in his official capacity as President and on behalf of the County Commission, to sign the Request for Reimbursement in regard to the Victims of Crime Advocate Grant Number 09-VA-048. The Request for Reimbursement is in the amount of three thousand two hundred sixteen dollars and thirty-three cents (\$3,216.33) for the month of February, 2012. Along with the Request for Reimbursement Form; a Financial Recap Page; Project Financial Report; Daily Time Sheets for the Victims Advocate, Tiffany Kiger; Monthly Progress Reports and the Monthly Statistical Report have been submitted.

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

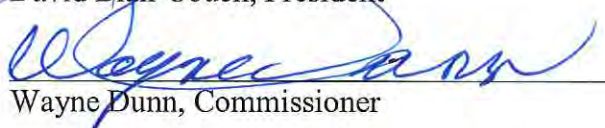
Documentation pertaining to the Victims of Crime Advocate Grant is on file in the Office of the County Administrator.

APPROVED:


THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Stephen Gainer, Commissioner

M/1904

4/12/12
70/56

APRIL 12, 2012

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE DAVID BLAIR COUCH, AS PRESIDENT, TO EXECUTE A REQUEST FOR REIMBURSEMENT FOR WEST VIRGINIA HOMELAND SECURITY GRANT 10SHS-14 IN THE AMOUNT OF \$172.54.

ORDER

On this date, the County Commission of Wood County upon a motion made by Wayne Dunn, seconded by Stephen Gainer and made unanimous by David Blair Couch, did hereby AUTHORIZE David Blair Couch, in his official capacity as President and on behalf of the County Commission, to EXECUTE, the Request for Reimbursement and applicable forms for the 2011/2012 West Virginia Homeland Security Grant Number 10-SHS-14. Said Request for Reimbursement is in the amount of one hundred seventy-two dollars and fifty-four cents (\$172.54) for the months of February and March, 2012. Along with the Request for Reimbursement Form; a Financial Recap Page; Project Financial Report; the Sub-Grantee Progress Report; the Mid-Ohio Valley Health Department Reports; and the Monthly Project Director's Report are being submitted.

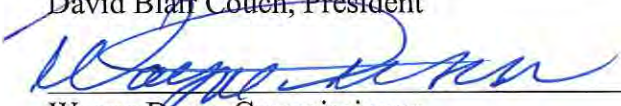
A copy of the Request for Reimbursement is attached to this Order and should be made a part thereof.


The aforementioned Grant Application and pertinent documentation pertaining to the aforementioned Grant Application 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/1905

WEST VIRGINIA
Department of Military Affairs & Public Safety
Homeland Security State Administrative Agency
(SAA)

Homeland Security Program

4/12/12
70/56
REQUEST FOR REIMBURSEMENT

APPROVAL (SAA ONLY)

I have reviewed the attached documentation and believe this expenditure falls within grant guidelines and that sufficient funds exist to process and pay.

Homeland Security Grant Manager _____

I have reviewed the attached documentation and to the best of my knowledge and belief this expenditure falls within West Virginia's HS Strategy, Goals and Objectives and/or grant guidelines.

Director, Homeland Security SAA
SAA Point of Contact _____

Based on the approval by the Homeland Security Grant Manager and Homeland Security Point of Contract, I authorize this request for reimbursement to be processed and paid.

State Homeland Security Advisor _____

Sub-grantee: Wood County Commission

Address: One Court Square Suite 203
Parkersburg, WV 26101

Sub grant Number: 10-SHS-14

FEIN: 55-6000-417

Funds are hereby requested to cover expenditures

FROM: February 1, 2012 TO: March 31, 2012

Requested Amount:

PROJECT CASH EXPENDITURES

Account #	Amount
Reimbursement on Paycheck	\$34.11
PO10239/500214/RCP123 55	\$90.00
RCP12422	\$48.43

TOTAL:

\$172.54

CERTIFICATION:

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

BY: David Blair-Corch, President
TYPED NAME & TITLE
Authorized Official or Grant Financial Officer ONLY


SIGNATURE

4/12/12
DATE

SAA USE ONLY

Grant Accountant/Auditor APPROVAL:

This request is approved in the amount of: _____

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

APRIL 12, 2012

4/12/12
70/56

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE DAVID BLAIR COUCH, AS PRESIDENT, TO EXECUTE A REQUEST FOR REIMBURSEMENT FOR WEST VIRGINIA DCJS ENFORCING THE UNDERAGE DRINKING LAWS GRANT PROGRAM NUMBER 11-EUD-015 IN THE AMOUNT OF \$640.00.

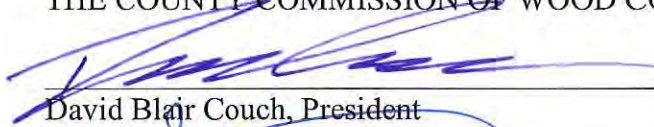
ORDER

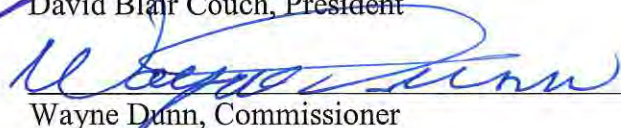
On this date, the County Commission of Wood County, upon a motion made by Wayne Dunn, seconded by Stephen Gainer and made unanimous by David Blair Couch, did hereby AUTHORIZE David Blair Couch, in his official capacity as President and on behalf the County Commission, to EXECUTE the Request for Reimbursement and applicable forms for the West Virginia Division of Criminal Justice Services Enforcing the Underage Drinking Laws Grant Program Number 11-EUD-015. Said Request for Reimbursement is in the amount of six hundred forty dollars and zero cents (\$640.00) for the month of March, 2012. Along with the Request for Reimbursement Form; a Financial Recap Page; and Project Financial Report are being submitted.

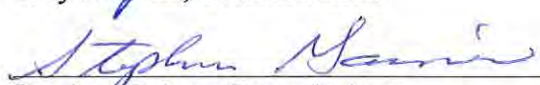
The aforementioned Grant Application and pertinent documentation are on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


David Blair Couch, President


Wayne Dunn, Commissioner


Stephen Gainer, Commissioner

M/1906

4/12/12
70/56

WEST VIRGINIA Division of Justice and Community Services	Request for Reimbursement
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RECEIVED (For DCJS Use Only)	Subgrantee:	Wood County Commission
	Address:	One Court Square, Suite 203 Parkersburg, WV 26101
	Project #:	11-EUD-015
	FEIN#:	556 000 417
	Funds are hereby requested to cover expenditures	
	FROM:	3/1/12 TO: 3/31/12

PROJECT CASH EXPENDITURES

CATEGORY	AMOUNT
Personnel/Contractual	\$640.00
Travel/Training	\$-0-
Space	\$-0-
Other	\$-0-
TOTAL	\$640.00

CERTIFICATION:

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

All documentation is available at our office.

