

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

IN RE: MINUTES OF MEETING HELD
MONDAY, FEBRUARY 24, 2014

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

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

Ashley Way was sworn in as a member of the Wood County Commission on Crime, Delinquency and Correction.

AGENDA AND DISCUSSION ITEMS

At 9:30 A.M., the County Commission met with Shelly Dusic, who gave a presentation on a Breast Cancer Awareness event to be held in May at the Blennerhassett Hotel.

At 9:55 A.M., the County Commission appointed Rick Woodyard as the new director of the Wood County E-911 Center (Order M/2698).

At 10:18 A.M., the County Commission approved the hire of Tyler Marlow as an intern at the Wood County Day Report Center.

At 10:30 A.M., Jim Miracle addressed the commission to report on this past year's activity as Carlin's Battery reenactment group.

At 10:32 A.M., the County Commission discussed the Board of Review and Equalization properties (Order A/2014 board decision).


ORDERS APPROVED AND ATTACHED TO THESE MINUTES

M/2696, M/2697, M/2698, M/2699, A/2014 board decision

Having no further scheduled appointments or business to attend to, the County Commission officially adjourned at 11:04 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 February 24, 2014.

Wood County Commission Meeting
Held February 24, 2014

Please Print

1.	Dean Cottrell
2.	Andy Hartleben
3.	Rick Stoff
4.	Jim Miracle - Coelin's Battery D
5.	Sared Bedekovich
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Wood County Commission Agenda

2/24/2014

1 Court Square, Suite 203
Parkersburg, WV 26101

9:30 A.M.	Presentation on Breast Cancer Awareness Event	Shelly Dusic
	Consider appointment of E-911 Director	
	Consider Request to Hire of Intern for Wood County Day Report Center – Tyler Marlow – no pay	
10:30 A.M.	Administrator's Report	Marty Seufer, County Administrator
	County Commissioners' Reports	
	Board of Review and Equalization - View properties, discuss and adjourn Sine Die	

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

Wood County Sheriff's Office

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

2/24/14
70/441

Date: February 24, 2014

To: Wood County Commission

From: Sheriff K. D. Merritt



Re: New Deputy

Nathan D. Utt will be starting as a new Deputy for the Wood County Sheriff's Office on 3/1/14. His starting salary will be 32,603.00 and will be taken from line item 700-10-103.

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

2/24/14
70/439

FEBRUARY 24, 2014

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION ORDERED CHANGES IN
PROPERTY ASSESSMENT FOR THE YEAR 2014 AFTER
SITTING AS THE BOARD OF REVIEW AND
EQUALIZATION. (CLOSING ORDER)

ORDER

At 11:00 A.M., 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, ORDERED that the following changes in the Property Assessment for the year 2014 be made.

1. Lee Ann Cumpston
Lubeck District
Map 312, Parcel 51

No change in assessed valuation.

2. James Slate
Vienna District
Map 3, Parcel 173

No change in assessed valuation.

3. James Slate
Vienna District
Map 3, Parcel 174

No change in assessed valuation.

4. Roger Freshour
Slate District
Map 170, Parcel i3-001B

No change in assessed valuation.

The County Commission of Wood County, upon a motion made by Wayne Dunn, seconded by David Blair Couch and passed, with Stephen Gainer voting in the negative, ORDERED that the following changes in the Property Assessment for the year 2014 be made.

5. Joe and Tim Flinn
Harris District
Map 610, Parcel E

No change in assessed valuation.

6. Emmett Parr
Walker District
Map 140, Parcel T

No change in assessed valuation.

7. Reeder Sams
Clay District
Map 330, Parcel K

No change in assessed valuation.

8. Reeder Sams
Clay District
Map 460, Parcel F

No change in assessed valuation.

9. Gerald Shaffer
Parkersburg City District
Map 61, Parcel 95

No change in assessed valuation.

10. James Sharp
Walker District
Map 100, Parcel C

No change in assessed valuation.

11. Dave Steele
Harris District
Map 260, Parcel A

No change in assessed valuation.
12. Dave Steele
Harris District
Map 260, Parcel B

No change in assessed valuation.
13. Dave Steele
Harris District
Map 260, Parcel C2

No change in assessed valuation.
14. Patricia Stull
Walker District
Map 100, Parcel D

No change in assessed valuation.
15. Patricia Ward
Steele District
Map 50, Parcel C

No change in assessed valuation.
16. Patricia Ward
Steele District
Map 50, Parcel B

No change in assessed valuation.

The County Commission of Wood County completed the Review and Equalization of the property assessments for the year 2014 in the County of Wood, State of West Virginia.

At 11:03 A.M., having made their decisions on all complainants that appeared before this Commission while sitting as the Board of Review and Equalization and in accordance with Chapter 11, Article 3, Section 24 of the West Virginia Code, as amended, the County Commission, upon a motion made by Stephen Gainer, seconded by Wayne Dunn and made unanimous by David Blair Couch, does now adjourn, SINE DIE. Said complainants will be notified of all decisions made. Assessor Rich Shaffer, Andy Hartleben, Commercial Real Estate Deputy and Dean Cottrell, Real Estate Supervisor, were in attendance for this meeting.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



Wayne Dunn, President



Stephen Gainer, Commissioner



David Blair Couch, Commissioner

A/2014 board decision

2/24/14
70/438

FEBRUARY 24, 2014

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 \$5,942.35 OF WHICH \$2,909.30 REPRESENTS REIMBURSEMENT IN REGARD TO THE DIVISION OF CRIMINAL JUSTICE ASSISTANCE GRANT NUMBER 13-VA-036.

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 five thousand nine hundred forty-two dollars and thirty-five cents (\$5,942.35) of which two thousand nine hundred nine dollars and thirty cents (\$2,909.30) represents reimbursement to Wood County for expenses incurred during the month of November, 2013, in regard to the Strategic Prevention Framework State Incentive Grant Number 13-VA-036. Receipt of the aforementioned check is pursuant to an Order appearing in Order Book 70, at Page 413 and bearing the date of December 30, 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:

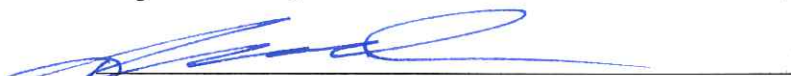
THE COUNTY COMMISSION OF WOOD COUNTY



Wayne Dunn, President



Stephen Gainer, Commissioner



David Blair Couch, Commissioner

2/24/14
72440

FEBRUARY 24, 2014

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 \$5,942.35 OF WHICH \$3,033.05 REPRESENTS REIMBURSEMENT IN REGARD TO THE DIVISION OF CRIMINAL JUSTICE ASSISTANCE GRANT NUMBER 13-VA-036.

