

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

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

The County Commission approved Erroneous Assessment Applications in regard to personal and real property for Barry K. Mills (2012) and Clyde G. Way (2013). Copies are attached to these minutes.

The County Commission called for a Special Session to be held in regard to the preparation of the Budget for the fiscal year 2014/2015. (Order M/special session – budget 2014)

AGENDA AND DISCUSSION ITEMS

At 9:30 A.M., the County Commission approved the hiring of Dallas Reynolds as an intern for the Wood County; Nathan Utt as a Deputy Sheriff for the Wood County Sheriff's Department and Sandra Kay Helman for the Wood County Holding Center. Nathan Utt was sworn in.

At 9:40 A.M., the County Commission met with Toni Tiano, Grant Consultant and Wood County Day Report Center Interim Director, Hernando Escandon. They presented the application for the Community Corrections Grant. After discussion, the County Commission authorized Wayne Dunn, as President, to sign the said application. (Order M/2700)

At 9:50 A.M., the County Commission discussed the appeal of the denial for a variance for Limited Video Lottery License for Haggard's Bar and Grill. After discussion, the County Commission Authorized a variance to be granted for limited Video Lottery License. (Order M/2701)

At 10:03 A.M., Mark Rhodes, Wood County Clerk, presented a request in the estate of Mark Britton to have the Sheriff execute this estate. No decision was made.

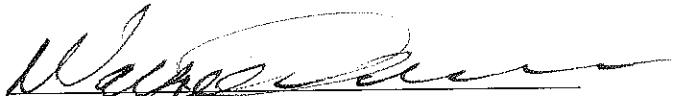
ORDERS APPROVED AND ATTACHED TO THESE MINUTES

M/special session – budget 2014, M/2700, M/2701, M/2702, A/1240


Having no further scheduled appointments or business to attend to, the County Commission officially adjourned at 11:39 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 March 3, 2014.

Wood County Commission Meeting
Held March 3, 2014

Please Print

1.	Utt, Nathan D.
2.	MF SMITH
3.	T. ALLEN
4.	Toni Tiano
5.	HERNANDO ESCANDÓN
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Wood County Commission Agenda

3/3/2014

1 Court Square, Suite 203
Parkersburg, WV 26101

9:30 A.M.	Consider application for VOCA Grant and Day Report Center Grant	Toni Tiano, Grant Consultant
	Continuation of appeal of denial of video lottery at Haggards Bar & Grill	
	Consider Request o Hire - Dallas Reynolds as an intern at the Wood County Day Report Center	
	Consider Request to Hire - Nathan D. Utt as a Deputy at the Wood County Sheriff's Department - \$32,603.00 a year	
	Consider Request to Hire - Sandra Kay Helman at the Wood County Holding Center - \$24,000.00	
	Administrator's Report	Marty Seufer, County Administrator
	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

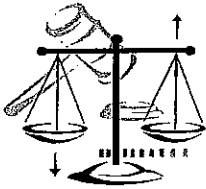
Tax refunds, exonerations, improprieties and consolidations

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



MID-OHIO VALLEY DAY REPORT CENTER

Wood County Office: 916 Market Street, Parkersburg, WV 26101

304-422-8570 * Fax: 304-422-8579

To: Wood County Commission
From: Dennie Huggins, DRC Executive Director *DH*
Date: 2/21/14
Re: Wood County DRC Internship Request

3/3/14
70/441

Please regard this notice as my request to permit Dallas Reynolds to function as an unpaid intern at our Wood County site. Ms. Reynolds is currently enrolled in the Criminal Justice Program at West Virginia University at Parkersburg and is required to complete a 90 hour internship. In this capacity, her duties would consist of observing Urine Drug Screens, filing clinical documentation, observing clinical functions, and providing other forms of assistance to the support staff.

If approved, Ms. Reynolds' starting date would be 2/24/14; because she would function as an unpaid intern, there are no anticipated costs to the agency if this request is approved. She has already reviewed and signed the DRC's standard visitor conduct agreement form.

I will be happy to provide any other information which you deem necessary in order to act on this request as quickly as possible.

3/3/14
70/441

MARCH 3, 2014

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA


IN RE: THE COUNTY COMMISSION CALLED FOR A SPECIAL SESSION
TO BE HELD IN REGARD TO THE PREPARATION OF THE
BUDGET FOR THE FISCAL YEAR 2014/2015.

ORDER

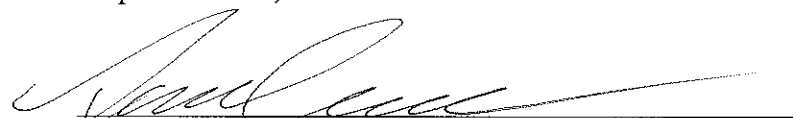
On this date, the County Commission of Wood County, in regular session, announced to all concerned, upon a motion made by David Blair Couch, seconded by Wayne Dunn and made unanimous by Stephen Gainer, that they, as a Commission, are calling for a SPECIAL SESSION to be held March 7, 2014 at 9:30 A.M. Said SPECIAL SESSION is being held for the preparation of the budget for the fiscal year 2014/2015 as required by Chapter 11, Article 8, Section 10 of the West Virginia Code of 1931, as amended.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


Wayne Dunn, President


Stephen Gainer, Commissioner


David Blair Couch, Commissioner

MARCH 3, 2014

3/3/14
70/442

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

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


ORDER


On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by 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 Community Corrections Grant with the West Virginia Division of Justice and Community Services. Said grant application is in the amount of six hundred fifty-eight thousand nine hundred seventy-three dollars and zero cents (\$658,973.00) and is on behalf of the Wood County Day Report Center.

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/2700

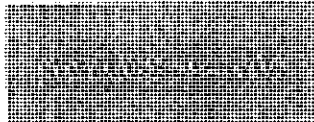
- X Organizational Charts – Page 8
Included both an organizational chart for program requesting funding and an organizational chart of the apply agency. The chart also includes:
 - ☞ Staff members
 - ☞ Titles
 - ☞ Salaries

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

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

<u>Applicant Agency:</u> Wood County Commission Address: One Court Square, Suite 203 Parkersburg, WV 26101 Phone: 304-424-1984 Fax Number: 304-424-0194	<u>Type of Agency:</u> <input type="checkbox"/> State <input checked="" type="checkbox"/> County
	<u>Type of Application:</u> <input checked="" type="checkbox"/> For State Funds <input type="checkbox"/> No State Funds


<u>Project Director:</u> Toni Tiano PD Title: Grant Consultant Address: One Court Square, Suite 203 Parkersburg, WV 26101 Phone: 304-428-7760 Fax: 304-485-2925 Email: tianoknopp@suddenlink.net	<u>Fiscal Officer:</u> Mark Rhodes FO Title: Wood County Clerk Address: One Court Square Parkersburg, WV 26101 Phone: 304-424-1850 Fax: 304-424-0194 Email: mrhodes@woodcountywv.com
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State Funds Requested: **\$658,973** Amount Awarded: 
 Local Funds Utilized: **\$246,076**
 Project Period: **July 1, 2014 – June 30, 2015**

Number of years previously funded: 10 Estimated Number to be Served: 275
 Geographic Area(s) Served: Wood, Roane, and Jackson Counties
 Total Population: 129,820
 Project Title: **Mid-Ohio Valley Regional Day Report Center**

Project Description: The Day Report Center currently serves the Counties of Wood, Jackson, and Roane. It is estimated 275 clients will be served during this upcoming year.

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

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

Applicant: Wood County Commission	FEIN Number: 556000417
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Budget Category	WV Community Corrections Requested Funds (A)	Local (Match) Funds (B)	Total Budget (A + B)
Personnel/Contractual	\$658,973.00	\$246,076.00	\$905,049.00
Travel/Training	-0-	-0-	-0-
Equipment	-0-	-0-	-0-
Other	-0-	-0-	-0-
Totals	\$658,973.00	\$246,076.00	\$905,049.00

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

Funding Strategy

Funding Source(s)	Amount	Status
WV Community Corrections Grant	\$658,973.00	P
Matching Funds – Wood, Roane, and Jackson Counties	\$100,000.00	C
Revenue Collections	\$146,076.00	C
Total	\$905,049.00	

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

Amount - Enter the amount received or anticipated for each

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

P – Projected grant, loan or donation

A – Application submitted (**apart from this CC Grant Application**) and under review

C – Funds Committed

Line	Name	Semi	Annual	FICA	Retirement	WC	Health Ins	
731	LYNCH, PATRICA	\$ 916.67	\$ 22,000.08	\$ 1,683.01	\$ 3,080.01	\$ 638.00	\$ 9,620.00	\$ 37,021.10
731	CHURCH, AMY SPENCER	\$ 1,422.21	\$ 34,133.04	\$ 2,611.18	\$ 4,778.63	\$ 990.00	\$ 19,571.00	\$ 62,083.85
731	EASTHOM, AMY JEANNETTE	\$ 1,273.38	\$ 30,561.12	\$ 2,337.93	\$ 4,278.56	\$ 886.00	\$ 9,620.00	\$ 47,683.61
731	ESCANDON, HERNANDO	\$ 1,824.92	\$ 43,798.08	\$ 3,350.55	\$ 6,131.73	\$ 1,270.00	\$ 9,620.00	\$ 64,170.36
731	DIRECTOR (VACANT)	\$ 2,277.42	\$ 54,658.08	\$ 4,181.34	\$ 7,652.13	\$ 1,585.00	\$ 19,571.00	\$ 87,647.55
731	MURPHY, DEBORAH KAY	\$ 1,355.01	\$ 32,520.24	\$ 2,487.80	\$ 4,552.83	\$ 943.00	\$ 19,571.00	\$ 60,074.87
731	PRESTON, KELSEY	\$ 1,232.50	\$ 29,580.00	\$ 2,262.87	\$ 4,141.20	\$ 858.00	\$ 9,620.00	\$ 46,462.07
731	WISE, SHERRY L.	\$ 1,416.67	\$ 34,000.08	\$ 2,601.01	\$ 4,760.01	\$ 986.00	\$ 9,620.00	\$ 51,967.10
grant	MERTZ, KIM	\$ 1,208.34	\$ 29,000.16	\$ 2,218.51	\$ 4,060.02	\$ 841.00	\$ 19,571.00	\$ 55,690.69
proposed	case manager	\$ 1,083.34	\$ 26,000.16	\$ 1,989.01	\$ 3,770.02	\$ 754.00	\$ 19,571.00	\$ 52,084.20
proposed	case manager	\$ 1,083.34	\$ 26,000.16	\$ 1,989.01	\$ 3,770.02	\$ 754.00	\$ 19,571.00	\$ 52,084.20
grant	HART, ROBIN D.	\$ 1,083.34	\$ 26,000.16	\$ 1,989.01	\$ 3,640.02	\$ 754.00	\$ 9,620.00	\$ 42,003.19
		\$ 588,251.36	\$ 29,701.23	\$ 54,615.19	\$ 11,259.00	\$ 175,146.00	\$ 658,972.78	
match	NGUYEN, QUYEN	\$ 875.00	\$ 21,000.00	\$ 1,605.50	\$ 2,940.00	\$ 609.00	\$ 9,620.00	\$ 35,774.50
match	KINCAID, WILLIAM	\$ 845.04	\$ 20,280.96	\$ 1,551.49	\$ 2,839.33	\$ 588.00	\$ 9,620.00	\$ 34,879.78
match	SAUNDERS, MEGAN	\$ 596.92	\$ 14,326.00	\$ 1,095.94	\$ -	\$ 415.00	\$ 0.00	\$ 15,836.94
match	MALCOLM, MARK	\$ 596.92	\$ 14,326.00	\$ 1,095.94	\$ -	\$ 415.00	\$ 0.00	\$ 15,836.94
match	THOMAS, JAMES	\$ 596.92	\$ 14,326.00	\$ 1,095.94	\$ -	\$ 415.00	\$ 0.00	\$ 15,836.94
match	Office Assistant FT	\$ 845.04	\$ 20,280.96	\$ 1,551.49	\$ 2,839.33	\$ 588.00	\$ 9,620.00	\$ 34,879.78
match	SINGER, JANA L.	\$ 1,484.17	\$ 35,620.08	\$ 2,724.94	\$ 4,986.81	\$ 1,033.00	\$ 9,620.00	\$ 53,984.83
match	LEMLEY, LINDY	\$ 1,248.00	\$ 29,952.00	\$ 2,291.33	\$ -	\$ 869.00	\$ 0.00	\$ 33,112.33
match	WILLIAMS, SUZANNE		\$ 1,620.00				\$ 0.00	\$ 1,620.00
match	AVERY, DAVID		\$ 1,440.00				\$ 0.00	\$ 1,440.00
match	RADER, NEAL	\$ 7,088.01	\$ 175,772.00	\$ 13,211.47	\$ 13,605.47	\$ 5,007.40	\$ 38,480.00	\$ 246,076.34

