

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

IN RE: MINUTES OF MEETING HELD
MONDAY, JULY 1, 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.

The County Commission, upon a motion duly made, seconded and passed, approved minutes of June 24, 2013.

AGENDA AND DISCUSSION ITEMS

At 9:00 A.M., the County Commission met with Wood County Emergency Service Director, Ed Hupp, to discuss a Memorandum of Understanding with the Federal Emergency Management Agency for a warning system. (Order M/2431)

At 9:09 A.M., the County Commission met with Wood County E-911 Director, Randy Lowe, who requested work be performed on two of the county's emergency operation towers.

At 9:15 A.M. Carole Jones, Wood County Circuit Clerk, met with the Commission to ask why a budget revision she submitted to the commission last week was not approved. The commission signed off on the revision.

At 9:23 A.M., the County Commission went into Executive Session. (Order M/2433).

At 9:51 A.M., the County Commission discussed vacancies on Union Williams PSD, the MOV Board of Health, and the E-911 Board. (Order M/2428)

At 9:58 A.M., Della Carpenter was sworn in as a Deputy Sheriff.

At 10:00 A.M., Mark Lamborn from the West Virginia Executive Magazine met with the commission to propose a four page layout in their magazine which would feature Wood County and the City of Parkersburg, The cost would be \$1,200.00

At 10:12 A.M., Danielle Fordyce was sworn in as a Holding Center Officer.

At 10:15 A.M., Wood County Clerk employees, Cara Atkinson, Martha Devore, Barb Johnston, Penny Givens and Ruth McBride, met with the commission to support Mark Rhodes as the appointment for the replacement of Wood County Clerk, Jamie Six, who has submitted his resignation effective July 31, 2013. The commission stated they intend to take resumés through July 8, 2013. They stated that they intended to make the replacement decision on July 15, 2013. Barb Johnston presented a letter from the Clerk's Office employees in support of Mark Rhodes. Commissioner Gainer stated he is in favor of voting for Mark Rhodes. (Attachment and Order M/2436)

At 10:32 A.M., Wood County Clerk, Jamie Six, informed the Wood County Commission that they will be hard pressed to make the \$950,000 carryover from the last fiscal budget to be utilized in the 2013/2014 budget. The commission discussed potential pay increases for employees. Commissioner Couch questioned the various elected officials and the manner in which they compensate their employees. Commissioner Dunn stated he would feel more comfortable if they waited until they see the ending balance figure. (Order M/2435)

ORDERS APPROVED AND ATTACHED TO THESE MINUTES

A/1132, M/2423, M/2424, M/2425, M/2426, M/2427, M/2428, M/2429, M/2430, M/2431, M/2432, M/2433, M/2434, M/2435, M/2436

Having no further scheduled appointments or business to attend to, the County Commission adjourned at approximately 11:28 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 July 1, 2013.

Wood County Commission Meeting
Held July 1, 2013

Please Print

1.	Russell Skogstad
2.	Carole Jones
3.	Ed Hupp
4.	Chief Deputy JS Graham
5.	Sheriff KD Merritt
6.	Brooke Fletcher - Office of WV AG, Patrick Morrissey
7.	Randy Lowe
8.	Jess Merritt
9.	Barbara Johnston
10.	Melody R
11.	Perry Lewis
12.	Martha Devore
13.	Ann Devore
14.	Ruth Merritt
15.	Rick Slopper
16.	
17.	
18.	
19.	
20.	



Wood County Commission Agenda

7/1/2013
1 Court Square, Suite 203
Parkersburg, WV 26101

9:00 AM	Administrator's Report	Marty Seufer, County Administrator
	Discuss 911 radio equipment and sign FEMA Memorandum of Understanding	Ed Hupp, Emergency Management Director
	Discuss and consider hiring of Danielle Fordyce and Henry Williams for Wood County Holding Center - salary \$24,000.00 each and Della Carpenter as a Deputy Sheriff - salary \$32,603.00	Sheriff Ken Merritt; Chief Deputy Shawn Graham; Holding Center Director
10:00 AM	Presentation by WV Executive Magazine	Mark Lamborn
	Discuss procedure for appointing County Clerk replacement	
	Discuss and consider employee salaries	
	Discuss Tom Morris, Maintenance employee's salary	
	Consider revisions to County Travel Policy	
	Consider any nominations for vacancy on the Union-Williams Public Service District	
	Consider any nominations for vacancy on the Mid-Ohio Valley Board of Health	
	Consider appointments to E-911 Advisory Board - B.D. Adkins, Ed Hupp, Arnold Green, David McClure, Tom Joyce, Shawn Graham and Gib Jackson	
	County Commissioners' Reports	

Discussion, Review and Approval of expenditures and disbursements identified on Exhibit 1, hereto attached

Correspondence for this meeting will be available for public review during regular office hours in Room 205 of the Wood County Courthouse two (2) days prior to the meeting

Exhibit 1

Discussion, Review and Approval of the following items may be included during this meeting and are available for public inspection in the Office of the County Administrator two days prior to this meeting.

Budget revisions

Purchase orders and requisitions

Revisions, reimbursement requests, resolutions and correspondence for grants

Grant disbursements to other entities

Invoices for expenditures to be paid

Reimbursements for travel expenses

Bid specifications and procedures for bids previously authorized by the Commission

Monthly Hotel Occupancy Tax Collection disbursements

Disbursements for previously approved Innovative Programming Grants

Tax refunds, exonerations, improprieties and consolidations

Probate items, including settlements, petitions and Fiduciary Commissioner reports

General Fund disbursements to entities

Funding requests from local organizations by written form

Payroll modification as submitted by elected officials

June 28, 2013

Wood County Commission
Wood County Courthouse
1 Court Square
Parkersburg, WV 26101

Dear Commissioners:

We, as employees of the Wood County Clerk's Office, are asking you to appoint Mark Rhodes to fill the vacancy of County Clerk. Jamie Six has recommended Mark to this position. When an elected official has given a recommendation for their replacement in the past, the Commission has always honored their recommendation. Twenty-six years in office has earned Jamie much respect in the community and with his employees, and we want this office to continue running smoothly and efficiently. We feel that Mark is the best, most qualified person to continue the operations of this office.

Mark is an asset not only to the County Clerk's Office, but to other offices in the county. His knowledge and experience from working under many elected officials throughout his 29 years in county government is unsurpassed. Mark does a great job as the administrative assistant in this office, and the employees stand united with him for this appointment.

We ask that you be respectful and considerate of our wishes, because who you appoint to this position will determine our future, and we are the most affected by your decision. Thank you for your consideration.

Sincerely,


Cara Atkinson


Elizabeth Beary


Brenda Blondin


Martha Devore


Leslie Dotson


Kathy Emrick


Tammy Fordyce


Diana Garrett


Penny Givens


Barbara Johnston


Ruth McBride


Melody Ross


Denise Schuck


Sammatha Shriver

Employees of the Wood County Clerk's Office



Rich Shaffer
ASSESSOR

THE COUNTY OF WOOD
OFFICE OF THE ASSESSOR
REAL ESTATE DIVISION
1 Court Square, Suite 302
Parkersburg, WV 26101

7/1/13
70/311

PHONE: (304) 424-1888

June 28, 2013

Wood County Commission
1 Court Square
Parkersburg, WV 26101

Dear Commissioners,

Steve Sheppard will be retiring with 12 years and seven months of service to the Wood County Assessor's Office. He has accumulated 77 hours of sick time based on 7 hour work days, which equates to 11 days to be applied toward his time of service. He has used, or has been paid (9 days) for all of his vacation time prior to his last day of work. Steve has submitted his resignation and his last day of work is June 28, 2013.

Thank you for your attention to this matter.

Sincerely,

Rich Shaffer
Wood County Assessor



Rich Shaffer
ASSESSOR

THE COUNTY OF WOOD
OFFICE OF THE ASSESSOR
PERSONAL PROPERTY DIVISION

321 Market Street
Parkersburg, WV 26101

7/1/13
7/1/31

PHONE: (304) 424-1875

June 27, 2013

Wood County Commission
1 Court Square
Parkersburg, WV 26101

Dear Commissioners,

Please be advised that Kelsey Dowler and Amy Burns have been hired as part-time employees in the Wood County Assessor's office starting on July 1, 2013. They are both former employees and will be selling dog tags.

Their rate of pay will be \$8.75 per hour. They will be paid out of line item #1-406-10-109, Extra Help.

Your cooperation in this matter is appreciated.

Sincerely,

Rich Shaffer

Wood County Sheriff's Office

Administrative Operations
401 Second Street, Suite 11, Parkersburg, WV 26101

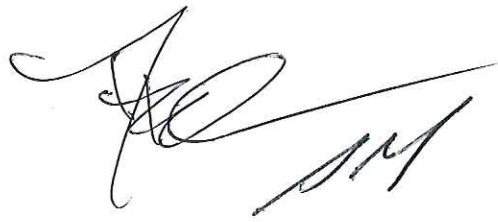
7/1/13
70/311

Date: June 27, 2013
To: Wood County Commission
From: Sheriff K.D. Merritt
Re: New Hire for Deputy



Della Carpenter will be transferring from the Holding Center to Law Enforcement as a new Wood County Sheriff's Office Deputy effective 7/1/13. Her starting salary will be \$32,603.00 and it is to be credited to 700-10-103.

If you have any questions please call Joanne Smith at 304-424-1924.



7/1/13
70/312

JULY 1, 2013

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE WAYNE DUNN, AS PRESIDENT, TO EXECUTE THE REQUEST FOR PAYMENT IN REGARD TO THE GOVERNOR'S COMMUNITY PARTICIPATION GRANT PROGRAM FUNDING FOR THE AMERICAN RED CROSS OF THE MOV. SAID REQUEST IS IN THE AMOUNT OF \$6,453.99

ORDER

On this date, the County Commission of Wood County, upon a motion made by Stephen Gainer, seconded by David Blair Couch, and made unanimous by Wayne Dunn, did hereby authorize Wayne Dunn, in his official capacity as President and on behalf of the County Commission, to EXECUTE the Request for Payment in regard to the GOVERNOR'S COMMUNITY PARTICIPATION GRANT PROGRAM funding in the amount of six thousand four hundred fifty-three dollars and ninety-nine cents (\$6,453.99) allocated to the American Red Cross of The Mid-Ohio Valley Project (#12LEDA0239).

A copy of the Request for Payment 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/2423

7/1/13
70/313

JULY 1, 2013

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

COPY

RESOLUTION

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

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

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

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

WHEREAS, the County Commission of Wood County has reviewed the contract for the listed grant project and accepts the conditions therein,


NOW THEREFORE, BE IT RESOLVED, that Wayne Dunn, in his official capacity as President, is **AUTHORIZED** to execute the Request for Payment in regard to the Governor's Community Partnership Program application for the following project:

AMERICAN RED CROSS OF THE MOV (#12LEDA0239) - \$6,453.99

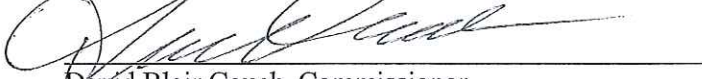
RESOLVED this 1ST day of **JULY, 2013**.

APPROVED:

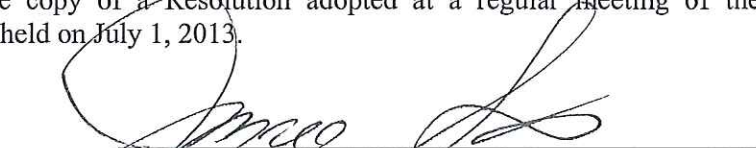
THE COUNTY COMMISSION OF WOOD COUNTY


Wayne Dunn, President


Stephen Gainer, Commissioner


David Blair Couch, Commissioner

Certified to be a true copy of a Resolution adopted at a regular meeting of the County Commission of Wood County held on July 1, 2013.


Jamie Six, County Clerk

7/1/13
72/312

JULY 1, 2013

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE WAYNE DUNN, AS PRESIDENT, TO EXECUTE THE REQUEST FOR PAYMENT IN REGARD TO THE GOVERNOR'S COMMUNITY PARTICIPATION GRANT PROGRAM FUNDING FOR THE AMERICAN RED CROSS OF THE MOV. SAID REQUEST IS IN THE AMOUNT OF \$2,658.00

ORDER

On this date, the County Commission of Wood County, upon a motion made by Stephen Gainer, seconded by David Blair Couch, and made unanimous by Wayne Dunn, did hereby authorize Wayne Dunn, in his official capacity as President and on behalf of the County Commission, to EXECUTE the Request for Payment in regard to the GOVERNOR'S COMMUNITY PARTICIPATION GRANT PROGRAM funding in the amount of two thousand six hundred fifty-eight dollars and zero cents (\$2,658.00) allocated to the American Red Cross of The Mid-Ohio Valley Project (#12LEDA0638).