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 five thousand nine hundred forty-two dollars and thirty-five cents (\$5,942.35) of which three thousand thirty-three dollars and five cents (\$3,033.05) represents reimbursement to Wood County for expenses incurred during the month of November, 2013, in regard to the Strategic Prevention Framework State Incentive Grant Number 13-VA-036. Receipt of the aforementioned check is pursuant to an Order appearing in Order Book 70, at Page 421 and bearing the date of December 30, 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

2/24/14
70/440

FEBRUARY 24, 2014

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY APPOINT RICKEY
L. WOODYARD TO SERVE AS DIRECTOR OF THE E-9-1-1
CENTER

ORDER

On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Wayne Dunn and made unanimous by Stephen Gainer, did hereby APPOINT Rickey L. Woodyard to serve as the Director of the Central Telecommunications Center of Wood County (E-9-1-1 Center) effective April 1, 2014.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


Wayne Dunn, President


Stephen Gainer, Commissioner


David Blair Couch, Commissioner

M/2698

2/24/14
70/441

FEBRUARY 24, 2014

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

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

ORDER

On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Stephen Gainer, and made unanimous by Wayne Dunn, did hereby AUTHORIZE Wayne Dunn, in his official capacity as President and on behalf of the County Commission, to EXECUTE an Application for a Justice Assistance Grant (JAG) with the West Virginia Division of Justice and Community Services. Said grant application is in the amount of nineteen thousand four hundred ninety-five dollars and zero cents (\$19,495.00) and is on behalf of the Voices for Children Foundation.


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

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


Wayne Dunn, President


Stephen Gainer, Commissioner


David Blair Couch, Commissioner

M/2699

2/24/14

70/441

FY 2014 West Virginia Justice Assistance Grant Program Application Forms

*****The JAG application has adopted a new format this year, which bases all applications on specific program types/abstracts. All units of state or local government are eligible to apply, providing that their program/application falls under one of the Abstracts included in the application packet.***



Division of
**Justice &
Community**
Services

Applicant Agency: Voices for Children Foundation Address: 305 1/2 4 th Street Suite 1 Parkersburg, WV 26101 Phone: 304-422-3390 Fax Number: 304-422-38683	Type of Agency: <input type="checkbox"/> State <input checked="" type="checkbox"/> County <input type="checkbox"/> Municipality
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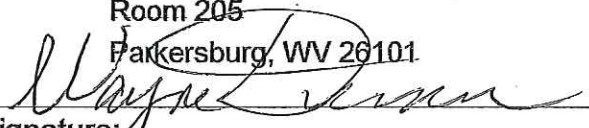
Project Director: Margaret Burdette PD Title: Program Director Address: 305 1/2 4 th Street Suite 1 Parkersburg, WV 26101 Phone: 304-422-3390 Fax: 304-422-3683 Email: voicesforchildrencasa@gmail.com	Fiscal Officer: Derek Bungard FO Title: Treasurer Address: 305 1/2 4 th Street Suite 1 Parkersburg, WV 26101 Phone: 304-422-3390 Fax: 304-422-3683 Email: voicesforchildrencasa@gmail.com
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Funds Requested: 19,495.00 **Amount Awarded:**
Match Proposed: 6,500.00 (for DJCS use only)
Project Period: July 1, 2014 – June 30, 2015

Number of years previously funded: 1 **Estimated Number to be Served:** 250
Geographic Area(s) Served: Wood
Total Population: 86,701
DUNS Number: 072113082
FEIN Number: 55-0750608
Project Title: I am for the Child

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

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

Authorized Official: Wayne Dunn Address: 1 Court Square Room 205 Parkersburg, WV 26101  Signature:	AO Title: President, Wood County Commission Phone: 304-424-1976 Fax: 304-424-1970 E-Mail: dunn@woodcountywv.com Date:
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Applicant: Voices for Children Foundation	FEIN Number: 55-0750608
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Budget Category	WV JAG Requested Funds (A)	Local (Match) Funds (B)	Total Budget (A + B)
Personnel/Contractual	\$19,495.00	\$6,500.00	\$25,995.00
Travel/Training			
Equipment			
Other			
Totals	\$19,495.00	\$6,500.00	\$25,995.00

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

Funding Strategy

Funding Source(s)	Amount	Status
WV Justice Assistance Grant Program	\$25,995.00	A
Total		

Funding Source - Separately list each source of funds that will be used in the program.

Amount - Enter the amount received or anticipated for each

Status - Indicate the status of each funding source as follows:

P – Projected grant, loan or donation

A – Application submitted and under review

C – Funds Committed

R – Funds received, appropriated or on hand

Detailed Project Cost by Budget Category	Requested JAG Funds	Local Funds Utilized	Grant Funds Approved
<u>Personnel / Contractual:</u> Program Director	\$19,495.00	\$6,500.00	(DJCS Use Only)
<u>Travel / Training:</u>			
<u>Equipment (\$1,000/unit):</u>			
<u>Other:</u>			
Total Requested JAG Funds	\$19,495.00		
Total Local Matching Funds		\$6,500.00	
Total Funds APPROVED for Project			(For DJCS Only)

Provide specific information that explains each proposed expense for the project. State clearly and in concise detail the breakdown and justification of need for each item requested for funding in the Budget Detail pages. Also, provide an identified breakdown of matching funds. Be sure to label the breakdown of matching funds as such. Attach additional pages if necessary.

The request for the proposed expense for VOCA will be used for the purpose of assisting in funding the Program Director. The Program Director will provide professional staff support to volunteers ensuring that children involved in the CASA Program receive sound advocacy and early permanency planning. The Program Director will be responsible for supervision of volunteers, coordinating court cases, facilitate training and monitor volunteer's monthly time sheets will b. The Program Directory be responsible for overseeing the day to day operation of the project to recruit, screen and facilitate training to ensure that every abused child has an advocate to represent them in court.

Match:

Voices for Children Foundation will meet the required 25% cash match through local Foundation contributions and fund raisers.

\$1,500.00 Henry Logan Foundation
\$ 2,000.00 Mystery Dinner Fund Raiser
\$3,000.00 CASA Fenton Iceberg Fund Raiser
Total match: \$6,500.

Personnel:

Full time Program Director salary is 10% of the JAG requested funds and 100% for health insurance benefits.

Personnel salary \$10,000
Health Insurance 8,400

FICA 7.65%
Workers Compensation 1.6%
Unemployment 1.7%
Total benefits \$1,095

Total Grant request: \$19,495

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

A.

Problem Statement:

To secure funding for Program Director position.

The method used to evaluate the local need for services would to ensure every child has a CASA Volunteer assigned to each case; the targeted population to be served are abused and neglected children, and for each child a CASA Volunteer directly serves the child in the circuit court proceedings to ensure the child's needs are being met.