BY: David Blair Couch, President, Wood County Commission

TYPED NAME & TITLE

(Authorized Official or Grant Financial Officer ONLY)

SIGNATURE

4/12/12

DATE

DJCS USE ONLY

ADMINISTRATIVE APPROVAL:

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

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

Date

Program Accountant

4/12/12
70/57

APRIL 12, 2012

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION WAS IN RECEIPT OF A CHECK FROM THE STATE OF WV IN THE AMOUNT OF \$35,757.28 WHICH REPRESENTS REIMBURSEMENT IN REGARD TO THE STRATEGIC PREVENTION FRAMEWORK STATE INCENTIVE GRANT NUMBER 12-CC-09.

ORDER

On this date, the County Commission of Wood County was in receipt of a check from the State of West Virginia in the amount of thirty-five thousand seven hundred fifty-seven dollars and twenty-eight cents (\$35,757.28) which represents reimbursement to Wood County for expenses incurred during the month of January, 2012, in regard to the Strategic Prevention Framework Grant Number 12-CC-09. Receipt of the aforementioned check is pursuant to an ORDER appearing in Order Book 70, at Page 42 and bearing the date of March 19, 2012 at which time David Blair Couch, in his official capacity as President and on behalf of the County Commission, was AUTHORIZED to EXECUTE the Request for Reimbursement.

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

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Stephen Gainer, Commissioner

4/12/12
70/57

APRIL 12, 2012

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

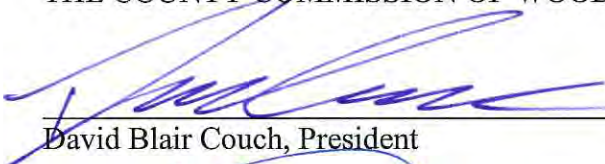
IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE THE
WOOD COUNTY E-911 CENTER TO PURCHASE RADIO
EQUIPMENT.

ORDER

On this date, the County Commission of Wood County, upon a motion made by Stephen Gainer, seconded by Wayne Dunn and made unanimous by David Blair Couch, did hereby AUTHORIZE the Central Telecommunications Center of Wood County (E-911) to purchase radio equipment off the United States General Services Administration (GSA) bid sheet. Said equipment is AVTEC and the cost is three hundred fifty-seven thousand three hundred forty-nine dollars and zero cents (\$357,349.00). Said Authorization is upon the approval and recommendation of the E-911 Advisory Board.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Stephen Gainer, Commissioner

M/1908

4/12/12
70/54

APRIL 12, 2012

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION WAS IN RECEIPT OF A CHECK FROM THE STATE OF WV IN THE AMOUNT OF \$6,154.70 OF WHICH \$4,352.30 REPRESENTS REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F12-HS-03-402.


ORDER

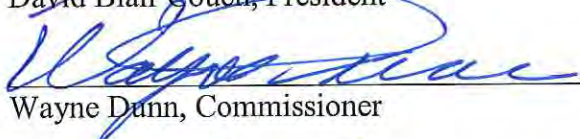
On this date, the County Commission of Wood County was in receipt of a check from the State of West Virginia in the amount of six thousand one hundred fifty-four dollars and seventy cents (\$6,154.70) of which four thousand three hundred fifty-two dollars and thirty cents (\$4,352.30) represents reimbursement to Wood County for expenses incurred during the month of January, 2012, in regard to the Governor's Highway Safety Program Grant Number F12-HS-03-402. Receipt of the aforementioned check is pursuant to an ORDER appearing in Order Book 70, at Page 22 and bearing the date of February 16, 2012 at which time David Blair Couch, in his official capacity as President and on behalf of the County Commission, was AUTHORIZED to EXECUTE the Request for Reimbursement.


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

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


David Blair Couch, President


Wayne Dunn, Commissioner


Stephen Gainer, Commissioner

I520302655 F12HS03201120124
I520302656 F12HS0340220124

\$1,802.40
\$4,352.30

If you have questions concerning the above, please call 304-926-3805.

REMOVE DOCUMENT ALONG THIS PERFORATION

CTL# 29169515

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

State of West Virginia

Important remittance information on top panel

Remitter: MOTOR VEHICLES DIVISION OF

Questions? Contact: JAMES JORDAN at 304-926-3805

PAYEE: WOOD CO COMMISSION

STATE WARRANT #

1011028392

MARCH 26, 2012

*****\$6,154.70**

1011028392

WEST VIRGINIA TREASURY

John D. Lendrum
STATE TREASURER

Ellen B. Ganner III
STATE AUDITOR

1011028392 0519023221 005270537822

4/12/12
70/54

4/12/12
70/55

APRIL 12, 2012

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION WAS IN RECEIPT OF A CHECK FROM THE STATE OF WV IN THE AMOUNT OF \$6,154.70 OF WHICH \$1,802.40 REPRESENTS REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F12-HS-03-2011.

ORDER

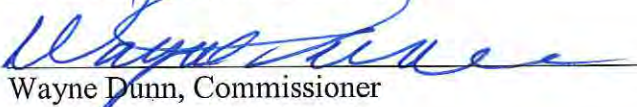
On this date, the County Commission of Wood County was in receipt of a check from the State of West Virginia in the amount of six thousand one hundred fifty-four dollars and seventy cents (\$6,154.70) of which one thousand eight hundred two dollars and forty cents (\$1,802.40) represents reimbursement to Wood County for expenses incurred during the month of January, 2012, in regard to the Governor's Highway Safety Program Grant Number F12-HS-03-2011. Receipt of the aforementioned check is pursuant to an ORDER appearing in Order Book 70, at Page 19 and bearing the date of February 9, 2012 at which time David Blair Couch, in his official capacity as President and on behalf of the County Commission, was AUTHORIZED to EXECUTE the Request for Reimbursement.

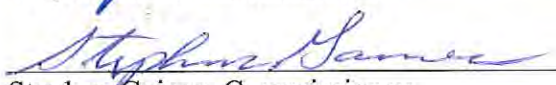
Documentation pertaining to the Governor's Highway Safety Program Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


David Blair Couch, President


Wayne Dunn, Commissioner


Stephen Gainer, Commissioner

I520302655 F12HS03201120124
I520302656 F12HS0340220124

\$1,802.40
\$4,352.30

If you have questions concerning the above, please call 304-926-3805.

REMOVE DOCUMENT ALONG THIS PERFORATION

CTL# 29169515

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

State of West Virginia

Important remittance information on top panel

Remitter: MOTOR VEHICLES DIVISION OF

Questions? Contact: JAMES JORDAN at 304-926-3805

PAYEE: WOOD CO COMMISSION

STATE WARRANT # 1011028392

PAYEE: WOOD CO COMMISSION

MARCH 26, 2012

*****\$6,154.70**

1011028392

WEST VIRGINIA TREASURY

John D. Pendue
STATE TREASURER

Walter B. Garner III
STATE AUDITOR

1011028392 1051902322 0005270537822

APRIL 12, 2012

4/12/12
70/57

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

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

ORDER

On this date, the County Commission of Wood County, upon a motion made by Stephen Gainer, seconded by Wayne Dunn, and made unanimous by David Blair Couch, did hereby AUTHORIZE David Blair Couch, in his official capacity as President and on behalf of the County Commission, to EXECUTE an Application for a West Virginia Justice Assistance Grant (JAG) for the Voices for Children Foundation (CASA). Said grant is in the amount of twenty-five thousand dollars and zero cents (\$25,000.00).