A copy of the Request for Payment 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/2424

JULY 1, 2013

7/1/13
70/312

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

COPY

RESOLUTION

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

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

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

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

WHEREAS, the County Commission of Wood County has reviewed the contract for the listed grant project and accepts the conditions therein,

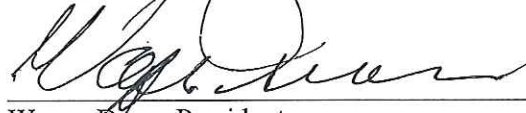
NOW THEREFORE, BE IT RESOLVED, that Wayne Dunn, in his official capacity as President, is **AUTHORIZED** to execute the Request for Payment in regard to the Governor's Community Partnership Program application for the following project:

AMERICAN RED CROSS OF THE MOV (#12LEDA0638) \$2,658.00


RESOLVED this 1ST day of **JULY, 2013**.

APPROVED:

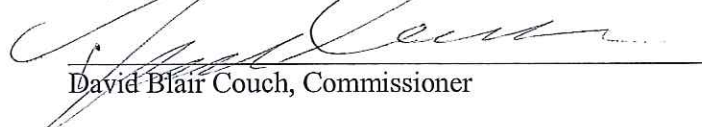
THE COUNTY COMMISSION OF WOOD COUNTY



Wayne Dunn, President

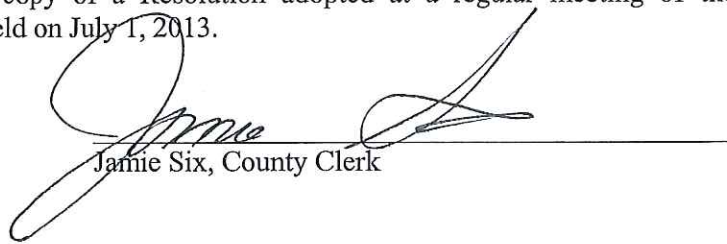


Stephen Gainer, Commissioner



David Blair Couch, Commissioner

Certified to be a true copy of a Resolution adopted at a regular meeting of the County Commission of Wood County held on July 1, 2013.



Jamie Six, County Clerk

7/1/13
70/312

JULY 1, 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 \$66,747.18 OF WHICH \$3,463.50 REPRESENTS REIMBURSEMENT IN REGARD TO THE DIVISION OF CRIMINAL JUSTICE ASSISTANCE GRANT NUMBER 12-VA-008.


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 sixty-six thousand seven hundred forty-seven dollars and eighteen cents (\$66,747.18) of which three thousand four hundred sixty-three dollars and fifty cents (\$3,463.50) represents reimbursement to Wood County for expenses incurred during the month of April, 2013, in regard to the Strategic Prevention Framework State Incentive Grant Number 12-VA-008. Receipt of the aforementioned check is pursuant to an Order appearing in Order Book 70, at Page 292 and bearing the date of May 20, 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.

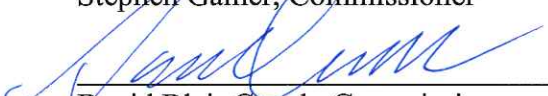
Documentation pertaining to the WVDCJS Victims of Crime Advocate Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


Wayne Dunn, President


Stephen Gainer, Commissioner


David Blair Couch, Commissioner

M/2425

JULY 1, 2013

7/1/13
70/313

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 \$66,747.18 OF WHICH \$33,341.39 REPRESENTS REIMBURSEMENT IN REGARD TO THE DIVISION OF CRIMINAL JUSTICE ASSISTANCE GRANT NUMBER 13-CC-09.

ORDER

On this date, the County Commission of Wood County was in receipt of a check from the State of West Virginia in the amount of sixty-six thousand seven hundred forty-seven dollars and eighteen cents (\$66,747.18) of which thirty-three thousand three hundred forty-one dollars and thirty-nine cents (\$33,341.39) represents reimbursement to Wood County for expenses incurred during the month of March, 2013, in regard to the Strategic Prevention Framework State Incentive Grant Number 13-CC-09. Receipt of the aforementioned check is pursuant to an Order appearing in Order Book 70, at Page 285 and bearing the date of May 13, 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 WVDCJS Victims of Crime Advocate 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/2426

7/1/13
7/2/313

JULY 1, 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 \$66,747.18 OF WHICH \$29,942.29 REPRESENTS REIMBURSEMENT IN REGARD TO THE DIVISION OF CRIMINAL JUSTICE ASSISTANCE GRANT NUMBER 13-CC-09.


ORDER

On this date, the County Commission of Wood County was in receipt of a check from the State of West Virginia in the amount of sixty-six thousand seven hundred forty-seven dollars and eighteen cents (\$66,747.18) of which twenty-nine thousand nine hundred forty-two dollars and twenty-nine cents (\$29,942.29) represents reimbursement to Wood County for expenses incurred during the month of April, 2013, in regard to the Strategic Prevention Framework State Incentive Grant Number 13-CC-09. Receipt of the aforementioned check is pursuant to an Order appearing in Order Book 70, at Page 291 and bearing the date of May 20, 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 WVDCJS Victims of Crime Advocate 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

7/1/13
7/31/13

JULY 1, 2013

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA


IN RE: THE COUNTY COMMISSION APPOINTED B.D. ADKINS, ED HUPP, ARNOLD C. GREEN, JR., DAVID MCCLURE, GIB JACKSON, SHAWN GRAHAM AND TOM JOYCE TO THE WOOD COUNTY 9-1-1 ADVISORY BOARD.

ORDER

On this date, the County Commission of Wood County, upon a motion made by Stephen Gainer, seconded by David Blair Couch and made unanimous by Wayne Dunn, appointed B.D. Adkins, Ed Hupp, Arnold C. Green, Jr., David McClure, Gib Jackson, Shawn Graham and Tom Joyce to the Wood County 9-1-1 Advisory Board. Said appointment is pursuant to an Order appearing in Order Book 51, at Page 433 and bearing the date of April 1, 1991, dealing with the procedure policy for appointments to Boards and Authorities. The terms of B.D. Adkins, Ed Hupp, Arnold C. Green, Jr., David McClure, Gib Jackson, and Tom Joyce will expire April 30, 2016; the term of Shawn Graham will expire April 30, 2014.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


Wayne Dunn, President


Stephen Gainer, Commissioner


David Blair Couch, Commissioner

M/2428

7/1/13
7/2/13

JULY 1, 2013

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION AUTHORIZED WAYNE DUNN, TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE COMMUNITY CORRECTIONS GRANT NUMBER 12-CCPT-04. SAID REQUEST IS IN THE AMOUNT OF \$3,673.71

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, on behalf of the County Commission, to sign the Request for Reimbursement in regard to the Pre-Trial Diversion Program Grant Number 12-CCPT-04. Reimbursement is in the amount of three thousand six hundred seventy-three dollars and seventy-one cents (\$3,673.71) for the month of May, 2013. In addition to the Request for Reimbursement, the Grant Progress Report, the Contractor Time Sheets and the Project Financial Report are being submitted to the Criminal Justice Services, Charleston, West Virginia.

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

Documentation pertaining to the Pre-Trial Diversion Program 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

WEST VIRGINIA Division of Criminal Justice Services	Request for Reimbursement
---	----------------------------------

7/1/13
7/8/13

COPY

RECEIVED

(For DCJS Use Only)

Subgrantee:	Wood County Commission
Address:	One Court Square, Suite 203 Parkersburg, WV 26101
Project #:	12-CCPT-04
FEIN#:	556 000 417
Funds are hereby requested to cover expenditures	
FROM:	5/1/13
TO:	5/31/13

PROJECT CASH EXPENDITURES

CATEGORY	AMOUNT
Personnel/Contractual	\$3,673.71
Travel/Training	-0-
Space	-0-
Other	-0-
Equipment	-0-
TOTAL	\$3,673.71

CERTIFICATION:

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

All documentation is available at our office.

BY: Wayne Dunn, President, Wood County Commission
 TYPED NAME & TITLE


 SIGNATURE 7/1/13
 DATE

(Authorized Official or Grant Financial Officer ONLY)

DCJS USE ONLY

ADMINISTRATIVE APPROVAL:

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

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

_____ _____
 Date Program Accountant

JULY 1, 2013

7/1/13
70/314

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE WAYNE DUNN TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE VICTIMS OF CRIME ASSISTANCE GRANT NUMBER 12-VA-008. SAID REQUEST IS IN THE AMOUNT OF \$3,595.00

ORDER

On this date, the County Commission of Wood County, upon a motion made by Stephen Gainer, seconded by David Blair Couch and made unanimous by Wayne Dunn, did hereby AUTHORIZE Wayne Dunn, on behalf of the County Commission, to sign the Request for Reimbursement in regard to the Victims of Crime Assistance Grant Number 12-VA-008. The Request for Reimbursement is in the amount of three thousand five hundred seventy-nine dollars and zero cents (\$3,579.00) for the month of May, 2013. Along with the Request for Reimbursement Form; a Financial Recap Page; Project Financial Report; Daily Time Sheets for the Victims Advocated, Tiffany Kiger and Paula Oliphant; Time Sheets for the Assistant Victim Advocate, Monthly Progress Reports and the Monthly Statistical Report have been submitted.

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

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

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


Wayne Dunn, President


Stephen Gainer, Commissioner


David Blair Couch, Commissioner

M/2430

WEST VIRGINIA Division of Criminal Justice Services	Request for Reimbursement 7/1/13 7/1/13
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COPY

RECEIVED

(For DCJS Use Only)

	Subgrantee: Wood County Commission
	Address: One Court Square, Suite 203 Parkersburg, WV 26101
	Project #: 12-VA-008
	FEIN#: 556 000 417
	Funds are hereby requested to cover expenditures FROM: 5/1/13 TO: 5/31/13

PROJECT CASH EXPENDITURES

CATEGORY	AMOUNT
Personnel/Contractual	\$3,579.00
Travel/Training	
Space	
Other	
TOTAL	\$3,579.00

CERTIFICATION:

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

All documentation is available at our office.

BY: Wayne Dunn, President, Wood County Commission
 TYPED NAME & TITLE


 SIGNATURE 7/1/13 DATE

(Authorized Official or Grant Financial Officer ONLY)

DCJS USE ONLY

ADMINISTRATIVE APPROVAL:

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

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

_____ _____
Date **Program Accountant**

JULY 1, 2013

7/1/13
70/314

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE
WAYNE DUNN, AS PRESIDENT, TO EXECUTE A MOU WITH
FEMA FOR A PUBLIC ALERT AND WARNING SYSTEM.

ORDER

On this date, the County Commission of Wood County, upon a motion made by Wayne Dunn, seconded by Stephen Gainer, and passed, did hereby AUTHORIZE Wayne Dunn, in his official capacity as President and on behalf of the County Commission, to EXECUTE Memorandum of Understanding (MOU) between the Wood County Office of Emergency Management and The Federal Emergency Management Agency (FEMA). Said MOU is for the Integrated Public Alert and Warning System (IPAWS).

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

APPROVED:

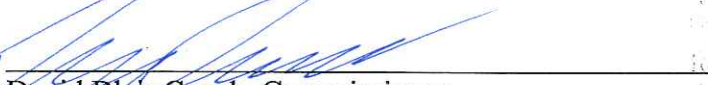
THE COUNTY COMMISSION OF WOOD COUNTY



Wayne Dunn, President



Stephen Gainer, Commissioner



David Blair Couch, Commissioner

M/2431

COPY

7/1/13
7/2/14

**Memorandum of Agreement
between the
Wood County Office of Emergency Management
and the**



**Federal Emergency Management Agency
Integrated Public Alert and Warning System
(IPAWS) Program Management Office**

**Regarding the use of:
Wood County Office of Emergency Management
Interoperable System(s)
and
IPAWS OPEN Platform for Emergency Networks
(IPAWS-OPEN)**

Version 1.0

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MEMORANDUM OF AGREEMENT

SUPERSEDES: None

INTRODUCTION

The purpose of this memorandum is to establish a management agreement between the Wood County Office of Emergency Management hereinafter referred to as the Collaborative Operating Group (COG), and the Federal Emergency Management Agency (FEMA) IPAWS Division regarding the utilization and security of Wood County Office of Emergency Management Interoperable System(s) (as shown in Appendix A), which interoperate with the IPAWS Open Platform for Emergency Networks (IPAWS-OPEN). The expected benefit is to enable information interoperability across emergency response organizations and systems as intended by the IPAWS Initiative.

This agreement will govern the relationship between the Collaborative Operating Group and FEMA, including designated managerial and technical staff and system users associated with the aforementioned COG. As indicated within the terms of this agreement, both parties agree to allow system interoperability through the use of SOAP over HTTPS via the public internet. Under this agreement, no direct or networked connection using VPN (or equivalent technology) between the systems named in Appendix A and IPAWS-OPEN is allowed. In the event a direct connection is required, an Interconnection Security Agreement must be executed.