The uniqueness of the CASA Program is it is the only program that works directly with the children from the beginning of the proceedings until permanency is achieved. Challenges that this program faces is funding.

This CASA Program received 70 new abuse and neglect cases involving 158 children in the year 2013, which adds to the 2012 cases that may have carried over into 2013. Currently this CASA Programs represents over 240 children.

B.

Program Description/Solution to the Problem:

Voices for Children Foundation is a 501©3 non-profit organization that has been providing direct service to child victims of crime since 1996. This program submits written reports based on facts obtained through face to face visits with the child and all other parties directly involved in the case to the presiding judge with recommendations that will reflect the best interest of the child.

The proposed project will allow the Program Director to oversee CASA Volunteers involved in direct service to abused and neglected children in the civil court. Funding of this project would allow the Program Director to continue training CASA Volunteers, which is mandated by National CASA Program, to be the voice of the child; to educate Volunteers on warning signs that may affect the health and safety of children; including but not limited to mental/emotional health; to train Volunteers to be a professional part of the MDT (multidisciplinary team); to train Volunteers to on writing and submitting professional reports to the courts.

The anticipated impact on the target population is to achieve permanency for the child in a safe and stable environment in the quickest allowed time.

Activities necessary to implement the project will be recruiting, background

checks and screen, and train potential volunteers from community members. A 30 hour training course is required by National, State and local CASA Programs. Once the volunteer has completed the required training, the Chief Circuit judge will swear in the volunteer, volunteer then is eligible to be assigned a case.

C. Assessment/Evaluation:

This CASA Program Director will maintain records of each child and Volunteer through a data base (CASA Manager) which allows case history to be stored. This data program can track all court hearings, MDTs, all service providers appointments and outcome of appointment, child's progress and parent's progress. The CASA volunteers have access to the CASA Manager Data base, where they can update their cases only and record their volunteer hours and mileage. The Program Director/Volunteer Coordinator will be responsible for all data input on new cases and monitor the volunteers input. CASA Volunteers will also play a key role in gathering data. Each volunteer will work directly with all service providers, schools, and anyother party involved in the case. Through the direct contact, volunteers will be able to document what services the child/ren are to receive and track the child/ren's appointment, evaluations and court hearings and progress of the child/ren's services and outcomes. Once these facts are obtained, the volunteer will be responsible for generating a report with recommendations to present the court.

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

D. Strategic Plan for Program:

Voices for Children Foundation - CASA Program with the assistance of the Wood County Prosecuting Attorney, local area school administrators, Child Protective Workers from the Wood County Health and Human Resource Department, Parkersburg City Police and a local CPA firm, this program was able to receive its charter on August 23, 1996, form a Board of Directors, recruit and train community volunteers and begin receiving cases appointed by the circuit court judges. The Voices for Children Foundation-CASA Program Board of Directors is a fund raising board. Each member is a volunteer member; the board members are also responsible for legal and liability issues, financial matters, planning and evaluation and community relations

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

Goal Number:	<u>1</u>	To provide an CASA Volunteer/Advocate to every child abuse and neglect case
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Objective Number: 1 To and train recruit, screen volunteer advocates to directly serve abused and neglected children

Outcome Measure: To increase Volunteer court by 10 new volunteers in 2014.

Activities to meet objective:

Timeline for each activity:

1. Recruitment efforts will be conducted through effective advertisement.

1. Every 4 months

2. Plan and facilitate training sessions at a minimum of two training sessions per JAG granting period

2. Every 6 months

3.

3.

4.

4.

Objective Number: 2 To provide ongoing volunteer supervision and support

Outcome Measure: To meet with 6 CASA Volunteers per months to review cases, court hearing dates and MDT schedules

Activities to meet objective:

Timeline for each activity:

1. To review and sign off on all CASA court reports prior to distribution to judge and parties involved.

1. As required

2. To provide volunteers with monthly calendar of MDTs and court hearings

2. Monthly

3. To monitor volunteer log sheets of hours and miles accrued per case case.

3. Monthly

4. Maintain interaction with volunteers through emails with reminders of time sheets due date, court reports timeline, available new cases, training seminars information, and any updates for service providers contact information.

4. Monthly

Goal Number: 2 To offer direct service to abused and neglected children

Objective Number: 1 To represent children's best in court and MDTs.

Outcome Measure: To attend 10 Preliminary hearings, 10 Adjudicatory hearings, 100 Review hearings, 10 Dispositional hearings and 50 MDTs during the JAG granting period. Program Director will maintain statistics through CASA Manager and report in monthly JAG report.

Activities to meet objective:

Timeline for each activity:

1. Volunteers will attend all MDTs and court hearing relating to their assigned cases

1. As scheduled on court docket

2. Volunteers will meet face to face with the children and parties involved in case to gain accurate information for court report

2. Monthly

3.

3.

4.

4.

Objective Number: _____

Outcome Measure:

Activities to meet objective:

Timeline for each activity:

1.

1.

2.

2.

3.

3.

4.

4.

Goal Number: _____

Objective Number: _____

Outcome Measure:

Activities to meet objective:

Timeline for each activity:

COLLABORATION PARTICIPANTS

Wood County Prosecuting Attorney
Jason Wharton, 317 Market Street, Parkersburg, WV 26101 304-424-1776

Wood County DHHR, CPS, 400 5th Street, Parkersburg, WV 26101, 304-420-2560

Westbrook Health Care, 2121 7th Street, Parkersburg, WV 26101, 304-485-1721
multiple therapists, in home service providers

Solutions Health Care, 2 Ferguson Drive, Parkersburg, WV 26101, 304-428-6012
Shelly Villers
Mary Longmore Gable

Birth to 3, 501 Market Street, Parkersburg, WV 26101, 304-485-2000
Helen Wilson

Step by Step
Bridgette Cox 304-615-6397

WV Family Options, 214 E. 8th Street, Parkersburg, WV 26101, 304-917-0021
Various Providers

Try Again Homes, 4001 College Parkway, Parkersburg, WV 26104, 304-422-3159,
Multiple case workers