FICA - 7.65

Retirement - 14%

WC - .029

Health Ins. - Single - \$801.66/month

Health Ins. - Family - \$1,630.92/month

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

GRANT FUNDS - \$658,973

Personnel/Contractual – GRANT FUNDS

A total of \$658,973 is being requested in grant funds in the personnel/contractual category for employees who are full-time Wood County employees (salary, benefits, and insurance) and those who are part-time (salary, benefits, and/or insurance).

The full-time positions are:

Day Report Center Director	\$54,659
Clinical Director	\$43,798
Administrative Assistant	\$22,000
Case Manager 1	\$34,133
Case Manager 2	\$34,000
Case Manager 3	\$32,520
Case Manager 4	\$29,580
Case Manager 5	\$29,000
Case Manager 6	\$26,000
Case Manager 7	\$26,000
Case Manager 8	\$26,000
Site Coordinator – Jackson/Roane Counties	\$30,561
TOTAL SALARY	\$388,251
Benefits for Full-Time Positions:	
Retirement - \$388,251 x .14	\$54,615
Workers Comp. - \$388,251 x .029	\$11,259
FICA - \$388,251 x .0765	\$29,701
TOTAL BENEFITS	\$95,575
INSURANCE	
Single Coverage - \$801.67/mo. x 12 mos. x 6	
Employees	\$57,720
Family Coverage - \$1,630.92 x 12 mos. x 6	
Employees	\$117,427
TOTAL INSURANCE	\$175,147
GRAND TOTAL GRANT REQUEST	\$658,973

MATCH FUNDS - \$246,076

A total of \$246,076 is being provided in match funds in the personnel/contractual category for employees. Some of these employees are full-time Wood County employees (salary, benefits, and insurance), some part-time (salary, benefits, and/or insurance), and some contractual (no benefits or insurance).

The positions are:

Drug Lab Technician	\$35,620	(Full Time)
Drug Lab Technician	\$29,952	(Part Time)
Office Assistant	\$21,000	(Full Time)
Support Staff/CS Officer	\$20,281	(Full Time)
Office Assistant	\$20,281	(Full Time)
Support Staff	\$14,326	(Part Time)
Support Staff	\$14,326	(Part Time)
Support Staff	\$14,326	(Part Time)
Security Staff	\$ 2,600	(Part Time)
Medical Review Officer	\$ 1,400	(Contractual)

TOTAL PERSONNEL \$175,772

Benefits for Positions:

Retirement - \$97,182 x .14	\$13,605
Workers Comp. - \$172,662 x .029	\$ 5,007
FICA - \$172,662 x .0765	\$13,211

TOTAL BENEFITS \$31,823

INSURANCE

Single Coverage - \$801.67/mo. x 12 mos. x 4 Employees	\$38,480
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TOTAL INSURANCE \$38,480

GRAND TOTAL GRANT MATCH \$246,076

Executive Summary

Mid-Ohio Valley Community Corrections is nearing a decade of service to the communities of Wood, Jackson and Roane Counties. While the mission of the agency has by and large remained the same over the years, the focus of services provided have become more refined and clinical in nature, while maintaining an appropriate level of supervision and accountability of the offenders referred to the agency. Over the next three years, a major focus of the agency's will be the ongoing development of evidence based practice at each of the agencies sites as this has shown to be the most effective method in which to reduce the rate of recidivism.

Ongoing agency development will continue to look for ways to develop a strong and streamline infrastructure that maximizes the impact of treatment and supervision of offenders. By employing a well-trained and highly motivated community correction team, we are able to provide the most effective programming possible while utilizing resources efficiently.

As we continue to research the most effective evidence based treatment options, we are hopeful that the scope of services provided will afford broader range of options for treatment and supervision of offenders referred to the agency.

By increasing community engagement to integrate additional services with the community corrections system, we strive to be able to increase the rehabilitative efforts of offenders, while streamlining the fiscal elements of the infrastructure.

In order to develop and maintain best practice, the agency must embrace ongoing staff development, training, support and ongoing recruitment of qualified team members while retaining staff currently in place.

The agency will continue to strive to engage the Local Community Corrections Board of Directors, agency leadership, and identified staff to provide oversight for continuous quality assurance, and research of the most current trends for best practice of clinical services.

The above stated activities maximize the probability that the program will remain sustainable to assure ongoing sustainability for the programming.

The Vision

The vision of the Mid-Ohio Valley Community Corrections organization is to work in an interagency capacity to assure that through the collaboration with community partners that both the well being of the individual offenders and the greater community are improved as a result of the offender developing and implementing the skills and knowledge provided to them by our agency.

Guiding Principles

- The community is entitled to an appropriate level of protection from the harm caused by illegal behaviors of those found guilty of offences.
- The community corrections program will provide supervision and treatment to offenders in order to protect the community.
- Individuals are capable of change.
- Services provided should be fair, equitable and have due regard to personal dignity and individuality, as far as is consistent with the need for appropriate levels of supervision.
- Individuals subject to community corrections or other court imposed orders shall continue to be members of the community and should be assisted to become socially responsible.
- The Mid-Ohio Valley Community Corrections Organization should provide services and treatment for offenders aimed at rehabilitation and reintegration while addressing offending behaviors through evidence based programs, psycho-educational programs, and educational opportunities that are tailored to individual needs.
- The rights and needs of victims of crime should be taken into account in the management of offenders.
- Staff who are working within the community corrections environment are entitled to a safe workplace.

3 Year Strategic Goals

1. To reduce recidivism by providing evidence based programming that encourages rehabilitation and pro-social behaviors.
2. To provide infrastructure to maintain compliance with the Department of Criminal Justice and Community Services
3. To support an appropriate range of community corrections sentencing options
4. To provide more effective and accessible service delivery through better integration with service providers
5. To increase community engagement with the community corrections system and the rehabilitation of offenders
6. To provide appropriate workforce development, training and support
7. To increase oversight, governance and research function as related to best practice of clinical services.

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

A. PROBLEM STATEMENT

It is understood that courts and correctional systems cannot eliminate all criminal behaviors. Despite exceptional police presence and response from the judicial systems, there continues to be high rates of crime in Wood, Roane, and Jackson Counties. Crimes against property and persons motivated by substance abuse and addiction have seen the largest increase in all crimes over the past several years. Offenders motivated by addiction who do not have treatment as part of their sentencing requirements have a very high rate of recidivism. Additionally, family violence is exacerbated by substance abuse, putting at risk intimate partners and children, making home a dangerous place for victims of domestic violence.

According to a recent press release from Sgt. Greg Collins of the Parkersburg Police Department, "When the drug problem increases, crimes against persons and property crimes increase, it's inevitable and it's the reality. Although there is no box to check on crime reports saying it was drug related, we know that the vast majority of the crimes we investigate in the Detective Bureau are somehow linked to drug abuse." Sgt. Collins adds that the recent increase in heroin and synthetic drugs such as "bath salts" and "K-2" are significant risks for community safety.

According to Wood County Coroner, Mike Sinclair, the number one cause of death by overdose is prescription pain killer. There are confirmed deaths from heroin overdose in the area, which is perhaps an unintended consequence of recent changes, making it more difficult to obtain prescription opiate pain medication, and is feared by many to become more common, as those addicted to prescription opiates turn to the streets for an affordable and attainable alternative. According to Susan Abdella, Director of the Camden Clark Memorial Health System Emergency Department, there is an upward trend in the number of heroin overdoses that present at the emergency room and result in hospital critical care. Additionally, she reports a large number of emergency room visits for alcohol intoxication and poisoning. She notes that in addition to the trauma suffered by the patients and their families as a result of these episodes, these patients also take up a tremendous amount of hospital resources. Susan reports the number of emergency room visits related to methamphetamine and bath salt abuse has trended downward.

Regionally, the battle against methamphetamine continues. Wood County came in second in the number of meth lab seizures. The report says that 36 meth labs were found in Wood County in 2013, but Parkersburg Police Chief Joe Martin says "the final

number was more like 40." Again, the link to an alternative to the highly addictive and mind altering psycho-stimulate prescription medications such as Adderall, must be linked to the serious and ever evolving problem of the manufacture of methamphetamine, and its detrimental effects to not only those who manufacture, sell and abuse the drug, but even more importantly to the children who are exposed to the harmful vapors that occur during the manufacture. In the past year the problem of synthetic drugs, (known as bath salts and K2), have absorbed an untold amount of resources of law enforcement and are responsible for the perpetration of crime and hardship on the community and specifically families who have suffered extreme anguish and loss from family members who are abusing this harmful substance.

Focusing only on the crimes related to substance abuse, theft, and domestic violence; Wood County reports a total of 1,064 substance abuse related crimes. Among the types of charges reported for 2013 include charges of possession of a controlled substance with intent to deliver (100); charges of possession of a controlled substance <15 grams (210); DUI (248), DUI, second (56), DUI, third (17), DUI with death or injury (9); driving on suspended license for DUI (164), driving on suspended license for DUI, second (24), driving on suspended license for DUI, third offense (18). In Wood County there were a total of 632 crimes against property. Shop lifting was the most frequently charged offense (217), followed by petty larceny (187). Other charges against property include Grand Larceny (45) fraudulent use of credit card (57), fraudulent schemes (4), and forgery (9) to name a few. In 2013 there were 473 charges filed related to domestic violence. Charges included in this number are domestic battery (255), domestic battery/second (24) domestic battery, third (9); domestic assault (47), domestic assault/second (2), domestic assault, third (3); sexual assault (3), and violation of a protective order (130).

Roane County reports a total of 94 substance abuse related charges that were filed in that county. The highest number of charges is for possession of a controlled substance (33) and controlled substance charges (14), followed by DUI charges (29); public intoxication charges (10); DUI-second offense (6); DUI with death (1); DUI with injury (1). It should also be noted that there were 433 charges files related to property crimes in the county. There were 81 domestic violence charges filed in the county.