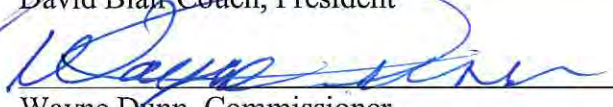
A copy of said Application is attached to this Order and should be made a part thereof.

APPROVED:


THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Stephen Gainer, Commissioner

M/1909

4/12/12
70/57

West Virginia Justice Assistance Grant Application Checklist

Applicant: Voices for Children Foundation-CASA

Amount

\$25,000.

Requested:

- ☒ General Administrative Information – Page 1
 - ☒ Applicant Information Complete
 - ☒ Type of Agency is Marked
 - ☒ Project Director Information Complete
 - ☒ Fiscal Officer Information Complete
 - ☒ Amount Requested is Complete
 - ☒ Local Funds Committed
 - ☒ Number of Years Previously Funded is Provided
 - ☒ Estimated Number of Offenders to be Served is Provided
 - ☒ Geographic Area to be Served is Provided
 - ☒ Total Population for Geographic Area Provided
 - ☒ DUNS and FEIN Numbers are Provided
 - ☒ Project Title is Provided
 - ☒ Project Description is Provided
 - ☒ Authorized Official Information is Complete – with ORIGINAL Signature
- ☐ Budget Information – Pages 2 - 4
 - ☒ Budget Summary (Complete with Applicant Name and FEIN Number)
 - ☒ Funding Strategy Complete
 - ☒ Budget Detail Provided (including proper match detail)
 - ☒ Budget Justification Provided (Detailed w/match included & labeled)
- ☒ Project Narrative – Page 5

Narrative addresses all minimum information contained within the grant application instructions section – including, but not limited to (and in this order):

 - ☒ Problem Statement
 - ☒ Program Description and/or Solution to the Problem
 - ☒ Program Assessment/Evaluation
 - ☒ Strategic Plan for Project
- ☒ Goals and Objectives – Page 6

At least two goals and at least one objective for each goal are required for each program requesting funding. An activity, an outcome measure, and an implementation schedule are required for each objective.
- ☒ Collaboration Participants – Page 7
 - ☒ List of Members Provided
 - ☒ Contact Information for all Participants

PROGRAM DIRECTOR JOB DESCRIPTION

AGENCY AND PROGRAM PLANNING – SHORT TERM:

- Prepare, approve and submit necessary forms for all permits, memberships, licenses, etc.
- Apprise Juvenile Court and other child welfare agencies of CASA directives and activities
- Oversee program compliance with established policies and procedures

LONG TERM:

- Develop and initiate strategic plans to establish program goals
- Review CASA progress and compare to goals and objectives
- Comply with National and State CASA standards
- Attend and work with National and State CASA programs through conferences and meetings

RESOURCE DEVELOPMENT AND MAINTENANCE:

- Research and prepare grant proposals and other funding applications
- Develop and maintain a donor base for both monetary and non-monetary resources
- Develop and maintain a donor tracking system
- Develop and/or participate in fundraising events

FISCAL MANAGEMENT:

- Manage day-to-day fiscal operations
- Prepare, approve and submit monthly and quarterly financial reports, with documentation, to grantors
- Discuss expenditures with Board Treasurer
- Develop annual agency budget with Board Treasurer

BOARD OF DIRECTORS LIASON:

- Attend all Board meetings and monitor Board activities
- Oversee implementation of all Board directives, policies and procedures
- Serve as a liaison between Board and staff
- Keep Board apprised of agency operations, changes and problems

PERSONNEL MANAGEMENT:

- Hire and supervise program staff
- Write and revise job descriptions for staff as necessary
- Prepare 30-day evaluations (oral and written) for new staff
- Prepare bi-annual performance evaluations (oral and written) for staff
- Staff development

VOLUNTEER MANAGEMENT:

- Recruit, screen, interview and train new volunteers
- Review new cases and assign appropriate volunteers
- Maintain case files in office
- Help develop initial case plans and ongoing strategies for advocacy
- Provide assistance and consultation for volunteers as needed and when requested
- Prepare and distribute assignment documentation to volunteers
- Attend court hearings when necessary and track court dates
- Review, edit and submit volunteer court reports
- Coordinate in-service training
- Organize volunteer appreciation events

COMMUNITY AND PUBLIC RELATIONS:

- Coordinate and/or participate in events with the purpose of recruiting volunteers and increasing public awareness of CASA
- Develop and maintain relationships with all appropriate groups, child advocacy agencies and community service organizations
- Develop and initiate cross-community training with all appropriate groups, child advocacy agencies and community service organizations
- Oversee submission of news releases and follow up with media coverage
- Approve all written and oral public relations material
- Be available for public speaking engagements

QUALIFICATIONS:

Preferred Bachelor's degree in Business or Public Administration, Communications or Social Services, or an Associate degree in any of those fields, with additional experience. Experience to include, but not limited to, personnel management, fiscal management, program planning, maintenance and development, public relations, strong clerical, computer and typing skills, excellent oral and written communication abilities, knowledge and understanding of child abuse and family dynamics and the ability to work well with diverse populations.

VOLUNTEER COORDINATOR JOB DESCRIPTION

GENERAL DESCRIPTION:

The Volunteer Coordinator provides professional staff support to CASA volunteers ensuring that children involved with the CASA program receive sound advocacy and early permanency planning. The Volunteer Coordinator is responsible for volunteer supervision, coordination of cases and other duties as assigned.

RESPONSIBILITIES:

- Assist in the recruiting, screening, interviewing and training of new volunteers.
- Review new and all assigned cases in consultation with the Program Director and CASA volunteers.
- Maintain case files in office
- Help develop initial case plans and on-going strategies for advocacy.
- Provide assistance and consultation for volunteers when needed and when requested.
- Prepare and distribute assignment documentation.
- Attend court hearings when necessary and as requested by the Program Director and track court dates.
- Review, edit and distribute volunteer court reports.
- Provide assistance and consultation for volunteers as needed and when requested.
- Participate in volunteer evaluations as assigned by the Program Director.
- Attend in-service training and assist with coordination if requested.
- Assist in volunteer appreciation events.
- Assist in organizing, preparing, and conducting training classes.

- Provide office coverage as assigned by the Program Director.
- Complete work time sheets bi-monthly.
- Attend conferences/seminars/meetings as requested by the Program Director.
- Participate in performance evaluations of this position as directed by The Program Director
- Other duties as assigned.

QUALIFICATIONS:

The Volunteer Coordinator should have the following skills and experience:

Preferred Associate degree in Business Management, Communications, or Social Services or a combination of education and experience. Experience to include, but not limited to, supervisory experience strong clerical skills, computer and typing skills, excellent oral and written communication abilities, knowledge and understanding of child abuse and family dynamics and the ability to work well with diverse populations.