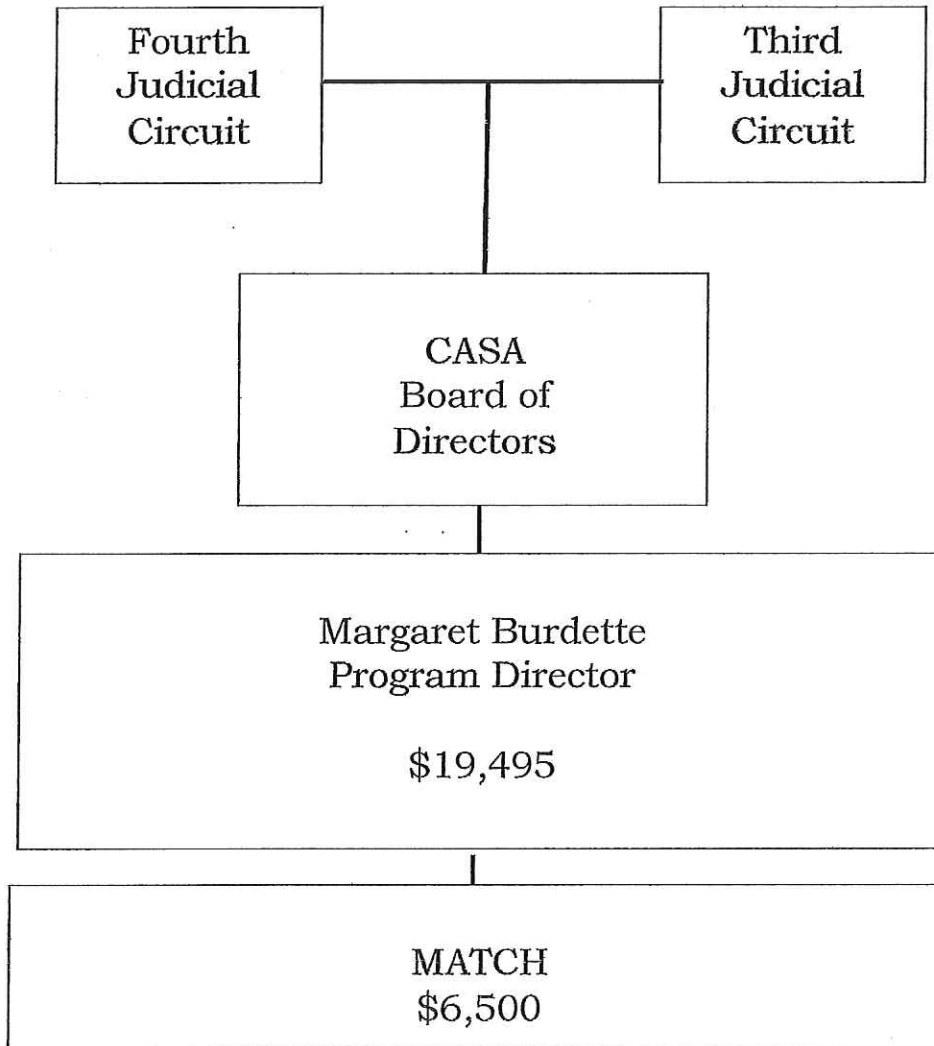
WV Youth Advocate Program, 115 Rosemar Road #1, Parkersburg, WV 26104, 304-485-0791

Parkersburg City Police, 1 Government Square, Parkersburg, WV 26101, 304-424-8444
Chief Joe Martin

Wood County Sheriff Department, 328 2nd Street, Parkersburg, WV 26101, 304-424-1900
Sheriff

Family Crisis and Intervention, P. O. Box 695, Parkersburg, WV 26101, 304-428-2333
Emily Larkin

CASA ORGANIZATIONAL CHART



PROGRAM DIRECTOR JOB DESCRIPTION

AGENCY AND PROGRAM PLANNING – SHORT TERM:

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

LONG TERM:

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

RESOURCE DEVELOPMENT AND MAINTENANCE:

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

FISCAL MANAGEMENT:

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

BOARD OF DIRECTORS LIASON:

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

PERSONNEL MANAGEMENT:

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

VOLUNTEER MANAGEMENT:

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

COMMUNITY AND PUBLIC RELATIONS:

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

QUALIFICATIONS:

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

RESUME OF

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

Education:

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

Employment History:

Home Builders Association of Greater Charleston 1978 – 1985

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

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

Executive Director: Responsibilities the same as above.

Camden-Clark Memorial Hospital 1992 - 1996

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

Telecommunication Director: Supervisor of staff of 15, switchboard operators, Life-Line operator and wire maintenance personnel. Responsible for all telephone equipment in hospital, programming main computer switch for telephones in all patient rooms and business offices of the Hospital and off site doctors offices.

Voices for Children Foundation 2000-Present

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

Business References:

Voices for Children Foundation

Laurea Ellis, Board President 304-422-3390

Camden-Clark Memorial Hospital

Lynn McCormick, Supervisor 304-488-1756

Personal References:

At request

Succession Plan - Permanent Change

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

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

VOICES FOR CHILDREN FOUNDATION-CASA PROGRAM

2014-2015 PROPOSED BUDGET

INCOME

VOCA	29,860	requested
IOLTA	1,000	ongoing
Henry Logan	15,600	received
Fund Raisers	5,000	ongoing
Ross Foundation	25,000	requested
JAG	19,495	requested

TOTAL **\$95,955.00**

EXPENSES

Salary M. Burdette	\$45,000
Health Insurance	8,400
Rent	2,856
Telephone	2,500
Insurance (liability)	3,000
Postage	300
Copier cost	660
Dues/Licenses	200
PD Travel & Training	2,000
Training Manuals (Print)	2,500

TOTAL **\$67,416**

Plan of Sustainability

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



Department of the Treasury
Internal Revenue Service

P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248464840
Dec. 18, 2012 LTR 4168C EQ
55-0750608 000000 00

00019223
BODC: TE

VOICES FOR CHILDREN
305 1/2 - 4TH STREET
PARKERSBURG WV 26101-5396

Employer Identification Number: 55-0750608
Person to Contact: Mrs. Dudley
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Dec. 07, 2012, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(03) of the Internal Revenue Code in a determination letter issued in JUNE 1997.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

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

Please refer to our website www.irs.gov/eo for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

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

STANDARD CONDITIONS AND ASSURANCES

All correspondence to DJCS, which is required and/or occurs as a result or action of any of the following Special Conditions and Assurances, or as a result of the administration of any DJCS grant program, should be mailed to the following address:

West Virginia Division of Justice & Community Services
1204 Kanawha Boulevard, East
Charleston, West Virginia 25301

1. LAWS OF WEST VIRGINIA:

This grant application/contract shall be governed in all respects by the laws of the State of West Virginia. State procedures and practices will apply to all funds disbursed by DJCS, regardless of the original funding source. This grant is on a "REIMBURSEMENT ONLY" mechanism.

2. LEGAL AUTHORITY:

The applicant hereby certifies it has the legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body authorizing the filing of the application, including all understandings and assurances contained therein, and directly authorizes the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

3. RELATIONSHIP:

The relationship of the grantee to DJCS shall be that of an independent contractor, not that of a joint enterprise. The grantee shall have no authority to bind DJCS for any obligation or expense without the express prior written approval from DJCS.