Jackson County reports 173 domestic violence related charges, and these charges include domestic battery charges (103), domestic battery, second offense (6), and domestic battery third offense (1), domestic assault (31), domestic assault second offense (1) and sexual assaults (8). Also included in this figure is violations of protection orders (23); 235 substance abuse related charges that include DUI's (89), DUI-second offenses (21), DUI-third offense (5), DUI with death (1) and DUI with injury (1), possession of a controlled substance with intent to deliver (17), possession of a controlled substance <15 grams (41), public intoxication (4), driving on a revoked license for DUI first offense (37), second offense (11), third offence (8); there were a

total of 89 theft related charges, many of them likely motivated by drug seeking activities.

The Local Community Corrections Board of Directors along with regular meetings and ongoing communication with program stakeholders, such as Parole, Probation, Home Confinement, County Prosecutors, Magistrates, Circuit and Family Court Judges, Department of Health and Human Services leadership and personnel, and Drug Court drive the services that are offered by the regional offices. A satisfaction survey will be sent to all stakeholders in order to increase communication and buy in from our partners. A copy of the survey is attached to this narrative. Client exit interviews provide feedback on how the customer perceives the benefit of participating in the agencies programming. Our regional agency has also found it to be important to keep the community advised of the services offered through community corrections. By utilizing the media, to publish news stories about the programming, successes, and barriers experienced by our agency, we are able to minimize false perceptions of the program as well as open a line of communication for feedback from the community at large. Interfacing with other community correction programs also serves as a valuable tool to gauge the overall level of services provided locally. Statewide trainings and information from the Division of Justice and Community Services Office is also beneficial in identifying not only potential local needs but also the most effective ways in which to provide services.

Offenders served by direct referral to community corrections include those who are assessed to be of a medium and high risk according to the Level of Service/Case Management Inventory (LS/CMI). Domestic battery offenders who are referred directly to community corrections and assessed as low risk are also served by providing Batterer's Intervention Prevention Programming (BIPP). Referrals received from parole, probation, pretrial release, or as condition of bond are provided services as indicated by the LS/CMI. The regional offices also receive referrals from the Department of Health and Human Services for assessment and recommendations of services required to increase safety and security of children and families in our communities. The Department routinely requests assessments for substance abuse and as related to the perpetration or victimization of domestic violence. At times, these assessments result in services convicted or charged with a crime and therefore are not assessed with the LS/CMI, but with other comprehensive assessment tools, such as a complete biopsychosocial assessment, Substance Abuse Subtle Screening Inventory (SASSI), domestic violence assessments and an array of other assessment and screening tools as needed.

By far, the service most identified as a need of the target population is substance abuse treatment, followed by BIPP, and theft prevention classes. All offenders who score medium or high in education/employment are referred to the appropriate service/program to address the specific need/risk. Mid-Ohio Valley Community

Corrections has an array of substance abuse treatment options that are designed to allow for individualized treatment planning to address specific level of need/dosage for the clients served.

Domestic violence referrals make up the second largest group of offenders who are referred to Mid-Ohio Valley Community Corrections. Some are directly sentenced to the agency by the court system, while other referrals come from the Department of Health and Human Resources due to child abuse/neglect. While the primary focus of the treatment planning is related to domestic violence, it is also common for these clients to have co-existing substance abuse issues that are addressed and treated simultaneously.

Many offenders present to the DRC with co-existing substance abuse and mental health diagnosis. The DRC clinical staff has expertise in screening offenders for the existence of co-occurring disorders and taking steps to assure these offenders are provided with the appropriate services. If services cannot be provided in house, referrals are promptly made to a behavioral health facility or other appropriate agency.

It is not uncommon for clients to present at the agency homeless, jobless, and lacking skills to remedy their situations. These clients present with special and intense needs that lower their ability to positively respond to the needed interventions. It is important to link these clients with needed services to establish stability in order to move them forward with treatment and supervision as well as reduce the likelihood of recidivism.

A relative unknown into the new grant year will be the impact of Senate Bill 371 on both the risk/need and number of clientele that are likely to be referred to the DRC's. We anticipate a deeper involvement with the departments of Parole and Probation and a greater number of referrals as those offenders supervised by those programs are likely to be referred for treatment services. The agency currently serves many parolees through the provision of substance abuse treatment, Batterer's Intervention Programming, theft prevention classes and random urine drug screening. The agency also enjoys a positive relationship with the department of probation and provides like services to probationers.

Obvious challenges that present a barrier to the provision of services across the regional area include lack of transportation and the rural nature of localities. The Wood County office has the benefit of a public transportation system. Additionally, we have resources to provide clients with bicycles to use for transportation. The Roane and Jackson County Offices have a more rural geographic area that poses an even larger problem with transportation. Adding a high level of poverty in these areas increases the challenge of getting the clients to the office to receive needed supervision and programming. The staff members in all offices work with not only the offenders but with their support systems, and other social service agencies to assure clients have access to transportation to services.

The Mid-Ohio Valley Regional Community Correction staff members have credentials to provide most of the clinical services required by offenders who are referred to the agency. This unique characteristic presents its own subset of problems, as we lack the personnel to provide an intense level of case management services to assist with client's life skill challenges. While the site offers evidence based life skill curriculum, it is not a substitute for one-on-one intensive life skill case management to assist the client to be able to build a firm foundation on which to build a meaningful recovery in order to reduce the risk of recidivism.

The provision of mental health and primary medical care can be challenging to obtain for clients. Over taxed systems of care often translate into long waiting lists and as well as services being unobtainable due to lack of medical coverage. The regional DRC is working with WV for Affordable Healthcare to obtain timely medical coverage for our clients and their families where applicable. We also have a good working relationship with Rural Health Agencies and the behavioral health systems that often afford us opportunities to obtain services for our clients.

The complex array of problems that many of our client's experience, commonly as a result of long term drug and alcohol abuse, associated poverty; belief systems that are conducive to family violence, such as a traumatic childhood that includes violence; low educational levels (less than 12th grade or equivalent); lack of transportation, frequently associated with revoked drivers licenses, and non-payment of fines; poor health; poor dental health; no access to vision care for corrective lenses are just a few of the common combinations of issues that make provision of services complicated, especially with an inadequate number of staff members and court orders that do not allow ample time to treat offenders who are directly referred to the agency.

B. PROGRAM DESCRIPTION AND/OR SOLUTION TO THE PROBLEM

Mid-Ohio Valley Regional Community Corrections aspires to increase community safety while holding medium and high risk offenders accountable for their crimes while providing appropriate evidence based treatment.

The agency has been serving Wood County for nearly 10 years, Jackson County was brought into the fold approximately five years ago and we have also been serving Roane County for approximately two years. With that being said, the field of community corrections is ever evolving and maturing with each passing year. Community Corrections has become a part of the fabric that is the criminal justice system and an essential resource to other community providers of behavior health services. As the communities we serve have an increased understanding of the effects that addiction, violence, and lack of basic life skills/employability have on our community as related to the perpetration of criminal activity, the need for services offered at our agency increases. As previously stated, the crime rate and particularly the incidence of crime perpetrated in association with addiction are increasing, as is the need and instance of domestic violence. With the increased knowledge and understanding of the importance

of treatment as part of the rehabilitation and accountability of offenders, the need for the continuation of the community corrections programming is essential not only to address the problem of jail/prison overcrowding, but to significantly impact the rate of recidivism of offenders by engaging them in evidence based programming and positive interaction with supervisory staff and clinicians.

Mid-Ohio Valley Regional Community Corrections has a highly credentialed team. The credentialing includes Licensed Professional Counselor, Certified Advanced Alcohol Counselors, Certified Alcohol and Drug Counselors, Licensed Social Worker and Master Level Counselor. Substance abuse treatment is provided by certified counseling staff. Batterers Intervention also requires defined domestic violence training be obtained annually.

Many of the lessons learned are responsible for the expansive array of services provided, especially the provision of multiple tracts of substance abuse treatment designed to increase the likelihood of our clients successfully completing our program and reducing the risk for recidivism. Assigning a client to the appropriate level of care and using evidenced based models, have both been found to greatly impact the success of our clients treatment.

Other barriers that we face are related to lack of resources available to employ an adequate number of staff members to provide the optimal amount of case management and intensive life skills services. Our clients often lack skills needed to obtain employment that will provide a living wage, and community resources are frequently unobtainable. Having additional case management staff would allow the agency to be able to provide additional services that is critical to assist offenders to obtain the services and skills needed to further reduce the risk of recidivism.

Through our years of programming we have learned that individualizing treatment plans whenever possible for those referred to our agency is the key to their success. For instance, by developing a line of programming that allows for lateral or graduated programmatic changes for client's who continue to have problems with substance abuse relapses have resulted in an increase in the number of client's who successfully complete the programming.

We have learned that client's lack knowledge and access to technology. By setting up a small bank of computers for client use, we have been able to link clients to apply online for social services, job search and application, and a vast array of other activities. With supervision, we are able to assist clients to develop computer skills while completing activities of daily living. Clients have successfully obtained healthcare, SNAP benefits, and get job interviews through their online applications.

The array of services offered by the agency is designed to maximize the impact on offenders who participate in the programming and significantly reduce the risk of reoffending. Best practice theory has determined that the successful treatment

programming is delivered by offering a participant the least restrictive level of care. Clearly, those offenders who can be maintained in the community while under supervision and treatment services will reintegrate into full society with minimal barriers associated with readjustment. Services provided to address the identified needs of those referred to the program include but are not limited to substance abuse treatment, domestic violence education, theft prevention programming, Life skills/job readiness/parenting. These services are largely provided on site by appropriately credentialed staff members. In addition to the services provided in-house, the staff routinely refers clients to other community agencies. The agency has a good working relationship with the area mental health providers, employment programs, adult education programs and the Department of Health and Human Resources to name a few. We have also been working with WV for Affordable Healthcare to assist clients to obtain healthcare. A large number of our clients have been found to be eligible for the expanded Medicaid program and so have access to needed medical and mental health care.

The main focus of programming provided by the community corrections program is to rehabilitate offenders and protect the safety and sanctity of the communities we serve.

By providing the appropriate level of supervision, and a high quality substance abuse treatment program, we hope to increase the likelihood of offenders being able to establish themselves in the community with basic living skills, obtain and maintain employment, appropriately parent their children and become productive members of society.

The reduction of family violence is a highly anticipated impact through the provision of Batterer's Intervention Programming. The Programming also seeks to decrease property crimes, which can often be associated with addiction as well as violence.

Activities and services necessary to impact the target population include comprehensive case management services, supervision, clinical services, as well as services provided by community agencies that address the needs and reduce the risks and needs identified by assessment. In addition to providing the services that are currently in place, continuous quality assurance, ongoing staff development, research related to current best practice and acquisition of the most current evidenced based curriculum is vital to provide services that will continue to have the maximum positive impact on our clients.

The utilization of motivational interviewing techniques as a primary tool of interaction with clients, as well as consistent use of a graduated reward and sanctions system are also essential elements to maximize the impact of treatment to our clients. Thus, increased staff training on motivational interviewing techniques and other best practice skills is a necessary activity to maximize the impact of programming.

It is essential that we add additional case management staff to increase supervision and work intensively with those clients who score high in the education/employment section of the LS/CMI. Current staff are currently providing clinical services as well as case management and supervision services to heavy caseload.

