

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 4, 2013

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

At 9:00 A.M., the County Commission of Wood County met in regular session. They signed purchase orders, invoices, orders and other correspondence.

Upon a motion duly made, seconded and passed, the County Commission approved minutes of April 1, 2013 and an addendum to March 21, 2013.

Upon a motion duly made, seconded and passed, the County Commission approved an Erroneous Assessment Application in regard to personal property for Edwin R. Morris. (Copy attached to these minutes.)

AGENDA AND DISCUSSION ITEMS

At 9:00 A.M., Toni Tiano, Grant Consultant and Hernando Escandon from the Wood County Day Report Center, met with the Commission to present an application for a Community Corrections grant. (Order M/2329)

At 9:10 A.M., Wood County Clerk, Jamie Six, and County Clerk employee, Melody Ross, met with the Commission to present a precinct consolidation proposal for elections. Democratic Chair, Harold Brown, spoke in favor of an increase in pay of \$25.00 per poll worker as proposed by the Clerk's office. He stated they always seem to have difficulty obtaining poll workers and the increase in pay should make it easier. Representatives from the cities of Vienna and Parkersburg were in attendance and spoke in favor of the consolidation. Mr. Six explained the procedure for

consolidating the precincts to the Commission and also stated he would ask the Commission to increase the poll worker pay prior to the next election. (Order M/2324)

At 9:45 A.M., the County Commission discussed a revised copy of the Mid-Ohio Valley Health Department Clean Indoor Air Regulations that will need to be receipted and/or approved by the Commission at a later date.

At 9:55 A.M., the Commission discussed the monies available to provide an officer in the Courthouse. The Commission stated they believe the Sheriff has the money in his budget to pay the salary and asked the County Administrator to provide a breakdown of the salary line item to determine if the money is available in the Sheriff's budget. They also discussed the overtime deficit situation by the Sheriff's Office providing a TSA officer for the airport.

At 10:01 A.M., Commissioner Couch discussed a recent question he had sent out across the State through the County Commissioners agreed they will contact the counties to see how they are running their programs and possibly schedule site visits in the near future.

At 10:06 A.M., Commissioner Dunn passed out a sheet to be sent out to search for ways to gain additional revenue. He stated we need to address the quality of life issues, especially the salaries of the employees. He asked the other commissioners to look at his proposed letter and get back with him. A copy of the letter is attached to these minutes.

At 10:13 A.M., Commissioner Dunn stated he received a letter from the Lubeck Volunteer Fire Department expressing their concern over the condition of Sycamore Road.

At 10:14 A.M., Commissioner Dunn stated he had a conversation with John Reed, Wood County Compliance Officer, and they strategized over ways to improve revenue and improve the County. Commissioner Dunn stated Mr. Reed asked for the Commission to consider passing an ordinance regulating salvage yards, require citizens to provide proof of trash service to be managed through the Sheriff's Tax Office, and also removing the cap on building permit costs.

At 10:28 A.M., Commissioner Dunn stated he will call a representative from NACO to discuss the status of the Justice Center bonds.

At 10:28 A.M., Commissioner Dunn stated he talked to Kim Coram and they are looking into possible ordinances that can be passed to protect trails. He stated Jason Wharton, Prosecuting Attorney, is evaluating the possibility of such an ordinance. He also stated he talked to Mayor Bob Newell from the City of Parkersburg and he told Commissioner Dunn he is willing to add the \$3.00 dog tag fee in the City to help offset the cost to the County of animal control.

At 10:32 A.M., Wood County Clerk, Jamie Six, and Assessor, Rich Shaffer, met with the Commission to show them new record room books they have been working on. They stated they are about half way done with the project.

At 10:39 A.M., the Commissioners discussed the Humane Society contract problems.

At 10:41 A.M., Commissioner Dunn stated Jason Wharton, as chairman, has not called a meeting of the Jail Bill Committee. They decided to write a letter to him requesting he call a meeting of the Committee so they can continue to address the issue.

At 10:51 A.M., Commissioner Dunn brought up the possibility of an air show to be held at the airport. He stated he had been contacted by Greg Smith, who ran the show in the past and said he could assist them with the next air show which would be held in the Fall of 2014. Since this would not fall within the dates of the next fiscal year, it was decided to continue this discussion later and to include the opinion of Terry Moore, the airport manager.

At 10:57 A.M., Commissioner Dunn said that Brian Tregoning from Fox Engineering is going to call Marty Seufer, County Administrator, to determine if he needs to come into the Commission to present a cell tower plan for the County. Following a discussion, Mr. Seufer stated he will contact Mr. Tregoning and schedule him in to appear before the Commission.

At 10:59 A.M., the Commission decided to add "consider travel policy" to an upcoming meeting and having the other elected officials at the meeting.

At 11:00 A.M., the Commission talked about the CAP building at the airport. They initialed off to make a donation to the airport to hire Pickering and Associates to perform a study for \$5,500.00. (Order

At 11:11 A.M., Commissioner Couch stated he continues to work on the outstanding debt to the County for the Day Report Center.

At 11:12 A.M., Commissioner Dunn gave a brief overview of the status of the Home Energy Efficiency Program. He stated the program is just now gearing up and seems to be going well so far, but slower than they would like.

At 11:18 A.M., in regard to the renaming the Blennerhassett Bridge, the Nick Null Memorial Bridge, the Commission did not discuss. They talked about the memorial that was dedicated this past weekend by the foundation at City Park.

At 11:19 A.M., the Commission decided to hold off on the appointment of Dennie Huggins to the Senior Citizens Board. He requested a delay until he has had several months served as Director of the Day Report Center.

At 11:20A.M., Commissioner Dunn stated he will send a letter in May or June to the owner of the shooting range on the south side of Parkersburg.

At 11:24 A.M., Commissioner Couch stated the issues regarding the Courthouse should be noted in the report by the West Virginia Courthouse Facilities Improvement Authority that is due to be received in August.

At 11:29 A.M., County Administrator, Marty Seufer, stated he will add the rent versus sales onto the next Planning Commission meeting.

At 11:30 A.M., Commissioner Dunn stated he called Marie Gnage with WVU-P to discuss holding a town meeting at the college. He will get the date to the other commissioners.

At 11:33 A.M., the Commission discussed annual reports by organizations receiving funds. They intend to have these groups report to the Commission.

At 11:36 A.M., the Commission discussed purchase orders and a purchasing policy.


ORDERS APPROVED AND ATTACHED TO THESE MINUTES

A/lay the Levy Special 2013, M/2323, M/2324, M/2325, M/2326, M/2327, M/2328, M/2329

Having no further scheduled appointments or business to attend to, the County Commission adjourned at 11:49 A.M.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


Wayne Dunn, President


Stephen Gainer, Commissioner


David Blair Couch, Commissioner

To listen to this meeting, please refer to DVD labeled April 4, 2013.

Wood County Commission Meeting
Held April 4, 2013

Please Print

1.	MELODY ROSS / JAMIE SIX
2.	Toni Tiano
3.	HERNANDO ESCANDOS
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Wood County Commission Agenda

4/4/2013

1 Court Square, Suite 203
Parkersburg, WV 26101

9:00 AM	Approve and sign minutes, orders, purchase orders, invoices, new road names, erroneous assessment applications and any other administrative duties	Marty Seufer, County Administrator
	Day Report Center Grant	Toni Tiano, Grant Consultant
	Precinct Consolidation Proposal	Jamie Six, County Clerk and Melody Ross, Deputy Clerk
1	Discuss Humane Society - developing animal control program	
1	Discuss Jail Bill meetings	
1	Discuss revenue/expenses	
1	Discuss Air Show - i.e. getting military, audit, etc.	
2	Discuss Wireless Ordinance, Fox does all work, income source; Brian Tregoning, Fox Engineering	
2	Discuss gas well and mineral fees	
2	Discuss Travel Policy	
3	Discuss CAP Facility disposition, new building and consider funding engineering study-Pickering	
3	Discuss money saving areas	
3	Discuss Day Report Center - owes \$433,277.12	
3	Discuss Home Energy Efficiency Program	
4	Discuss renaming Blennerhassett Bridge the "Nick Null Memorial Bridge" - Dan Poling	
4	Discuss Senior Citizens Board - Dennie Huggins	
4	Discuss Shooting Range	
4	Discuss Courthouse - insulation coming off in attic, needs LED and exit lights	
4	Discuss Planning Commission - builders build "to rent" and then putting on sales block	

4	Discuss Town Meetings	
4	Discuss annual reports – Art Center, Smoot, Actors Guild and other organizations regularly receiving funds	
4	Discuss Purchase Orders	
NP	Discuss I-Pad transition for Commissioners	
NP	Discuss Spring Valley – Wirt County	
NP	Discuss Albright Building - Energy	
NP	Discuss Cell Tower demolition fee	
NP	Discuss energy and County buildings – Quarterly Reports?	
NP	Discuss Energy cost efficient vehicles for County	
NP	Discuss Sheriff – juvenile early intervention, 1 employee – 16-20	
NP	Discussion on developing animal control program, rehire HSOP Officers?	
NP	Discuss periodic reports – John Reed (Dilapidated Buildings and Solid Waste); Mike Dennis (Senior Center); Jeremy Cross (Trails and Mountwood Park); Cam Huffman, etc; Elected Officials	

BRAINSTORMING

IDEAS FOR REVENUE ENHANCEMENT AND COST SAVINGS

STATIC GOVERNMENT IS RARELY ADVANCING GOVERNMENT. NEW OR BETTER IDEAS PROVIDE THE MAP FOR PROGRESS. HOWEVER, MOST OF THE TIME MONEY MUST PLAY A SIGNIFICANT ROLE AND THAT IS NORMALLY VERY LIMITED. SINCE THE 2008 RECESSION THE REVENUE IN WOOD CO GOVERNMENT HAS BEEN FLAT,ADVANCING AT A SLOWER RATE THAN OUR COSTS ARE INCREASING.DURING THIS PERIOD OUR EFFORT TO BALANCE THE BUDGET AND PROVIDE FUNDING FOR GOOD CAUSES AND PROJECTS WAS DIRECTED AT EFFICIENCY AND COST SAVING FRUGALITY. OUR COUNTY EMPLOYEES HAVE BEEN VERY UNDERSTANDING--TO OUR GREAT APPRECIATION. HOWEVER, WE HAVE NOT HAD THE INCOME TO GIVE THE PAY INCREASES THAT WE WISH TO GIVE. THERE REMAINS MANY QUALITY LIFE ISSUES FOR OUR COMMUNITY THAT GET INADEQUATE ATTENTION.

IT IS VERY HARD FOR A COMMUNITY TO ADVANCE WITHOUT STRONG COMMUNITY PARTICIPATION AND APPROPRIATE FINANCIAL BACKING. WOOD COUNTY GOVERNMENT FINANCES HAVE BEEN MEAGER HAND TO MOUTH FOR FOUR YEARS NOW.OUR NEEDED RESERVES HAVE BEEN DWINDLING-- THAT'S NOT GOOD. THE COMMISSION BELIEVES THAT WISDOM DEEMS THIS SHOULD CHANGE. WE CAN SAVE BY CUTTING ONLY SO MUCH; IT IS TIME TO ALSO FIND GOOD WAYS TO GENERATE MORE REVENUE.

WE PLAN TO HAVE A BRAINSTORMING SESSION WITH EMPLOYEEES,ELECTED POSITIONS,ETC. PLEASE START ASSEMBLING YOUR THOUGHTS ON BOTH REVENUE ENHANCEMENT AND EFFICIENCY AND COST CUTTING.WE WILL HOLD THIS MEETING IN THE JUDGE BLACK BLDG ON FROM 1PM FOR ONE OR TWO HOURS. PLEASE COME WITH IDEAS THAT PROVIDE THE MONEY WE NEED TO HELP BRING SALARIES CLOSER TO WHERE THEY SHOULD BE, AND TO HELP ENERGIZE THE CONCEPTS OF GREAT COMMUNITIES.

THANK YOU FOR ALL YOU DO.

SINCERELY,

Wood County Commission

SW
4/4/13

Erroneous Assessment Application

Tax Type: **Personal Property**

Tax Ticket: **811543**

Tax Year: **2012**

4/4/13
70/267

Upon the application of **MORRIS EDWIN R** whose address is **1413 40TH ST PARKERSBURG, WV 26104**-aggrieved by an erroneous assessment in **PARKERSBURG District (05)**, in the County of Wood, for the **2012** tax year.

The County Commission therefore, orders that the said applicant be and hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed in and for the **2012** tax year.

If the taxes have been paid the Sheriff shall refund the same to them; or if more than a year from the time the property books were delivered to the Sheriff for the the affected tax year, the Sheriff shall allow a credit on future taxes payable.

DUE TO A TAXPAYER CLERICAL ERROR MR. MORRIS WAS ASSESSED HERE AND ALSO IN HANCOCK COUNTY. ATTACHED IS A PAID RECEIPT FROM HANCOCK COUNTY. PLEASE EXONERATE.

All of which is ordered to be certified to the Auditor of the State of West Virginia and the Sheriff of WOOD County

Date	Transaction Type	Class	Amount	Tax Rate	Tax Class	Net Value
07/01/2012	BILLING	4	35.82	2.912320	4	1,230
03/22/2013	PENDING EXONERATION	4	-35.82 ✓	2.912320	4	-1,230
			Adjusted Net Taxes			Adjusted Net Value
			0.00			0

Rich Sligh

Taxpayer

Ed Morris

Prosecutor

Rich Sligh

Assessor

Tom Curran

Commissioner

Steve Hays

County Commission President

Samie

Commissioner

At a regular session of the County Commission of Wood County, West Virginia, held at the Courthouse of said County, The County Commission did approve this exoneration on April 4, 2013.

RECEIVED
MAR 25 '13

RECEIVED
MAR 28 '13

County Administrator

County Administrator

By: Brandi Patterson

Application Printed On
Friday, March 22, 2013 12:13 pm

4/8/13
70267

APRIL 8, 2013

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION CALLED FOR A SPECIAL SESSION
TO BE HELD APRIL 16, 2013 TO LAY THE LEVY FOR FISCAL
YEAR 2013/2014. (nunc pro tunc April 4, 2013)

ORDER

On this date, the County Commission of Wood County, in regular session, announced to all concerned, upon a motion duly made, seconded and passed, that they, as a Commission, are calling for a SPECIAL SESSION to be held on Tuesday, April 16, 2013 at 9:00 A.M. Said Special Session is being held for the purpose of Laying the Levy and the Excess Levy for the fiscal year 2013/2014 as required by Chapter 11, Article 8, Section 10a of the West Virginia Code of 1931, as amended.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


Wayne Dunn, President


Stephen Gainer, Commissioner


David Blair Couch, Commissioner

A/lay the Levy Special 2013

4/4/13
70/265

APRIL 4, 2013

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 \$2,222.22 WHICH REPRESENTS REIMBURSEMENT IN REGARD TO THE JUSTICE ASSISTANCE GRANT NUMBER 09-JAG-49.


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 two thousand two hundred twenty-two dollars and twenty-two cents (\$2,222.22) which represents reimbursement to Wood County for expenses incurred during the month of February, 2013, in regard to the Justice Assistance Grant Number 09-JAG-49. Receipt of the aforementioned check is pursuant to an ORDER appearing in Order Book 70, at Page 250 and bearing the date of March 7, 2013 at which time Wayne Dunn, in his official capacity as President and on behalf of the County Commission, was AUTHORIZED to EXECUTE the Request for Reimbursement.

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

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


Wayne Dunn, President


Stephen Gainer, Commissioner


David Blair Couch, Commissioner

M/2323

4/4/13
70/265

APRIL 4, 2013

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE THE WOOD COUNTY CLERK TO PROCEED WITH THE PROCESS TO CONSOLIDATE VOTING PRECINCTS.

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 Wood County Clerk, Jamie Six, to proceed with the process required to consolidate voting precincts and adjust voting precinct lines as proposed to the Commission by the Clerk's Office.