4. COMMENCEMENT WITHIN 60 DAYS:

This project must be operational within 60 days of the project starting date, as specified in the grant contract agreement. If the project is not operational within 60 days of the specified project starting date, the grantee must report by letter to DJCS, the steps taken to initiate the project, the reasons for delay, and the expected starting date.

5. OPERATIONAL WITHIN 90 DAYS:

If the project is not operational within 90 days of the specified project starting date, the grantee must submit a second statement to DJCS explaining the delay in implementation. Upon receipt of the 90-day letter, DJCS may cancel the project and redistribute the funds to other project areas and/or eligible applicants.

6. WRITTEN APPROVAL OF CHANGES:

The grantee must obtain prior written approval from DJCS for all project changes (programmatic, fiscal or otherwise).

**WEST VIRGINIA
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STANDARD CONDITIONS AND ASSURANCES

7. CIVIL RIGHTS COMPLIANCE:

Grantee will comply with all federal civil rights laws, including Title VI of the Civil Rights Act of 1964, as amended. These laws prohibit discrimination on the basis of race, color, religion, national origin, and sex in the delivery of services.

National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI, grantees will take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary.

Grantees are encouraged to consider the need for language services for LEP persons served or encountered both in developing their proposals and budgets and in conducting their programs and activities.

8. PRESS RELEASE:

Pursuant to the Stevens Amendment, any release of information pertaining to this grant must include the following information:

1. grant amount;
2. State involvement (name of state entity responsible for administering the grant); and,
3. Federal involvement if applicable (name of federal entity responsible for administering the grant).

9. LOBBYING:

Grantee will comply with any and all lobbying provisions and/or restrictions as outlined in OMB circular A-122, and/or relevant State laws.

10. ACCESS TO RECORDS:

DJCS, through any authorized representative, shall have access to and the right to examine all records, books, papers, or documents related to the grant and to relevant books and records of contractors.

11. CONFLICT OF INTEREST:

No public official or employee of the grantee agency, who performs any duties under the project, may participate in an administrative decision with respect to the project if such a decision can reasonably be expected to result in any benefit or remuneration to that individual or that individual's immediate family.

12. POLITICAL ACTIVITY:

The Hatch Act restricts the political activity of executive branch employees of the federal government, District of Columbia government and some state and local employees who work in connection with federally funded programs. In 1993, Congress passed legislation that significantly amended the Hatch Act as it applies to federal and D.C. employees (5 U.S.C. §§ 7321-7326). (These amendments did not change the provisions that apply to state and local employees. 5 U.S.C. §§ 1501- 1508.)

**WEST VIRGINIA
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13. RELEASE OF INFORMATION:

All records, papers and other documents kept by recipients of grant funds are required to be made available to DJCS. These records and other documents submitted to DJCS and its grantees, including plans and application for funds, reports, etc., may be subsequently required to be made available to entities under Federal Freedom of Information Act, 5. U.S.C. §552, or Chapter 29B, Article 1 (West Virginia Freedom of Information) of the West Virginia Code.

DJCS recognizes that some information submitted in the course of applying for funding under this program, or provided in the course of its grant management activities, may be considered law enforcement, personnel or juvenile sensitive or otherwise important to national or state security interests. This may include threat, risk, and needs assessment information, and discussions of demographics, transportation, public works, and industrial and public health infrastructures. While this information under state control is subject to requests made pursuant to the Chapter 29B, Article 1 of the West Virginia Code, all determinations concerning the release of information of this nature are made on a case-by-case basis by DJCS, and may fall within one or more of the available exemptions under the Act.

Grantees must consult applicable state and local laws and regulations regarding the release or transmittal of information to any entity which may be considered sensitive in nature. Applicants may also consult DJCS regarding concerns or questions about the release of potentially sensitive information under state and local laws.

14. NATIONAL AND STATE EVALUATION EFFORTS:

The grantee agrees to cooperate with any national and/or state evaluation efforts directly or indirectly related to this program as requested.

15. OBLIGATION OF PROJECT FUNDS:

Funds may not, without prior written approval from DJCS, be obligated prior to the effective start date or subsequent to the termination date of the project period. Obligations outstanding as of the project termination date shall be liquidated within thirty (30) days.

16. USE OF FUNDS:

Funds awarded through DJCS may be expended **ONLY** for the purposes and activities specifically covered by the grantee's approved project description and budget. By attaching their signature, the grantee recognizes that any deviations from the original grant budget are unallowable.

17. ALLOWABLE AND UNALLOWABLE COSTS:

Allowable and unallowable costs incurred under this grant shall be determined in accordance with General Accounting Office principles and standards.

18. PEER REVIEW SUB GRANTEE EVALUATION PROCESS:

The applicant agrees to discharge if necessary - at the request of DJCS - knowledgeable, competent personnel (preferably a Project Director) to participate in a contemplated "peer review" process/advisory council. The purpose of this process would be to assist DJCS in making grant funding recommendations and furthered policy development regarding individual grant programs throughout the State. This would be no more than 2-3 days per annum.

**WEST VIRGINIA
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STANDARD CONDITIONS AND ASSURANCES

19. NON-SUPLANTING:

Grant funds must be used to supplement existing funds for program activities and may not replace (supplant) funds that have been appropriated for the same purpose. Potential supplanting will be the subject of monitoring and audit. Violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from state grants, recoupment of monies provided under this grant, and civil and/or criminal penalties. The grantee hereby certifies that funds made available under this grant will not be used to supplant other funding sources.

20. MATCHING CONTRIBUTION:

The grantee will have available, and will expend as needed, adequate resources to defray that portion of the total costs as set forth in this application as "match" and as approved by the West Virginia Division of Justice & Community Services. The applicant assures that the matching funds required to pay the grant portion of the cost of each program and project, for which funds are made available, shall be in addition to funds that would otherwise be made available for the proposed project by the recipients of grant funds and shall be provided on a project-by-project basis. Matching contributions are subject to the same expenditure guidelines established by the West Virginia Division of Justice & Community Services for this program. All grantees must maintain records that clearly show the source, the amount and the timing of all matching contributions. Please be reminded that match is not "required"; however, if it is committed and indicated on the budget pages of this application, then this special condition is affected.

21. PROJECT INCOME:

All income earned by the grantee as a result of the conduct of this project, must be accounted for and included in the total budget. Project income is subject to the same expenditure guidelines established by DJCS as are established for granted funds. All grantees must maintain records that clearly show the source, the amount and the timing of all project income. There is no waiver provision for the project income requirement.

22. CONSULTANT FEES:

Approval of this grant does not indicate an approval of consultant rates in excess of \$450 per day. Specific and detailed justification must be submitted to, and approved by DJCS prior to obligation or expenditure of such funds.