Maintaining a qualified, well trained and highly motivated staff to provide services to our clients is paramount to effective programming. A summation of the programming is as follows:

Upon receiving a referral an appointment for an initial assessment is scheduled and recommendations for services are set according to results level of supervision and risk/need established by the LS/CMI. If programming indicated is not available or appropriate to be provided in house, referrals are made to the outside agency.

Programming offered to clients includes:

Case Management: Clients are assigned a case manager who supervise and monitor the client's compliance and progress throughout the period of participation. Recently added case management resources include the utilization of the Carey Guides for case management.

Substance Abuse Treatment: The DRC offers a full range of substance abuse programming provided by highly qualified staff. Services include Criminal Conduct and Substance Abuse (intensive outpatient), Living In Balance (intermediate level programming), Relapse Prevention Programming, and after care sessions. The DRC offers supplemental treatment for women that is specifically designed to meet their unique treatment issues.

Batterers Intervention Prevention Program (BIPP): The purpose of the Batterer Intervention & Prevention Program (BIPP) is to reduce the frequency and severity of domestic violence in the communities that the program serves.

Life Skills/Parenting: Programming designed to assist individuals to be successful in the management of day to day living. Skill building includes but is not limited to financial management, employment skills, coping skills, parenting, nutrition, and literacy. Those clients who lack a high school diploma or equivalent are referred to adult basic education programs in the respective communities. Clients are frequently referred to the SPOKES employment readiness program and Workforce WV.

Theft Prevention: An education program designed to positively affect the behavior of those participants assessed to have issues related to shoplifting, or other theft activities.

West Central Community Corporation Grant Program Evaluation	Project Name: W Goals
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West Central Regional Drug Court: The Drug Court Coordinator is housed at the Day Report Center. Drug Court is an alternative sentencing program for persons who are charged with crimes associated with substance use. This program offers individualized rehabilitative treatment options for persons assessed of having substance abuse/addiction issues.

Client records are maintained in a locked room at the regional facilities. Clients are determined to have successfully completed the program if their participation is successful as measured by completing all recommended programming, maintaining negative urine drug screens and having no additional criminal charges.

C. PROJECT ASSESSMENT/EVALUATION

The initial data collected and maintained over time is the number and type of referrals received into the agency. In addition to the number of referrals, we also track who the referring agency is and the reason for the referral. Once the referral is received, and the assessment is completed, a record is kept of those clients who are not eligible or appropriate for services at our agency. For those found eligible, programming is tracked and whether or not they successfully completed the program.

The LS/CMI is completed with clients upon intake as well as periodically as related to changes in the client's situation as well as upon completion to gauge progress or amend treatment as needed.

Service provision data is collected and maintained. Careful accounting of the number of clients receiving all services and their status upon exit from the program is gathered. This information assists us to determine the efficacy and quantity of services provided.

Client exit interviews and exit surveys conducted by staff members assist to determine impact of services from the client's point of view.

By maintaining positive relationships with referral sources, we are able to gather information about the quality and quantity of services provided through the eyes of community partners and stakeholders. We strive to maintain open communication with magistrate, circuit, and family courts, probation, parole, the Department of Health and Human Resources and the community as a whole. Ongoing positive interaction with stakeholders is ongoing and conducted by all staff members. Beginning in 2014, agency administrators will conduct stakeholder surveys that will be distributed at least annually to the stakeholders listed.

The DRC Executive Director will bear ultimate responsibility for developing the schedule that data will be collected, performing appropriate analyses of the data, and directing the implementation of any modifications that the data warrants.

The DRC will review all information collected, determine whether the information suggests any change to the program's operation, and thoroughly explore the feasibility of implementing the recommended modifications.

D. STRATEGIC PLAN FOR LOCAL COMMUNITY CRIMINAL JUSTICE BOARD (LCCJB):

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

The LCCJB Board meets on a regular basis, and regular reports are provided to the board members. The Director of the DRC and the Board President meet on a weekly basis to discuss the program operations. Any and all changes in operation, personnel changes, and policy changes are presented to the Board. Additionally, the Board endorses the submission of each year's grant application.

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

E. PLAN OF SUSTAINABILITY

Efforts to sustain and increase the level of services provided Mid-Ohio Valley Community Corrections is ongoing. The continued support of the counties and referring agencies is a clear indicator of the willingness of those counties to provide support to continue the program. While the capacity to fund the program to operate at the current level is unknown, there is a significant investment at this point which indicates a strong commitment to this type of restorative justice.

Non-grant generated income to the agency include participation fees collected from clients of the DRC, Drug Court, Home Confinement, and DHHR. These fees are not enough to sustain the entire program, but they do assist with program costs. These funds are often difficult to collect from participants and commonly go uncollected.

Regionally, Roane and Jackson County Commissions make an annual contribution of funds that are applied to the operation costs in those counties. The Wood County also contributes heavily to the program.

The WV Drug Laboratory continues to develop. Currently, discussions are underway to research the viability of establishing certification as a confirmation laboratory. This specialized service would likely provide increased revenues for the program, as well as provide a much needed local service, not only for community correction programs, but for the entire community and state. Currently, all required confirmation testing is sent out of state.

Funds received from the lab are reinvested into the agency to assist with services provided. It is hopeful the lab will continue to acquire customers outside the DRC and this increased customer base will increase the amount of support which is available to assist with sustaining the programming.

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

The agency has enjoyed new relationships in the past grant year that has both lead to small grants being received, and additional services being utilized without additional revenue being required. These opportunities have increased awareness of the need for developing multiple funding sources as we move into the future of community corrections.

Mid-Ohio Valley Community Corrections will continue to research an array of funding resources to secure sustainability of the program.

G. GRADUATED SANCTIONS, INCENTIVES, AND CLIENT FEEDBACK

Please see following pages.

MID-OHIO VALLEY REGIONAL DAY REPORT CENTER

Graduated Client Reward/Sanctions Policy

It is the policy of the Mid-Ohio Valley Regional Day Report Center (DRC) to establish a consistent pattern of reinforcement for DRC staff to provide for its clientele. Whenever possible, client reinforcement is expected to be positive in nature. Examples of positive reinforcement include (but are not necessarily limited to): verbal reinforcement, reducing intensity of client monitoring, certificates of successful completion, 12-step literature and/or key chains.

Unfortunately, some circumstances require the imposition of sanctions against clients who violate the DRC's terms and conditions. Rather than attempting to retaliate against such clients, the goal for imposing sanctions against them is to provide an appropriate deterrent to future inappropriate behavior. In order to maximize their effectiveness, client sanctions should be as prompt, clearly associated with the infraction in question, and should be utilized in the most consistent manner possible.

The DRC recognizes that absolute consistency with imposing client sanctions is not always possible or desirable. In some cases, the identical infraction committed by two different clients can warrant slightly different sanctions. The final decision about the specific client sanctions to impose can depend on factors such as the extent to which the client thoroughly and honestly disclosed the infraction *before* DRC staff became aware of it.

Nevertheless, this policy strives to create a comprehensive list of preferred sanctions for each type of client infraction. DRC staff reserve the right to consider other relevant factors and override the preferred sanction under some circumstances. However, the process of overriding a preferred client sanction should only be a rare occurrence, and should not be implemented unless DRC staff provides adequate written justification for the override. Examples of appropriate client sanctions include (but are not necessarily limited to) the following:

Verbal Warning (VW): A verbal warning to the client that clearly conveys that he/she is in danger of violating one (or more) of the DRC's terms and conditions. DRC staff who impose the verbal warnings are expected to draft a written progress note in the client's file verifying that such a warning was issued, as well as the client's response to the warning.

Written Warning (WW): A memorandum to the client that clearly specifies the infraction(s) committed and the range of additional sanctions he/she is subject to in the event of additional violations of the same infraction(s). The original memorandum is kept in the client's file, and a copy is given to the client for his/her records.

Final Warning Notice (FWN): A memorandum to the client that clearly specifies the infraction(s) committed and clearly states that any additional infractions will result in his/her dismissal (or revocation) from the DRC. The original notice is kept in the client's file, and a copy is given to the client for his/her records.

Modification of Client Treatment Plan (MTP): Can include (but is not necessarily limited to): Revising the frequency of Urine Drug Screening (UDS), revising the frequency of community service, reporting and/or calling in to DRC, repeating current treatment program, transfer to and/or addition of other treatment programs that are internal and/or external to the DRC.

Suspension A temporary condition where the client is prohibited from attending treatment services while his/her case is further reviewed by DRC staff (sometimes in collaboration with the referral source) in order to determine whether additional sanctions are warranted. A suspended client is *not* given credit for any sessions missed during the length of the suspension.

Revocation: A permanent condition where the client's referral source is formally notified that the client has not responded appropriately to DRC intervention. The DRC generally recommends that the referral source impose the original legal sanctions (if any) upon a client who is revoked. The DRC cannot guarantee that clients who are revoked from the program will necessarily be accepted for additional treatment services in the event that they engage in future illegal activity.

Rewards

Rewards are an essential element of positive reinforcement for successful completion of programming and other landmark events. Rewards and acknowledgments include but are not limited to the following:

Verbal Acknowledgement: Providing clients with positive reinforcement via verbal acknowledgement for all accomplishments is a vital element for the success of clients.

Certificates of Completion: Provided upon satisfactory completion of each recommended program.

AA Big Books: Provided when initial substance abuse education class is completed.

Inspirational Key Rings: Provided upon satisfactory completion of the Relapse Prevention Program.

Decreased Frequency of Urine Drug Screening Requirements: Clients who have sustained periods of clean urine drug screens may be rewarded with decreased screening supervision as deemed to be appropriate. This reward may be contingent upon approval from referral source.

Decreased Supervision Sessions: As clients progress successfully through the program, they may be rewarded with decreased one-on-one supervision sessions as deemed appropriate. This reward may be contingent upon approval from referral source.

Early Release: Those clients who demonstrate successful completion of all programming and have no violations of the terms and conditions of the program may be released from the program prior to the end of the unsupervised probation as deemed appropriate. This reward may be contingent upon approval from referral source.

Preferred Client Sanctions Matrix

	<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>	<u>4th Offense</u>
Failure to report or Call as scheduled	VW	WW	FWN	Revocation
Noncompliance with any Program rule	VW	WW	FWN	Revocation
Failure to Follow Daily itinerary	VW	WW	FWN	Revocation
Inattentiveness during any session	VW	WW/MTP	FWN/MTP	Revocation
Inappropriate Behavior during any session	VW	WW/MTP	Revocation	N/a
Unexcused absence from DRC session	WW	FWN/MTP	Revocation	N/a
Unexcused absence from external session	WW	FWN/MTP	Revocation	N/a
Failure to complete Community Service	VW	WW	FWN	Revocation
Failure to Screen	WW/MTP	FWN/MTP	Revocation	N/a
Failure to pay fees	VW	WW	WW	WW
Failure to obtain employment	VW	VW	VW	VW
New use of any Prohibited substance	VW/MTP	WW/MTP	FWN/MTP	Revocation
New arrest/offense	Revocation	N/a	N/a	N/a

Satisfaction Survey

1. How frequently do you refer someone to the DRC?

Daily Weekly Monthly Rarely Never

2. What service(s) do you rely upon the most when referring someone to the DRC?

3. Do you feel our services are delivered in a timely manner?

4. Do you believe you have adequate knowledge of all the services available at the DRC?

5. What products does the DRC deliver that you consider a good and valuable service?

6. How can we serve you and the community more effectively? (What else can we do?)

Thank you for taking the time to complete this survey.