Signed: _____

Date: _____

RESUME OF

Margaret Burdette
1904 26th Avenue
Parkersburg, WV 26101
304-488-3224

Education:

Herbert Hoover Senior High School	Clendenin, WV
West Virginia University	Morgantown, WV
West Virginia University-Parkersburg	Parkersburg, WV

Employment History:

Home Builders Association of Greater Charleston 1978 – 1985

Executive Director: Responsible for all administrative record keeping, membership dues/retention, newsletter, marketing the Association, and planning the West Virginia Home Show. West Virginia Home Show is over 100,000 square feet of exhibitor spaces from the building trade industry. As Executive Director, I was the only staff; I sold booth space, did floor plan layout, all television and newspaper advertisement and physically was on site during show set up, hours of operation and break down.

Home Builders Association of the Mid-Ohio Valley 1987-1990

Executive Director: Responsibilities the same as above.

Camden-Clark Memorial Hospital 1992 - 1995

Employment Coordinator: Responsible for all job applications, selecting qualified applicants for available positions, conduct interviews, coordinating with all hospital department directors.

Telecommunication Director: Supervisor of staff of 10, switchboard operators, Life-Line operator and wire maintenance personnel. Responsible for all telephone equipment in hospital, programming main computer switch for telephones in all patient rooms and business offices of the Hospital and off site doctors offices.

Voices for Children Foundation 2000-Present

Executive Director: Non-profit organization that advocates for children that have been removed from their homes due to abuse and neglect. Administers and over see daily business operations. Check and balance all financial records. Supervisor of CASA (Court Appointed Special Advocates) volunteers. Plan and manages all fund raising events. Experienced grant writer. Generates reports for court hearings, coordinates Board of Directors meetings, facilitates volunteer training course, works as a liaison between volunteers and several social services, West Virginia Department of Health and Human Resources, Wood County Prosecuting Attorney's Office and the Civil Courts; supervises volunteers. This position requires working under strict laws of confidentiality.

References:

At request

VOICES FOR CHILDREN FOUNDATION-CASA PROGRAM

2012-2013 BUDGET

INCOME

VOCA	\$35,250	pending
JAG	25,000	pending
IOLTA	1,250	ongoing
Henry Logan	13,000	pending
Fund Raisers	5,000	ongoing
McDonough Foundation	2,500	pending

TOTAL	\$82,000	
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EXPENSES

Salary M. Burdette	\$42,000
Health Insurance	7,000
Rent	6,396
Telephone	2,000
Insurance	3,000
Postage	200
Copier cost	660
Dues/Licenses	155
PD Travel & Training	2,000

TOTAL	\$63,411
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Plan of Sustainability

Voices for Children Foundation will continue their efforts for sustainability through on going private foundation grant submissions, local fund raiser, (3 events per year), attempts from local legislative members to obtain money from West Virginia State Legislature and or West Virginia Supreme Court. The Ross Foundation, McDonough Foundation, and Henry Logan Foundation continue to assist in CASA Program's funding. This CASA Program has developed an annual "Mystery Dinner" fund raiser that continues to grow in attendance and profits; CASA has partnered with Fenton Glass for the production and sale of CASA crystal beads (like troll or Pandora). The beads will be sold at the National CASA conference in Washington, DC in June of 2012. A new fund raiser event, this CASA Program has started a "Lunch with CASA". Community organization (church women's club, Jr. League, area high school key clubs) will donate the food and volunteer to cook and serve and offer lunch to downtown business to join us for lunch or offer a delivery service. This has proved to be very successful to date.

Internal Revenue Service

Department of the Treasury

**P. O. Box 2508
Cincinnati, OH 45201**

Date: July 23, 2002

**Voices for Children
914 Market St. Ste. 304
Parkersburg, WV 26101-4777**

Person to Contact:
Judy Simonson 31-04016
Customer Service Specialist
Toll Free Telephone Number:
8:00 a.m. to 6:30 p.m. EST
877-829-5500
Fax Number:
513-263-3756
Federal Identification Number:
55-0750608

Dear Sir or Madam:

This letter is in response to your request for affirmation of your organization's exempt status.

Our records indicate that a determination letter issued in June 1997 granted your organization exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

Donors may deduct contributions to your organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your organization or for its use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Voices for Children
55-0750608

Your organization is not required to file federal income tax returns unless it is subject to the tax on unrelated business income under section 511 of the Code. If your organization is subject to this tax, it must file an income tax return on the Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your organization's present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

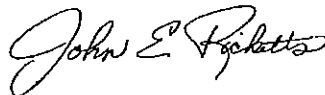
The law requires you to make your organization's annual return available for public inspection without charge for three years after the due date of the return. You are also required to make available for public inspection a copy of your organization's exemption application, any supporting documents and the exemption letter to any individual who requests such documents in person or in writing. You can charge only a reasonable fee for reproduction and actual postage costs for the copied materials. The law does not require you to provide copies of public inspection documents that are widely available, such as by posting them on the Internet (World Wide Web). You may be liable for a penalty of \$20 a day for each day you do not make these documents available for public inspection (up to a maximum of \$10,000 in the case of an annual return).

Because this letter could help resolve any questions about your organization's exempt status and foundation status, you should keep it with the organization's permanent records.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

This letter affirms your organization's exempt status.

Sincerely,

A handwritten signature in cursive script that reads "John E. Ricketts".

John E. Ricketts, Director, TE/GE
Customer Account Services

CCR Registration

Not to be used as certifications and representations. See ORCA for official certification.

Registration Status: Active in CCR; Registration valid until 02/26/2013.

DUNS: 072113082

DUNS PLUS4:

CAGE/NCAGE: 5N7N2

Legal Business Name: VOICES FOR CHILDREN FOUNDATION

Doing Business As (DBA):

TIN/EIN: 550750608

SSN:

Division Name:

Division Number:

Company URL:

Physical Street Address 1: 305 1/2 4TH ST STE 1

Physical Street Address 2:

Physical City: PARKERSBURG

Physical State: WV

Physical Foreign Province:

Physical Zip/Postal Code: 26101-5396

Physical Country: USA

Mailing Name: MARGARET BURDETTE

Mailing Street Address 1: 305 1/2 4TH STREET, SUITE 1

Mailing Street Address 2:

Mailing City: PARKERSBURG

Mailing State: WV

Mailing Foreign Province:

Mailing Zip/Postal Code: 26101-5396

Mailing Country: USA

Business Start Date: 08/23/1996

Delinquent Federal Debt: No

Fiscal Year End Date: 06/30

Number of Employees for This Location: 1

Number of Employees for All Affiliates: 1

Annual Receipts for This Location: \$1

Annual Receipts for All Affiliates: \$1

Company Security Level:

Highest Employee Security Level:

DUN & BRADSTREET LINKAGE

**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.)

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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.

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19. NON-SUPPLANTING:

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 debatement 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.

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25. SUBMISSION/RELEASE OF PUBLICATIONS/PRESS RELEASES:

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.

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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.

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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.

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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 DCJS 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.

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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."

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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.

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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.