AUTHORITY

The authority for this agreement is based on the Communications Act of 1934, as amended (47 U.S.C § 606) and the implementation of regulation 47 C.F.R § 11 which establishes the statutory basis under which the FEMA IPAWS Program operates emergency alerting systems. In addition, Executive Order 13407 of June 26, 2006, Public Alert and Warning System Executive Order states, "It is the policy of the United States to have an effective, reliable, integrated, flexible, and comprehensive system to alert and warn the American people... establish or adopt, as appropriate, common alerting and warning protocols, standards, terminology, and operating procedures for the public alert and warning system to enable interoperability and the secure delivery of coordinated messages to the American people". In response, FEMA established the IPAWS Program Management Office (PMO) in April 2007.

BACKGROUND

It is the intent of both parties to this agreement to establish and utilize a standardized web based application interface (as defined by the IPAWS-OPEN Web Service Interface Design Guidance) between the information technology (IT) systems shown below to facilitate the exchange of emergency messages within the production environment. The testing of the interoperability of these systems has been performed through the use of FEMA's Test and Development environment to ensure the transference and receipt of emergency messages using approved messaging standards. The interoperability between these systems is supported by the use of SOAP over HTTPS via the public internet.

COMMUNICATIONS

Frequent formal communications are essential to ensure the successful management and operation of system interoperability. Both parties agree to maintain open lines of communication between designated staff (as indicated in Appendix B) at both the managerial and technical levels. All communications described herein must be conducted in writing and may be disseminated by electronic means unless otherwise noted.

The owners of the respective systems agree to designate and provide contact information for technical leads for their respective systems, and to facilitate direct contacts between technical leads to support the management and operation of system interoperability. To safeguard the confidentiality, integrity, and availability of the systems and the data they store, process, and transmit, both parties agree to provide notice of specific events within the timeframes indicated below:

- **Security Incidents:** Technical, administrative and/or help desk staff will immediately notify their designated counterparts by telephone or e-mail when a security incident(s) is detected and/or a violation of the Rules of Behavior (see Appendix C) has been identified. Both parties agree to make the appropriate technical and administrative individuals available for all necessary inquiries and/or

investigations. Containment and/or resolution procedures will be documented by the identifying party and after action reports generated and submitted to the system owner and/or designated security officials within five (5) business days after detection of the incident(s).

- **Disasters and Other Contingencies:** The FEMA IPAWS Program Office will notify the COG by telephone, e-mail or other acceptable means in the event of a disaster or other contingency that disrupts the normal operation of IPAWS-OPEN.
- **System Interconnections:** This MOA is intended for systems interoperating with IPAWS OPEN using SOAP over HTTPS via the public Internet. If in the future, an interconnection (i.e. dedicated system-to-system connection) is required to IPAWS-OPEN, this MOA must be updated and an Interconnection Security Agreement (ISA) must be executed. If a change in status from interoperating to interconnected system is required, the initiating party will notify the other party at least 3 months before the planned interconnection is to be in place.
- **Discontinuation of Use:** In the event the use of IPAWS-OPEN is no longer required, the COG agrees to immediately notify, in writing, the FEMA IPAWS Program Office at which time the COGID and associated access credentials will be deactivated.
- **Personnel Changes:** Both parties agree to provide notification of changes to their respective system owner or technical lead. In addition, both parties will provide notification of any changes in the point of contact information provided in Appendix B. All relevant personnel changes and changes to contact information must be provided within 5 business days of the change.

TYPE OF INTERCONNECTIVITY

Both parties agree that the COG will utilize only the assigned COGID, associated credentials and digital certificates provided by the FEMA IPAWS Program Office to support interoperability between the system(s) listed in Appendix A and IPAWS OPEN. In addition, all interoperable systems must be configured to interface with IPAWS-OPEN over the public Internet using only approved web service standards and associated requirements. A listing of approved web service standards and supporting requirements can be obtained from the IPAWS-OPEN Web Service Interface Design Guidance document.

In the event, a dedicated connection is required, both parties will agree to negotiate and execute an Interconnection Security Agreement (ISA) as required per Department of Homeland Security (DHS) policy which must be signed by all required parties before the interconnection is activated. Proposed changes to either system that affect system interoperability will be reviewed and evaluated to determine the potential impact. If the proposed changes impact the agreed upon terms, the MOA will be renegotiated and executed before changes are implemented.

SECURITY

To ensure the joint security of the systems and the message data they store, process, and transmit, both parties agree to adhere to and enforce the Rules of Behavior (as specified in Appendix C). In addition, both parties agree to the following:

- Ensure authorized users accessing the interoperable system(s) receive, agree to abide by and sign (electronically or in paper form) the IPAWS-OPEN Rules of Behavior as specified in Appendix C. Each jurisdiction is responsible for keeping the signed Rules of Behavior on file or stored electronically for each system user.
- Utilize FEMA approved PKI certificates to digitally sign messages as they are transported over the public Internet.
- Certify that its respective system is designed, managed and operated in compliance with all relevant federal laws, regulations, and policies.
- Document and maintain jurisdictional and/or system specific security policies and procedures and produce such documentation in response to official inquiries and/or requests.
- Provide physical security and system environmental safeguards for devices supporting system interoperability with IPAWS-OPEN.

- Ensure physical and logical access to the respective systems as well as knowledge of the COGID and associated access criteria are only granted to properly vetted and approved entities or individuals.
- Where applicable, ensure that only individuals who have successfully completed FEMA-required training can utilize the interoperable systems to issue alerts and warnings intended for distribution to the public.
- Where applicable, document and maintain records of successful completion of FEMA-required training and produce such documentation in response to official inquiries and/or requests.

COST CONSIDERATIONS

This agreement does not authorize financial expenditures by the COG on behalf of FEMA. The FEMA – IPAWS Division is responsible for the costs associated with developing, operating and maintaining the availability of the IPAWS-OPEN system. The COG is responsible for all costs related to providing their users with access to IPAWS-OPEN via the public Internet. These costs may include hardware, software, monthly Internet charges, completion of security awareness training and other related jurisdictional costs.

PROPERTY OWNERSHIP

Each Party agrees and acknowledges that nothing in this Agreement shall be construed as giving a party any proprietary rights in or to the intellectual property of the other party. Each Party further agrees that nothing in this Agreement shall be construed as creating or granting to a party any implied or express license in or to the intellectual property of the other party.

TIMELINE

This agreement will remain in effect based on the life of the Authority to Operate (ATO) for IPAWS-OPEN or a maximum of three (3) years after the last date on either signature in the signature block below. Upon expiration of the IPAWS-OPEN ATO or after three (3) years (whichever comes first), this agreement will expire without further action and system access privileges will be revoked. If the parties wish to extend this agreement, they may do so by reviewing, updating, and reauthorizing this agreement. This newly signed agreement supersedes all earlier agreements, which should be referenced above by title and date. If one or both of the parties wish to terminate this agreement prematurely, they may do so upon 30 days' advanced notice or in the event of a security incident that necessitates an immediate response.

SIGNATORY AUTHORITY

I agree to the terms of this Memorandum of Agreement. Noncompliance on the part of either organization or its users or contractors concerning the policies, standards, and procedures explained herein may result in the immediate termination of this agreement.

Wood County Office of Emergency Management
Official
Name: Wayne Dunn
Title: President, County Commission
 X 

 (Signature Date)
Wood County Office of Emergency Management
911 Cove Road
Parkersburg, WV 26104

Federal Emergency Management Agency
IPAWS OPEN System Owner
Name: Mark A. Lucero
Title: Chief, IPAWS Engineering

 (Signature Date)
Attn: IPAWS-OPEN System Owner
Federal Emergency Management Agency, Rm
506
500 C Street SW
Washington, D.C. 20472-0001

(FEMA CIO)

(FEMA CISO)

 (Signature Date)

 (Signature Date)

Appendix A

Listing of Interoperable Systems

IPAWS recognizes that Emergency Management organizations may utilize multiple tools to facilitate the emergency management process. As a result, jurisdictions may need to interoperate with IPAWS-OPEN using more than one system. In order to comply with DHS policy, all systems interoperating with IPAWS-OPEN must be documented and supported by a Memorandum of Agreement. As a result this appendix must be completed to identify all systems associated with the COG and used for interoperating with IPAWS-OPEN. This Appendix must be amended as applicable systems are added or removed from operations.

- **IPAWS-OPEN**

Function:	IPAWS-OPEN is the backbone system that structures the alert and distributes the message from one interoperating and/or interconnected system (message sender) to another interoperating and/or interconnected system (message recipient).
Location:	FEMA Emergency Operations Center
Description of data, including sensitivity or classification level:	Messaging data is considered Sensitive But Unclassified (SBU) information and does not contain Personally Identifiable Information (PII), Financial data, Law Enforcement Sensitive Information or classified information. Each message that flows through the IPAWS-OPEN system will be associated to a specifically assigned system User ID and COGID as captured within the message elements. This information will be retained in system logs.

The systems listed below are managed and operated by the COG and are subject to the terms defined within the Memorandum of Agreement including the Rules of Behavior in Appendix C. Each interoperable system will be assigned unique authentication credentials, which must be protected by the COG. In the event these credentials are compromised, the COG is expected to immediately contact the IPAWS Program Management Office. The systems listed below are only allowed to interoperate with IPAWS-OPEN based on the criteria set forth within the IPAWS-OPEN Web Service Interface Design Guidance.

- **WARN**

Function:	Emergency Notification Public on landlines
Location:	Charlotte, NC
Description of data, including sensitivity or classification level:	COTS FOUO Unclassified alert and emergency response information.

- **E-Team**

Function:	Emergency management and interoperability software for the state of West Virginia
Location:	Charleston, WV
Description of data, including sensitivity or classification level:	COTS FOUO Unclassified alert and emergency response information

**Add additional tables as needed.*

Appendix B

COG Point of Contact Information

Designated COG Primary Point of Contact:

Name: Ed Hupp

Title: Director, Emergency Management

Business Email Address: ehupp@woodcounty911.com

Primary Phone Number: 304-420-0911

Alternate Phone Number:

Organization: Wood County Emergency Management

Mailing Address: 911 Cove Road, Parkersburg, WV 26104

Designated Alternate Point of Contact:

Name: Carl Sizemore

Title: Assistant Director, Emergency Management

Business Email Address: csizemore@woodcounty911.com

Primary Phone Number: 304-420-0911

Alternate Phone Number:

Organization: Wood County Emergency Management

Mailing Address: 911 Cove Road, Parkersburg, WV 26104

Designated Technical Point of Contact:

Name: Duane Jones

Title: Technical Assistant

Business Email Address: dejones@woodcounty911.com

Primary Phone Number: 304-420-0911

Alternate Phone Number:

Organization: Wood County Emergency Management

Mailing Address: 911 Cove Road, Parkersburg, WV 26104

FEMA: Integrated Public Alert and Warning System Open Platform for Emergency Networks (IPAWS-OPEN)

Contact Name	Contact Number	Email Address	Summary of System Responsibilities
Rob C. Thomas, II	202-646-4669	Rob.Thomas.ii@fema.dhs.gov	Acting Chief Information Officer, FEMA
Gerald Singleton	215-931-5698	Gerald.Singleton@fema.dhs.gov	Acting Chief Information Security Officer
Mark Lucero	202-646-1386	Mark.Lucero@fema.dhs.gov	System Owner
Gary Ham	703-899-6241	Gary.Ham@associates.dhs.gov	FEMA PMO - IPAWS-OPEN
Eric Caldwell	202-646-3109	Eric.Caldwell@associates.dhs.gov	FEMA ISSO - IPAWS-OPEN
Neil Bourgeois	703-732-6331	Neil.Bourgeois@associates.dhs.gov	FEMA-EADIS IPAWS-OPEN Tech Lead

Appendix C

IPAWS-OPEN Rules of Behavior

1.0 INTRODUCTION

The following rules of behavior apply to all persons with application access to Wood County Office of Emergency Management Interoperable System(s) and/or who have been issued a COGID with associated credentials for IPAWS-OPEN. These individuals shall be held accountable for their actions related to the information resources entrusted to them and must comply with the following rules or risk losing their access privileges. The Rules of Behavior apply to users on official travel as well as at their primary workplace (e.g., Emergency Operations Center – EOC) and at any alternative workplace (e.g., telecommuting from a remote or satellite site) using any electronic device including laptop computers and portable electronic devices (PED's). PED's include personal digital assistants (PDA's) (e.g. Palm Pilots), cell phones, text messaging systems (e.g., Blackberry), and plug-in and wireless peripherals that employ removable media (e.g. CDs, DVDs, etc.). PEDs also encompass USB flash memory (thumb) drives, external drives, and diskettes. These Rules of Behavior are consistent with existing DHS policies and DHS Information Technology (IT) Security directives and are intended to enhance the awareness of each user's responsibilities regarding accessing, storing, receiving and/or transmitting information using IPAWS-OPEN.