Name: _____

Agency: _____

Phone: _____

Email: _____

Please let us know if you would like to have someone contact you about our services.

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

Goal Number:	<u>1</u>	The DRC will provide appropriate services to offenders assigned to the DRC.
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Objective Number: 1 275 offenders will be referred to the agency and placed in services according to the risk/need determined by the LS/CMI.

Outcome Measure: 100% of offenders will be placed in services/treatment according to the subcomponents assessed as high risk/need on the LS/CMI; 0% of offenders will be placed in inappropriate services.

Activities to meet objective:

Timeline for each activity:

1. Offenders are referred to the DRC for admission.

1. Ongoing

2. A comprehensive assessment is completed for each offender.

2. Within 7 days of admission to DRC Program

3. Offenders are assigned to treatment/services as indicated by LS/CMI general risk/need factors

3. Ongoing

4.

4.

Objective Number: 2 100% of offenders who are of high risk/need in the subcomponent of education/employment on the LS/CMI will be provided with life skill training.

Outcome Measure: 20% of the offenders who have a high risk/need in terms of education/employment will have a decreased risk/need by completion of programming

Activities to meet objective:

Timeline for each activity:

1. Clients who have a high risk/need of education/employment will be placed in a life skills program.

1. Within 7 days of completed assessment.

2. Life skills programming will be dynamic and responsive to the needs of the individual client.

2. Ongoing

3. Research and implementation of the most effective evidence based best practice will be ongoing.

3. Ongoing

4.

4.

Goal Number: <u>1</u>

Objective Number: 3 50% of the client's assigned to the community corrections program will complete the program successfully.

Outcome Measure: Client revocation will be reduced by 15% for grant year 2013/2014.

- | | |
|--|-----------------------------|
| Activities to meet objective: | Timeline for each activity: |
| 1. Provide the appropriate level of supervision for each client as per identified high risk/need | 1. Upon intake |
| 2. Utilize graduated sanctions and incentives | 2. As indicated |
| 3. Ensure dosage remains responsive to the client risk/need | 3. Ongoing |
| 4. Utilize evidence based practice | 4. Ongoing |

Goal Number: <u>2</u>	Mid-Ohio Valley Community Corrections will implement evidenced based practice in 12 months.
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Objective Number: 1 Staff members will master the core correctional competencies

Outcome Measure: Staff will develop and implement case plans designed to reduce risk for re-offense.

- | | |
|---|-----------------------------|
| Activities to meet objective: | Timeline for each activity: |
| 1. Train and coach staff on the four core correctional competencies | 1. Ongoing |

- | | |
|---|------------|
| 2. Train and coach staff on effective one-on-one interactions | 2. Ongoing |
| 3. | 3. |
| 4. | 4. |

Objective Number: <u>2</u>	Implement a continuous quality improvement process
Outcome Measure:	Risk reduction outcome and performance measure will be identified in a user-friendly manner.
Activities to meet objective:	Timeline for each activity:
1. Staff will participate in the state identified continuous quality improvement plan as directed	1. As per state instruction
2.	2.
3.	3.
4.	4.

Goal Number: <u>2</u>

Objective Number: <u>3</u>	Mid-Ohio Valley Community Corrections will develop an infrastructure that supports sustainability
Outcome Measure:	The culture of the organization will support learning, ease of access to skills needed to continue with evidence based practice.
Activities to meet objective:	Timeline for each activity:
1. Create a learning organizational culture	1. Ongoing
2. Put in place structural supports that make evidence based practice easy to utilize	2. Ongoing
3. Align recruitment, hiring and promotional processes with risk reduction competencies	3. Ongoing
4. Incorporate staff development plan	4. Ongoing

Objective Number: _____

Provide a membership list of the LCCJB (as defined from §62-11C-6 in the WV State Code), including title, name, agency affiliation, mailing address, telephone number, fax number, email address, Board Position (i.e. – President, Vice-President, etc.), and amount of time on the board for each member. *Letters of commitment or MOU's from each board member, reflecting their understanding of the requirements of the Board will be required for Attachment C of this grant application.*

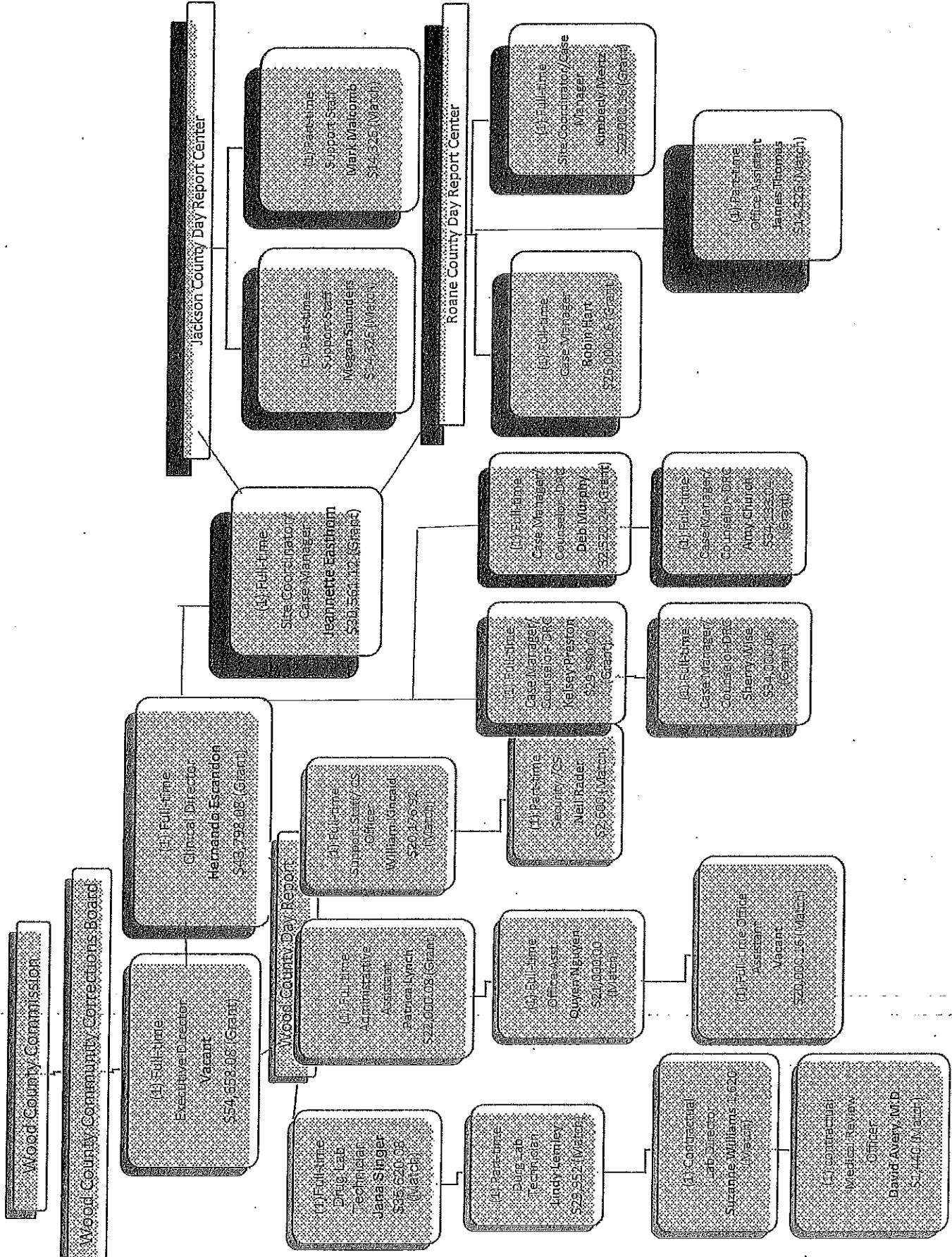
Title	Name & Agency Affiliation	Address	Phone/Fax/Email	Board Position (if applicable) & Time on Board
Sheriff	Chief Deputy Shawn Graham, WCSD	328 Second Street, Parkersburg WV 26101	P: 304-424-1834 F: 304-424-1832 E: shawngraham@woodcountywv.com	1 Year
Sheriff	Sheriff Tony Boggs, JCSD	100 Maple Street, Ripley, WV 25271	P: 304-373-2280 F: E: tony.boggs@jacksoncountywv.com	1 Year
Chief of Police	Chief Joe Martin, PPD	One Government Square, Parkersburg WV 26101	P: 304-424-8444 F: E: jemartin@netassoc.net	1 Year
Prosecutor	Jason Wharton, WCPA	317 Market Street, Parkersburg WV 26101	P: 304-424-1776 F: 304-424-1785 E: jwharton@woodcountywv.com	5 Years
Prosecutor	Joshua Downey, RCPA	200 Main Street, Spencer, WV 25276	P: 304-927-2091 E: jdowney@court.state.wv.us	
Public Defender	Kevin Postalwait JC	PO Box 797 Ripley, WV	P: 304-372-2001 F: E: Kevin@postalwaitlaw.com	4 Years

		25271		
Board of Education			P: F: E:	
Mental Health Background			P: F: E:	
Victim Advocate	Christina Smith, The ARC	914 Market Street Parkersburg WV 26101	P: 304-422-3151 F: E: Christina.smith@arcwd.org	10 Years
Domestic Violence Advocate	Emily Larkins, FCIC	PO Box 695 Parkersburg WV 26101	P: 304-428-2333 F: E: eelarkins@suddenlink.net	2 Years
Substance Abuse Treatment Background			P: F: E:	
At-Large	Ed Alfred	1709 28 th Street Vienna WV 26105	P: 304-295-9025 F: E: Bevy52@suddenlink.net	7 Years
County Commission	Blair Couch, WCC	#1 Court Square Parkersburg WV 26101	P: 304-424-1977 F: E: wvcouch@suddenlink.net	5 Years President
County Commission	Dick Waybright JCC	PO Box 700 Ripley, WV 25271	P: 304-272-6291 E: commission@jacksoncountywv.com	
At-Large	Courtney Stanley	PO Box 131 Parkersburg WV 26104	P: 304-482-0105 F: E: flyinghigrou@gmail.com	5 Years
Ex-officio			P: F:	