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**JUSTICE ASSISTANCE GRANT (JAG)
SPECIAL CONDITIONS AND ASSURANCES**

58 **LAW ENFORCEMENT INFORMATION SHARING SYSTEMS:**

To avoid duplicating existing networks or IT systems in any initiatives funded by BJA for law enforcement information sharing systems which involve interstate connectivity between jurisdiction, such systems shall employ, to the extent possible, existing networks as the communication backbone to achieve interstate connectivity, unless the grantee can demonstrate to the satisfaction of BJA that this requirement would not be cost effective or would impair the functionality of an existing or proposed IT system.

59 **LAW ENFORCEMENT TASK FORCE TRAINING:**

The grantee agrees that within 120 days of award, for any law enforcement task force funded with these funds, the task force commander, agency executive, task force officers, and other task force members of equivalent rank, will complete the required online (internet-based) task force training to be provided free of charge through BJA's Center for Task Force Integrity and Leadership. This training will address task force effectiveness as well as other key issues including privacy and civil liberties/rights, task force performance measurement, personnel selection, and task force oversight and accountability. Additional information will be provided by BJA regarding the required training and access methods via BJA's web site and the Center for Task Force Integrity and Leadership (www.ctfli.org).

60 **PRO PROGRAM CONDITIONS:**

PRO projects are required to send each PRO to the DJCS training conference and be certified as a PRO before entering the school. This training and requirement is on an annual basis. In addition to the annual training conference, all PRO's must complete or have completed required Conflict Resolution training within 12 months of their initial PRO certification. DJCS requires grantees to assign one, full-time PRO officer per school. The PRO must maintain an office in the assigned school and be present in that school at least 35 hours per week.

Prior to the officer entering the school, grantee must submit to DJCS an Agreement between Law Enforcement and the County Board of Education.

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.


(Original) Authorized Official Signature

- ☒ **Organizational Charts – Page 8**
Included an organizational chart for program requesting funding. The chart also includes:
 - œ Staff members
 - œ Titles
 - œ Salaries
 - œ Source of salaries

- ☒ **Hiring Procedures and Job Descriptions – Page 9**
Hiring procedures, job descriptions, and applicable resumes are provided for each position requesting personnel funding.

- ☒ **Attachments A through D**
 - ☒ Operational Budget and 3-year Plan
 - ☒ Plan of Sustainability
 - ☒ Other Required Program Information
 - ☒ Standard and Special Conditions – ORIGINAL signature of the Authorized Official MUST be provided.

FY 2012 West Virginia
Justice Assistance Grant Program
Application Forms



West Virginia Justice Assistance Grant Program Application	General Administrative Information Page 1
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<u>Applicant Agency:</u> Voices for Children Foundation-CASA Program	<u>Type of Agency:</u>
Address: 305 1/2 4 th Street, Suite 1 Parkersburg, WV 26011	<input type="checkbox"/> State
	<input checked="" type="checkbox"/> County
Phone: 304-422-3390	<input type="checkbox"/> Municipality
Fax Number: 304-422-83	

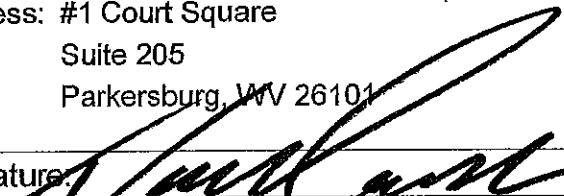
<u>Project Director:</u> Margaret Burdette	<u>Fiscal Officer:</u> LeeAnn Papesch
PD Title: Program Director/Volunteer Corrdinator	FO Title: Treasurer
Address: 305 1/2 4 th Street Suite 1 Parkersburg, WV 26101	Address: 305 1/2 4 th Street Suite 1 Parkersburg, WV 26101
Phone: 304-422-3390	Phone: 304-422-3390
Fax: 304-422-3683	Fax: 304-422-3683
Email: woodcountycasa@aol.com	Email: woodcountycasa@aol.com

Funds Requested: 25,000.00 **Amount Awarded:**
Match Proposed: 8,333.00 (for DJCS use only)
Project Period: July 1, 2012 – June 30, 2013

Number of years previously funded: 2 **Estimated Number to be Served:** 300
Geographic Area(s) Served: Wood, Wirt, Doddridge, Pleasants and Ritchie Counties
Total Population: 118,929
DUNS Number: 072113082
FEIN Number: 55-0750608
Project Title: Voices for Children

Project Description: To recruit, screen and train community citizens to advocate for children's best interest throughout civil abuse, neglect and abandonment hearings.

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.

<u>Authorized Official:</u> Blair Couch	<u>AO Title:</u> President -Wood County Commission
Address: #1 Court Square Suite 205 Parkersburg, WV 26101	Phone: 304-424-1976 Fax: 304-424-1970 E-Mail: couch@woodcountywv.com
Signature: 	Date: <u>4-12-2012</u>

West Virginia Justice Assistance Grant Program Application	Budget Summary Page 2
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Applicant: Voices for Children-CASA	FEIN Number: 55-0750608
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Budget Category	WV JAG Requested Funds (A)	Local (Match) Funds (B)	Total Budget (A + B)
Personnel/Contractual	\$14,560.00	\$8,333.00	
Travel/Training	600.00		
Equipment			
Other	\$9,840.00		
Totals	\$25,000.00		

**All funds must be rounded to the nearest whole dollar amount*

Funding Strategy

Funding Source(s)	Amount	Status
WV Justice Assistance Grant Program	\$25,000.00	A
Total	\$25,000.00	

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

West Virginia Justice Assistance Grant Program Application	Budget Detail Page 3
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Detailed Project Cost by Budget Category	Requested JAG Funds	Local Funds Utilized	Grant Funds Approved
<u>Personnel / Contractual:</u> Program Director/Volunteer Coordinator	\$14,560.00	\$8,333.00	(DJCS Use Only)
<u>Travel / Training:</u> In State Training and State CASA meetings	\$600.00		
<u>Equipment (\$1,000/unit):</u>			
<u>Other:</u>	\$9,840.00		
Total Requested JAG Funds	\$25,000.00		
Total Local Matching Funds		\$8,333.00	
Total Funds APPROVED for Project			(For DJCS Only)

**West Virginia Justice Assistance
Grant Program Application**

**Budget Justification
Page 4**

Provide specific information that 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. Also, provide an identified breakdown of matching funds. Be sure to label the breakdown of matching funds as such. Attach additional pages if necessary.

The request for the proposed funding from JAG will be used for the purpose of assisting in funding the position of Program Director/Volunteer Coordinator. The Program Director/Volunteer Coordinator will provide professional staff support to volunteers ensuring that the children involved in the CASA Program receive sound advocacy and early permanency planning. The Program Director/Volunteer Coordinator will be responsible for supervision of volunteers, coordinating court cases, training and monthly volunteer time sheets.

Further, the Program Director/Volunteer Coordinator will be responsible for the day to day operations of the CASA Program, public relations and awareness of the CASA Program and continue efforts for sustainability through fund raisers.

MATCH:

Voices for Children Foundation-CASA Program will cash match JAG required 25% through local business contribution and through the CASA Program efforts in fund raising.