23. SUSPENSION OF FUNDING:

DJCS may suspend, in whole or in part, terminate, or impose other sanctions on any grantee funds for the following reasons:

- Failure to adhere to the requirements, standard conditions, or special conditions and assurances of this program;
- Failure to submit reports;
- Filing a false certification in this application or in another report or document; or,
- Other cause shown.

24. SANCTIONS FOR NONCOMPLIANCE:

In the event of the grantee's noncompliance with the terms, conditions, covenants, rules, or regulations of this grant, DJCS shall impose such contract sanctions, as it may deem appropriate, including but not limited to:

- Withholding of payments to the grantee until the grantee complies;
- Cancellation, termination or suspension of the contract, in whole or in part; or,
- Refrain from extending any further assistance to the grantee until satisfactory assurance of future compliance has been received.

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25. SUBMISSION/RELEASE OF PUBLICATIONS/PRESS RELEASES

The grantee shall submit one copy of all reports and proposed publications resulting from this agreement to DJCS twenty (20) days prior to public release. Any publications (written, visual, sound, or otherwise), whether published at the grantee's or government's expense, shall contain the following statements:

"This document [product] was prepared under a grant from the West Virginia Division of Justice & Community Services (or simply "DJCS"). Points of view or opinions expressed in this document [product] are those of the authors and do not necessarily represent the official position or policies of the State of West Virginia or the Division of Justice & Community Services."

"This project supported by Grant No. _____ awarded by the West Virginia Division of Justice & Community Services and the U.S. Bureau of Justice Assistance. The Bureau of Justice Assistance is a component of the Office of Justice Programs, which also included the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, and the Office for Victims of Crime. Points of view or opinions in this document are those of the author and do not represent the official position or policies of the United State Department of Justice."

26. PROPERTY ACCOUNTABILITY:

The grantee shall establish and administer a system to control, protect, preserve, use, maintain, and properly dispose of any property or equipment furnished it, or made available through a grant by DJCS. This obligation continues as long as the property is retained by the grantee, notwithstanding the expiration of this agreement. Prior to sale, trade in or disposal of property, disposition instructions will be obtained from DJCS. Grantee assures inventory checks will be performed annually or pursuant to guidance promulgated in the Administrative Manual for this program (if applicable), with copies provided to DJCS. Property must be used for the intended grant purposes, if not being used in accordance with terms of the grant property will revert back to DJCS.

27. CRIMINAL PENALTIES:

Whoever embezzles or endeavors to embezzle, willfully misapplies, steals or obtains by fraud any funds, assets, or property which are the subject of grant or contractor or other form of assistance pursuant to this title, whether received directly or indirectly from the administration; or whether receives, conceals, or retains such funds, assets, or property to his use or gain, knowing such funds, assets, or property to have been embezzled, willfully misapplied, stolen, or obtained by fraud, shall be fined not more than \$10,000 or imprisoned not more than five years, or both.

Whoever knowingly and willfully falsifies, conceals, or covers up by trick, scheme, or device, any material fact in any application for assistance submitted pursuant to the Act shall be subject to prosecution under the provisions of Section 1011 of Title 18, United States Code. Any law enforcement and criminal justice program or project underwritten, in whole or in part, by any grant, or contract or other form of assistance pursuant to the Act, whether received directly or indirectly from the administration, shall be subject to the provisions of Section 871 of Title 18, United States Code.

28. REPORTS:

Each grantee shall submit such reports as DJCS shall deem reasonably necessary to the execution of monitoring, stewardship and evaluation of programmatic and fiscal responsibilities.

29. PURCHASING:

When making purchases relevant to the grant, the grantee will abide by applicable State and local laws, which address purchasing procedures by a state or local unit of government or other agency.

**WEST VIRGINIA
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30. COLLABORATION W/OTHER FED. AND STATE GRANTS:

Where warranted, this initiative/grantee shall make every effort to support or assist other federally funded or State grant programs in any manner, including but not limited to, providing personnel, supplies, equipment and any other resources deemed necessary by DJCS.

31. INFORMATION SYSTEMS:

With respect to programs related to criminal justice information systems, the grantee agrees to comply with the provisions of 28 CFR, Part 20 governing the protection of the individual privacy and the insurance of integrity and accuracy of data collection. The grantee further agrees:

- a. That all computer programs (software produced under this grant) will be made available to DJCS for transfer to authorized users in the criminal justice community without cost other than that directly associated with the transfer. The software will be documented in sufficient detail to enable potential users to adapt the system, or portions thereof, to usage on a computer of similar size and configuration.
- b. To provide a complete copy of the computer programs and documentation, upon requests, to DJCS. The documentation will include, but not be limited to, system description, operating instruction, program maintenance instructions, input forms, file descriptions, report formats, program listings, and flow charts for the system and programs.
- c. That whenever possible all application programs will be written in standardized programming languages (i.e. Cobol, Fortran, C, C++, XML, etc.) or will adhere to Open Database Connectivity format for use on general operating systems that can be utilized on at least three different manufacturers of computer hardware with similar size and configuration capabilities.
- d. To avail itself, to the maximum extent possible, of computer software already produced and available without charge. The Criminal Justice Systems Clearinghouse (916/392-2550) should be contacted to determine availability of software prior to any development effort.

32. INCIDENT BASED REPORTING COMPLIANCY:

Grant applicants (cities & county commissions) will not be considered for funding if the applicant is not current with submitting Incident Based Reporting (IBR) information to the West Virginia State Police (if applicable). Grantees must remain current with submitting IBR information to the West Virginia State Police or grant funding will be withheld until such time as that grantee becomes IBR compliant.

33. TIME EXTENSIONS:

In general, time extensions for this program will not be granted. Unexpended grant funds remaining at the close of the grant period shall be deobligated.

34. USE OF GRANT FUNDS TO ENACT LAWS, POLICIES, ETC.:

Grantee understands and agrees that it cannot use any grant funds, either directly or indirectly in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government.

35. LIMITED ENGLISH PROFICIENCY:

Grantee must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency. For more information on the civil rights responsibilities that grantees have in providing language services to limited English proficiency individuals, please see the website www.lep.gov.