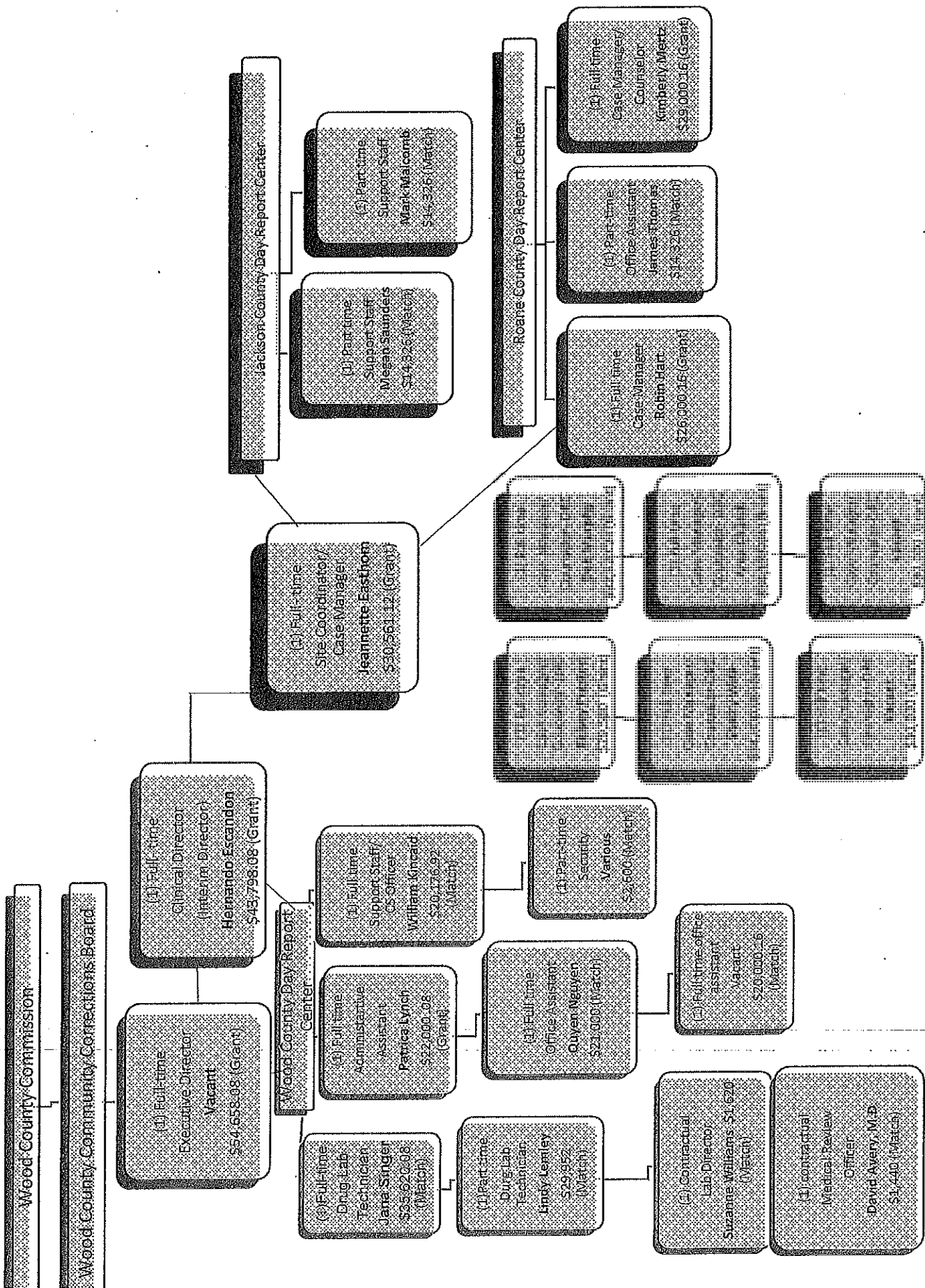
Please use this page to provide (or attach a copy of) the program's organizational chart which includes the proposed funded positions for this project. Please list all staff members, position titles, salaries, and funding source for salaries.

Please see attached.

CURRENT ORGANIZATIONAL STRUCTURE (OPERATION)



PROPOSED ORGANIZATIONAL STRUCTURE (OPERATION)



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

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

JOB DESCRIPTION/ EXECUTIVE DIRECTOR

Hours: 40 hours per week

Position: Full-time

DEFINITION OF WORK:

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

DISTINGUISHING FEATURES OF THIS POSITION:

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

EXAMPLES OF WORK PERFORMED:

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

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

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

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

Monitors reporting and contracting requirements.

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

May also supervise other staff as needed.

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

Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

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

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

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

Knowledge of grant writing and grant administration.

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

Ability to develop and administer program standards and objectives.

Ability to direct and supervise personnel.

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

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

MINIMUM EDUCATION AND EXPERIENCE:

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

JOB DESCRIPTION/CLINICAL DIRECTOR

Hours: 40 hours per week

Position: Full-time

DEFINITION OF WORK:

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

DISTINGUISHING FEATURES OF THIS POSITION:

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

EXAMPLES OF WORK PERFORMED:

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

Develops class and treatment curriculum.

Develops and Drafts all clinical policies and procedures.

Oversees clinical training of properly qualified DRC staff.

Takes part in and supervises all assessments of clients.

Conducts in-house training of staff.

Does regular quality assurance of assessment capabilities of staff.

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

Interviews participants and coordinates client's referrals.

Assists in monitoring reporting and contracting requirements.

Assists in supervising and evaluating other staff as required.

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

Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

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

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

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

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

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

Ability to develop and administer programs standards and objectives.

Ability to direct and supervise personnel.

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

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

MINIMUM EDUCATION AND EXPERIENCE:

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

CURRICULUM VITAE

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

Professional Credentialing

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

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

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

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

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

Education

Master of Education
Ohio University
November, 1993

Bachelor of Arts, Psychology
Wheeling College
June, 1986

Work Experience

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

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

Hernando Escandón

Page 2

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

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

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

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

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

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

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

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

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

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

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

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

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

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

January 2000 – November 2001
CSP Supervisor
ACCESS
Middleport, OH

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

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

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

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

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

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

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

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

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

Hernando Escandón

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March 1987 -- July 1994

Mental Health Technician/Mental Health Specialist

St. Joseph's Hospital

Parkersburg, WV

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

Other Skills

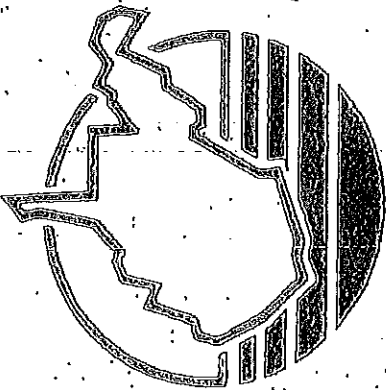
Bilingual: English/Spanish

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

Eye Movement Desensitization and Reprogramming: Completed Level 1 training

References

Provided upon request



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


Hernando Escandon

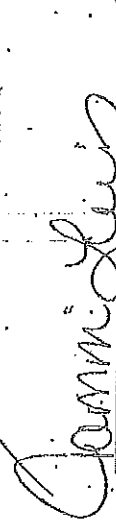
having given satisfactory evidence and demonstration of knowledge, skills and competency and having met all other criteria subject to the provisions of the established standards and procedures in the State of West Virginia, is hereby authorized to use the designated credential

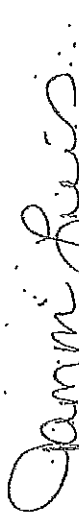
Certified Clinical Supervisor

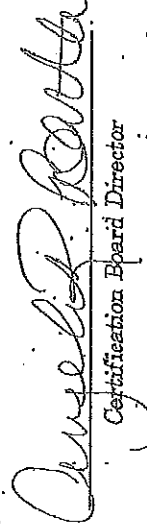
given under the hands and seal by the West Virginia Certification Board for Addiction and Prevention Professionals, Inc.

this 1st day of October A.D. 2009


Certification Board President

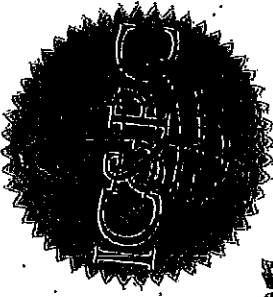
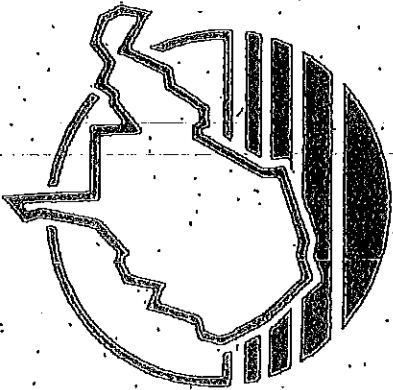

Certification Board Secretary


Certification Committee Chairperson


Certification Board Director

**EXPIRES
9/30/15**

Certificate No. 05-3058



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

Hernando Escandón

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

Advanced Alcohol and Drug Counselor

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

this 1st day of October 2005 A.D.

Cynthia Q. Bartsch
Certification Board President

Rebecca M. Myrnes
Certification Board Secretary

Jammi L. Lundy
Certification Committee Chairperson

Fred Collett
Certification Board Director

**EXPIRES
9/30/15**

Certificate No. 05-305

West Virginia Board of Examiners in Counseling

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

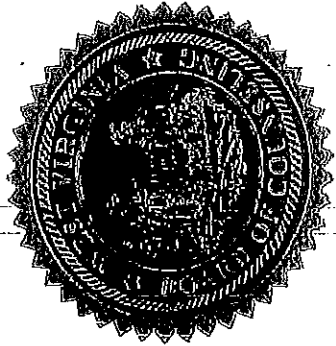
Hernando Escandón
License Number 1700

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

Licensed Professional Counselor (LPC)

Approved Licensed Professional Supervisor (ALPS)

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



License Issued
1/9/2004

WVBEC

Valid Until

June 30, 2015

A handwritten signature in black ink, appearing to read "John J. Charonko".

John J. Charonko, Chair

A handwritten signature in black ink, appearing to read "John H. Niles".

John H. Niles, Secretary

JOB DESCRIPTION FOR CASE MANAGER/DRC OFFICER

Work Hours: 40 hours per week
Position: Full-time

Definition of Work:

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

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

Examples of Work Performed:

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

Desirable Knowledge, Abilities, and Skills:

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

Required Education/Experience:

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

Date: _____

Clinical Supervisor/ Mid-Ohio Valley DRC

Resume of Deborah K. Murphy

Deborah K. Murphy, BA, LSW, ADC



1812 Washington Avenue ◆ Parkersburg, WV 26101
Phone (304) 482-6738
Office Phone (304) 422-8570
Email Address: debkmurphy@suddenlink.net

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

Licensed Social Worker

Certified Alcohol and Drug Counselor

Certified Batterers Intervention Prevention Program Facilitator

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

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

Dependable, hard working, dedicated to employer and clientele.

Strong leadership skills

Work independently with little supervision

Excellent computer and technology skills

W O R K H I S T O R Y

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

Facilitate Batterer's Intervention Program groups. Facilitate substance abuse groups. Conduct initial assessments including a bio-psychosocial, a comprehensive substance abuse evaluation and diagnosis if applicable, and recommend appropriate course of treatment for those referred to the center by the court system and other community agencies. Provide case management services to 40 to 50 court mandated Day Report Center clients. Serve as the liaison for the center with DHHR, and Westbrook Health Services.