2.0 APPLICATION RULES

2.1 Official Use

- IPAWS-OPEN is a Federal application to be used only in the performance of the user's official duties in support of public safety as described in the National Incident Management System (NIMS).
- The use of the IPAWS-OPEN for unauthorized activities is prohibited and could result in verbal or written warning, loss of access rights, and/or criminal or civil prosecution.
- By utilizing IPAWS-OPEN, the user of the interoperable system(s) consents to allow system monitoring to ensure appropriate usage for public safety is being observed.
- EMA's will be held accountable for safeguarding all configuration items and information entrusted to them by FEMA. EMA's are expected to manage the relationship with supporting vendors, consultants and any other entities providing system support on their behalf. In addition, EMA's will be held accountable in the event of a security breach or disclosure of sensitive configuration information such as digital certificates. Each EMA understands that the use of digital signatures used on behalf of the EMA is binding for the EMA and EMA's will be held accountable accordingly. In the event sensitive information is mishandled, utilization of IPAWS-OPEN may be immediately revoked.
- If software interoperating with IPAWS-OPEN enables users to geo-target public alert messages by means of geospatial polygons or circles, then the user shall restrict any such geospatial boundaries so as to remain within the geographical limits of their public warning authority (or as near as possible), as determined by applicable state and/or local laws and duly adopted operational plans.

2.2 Access Security

- All Email addresses provided in connection with interoperable system(s) user accounts must be associated to an approved email account assigned by the user's emergency management organization. The use of personal email accounts to support emergency messaging through IPAWS-OPEN is prohibited.
- Upon approval of the MOA by FEMA, a COG account with COGID and Digital Certificate will be created and issued to the designated technical representative. All individuals with knowledge of these credentials must not share or alter these authentication mechanisms without explicit approval from IPAWS.
- Every interoperable system user is responsible for remote access security as it relates to their use of IPAWS-OPEN and shall abide by these Rules of Behavior.

2.3 Interoperable System User Accounts and Passwords

- All users must have a discrete user account ID which cannot be the user's social security number. To protect against unauthorized access, passwords linked to the user ID are used to identify and authenticate authorized users.
- Accounts and passwords shall not be transferred or shared. The sharing of both a user ID and associated password with anyone (including administrators) is prohibited.
- Accounts and passwords shall be protected from disclosure and writing passwords down or electronically storing them on a medium that is accessible by others is prohibited.
- The selection of passwords must be complex and include:
 - At least eight characters in length
 - At least two (02) upper case and two (02) lower case letters
 - At least two (02) numbers and one (01) special character.
- Passwords must not contain names, repetitive patterns, dictionary words, product names, personal identifying information (e.g., birthdates, SSN, phone number), and must not be the same as the user ID.
- Users are required to change their passwords at least once every 90 days.
- Passwords must be promptly changed whenever a compromise of a password is known or suspected.

2.4 Integrity Controls & Data Protection

- All computer workstations accessing IPAWS-OPEN must be protected by up-to-date anti-virus software. Virus scans must be performed on a periodic basis and when notified by the anti-virus software.
- Users accessing interoperable system(s) to utilize IPAWS-OPEN must:
 - Physically protect computing devices such as laptops, PEDs, blackberry devices, smartphones, etc;
 - Protect sensitive data sent to or received from IPAWS-OPEN;
 - Not use peer-to-peer (P2P) file sharing, which can provide a mechanism for the spreading of viruses and put sensitive information at risk;
 - Not program computing devices with automatic sign-on sequences, passwords or access credentials when utilizing IPAWS-OPEN.

Users may not provide personal or official IPAWS-OPEN information solicited by e-mail. If e-mail messages are received from any source requesting personal information or asking to verify accounts or other authentication credentials, immediately report this and provide the questionable e-mail to the Local System Administrator and/or the Wood County Office of Emergency Management Help Desk.

- Only devices officially issued through or approved by DHS, FEMA and/or approved emergency management organizations are authorized for use to interoperate with IPAWS-OPEN and use of personal devices to access and/or store IPAWS-OPEN data and information is prohibited.
- If a Blackberry, smartphone or other PED is used to access the interoperable system(s) to utilize IPAWS-OPEN, the device must be password protected and configured to timeout or lock after 10 minutes of inactivity.
- If sensitive information is processed, stored, or transmitted on wireless devices, it must be encrypted using approved encryption methods.

2.5 System Access Agreement

- I understand that I am given access to the interoperable system(s) and IPAWS-OPEN to perform my official duties.
- I will not attempt to access data, information or applications I am not authorized to access nor bypass access control measures.
- I will not provide or knowingly allow other individuals to use my account credentials to access the interoperable system(s) and IPAWS-OPEN.
- To prevent and deter others from gaining unauthorized access to sensitive resources, I will log off or lock my computer workstation or will use a password-protected screensaver whenever I step away from my work area, even for a short time and I will log off when I leave for the day.
- To prevent others from obtaining my password via "shoulder surfing", I will shield my keyboard from view as I enter my password.
- I will not engage in, encourage, or conceal any hacking or cracking, denial of service, unauthorized tampering, or unauthorized attempted use of (or deliberate disruption of) any data or component within the interoperable system(s) and IPAWS-OPEN.
- I agree to inform my Local System Administrator when access to the interoperable system(s) and/or IPAWS-OPEN is no longer required.
- I agree that I have completed Computer Security Awareness training prior to my initial access to the interoperable system(s) and IPAWS-OPEN and that as long as I have continued access, I will complete Computer Security Awareness training on an annual basis.

2.6 Accountability

- I understand that I have no expectation of privacy while using any services or programs interoperating with IPAWS-OPEN.
- I understand that I will be held accountable for my actions while accessing and using interoperable system(s) and IPAWS-OPEN, including any other connected systems and IT resources.
- I understand it is my responsibility to protect sensitive information from disclosure to unauthorized persons or groups.
- I understand that I must comply with all software copyrights and licenses pertaining to the use of IPAWS-OPEN.

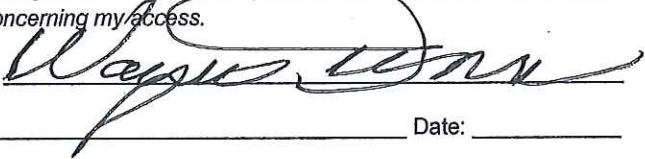
2.7 Incident Reporting

- I will promptly report IT security incidents, or any incidents of suspected fraud, waste or misuse of systems to the Local System Administrator and/or the Wood County Office of Emergency Management Help Desk.

3.0 IPAWS-OPEN Rules of Behavior Statement of Acknowledgement

I have read and agree to comply with the requirements of these Rules of Behavior. I understand that the terms of this agreement are a condition of my initial and continued access to Wood County Office of Emergency Management Interoperable System(s) and IPAWS-OPEN and related services and that if I fail to abide by the terms of these Rules of Behavior, my access to any and all IPAWS-OPEN information systems may be terminated and I may be subject to criminal or civil prosecution. I have read and presently understand the above conditions and restrictions concerning my access.

Name (Print):



Signature: _____

Date: _____

7/1/13
70/314

JULY 1, 2013

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE
RADIO EQUIPMENT AND SERVICES FOR THE WOOD COUNTY
EMERGENCY MANAGEMENT OFFICE.

ORDER

On this date, the County Commission of Wood County, upon a motion made by Wayne Dunn, seconded by Stephen Gainer, and passed, did hereby AUTHORIZE the purchase of radio equipment and communications tower services for the Office of Wood County Emergency Management. Said purchase and services are through Miller Communications, Parkersburg, West Virginia and were Authorized upon the recommendation of Wood County Emergency Services Director, Ed Hupp.

Copies of the quotes from Miller Communications are 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/2432



Your "Turn Key Project" Source

7/1/13
7/2/14

**One Wireless Way Suite 100
Parkersburg, WV 26101**

**Tel: (304) 863-8595
Fax: (304) 863-3786**

To: Wood County Office of Emergency Management
Attn: Ed Hupp
Phone: 304-485-3828
Date: 3/4/2012 (modified 6/24/13)

Please review our quote for the following

Provide equipment for new tower at Montgomery Hill and prepare equipment for transport to new site

QTY	MODEL	DESCRIPTION	UNIT PRICE	AMOUNT
1	220	576793-Commander Technologies 5.6db "Super Stationmaster" antenna*	975.00	975.00
150	LDF5-50A	471168-7/8" Copper corrugated transmission line*	6.25	937.50
2	L5TNF-PS	436871-"N" type female connector for LDF5-50A above*	33.00	66.00
1	HS-400	424853-Heavy duty standoff bracket*	325.00	325.00
2	WSB-3010	496866- Heavy duty clamp set*	75.00	150.00
1	MISC	Misc jumpers, grounding, and fittings*	150.00	150.00
1	REMANT	Stage equipment prior to relocation including temporary EMS and Fire Repeaters**	600.00	600.00
1	INSTSYS	Remove equipment and transport to new tower at Montgomery for installation	900.00	900.00
				\$ 4,103.50

The above quote is good for 30 days and does not include applicable sales tax.

*Items to be installed by state tower crew at new Montgomery Hill tower

** Two cross band radio systems will be supplied for use as temporary repeaters during move of equipment to Montgomery Hill location. Once equipment is on the air at new site, these repeaters will be disabled and removed.

Thank you for the opportunity to present this proposal for your consideration. If you have any questions about the equipment quoted, please call 304-863-8595 or email randykin@millercomm.com.

Thank you,

Randy Kinsolving



One Wireless Way Suite 100
Parkersburg, WV 26101

Your "Turn Key Project" Source

Tel: (304) 863-8595
Fax: (304) 863-3786

To: Wood County Office of Emergency Management
Attn: Ed Hupp
Phone: 304-485-3828
Date: 6/24/2013

Please review our quote for the following

Provide antennas (To be mounted by state tower contractor) and relocate fire and ems equipment to Montgomery Hill

QTY	MODEL	DESCRIPTION	UNIT PRICE	AMOUNT
1	220	576793-Commander Technologies 5.6db "Super Stationmaster" antenna (for EMS)	975.00	975.00
1	DB408	DB Products (Commscope) 8 bay UHF receive antenna (For UHF Fire and EMS links)	665.00	665.00
650	LDF5-50A	471168-7/8" Copper corrugated transmission line (For fire and EMS antennas)	6.25	4,062.50
4	L5TNF-PS	436871-"N" type female connector for LDF5-50A above (For fire and EMS cables)	33.00	132.00
2	WSB-3010	496866- Heavy duty clamp set (for fire and link antennas)	75.00	150.00
3	GRIP78C	Hoisting grip for 7/8" transmission line For fire, EMS, and link antennas)	25.00	75.00
3	19684	Polyphaser Lightning protector (for fire, ems, and link antennas)	72.50	217.50
29	78SH-3	10 pack of 7/8" Snap-in cable hanger (for all transmission lines)	20.00	580.00
1	MISC	Misc jumpers, grounding, and fittings (building system)	425.00	425.00
1	SPI	Work with state tower crew, install entry port, run cables in building, ground, install boots	750.00	750.00
1	INSTSYS	Install racks, power supplies, batteries, combiner, and optimize equipment in old building at Montgomery Hill	750.00	750.00
				\$ 8,782.00

The above quote is good for 30 days and does not include applicable sales tax.

This pricing is in conjunction with the prior quote approved to install Fire antenna. It will use the parts provided previously, combined with the parts in this quote to relocate Fire, EMS, and related link equipment, as well as using existing antennas on old tower at Montgomery Hill for receive multicoupler. Fire receiver and link currently installed at Montgomery will have to be relocated (possibly to Loomis) due to close frequency spacing problems at new Montgomery tower.

Thank you for the opportunity to present this proposal for your consideration. If you have any questions about the equipment quoted, please call 304-863-8595 or email randykin@millercomm.com.

Thank you,

Randy Kinsolving

7/1/13
7/1/314

JULY 1, 2013

EXECUTIVE SESSION OF THE WOOD COUNTY COMMISSION

This 1st day of July, 2013, at 9:23 o'clock A.M., in Room 203, of the Wood County Courthouse, Parkersburg, West Virginia, upon motion of Wayne Dunn, seconded by Stephen Gainer and made unanimous by David Blair Couch, County Commissioners, upon prior adjournment of the regular session, convened in EXECUTIVE SESSION upon authority granted by the West Virginia Code, Chapter 6, Article 9A, Sections 4, as amended:

WHEREUPON, the said Stephen Gainer, one of the Commissioners, Wayne Dunn, President of said Commission, and David Blair Couch, Commissioner met with Marty Seufer, County Administrator, Sheriff Ken Merritt, Sheriff's Chief Deputy Shawn Graham and Assistant Prosecutor Russ Skogstad.

All those present proceeded to discuss the matter for which the said EXECUTIVE SESSION was had, being covered by the West Virginia Code Chapter 6, Article 9A-4 of 1931, section (2a).