**WEST VIRGINIA
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36. COMPUTER EQUIPMENT:

Grantees purchasing computer equipment (hardware, software, or peripherals) with grant funds are required to adhere to the established bidding procedures for their respective units of government or agency. To ensure reputable vendors are obtained, grantees may consider utilizing the current applicable State computer contract. The following are **minimum** hardware requirements, as well as software requirements, established by DJCS for this grant program, which must be recognized when purchasing computer equipment, in whole or in part, utilizing grant funds:

Minimum Hardware Requirements:

- Intel Pentium III 733 MHz Processor; 133MHz front side bus
- 512K L2 Cache
- 128 MB SDRAM 100 MHz expandable to at least 384 MB
- 10 Gig. EIDE Ultra ATA 7200RPM Hard Drive
- 3.5" 1.44 MB Floppy Diskette Drive
- 48X Max Internal CD-ROM drive or 8X DVD-ROM drive
- 3 PCI, 1 16-bit ISA slot, 1 PCI/ISA (shared), 1 AGP slot
- ATI 8 MB AGP 2X Rage Pro Video Card
- 1 Parallel, 2 Serial, 2 USB
- 101/104-Key Keyboard (PS/2)
- PS/2 Port Compatible Mouse

Recommended Hardware Components:

- Mid-tower case
- 16-Bit 3D Sound Blaster Compatible w/ 64 voice wavetable and speakers (**may** be integrated)
- 3Com 10/100 PCI Ethernet Network Card
- APC UPS Backup power protection (adequate size to handle power load)
- Iomega Internal Zip Disk Drive

Software Requirements:

Whenever possible, software should operate within open industry standards. For example, Windows 2000 Operating System, Microsoft Office 2000 Professional, etc.

Warranty Requirements:

3 Year on-site warranty

37. PUBLIC SAFETY AND JUSTICE INFORMATION SHARING:

Grantees must support public safety and justice information sharing. The grantee is required to use the Global Justice Data Model specifications and guidelines for this particular grant. Grantee shall publish and make available without restriction all schemas (extensions, constraint, proxy) generated as a result of this grant to the component registry as specified in the guidelines. This information is available at www.it.ojp.gov/gjxdm.

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38. PROGRAM ACCOUNTABILITY – FEDERAL AUDIT REQUIREMENTS:

- I.) Federal Office of Management and Budget (OMB) Circular A-133 sets forth standards for obtaining consistency and uniformity for the audit of states, local government, and non-profit organizations expending Federal awards. If applicable, this grant shall adhere to the audit requirements set forth in OMB Circular A-133 at the time of award.

As of 10/1/04, the requirements set forth by OMB Circular A-133 are as follows: Non-Federal entities that expend \$500,000 or more in a year in Federal awards shall have a single or program-specific audit conducted for that year. Non-Federal entities that expend less than \$500,000 a year in Federal awards are exempt from Federal audit requirements for that year, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and General Accounting Office.

- II.) OMB Circular A-110 sets forth standards for obtaining consistency and uniformity for the audit of institutions of higher education, hospitals, and other non-profit organizations expending Federal awards. This grant shall adhere to the audit requirements set forth in OMB Circular A-110.

As if 10/1/04, the requirements set forth by OMB Circular A-110 are as follows: Recipients and sub recipients that are institutions of higher education or other non-profit organizations (including hospitals) shall be subject to the audit requirements contained in the Single Audit Act Amendments of 1996 (31 USC 7501-7507) and revised OMB Circular A-133.

- III.) If an audit must be conducted pursuant to OMB Circular A-133 and A-110, a copy of the audit shall be submitted to DCJS as well as to the Federal clearinghouse.

As of 10/1/04, the Federal clearing house is as follows:

Federal Audit Clearinghouse
Bureau of the Census
1201 E. 10th Street
Jeffersonville, IN 47132

39. PROGRAM ACCOUNTABILITY – STATE AUDIT REQUIREMENTS:

- I.) Sub grantee assures that it has read, understands, and is in full compliance with all requirements as set forth in §12-4-14., Code of West Virginia, or as amended, and is not currently debarred from receiving state grant funds as a result of non-compliance with §12-4-14. Sub grantee further understands that if it is currently debarred or is not in compliance with §12-4-14., it is ineligible to receive funding from the West Virginia Division of Justice Community Services.

40. CONFIDENTIALITY OF RESEARCH INFORMATION:

Pursuant to Section 229 of the Act, research information identifiable to an individual, which was obtained through a project funded wholly or in part with United States Department of Justice program funds, shall remain confidential and copies of such information shall be immune from legal process, and shall not, without the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or other judicial or administrative proceeding (28 CFR Part 22).

41. LEASE AGREEMENTS:

Grantee agrees to provide DJCS with a description of proposals to use grant funds to enter into lease arrangements with private entities for the purpose of fulfilling the goals and objectives of this project.

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42. EQUAL EMPLOYMENT OPPORTUNITY PLAN:

Each grantee certifies, that it has executed and has on file, an Equal Employment Opportunity Plan which conforms with the provisions of 28 CFR Section 42.301, et. seq., Subpart E, or that in conformity with the foregoing regulations, no Equal Employment Opportunity Plan is required. All EEOP findings should be reported to Office for Civil Rights, Office of Justice Programs, US Department of Justice, 810 7th Street, N.W., Washington, D.C. 20531

43. VETERANS PREFERENCE:

This program includes a provision that grantees utilizing funds to hire additional personnel, to the extent possible, give suitable preference in employment to military veterans. DJCS defines "suitable preference" as the requirement that a grantee agency have in place a mechanism ensuring that veterans are given consideration in the hiring process.

44. IMMIGRATION AND NATURALIZATION VERIFICATION:

The grantee agrees to complete and keep on file, as appropriate, applicable Immigration and Naturalization Service Employment Eligibility Verification Forms. These forms are to be used by recipients of state funds to verify that employees are eligible to work in the United States.

45. PURCHASE OF AMERICAN-MADE EQUIPMENT/PRODUCTS:

It is the sense of DJCS that to the greatest extent practicable, all equipment and products purchased with state funds made available under this grant should be American-made.

46. PERSONNEL TRAINING:

For projects involving payment of personnel or overtime pay, DJCS reserves the right to require training as a condition of the grant before or at any time during the project period.

47. ACCOUNTING REQUIREMENTS:

Grantee agrees to record all project funds and costs following generally accepted accounting procedures. A unique account number or cost recording must separate all project costs from the grantee's other or general expenditures. Adequate documentation for all project costs and income must be maintained. Adequate documentation of financial and supporting material, must be retained and be available for audit purposes.

48. OFFICE OF JUSTICE PROGRAMS (OJP) FINANCIAL GUIDE:

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

49. TRANSFER OF FUNDS PROHIBITION:

The grantee is expressly prohibited from transferring funds between any DJCS programs.

50. MARKING OF EQUIPMENT:

Grantee will ensure that, when practicable, any equipment purchased with grant funding shall be prominently marked as follows: "Purchased with funds provided by the West Virginia Division of Justice & Community Services."

**WEST VIRGINIA
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51. PATENTS AND/OR COPYRIGHTS AND RIGHTS IN DATA:

Grantee acknowledges that DJCS reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use, for State or Federal government purposes: (1) the copyright in any work developed under an award or sub award; and, (2) any rights of copyright to which a recipient or sub recipient purchases ownership, in whole or in part, with State or Federal support.