Resume of Deborah K. Murphy

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

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

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

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

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

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

Resume of Deborah K. Murphy

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

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

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

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

EDUCATION

Parkersburg South High School, Diploma

Parkersburg Community College, Associate Degree in Social Service Technology

Glennville State College, Bachelor of Arts, Social Work

West Virginia University, Masters Certification of Nonprofit Management ***(in progress)**

West Virginia University, Graduate work in Social Work, and Public Health

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

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

Resume of Deborah K. Murphy

Organizations & Memberships

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

Acknowledgements

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

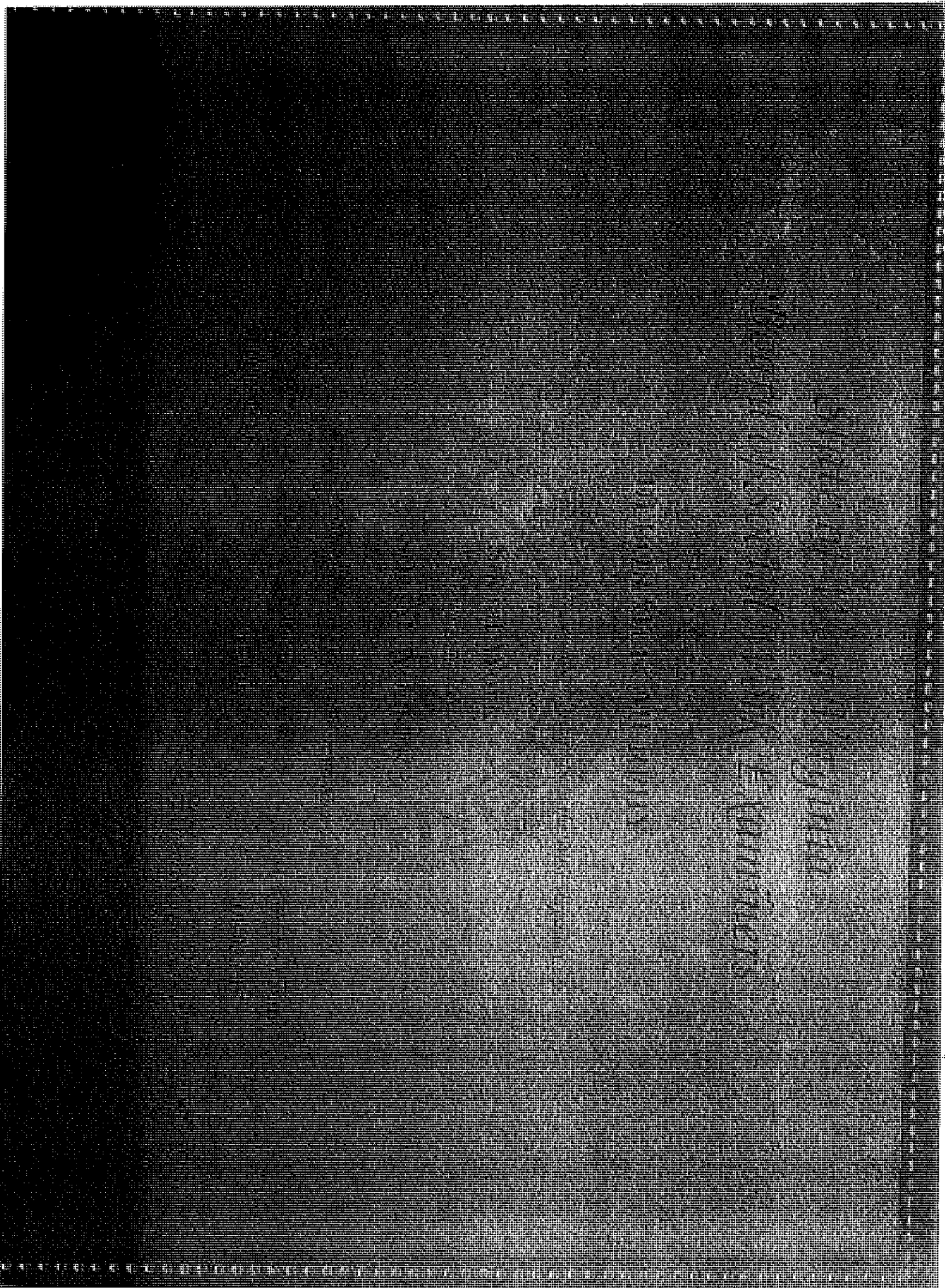
West Virginia Certification Board for
Addiction and Recovery Professionals, Inc.

Deborah K. Murphy

Alcohol and Drug Counselor

AD-2004

EXPIRES



AMY SPENCER CHURCH

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

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

Experience

*DRC/Drug Court
Case Manager*

Wood County Day Report Center

November 2007 – Present

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

*Substance Abuse
Counselor*

Wood County Day Report Center

June 2011- Present

- Received Alcohol and Drug Counselor Certification in July 2011
- Facilitate three(3) levels of Substance Abuse, Group Counseling Treatment (12 hours per week)
- Facilitate aftercare Substance Abuse, Group Counseling Treatment (1 hour per week)
- Prepare material and review curriculum for appropriate content before each session
- Prepare group notes on each client following each session
- Set, Review and Revise individual treatment plans appropriately
- Confront denial and minimization of client situations
- Track participant progress through individual class notes
- Track individual participant progress through treatment program
- Submit reports on client progress to referral source, courts, attorney, etc.

Coordinator

EVE, Inc.

Sexual Assault Intervention Network

April 2005-November 2006

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

*Disaster Relief
Placement
Specialist*

Human Resource Development Foundation, Inc.

Disaster Relief Employment Assistance Program

February 2005- April 2005

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

*Youth Placement
Specialist*

Human Resource Development Foundation, Inc.

Youth Advantage Program

January 2003--July 2004

- Recruited program participants
- Responsible for customer service and problem solving
- Educated participants on Work Readiness, Resume writing and Career Exploration
- Worked with participants to overcome barriers to success
- Maintained files, updated case notes, created and implemented Action Plans, input information into data base

- Maintained confidentiality of all participants
- Organized and planned community and fundraising activities
- Matched workplace positions with participants career goals
- Conducted worksite evaluations and visits
- Tracked hours worked, submitted time sheets and distributed pay checks
- Developed contracts with local businesses and organizations
- Recruited partners from within the community
- National Workforce Professional Certification 1 and 2, Dynamic Institute

*Victim Assistance
Coordinator*

Washington County Victim Assistance Office
October 1997-January 2003

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

*Playground
Coordinator*

Washington County Sheriff's Office
May 1997-October 1997

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

- Developed playground schedule for volunteers and on-duty Police Officers

Education

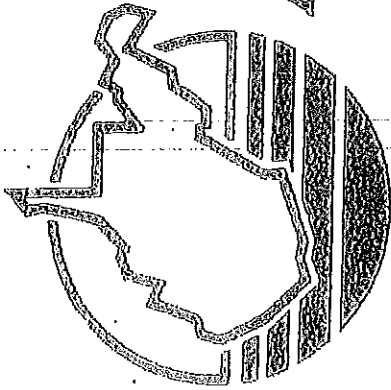
Ohio University B.A. Sociology/Criminology
May 1997

Belpre High School Diploma
May 1993

Certifications

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

References available upon request



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

Amy Church

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

Alcohol and Drug Counselor

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

this 13th day of July AD. 2011

Lyndee Bartle
Certification Board President

Rebekah Metzger
Certification Board Secretary

Jammi L. Linn
Certification Committee Chairperson

**EXPIRES
9/30/15**

Kelsey A. Preston

237 Hillcrest Drive, Marietta, OH 45750

(330)-243-3626

kf308805@ohio.edu

Education:

Cleveland State University, Cleveland, OH.
Masters of Arts in Clinical Psychology, May 2011

Ohio University, Athens, OH.
Bachelor of Arts in Psychology, May 2009
Graduated cum laude with a 3.5 G.P.A.

Career History:

Wood County Day Report Center Parkersburg, West Virginia
Counselor/Case Manager April 2013-Present

- Facilitate group counseling sessions
- Conduct intake assessments
- Coordinate referrals to appropriate resources

Parkersburg Treatment Center Parkersburg, West Virginia
Counselor June 2011-April 2013

- Provide individual and group therapy for Medication-Assisted Treatment patients
- Conduct intake assessments
- Maintain patient records
- Prepare treatment plans and discharge summaries
- Provide crisis intervention for patients as needed

Family Guidance Center Euclid, Ohio
Psychology Aide August 2010-May 2011

- Observe therapy sessions and prepare to conduct future therapy sessions under supervision.
- Attend domestic violence classes and assist in teaching material to students.
- Conduct intake assessments.

Cleveland State University Cleveland, Ohio
Teaching Assistant August 2009-May 2010

- Prepared lecture material and testing material for an undergraduate course in psychology.
- Assisted in teaching, grading and evaluating student coursework.
- Provided administrative duties such as filing and copying documents.

Kelsey A. Preston

237 Hillcrest Drive, Marietta, OH 45750

(330)-243-3626

kf308805@ohio.edu

Cleveland State University

Research Assistant

Cleveland, Ohio

August 2009-May 2010

- Worked in a PTSD research lab.
- Ran participants in current studies, entered data, worked on IRB proposals for upcoming studies, and helped design research questions for studies.
- Performed data entry using SPSS for use in future publications.

OU Psychology and Social Work Clinic

Office Assistant

Athens, Ohio

September 2008-May 2009

- Employed as a front desk assistant in a graduate training clinic.
- Completed client intakes, handled confidential information, answered phone calls, copied materials, handled money, and prepared intake packets.

Alden Library

Information Desk Specialist

Athens, Ohio

September 2007-May 2008

- Worked at Alden Library at Ohio University as an Information Specialist.
- Assisted patrons in finding research and journal articles through research databases, helped patrons fax documents, repaired printer and computer issues, and checked out library materials to patrons.

Ohio University

Research Assistant

Athens, Ohio

September 2006-May 2007

- Worked in a health psychology lab that investigated the adverse side effects of blood donation on blood donors.
- Entered data, traveled to blood donation sites such as Columbus, OH, recruited blood donors, and contacted research participants to fill out follow-up questions regarding their blood donation experience.

SHERRY L. WISE

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

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

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

EDUCATION: 2003-2005: Marshall University M.S Degree. Criminal Justice. GPA 3.9.

1995-1998: Southeast Missouri State University 21 Graduate hours in Psychological counseling. GPA 3.88

1991-1993: St. Louis University, St. Louis, MO; B.A. Degree: Criminal Justice. GPA 3.27.

1987-1988: Old Dominion University, Norfolk, VA; Criminal Justice emphasis.

1985-1988: Edinboro University, Edinboro, PA; Criminal Justice emphasis.

EXPERIENCE:

Nov. 2007- current: Addictions counselor specializing in opioid dependence. Provide intake assessment, addictions assessment tools, one on one supportive counseling, group counseling, Family counseling, and linkage/referral for a caseload of approx. 80 patients.

Sept. 2001-July 2002: Truancy Diversion Worker for Wood County Schools. Provided social work services including linkage and referral, supportive counseling, and positive reinforcement for a caseload of 25 children identified by the attendance department.

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

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

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

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

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

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



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

Sherry Wise

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

Advanced Alcohol and Drug Counselor

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

this 8th day of March AD. 2012

Jamm-LuwiD

Certification Board President

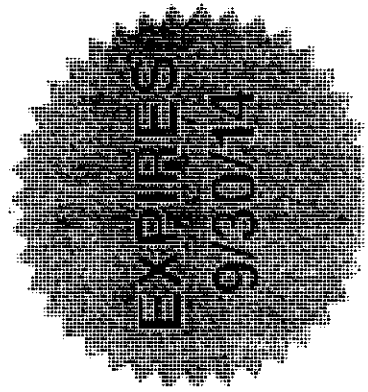
Rakem Metzger

Certification Board Secretary

Jamm-LuwiD

Certification Committee Chairperson

Certificate No. 12-300



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

Professional Experience:

SERVICE COORDINATOR/CASE MANAGER

REM Community Options, Inc., Ravenswood, WV

304-273-5802 Supervisor, Lyndon Koskey

2011-present

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

ADVOCATE

West Virginia Advocates, Inc. (WVA), Charleston, WV

304-346-0847 Supervisor, Linnie Simiryan

2007-2011

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

COUNSELOR

Bannum Place of Charleston (federal halfway house), Charleston, WV

304-925-0312 Supervisor, Robert Stalnaker

2005-2007

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

RECEPTION/PHONE OPERATOR

Manpower Temporary Agency, Steubenville, OH

740-282-2011 Supervisor, Diane

2004-2005

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

CUSTOMER SERVICE REPRESENTATIVE

2004

2002-

Capitol Area Services Company Incorporated (CASCI), Charleston, WV

304-346-3800 Supervisor, Steve Sneed

Duties: Inbound telephone customer service, data entry.