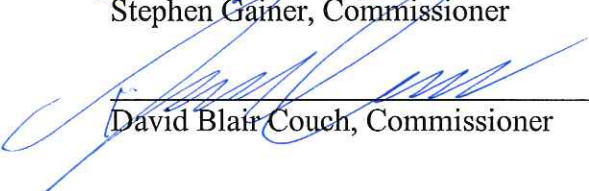
The Commission having concluded said discussion, the said EXECUTIVE SESSION adjourned at 9:45 o'clock A.M.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY,


Wayne Dunn, President


Stephen Gainer, Commissioner


David Blair Couch, Commissioner

7/1/13
70/315

JULY 1, 2013

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE AN
UPDATE TO THE WOOD COUNTY TRAVEL POLICY.

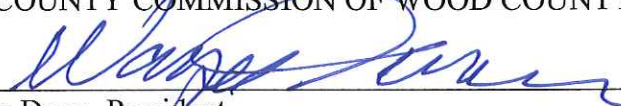
ORDER

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 an update to the Wood County Travel Policy.


A copy of said update 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/2434

7/1/13
7/1/15

WOOD COUNTY TRAVEL POLICY

SECTION 1. General

- 1.1.1 Scope: This policy governs in-state, and out-of-state travel, hereinafter referred to as "travel," for Wood County employees and elected officials.
- 1.1.2 The term "Elected Official" as used herein shall mean the Wood County Commissioner, the Assessor of Wood County, Circuit Clerk of Wood County, County Clerk of Wood County, Prosecuting Attorney of Wood County, Sheriff of Wood County whether said official currently holds said office by election or appointment.

SECTION 2. Delegation of Authority and Responsibilities

- 2.1 Authority to manage, approve, or disapprove travel and travel-related expense is delegated exclusively to the Elected Official of the office for which the travel is occurring.
- 2.2 The Elected Official may delegate authority to others within their respective office to act as designee(s) for authorizing and approving travel and travel-related expenses as may be required. All such authorizations and approvals shall be made in accordance with the provisions of these regulations.
- 2.3 Travel may be authorized only for official business and only if the Elected Official's Office has the financial resources within his or her office's budget to pay for the costs of travel directly or to reimburse the traveler for travel expenses.
 - a. The Elected Official may develop administrative policies and procedures for his or her office, consistent with this policy, to provide additional guidance to employees and others traveling on behalf of said office.
 - b. The responsibility to audit a traveler's expense account settlement lies with the Elected Official for who the traveler is employed. Approval of a traveler's expense account settlement by the Elected Official means that the expense account settlement meets all criteria established by this policy for reimbursement.
 - c. The Elected Official shall audit and submit an accurate expense account settlement for reimbursement to the Wood County Commission within fifteen (15) days after completion of travel or as soon thereafter as is practicable.
 - d. For departments not named in section 1.1.2 which fall under the supervision of the County Commission, all travel shall be approved through the County Administrator's Office. As such, the County Administrator or his or her designee shall be responsible for compliance with the provisions set forth herein.

- e. Upon review of the submitted travel documents following the conclusion of travel by the approving elected official the travel documents shall be submitted to the County Administrator's Office for action by the County Commission authorizing payment.

SECTION 3. Travel Regulations Applicable to All employees, and Non-employees

3.1 Employees

3.1.1 Approval to travel shall be secured in advance by the employee in accordance with these regulations, and if applicable, the administrative policies and procedures of the respective Elected Official's Office. Under no circumstances should an employee travel without proper approval of the Elected Official.

3.1.2 Employees are responsible for submitting a travel expense account settlement form with all required attachments to the traveler's Elected Official or designee.

3.1.3 Consultants, contractors, expert witnesses and non-employees are not required to use these policies and regulations, at the Elected Official's option. All consultant and contractor travel should be included as part of the consulting/contractor fee agreement.

3.1.4 Reimbursement of travel expenses paid from federal, state, and private grants shall be governed by the terms and conditions of the grant if they differ from those contained in this policy; otherwise, this policy shall govern such reimbursement.

- 3.2 Purchasing Card Receipt Requirements: Employees are responsible for submitting all original, required receipts for travel to the appropriate Elected Official or his or her designee for expenses paid using the Purchasing Card in accordance with Purchasing Card Program policy.

SECTION 4. Transportation

4.1 Air Transportation

4.1.1 Commercial Airlines

4.1.1.1 Allowable reimbursement for commercial airline travel shall include the actual expense or cost for the least expensive logical fare via the most direct route, or a reasonable alternative route if it results in lower fare. In order to receive reimbursement, the traveler must submit the original invoice from the travel service vendor. If airfare is reimbursed prior to the trip, it must be referenced on the traveler's final expense account.

Refundable or unused airline tickets shall be returned immediately to the ticket issuer for a proper credit or refund.

- 4.1.1.2 If an increase in the cost of airfare is incurred, the charge is reimbursable if the traveler is directed by the appropriate Elected Official to change his or her travel plans, or if other extenuating circumstances arise. Increased or extra charges incurred due to the traveler's negligence will be considered a personal expense of the traveler and shall not be reimbursed.
- 4.1.1.3 Deliberately causing increased costs or delays to obtain personal gratuities, such as denied boarding compensation, frequent flier points or mileage, or similar benefits is prohibited. In addition, conversion of airline tickets for personal benefit, such as downgrading tickets, returning unused tickets for cash, credit, or personal airline tickets, or any other similar action is prohibited. Any credits, rebates, or refunds resulting from these actions must be returned to Wood County. In the event that a traveler is provided denied boarding compensation which does not result in an increased cost to the County and does not result in missed work by the traveler, such compensation need not be returned to the County.
- 4.1.1.4 All major airlines charge a fee to issue paper flight coupons in situations where an e-ticket is available. E-tickets are the industry standard, are issued automatically, and are sufficient for traveling and reimbursement unless the traveler specifically requests a paper ticket. If a paper ticket is requested, the service charge will not be reimbursed. If travelers experience problems with e-tickets when exchanging due to flight cancellations or delays, particularly when changing airlines, the travel service vendor is required to assist and provide proper documentation.

4.2 Ground Transportation

- 4.2.1 The traveler may use a county-owned vehicle, privately-owned vehicle, or a commercial rental vehicle for ground transportation. The availability and use of a county-owned vehicle will be determined by the Elected Official.
- 4.2.2 The traveler must possess a valid operator's license if operating a vehicle. The traveler is personally responsible for any fines or penalties resulting from citations, charges, or warrants attributable to operator negligence. Such fines or penalties shall not be reimbursed.
- 4.2.3 In cases where a traveler chooses to drive rather than fly while on business, reimbursement will be based on actual in-transit expenses (mileage, hotels, parking, meals, etc.), not to exceed the lowest available commercial airfare plus local transportation, and parking (where required) to and from the airport.

4.2.4 Travelers may request estimated mileage reimbursements in advance of travel by making such request to the individual traveler's Elected Official.

4.2.5 In the event that travel is not completed following a disbursement of estimated mileage, said funds shall be returned within two business days of the cancellation of travel.

4.2.6 In the event that a traveler uses a county vehicle rather than his or her personal vehicle, mileage reimbursement shall not be permitted. Reimbursement for gas in a county vehicle shall be reimbursed while on official travel upon presentment of a proper receipt.

4.2.7 Privately-Owned Vehicles

4.2.7.1 Privately-owned vehicles may be used for county travel with the Elected Official's approval.

Reimbursement will be made at the prevailing rate per mile established by the Wood County Commission for actual miles traveled using a generally accepted route to the point of arrival at the traveler's destination. This rate is intended to cover all operating costs of the vehicle (including fuel, maintenance, depreciation, insurance, etc.) and no additional reimbursement will be made.

4.2.8 Commercial Rental Vehicles

4.2.8.1 A commercial rental vehicle should only be used when a temporary need arises, a county vehicle is unavailable, and the cost will be less than the reimbursement associated with a privately-owned vehicle. Only the county employee renting the vehicle is permitted to operate the vehicle.

The Purchasing Card shall be the method of payment when renting a vehicle. Only the County Commission can waive the requirement of the use of the purchasing card. Reimbursement will be made at actual cost for the daily rental fee for a mid-size, standard, or smaller vehicle, plus mileage fees and fuel costs. For travel of more than a few days in duration, weekly rental rates may be reimbursed if they will result in a lower total cost than the daily rate. Reimbursement may be made for full-size vehicles if more than three (3) people are traveling together on business and for larger vehicles if a group of five (5) or more is traveling together.

4.2.9 Collision Damage Insurance (CDW)

4.2.9.1 The Purchasing Card provides CDW at no cost for rentals up to 31 days.

4.2.9.2 The Purchasing Card Program does not cover the rental of trucks, campers, off-road vehicles, trailers, motorized bikes, motorcycles and motorized scooters, antique cars, high value, special interest and exotic cars, or vans that seat more than eight (8) occupants.

4.2.9.3 No other insurance or insurance-like product is reimbursable for rentals used in the United States, unless required by law. Full coverage insurance is a reimbursable expense for any approved rental vehicle used outside the United States.

4.2.9.4 Receipts or documentation is required for reimbursement of car rental and mileage charges or fees. Reimbursement may be made for actual fuel costs. Receipts must be attached. Travelers must return rental cars with a full tank of fuel. Refueling costs charged by rental car vendors are not reimbursable.

4.2.10 Miscellaneous Ground Transportation

4.2.10.1 When courtesy transportation is provided by a hotel, motel, or other service facility, the traveler is encouraged to use such service.

4.2.10.2 Travelers may be reimbursed for taxi, bus, and other forms of public transportation. Receipts must be submitted for such transportation.

5.1 Reimbursement

5.1.1 Allowable reimbursement for lodging shall include the actual expense for overnight accommodations and all applicable taxes and surcharges. Employees are reimbursed for lodging up to the maximum per diem established by the federal government. Travelers may request reimbursement above the per diem, not to exceed the limits set forth in the travel policy of the State of West Virginia in effect at the time of travel. Request for reimbursement above the per diem allowance shall be made in advance of travel. Reimbursement above per diem following travel may be granted subject to the Elected Official's approval.

5.1.2 Reimbursement for a single occupancy shall be at the least expensive single room rate available.

5.1.3 The location of the lodging facility should be as convenient as possible to the place where business is being transacted. The meal per diem is based on the travel location. If lodging is not available at the travel location, the Elected Official may authorize or approve the maximum per diem rate for the location where lodging is obtained.

- 5.1.4 For multiple occupancy, reimbursement may be claimed fully by one traveler with no claim filed by the other traveler, or each traveler may be reimbursed at equal percentages of the total actual cost for accommodations.
- 5.1.5 If an increase in the lodging charge is incurred, the change is reimbursable if the traveler is directed by the traveler's Elected Official to change his or her travel plans, or if other extenuating circumstances arise. Charges incurred due to the traveler's failure to notify the facility will be considered the personal expense of the traveler.

5.2 Receipts

- 5.2.1 Receipts are required for lodging reimbursement. An invoice or folio shall be the official document utilized for reimbursement to the traveler.

SECTION 6. Meals

- 6.1 Meal expense reimbursement is based on the travel location and is not to exceed the maximum per diem established by the federal government. Alcohol and entertainment expenses are specifically excluded. If a percentage of the maximum daily rate is used, the traveler may round the calculated amount up to the next whole dollar. County employees will be reimbursed the cost of meals when there is an overnight stay.
- 6.2 Exceptions may be granted to the established rates when authorized by the Elected Official for whom the traveler is employed. If reimbursement is made in excess of federal government rates, receipts are required and the Elected Official must approve the expense voucher. Such approval may not be by a designee of the Elected Official. If reimbursement is made in excess of the federal government rates, the excess over the maximum rate may be considered taxable income to the traveler.
- 6.3 Travelers may request meal allowances in advance of travel by making such request to the individual traveler's elected official.
 - 6.3.1 In the event that travel is not completed following an advance disbursement of meal allowances, said funds shall be returned within two business days of the cancellation of travel.
- 6.4 When meals are provided for a traveler, the traveler's maximum daily rate shall be reduced by the appropriate amount

Current rates and an example of the per diem meal breakdown may be found at the Travel Management Office's website at www.state.wv.us/admin/purchase/travel.

- 6.5 Meal and incidental rates differ by travel location. Examples of incidental expenses are fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships, and hotel servants; transportation between places of lodging or business and places where meals are taken, if suitable meals cannot be obtained at the temporary duty site; and mailing cost associated with filing travel vouchers and payment of government charge card billings.
- 6.6 On the first and last days of travel of an overnight trip when no meals are provided, the allowable reimbursement is based on 75% of the federal government's per diem rate for the specific city. Departure or arrival times are not considered. If a meal(s) is provided gratis or included within a registration fee of the business travel, the per diem rate must be reduced by the appropriate amount.
- 6.7 The following qualifications for extraordinary meal expense reimbursement require the exercise of good judgment in determining what is considered a "reasonable" expense to incur for the situation.
 - 6.7.1 Travelers transporting or accompanying witnesses, individuals in custody or others entrusted to an Elected Official's Office or his or her designate for their care or placement may be reimbursed the cost of meals not to exceed the maximum per diem. Receipts are required.
 - 6.7.2 Employees in undercover operations, law enforcement personnel and others in certain occasional overtime situations, at the direction of the Elected Official, may be reimbursed for their expenses. These cases must have the approval of the Elected Official. Elected Officials shall keep appropriate documentation on file.