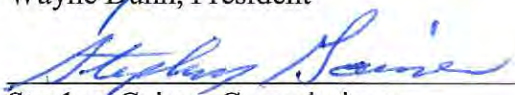
A copy of said Precinct Consolidation proposal is attached to this Order and should be made a part thereof.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



Wayne Dunn, President



Stephen Gainer, Commissioner



David Blair Couch, Commissioner

M/2324

Precinct Consolidation 2013
County Clerk Recommendation

4/4/13
78/265

Total Registered Voters Per Precinct - WV CODE §3-1-5
Urban Areas - not less than 300 and not more than 1,500
Rural Areas - not less than 200 and not more than 700

Total Registered Voter Numbers As Of January 29, 2013

*Precinct numbers in **bold** represent the proposed consolidated precincts*

Precs **08** into 01 Should consolidate. Total number of registered voters would be 825.

Precs **16** into 23 Should consolidate. Total number of registered voters would be 723. After consolidation, propose to move Precinct 23 from McKinley School (not handicapped accessible) to 16th Street Fire Station (handicapped accessible).

Precs 10,13&**17** Consolidate Precinct 17 into Precincts 10 & 13. New precinct line would follow Dillaway Street right at Paden Street and up Oak Street. Total number of registered voters in consolidated Precinct 10 would be 760 and Precinct 13 would be 610. Consolidation would eliminate polling place Woodman Hall (not handicapped accessible).

Precs 19,**24**&**29** Consolidate Precinct 24 into Precincts 19 & 29. New precinct line would follow Pearcy Street. Total number of registered voters in consolidated Precinct 19 would be 1,138 and Precinct 29 would be 1,046.

Precs **31**,32&34A Consolidate Precinct 31 into Precincts 32 & 34A. New precinct line would follow 27th Street. Total number of registered voters in consolidated Precinct 32 would be 1,064 and Precinct 34A would be 1,133.

Precs **36C** into 36B Should consolidate. Total number of registered voters would be 829.

Precs **37B** into 37 Should consolidate.

Precs **37D** into 37A Should consolidate.

Precs 37,37A&**37C** Consolidate Precinct 37C into already consolidated Precincts 37 & 37A. New precinct line would follow Fairview Avenue to 29th Street then up Worthington Creek. Total number of registered voters in consolidated Precinct 37 would be 992 and Precinct 37A would be 1,038.

Precs **42** into 41 Should consolidate. Total number of registered voters would be 1,177.

Precs **44** into 45 Should consolidate. Total number of registered voters would be 1,062.

Precs 44A into 45A Should consolidate. Total number of registered voters would be 1,124.

Precs 46A into 46 Should consolidate. Total number of registered voters would be 1,138. Consolidation would eliminate polling place Westminster Presbyterian Church (not handicapped accessible).

Precs 51 & 52 Adjust precinct lines to make total registered voter numbers more even. New precinct line would follow Highland Avenue to 7th Street up Williams Avenue and follow 6th Street to Hunters Run to city limits. Total registered voters before line changes for Precinct 51 is 1,326 and Precinct 52 is 835. Total of registered voters after line changes for Precinct 51 would be 1,021 and Precinct 52 would be 1,140.

Precs 66 into 69 Should consolidate. Total number of registered voters would be 1,019. Consolidation would eliminate polling place Lauckport Baptist Church (not handicapped accessible).

Precs 74A into 74 Should consolidate. Total number of registered voters would be 1,111.

Precs 87 & 89 Adjust precinct lines to make total registered voters more even. Precinct 89 would be enlarged by extending the precinct line to follow Southern Highway to Sugar Camp Road and then onto Seven Pines Road. The line would then follow Chesterville Road for a short distance to Grassy Run Road and connect back to Elizabeth Pike. Total registered voters before line changes for Precinct 87 is 1,011 and Precinct 89 is 415. Total of registered voters after line changes for Precinct 87 would be 578 and Precinct 89 would be 824.

2013 PRECINCT CONSOLIDATIONS PROPOSAL

1. PRECINCT 8 - Precinct 8 into Precinct 1
2. PRECINCT 16 - Precinct 16 into Precinct 23 (move Precinct 23 to 16th Street Fire Station)
3. PRECINCT 17 - Precinct 17 divided into Precinct 10 & Precinct 13
4. PRECINCT 24 - divided into Precinct 19 & Precinct 29
5. PRECINCT 31 - divided into Precinct 32 & Precinct 34A
6. PRECINCT 36C - Precinct 36C into Precinct 36B
7. PRECINCT 37B - Precinct 37B into Precinct 37
8. PRECINCT 37C - divided into Precinct 37 & Precinct 37A
9. PRECINCT 37D - Precinct 37D into Precinct 37A
10. PRECINCT 42 - Precinct 42 into Precinct 41
11. PRECINCT 44 - Precinct 44 into Precinct 45
12. PRECINCT 44A - Precinct 44A into Precinct 45A
13. PRECINCT 46A - Precinct 46A into Precinct 46
14. PRECINCT 66 - Precinct 66 into Precinct 69
15. PRECINCT 74A - Precinct 74A into Precinct 74

NON-HANDICAPPED PRECINCT LOCATIONS NO LONGER IN USE

1. McKinley School
2. Woodman Hall
3. Westminster Presbyterian Church
4. Lauckport Baptist Church

HANDICAPPED PRECINCT LOCATIONS NO LONGER IN USE

1. Wood County Senior Citizens Center
2. Worthington Elementary School
3. Parkersburg Catholic High School
4. Jackson Middle School

PRECINCT LINES ADJUSTED FOR POPULATION SHIFT

1. Precincts 51 & 52
2. Precincts 87 & 89

ESTIMATED COST SAVINGS TO COUNTY = \$15,357.50 per election

Poll Worker Pay:

- 15 Precincts X 5 Poll Workers = 75 Poll Workers
- 75 Poll Workers @ \$175.00 each = \$13,125.00
- 15 Supply Comm. @ \$25.00 each = \$375.00
- 15 Escorts @ \$10.00 each = \$150.00
- 15 Precincts Mileage from Nov 2012 = \$213.00
- 15 Precinct Supply Kits @ \$38.50 each = \$577.50
- 15 Precinct Custodians @\$20.00 each = \$300.00
- Rent for Precincts 17, 37B, & 66 = \$105.00

Canvass:

- 4 Canvass workers @ \$8.00 hr/2 days = \$512.00

iVo Testing:

- 98 hours of iVotronic testing decreased to 80 1/2 hours
 - *14 days of testing decreased to 11.5 days
 - *Stress savings to employees = PRICELESS :-)

POLL WORKER PAY INCREASE:

****Last pay increase of \$10.00 - May 2010 Primary****

Poll Worker pay increase from \$175.00 to \$200.00

- 345 Poll Workers @ \$175.00 each = \$60,375.00
- 345 Poll Workers @ \$200.00 each = \$69,000.00
- Difference in pay amount = \$8,625.00
- Savings still to County = \$6,732.50

REASONS FOR PAY INCREASE:

- Incentive to attract new poll workers
- Incentive to keep established poll workers
- Number of registered voters at consolidated precincts will be higher resulting in increased turnout

CLASS 1 COUNTIES POLL WORKER PAY 2013

COUNTY NAME	NUMBER OF PRECINCTS	ELECTION DAY PAY	TRAINING PAY	ELECTION DAY & TRAINING TOTAL	SUPPLY COMM PAY	ESCORT PAY
JEFFERSON	32	175.00	125.00	300.00	50.00	10.00
KANAWHA	166	175.00	50.00	225.00	70.00	20.00
BERKELEY	66	150.00	50.00	200.00	35.00	15.00
CABELL	71	150.00	50.00	200.00	*175.00	25.00
		2 Training classes @ \$50.00 each. Supply pickup \$50.00. Supply Return \$25.00				
PUTNAM	47	150.00	50.00	200.00	50.00	20.00
RALEIGH	87	150.00	50.00	200.00	25.00	10.00
MARSHALL	45	140.00	50.00	190.00	30.00	15.00
MERCER	49	*130.00	50.00	180.00	\$2.00 extra per iVo	0.00
		* Top 5 most populated precincts-poll workers are paid \$20.00 extra*				
WOOD	84	150.00	25.00	175.00	25.00	10.00
HARRISON	75	150.00	15.00	165.00	15.00	10.00
OHIO	36	130.00	25.00	155.00	20.00	10.00
MARION	76	110.00	40.00	150.00	40.00	15.00
MONONGALIA	71	115.00	35.00	150.00	40.00	15.00

APRIL 4, 2013

4/4/13
70/265

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE WAYNE DUNN, AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F13-HS-03-2010. SAID REQUEST IS IN THE AMOUNT OF \$0.00.

ORDER

On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Stephen Gainer and made unanimous by Wayne Dunn, did hereby AUTHORIZE Wayne Dunn, in his official capacity as President and on behalf of the County Commission, to sign the Request for Reimbursement in regard to the Governor's Highway Safety Program Grant Number F13-HS-03-2010. The Request for Reimbursement is in the amount of zero dollars and zero cents (\$0.00) for the month of February, 2013. The Request for Reimbursement Form, the Project Financial Report, and the Monthly Progress Report have been submitted.

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

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

APPROVED:

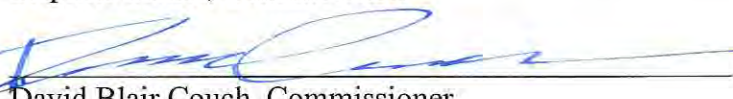
THE COUNTY COMMISSION OF WOOD COUNTY



Wayne Dunn, President



Stephen Gainer, Commissioner



David Blair Couch, Commissioner

GOVERNOR'S HIGHWAY SAFETY PROGRAM

5707 MacCorkle Avenue SE

P. O. Box 17600

Charleston, West Virginia 25317-0010

Telephone: (304) 926-2509

Fax: (304) 926-3880

4/4/13
70/265

COPY

REQUEST FOR REIMBURSEMENT

(For GHSP Use Only)	Sub-Grantee: Wood County Commission Address: One Court Square, Suite 203 Parkersburg, WV 26101 P. O. Number: MV1203 Grant Number: F13-HS-03-2010 FEIN Number: 556000417 Funds are hereby requested to cover expenditures For the period of: 2/1/13 - 2/28/13
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PROJECT CASH EXPENDITURES

Account Number	Amount
9007-2012-0802-128	\$0.00
TOTAL	\$0.00

CERTIFICATION:

I certify that this report represents 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 for inspection at the request of the Governor's Highway Safety Program.

BY: Wayne Dunn, Wood County Comm Pres 4/4/2013
(Typed Name And Title) (Signature) (Date)
(Authorized Official or Grant Financial Officer Only)

GOVERNOR'S HIGHWAY SAFETY PROGRAM USE ONLY

ADMINISTRATIVE APPROVAL

This request is approved for the amount of:

(Approved) (Date)

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

(Date)

(Director)

Purchasing/Accounts Payable Use Only

APRIL 4, 2013

4/4/13
70/266

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE WAYNE DUNN, AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F13-HS-03-2011. SAID REQUEST IS IN THE AMOUNT OF \$60.00.

ORDER

On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Stephen Gainer and made unanimous by Wayne Dunn, did hereby AUTHORIZE Wayne Dunn, in his official capacity as President and on behalf of the County Commission, to sign the Request for Reimbursement in regard to the Governor's Highway Safety Program Grant Number F13-HS-03-2011. The Request for Reimbursement is in the amount of sixty dollars and zero cents (\$60.00) for the month of February, 2013. The Request for Reimbursement Form, the Project Financial Report, and the Monthly Progress Report have been submitted.

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

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

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



Wayne Dunn, President



Stephen Gainer, Commissioner



David Blair Couch, Commissioner

GOVERNOR'S HIGHWAY SAFETY PROGRAM

5707 MacCorkle Avenue SE

P. O. Box 17600

Charleston, West Virginia 25317-0010

(304) 926-2509

Fax: (304) 926-3880

4/4/13
70/266

COPY

REQUEST FOR REIMBURSEMENT

(For GHSP Use Only)	Sub-Grantee: Wood County Commission Address: One Court Square, Suite 203 Parkersburg, WV 26101 P. O. Number: MV1203 Grant Number: F13-HS-2011 FEIN Number: 556 000 417 Funds are hereby requested to cover expenditures For the period of: 2/1/13 - 2/28/13
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PROJECT CASH EXPENDITURES

Account Number	Amount
9007-2012-0802-099-128	\$60.00
TOTAL	\$60.00

CERTIFICATION:

I certify that this report represents 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 for inspection at the request of the Governor's Highway Safety Program.

BY: Wayne Dunn, President, Wood Cty. Comm. 4/4/2013

(Typed Name And Title) (Signature) (Date)

(Authorized Official or Grant Financial Officer Only)

GOVERNOR'S HIGHWAY SAFETY PROGRAM USE ONLY

ADMINISTRATIVE APPROVAL

This request is approved for the amount of:

(Approved) (Date)

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

_____ (Date)

_____ (Director)

Purchasing/Accounts Payable Use Only

APRIL 4, 2013

4/4/13
70/266

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE WAYNE DUNN, AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F13-HS-03-408. SAID REQUEST IS IN THE AMOUNT OF \$0.00.

ORDER

On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Stephen Gainer and made unanimous by Wayne Dunn, did hereby AUTHORIZE Wayne Dunn, in his official capacity as President and on behalf of the County Commission, to sign the Request for Reimbursement in regard to the Governor's Highway Safety Program Grant Number F13-HS-03-408. The Request for Reimbursement is in the amount of zero dollars and zero cents (\$0.00) for the month of February, 2013. The Request for Reimbursement Form, the Project Financial Report, and the Monthly Progress Report have been submitted.

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

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

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



Wayne Dunn, President



Stephen Gainer, Commissioner



David Blair Couch, Commissioner

GOVERNOR'S HIGHWAY SAFETY PROGRAM

5707 MacCorkle Avenue SE

P. O. Box 17600

Charleston, West Virginia 25317-0010

COPY

Telephone: (304) 926-2509

Fax: (304) 926-3880

4/4/13
70/264

REQUEST FOR REIMBURSEMENT

(For GHSP Use Only)

Sub-Grantee: Wood County Commission

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

P. O. Number: MV1203

Grant Number: F13HS-03-408

FEIN Number: 556 000 417

Funds are hereby requested to cover expenditures

For the period of: 2/1/13 - 2/28/13

PROJECT CASH EXPENDITURES

Account Number	Amount
9007-2012-0802-099-128	\$0.00
TOTAL	\$0.00

CERTIFICATION:

I certify that this report represents 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 for inspection at the request of the Governor's Highway Safety Program.

BY: Wayne Dunn, President, Wood Cty. Comm 4/4/2013
(Typed Name And Title) (Signature) (Date)
(Authorized Official or Grant Financial Officer Only)

GOVERNOR'S HIGHWAY SAFETY PROGRAM USE ONLY

ADMINISTRATIVE APPROVAL

This request is approved for the amount of:

	(Approved)	(Date)

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

(Date)

(Director)

Purchasing/Accounts Payable Use Only

APRIL 4, 2013

4/4/13
70/266

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE WAYNE DUNN, AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F13-HS-03-406. SAID REQUEST IS IN THE AMOUNT OF \$0.00.

ORDER

On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Stephen Gainer and made unanimous by Wayne Dunn, did hereby AUTHORIZE Wayne Dunn, in his official capacity as President and on behalf of the County Commission, to sign the Request for Reimbursement in regard to the Governor's Highway Safety Program Grant Number F13-HS-03-406. The Request for Reimbursement is in the amount of zero dollars and zero cents (\$0.00) for the month of February, 2013. The Request for Reimbursement Form, the Project Financial Report, and the Monthly Progress Report have been submitted.

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

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

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



Wayne Dunn, President



Stephen Gainer, Commissioner



David Blair Couch, Commissioner

GOVERNOR'S HIGHWAY SAFETY PROGRAM

5707 MacCorkle Avenue SE

P. O. Box 17600

Charleston, West Virginia 25317-0010

Telephone (304) 926-2509

Fax: (304) 926-3880

4/4/13
70/266

COPY

REQUEST FOR REIMBURSEMENT

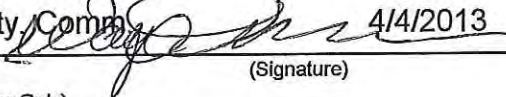
(For GHSP Use Only)	Sub-Grantee: Wood County Commission Address: One Court Square, Suite 203 Parkersburg, WV 26101 P. O. Number: MV1203 Grant Number: F13-HS-03-406 FEIN Number: 556 000 417 Funds are hereby requested to cover expenditures For the period of: 2/1/13 - 2/28/13
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PROJECT CASH EXPENDITURES

Account Number	Amount
9007-2012-0802-099-128	\$0.00
TOTAL	\$0.00

CERTIFICATION:

I certify that this report represents 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 for inspection at the request of the Governor's Highway Safety Program.