\$2,500.00 McDonough Foundation
\$2,000.00 Mystery Dinner Fund Raiser
\$3,833.00 CASA Bead Fund Raiser

Personnel:

Full time Program Director/Volunteer Coordinator salary and benefits is 30% of the requested funds through JAG.

FICA	7.65%
Workers Compensation	2.4%
Unemployment	1.7%

Total Personnel Grant Funds requested: \$14,560.00

Travel/Training

Travel and training funds requested through JAG will be used for in-state training and State CASA meetings.

Total Travel/Training: \$ 600.00

Other

Health Insurance	\$570.00 x 12 months	\$6,840.00
12% Retirement Fund		\$3,000.00

West Virginia Justice Assistance Grant Program Application	Budget Justification Page 4
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Voices for Children Foundation-CASA Program 3 year strategic financial plan will be to continue the strong efforts of the Program Director, Board of Directors and volunteers to make this CASA Program more publicly known in the community to gain private business support. Two important areas that this CASA Program continues to develop is the fund raising opportunities and to continue to build a relationship with not only the members of the West Virginia Legislature but with key members of the West Virginia Legislature and members of the Supreme Court to develop a position for CASA in the State of West Virginia budget. This Program Director met with Senate Finance Chairman Roman Prezioso, Judicial Chairman Corey Palumbo, Senator Dave Noeh and Representative Dan Poling to discuss the CASA programs and the need to for funding outside of the grant arena. These members were very receptive to the CASA Programs and are willing to assist to develop a plan of action to present to the members of both legislative bodys.

Please provide information that describes the proposed project. State clearly and in concise detail the purpose and direction of the project, including all components described in the project narrative section of the application instructions. All components must be addressed in the order listed in the instructions. Attach additional pages if necessary and label additional pages as 5a, 5b, 5c, etc.

Problem Statement

A. Identify Problem: Voices for Children Foundation-CASA Program will address the mental and emotional health needs of the children represented by the this CASA Program. Based on statistics from the Wood County Department of Health and Human Resources, Child Protective Services, an increase of children needing mental health services has increased in the past year. 60% of the children involved in the CASA Program have been a witness of domestic violence and substance abuse in their home, leaving a scar of emotional and mental confusion. 20% of the children have been sexually abused which results of long term therapy and 20% of the children have been victims of sexual abuse.

B. Background of Grantee: This Court Appointed Special Advocate Program began in 1995 under the auspices off thte local domestic violence center and was originally funded through the Wood County Crime Commission with Juvenile Justice Delinquency funds. However, due to the competition with funding sources between CASA and domestic violence efforts, CASA formed its own 501 - c-3 non-profit organization in 1996 to fulfill it mission of advocacy fo children who are at risk or suffer from child abuse, neglect or abandonment with in the judicial system.

Voices for Children Foundation- CASA Program's geographic area serves over 118,929 people according to the 2009 National Bureau of Census Population Division. This program serves five counties: Wood, Wirt, Ritchie, Pleasants and Doddridge and 3 judicial circuits. This CASA Program will work collabratively with the children's therapist, service providers (such as Birth-3) school adminstrators to ensure the children are receiving the proper therapy, IEP's (Individual Education Plan) from the school system and services to regain and/or maintain healthy mental and physical development.

In 2011, this CASA Program was instrumental in addressing the services needed for children by meeting with school teachers, school counselors and Board of Education Special Education Director to development educational work plan for children struggling with school work or had fallen behind due to issues on the home. CASA also was able to set up psychiatric and psychological evaluations for children through direct service of attending MDT's or through written recommendations to the court which resulted in the court orders for said service. CASA has participated in determining the best plan of action for a child to receive physical or occupational therapy due to physical delays caused by neglect.

West Virginia Justice Assistance Grant Program Application	Project Narrative Page 5
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C. Evaluation of Local Needs: Child abuse and neglect affect children of all ages, races, and income. This CASA Program saw an 14% increase in the number of abuse/neglect cases referred to this program by the circuit courts

This CASA Program will maintain records of each child through a data base (CASA Manager) which allows case history to be stored. This data program can track all court hearings, MDTs, all service providers appointments and outcome of appointment, child's progress and parent's progress. The CASA volunteers have access to the CASA Manager Data base, where they can update their cases only and record their volunteer hours and mileage. The Program Director/Volunteer Coordinator will be responsible for all data input on new cases and monitor the volunteers input.

This data base program will allow reports to be generated for National and State CASA Programs, along with statistics for self monitoring this CASA Program.

D. Strategic Plan for Program:

Voices for Children Foundation - CASA Program with the assistance of the Wood County Prosecuting Attorney, local area school administrators, Child Protective Workers from the Wood County Health and Human Resource Department, Parkersburg City Police and a local CPA firm, this program was able to receive its charter on August 23, 1996, form a Board of Directors, recruit and train community volunteers and begin receiving cases appointed by the circuit court judges.

CASA Board of Directors Job Description

Legal & Liability Issues

- Develop articles of incorporation.
- Develop by-laws, periodically review them and modify them as necessary.
- Obtain and guard 501 (c)(3) tax-exempt status.
- Ensure compliance with all applicable laws and regulations.
- Approve and safeguard all legal documents.
- Maintain required records of the organization:
 - Minutes of Board meetings
 - Annual audits
 - Annual Reports
- Hire, evaluate, and support the Executive Director.
- Set Director's salary and approve salary levels for other staff.
- Reduce risk of liability by "performing duties in good faith" manner.
- Exercise "due care" by:
 - Recording votes and decisions
 - Reviewing financial statements and audits
- Maintaining necessary liability insurance and include indemnification clause in bylaws to protect individual board members.

Financial Responsibilities

- Fundraising necessary to assure adequate financial resources to enable the organization to carry out its mission.
- Ensure that resources are well managed by:
 - Approving final budget
 - Monitoring cash flow and fund balances
 - Reviewing annual audit.
- Ensure that fiscal policy complies with "Generally Acceptable Accounting Practices"

Planning and Evaluation

- Develop long-range plans for the organization's future based upon:
 - External opportunities and threats
 - Internal strengths and weaknesses.
- Periodically review and revise the mission statement.
- Determine the types of cases that CASA will serve and what services will be offered.
- Evaluate fundraising strategies to determine if they are in compliance with the organization's mission.
- Monitor and evaluate the progress towards meeting goals by assessing what is being accomplished and how well.

Community Relations

- Interpret the organization to the public.
- Develop linkages through community coalitions and partnerships.
- Authorize spokespersons to deal with the media and general public.
- Serve as ambassadors of the CASA program.

**West Virginia Justice Assistance
Grant Program Application**

**Grant Goals and Objectives
Page 6**

- Goal - Broad statement about what the program intends to accomplish. This statement should state the long-term desired impact of the program, set scope or foundation, state long-range target or purpose, identify target population, and state the condition to be changed.
- Objective - A specific statement of the desired short-term, immediate outcome of the program which will show accomplishment of the goal. Each objective must be **S.M.A.R.T. (Specific, Measurable, Attainable, Results oriented and Time bound)**.
- Outcome Measure - The data or tool used to measure achievement of the objective. How will data be collected, analyzed, and results shared.
- Activities - What will be done and who will accomplish it. **You must have at least one (1) activity per objective.**
- Timeline - When will the activity begin and end. **You must have a timeline for each activity.**

Goal Number:	<u>1</u>	To provide an advocate for abuse and neglect cases for the Voices of Children Foundation-CASA Program
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Objective Number: 1 To recruit, screen and train volunteer advocates for abuse and neglect cases.