SECTION 7. Registration Fees

- 7.1 Fees or charges for attendance at conferences, meetings, seminars, or workshops, as well as event-related materials, are reimbursable. Reimbursement for registration fees at meetings or conferences is allowable and must be supported by a receipt. Employees should verify acceptable payment methods with the conference prior to attending.

- 7.2 Receipts are required for reimbursement. The receipt or documentation provided by the event sponsor shall be sufficient for reimbursement. Travelers are to adjust meal reimbursement requests for meals included with the registration fee.
- 7.3 The traveler will not receive an allowance or reimbursement for lodging or food included in registration fees.
- 7.4 If a cancellation charge is incurred, the charge is reimbursable if the traveler is directed by the Elected Official to change his or her travel plans, or if other extenuating circumstances arise. Charges incurred due to the failure of the traveler to notify the event sponsor will be considered a personal expense.

SECTION 8. Other Expenses

- 8.1 Travelers may incur miscellaneous business-related expenses for which reimbursement may be made, if appropriate. Receipts are required for any individual expenditure in excess of \$75.00. The Elected Official may require any or all receipts at their option as a means of cost control.

An agency may allow an employee to file a copied or faxed invoice if the original receipt is lost;

Such expenses and reimbursement may include, but are not limited to:

- a. Baggage storage between appointments and between hotels and meeting places;
 - b. Tolls, garage, and parking fees - excluding valet parking for personal convenience;
 - c. Communication expenses, such as (1) local calls which may include a surcharge; (2) long distance calls which may include toll charges and surcharges and must be made on the current corporate communications travel card; (3) surcharges for long distance calls when the toll charges are direct billed; (4) facsimiles, cablegrams, or telegrams which may include toll charges, surcharges, or delivery charges; and (5) charges related to internet connections.
 - d. Laundry and dry cleaning when an employee is in travel status in excess of seven days without returning home.
- 8.2 Non-reimbursable travel-related expenses include the cost of passports (not as a

travel expense, but may be considered as a direct charge to the spending unit)-and personal flight or baggage insurance. Exceptions must be approved by the Elected Official.

SECTION 9. Form of Payment for Business Travel

9.1 Purchasing Card

9.1.1 Travelers may use the Purchasing Card issued by Wood County or may use another form of payment for approved business related travel expenses. No personal purchases are permitted on any County issued cards.

9.2 Travel expenses shall not include any personal expenses on hotel folios such as movie expenses. Proper documentation must be provided for any billing (i.e. hotel folios) relating to multiple travelers.

SECTION 10. Reimbursement Forms

10.1 Travelers must use the attached reimbursement form to reconcile all travel related expenses.

SECTION 11. Other Provisions

11.1 In accordance with West Virginia Code § 6B-2-5(2), employees may use bonus points acquired through frequent traveler programs while traveling on official government business, as long as the employee's participation in the program does not result in an additional cost to the county.

SECTION 12. Exceptions

12.1 Any exceptions to this policy must be documented in writing and approved by the Elected Official for whom the traveler is employed.

SECTION 13. SUBMISSION TO COUNTY COMMISSION

13.1 Following the conclusion of travel by the approving elected official the travel documents shall be submitted to the County Administrator's Office for action by the County Commission authorizing payment.

7/1/13
7/3/15

JULY 1, 2013

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY TABLE A
DISCUSSION RELATING TO EMPLOYEE SALARIES.

ORDER

On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Stephen Gainer and passed, did hereby TABLE until Monday, July 8, 2013, a discussion related to employee salaries and potential increases in pay levels.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



Wayne Dunn, President



Stephen Gainer, Commissioner



David Blair Couch, Commissioner

M/2435

7/1/13
70/315

JULY 1, 2013

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA


IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE A
PROCEDURE FOR APPOINTING A REPLACEMENT COUNTY
CLERK.

ORDER


On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Wayne Dunn, and passed with Stephen Gainer voting in the negative, did hereby AUTHORIZE a procedure for appointing a replacement Wood County Clerk to replace Jamie Six, who has filed his resignation effective at the close of business on July 31, 2013. Said procedure will be to receive resumes through Monday, July 8, 2013 for any person interested in being appointed to the vacant position. Only July 15, 2013, the Commission intends to state the name of the individual they intend to appoint to the position when it is vacated.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY,


Wayne Dunn, President


Stephen Gainer, Commissioner


David Blair Couch, Commissioner

M/2436

7/1/13
70/312

JULY 1, 2013

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION AUTHORIZED WAYNE DUNN, AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE COMMUNITY CORRECTIONS GRANT NUMBER 13-CC-09. SAID REQUEST IS IN THE AMOUNT OF \$35,216.96.

ORDER

On this date, the County Commission of Wood County, upon a motion made by Stephen Gainer, seconded by David Blair Couch and made unanimous by Wayne Dunn, did hereby AUTHORIZE 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 Community Corrections Grant Number 13-CC-09. Reimbursement is in the amount of thirty-five thousand two hundred sixteen dollars and ninety-six cents (\$35,216.96) for the month of May, 2013. In addition to the Request for Reimbursement, the Time Sheets for employees of the Wood County Day Report Center, the Monthly Project Director's Report, the Financial Recap and the Project Financial Reports are being submitted to the Criminal Justice Services, Charleston, West Virginia.

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

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

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


Wayne Dunn, President


Stephen Gainer, Commissioner


David Blair Couch, Commissioner

WEST VIRGINIA Division of Criminal Justice Services	Request for Reimbursement	7/1/13 7/2/3/12
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RECEIVED (For DCJS Use Only)	Subgrantee: Wood County Commission
	Address: One Court Square, Suite 203 Parkersburg, WV 26101
	Project #: 13-CC-09
	FEIN#: 556 000 417
	Funds are hereby requested to cover expenditures FROM: 5/1/13 TO: 5/31/13

PROJECT CASH EXPENDITURES

CATEGORY	AMOUNT
Personnel/Contractual	\$35,216.96
Travel/Training	-0-
Space	-0-
Other	-0-
Equipment	-0-
TOTAL	\$35,216.96

CERTIFICATION:

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

All documentation is available at our office.

BY: Wayne Dunn, President, Wood County Commission
TYPED NAME & TITLE



7/1/13
SIGNATURE DATE

(Authorized Official or Grant Financial Officer ONLY)

DCJS USE ONLY

ADMINISTRATIVE APPROVAL:

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

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

_____ Date _____ Program Accountant

Check Register

Company Name Wood County Commission

Page 8 of 8

Run Date 06/26/2013 2:58:33PM

Check No. Type Check Date Employee Id Employee Name Amount

06/26/2013

<u>State</u>	<u>State Gross</u>	<u>State W/H</u>
OH	13,355.43	334.96
WV	302,407.11	13,316.77
Grand Total:	315,762.54	13,651.73



Check Register

Company Name Wood County Commission

Page 1 of 1

Run Date 06/26/2013 3:27:15PM

Yes

<u>Check No.</u>	<u>Type</u>	<u>Check Date</u>	<u>Employee Id</u>	<u>Employee Name</u>	<u>Amount</u>
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Total Net Pay					4,244.53

06/26/2013

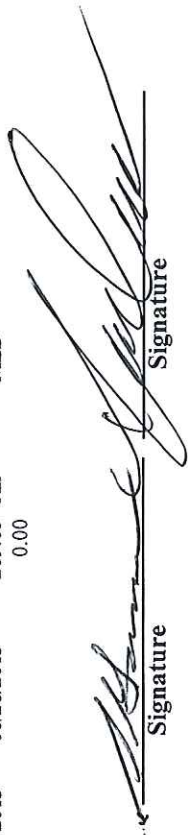
<u>State</u>	<u>State Gross</u>	<u>State W/H</u>
WV	6,771.88	418.30
Grand Total:	6,771.88	418.30

Handwritten signature and initials, possibly 'P.A.', in black ink.

Report Date/ Time 6/27/2013 12:39:48PM Invoice Approval Listing for Wood County Commission

From Date Sunday, June 16, 2013 Thru Date Saturday, June 29, 2013

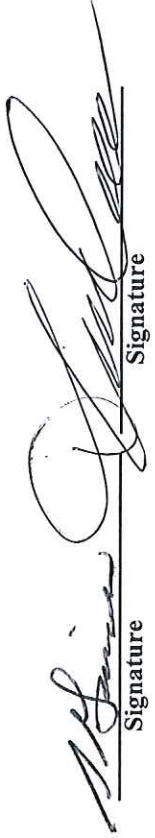
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IRS-PAY	INTERNAL REVENUE SERVICE	20130629-IR42		06/29/2013	06/29/2013	98.19	All -Deduction Number 42 0.00
IRS-PAY	INTERNAL REVENUE SERVICE	20130628-IR41		06/28/2013	06/28/2013	20,970.53	All -Deduction Number 41 0.00
IRS-PAY	INTERNAL REVENUE SERVICE	20130629-IR43		06/29/2013	06/29/2013	1,591.01	All -Deduction Number 43 0.00
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			401			\$ 1,230.03	
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IRS-PAY	INTERNAL REVENUE SERVICE	20130628-00		06/28/2013	06/28/2013	348.97	All -MED 0.00
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			403			\$ 1,434.38	
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Signature

Report Date/ Time 6/27/2013 12:39:48PM Invoice Approval Listing for Wood County Commission

From Date Sunday, June 16, 2013 Thru Date Saturday, June 29, 2013

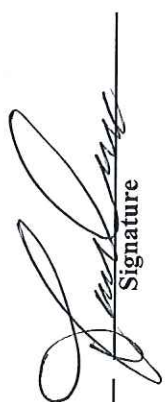
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IRS-PAY	INTERNAL REVENUE SERVICE	20130628-00		06/28/2013	06/28/2013	195.41	AI -MED
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	1 407 10 104		407			\$ 1,351.76	
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IRS-PAY	INTERNAL REVENUE SERVICE	20130628-00		06/28/2013	06/28/2013	463.40	AI -FICA
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 Signature

Vendor Id	Vendor Name	Invoice No	PO No	Doc Date	Due Date	PO Amt	Description	Inv Due
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	1 700 10 104					0.00		
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			700	\$		7,178.46		
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			702	\$		1,568.51		
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			705	\$		493.88		
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Page 3 of 4

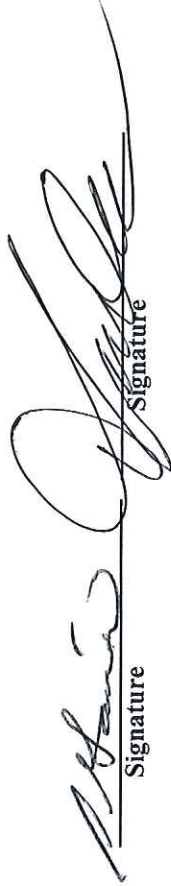
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Report Date/ Time 6/27/2013 12:39:48PM Invoice Approval Listing for Wood County Commission

From Date Sunday, June 16, 2013 Thru Date Saturday, June 29, 2013

Vendor Id	Vendor Name	Invoice No	PO No	Doc Date	Due Date	PO Amt	Description
IRS-PAY	INTERNAL REVENUE SERVICE	20130628-00		06/28/2013	06/28/2013	26.81	AI -MED
	1 711 10 104					0.00	
IRS-PAY	INTERNAL REVENUE SERVICE	20130628-00		06/28/2013	06/28/2013	114.64	AI -FICA
	1 711 10 104					0.00	
			711	\$		141.45	
IRS-PAY	INTERNAL REVENUE SERVICE	20130628-00		06/28/2013	06/28/2013	610.26	AI -MED
	1 712 10 104					0.00	
IRS-PAY	INTERNAL REVENUE SERVICE	20130628-00		06/28/2013	06/28/2013	2,609.34	AI -FICA
	1 712 10 104					0.00	
			712	\$		3,219.60	
IRS-PAY	INTERNAL REVENUE SERVICE	20130628-00		06/28/2013	06/28/2013	305.57	AI -MED
	1 731 10 104					0.00	
IRS-PAY	INTERNAL REVENUE SERVICE	20130628-00		06/28/2013	06/28/2013	1,306.44	AI -FICA
	1 731 10 104					0.00	
			731	\$		1,612.01	
IRS-PAY	INTERNAL REVENUE SERVICE	20130628-00		06/28/2013	06/28/2013	121.93	AI -FICA
	1 900 10 104					0.00	
IRS-PAY	INTERNAL REVENUE SERVICE	20130628-00		06/28/2013	06/28/2013	28.51	AI -MED
	1 900 10 104					0.00	
			900	\$		150.44	