BY: Wayne Dunn, President, Wood Cty Comm  4/4/2013
(Typed Name And Title) (Signature) (Date)
(Authorized Official or Grant Financial Officer Only)

GOVERNOR'S HIGHWAY SAFETY PROGRAM USE ONLY

ADMINISTRATIVE APPROVAL

This request is approved for the amount of:

(Approved) (Date)

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

(Date)

(Director)

Purchasing/Accounts Payable Use Only

APRIL 4, 2013

4/4/13
70/266

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE
WAYNE DUNN, AS PRESIDENT, TO EXECUTE AN
APPLICATION FOR A COMMUNITY CORRECTIONS GRANT


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 Wayne Dunn, in his official capacity as President and on behalf of the County Commission, to EXECUTE an Application for a Court Security Grant with the West Virginia Division of Criminal Justice Services. Said grant is in the amount of five hundred ninety-four thousand, two hundred six dollars and zero cents (\$594,206.00).

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

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



Wayne Dunn, President



Stephen Gainer, Commissioner



David Blair Couch, Commissioner

M/2329

4/4/13
70/266

West Virginia Community Corrections Application Checklist

Applicant: Wood County Commission

Amount Requested:

\$594,206

- X General Administrative Information – Page 1
 - X Applicant Information Complete
 - X Type of Agency is Marked
 - X Type of Application is Marked
 - X Project Director Information Complete
 - X Fiscal Officer Information Complete
 - X Amount Requested is Complete
 - X Local Funds Committed
 - X Number of Years Previously Funded is Provided
 - X Estimated Number of Offenders to be Served is Provided
 - X Geographic Area to be Served is Provided
 - X Total Population for Geographic Area Provided
 - X Project Title is Provided
 - X Project Description is Provided
 - X Authorized Official Information is Complete – with ORIGINAL Signature

- X Budget Information – Pages 2 - 4
 - X Budget Summary (Complete with Applicant Name and FEIN Number)
 - X Funding Strategy Complete
 - X Budget Detail Provided (including proper match detail)
 - X Budget Justification Provided (Detailed w/match included & labeled)

- X 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 Local Community Criminal Justice Board
 - ☞ Plan of Sustainability

- X Goals and Objectives – Page 6

At least two goals and at least one objective for each goal are required for each discipline requesting funding. An activity, an outcome measure, and an implementation schedule are required for each objective.

- X Community Corrections Board Members – Page 7
 - X List of Members Provided
 - X Membership acceptable by WV Code, Program Guidelines, and Applicant Working Agreement standards

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

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

- X Attachments A through D
 - X Operational Budget and 3-year Plan
 - X Commitment Letters from all LCCJ Board Members (or MOU)
 - X Other Required Program Information
 - X Standard and Special Conditions – ORIGINAL signature of the Authorized Official MUST be provided.

**West Virginia Community Corrections
Grant Program Application**

**General Administrative Information
Page 1**

Applicant Agency: Wood County Commission Address: One Court Square, Suite 203 Parkersburg WV 26101 Phone: 304-424-1984 Fax Number: 304-424-0194	Type of Agency: <input type="checkbox"/> State <input checked="" type="checkbox"/> County Type of Application: <input checked="" type="checkbox"/> For State Funds <input type="checkbox"/> No State Funds
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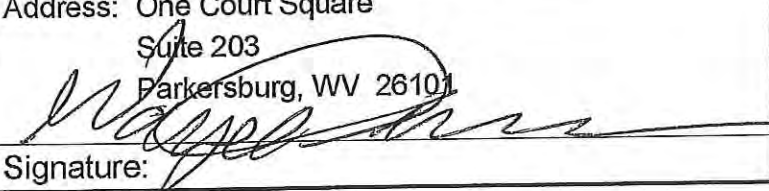
Project Director: Toni Tiano PD Title: Grant Consultant Address: One Court Square Suite 203 Parkersburg, WV 26101 Phone: 304-428-7760 Fax: 304-485-2925 Email: tianoknopp@suddenlink.net	Fiscal Officer: Jamie Six FO Title: Wood County Clerk Address: One Court Square Parkersburg, WV 26101 Phone: 304-424-1850 Fax: 304-424-0194 Email: jamiesix@woodcountywv.com
---	---

State Funds Requested: \$594,206 **Amount Awarded:**
Local Funds Utilized: \$266,860 (for DJCS use only)
Project Period: July 1, 2013 – June 30, 2014

Number of years previously funded: 9 **Estimated Number to be Served:** 275
Geographic Area(s) Served: Wood, Roane, and Jackson Counties
Total Population: 129,820
Project Title: Mid-Ohio Valley Regional Day Report Center

Project Description: The Day Report Center currently serves the Counties of Wood, Jackson, and Roane. During the upcoming year they hope to expand services offered and possible geographic area.

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

Authorized Official: Wayne Dunn Address: One Court Square Suite 203 Parkersburg, WV 26101 	AO Title: President Phone: 304-424-1984 Fax: 304-424-0194 E-Mail: seufer@woodcountywv.com Date:
Signature:	

Applicant: Wood County Commission	FEIN Number: 556 000 417
--	---------------------------------

Budget Category	WV Community Corrections Requested Funds (A)	Local (Match) Funds (B)	Total Budget (A + B)
Personnel/Contractual	\$594,206	\$266,860	\$861,066
Travel/Training	-0-	-0-	-0-
Equipment	-0-	-0-	-0-
Other	-0-	-0-	-0-
Totals	\$594,206	\$266,860	\$861,066

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

Funding Strategy

Funding Source(s)	Amount	Status
WV Community Corrections Grant	\$594,206	A
Matching Funds – Wood, Roane, & Jackson Counties	\$100,000	C
Revenue Collections	\$166,860	C
Total	\$861,066	

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

Detailed Project Cost by Budget Category	Requested Community Corrections Funds	Local Funds Utilized	Grant Funds Approved
Personnel / Contractual:			(DJCS Use Only)
Day Report Center Director – Dennie Huggins	56,844		
Salary - \$56,844.40	8,242		
Retirement - \$56,844.40 x .145	4,349		
FICA - \$56,844.40 x .0765	1,762		
Workers Comp. - \$56,844.40 x .031	6,329		
Insurance - \$527.42/mo. X 12 mos.			
Clinical Director – Hernando Escandon	45,550		
Salary - \$45,550	6,605		
Retirement - \$45,550 x .145	3,485		
FICA - \$45,550 x .0765	1,412		
Workers Comp. - \$45,550 x .031	6,329		
Insurance - \$527.42/mo. X 12 mos.			
Administrative Assistant – Amy Barton	22,000		
Salary - \$22,000	3,190		
Retirement - \$22,000 x .145	1,683		
FICA - \$22,000 x .0765	682		
Workers Comp. - \$22,000 x .031	6,329		
Insurance - \$527.42/mo. X 12 mos.			
Case Manager #1 – Rose Parsons	29,471		
Salary - \$29,470.77	4,273		
Retirement - \$29,470.77 x .145	2,255		
FICA - \$29,470.77 x .0765	914		
Workers Comp. - \$29,470.77 x .031	6,329		
Insurance - \$527.42/mo. X 12 mos.			
Case Manager #2 – Deb Murphy	33,821		
Salary - \$33,821.05	4,904		
Retirement - \$33,821.05 x .145	2,587		
FICA - \$33,821.05 x .0765	1,048		
Workers Comp. - \$33,821.05 x .031	12,876		
Insurance - \$1,073.03/mo. X 12 mos.			

**West Virginia Community Corrections
Grant Program Application**

**Budget Detail
Page 3 -B**

Case Manager #3 – Sherry Wise			
Salary - \$35,360.08			
Retirement - \$35,360.08 x .145	35,360		
FICA - \$35,360.08 x .0765	5,127		
Workers Comp. - \$35,360.08 x .031	2,705		
Insurance - \$527.42/mo. X 12 mos.	1,096		
	6,329		
Case Manager #4 – Amy Church			
Salary - \$35,498.36			
Retirement - \$35,498.36 x .145	35,498		
FICA - \$35,498.36 x .0765	5,147		
Workers Comp. - \$35,498.36 x .031	2,716		
Insurance - \$527.42/mo. X 12 mos.	1,100		
	6,329		
Case Manager #5 – VACANT			
Salary - \$30,000			
Retirement - \$30,000 x .145	30,000		
FICA - \$30,000 x .0765	4,350		
Workers Comp. - \$30,000 x .031	2,295		
Insurance - \$527.42/mo. X 12 mos.	930		
	6,329		
Case Manager #6 – VACANT			
Salary - \$30,000			
Retirement - \$30,000 x .145	30,000		
FICA - \$30,000 x .0765	4,350		
Workers Comp. - \$30,000 x .031	2,295		
Insurance - \$1,073.03/mo. X 12 mos.	930		
	12,876		
Site Coordinator – Jackson County and Roane County– Jeannette Easthom			
Salary - \$31,783.56			
Retirement - \$31,783.56 x .145	31,784		
FICA - \$31,783.56 x .0765	4,609		
Workers Comp. - \$31,783.56 x .031	2,431		
Insurance - \$527.42/mo. X 12 mos.	985		
	6,329		
Case Manager #7 – Jackson County – Robin Hart			
Salary - \$27,040.17			
Retirement - \$27,040.17 x .145	27,040		
FICA - \$27,040.17 x .0765	3,921		
Workers Comp. - \$27,040.17 x .031	2,069		
Insurance - \$527.42/mo. X 12 mos.	838		
	6,329		

**West Virginia Community Corrections
Grant Program Application**

**Budget Detail
Page 3 - C**

Case Manager #8 – Roane County – Katie Nutter Salary - \$25,958.40	25,958		
Retirement - \$25,958.40 x .145	3,764		
FICA - \$25,958.40 x .0765	1,984		
Workers Comp. - \$25,958.40 x .031	805		
Insurance - \$527.42/mo. X 12 mos.	6,329		
<u>MATCH</u>			
Drug Lab Technician – Jana Singer Salary - \$37,044.88		37,045	
Retirement - \$37,044.88 x .145		5,372	
FICA - \$37,044.88 x .0765		2,834	
Workers Comp. - \$37,044.88 x .031		1,148	
Insurance - \$527.42/mo. X 12 mos.		6,329	
Support Staff/CS Officer – William Kincaid Salary - \$20,894		20,894	
Retirement - \$20,894 x .145		3,030	
FICA - \$20,894 x .0765		1,598	
Workers Comp. - \$20,894 x .031		648	
Insurance - \$527.42/mo. X 12 mos.		6,329	
Office Assistant – Quyen Nguyen Salary - \$20,894		20,894	
Retirement - \$20,894 x .145		3,030	
FICA - \$20,894 x .0765		1,598	
Workers Comp. - \$20,894 x .031		648	
Insurance - \$527.42/mo. X 12 mos.		6,329	
Office Assistant – Patrica Lynch Salary - \$20,894		20,894	
Retirement - \$20,894 x .145		3,030	
FICA - \$20,894 x .0765		1,598	
Workers Comp. - \$20,894 x .031		648	
Insurance - \$527.42/mo. X 12 mos.		6,329	
Office Assistant – Roane County – VACANT Salary - \$20,550.40		20,550	
Retirement - \$20,550.40 x .145		2,980	
FICA - \$20,550.40 x .0765		1,572	
Workers Comp. - \$20,550.40 x .031		637	
Insurance - \$527.42/mo. X 12 mos.		6,329	

**West Virginia Community Corrections
Grant Program Application**

Drug Lab Technician – Kyla Farmer – PART-TIME Salary - \$6,922.24 FICA - \$6,922.24 x .0765 Workers Comp. - \$6,922.24 x .031		6,922 530 215	
Support Staff – Megan Saunders – Jackson County – PART-TIME Salary - \$14,899.04 FICA - \$14,899.04 x .0765 Workers Comp. - \$14,899.04 x .031 Retirement - \$14,899.04 x .145		14,899 1,140 462 2,160	
Support Staff – Mark Malcomb – Jackson County – PART-TIME Salary - \$14,899.04 FICA - \$14,899.04 x .0765 Workers Comp. - \$14,899.04 x .031 Retirement - \$14,899.04 x .145		14,899 1,140 462 2,160	
Counselor – Kimberly Mertz – Roane County – PART-TIME Salary - \$28,229.76 FICA - \$28,229.76 x .0765 Workers Comp. - \$28,229.76 x .031 Retirement - \$28,229.76 x .145		28,230 2,160 875 4,093	
Security – Wood County – PART-TIME Various		2,600	
Lab Director – Suzanne Williams – Contractual Fee – \$1,620 <u>Travel / Training:</u> <u>Equipment (\$1,000/unit):</u> <u>Other:</u>		1,620	
Total Requested WVCC Funds	\$594,206		
Total Local Matching Funds		\$266,860	
Total Funds APPROVED for Project			(For DJCS Only)

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.

GRANT FUNDS - \$594,206

Personnel/Contractual – GRANT FUNDS

A total of \$591,545 is being requested in grant funds in the personnel/contractual category for employees who are full-time Wood County employees (salary, benefits, and insurance) and those who are part-time (salary, benefits, and/or insurance).

The full-time positions are:

Day Report Center Director	\$56,844
Clinical Director	\$45,550
Administrative Assistant	\$22,000
Case Manager #1	\$29,471
Case Manager #2	\$33,821
Case Manager #3	\$35,360
Case Manager #4	\$35,498
Case Manager #5	\$30,000
Case Manager #6	\$30,000
Site Coordinator – Jackson/Roane Counties	\$31,784
Case Manager #7 – Jackson County	\$27,040
Case Manager #8 – Roane County	\$25,958

TOTAL SALARIES \$403,326

Benefits for full-time positions:	
Retirement - \$403,326 x .145	\$58,482
FICA - \$403,326 x .0765	\$30,853
Workers Comp. - \$403,326 x .031	\$12,502

TOTAL BENEFITS \$101,837

INSURANCE	
\$527.42/month x 12 mos. X 10 employees (Single Coverage)	\$63,290
\$1,073.03/month x 12 months x 2 employees (Family Cov.)	\$25,753

TOTAL INSURANCE \$89,043

GRAND TOTAL – GRANT FUNDS REQUESTED **\$594,206**

MATCH FUNDS - \$266,860

Personnel/Contractual -

A total of \$266,860 is being provided in match funds in the personnel/contractual category for employees. Some of these employees are full-time Wood County employees (salary, benefits, and insurance), some part-time (salary, benefits, and/or insurance), and some contractual (no benefits or insurance).

The full-time positions are:

Drug Lab Technician	\$37,045
Support Staff/CS Officer	\$20,894
Office Assistant #1	\$20,894
Office Assistant #2	\$20,894
Office Assistant #3 – Roane County	\$20,550
TOTAL FULL-TIME SALARIES	\$120,277

Benefits Full-Time Employees:

Retirement - \$120,277 x .145	\$17,440
FICA - \$120,277 x .0765	\$ 9,202
Workers Comp. - \$120,277 x .031	\$ 3,730
TOTAL BENEFITS FULL-TIME EMPLOYEES	\$30,370

Insurance Full-Time Employees:

Insurance - \$527.42/mo. X 12 mos. X 5 employees	\$31,645
TOTAL INSURANCE FULL-TIME EMPLOYEES	\$31,645

The part-time positions are:

Drug Lab Technician	\$ 6,922
Support Staff #1– Jackson County	\$14,899
Support Staff #2 – Jackson County	\$14,899
Case Manager/Counselor – Roane County	\$28,230
TOTAL PART-TIME SALARIES	\$64,950

Benefits Part-Time Employees

FICA - $\$64,950 \times .0765$
Workers Comp - $\$64,950 \times .031$
Retirement - $\$58,028 \times .145$

\$ 4,969
\$ 2,013
\$ 8,414

TOTAL BENEFITS PART-TIME EMPLOYEES

\$15,396

CONTRACTUAL EMPLOYEES

Security Personnel
Lab Director

\$ 2,600
\$ 1,620

TOTAL CONTRACTUAL

\$ 4,220

TOTAL MATCH

\$266,860

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.