Outcome Measure: To increase volunteer staff by 10 new volunteers in grant period.

Activities to meet objective: Timeline for each activity:

- | | |
|---|--------------------------|
| 1. Recruitment efforts will be conducted through media advertisement efforts. | 1. every four (4) months |
| 2. Plan and facilitate training sessions with a minimum of two (2) sessions per year. | 2. every six (6) months |
| 3. | 3. |
| 4. | 4. |

Objective Number: 2 To provide on going volunteer supervision and support

Outcome Measure: To meet with 5 volunteers a month to review cases and court calendar.

Activities to meet objective: Timeline for each activity:

- | | |
|--|-----------|
| 1. To supervise development of all CASA reports that are submitted to all parties involved. To provide volunteers with all informative weekly calendar of all MDT's, and court hearings. | 1. weekly |
|--|-----------|

**West Virginia Justice Assistance
Grant Program Application**

**Grant Goals and Objectives
Page 6**

2. Program Director/Volunteer
Coordinator will track volunteers monthly
logs of hours and mileage and keep
current records of all active volunteers

2. monthly

3. Maintain interaction with volunteers
through telephone calls, emails and face to
face meetings to inform volunteers of any
CASA updates, new cases available and
updated contact information from the
WVDHHR and services providers.

3. on going

4.

4.

**West Virginia Justice Assistance
Grant Program Application**

**Grant Goals and Objectives
Page 6a**

Goal Number: 2 To represent children's best interest in court, at MDT's, and with service providers

Objective Number: 1 To represent the children at all court hearings and MDT's

Outcome Measure: To attend 6 Preliminary hearings, 15 Adjudicatory hearing, 100 Review hearing, and 10 Dispositional hearings and 60 MDTs. Program Director will track through CASA Manager Data base.

Activities to meet objective:

Timeline for each activity:

1. CASA Volunteers will attend all MDT meetings and court hearings involving the children they are assigned to

1. As scheduled on court docket

2. CASA Volunteers will meet with children and other parties in the direct service offered by CASA to achieve permanency for the children.

2. monthly

3. CASA Volunteers will work with children's therapist, teachers and service providers (such as Birth to 3) to ensure the children's well being.

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.

Goal Number: _____

Objective Number: _____

COLLABORATION PARTICIPANTS

Wood County Department of Health and Human Resources

Delbert Casto 304-420-2560

Laurea Ellis 304-420-2560

Wood County Prosecuting Attorney's Office

Jason Wharton 304-424-1776

Katrina Christ 304-424-1776

Westbrook Health Care 304-485-1721

Various therapists, in home service providers

Solutions Health Care 304-428-6012

Shelly Villers

Mary Longmore Gable

Birth to 3 304-485-2000

Helen Wilson

Various providers

Step by Step 304-615-6397

Bridgette Cox

Try Again Homes 304-422-3159

WV Youth Advocate Program 304-485-0791

Parkersburg City Police 304-424-8444

Chief Joe Martin

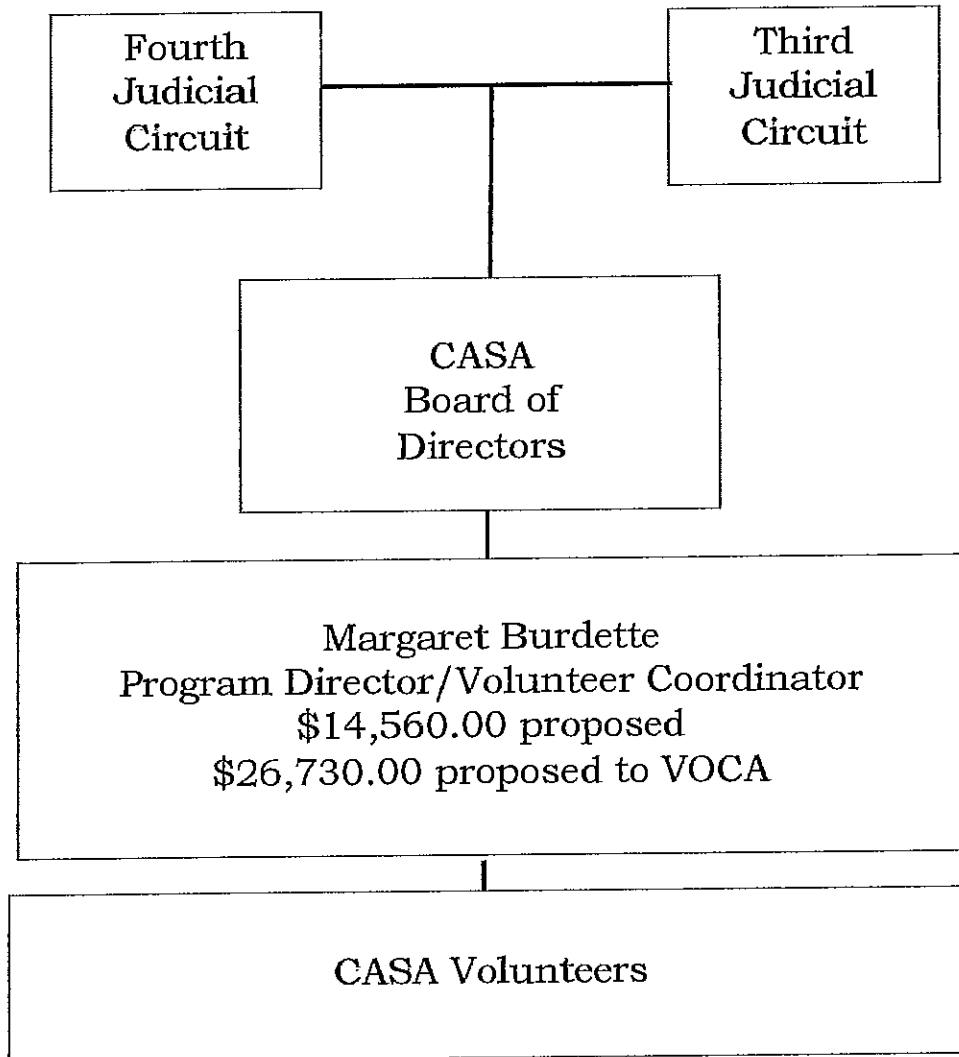
Wood County Sheriff Department 304-424-1834

Sheriff Jeff Sandy

Family Crisis and Intervention 304-428-2333

Judy Ball

CASA ORGANIZATIONAL CHART



Succession Plan - Permanent Change

In the event of a permanent change or resignation of the Executive Director the procedures and conditions will be as followed:

The Board of Directors will appoint a Transition and Search Committee within seven (7) days to plan and carry out a transition to new permanent executive director. The Transition and Search Committee will plan for the recruitment and selection of an Interim Executive Director and/or permanent Executive Director.