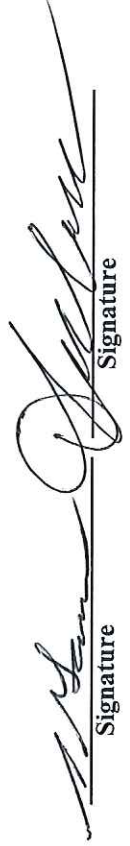
Grand Totals 90,318.19


Signature

Report Date/ Time 6/27/2013 3:44:43PM Invoice Approval Listing for Wood County Commission

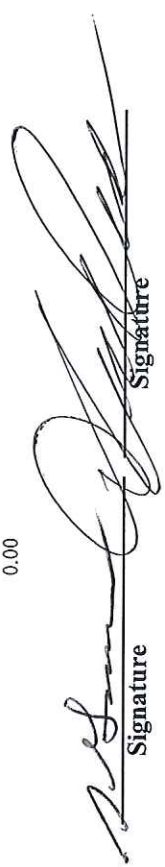
From Date Thursday, June 27, 2013 **Thru Date** Thursday, June 27, 2013

Vendor Id	Vendor Name	Invoice No	PO No	Doc Date	Due Date	PO Amt	Description
FRONTIERWV	FRONTIER WEST VIRGINIA INC	5050Z804-S-1316		06/27/2013	06/27/2013	3,230.00	No PO -BILL# 5050Z804S3
VERIZON B	1 401 40 211 VERIZON BUSINESS SERVICES	69095038		06/27/2013	06/27/2013	150.00	No PO -CUSTID SV058657
FEDERAL	1 401 40 211 FEDERAL EXPRESS CORP.	2-300-78619		06/27/2013	06/27/2013	55.88	No PO -ACCT#138892514
DISH	1 401 40 218 DISH NETWORK	7082013		06/27/2013	06/27/2013	74.20	No PO -ACCT#8255707081487964
MID ATLANTIC	1 401 40 230 MID ATLANTIC BUSINESS COMM	34846		06/27/2013	06/27/2013	881.60	No PO -ORDER#34846
RICOH USA	1 401 40 230 RICOH USA INC	5026515501		06/27/2013	06/27/2013	292.49	No PO -CUST# 14873884
RICOH USA	1 401 40 230 RICOH USA INC	5026490747		06/27/2013	06/27/2013	878.47	No PO -CUST# 14886209
RICOH USA	1 401 40 230 RICOH USA INC	169710173		06/27/2013	06/27/2013	234.54	No PO -CUST#14886209
RICOH USA	1 401 40 230 RICOH USA INC	9008202862		06/27/2013	06/27/2013	426.77	No PO -CUST#14873884
RICOH USA	1 401 40 230 RICOH USA INC	16710174		06/27/2013	06/27/2013	590.41	No PO -CUST#14886209
SIMPLEX	1 401 40 230 SIMPLEXGRINNELL	76267553		06/27/2013	06/27/2013	235.25	No PO -CONTRACT#522900
TAYLOR'S	1 401 40 230 TAYLOR'S TRASH REMOVAL	62013		06/27/2013	06/27/2013	119.23	No PO -ACCT#WVC05
TAYLOR'S	1 401 40 230 TAYLOR'S TRASH REMOVAL	62013		06/27/2013	06/27/2013	119.23	No PO -ACCT#WVC03
WOOD CO H	1 401 40 230 WOOD COUNTY HISTORICAL & PF	06272013		06/27/2013	06/27/2013	20.00	No PO -REIMB FOR STAMPS
JONESCS	1 401 55 341 CAROLE S. JONES	61913		06/27/2013	06/27/2013	391.51	No PO -TRAVEL EXPENSE
			401			\$ 7,308.07	
			403			\$ 391.51	


Signature

Report Date/ Time 6/27/2013 3:44:43PM **Invoice Approval Listing for** Wood County Commission
From Date Thursday, June 27, 2013 **Thru Date** Thursday, June 27, 2013

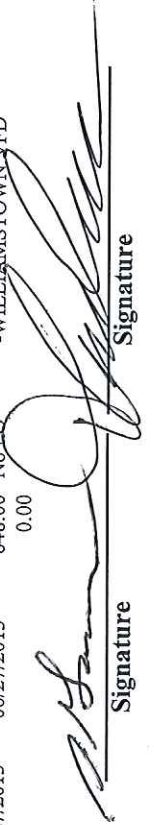
Vendor Id	Vendor Name	Invoice No	PO No	Doc Date	Due Date	PO Amt	Inv Due	Description
MILLER CO	MILLER COMMUNICATIONS IN	317684		06/27/2013	06/27/2013	10.00	No PO	-PAGING SERVICE
WEST	1 405 40 211 WEST GROUP PAYMENT CENTER	827326603		06/27/2013	06/27/2013	735.48	No PO	-ACCT#1000100667
WV ST BAR	1 405 40 212 1201 WV STATE BAR ASSN	6262013		06/27/2013	06/27/2013	250.00	No PO	-SEAN FRANCISCO BAR ID#8646
BAKER L	1 405 40 222 LYNDE BAKER	61313		06/27/2013	06/27/2013	92.40	No PO	-TRANSCRIPT
BAKER L	1 405 40 233 LYNDE BAKER	61313		06/27/2013	06/27/2013	177.10	No PO	-TRANSCRIPT
BAKER L	1 405 40 233 LYNDE BAKER	61313		06/27/2013	06/27/2013	35.00	No PO	-TRANSCRIPT
BAKER L	1 405 40 233 LYNDE BAKER	61313		06/27/2013	06/27/2013	41.00	No PO	-TRANSCRIPT
HARLOW S	1 405 40 233 STACY HARLOW	61013		06/27/2013	06/27/2013	194.00	No PO	-TRANSCRIPTS
HARLOW S	1 405 40 233 STACY HARLOW	61213		06/27/2013	06/27/2013	234.05	No PO	-TRANSCRIPTS
HARLOW S	1 405 40 233 STACY HARLOW	61713		06/27/2013	06/27/2013	242.00	No PO	-TRANSCRIPTS
HARLOW S	1 405 40 233 STACY HARLOW	61813		06/27/2013	06/27/2013	26.95	No PO	-TRANSCRIPTS
HARLOW S	1 405 40 233 STACY HARLOW	62413		06/27/2013	06/27/2013	92.40	No PO	-TRANSCRIPT
HARLOW S	1 405 40 233 STACY HARLOW	6613		06/27/2013	06/27/2013	30.80	No PO	-TRANSCRIPTS
LAWSONS	1 405 40 233 SHERRY M. LAWSON	6182013		06/27/2013	06/27/2013	74.00	No PO	-TRANSCRIPT
CRYSTAL	1 405 40 233 CRYSTAL BEVERAGE CO.	498385		06/27/2013	06/27/2013	33.00	No PO	-CUSTID:WOOPRO
CRYSTAL	1 405 65 459 CRYSTAL BEVERAGE CO.	5132666		06/27/2013	06/27/2013	10.00	No PO	-CUSTID:WOOPRO
CRYSTAL	1 405 65 459 CRYSTAL BEVERAGE CO.	498596		06/27/2013	06/27/2013	27.50	No PO	-CUSTID: WOOPRO
	1 405 65 459					0.00		


Signature

Report Date/ Time 6/27/2013 3:44:43PM Invoice Approval Listing for Wood County Commission

From Date Thursday, June 27, 2013 Thru Date Thursday, June 27, 2013

Vendor Id	Vendor Name	Invoice No	PO No	Doc Date	Due Date	PO Amt	Description
MARKSR	REBECCA MARKS 1 412 40 214	62413	405	06/27/2013	06/27/2013	364.82 0.00	No PO -TRAVEL EXPENSE
						\$ 2,305.68	
GLADE	GLADE SPRINGS RESORT 1 442 40 230 7019	6102013	412	06/27/2013	06/27/2013	1,355.20 0.00	No PO -HWY2 ENFORC DUI CONF
TIANO	TIANO-KNOPP ASSOC., INC. 62613	62613		06/27/2013	06/27/2013	110.00 0.00	No PO -EXPENSE REIMB
TIANO M	TIANO-KNOPP ASSOC., INC. 1 442 40 230 7019	6262013		06/27/2013	06/27/2013	406.25 0.00	No PO -TRAVEL EXPENSE REIMB
						\$ 1,871.45	
ST.CLAIR	MICHAEL ST. CLAIR 1 700 40 223	6252013	700	06/27/2013	06/27/2013	120.00 0.00	No PO -PER LETTER
SUDDENLINKD	SUDDENLINK 1 711 40 211	07022013		06/27/2013	06/27/2013	136.16 0.00	No PO -ACCT#1000012222706504701
						\$ 120.00	
FINLEY FI	FINLEY FIRE EQUIPMENT INV351840	INV351840	711	06/27/2013	06/27/2013	500.00 0.00	No PO -CUSTID 26105A
FIRE SAFETY	1 713 70 568 6607 FIRE SAFETY EDUCATION 25700	25700		06/27/2013	06/27/2013	476.32 0.00	No PO -CUST VVF001
VIENNA VFD	1 713 70 568 6607 VIENNA VOL FIRE DEPT. 062513	062513		06/27/2013	06/27/2013	166.98 0.00	No PO -REIMBURSEMENT FOR C CARD
BSNSPORTS	1 713 70 568 6607 BSN SPORTS 6272013	6272013		06/27/2013	06/27/2013	600.00 0.00	No PO -WILLIAMSTOWN VFD
MILLER CO	1 713 70 568 6610 MILLER COMMUNICATIONS IN 103788	103788		06/27/2013	06/27/2013	558.00 0.00	No PO -WILLIAMSTOWN VFD
RAUCH	1 713 70 568 6610 RAUCH'S CABINETS 1439	1439		06/27/2013	06/27/2013	1,240.00 0.00	No PO -WILLIAMSTOWN VFD
ZIDES	1 713 70 568 6610 ZIDES SPORT SHOP 062013-00	062013-00		06/27/2013	06/27/2013	648.00 0.00	No PO -WILLIAMSTOWN VFD
						\$ 136.16	


Signature

Vendor Id	Vendor Name	Invoice No	PO No	Doc Date	Due Date	PO Amt	Description	Inv Due
DILL'S	DILL'S FIRE & SAFETY	21526		06/27/2013	06/27/2013	216.31	-CUSTID:EASVFD	0.00
FANELLI	1 713 70 568 6612 FANELLI BOYS	6272013		06/27/2013	06/27/2013	313.65	-EASTWOOD VFD	0.00
CARDINALC	1 713 70 568 6612 CARDINAL CONCRETE COMPANY	P120367		06/27/2013	06/27/2013	765.00	-DEERWALK VFD	0.00
CARDINALC	1 713 70 568 6613 CARDINAL CONCRETE COMPANY	120377		06/27/2013	06/27/2013	1,089.00	-DEERWALK VFD	0.00
FINLEY FI	1 713 70 568 6613 FINLEY FIRE EQUIPMENT	INV351835		06/27/2013	06/27/2013	569.42	-CUSTID 26180A	0.00
			713			\$ 7,142.68		
LEWISOCIRCLK	LEWIS COUNTY CIRCUIT CLERK	6192013		06/27/2013	06/27/2013	44.71	-13-MH-94 (183)	0.00
LEWISOCIRCLK	1 801 40 223 2306 LEWIS COUNTY CIRCUIT CLERK	6192013		06/27/2013	06/27/2013	39.90	-13-MH-96 (185)	0.00
LEWISOCIRCLK	1 801 40 223 2306 LEWIS COUNTY CIRCUIT CLERK	6192013		06/27/2013	06/27/2013	38.98	-13-MH-95 (192)	0.00
LEWISOCIRCLK	1 801 40 223 2306 LEWIS COUNTY CIRCUIT CLERK	6192013		06/27/2013	06/27/2013	35.09	-13-MH-91 (12-MH-500)	0.00
LEWISOCIRCLK	1 801 40 223 2306 LEWIS COUNTY CIRCUIT CLERK	6192013		06/27/2013	06/27/2013	38.98	-13-MH-93 (177)	0.00
			801			\$ 197.66		
VERIZONW	VERIZON WIRELESS	2925660506		06/27/2013	06/27/2013	71.41	-ACCT#582938154-00001	0.00
	1 802 40 211							
			802			\$ 71.41		
	Grand Totals					19,909.44		

[Signature]
Signature

Report Date/ Time 6/27/2013 3:45:21PM Invoice Approval Listing for Wood County Commission

From Date Thursday, June 27, 2013 **Thru Date** Thursday, June 27, 2013

Vendor Id DEAN'S
Vendor Name DEAN'S SCREENS INK

Invoice No 1932

PO No 71646

Doc Date 06/27/2013

Due Date 06/27/2013

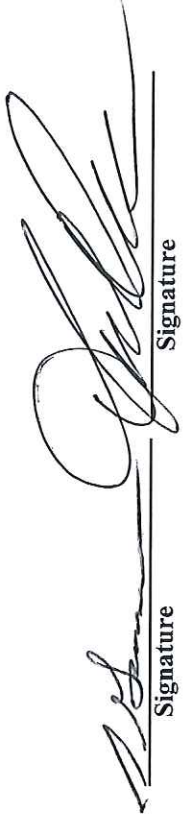
Description Exceeds PO

-UNIFORM ITEMS

7 712 55 345

Inv Due 395.25
PO Amt 390.86
395.25

Grand Totals 395.25



 Signature

Report Date/ Time 6/27/2013 3:45:13PM Invoice Approval Listing for Wood County Commission