A. Problem Statement:

The Mid-Ohio Valley Regional Day Report Center (DRC) aspires to address community safety issues in regard to substance abuse, domestic abuse, theft, and contributory, causal factors related to under/unemployment with the goal of providing appropriate treatment to as many individuals as possible in order to achieve rehabilitation and reduce recidivism.

The current trends in referrals to the DRC include clients which show an increase in the use of heroin, the manufacture and use of methamphetamine, prescription drug abuse/addiction, property crime for which addiction frequently serves as a catalyst, domestic offenses and violation of protection orders, Batterer's Intervention Program referrals, DUI rates of every severity including DUI with death and injury, and public intoxication. A full detail of all offenses over time for the counties served is attached to this narrative.

Wood County's unemployment rate of 6.8% for calendar year 2012 was relatively low. However, Roane County's unemployment rate of 11.7% and Jackson County's 8.8% for calendar year 2012 were both above the national average. These high unemployment figures contribute somewhat to the problem – specifically individuals aged 18 to 25 who are not in school or working. They often get involved with issues which lead them to becoming involved with the criminal justice system.

Along with many others, this region suffers from a shortage of and lack of accessibility to treatment options for addiction and other mental health issues. This shortage is especially apparent for the population served by the DRC. Many of the clients seen at the DRC have co-existing disorders (primarily addiction and mental health issues) with the majority of these individuals having no medical coverage which results in a lack of access to appropriate care.

Furthermore, underachievement as related to lack of high school diploma, and/or adequate job training compounds the barriers experienced by this population. While GED classes are available, the rural nature of the area often interferes with the ability of many of the participants to access these services.

Because of a shortage of staff, the DRC experiences difficulty with delivering the level of life skills training which is needed to optimally benefit the clients. Services provided by the DRCs are specifically geared to address criminogenic attitudes and behaviors while providing tracts of care that are appropriate and effective for the population.

A high level of offender accountability is stressed and unilaterally enforced through a sanction and reward system. Currently the DRCs offer multiple levels of substance abuse treatment that are provided by Certified Addiction Counselors, Batterer's Intervention Programming at the Wood and Jackson County sites (clients from multiple counties attend each site's programming), Theft Prevention Classes, and Life Skills Classes. Continued Care is also offered several times monthly, providing after-care for Drug Court and DRC clients; Peer Support Groups are held on site and are well attended by those clients who are participating in substance abuse treatment.

Methods used to evaluate service delivery as related to meeting the needs of the communities served include regular one-on-one meetings with referral sources, (judges, magistrates, probation, parole, DHHR, etc.) regular meetings with the DRC's advisory board, client assessment and exit interviews.

Additionally, the DRC strives to continually evaluate staff, encourage staff attendance at relevant trainings, and strive to provide training related to our field in order to ensure that our employees are well trained and highly motivated professionals. The DRC has recently added additional, specialized substance abuse services in response to feedback from referral sources, and through information gathered from our clients during the assessment process.

B. Program Description and /or Solution to the Problem:

The Mid-Ohio Valley Day Regional Day Report Center (DRC) began operation as the Wood County Day Report Center in 2004. Expansion efforts resulted in the addition of a Jackson County office in 2009 and a Roane County office in 2010. Through cooperative agreements and financial contribution from the respective county commissions, each rural county has fully staffed sites in those counties.

West Virginia Drug Testing Laboratories (WVDTL) was open in 2009 in Parkersburg, WV and is housed at the Wood County DRC. WVDTL is committed to partnering with community and government institution, as well as private companies, to provide dynamic leadership and exemplary service within the industry. This program has provided an innovative source of financial stability for the Day Report Centers.

The DRC experience is showing a need exists for the agency to modify the Life Skills curriculum by including intensive job readiness and job search education programming. Although life skills classes are offered, they are not adequate to meet the basic needs of assisting client's with employment issues, which is essential to reduction of recidivism. In addition to carrying an average caseload of 40-50 clients, the clinical staff at the Wood County DRC also directly facilitates all clinical services the agency provides. Consequently, the workload of each counselor/case manager is currently too high, and certainly precludes the additional assignment of more intensive life skill programming. Therefore, the Wood County DRC is requesting additional funding to hire 2 additional case managers to assist with the case management services, and focus the life skills curriculum on education and job training/readiness and acquisition.

The challenges and successes of operating regionally with a diverse clientele as well as a diverse set of referral sources have fluctuated over time. With each passing month and year of operation, the DRC has made accommodations in programming in order to meet the unique needs of each regional office, while remaining true to the mission and philosophy of the community corrections model.

In addition to ongoing efforts to officially bring Wirt County in the regional fold, talks are also underway to provide additional services in other regional counties. In the past grant year services have been provided to a number of clients from Pleasants, Ritchie, and Wirt Counties. Additionally, Calhoun County has referred several clients for services at both the Roane and Wood County sites. These referrals are from both the local county DHHR offices and from the court systems in those counties. The Clay County DHHR has also referred clients to the Roane County site for random Urine Drug Screening (UDS). The barriers to providing services in these smaller and more rural counties include transportation, poverty, and the counties' inability to provide a financial match for services rendered because of the poor economic conditions in those counties. Even though no formal agreement is in place with the counties previously mentioned, clients are accepted into the program from both DHHR and the criminal justice system.

The DRC is optimistic a formal agreement with Wirt County is attainable as well as the possibility for both Ritchie and Pleasants Counties.

The DRC focuses on rehabilitation of offenders while they remain in a community setting. The intent is for offenders to become stakeholders in the community by participating in meaningful activities that encourage the development of an attachment to and cohesiveness with other positive community influences. These efforts have been shown to significantly reduce recidivism of individual offenders which is expected to

serve as a positive impact and increase the safety of families and the community as a whole.

This shift in role is achieved by providing individualized treatment which addresses the particular needs of each offender who is referred to the agency. A comprehensive initial assessment process is provided to each individual who is referred to the program. The results of this assessment assist staff with the development an ongoing and fluid plan of care that addresses root causes of offending behaviors, ensures appropriate offender accountability, and the submission of restitution as indicated.

In addition to providing services to the judicial system (Circuit, Magistrate and Family courts) by direct referral, the DRCs play an integral role in family and community safety by working closely with the Department of Health and Human Resources, Child Protective Services Division (DHHR) in Wood, Wirt, Jackson, Calhoun, Roane and Clay Counties. Services provided to these agencies include random urine drug screenings, the Batterer's Intervention Program, and multiple levels of substance abuse treatment. Additionally, the DHHR frequently makes referrals to the DRC for assessment and treatment recommendations to be presented to the Multi-Disciplinary Team charged with maintaining family safety and family reunification where indicated.

In addition to treatment and educational courses identified to assist clients, DRC staff is careful to ensure that each client has a firm foundation on which to rebuild their lives. Routine aspects of client care include (but are not limited to): thorough intensive case management services, referrals for housing, social services, employment, and mental health treatment, and medical and dental care. The DRC works closely with other community agencies, including WV Job Service and the SPOKES employment training program to assist clients.

One of the lessons learned over the past years has been the importance of assisting clients with developing employment and other life skills. It is clear that including this area of service is paramount in assuring the provision of meaningful services to this clientele. There is an ongoing effort at the DRC to increase the level and intensity of life skills programming that is focused on assisting with the unique needs and barriers of this population.

To achieve this end, the DRC provides a thorough assessment of each referral, and determines the best tract of treatment from the comprehensive array of services offered, both in house and with community partners. The DRC is staffed with well trained, credentialed and highly motivated individuals who are dedicated and passionate about the

field of community corrections. The DRC currently employs 6 Certified Addiction Counselors (2 of who hold Advanced Addiction Counselor status), a Licensed Professional Counselor, a Licensed Social Worker, a Certified Criminal Justice Professional, and other criminal justice specialists.

On an infrequent basis, clients are referred to the DRC with a requirement of community service as part of the sentencing order. However, instead of being legally mandated, a majority of the community service hours performed are for the purpose of affording the indigent clientele an opportunity to repay their agency fees with community service hours. Clients who perform this optional community service receive a reduction in their fees of at the prevailing minimum wage rate for each hour of community service they perform. Ancillary staff organizes, implements and supervises community service projects in each county. Community service not only satisfies community restitution requirements, but can also instill an increased work ethic, establish a basis for becoming a community stake holder, provide an opportunity to learn new job skills, and serve as a method of networking for possible employment.

The Mid-Ohio Valley Regional Day Report Center provides a comprehensive array of services designed to address the root cause of criminal activity, where it exists. These services are provided by appropriately credentialed staff and tailored to address the unique needs of the population served. The primary goals of the treatment services offered are to reduce the likelihood of recidivism, promote healthy lifestyles, and indeed save lives.

As described in previous sections, it is clear that the DRC must increase its range of programming in order to more effectively support client's education/employment needs. At this point, the clinical staff provide not only all case management services, but also lead all treatment and education groups. While efforts are made to refer clients to our community partners when appropriate, this intervention has consistently proven to be ineffective. Ideally, the DRC would be able to provide life skills classes with a parenting component to all clients who are unemployed or underemployed; lack at least a high school diploma (or its equivalency). In order to achieve this goal, it will be necessary to hire additional case managers to provide the life skills programming and to reduce the number of clients on the caseloads of each current DRC case manager/counselor.

The DRC is establishing new relationships with counties in its region. These relationships have increased this past grant year. Referrals are accepted from Wirt, Ritchie, Pleasants, and Calhoun Counties. Referral sources from these counties include DHHR and the court systems. The DRC hopes to be able to formally bring these counties into the regional fold very soon.

The operation of the program for the upcoming year will continue to utilize many of its existing successful components in the Counties it is currently serving will continue to look for expansion opportunities in neighboring counties. In addition, it is hopeful the life skills component will be expanded through the additional staff members.

C. Project Assessment/Evaluation:

The DRC will evaluate its effectiveness by collecting and analyzing information from its clients and referral sources. DRC administration will also perform random inspections of all staff as they carry out their regular duties; their performance of those duties will be evaluated through the use of both formal rating scales and informal conferences. Data to be collected includes but is not limited to the number of clients served, number of clients who successfully complete the program, and number of client's served in each of the services offered.

Formal data collection will consist of obtaining feedback from clients and referral sources through the use of a standard written satisfaction survey. Informal data collection will occur through the use of regular (primarily verbal) consultation with clients and referral sources. Additionally, care is taken to be able to obtain data from CCIS in real time. All data collected via CCIS is reviewed monthly. Additionally, client feedback is obtained via exit interviews. The ultimate data to be collected and used in the evaluation is if the client has re-offended.

The DRC Executive Director will bear responsibility for developing the schedule regarding what data will be collected and how it will be analyzed. The DRC will review all information collected, determine whether the information suggests any change to the program's operation, and thoroughly explore the feasibility of implementing the recommended modifications.

D. Strategic Plan for Local Community Criminal Justice Board (LCCJB):

In addition to the LCCJB, the Regional DRC makes every effort to remain open and available for ongoing conversation and feedback related to programming with all referral sources. This grant year the DRC has responded to multiple concerns expressed by the judicial system as related to programming. An example of these changes that occurred in response to community concern is the previously mentioned implementation of the Preparing For Abstinence course added to the array of substance abuse treatment Services. Additionally, the DRC has modified the prescription drug policy for those who do not meet the diagnostic criteria for addiction, and are referred for non-substance abuse services.

The LCCJB Board of Directors meets semi-monthly. Regular reports are provided to the board members and the director of the DRC meets with the board president on at least a weekly basis to discuss the operations. Any and all changes in operation, personnel changes, and policy changes are presented to the board. Additionally, the Board of

Directors endorses the submission of each year's grant application.

The support of the local criminal justice system and the various communities has helped to make the DRC a very successful program. Board members and others provide suggestions for improvements, have a good oversight of the program, and monitor what is working or not working within their community. This involvement has been very beneficial to the DRC staff which has enabled this program to meet the continuing needs of the community as well as the clients.

E. Plan of sustainability:

There is little doubt that operating the Day Report Centers in the Mid-Ohio Valley Region is a great benefit and resource to the communities who utilize the services. The continued support of the counties and referring agencies is a clear indicator of the willingness of those counties to provide support to continue the program. While the capacity to fund the program to operate at the current level is unknown, there is a significant investment at this point which indicates a strong commitment to this type of restorative justice.

Fees are collected from clients of the DRC, Drug Court, Home Confinement, and DHHR. While these fees are not enough to operate the entire program, they do assist with program costs. Also, the Counties of Roane and Jackson contribute some funds toward the operation of this program. Wood County also contributes heavily to this Program. The WV Drug Laboratory continues to develop. Funds received from the lab are reinvested into the DRC to assist with services provided. It is hopeful the lab will continue to acquire customers outside the DRC and this increased customer base will increase the amount of support which is available to assist with sustaining the programming.

The Department of Health of Human Services is an important relationship to the DRC. The clients referred not only provide revenue to the DRC, but also allow us to provide services that directly impact the safety of children and families in our region. Parole and Probation Services often refer clients to the DRC for services. The relationship with those entities is strong and has been ongoing from the beginning of the DRC's operation. The relationship with the judicial system (circuit, magistrate and family court) will undoubtedly remain the primary source of referral and client fees.

The DRC will continue to seek other sources of financing, as they become available, which will help with the funding of this program. It is believed the success of this program should help the agency obtain funding from other sources if the need should arise.

ATTACHMENT A - Offenses Charged in Wood County

OFFENSE	2007	2008	2009	2010	2011	2012
ASSAULT	27	40	29	29	20	32
B & E	28	33	32	28	31	21
BATTERY	120	166	159	137	163	142
BRANDISHING	14	13	18	15	12	11
BURGLARY	48	52	57	33	47	30
CS	104	64	55	69	53	60
CSL	332	383	256	167	169	210
DV BATTERY	236	228	268	276	268	291
DV BATTERY II	16	19	26	29	30	20
DV BATTERY III	X	X	17	10	9	5
DV ASSAULT	X	X	37	37	29	35
DV ASSAULT II	X	X	1	2		2
DV ASSAULT III	X	X	17	1		1
DC	164	171	121	125	133	142
DOP	156	155	106	122	121	139
DUI	423	342	280	204	231	268
DUI 2	153	126	87	75	72	82
DUI 3	51	27	27	16	25	11
DUI/DEATH	X	X	1	1		1
DUI/INJURY	X	X	16	5	11	3
EMBEZZ	23	17	5	8	18	14
FP	55	78	46	30	29	39
FORG	35	45	32	18	32	31
OBSTR	236	234	200	175	238	263
PC	28	41	39	23	10	17
PI	299	342	273	221	269	277
PETIT LARCENY	X	X	166	192	163	160
PL2	X	X	7	0	2	1
SHOPLIFT	151	152	134	87	82	137
SR DUI	228	181	159	125	125	148
SR DUI 2	38	34	29	28	38	32
SRD3	X	X	10	11	13	13
UTTER	43	44	39	18	34	36
VPO	83	120	135	105	128	134
RD	X	X	30	24	17	30

ATTACHMENT B: Offense Charged in Jackson County

OFFENSE	2009	2010	2011	2012
ASSAULT	24	10	21	15
DOMESTIC ASSAULT				29
DOMESTIC ASSAULT 2ND				3
SEXUAL ASSAULT				3
BREAKING & ENTERING	5	14	14	11
BATTERY	31	34	41	46
BRANDISHING		13	12	7
BURGLARY	11	22	20	28
CONTROL SUBSTANCE	8	50	19	6
CONTROL SUBSTANCE <15 GRAMS	7	55	37	42
DOMESTIC BATTERY	46	102	126	101
DOMESTIC BATTERY 2ND	7	6	6	11
DOMESTIC BATTERY 3RD			4	5
DISORDERLY CONDUCT	14	12	30	19
DESTRUCTION OF PROPERTY	24	32	50	56
DRIVING UNDER THE INFLUENCE	50	79	105	100
DRIVING UNDER THE INFLUENCE 2ND	19	16	26	25
DRIVING UNDER THE INFLUENCE 3RD	4	6	11	12
DUI W/ INJURY/DEATH			2	
EMBEZZLEMENT	1	1	7	1
FALSE PETENSE		2	12	6
FORGERY	35	9	18	1
OBSTRUCTING	3	36	55	51
PHONE HARASSMENT	21	20	24	89
PUBLIC INTOXICATION	10	8	32	19
RECKLESS DRIVING	23	6	34	32
SHOPLIFTING	4	11	14	7
SHOPLIFTING 2ND				4
SHOPLIFTING 3RD				2
DRIVING SUSP/REVOKED NON DUI	6	25	4	63
DRIVING SUSP/REVOKED NON DUI 2ND	27	11	10	13
DRIVING SUSP/REVOKED NON DUI 3RD			2	10
UTTERING	12	7	17	2
VIOLATION OF PROTECTIVE ORDER	34	18	51	29

- 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>	The DRC will continue to operate and provide appropriate services to offenders assigned to the DRC.
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Objective Number: 1 By the end of the grant year the DRC will have seen a minimum of 275 clients at the DRC.