Grantee agrees to consult with DJCS re the allocation of any patent rights that arise from, or are purchased with, this funding.

52. CENTRAL CONTRACTOR REGISTRATION:

Grantee agrees to register with the Central Contractor Registration (CCR), www.ccr.gov and provide documentation to DJCS within 30 days of award notification that they have done so.

53. DATA UNIVERSAL NUMBERING SYSTEM:

Grantee agrees to acquire a Data Universal Numbering System (DUNS) number, www.dnb.com and provide documentation to DJCS within 30 days of award notification that they have done so.

54. JUVENILE JUSTICE & DELINQUENCY PREVENTION ACT:

Grantee agrees to comply with the four core protections under the Juvenile Justice & Delinquency Prevention (JJDP) Act of 1974, reauthorized 2002.

- Deinstitutionalization of status offenders (DSO).
- Separation of juveniles from adults in institutions (separation).
- Removal of juveniles from adult jails and lockups (jail removal).
- Reduction of disproportionate minority contact (DMC), where it exists.

This includes, but is not limited to, completing the annual the WV Certification of Non-Secure Facilities and submitting to DJCS, if applicable, and submitting a monthly Secure Holding Log, if applicable.

55. BIDDING PROCEDURES:

Funds for renovation, expansion or construction awarded to grantees or subgrantees, which require the letting of any single contract amounting to \$100,000 or more to a private company or individual shall require: a bid guarantee equivalent to 5% (five percent) of the bid price; the bid guarantee must consist of a firm commitment such as a bid bond, certified check, or negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified after forms are presented to the successful bidder; a performance bond on the part of the 100% (one hundred percent) of the contract price ("Performance bond" means a bond executed in connection with a contract to ensure payments required by all persons supplying labor and materials in the execution of the work provided for in the contract.); a payment bond on the part of the contractor for 100% (one hundred percent) of the contract price. ("Payment bond" is one executed in connection with a contract to ensure payment as required by law, of all persons supplying labor or materials in the execution of the work provided for in the contract.) Recipient/subgrantee is expected to follow the competitive bid process in the award of contracts involving Federal grant funds.

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56. COMPLIANCE WITH FEDERAL PROCEDURES:

The applicant assures that it will comply with the provisions of 28 Code of Federal Regulation (CFR) applicable to grants and cooperative agreements, including:

- a. Part 11, Applicability of Office of Management and Budget Circulars.
- b. Part 18, Administrative Review Procedures.
- c. Part 20, Criminal Justice Information Systems.
- d. Part 22, Confidentiality of Identifiable Research and Statistical Information.
- e. Part 23, Criminal Intelligence Systems Operating Policies.
- f. Part 30, Intergovernmental Review of Department of Justice Programs and Activities
- g. Part 42, Nondiscrimination Equal Employment Opportunity Policies and Procedures

57. ADDITIONAL REGULATIONS AND PROCEDURES:

In addition, all grantees must comply with the following applicable federal regulations and/or the United States Department of Justice, Office of Justice Programs - M 7100.1D manual, OMB Circulars No. A-21, A-110, A-122, A-128, A-87, E.O. 12372, Uniform Administrative Requirements for Grants and Cooperative Agreements 28 CFR, Part 66, Common Rule, and all other applicable Federal regulations, policies, acts and guidelines.

- a. National Environmental Policy Act of 1969 (NEPA).
- b. National Historic Preservation Act of 1966.
- c. Flood Disaster Protection Act of 1973.
- d. Clean Air Act and Federal Water Pollution Control Act Amendments of 1972.
- e. Control Act Amendments of 1972.
- f. Safe Drinking Water Act.
- g. Endangered Species Act of 1973.
- h. Wild and Scenic Rivers Act.
- i. Fish and Wildlife Coordination Act.
- j. Historical and Archaeological Data Preservation.
- k. Coastal Zone Management Act of 1979.
- l. Animal Welfare Act of 1970.
- m. Impoundment Control Act of 1974.
- n. Uniform Relation Assistance and Real Property Acquisitions Policies Act of 1970.
- o. Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended
- p. Death in Custody Act of 2000.

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

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

58 LAW ENFORCEMENT INFORMATION SHARING SYSTEMS:

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

59 LAW ENFORCEMENT TASK FORCE TRAINING:

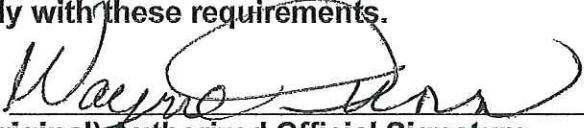
The grantee agrees that within 120 days of award, for any law enforcement task force funded with these funds, the task force commander, agency executive, task force officers, and other task force members of equivalent rank, will complete the required online (internet-based) task force training to be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

60 PRO PROGRAM CONDITIONS:

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

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

I certify that I have read the entire Standard and Special conditions and assurances of this grant program and agree to comply with these requirements.


(Original) Authorized Official Signature



WEST VIRGINIA STATE POLICE
725 Jefferson Road
South Charleston, West Virginia 25309-1698
wvstatepolice.com

Earl Ray Tomblin
Governor

Colonel C. R. "Jay" Smithers
Superintendent



Phone: (304) 746-2237
Fax: (304) 746-2437

MEMORANDUM

TO: Peggy S. Allen
FROM: WEST VIRGINIA STATE POLICE
INCIDENT BASED REPORTING
DATE: February 1, 2012
RE: Incident Based Reporting

This will serve as verification that the WOOD COUNTY SHERIFF'S OFFICE is current in submitting Incident Based Reporting (IBR) information to the West Virginia State Police as of the date shown above.


James Cochran
UCR/Criminal History Supervisor

Check Register Report for Wood County Commission

Report Date/ Time: 2/19/2014 8:18:02AM

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
1357	HEALTH	HIGHMARK WEST VIRGINIA	REGULAR	02/19/2014	2,368.74	
1358	DENTAL	RENAISSANCE	REGULAR		2,028.74	
GENERAL FUND Bank Id 101 Totals					2,036.12	
Report Totals					2,036.12	

A large, stylized handwritten signature in black ink is written across the lower half of the page. To the right of the signature, there are handwritten initials 'P.M.' in black ink.

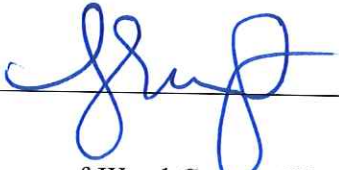
2/24

2/24/14
70/440


STATE OF WEST VIRGINIA
COUNTY OF WOOD

} TO -WIT:

I, Ashley Way, 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 the Wood County Commission on Crime, Delinquency and Correction 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 24th day of February, 2014.


_____ County Commission of Wood County