From Date Thursday, June 27, 2013 **Thru Date** Thursday, June 27, 2013

Vendor Id	Vendor Name	Invoice No	PO No	Doc Date	Due Date	PO Amt	Description
SMC	SMC COMMUNICATIONS	205346		06/27/2013	06/27/2013	118.18	No PO -ACCT#SMC00548
	7 712 40 211					0.00	
CAS CABLE	CAS CABLE	71013		06/27/2013	06/27/2013	415.00	No PO -ACCT#003062095
	7 712 40 230					0.00	

712 \$ 533.18

Grand Totals 533.18

Signature

Signature

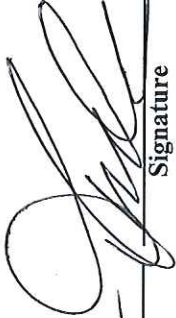
Report Date/ Time 6/27/2013 3:45:42PM Invoice Approval Listing for Wood County Commission

From Date Thursday, June 27, 2013 Thru Date Thursday, June 27, 2013

Vendor Id	Vendor Name	Invoice No	PO No	Doc Date	Due Date	PO Amt	Inv Due	Description
MONPOWER	MONPOWER	7082013		06/27/2013	06/27/2013	29.87	0.00	No PO -ACCT#110083487907
RICOH USA	72 731 40 213 1347 RICOH USA INC	16686729		06/27/2013	06/27/2013	173.22	0.00	No PO -CUST# 14879095
RICOH USA	72 731 55 341W RICOH USA INC	16686730		06/27/2013	06/27/2013	221.52	0.00	No PO -CUST# 14879095
SUDDENLINKD	72 731 55 341W SUDDENLINK	07052013		06/27/2013	06/27/2013	60.54	0.00	No PO -ACCT#1000012222707416402
WAL-MARTC	72 731 55 341W WALMART COMMUNITY BRC	07122013		06/27/2013	06/27/2013	49.02	0.00	No PO -ACCT#6032202000014234

731 \$ 534.17

Grand Totals 534.17

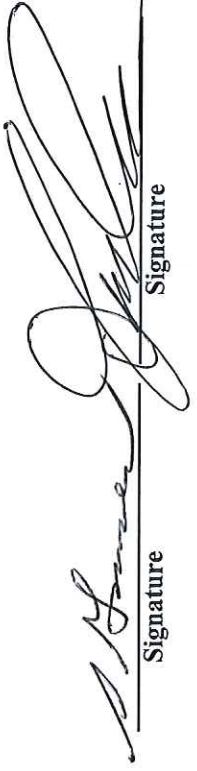

Signature

Report Date/ Time 6/27/2013 3:45:48PM Invoice Approval Listing for Wood County Commission

From Date Thursday, June 27, 2013 Thru Date Thursday, June 27, 2013
Vendor Id TRANSMED Vendor Name TRANSMED CO. Invoice No T112929 PO No 71668 Doc Date 06/27/2013 Due Date 06/27/2013 Inv Due PO Amt 932.44 Description Exceeds PO
TRANSMED 72 731 55 341 -DRUG TESTING SUPPLIES 750.90

731 \$ 932.44

Grand Totals 932.44


Signature

Report Date/Time 6/27/2013 3:44:57PM **Invoice Approval Listing for Invoice Equal Or Less Than PO Wood County (**

From Date Thursday, June 27, 2013 **Thru Date** Thursday, June 27, 2013

Vendor Id	Vendor Name	Invoice No	PO No	Doc Date	Due Date	PO Amt	Description
ODEPOT	1 401 55 341 OFFICE DEPOT	662066055001	71684	06/27/2013	06/27/2013	14.44	Equal or < Than PO -MISC SUPPLIES - DVD-R's, BATTERIES, POST ITS
ODEPOT	1 401 55 341 OFFICE DEPOT	662065731001	71684	06/27/2013	06/27/2013	48.22	Equal or < Than PO -MISC SUPPLIES - DVD-R's, BATTERIES, POST ITS
ENGLEFIELD	1 401 55 341 ENGLEFIELD OIL COMPANY	309843	71686	06/27/2013	06/27/2013	223.71	Equal or < Than PO -GASOLINE - MAY - EMERGENCY SERVICES
ENGLEFIELD	1 401 55 343 ENGLEFIELD OIL COMPANY	309843	71686	06/27/2013	06/27/2013	118.14	Equal or < Than PO -GASOLINE - MAY - SOLID WASTE
ENGLEFIELD	1 401 55 343 ENGLEFIELD OIL COMPANY	309843	71686	06/27/2013	06/27/2013	327.71	Equal or < Than PO -GASOLINE - MAY - MOUNTWOOD
CASSTO	1 403 55 342 CASTO & HARRIS, INC.	089988	71509	06/27/2013	06/27/2013	2,340.25	Equal or < Than PO -ORDER BOOKS
CASSTO	1 403 55 342 CASTO & HARRIS, INC.	089988	71509	06/27/2013	06/27/2013	2,340.25	Equal or < Than PO -ORDER BOOKS
CHAPMAN	1 404 55 341 CHAPMAN PRINTING CO. INC	055817	71593	06/27/2013	06/27/2013	240.00	Equal or < Than PO -JURY RECEIPTS
CHAPMAN	1 404 55 341 CHAPMAN PRINTING CO. INC	055817	71593	06/27/2013	06/27/2013	240.00	Equal or < Than PO -JURY RECEIPTS
CASSTO	1 406 55 342 CASTO & HARRIS, INC.	90046	71494	06/27/2013	06/27/2013	2,921.00	Equal or < Than PO -REAL ESTATE AND PERSONAL PROPERTY BINDERS
CASSTO	1 406 55 342 CASTO & HARRIS, INC.	90046	71494	06/27/2013	06/27/2013	2,921.00	Equal or < Than PO -REAL ESTATE AND PERSONAL PROPERTY BINDERS
AJ ALLEGHENY	1 413 55 341 AJ-ALLEGHENY SYSTEMS	087449	71630	06/27/2013	06/27/2013	2,585.60	Equal or < Than PO -Voter card storage steel trays for Lektriever File System,
AJ ALLEGHENY	1 413 55 341 AJ-ALLEGHENY SYSTEMS	087449	71630	06/27/2013	06/27/2013	2,585.60	Equal or < Than PO -Voter card storage steel trays for Lektriever File System,
RUNYON	1 424 55 341 RUNYON LOCK SERVICE	23790	71688	06/27/2013	06/27/2013	18.00	Equal or < Than PO -KEYS MADE
RUNYON	1 424 55 341 RUNYON LOCK SERVICE	23790	71688	06/27/2013	06/27/2013	18.00	Equal or < Than PO -KEYS MADE
ENGLEFIELD	1 424 55 343 ENGLEFIELD OIL COMPANY	309843	71686	06/27/2013	06/27/2013	1,114.01	Equal or < Than PO -GASOLINE - MAY - MAINTENANCE
ENGLEFIELD	1 424 55 343 ENGLEFIELD OIL COMPANY	309843	71686	06/27/2013	06/27/2013	1,114.01	Equal or < Than PO -GASOLINE - MAY - MAINTENANCE
ASTORG	1 700 40 217 ASTORG MOTOR CO	44488	71693	06/27/2013	06/27/2013	41.48	Equal or < Than PO -VEHICLE WENT IN FOR RECALL - MAINTENANCE
ASTORG	1 700 40 217 ASTORG MOTOR CO	44488	71693	06/27/2013	06/27/2013	41.48	Equal or < Than PO -VEHICLE WENT IN FOR RECALL - MAINTENANCE

[Handwritten Signature]
Signature

732.22

\$

401

\$

2,340.25

\$

403

\$

240.00

\$

404

\$

2,921.00

\$

406

\$

2,585.60

\$

413

\$

2,585.60

\$

424

\$

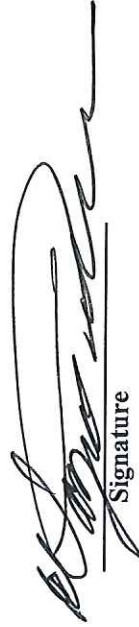
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Report Date/ Time 6/27/2013 3:44:57PM Invoice Approval Listing for Invoice Equal Or Less Than PO Wood County (

From Date Thursday, June 27, 2013 **Thru Date** Thursday, June 27, 2013

Vendor Id	Vendor Name	Invoice No	PO No	Doc Date	Due Date	PO Amt	Description
CARQUEST	CARQUEST	12560-131373	71679	06/27/2013	06/27/2013	51.30	Equal or < Than PO -CASE OF OIL FOR PRIUS
	1 700 40 217					51.30	
MIDRADAR	MIDWEST RADAR & EQUIP.	13851	71564	06/27/2013	06/27/2013	47.50	Equal or < Than PO -REPAIR RADAR UNIT (ACTUAL COST UNKNOWN AT THIS TIME)
	1 700 40 217					47.50	
ENGLEFIELD	ENGLEFIELD OIL COMPANY	309843	71686	06/27/2013		10,845.19	Equal or < Than PO -GASOLINE - MAY - SHERIFF'S DEPARTMENT
	1 700 55 343					10,845.19	
SAMS CLUB	SAMS CLUB	062513	71692	06/27/2013	06/27/2013	221.86	Equal or < Than PO -SUPPLIES
	1 702 55 341					221.86	
			700			\$ 10,985.47	
ENGLEFIELD	ENGLEFIELD OIL COMPANY	309843	71686	06/27/2013		217.78	Equal or < Than PO -GASOLINE - MAY - DRC
	1 731 55 343					217.78	
			702			\$ 221.86	
ENGLEFIELD	ENGLEFIELD OIL COMPANY	309843	71686	06/27/2013		109.24	Equal or < Than PO -GASOLINE - MAY - CORONER
	1 802 55 343					109.24	
			731			\$ 217.78	
			802			\$ 109.24	

Grand Totals 21,485.43



Signature

Report Date/Time 6/27/2013 3:45:28PM Invoice Approval Listing for Invoice Equal Or Less Than PO Wood County (

From Date Thursday, June 27, 2013 Thru Date Thursday, June 27, 2013

Vendor Id	Vendor Name	Invoice No	PO No	Doc Date	Due Date	PO Amt	Description
CALL ONE	CALL ONE	424570	71632	06/27/2013	06/27/2013	60.00	Equal or < Than PO -HEAD SET EAR CUSHIONS
CHAPMAN	7 712 55 341 CHAPMAN PRINTING CO. INC	KO30846-00	71667	06/27/2013	06/27/2013	207.94	Equal or < Than PO -LEGAL PADS, PENS, TONER, STAMPER
ENGLEFIELD	7 712 55 341 ENGLEFIELD OIL COMPANY	309843A	71686	06/27/2013	06/27/2013	332.95	Equal or < Than PO -GASOLINE - MAY - 911

712 \$ 600.89

Grand Totals 600.89


Signature

Report Date/ Time 6/27/2013 3:46:13PM Invoice Approval Listing for Invoice Equal Or Less Than PO Wood County (

From Date Thursday, June 27, 2013 Thru Date Thursday, June 27, 2013

Vendor Id	Vendor Name	Invoice No	PO No	Doc Date	Due Date	PO Amt	Description
BATTERIES	BATTERIES DIRECT	149845	71691	06/27/2013	06/27/2013	90.00	Equal or < Than PO -BATTERIES
	8 705 40 211					90.00	
WV CORR A	WV CORRECTIONS ACADEMY	6272013	71343	06/27/2013	06/27/2013	165.00	Equal or < Than PO -TRAINING FOR FARNSWORTH & CONNOLLY
	8 705 40 221					165.00	

705 \$ 255.00

Grand Totals 255.00



Signature

7/1/13
7/2/311

STATE OF WEST VIRGINIA
COUNTY OF WOOD

} TO -WIT:

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

Danielle Fordyce

Subscribed and sworn to, before County Commission of Wood County, West Virginia, this 1st day of July, 2013.

[Signature]
County Commission of Wood County

7/1/13
70311

STATE OF WEST VIRGINIA
COUNTY OF WOOD

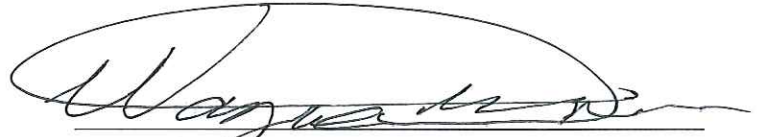
}

TO - WIT:

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



Subscribed and sworn to, before County Commission of Wood County, West Virginia, this 1st day of July, 2013.



County Commission of Wood County