Outcome Measure: Individual files will be maintained on each person referred to the DRC.

Activities to meet objective:

Timeline for each activity:

1. Individuals are referred to the DRC for admission.

1. On-Going

2. An assessment is performed on each individual to determine appropriate services needed.

2. Within 7 days of admission to DRC Program

3. Individual performs required program activities.

3. On-Going

4. Individual meets with Case Manager and others as appropriate

4. On-Going

Objective Number: 2 By the conclusion of the grant period at least 50 percent of the DRC clients referred will successfully complete the Program.

Outcome Measure: Individual files will document the status of each person's progress in the Program.

Activities to meet objective:

Timeline for each activity:

1. Clients will be assigned the various program requirements they must meet.

1. Within 10 days of Program admittance.

2. Case manager will review the status of

2. On-Going

the program requirements.

3. As appropriate, the Case Manager may revise the program requirements. 3. On-Going

4. Case Manager will meet with the individual on a regular basis to determine if requirements are being met. 4. On-Going

Goal Number: 2 In order to better serve the needs of the DRC clients, additional programs and services will be provided.

Objective Number: 1 Life skills training, with a parent component will be added, and utilized by at least 50 percent of the DRC clients.

Outcome Measure: Files will be maintained on those who attend the life skills trainings.

Activities to meet objective:

Timeline for each activity:

1. An assessment will be done to determine the needs for life skills training and the appropriate component.

1. Within 10 days of program admittance

2. Trainings will be conducted.

2. On-Going

3. Case Manager will meet with clients to determine if requirements are being met.

3. On-Going

4. As appropriate, additional trainings will be added.

4. On-Going

Objective Number: _____

Outcome Measure:

Activities to meet objective:

Timeline for each activity:

1.

1.

2.

2.

3.

3.

4.

4.

Goal Number: _____

Objective Number: _____

Outcome Measure:

Activities to meet objective:

Timeline for each activity:

1.

1.

2.

2.

**West Virginia Community Corrections
Grant Program Application**

**Local Community Criminal Justice
Board Membership
Page 7**

Provide a membership list of the LCCJB, including name, title, agency affiliation, mailing address, telephone number, fax number, email address, and amount of time on the board for each member. *Letters of commitment or MOU's from each board member, reflecting their understanding of the requirements of the Board will be required for Attachment C of this grant application.*

Please see attached.

Community Corrections Advisory Board Directory

1. Melissa Wilkinson: Victim Rights Advocate
P.O. Box 811
Ripley, WV 25271
(304) 373-2275 (Work)
(304) 532-6776 (Home)
m.wilkinson@jacksoncountywv.com

2. Joseph Martin: Law Enforcement/Public at Large
#1 Government Square
Parkersburg, WV 26102
(304) 424-8444 (Work)
jemartin@netassoc.net

3. Christina Smith: Advocate for those living with disability
The ARC
914 Market Street
Parkersburg, WV 26101
(304) 422-3151 (Work)
Christina.smith@arcwd.org

4. Ed Alfred: Public at Large
1709 28th Street
Vienna, WV 26105
(304) 295-9025 (Home)
Bevy52@suddenlink.net

5. Shawn Graham: Law Enforcement
328 Second Street
Parkersburg, WV 26101
(304) 424-1834
shawngraham@woodcountywv.com

6. Emily Larkins: Domestic Violence Advocate
P.O. Box 695
Parkersburg, WV 26101
(304) 428-2333 (Work)
eelarkins@suddenlink.net

7. Jason Wharton: Wood County Prosecutor
317 Market Street
Parkersburg, WV 26101
(304) 424-1776 (Work)
jwharton@woodcountywv.com

8. D. Blair Couch: Wood County Commissioner/Community Correction Board President
#1 Court Square
Parkersburg, WV 26101
(304) 424-1976 (Work)
(304) 834-0306 (Home)
wvcouch@suddenlink.net

9. Courtney Stanley: Public at Large
#51 Meadowbrook Drive
Parkersburg, WV 26101
(304) 485-1539 (Home)
2stanleys@suddenlink.net

10. Dick Waybright: Jackson County Commissioner
Jackson County Courthouse
Ripley, WV 25271
(304) 372-6291 (Work)
commission@jacksoncountywv.com

11. Kevin Postalwait: Jackson County Public Defender
P.O. Box 797
Ripley, WV 25271
(304) 372-2001 (Work)
kevin@postalwaitlaw.com

12. Joshua W. Downey: Roane County Prosecutor
200 Main Street
Spencer, WV 25276
(304) 927-2091 (Work)
jdowney@court.state.wv.us

13. Tony Boggs: Jackson County Sheriff
100 South Maple Street
Ripley, WV 25271
(304) 373-2280 (Work)
(304) 532-3463 (Cellular)
tony.boggs@jacksoncountywv.com

Meeting Notice Recipients:

Judge Reed	Magistrate Purkey
Judge Waters	Magistrate Marshall
Judge Beane	Magistrate Kuhl
Judge Nibert	Magistrate Waters
Judge Evans	Magistrate Reynolds
Magistrate Bennett	Magistrate Casto
Magistrate White	

Each member of the Community Correction Board was appointed by the Wood County Commission. The Board has subcommittees consisting of voting board members and ex-officio members are assigned various functions. There is an Executive committee which consists of the officers who participate in the interview process for new employees.



Roane County Commission

200 Main Street
Spencer, WV 25276
304 927-0078



Rodney D. Cox, President

Gary A. Mace

David F. Boothe

March 22, 2011

WV Division of Criminal Justice Services
Attn: Tim Hanna
Community Corrections Fund/Grant
1204 Kanawha Blvd, East
Charleston, WV 25301

RE: multi-county Day Report Center

Dear Mr. Hanna,

The Roane County Commission agrees for the foreseeable future to waive our right to have an equal number of members on the Community Corrections Board that oversees the Wood and Roane County Day Report Centers.

If you have any questions, please contact our office at your convenience.

Sincerely,

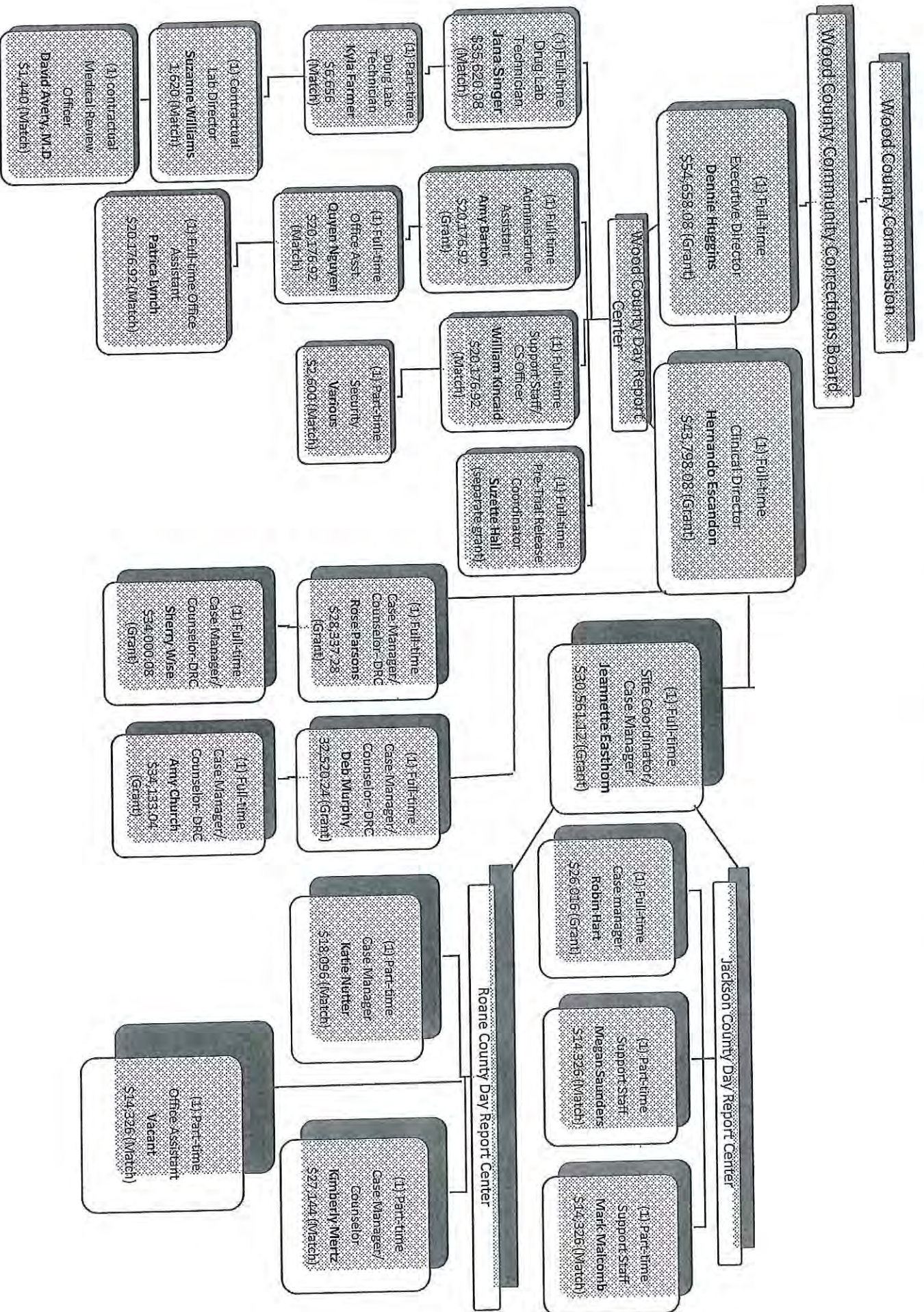
Rodney D. Cox, President
Roane County Commission

RDC/jjr

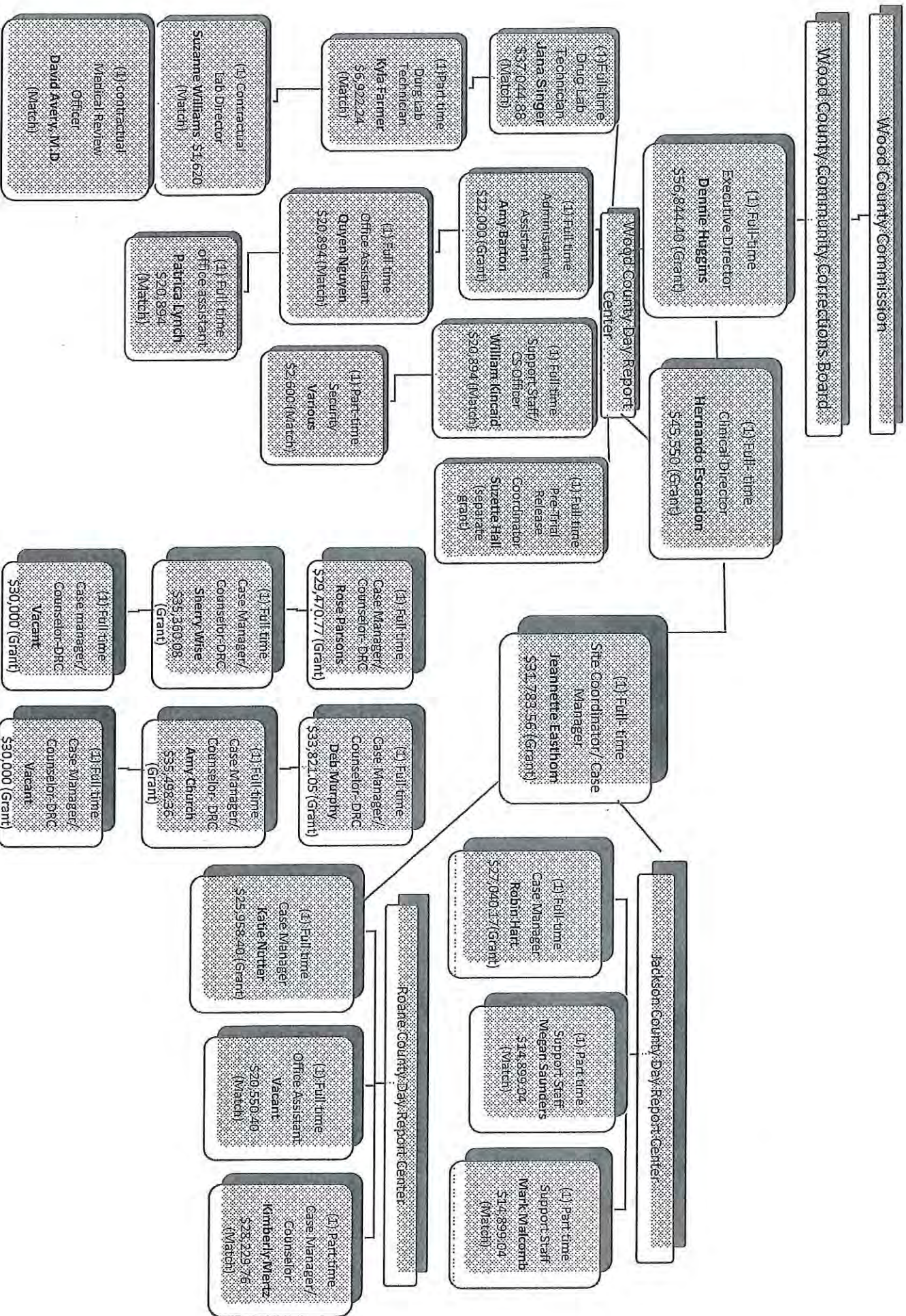
Please use this page to provide (or attach a copy of) the program's organizational chart which includes *the proposed funded positions for this project*. Please list all staff members, position titles, salaries, and funding source for salaries.

Please see attached.

CURRENT ORGANIZATIONAL STRUCTURE (OPERATION)



PROPOSED ORGANIZATIONAL STRUCTURE (OPERATION)



Provide a brief statement outlining the program agency's procedures for hiring employees who are funded under this grant. Include with this application a job description and qualifications for the position(s) proposed under the grant. If position(s) are currently filled, then include a resume for each position filled.

Any new position – or any existing position which becomes open during this grant year – will first be offered to existing employees. These employees will be considered for the position if they meet the proper job qualifications. If there are not any existing DRC employees who qualify and are hired for these positions, the positions will be open to current Wood County employees. If no Wood County employee qualifies, then an ad will be placed in the local newspaper to solicit resumes. Once resumes are received, they will be reviewed and 3 – 5 candidates will be selected for an interview. Interviews will be conducted, references will be checked, and a background check conducted on the most appropriate candidate. Once these have been cleared, the position will be offered to the individual. Depending upon the position the person will become either a full-time or part-time County employee and will receive the appropriate benefits which go with that position.

JOB DESCRIPTION/ EXECUTIVE DIRECTOR

Hours: 40 hours per week

Position: Full-time

DEFINITION OF WORK:

Be able to perform managerial and financial oriented work in the directing of operations of multi-county Day Report Centers and Drug Testing Lab.

DISTINGUISHING FEATURES OF THIS POSITION:

An employee in this position performs professional and administrative work directing the day-to-day operations of several Day Reporting Centers. The work is characterized by the performance and operation of specialized court ordered, state, county, and federal contracts and programs for adult offenders and others. The person must be able to manage and supervise several counties under one Board of Directors and several County Commissions. The work is performed with a wide degree of independence and latitude. Supervision is exercised over professional program directors, administrative support personnel, and drug testing laboratory personnel. Additionally, the work would involve working directly with a Director of Correctional Services and a Clinical Director. The work is performed under the general supervision of the County Administrator, County Commissions, and the Community Corrections Board.