APRIL 12, 2012

4/12/12
70/55

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION AUTHORIZED THE MID-OHIO
VALLEY REGIONAL COUNCIL TO ADVERTISE FOR
ASBESTOS INSPECTION SERVICES FOR THE HAPPY VALLEY
FLOOD MITIGATION PROJECT PHASE 4.

O R D E R

On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Wayne Dunn and made unanimous by Stephen Gainer, did hereby AUTHORIZE the Mid-Ohio Valley Regional Council to advertise for Asbestos Inspection Services for The Happy Valley Flood Mitigation Project Phase Four (4).

Documentation regarding The Happy Valley Flood Mitigation Project Phase Four (4) is on file in the Office of the County Administrator.

APPROVED:

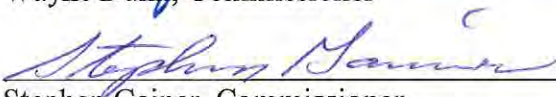
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Stephen Gainer, Commissioner

A/945

✓ 4/12/12
70/55

APRIL 12, 2012

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION AUTHORIZED THE MID-OHIO VALLEY REGIONAL COUNCIL TO SUBMIT DRAWDOWN NUMBER 2 FOR THE HAPPY VALLEY FLOOD MITIGATION GRANT, PHASE IV IN THE AMOUNT OF \$243,094.00.

ORDER

On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Wayne Dunn and made unanimous by Stephen Gainer, did hereby AUTHORIZE the Mid-Ohio Valley Regional Council to submit Drawdown Number Two (21) Happy Valley Flood Mitigation Grant Program, Phase IV in the amount of two hundred forty-three thousand ninety-four dollars and zero cents (\$243,094.00).

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

Documentation regarding The Happy Valley Flood Mitigation Project, Phase IV 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

Office of the County Commission of Wood County, West Virginia

Commissioners
David Blair Couch
Wayne Dunn
Steve Gainer



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

4/12/12
70/55

RESOLUTION

WHEREAS, the Wood County Commission is presently undertaking a FEMA Flood Mitigation project for the Happy Valley IV Flood Mitigation Project; and,

WHEREAS, the Wood County Commission has been presented with invoices for services rendered in connection with this project.

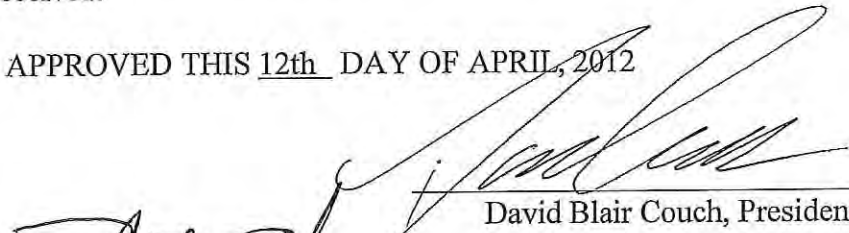
NOW THEREFORE BE IT RESOLVED THAT after careful review and consideration, the Wood County Commission hereby approves the following invoices:


Robert K. Tebay III, Attorney at Law	\$ 3,094.00
701 Happy Valley Acquisition	\$ 80,000.00
770 Happy Valley Acquisition	\$160,000.00

Total \$243,094.00

NOW THEREFORE BE IT FURTHER RESOLVED that David Blair Couch, President is hereby authorized to request FEMA funds and to pay said invoices from funds received.

APPROVED THIS 12th DAY OF APRIL, 2012


David Blair Couch, President

ATTEST: 

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

Assessor
Rich Shaffer

Circuit Clerk
Carole Jones

County Clerk
Jamie Six

Prosecuting Attorney
Jason Wharton

Sheriff
Jeff Sandy

ROBERT K. TEBAY,III, L.C.

ATTORNEY AT LAW
331 JULIANA STREET
P.O.Box 251
PARKERSBURG, WEST VIRGINIA, 26102-0251
TELEPHONE 304-422-3110
FAX 304-422-1933

ROBERT K. TEBAY,III
e-mail: tebaylaw@juno.com

DEBRA L. STEED, Associate
e-mail: steed_debra@yahoo.com

April 9, 2012

Wood County Commission
#1 Court Square, Suite 203
Parkersburg, West Virginia 26101

STATEMENT

Title exam and closing – Thomas and Linda Buchanan	\$ 500.00
Deed Preparation	125.00
Title Insurance Premium (\$160,000.00)	630.00
Recording	<u>27.00</u>

TOTAL **\$1,282.00**

Title exam and closing – Rebecca Jo Jacobs-Goudy	\$ 500.00
Deed Preparation	125.00
Title Insurance Premium (\$80,000.00)	320.00
Recording	<u>27.00</u>

TOTAL **\$ 972.00**

Ki/statement
MOVRC
BuchananandGoudy

ROBERT K. TEBAY,III, L.C.

ATTORNEY AT LAW
331 JULIANA STREET
P.O.Box 251
PARKERSBURG, WEST VIRGINIA, 26102-0251
TELEPHONE 304-422-3110
FAX 304-422-1933

ROBERT K. TEBAY,III
e-mail: tebaylaw@juno.com

DEBRA L. STEED, Associate
e-mail: steed_debra@yahoo.com

April 3, 2012

Wood County Commission
#1 Court Square, Suite 203
Parkersburg, West Virginia 26101


STATEMENT

Title exam and closing – Ilah M. Rowe	\$ 500.00
Deed Preparation	125.00
Title Insurance Premium (\$47,000.00)	188.00
Recording	<u>27.00</u>
TOTAL	\$ 840.00

Ki/statement
MOVRCRowe

Wood County Office of the Sheriff

"Leadership Everyday with Honor, Integrity, and Service"

Date: April 10, 2012
To: Wood County Finance
From: Sheriff Jeff S. Sandy 
Re: New Part Time Employee

4/12/12
70/55

Jane Anderson will be starting to work at the Wood County Sheriff's Office as a part time employee and will be doing transcription work for our department. She will not be paid by the hour but \$2.00 per page and will submit an invoice. This will be credited to line 700-10-109.

Any questions please call Joanne Smith at 304-424-1924

Jane Anderson
279-56-5895
DOB: 08/09/53



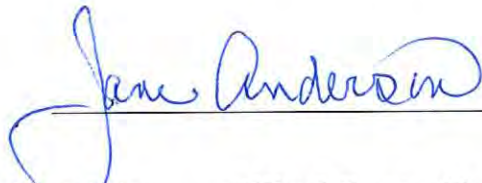
4/12/12
70/55

STATE OF WEST VIRGINIA
COUNTY OF WOOD

}

TO - WIT:

I, Jane Anderson, do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of West Virginia, and that I will faithfully and impartially discharge the duties of the office of Contract Worker - Wood County Sheriff's Department in and for Wood County, West Virginia, to the best of my skill and judgment, during my continuance in the same; SO HELP ME GOD.



Subscribed and sworn to, before County Commission of Wood County, West Virginia, this 12th day of APRIL, 2012.


County Commission of Wood County