EXAMPLES OF WORK PERFORMED:

Assists in planning and preparing annual budgets, grant applications, and manages program expenditures including coordination of monthly, quarterly, and annual financial reports for multi-county Day Report Centers.

Attends local and state meetings and serves as program liaison to referring institutions, various boards, commissions, advisory panels, and the judicial system.

Carries out Public Relations and Sales duties related to the various services offered by the DRC and the Drug Testing Lab.

Develops state, federal, county, and private company Drug Lab contracts.

Monitors reporting and contracting requirements.

May also supervise Correctional, Clinical, and Drug Lab Program Directors in Day Report Centers.

May also supervise other staff as needed.

Coordinates staff meetings and staff development activities with multi-county Program Directors and other staff.

Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of adult criminal justice system, laws, programs, and activities.

Knowledge of related federal, state, county, and other community resources and agencies.

Skills in the use of modern office equipment, computers, and common word processing programs, spreadsheets, and file maintenance software.

Knowledge of grant writing and grant administration.

Knowledge of financial data keeping, including the ability to create and maintain financial spreadsheets, etc.

Ability to develop and administer programs standards and objectives.

Ability to direct and supervise personnel.

Ability to interact with program employees and clients with impartiality, firmness, and tact.

Ability to establish and maintain effective working relationships with advisory board personnel, subordinates, the courts, public education personnel, and the community in general.

MINIMUM EDUCATION AND EXPERIENCE:

Qualifications: Graduation with a bachelor's degree in Criminal Justice, Social Work, Sociology/Psychology from an accredited university and three years of related experience in the field or graduation with a Masters Degree in the same related fields of study from an accredited university and one year of related experience in the field. (Examples of related work; counseling, correctional work, criminal justice or social work). Experience in business management and sales would also be helpful.

Lewis "Dennie" Huggins
314 E. 4th Street
Williamstown, WV 26187
304-375-5934 – Cell Phone 304-481-1584
Shuggins909@suddenlink.net

EXECUTIVE PROFILE

A law enforcement and insurance fraud investigator for 37 years. The last four years, Chief Tax Deputy for Wood County, West Virginia acting as the treasurer of Wood County funds for the Sheriff of Wood County. Have demonstrated strong leadership skills in adverse situations.

PROFESSIONAL EXPERIENCE

2008 – 2012 Wood County Sheriff Department

Chief Tax Deputy and Chief of Confinement Operations working directly with Home Confinement clients. This gave me direct contact with the community corrections operation. I was responsible for approximately \$59,000,000.00 in county revenues. As per the order of the Wood County court system I handled the financial assets of 13 conservators working directly with the Department of Health and Human Resources as well as finances for 10 estates. I am the Wood County Sheriff's Department liaison with the Wood County Fire Investigation team. I have worked directly with all law enforcement agencies in Wood County. Developed grants for the Are You OK program and Kid Print program.

1993 – 2008 National Insurance Crime Bureau

I was employed by the National Insurance Crime Bureau starting as a field agent in West Virginia. I was promoted to the Director of Operations handling 8 states with 20 employees. I was later promoted to Vice President of Field Operations then Senior Vice President of Field and Foreign Operations with a staff of 240.

I was responsible for a budget of \$20,000,000.00 and I managed 9 major-medical task forces throughout the United States controlling a budget up to \$350,000.00 for covert operations.

I completed performance evaluations for vice-presidents and directors and approved all other field staff evaluations.

With the support of two (2) vice-presidents and thirteen (13) directors, I was responsible for the following operations:

- Vehicle Repatriations, vehicle thefts, clones, and re-tagged vehicles
- License plate readers
- Material damage investigations
- Medical fraud investigations
- National Cargo Theft Task Force
- NICB nationwide catastrophe task forces
- Property and Casualty Investigations
- Field and Home Office Analyst – STI
- NICB Training Staff

Achievements:

- Strengthened NICB relationships with local, state and federal law enforcement
- Strengthened relationships with NICB member companies and the general public
- Restructured the Strategic and Tactical Information Division
- Improved morale by implementing team work at all levels
- Developed a commercial investigation team in 2005
- Developed a heavy equipment investigative team in 2005
- Headed NICB's Gulf Coast Task Forces involving Katrina, Rita, and Wilma
- Testified as an expert in both State and Federal Courts
- As a team member helped improve NICB's return on investments from 2 -1 to 8 - 1 in 2007

1989 – 1993 Westfield Insurance Company

- Special Investigations Unit assigned to insurance fraud investigations in multiple states.

1976 – 1989 West Virginia State Fire Marshal Office

- Bomb, arson, and fire investigator
- Polygraph examiner

1971 – 1976 Wood County Sheriff Department

- Deputy Sheriff promoted to Chief of Detectives

1970 – 1971 Gallaudet College Security

- Campus police
- Promoted to Sergeant in one year

1966 – 1970 United States Navy

- Honorable Discharge

SPECIALIZED TRAINING

- Center for Creative Leadership's Leadership Development Program
- Dale Carnegie Confident Assertive, In Charge Training
- West Virginia State Police Academy
- FBI National Academy
- Zonn Institute of Polygraph
- Narcotics and Dangerous Drugs
- Advanced Property and Casualty Fraud Training
- Advanced Vehicle Theft
- Advanced Explosives Investigative Techniques, Glencoe, GA
- Fraud and Data Processing Investigation, Glencoe, GA

Awards:

- Parkersburg Jaycees Young Law Enforcement Officer of the Year
- West Virginia Young Law Enforcement Officer of the Year
- West Virginia International Association of Special Investigators - Investigator of the year
- International Association of Special Investigators – Investigator of the Year award
- NICB President Award

Education:

- Graduate of Williamstown High School
- Attended Glenville State College and Parkersburg Community College with 90 credit hours

References:

- 1 Robert M. Bryant
Deputy Director, FBI, Retired
President, CEO, NICB, Retired September 2008
Telephone: (708) 557-8785

- 2 David Stenhouse
Retired FBI Agent
Director of Fusion Center Liaison
Criminal Intelligence Office
Oklahoma State Bureau of Investigation
6600 N Harvey
Oklahoma City, OK 73116
Telephone: (405) 485-8150
Cell: (405) 996-8256

- 3 Vickie Neal
Previous employee NICB
Currently Investigation Director
Nationwide Insurance
Huntington, WV 25701
Telephone: (304) 710-5252
Cell: (304) 963-6425

JOB DESCRIPTION/CLINICAL DIRECTOR

Hours: 40 hours per week

Position: Full-time

DEFINITION OF WORK:

Be able to perform managerial, administrative, and clinical oriented work in assisting in the direction of operations of multi-county Day Report Centers.

DISTINGUISHING FEATURES OF THIS POSITION:

An employee in this position performs professional and administrative work directing the day-to-day operations of clinical staff and case managers in several Day Reporting Centers. The work is characterized by the performance and operation of specialized court ordered, state, county, and federal contracts and programs for adult offenders and others. The person must be able to manage and supervise several counties under one Board of Directors and several County Commissions, as well as possibly an Executive Director. The work is performed with a wide degree of independence and latitude. Supervision is exercised over professional clinical and case management staff. The work is performed under the general supervision of the Executive Director, County Commissions, and the Community Corrections Board.

EXAMPLES OF WORK PERFORMED:

Supervises the day to day work of case managers and clinical staff in a community corrections setting.

Develops class and treatment curriculum.

Develops and Drafts all clinical policies and procedures.

Oversees clinical training of properly qualified DRC staff.

Takes part in and supervises all assessments of clients.

Conducts in-house training of staff.

Does regular quality assurance of assessment capabilities of staff.

Attends local and state meetings and serves as program liaison to referring institutions, various boards, commissions, advisory panels, and the judicial system.

Interviews participants and coordinates client's referrals.

Assists in monitoring reporting and contracting requirements.

Assists in supervising and evaluating other staff as required.

Coordinates, along with the Administrative Support Director, staff meetings and staff development activities with multi-county staff.

Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of adult criminal justice system, laws, programs, and activities.

Thorough knowledge of current treatment modalities in regards to substance abuse and related problem areas.

Thorough knowledge of current treatment modalities related to the treatment of domestic violence offenders and victims.

Considerable knowledge of related federal, state, county, and other community resources and agencies.

Skills in the use of modern office equipment, computers, and common word processing programs, spreadsheets, and file maintenance software.

Ability to develop and administer programs standards and objectives.

Ability to direct and supervise personnel.

Ability to interact with program employees and clients with impartiality, firmness, and tact.

Ability to establish and maintain effective working relationships with advisory board personnel, subordinates, the courts, public education personnel, and the community in general.

MINIMUM EDUCATION AND EXPERIENCE:

Qualifications: Graduation with a Master's Degree in Counseling, or a Master's Degree in Criminal Justice, Psychology, Sociology, or Corrections with advanced certifications in Substance Abuse Counseling, and three years' experience in the field. (Examples of related field work; counseling, correctional work, criminal justice or social work).

CURRICULUM VITAE

Hernando Escandón
602 54th Street
Vienna, WV 26105
(304) 295-0670

Professional Credentialing

State of Ohio Counselor and Social Worker Board
Licensed Professional Clinical Counselor (PCC-S)
Supervising Counselor
License # E-2513

Ohio Chemical Dependency Professionals Board
Licensed Independent Chemical Dependency Counselor (LICDC)
License # 091091

West Virginia Board of Examiners in Counseling
Licensed Professional Counselor (LPC)
Approved Licensed Professional Supervisor (ALPS)
License # 1700

West Virginia Certification Board for Addiction and Prevention Professionals
Advanced Alcohol and Drug Counselor Supervisor (AADC-S)
Certification # 05-305S

West Virginia Certification Board for Addiction and Prevention Professionals
Certified Criminal Justice Professional (CCJP)
Certification # 06-715

Education

Master of Education
Ohio University
November, 1993

Bachelor of Arts, Psychology
Wheeling College
June, 1986

Work Experience

April 2011-present
Assistant Regional Director/Clinical Director
Mid-Ohio Valley Regional Day Report Center
Parkersburg, WV

Duties Include: In addition to the duties described in the Clinical Supervisor position below, oversee all of the agency's clinical services. Consult as necessary with the Site Coordinator to oversee all day-to-day functioning areas of the agency's two satellite offices. Began reviewing and approving all applications for West Virginia Certification Board for Addiction and Prevention Professionals (WVCBAPP) Continuing Education hours for trainings offered by the West Virginia Coalition Against Domestic Violence (WVCADV).

Hernando Escandón

July 2009-April 2011
Clinical Supervisor
Mid-Ohio Valley Regional Day Report Center
Parkersburg, WV

Duties Included: In addition to the duties described in the counselor position below, served as clinical supervisor of record for all clinical staff in the process of completing professional credentialing (as an addiction counselor and/or Licensed Professional Counselor). Lead weekly clinical supervision sessions at two sites; observed counseling sessions performed by clinical staff who hold professional credentialing. As of this date 4 agency clinicians have obtained addiction counselor credentialing with one other clinician eligible to take the written exam. Began serving on the Batterer's Intervention & Prevention Program (BIPP) training committee of the WVCADV.

February 2005 – present
Counselor
Wood County Day Report Center
Parkersburg, WV

Duties Included: Individual and group Mental Health, Chemical Dependency, and Dual Diagnosis counseling, Diagnostic assessment, crisis intervention, prevention, client education, service coordination, assist other agency staff with development of operational policies, procedures, and monitoring client compliance. Sole responsibility for developing all initial clinical programming, drafting all clinical forms/documentation, all initial clinical policies and procedures, and brochure detailing agency's goals, objectives, and range of services. Provide clinical supervision to other clinical staff and consultation with local law enforcement, assisted Administrative Director with introducing agency to the community. Completed all requirements for licensure of the Batterer's Intervention and Prevention Program from the West Virginia Family Protection Services Board, serve on local committees to educate the public about domestic violence (through professional workshops).

September 2009-present
Therapist
The Counseling House of the Mid-Ohio Valley
Parkersburg, WV

Duties include: Part-time position providing diagnostic assessment, individual, marital, and family counseling services. Majority of practice includes adults who are experiencing problems associated with their use of addictive substances.

July 2009-current
Contract Counselor
L&P Services, Inc.
Marietta, OH

Duties include: Facilitated Batterer's Intervention Program (until the program ceased operation in March 2011), provide weekend prehospital screening and crisis intervention services for the emergency departments of two local hospitals.

Hernando Escandón

July 1999 – January 2000
Counselor/Emergency Services Coordinator
Washington County Community Mental Health Services
Marietta, OH

Duties included: Primary responsibility for coordinating scheduling emergency services coverage and orienting new clinical staff to emergency services duties. Individual, group, and family Mental Health and dual diagnosis counseling, diagnostic assessment, preadmission screening, orientation, intake, prevention, education, after hours prehospital screening and crisis intervention throughout the community, sole facilitator of Domestic Abuse Intervention Program, maintained regular contact with referral sources to verify client compliance, completion of all clinical documentation.

January 2000 – July 2009
Counselor
Washington County Community Mental Health Services
Marietta, OH

Duties included: Part-time position with duties identical to those described immediately above in the Counselor/Emergency Services Coordinator position without the coordination of emergency services.

February 2003 – December 2004
Facilitator
Batterer's Intervention & Prevention Program
Harrisville, WV

Duties included: Providing group psychoeducational counseling for men with a history of violent, controlling, and/or abusive behavior in intimate relationships. Program provided in collaboration with the local Domestic Violence Shelter. Program content derived largely from the Domestic Abuse Intervention Project of Duluth, MN. Began process for completing Application for program licensure from the West Virginia Family Protection Services Board.

January 2000 – November 2001
CSP Supervisor
ACCESS
Middleport, OH

Duties included: Clinical and administrative supervision of six casemanagers providing preventative mental health services to at-risk children and families at school and in the home, as well as clinical and administrative supervision of one child & adolescent mental health casemanager. Performed diagnostic assessment on all clients served by the casemanagers. Obtained, compiled, analyzed, interpreted, and submitted written quarterly reports for data utilized to measure client progress. Provided mental health education to the clients, families, schools, multiagency treatment team, and other interested groups in the community. Provided Nonviolent Physical Crisis Intervention training to all agency and satellite office staff in accordance with the guidelines issued by the Crisis Prevention Institute.

Hernando Escandón

April 1999 – July 1999
Interim Site Director
Health Recovery Services, Inc.
Washington County Clinic
Marietta, OH

Duties included: Similar to Emergency Services Coordinator below, also responsible for clinical and administrative supervision of all staff and all operations as clinic was preparing to transition to a new provider.

February 1997 – April 1999
Emergency Services Coordinator
Health Recovery Services, Inc.
Washington County Clinic
Marietta, OH

Duties included: Approximate caseload 70-75 clients. Provided clinical and administrative supervision to all agency staff providing crisis services including counselors, casemanagers; respite care workers, and telephone hotline staff. Served as part of management team to develop proposed annual budget allocations, mission statement, vision statement, and strategic plan. Developed, implemented, and monitored measures designed to demonstrate continuous quality improvement.

July 1995 – March 1997
Mental Health Counselor
Health Recovery Services, Inc.
Washington County Clinic
Marietta, OH

Duties included: Similar to current counselor position described on page 1, also served on the county wide task force to develop standardized multidisciplinary protocol for responding to Domestic Violence in the community. Significant percentage of caseload comprised of clients under legal mandate for mental health and/or chemical dependency treatment. Approximate caseload 85-90 clients. Duties performed under the supervision of independently licensed mental health practitioners.

July 1994 – July 1995
Chemical Dependency Counselor
Health Recovery Services, Inc.
Washington County Clinic
Marietta, OH

Duties included: Individual, group, and family Chemical Dependency counseling, diagnostic assessment, preadmission screening, orientation, and intake, crisis intervention, prevention, education, completion of all clinical documentation, approximate caseload 45-50 clients. Substantial majority of caseload comprised of clients under legal mandate for chemical dependency counseling. Duties performed under the supervision of independently licensed mental health practitioners.

Hernando Escandón

March 1987 – July 1994
Mental Health Technician/Mental Health Specialist
St. Joseph's Hospital
Parkersburg, WV

Duties included: Assisted primary therapists with group therapy, facilitated psychoeducational skills training, assisted nursing staff with routine physical care for patients (mental health and dually diagnosed), completion of clinical documentation. Sole responsibility for developing training program for managing combative patients, as well as compiling, analyzing, and interpreting instruments designed to measure effectiveness of program.

Other Skills

Bilingual: English/Spanish

Crisis Prevention Institute: Master Level Trainer, Nonviolent Physical Crisis Intervention
(currently inactive)

Eye Movement Desensitization and Reprogramming: Completed Level 1 training

References

Provided upon request

West Virginia Board of Examiners in Counseling

Advises all who shall read this document, that reposing special trust and confidence in the knowledge,
dedication and competence of

Hernando Escandon
License Number 1700

And in recognition of which, the Board has determined by the authority vested in it,
to title the above named as a

Licensed Professional Counselor (LPC)

Approved Licensed Professional Supervisor (ALPS)

For practice in the field of Counseling as such upon enrollment thereof as provided in the West Virginia Code 30-31-5

License Issued
1/9/2004

WV/BEC
Valid Until
June 30, 2013



John J. Charonko
John J. Charonko, Chair

John H. Niles
John H. Niles, Secretary



**West Virginia Certification Board for
Addiction and Prevention Professionals, Inc.**

Hernando Escandón

having given satisfactory evidence and demonstration of knowledge, skills and competency and having met all other criteria subject to the provisions of the established standards and procedures in the State of West Virginia, is hereby authorized to use the designated credential

Advanced Alcohol and Drug Counselor

given under the hands and seal by the West Virginia Certification Board for Addiction and Prevention Professionals, Inc.

this 1st day of October A.D. 2005


Certification Board President


Certification Committee Chairperson


Certification Board Secretary


Certification Board Director

**EXPIRES
9/30/13**

Certificate No. 05-305

JOB DESCRIPTION FOR CASE MANAGER/DRC OFFICER

Work Hours: 40 hours per week

Position: Full-time

Definition of Work:

The Case Manager/DRC Officer position will provide services mainly through assessment and referral.

When brokered, these services will be monitored and evaluated in concert with the treatment plan. Travel is only on an as needed basis. Periodically persons in this position will provide directly the following:

Examples of Work Performed:

1. Provides ongoing supervision and rehabilitative services to an assigned caseload. Duties include, but are not limited to, intake assessments, drug screening, community supervision, as well as in-home visits.
2. Maintains contact with community resources in order to arrange referral and services as necessary.
3. Interviews clients, their families and interested individuals as necessary to determine the nature of the problems to be encountered.
4. If otherwise qualified, can provide group and individual counseling services under proper supervision
5. Prepares reports, correspondence, and documents as necessary.
6. Maintains records of contacts with clients.
7. Performs related work as required.
8. Testifies in court as required.

Desirable Knowledge, Abilities, and Skills:

1. Knowledge of principles of community correction, court system, criminal justice, counseling, therapy, adult education and vocational education, as well as probation, parole, and corrections work.
2. Knowledge of state laws, rules, and case law affecting probation, paroles, and corrections.
3. Ability to collect and analyze court documents, mental health summaries, educational material, and diagnoses.
4. Knowledge of and ability to work with local resources.
5. Knowledge to work within the community and to use available resources.
6. Ability to maintain records and make oral and written reports and assessments to the courts and local resources.

Required Education/Experience:

Qualifications: Bachelor degree in related field of study including, criminal justice, sociology, psychology, social work, and corrections with preferred experience in providing services to an offender population.

Date: _____

Clinical Supervisor/ Mid-Ohio Valley DRC

Resume of Deborah K. Murphy

Deborah K. Murphy, BA, LSW, ADC



141 Ros-Mar Heights ◆ Parkersburg, WV 26101
Phone (304) 482-6738
Office Phone (304) 422-8570
Email Address: debkmurphy@suddenlink.net

Q U A L I F I C A T I O N S

Over ten years program development and management experience with a non-profit child welfare agency

Licensed Social Worker in West Virginia

Extensive experience working in diverse employment situations with a variety of clients and responsibilities

Dependable, hard working, dedicated to employer and clientele.

Strong leadership skills

Work independently with little supervision

Excellent computer and technology skills

W O R K H I S T O R Y

***Case Manager/Counselor
Mid-Ohio Valley Day Report Center
11/01/2010 to present***

Provide case management services to 40 to 50 court mandated Day Report Center clients. Facilitate Batterer's Intervention Program groups. Facilitate substance abuse groups. Complete biopsychosocial assessments and recommend appropriate course of treatment for those referred to the center by the court system and other community agencies. Serve as the liaison for the center with DHHR, and Westbrook Health Services.

***Program Manager/Supervisor
Children and Family Services
Children's Home Society of WV
5/01/02 to 11/01/2010***

Supervisor of the child and family services programming at the Parkersburg site of the Society. Program supervision includes Right From the Start, Right From the Start Regional Lead Agency Administration, Birth To Three Service Coordination, Homeless

Resume of Deborah K. Murphy

Student Liaison Program, Truancy Diversion Services, Kids First, and various other community based services in the multi-county area. Responsible for all aspects of office management of the Child and Family Services office. I provide direct daily supervision and direct practice on a daily basis to a multi-county area of WV DHHR Region I which encompasses several counties. Member of Program Quality Team; policy and procedure setting in relation to best practices in the programming, program operating manual writing and implementation. Responsible for the development, execution, operation and reporting of grant and Medicaid funded programming. Facilitate collaborative programming/relationship building with other agencies and government, initiate contracts and implement programming. Responsible for fund raising efforts in the community for the local sites programming. Responsible for the fiscal soundness and viability of the site. Responsible for organizing and executing staff trainings. Recruit, hire, train and supervise all professional and support staff in the Child and Family Services office Parkersburg as well as out-posted staff in Ritchie, Jackson, Mason, and Roane Counties in West Virginia.

***Wood County Day Report Center
Batterer's Intervention Prevention Program, (BIPP), Co-facilitator
11/05 to present***

Co-facilitation of Batterer's Intervention Prevention Program group. My role is as the female co-facilitator, lending my perspective as a woman and as an advocate for battered women in my professional life; offering educational insight into behavior choices through the curriculum. Assisted in certification and licensure of the BIPP Program for the Wood County Corrections Office.

***Truancy Diversion Social Work Supervisor,
Children's Home Society of WV
9/16/1999 to 5/01/2002***

Provided supervision to 10 social workers in Wood, Wirt, Ritchie, Pleasants Counties in an innovative early intervention social service program assisting children and families with issues related to truancy. Responsibilities include but are not limited to direct supervision of staff, office management, collaboration with other social service agencies and the school system, grant writing, staff training, assess and provide direct client and family service.

***Social Worker, Mid Ohio Valley Health Department
9/1994 to 6/30/1999***

Designated Care Coordinator in the Right From The Start Program. Responsibilities include home visits for initial assessment and development of service plan for high-risk prenatal and very high-risk infants. Carry out all aspects of coordinating healthcare and social services as per needs of client's. Responsible for maintaining Medicaid chart, documentation of services and Medicaid billing.

Resume of Deborah K. Murphy

Social Worker, Parkview Healthcare Center 1/1992 to 9/1994

Responsible for admission assessments, MDS, development of multi-disciplinary care plans, and follow up as directed by facility and state regulations. Coordinated resident's council. Provided direct care by regular visitations, monitoring, and problem identification and resolution. Monitored resident's rights and advocated as needed for residents. Completed many hours of training for Geriatric Certification.

EDUCATION

Parkersburg South High School, Diploma
Parkersburg Community College, Associate Degree in Social Service Technology
Glenville State College, Bachelor of Arts, Social Work
West Virginia University, Masters Certification of Nonprofit Management *(due to be completed 2009)
West Virginia University, Graduate work in Social Work, and Public Health

L I C E N S E S & C E R T I F I C A T E S

- Licensed Social Worker in state of West Virginia
- Certified Alcohol and Drug Counselor
- Certified Batters Intervention Prevention (Duluth Model)
- Red Cross First Aid/CPR Instructor
- Certified in Life Space Crisis Intervention
- CAFAS Certified
- Wise Guys Program Trainer

Organizations & Memberships

- Past Board of Directors, MANY, (Mid-Atlantic Network for Youth and Families)
- Wood County Crime Commission Board of Directors, 2005 to present, served in the capacity of chairman, and vice-chairman. Currently serving second term as vice-chairman
- STOP Committee, (over site committee for grant funding of domestic violence programming), 6-08 to present
- Altrusa International Member
- Wood County Safe and Drug Free Schools Advisory Committee
- Youth and Adolescent Council Member
- Early Childhood Coalition Member
- Past Youth As Resources Board of Directors

Resume of Deborah K. Murphy

- Past CASA Board of Directors

Acknowledgements

- Senior Leadership Award, Alliance for Children, Inc
- Outstanding Achievement in Youth Work, MANY

State of West Virginia
Board of Social Work Examiners

This is to certify that

DEBORAH K. MURPHY

has met the requirements of this Board and regulations set forth in the West Virginia Code
and is hereby licensed in the professional practice of

Social Work

in the following level:

SOCIAL WORKER

subject to provisions of renewal and reeducation

License Number

AP00939399

Effective Date

01-Jan-13

Expiration Date

01-Jan-15

sealed and attested

IN WITNESS WHEREOF, THE WEST VIRGINIA
STATE BOARD OF SOCIAL WORK EXAMINERS,
by virtue of the authority vested in it by Article 30 of
the West Virginia Code of March 18, 2011, has caused
a license to be issued with its seal imprinted on the
above shown above.

CHAIR

SECRETARY



**West Virginia Certification Board for
Addiction and Prevention Professionals, Inc.**

Deborah K. Murphy

having given satisfactory evidence and demonstration of knowledge, skills and competency and having met all other criteria subject to the provisions of the established standards and procedures in the State of West Virginia, is hereby authorized to use the designated credential

Alcohol and Drug Counselor

given under the hands and seal by the West Virginia Certification Board for Addiction and Prevention Professionals, Inc.

this 6th day of January AD. 2011

[Signature]
Certification Board President

[Signature]
Certification Board Secretary

[Signature]
Certification Committee Chairman

**EXPIRES
9/30/13**

AMY SPENCER CHURCH

760 George Street
Belpre, Ohio 45714
Residence: 740.423.6507
Email: churchamy@yahoo.com

Career Objective

To obtain employment in a challenging environment that will allow me the opportunity to use my interpersonal, communication and organizational skills.

Experience

DRC/Drug Court Case Manager

Wood County Day Report Center

November 2007 – Present

- Manage approximately 30 individual cases
- Prepare treatment plans
- Monitor individual progress through program
- Prepare court documents and testify at hearings
- Maintain working relationships with multiple county and judicial agencies
- Assist in day to day office administration
- Perform home visits
- Make contact with clients daily via telephone or face to face
- Verify employment and housing, income source, prescribed medication, etc
- Monitor and request drug screening
- Facilitate services between client and community resources
- Assist clients in obtaining inpatient treatment, housing, medical care, etc.

Substance Abuse Counselor

Wood County Day Report Center

June 2011- Present

- Received Alcohol and Drug Counselor Certification in July 2011
- Facilitate three(3) levels of Substance Abuse, Group Counseling Treatment (11 hours per week)
- Facilitate aftercare Substance Abuse, Group Counseling Treatment (1 hour per week)
- Prepare material before each session
- Prepare group notes on each client following each session
- Recommend and change treatment plans appropriately
- Confront denial and minimization of client situations

Coordinator

EVE, Inc.

Sexual Assault Intervention Network

April 2005-November 2006

- Provide Public Awareness to the issue of Sexual Assault
- Organize and Coordinate community service and outreach events
- Recruit partners and support throughout the community
- Provide prevention and awareness seminars to businesses, schools, law enforcement and the general public
- Secure Grant funding (\$50,000) through the Ohio Department of Health
- Prepare monthly, quarterly and annual program reports
- Provide advocacy to victims of Sexual Assault
- Provide on- call services for crisis response
- Maintain confidentiality of all clients
- Maintain files, case notes, telephone logs, etc.
- Ensure security of shelter and its residents
- Assist in answering Crisis Hotline

*Disaster Relief
Placement
Specialist*

Human Resource Development Foundation, Inc.

Disaster Relief Employment Assistance Program

February 2005- April 2005

- Temporary Employment
- Actively recruited Dislocated Workers for flood relief efforts
- Secured Work Agreements with worksites
- Provided workers with safety equipment and vaccinations
- Conducted orientation seminars
- Tracked hours worked, submitted timesheets and distributed pay checks
- Provided support service

*Youth Placement
Specialist*

Human Resource Development Foundation, Inc.

Youth Advantage Program

January 2003- July 2004

- Recruited program participants
- Responsible for customer service and problem solving
- Educated participants on Work Readiness, Resume writing and Career Exploration
- Worked with participants to overcome barriers to success
- Maintained files, updated case notes, created and implemented Action Plans, input information into data base
- Maintained confidentiality of all participants
- Organized and planned community and fundraising activities
- Matched workplace positions with participants career goals
- Conducted worksite evaluations and visits

- Tracked hours worked, submitted time sheets and distributed pay checks
- Developed contracts with local businesses and organizations
- Recruited partners from within the community
- National Workforce Professional Certification 1 and 2, Dynamic Institute

*Victim Assistance
Coordinator*

Washington County Victim Assistance Office
October 1997-January 2003

- Implemented program in Juvenile Court
- Secured and maintained yearly grant funding (\$25,000) through Victims of Crime Act
- Developed a budget, tracked expenditures and electronically prepared monthly financial reports
- Responsible for customer service and problem solving
- Requested budget revisions and/or changes
- Conducted public awareness seminars and activities
- Recruited partners and program support throughout the community
- On call 24 hours for emergency response
- Maintained confidentiality of all clients
- Provided crime scene support to crime victims of all ages
- Counseled victims on their rights in the justice system
- Assisted clients with Victim Impact Statements, restitution claims and Ohio Victims of Crime Reparations Applications
- Provided Courtroom Advocacy
- Obtained Temporary and Civil Protection Orders
- Developed and delivered written and oral restitution reports during court room proceedings

*Playground
Coordinator*

Washington County Sheriff's Office
May 1997-October 1997

- Summer/Temporary Employment
- Developed and implemented Playground Program for Washington County
- Conducted Community Awareness seminars within the communities
- Recruited volunteers, provided training and conducted background checks
- Staffed Playgrounds with volunteers and police officers.
- Planned Playground activities, screened playground volunteers and conducted background checks
- Submitted written and oral reports on program progress to the Sheriff and Commissioners
- Developed playground schedule for volunteers and on-duty Police Officers

Education

Ohio University B.A. Sociology/Criminology
May 1997

Belpre High School Diploma
May 1993

Certifications

**West Virginia Certification Board for Addiction and Prevention
Professionals, Inc.**
Alcohol and Drug Counselor Certification (ADC)
July 2011

References available upon request



**West Virginia Certification Board for
Addiction and Prevention Professionals, Inc.**

Amy Church

having given satisfactory evidence and demonstration of knowledge, skills and competency and having met all other criteria subject to the provisions of the established standards and procedures in the State of West Virginia, is hereby authorized to use the designated credential

Alcohol and Drug Counselor

given under the hands and seal by the West Virginia Certification Board for Addiction and Prevention Professionals, Inc.

this 13th day of July A.D. 2011


Certification Board President


Certification Board Secretary


Certification Committee Chairperson

**EXPIRES
9/30/13**

Rosalie M. (Taylor) Parsons

29742 Houston Road
Little Hocking, Ohio 45742
(740) 989-0086
taylorrm04@hotmail.com

Education

Ohio University, Athens, OH
Bachelor of Science in Communication
Major: Communication Studies
Major Track: Organizational Communication
Graduation: March, 2004
GPA: 3.42/4.0

Washington State Community College, Marietta, OH
Associate of Arts
Major: Liberal Arts
Major Track: History
Graduation: March, 2002
GPA: 3.48/4.0

Relevant Coursework

- ❖ Training and Development
- ❖ Interviewing
- ❖ Fund-raising
- ❖ Event Planning
- ❖ Conflict Management
- ❖ Interpersonal Skills
- ❖ Research/Data Analysis
- ❖ Social Work/Sociology
- ❖ Psychology
- ❖ Criminal Justice
- ❖ Business Communication

Relevant Experience

- ❖ Researched, created, and administered surveys.
- ❖ Analyzed data and reported findings regarding surveys administered.
- ❖ Acted as liaison between team members and printing/ mailing services.
- ❖ Managed time and resources effectively to conclude project successfully.
- ❖ Developed and implemented training session for stress management.
- ❖ Developed and presented two-day conference plan.
- ❖ Spearheaded group fund-raiser for My Sister's Place.
- ❖ Collaborated on PowerPoint presentation and resulting film project.

**Work
Experience**

- ❖ Held Chemical Dependency Counselor position, SEPTA Correctional Facility.
- ❖ Held Case Manager position, Worthington Center, Inc.
- ❖ Held Customer Service Representative II/Financial Service Representative, People's Bank.
- ❖ Held Chemical Dependency Counselor position, Southern Ohio Solutions.
- ❖ Held Case Manager I position, Substance Abuse Division, Westbrook Health Services, Inc.
- ❖ Volunteered as organizer for Appalachian People's Action Coalition/Ohio Empowerment Coalition, Washington County, Ohio.
- ❖ Held Telesales Customer Service position, McBee Systems, Inc.
- ❖ Trained employees on-the-job; managed/coordinated project teams; researched/surveyed various client markets, analyzed and documented data, compiled results and orally presented to upper management, York Color Labs.
- ❖ Held Assistant Manager and Customer Service (Collections Division) positions, retail sales.

**Computer
Skills**

Microsoft Word, Microsoft Office, Excel, PowerPoint

Honors

Published in National Dean's List, 2001-2002, 2002-2003, 2003-2004
Published in All American Scholar's Collegiate Directory, 2002
President's List, 2001, 2002, 2004 .
Dean's List, 2001, 2002, 2003, 2004

**Student
Activities**

Gamma Pi Delta
Outstanding Student Honor Society

Presentations

Research Paper to the Organization for the Study of Communication, Language, and Gender Conference; Ft. Mitchell, KY, October, 2003

Certifications

Chemical Dependency Counselor Assistant (CDCA)

Ohio Chemical Dependency Professionals Board

CERTIFIES THAT

Rosalie M. Parsons

HAVING GIVEN EVIDENCE OF COMPETENCY AND DEMONSTRATION OF REQUIRED KNOWLEDGE AND SKILLS AND HAVING MET ALL CRITERIA IN ACCORDANCE WITH ALL APPROVED STANDARDS AND PROCEDURES ESTABLISHED BY THE BOARD HEREBY CONFERS AND AUTHORIZES THE USE OF THE DESIGNATED CREDENTIAL

Licensed Chemical Dependency Counselor III

IN WITNESS WHEREOF THE SEAL AND SIGNATURES OF THE BOARD ARE HEREUNTO AFFIXED.

[Signature]

Chair

Mary F. Hagg

Vice-chair



[Signature]

Secretary

Robert C. Field

Exec. Director

Issue Date 8/16/2011

Credential No. 111084

ICADC

THE INTERNATIONAL CERTIFICATION & RECIPROCIITY CONSORTIUM

CERTIFIES THAT

Rosalie M. Parsons

has demonstrated knowledge, skills and professional competencies for an

Internationally Certified Alcohol & Drug Counselor

as attested to by

OCDPB



Rosalie M. Parsons

President, IC&RC

9/9/2011

Date of Issue

127096

Certification Number

8/16/2013

Valid Through

SHERRY L. WISE

P.O. BOX 374 WAVERLY, W.V. 26184 (304) 464-4982
Cell phone (304)991-6400

OBJECTIVE: To obtain a position related to my field of extensive study with a progressive organization offering long-term career advancement potential.

FEATURES: West Virginia Certification Board for Addiction and Prevention Professionals:
Advanced Alcohol and Drug Counselor (AADC) Certification #12-300
Six plus years of offender case management experience.
Helped initiate and develop policies on a design for a protective custody unit within the Potosi Correctional Center for those inmates exhibiting concerns for their safety. Then enacted this design and managed this unit. Became instructor rated in the reclassification process of inmates, ensuring that their custody level was appropriate.
Obtained 21 graduate level hours in the psychological counseling program.
Achieved Bachelor of Arts in Criminal Justice.
Achieved a Masters of Science in Criminal Justice.
Have experience working with various populations including, maximum, medium and minimum security inmates, and women and children.
Willing to travel and or relocate.

EDUCATION:
2003-2005: Marshall University M.S Degree. Criminal Justice. GPA 3.9.
1995-1998: Southeast Missouri State University 21 Graduate hours in Psychological counseling. GPA 3.88
1991-1993: St. Louis University, St. Louis, MO; B.A. Degree: Criminal Justice. GPA 3.27.
1987-1988: Old Dominion University, Norfolk, VA; Criminal Justice emphasis.
1985-1988: Edinboro University, Edinboro, PA; Criminal Justice emphasis.

EXPERIENCE:
Nov. 2007- current: Addictions counselor specializing in opioid dependence. Provide intake assessment, addictions assessment tools, one on one supportive counseling, group counseling, Family counseling, and linkage/referral for a caseload of approx. 80 patients.
Sept. 2001-July 2002: Truancy Diversion Worker for Wood County Schools. Provided social work services including linkage and referral, supportive counseling, and positive reinforcement for a caseload of 25 children identified by the attendance department.

Nov. 1999-Sept. 2001: Mental Health case manager for the substance abuse program of Westbrook Health Services. Case manager for the Genesis Program which focuses on pregnant or postpartum substance abusers. Provide supportive and one on one counseling for and manage a caseload of approximately 32 people. Prepare and implement individual treatment plans for clients. Prepare court ordered progress notes.

July 1999-Nov. 1999: Activity Director for Autumn Healthcare managed care facility. Dept Head for the activities of a 76-bed facility. Facilitated and correlated community based activities. Worked closely with the area senior citizens for group interaction. Maintained monthly participation and needs charts, along with monthly progress reports.

Nov. 1998- May 1999: Correctional Caseworker for the state of West Virginia's Dept of Corrections in St. Mary's West Virginia. Helped develop programs for newly established all male minimum security prison. Taught Aladrue and related addictions related classes. Provided classification to newly arriving inmates.

Sept. 1993-Oct. 1998: Correctional Caseworker for the state of Missouri's Dept. of Corrections at Potosi Correctional Center, an all male maximum security capital punishment facility. Managed a caseload of approximately 150 inmates providing counseling and social adjustment techniques. Supervised and maintained the newly designed protective custody unit housing 40-50 inmates.

1992-1993: Citizen Deputy Juvenile Officer for the St. Louis County Juvenile Court, Clayton, MO. Provided case management and supervision of juveniles assigned by court. Prepared court reports and recommendations to court of assigned juveniles. Gained an overall understanding of the juvenile justice system in practice.

PERSONAL: I believe that my vast experience in case management, corrections, and counseling would be beneficial to your organization. I took a few years off of my career to obtain my Masters degree, and for family medical reasons between the years of 2002 and 2007. Also of note, I have achieved Advanced Alcohol and Drug Certification



**West Virginia Certification Board for
Addiction and Prevention Professionals, Inc.**

Sherry Wise

having given satisfactory evidence and demonstration of knowledge, skills and competency and having met all other criteria subject to the provisions of the established standards and procedures in the State of West Virginia, is hereby authorized to use the designated credential

Advanced Alcohol and Drug Counselor

given under the hands and seal by the West Virginia Certification Board for Addiction and Prevention Professionals, Inc.

this 8th day of March A.D. 2012

Jamm-Lund

Certification Board President

Ruben Metzger

Certification Board Secretary

Jamm-Lund

Certification Committee Chairperson

**EXPIRES
9/30/14**

Certificate No. 12-300

Katie Jean Nutter

118 Lane Street, Spencer, West Virginia 25276
drc_katie@live.com
(304)-308-0041

Education

Glennville State College, Glennville, WV

BS in Behavioral Sciences w/ a concentration in Psychology and Sociology. May 2012

Professional Experience

Mid-Ohio Valley Regional Day Report Center, Spencer WV (January 2013-Present)

Case Manager

- Manage all client cases
- Data entry
- Assess clients for admittance
- Supervise female urine drug screens

Family Advantage LLC, Gassaway, WV (December 2012-Present)

Parent Educator Trainee

- Teach parents life/parenting skills

Roane County Family Health Care Inc., Spencer, WV (November 2011-Present)

Intern

- Observed individual and group therapy
- Taught anger management class with supervisor

Glennville State College, Glennville, WV (August-December 2011)

Tutor

- Tutored students at Glennville State College in the areas of Psychology, Sociology, and Social Work

Glennville State College's Collegiate Relay For Life, Glennville, WV (August 2009-January 2012)

Volunteer, Committee Member

- Recruited students from Glennville State College to join Relay For Life

- Assisted with the Relay For Life walk and events during the relay

Alpha Theta Xi, Glenville State College, Glenville, WV (January 2009-Present)

Vice President, Volunteer

- Advocated for Breast Cancer Awareness by helping with Glenville State College's annual Breast Cancer Awareness Luncheon
- Gathered canned goods for the local Community Resources Inc. on several occasions

References

Susan Greathouse, MSW, LCSW (Internship Supervisor)

146 Williams Drive

Spencer, WV 25276

sgreathouse@rcfhc.org

(304) 927-1495

Mark Mills (Professor)

200 High Street

Glenville, WV 26351

Mark.mills@glenville.edu

(304) 462-6066

Dr. Glenn Abraham (Professor)

200 High Street

Glenville, WV 26351

Glenn.Abraham@glenville.edu

(304) 462-6276

ROBIN HART
PO Box 125
Sandyville, WV 25275
304-532-1396
rjhart1@hotmail.com

Professional Experience:

SERVICE COORDINATOR/CASE MANAGER

REM Community Options, Inc., Ravenswood, WV
304-273-5802 Supervisor, Lyndon Koskey

2011-present

Duties: Case management, coordinate client services, data entry, report composition, home visits, coordinate and chair meetings.

ADVOCATE

West Virginia Advocates, Inc. (WVA), Charleston, WV
304-346-0847 Supervisor, Linnie Simiryan

2007-2011

Duties: Information and referral services, inmate advocacy and case management. Conduct Americans with Disabilities (ADA) Surveys and reports. Provide reports to clients, Department of Justice, and US Access Board. Created 70 page booklet regarding accessing various disability related benefits.

COUNSELOR

Bannum Place of Charleston (federal halfway house), Charleston, WV
304-925-0312 Supervisor, Robert Stalnaker

2005-2007

Duties: Case management, inmate security, property security, inmate property inspection. Created and oversaw inmate incentive program.

RECEPTION/PHONE OPERATOR

Manpower Temporary Agency, Steubenville, OH
740-282-2011 Supervisor, Diane

2004-2005

Duties: Reception, data entry, multi-line phone operation, greeted customers.

CUSTOMER SERVICE REPRESENTATIVE

2004
Capitol Area Services Company Incorporated (CASCI), Charleston, WV
304-346-3800 Supervisor, Steve Sneed
Duties: Inbound telephone customer service, data entry.

2002-

VOLUNTEER LIBRARIAN

Ravenswood Elementary School, Ravenswood, WV

2002-2002

CASE MANAGER

WV Department of Health and Human Resources, Parkersburg, WV
304-485-8461 Supervisor, Joan George

1998-2002

Duties: Case management, coordinate client services, data entry, court report composition, court attendance, coordinate and chair meetings.

Education:

WEST VIRGINIA STATE COLLEGE, Institute, WV
BS in Criminal Justice

Proficient in Word and Excel.

COUNSELOR OR THERAPIST

Nature of Work:

Performs assessments on offenders and provides treatment planning and group therapy as needed. Will be responsible for evaluating the success of each individual at the end of program.

Examples of Work Performed

- Develops and administers standard assessments on each client in order to determine what counseling components are necessary.
- Develops a treatment plan for each client.
- Provides individual or group therapy as needed.
- Maintains a supportive relationship with the clients.
- Reports to the Director the treatment plans of each client and the progress of each.
- Administers any test in the areas education, personality and behavior as needed.

Desirable Knowledge, Skills, and Abilities:

- Ability to maintain a well-structured environment.
- Experience with individual and group therapy.
- Knowledge and experience with developing assessments for clients.
- Training and experience in preparation of behavioral reports in the areas of assessments, individual and group therapy.
- Ability to communicate on a professional level with clients.
- Must be computer literate.

Minimum Qualifications

Minimum of a Bachelor's Degree in a mental health related field or counseling. Meet appropriate licensure requirements as an L.P.C, C.A.C or licensed independent social worker or other Substance Abuse certifications/endorsements At least two (2) years of experience with individual and group counseling along with experience in developing and administering assessments and evaluations.

KIMBERLY A. MERTZ

EMAIL: KIMBERLYAMERTZ@GMAIL.COM ☎ PHONE: (304) 377-0879
POST OFFICE BOX 71 ☎ SPENCER, WV 25276

EDUCATION

West Virginia Wesleyan College
Bachelor of Arts Degree

Communication Studies and Psychology

Aug. 2003 – May 2006

CERTIFICATION

WV Certification Board for Addiction and Prevention Professionals

Apr. 2011

■ Certified in State of West Virginia as Alcohol and Drug Counselor (ADC). Completed three years of clinical supervision in Substance Abuse, obtained addiction-related Continuing Education Units, and passed International Certification and Reciprocity Consortium written examination.

EMPLOYMENT

Mid-Ohio Valley Day Report Center Substance Abuse Counselor

Apr. 2011 – Current

■ Provided counseling services for individuals in alternative criminal justice sentencing program. Completed assessments, treatment planning, individual and group counseling, court appearances, programming such as: Intensive Outpatient (IOP), Relapse Prevention, and Theft Prevention.

Westbrook Health Services, Inc.

Substance Abuse School Liaison

Jan. 2008 – Apr. 2011

■ Developed and implemented Substance Abuse psycho-education programs for all middle and high schools in Calhoun, Jackson, and Roane Counties. Provided schools with on-site consultation and referral services related to substance abuse, mental health, and crisis issues. Credentialed as Supportive Counselor for individuals and groups. Obtained Continuing Education Units while pursuing Alcohol and Drug Counselor (ADC) credential.

Westbrook Health Services, Inc.

DUI Instructor

Jul. 2009 – Apr. 2011

■ Temporary instructor for West Virginia DUI Safety and Treatment Program. Provided intake assessments, orientation, treatment planning, and psycho-education for individuals with Substance Abuse diagnoses.

Westbrook Health Services, Inc.

Therapeutic Consultant

Jul. 2006 – Jan. 2008

■ Credentialed Service Coordinator, Therapeutic Consultant, and Behavior Support Specialist with WV Title XIX MR/DD Waiver. Supervised and trained providers, conducted meetings and home visits, observations, developed habilitation objectives and positive behavior support plans.

AmeriCorps Energy Express

Mentor

Summers 2003 – 2005

■ Mentored a group of eight children grades K-2 by creating and implementing daily activities that promote and motivate reading. Conducted home visits. Worked primarily with low-income families.

INTERNSHIPS

Content Analysis for Sago Mine Investigation

Mar. 2006 – Apr. 2006

■ Served as member of Governor Manchin's investigation team analyzing Sago Mine Disaster. Investigation included analysis of Mine Safety and Health Administration's (MSHA) past incident reports.

St. Joseph's Hospital of Buckhannon, WV

Jan. 2006 – May 2006

■ Psychological therapy with patients at all levels of care. Provided support services in individual and group settings. Implemented psychological study on the relationship of interpersonal proximity to length of conversation in hospital patients.



**West Virginia Certification Board for
Addiction and Prevention Professionals, Inc.**

Kimberly Mertz

having given satisfactory evidence and demonstration of knowledge, skills and competency and having met all other criteria subject to the provisions of the established standards and procedures in the State of West Virginia, is hereby authorized to use the designated credential
Alcohol and Drug Counselor

given under the hands and seal by the West Virginia Certification Board for Addiction and Prevention Professionals, Inc.

this 11th day of April A.D. 2011

Angela R. Bartle
Certification Board President

Rebecca J. Stacy
Certification Board Secretary

Tammie Lumb
Certification Committee Chairperson

**EXPIRES
9/30/13**