VOLUNTEER LIBRARIAN

Ravenswood Elementary School, Ravenswood, WV

2002-2002

CASE MANAGER

1998-2002

WV Department of Health and Human Resources, Parkersburg, WV

304-485-8461 Supervisor, Joan George

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

Education:

WEST VIRGINIA STATE COLLEGE, Institute, WV

BS in Criminal Justice

Proficient in Word and Excel.

COUNSELOR OR THERAPIST

Nature of Work

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

Examples of Work Performed

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

Desirable Knowledge, Skills, and Abilities:

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

Minimum Qualifications

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

KIMBERLY A. MERTZ

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

EDUCATION

West Virginia Wesleyan College
Bachelor of Arts Degree

Communication Studies and Psychology

Aug. 2003 – May 2006

CERTIFICATION

WV Certification Board for Addiction and Prevention Professionals

Apr. 2011

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

EMPLOYMENT

Mid-Ohio Valley Day Report Center Substance Abuse Counselor

Apr. 2011 – Current

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

Westbrook Health Services, Inc. Substance Abuse School Liaison

Jan. 2008 – Apr. 2011

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

Westbrook Health Services, Inc. DUI Instructor

Jul. 2009 – Apr. 2011

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

Westbrook Health Services, Inc. Therapeutic Consultant

Jul. 2006 – Jan. 2008

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

AmeriCorps Energy Express Mentor

Summers 2003 – 2005

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

INTERNSHIPS

Content Analysis for Sago Mine Investigation

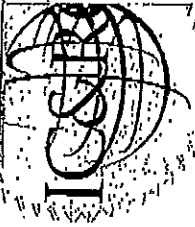
Mar. 2006 – Apr. 2006

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

St. Joseph's Hospital of Buckhannon, WV

Jan. 2006 – May 2006

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



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

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

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

this 11th day of April AD. 2011

Cynthia L. Barthe
Certification Board President

Rebecca J. Stacy
Certification Board Secretary

Jammie Lumb
Certification Committee Chairperson

**EXPIRES
9/30/15**

Certificate No. 11-102

INTERNATIONAL CERTIFICATION & RECIPROCIITY CONSORTIUM

This certificate signifies that

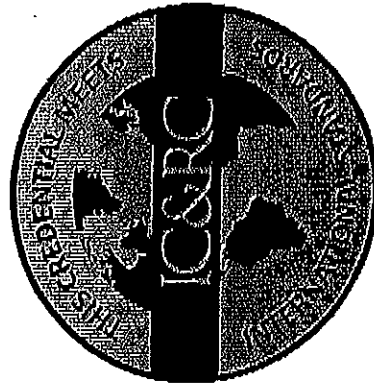
Kimberly Mertz

*has met international standards in knowledge, skills
and professional competencies by attaining an*

Alcohol and Drug Counselor

as attested to by

**West Virginia Certification Board
For Addiction and Prevention Professionals**



IC&RC President

10/01/2013

Date of Issue

09/30/2015

Valid Through

MID OHIO VALLEY REGIONAL DAY REPORT CENTER
Job Description-Site Coordinator/Case Manager

General Statement of Work:

Oversees all operations of the agency satellite offices, provides individual and group case management services, facilitates (or cofacilitates) group counseling under supervision. Collaborates with referral sources and coordinates multidisciplinary treatment services.

Responsibilities Include:

Directs agency staff at satellite offices in carrying out all operational requirements.

Provides ongoing supervision and services to an assigned caseload of non-violent offenders.

Maintains contact with community resources in order to facilitate appropriate referrals, address any barriers to receiving referrals, and identify other community needs/services that the site(s) could potentially fulfill.

Facilitating or cofacilitating group counseling including substance abuse, life skills, education, batterer's intervention, and crisis intervention.

Performs initial assessments, including the implementation and scoring of standardized instruments.

Participates in clinical supervision with agency clinical supervisory staff.

Completes required clinical documentation for all sessions held in a timely manner.

Minimum Job Requirements:

A minimum of a Bachelor's degree is required; a Bachelor's degree in a behavioral science or criminal justice is preferred.

Eligible applicants must be willing to actively pursue relevant credentialing (such as professional counseling, social work, psychology, or addiction counseling)

Preference for applicants with licensure and/or certification in professional counseling, social work, psychology, or addiction counseling.

Knowledge of all aspects of the criminal justice system is highly desirable.

At least one year of experience; work experience in a criminal justice setting is preferred.

AMY JEANNETTE EASTHOM

903 Gallatin Street • Ravenswood, WV • 26164 • 304-532-5338 • jeannes2boys@hotmail.com

EXPERIENCE

KVC Behavioral HealthCare

Family Service Worker, October, 2008 - Present

Responsible for the scheduling, implementation and documentation of parent instruction, safety services, supportive and behavioral counseling in the home. Recorded and assembled clients' progress into comprehensive monthly reports. Ensure services are billed properly and regularly attend multi-disciplinary team meetings. Worked closely with West Virginia DHHR staff. Create service plans tailored specifically to client's individual needs. Worked independently with the public in a variety of settings. Required to adhere to strict confidentiality and ethical codes concerning sensitive client information.

Ross, I.E.S.

Youth Case Manager, March, 2007 - July, 2008

Responsible for assisting youth in pursuing their education and preparing them to enter the workforce in Jackson and Roane Counties. Administered assessments (TABE, COPS, PVI), provided case management, career exploration and exploring training/school opportunities. Assisted youth in determining career goals and life path. Managed supportive services and incentive bonuses for youth.

West Virginia Children's Home Society

Child Care Advocate/Worker, June, 2004 - April, 2005

Responsible for daily activities of the shelter. Worked in coordination with Wood County Juvenile Court to ensure proper documentation and handling of children in custody of the state. Supervised up to ten teenage children simultaneously, along with inherent responsibilities including home visits, medication administration and court appointments. Required to maintain continuing education in courses including passive restraint standard first aid and CPR.

R&R VIDEO CORPORATION

General Manager, September, 2002 - May, 2003

Responsible for all aspects of company's operations. Worked closely with customers, suppliers and owners to ensure smooth transitions of day-to-day business affairs. Responsible for entire corporate budget and bookkeeping. Made weekly payments to movies suppliers; managed employee shift scheduling and handled daily store opening and closing. Prepared and submitted daily, weekly and monthly finance reports to company's owners.

DEGREES

- Bachelor's of Science in Criminal Justice, West Virginia State University, 2006
- Associates in Applied Science in Criminal Justice, West Virginia University, 2004
- Internship with the Jackson County Public Defender's Office, 2001

ACCOMPLISHMENTS & CERTIFICATIONS

- Alpha Phi Sigma National Honor Society in Criminal Justice, 2005-2006
- WVU-P President's Scholar 2006
- Elected Officer of the Criminal Justice Association 2001-2006
- Standard First Aid
- Adult CPR
- Child and Infant CPR
- Certificate in Interpersonal Relations, August 6, 2007
- Completed Understanding and Preventing Workplace Harassment, September 24, 2007
- Completed Confidentiality and HIPPA, September 24, 2007
- Completed Corporate Ethics, October 31, 2007

JOB DESCRIPTION DAY REPORT ASSISTANT

Hours: 40 hrs. a week

Position: Full-Time

Nature of Work

This is a multi-functional position that reports to the Program Director.

Examples of Work Performed

1. Closely tracks all expenses related to the Day Report Center budget;
2. Tracks all collections and expenses.
3. Performs general office duties that include organization of files, answering phones, use of fax machine and copy machine, typing, sending mailings.
4. Performs client billing on a monthly basis.
5. Tracks payments from clients and agencies.
6. Performs other related duties as required by the director.

Minimum Qualifications

Training and Experience:

Associate's degree in Business Administration with two years experience, Bachelor's preferred; or three years experience in related field

Desirable Knowledge, Skills and Abilities

1. Knowledge of standard and legal term knowledge, proper spelling, and punctuation.
2. Ability to perform mathematical applications.
3. Excellent organizational skills.
4. Ability to communicate professionally through oral and written means.
5. Ability to handle multiple tasks simultaneously.

6. General knowledge of basic office procedures including use of office equipment.
7. Ability to work as a team member.
8. Knowledge of proper etiquette relating to office practices and procedures.
9. Ability to understand and follow complex oral and written instructions.
10. Skill in the use of a computer and various associated software such as Corel WordPerfect and Microsoft Office (Word, Access, Excel, QuickBooks and PowerPoint).

Acceptance:

I hereby accept this as an accurate job description as community service supervisor and I will abide by the standards set forward in it.

Employee Name (Print)

Date

Employee Signature

Date

QUYEN NGUYEN
630B Canyon Oaks Drive
Oakland, CA 94605
(415) 990-1582 (M) (510) 878-2964 (H)
quyentnguyen@yahoo.com

OVERVIEW

Years of experience in finance and accounting, the last seven of which I have focused on financial analysis and accounting reporting to all levels of management within the company. My experience runs the entire gamut from analysis of operations, to labor analysis, to inventory analysis, and financial reporting.

QUALIFICATIONS

- Organized, self-starter, efficient, accurate, detail-oriented, goals driven, deadline oriented, able to multi-task, and exceptional working hard under tight deadlines
- Solid finance and accounting background with strong GAAP knowledge and analytical skills
- Excellent on QuickBooks Pro 2005, SAP or AES
- Expert on Microsoft Word, Excel user including data import, graphing, pivot tables, v look-up, etc.
- Able to work effectively with all levels of management
- Good written and outstanding interpersonal communication skills
- Fluent in English and Vietnamese

EMPLOYMENT

Abbott Diabetes Care, Alameda
National Contract Analyst

Sept 2008 – June 2010

- Responsible for the calculation of monthly credit on returned products.
- Documenting and Monitoring contracts for compliance, accuracy and timing.
- Responsible for analysis and Reporting on contract adjudications and customer performance.
- Processing claims within contractually defined deadlines, complying with current terms and conditions set forth in the contract.
- Validating customer submitted data used to process the claims.
- Demonstrating consistent and proactive communication on all items related to a contracted customer with the appropriate sales rep and corporate receivables management personnel.
- Rigorously recording the status of all claims in the contract claims tracking system.
- Maintaining complete and thorough audit trail, documenting all work and communication regarding processing of claims.
- Demonstrating an understanding of the application of the Quality Policy through daily activities.
- Maintaining vigilance to ensure adherence to the Quality Policy and system procedures by promptly reporting noncompliance issues to management.

CommScope, Fremont
Financial Analyst

Dec 2004 – Aug 2008

- Responsible for payroll, A/R, A/P, expenditures, inventory, cost.
- Assisted in G/L, account reconciliation and analysis, month end close, payroll, bank reconciliation, and all other accounting functions.

- Analyzed and reconciled General Ledger balance sheet and expense accounts including cash, fixed assets, and operating expenses.
- Assisted in all accounting related month-end closes, and reconciled/analyzed balance sheet and income statement, including bonus and commissions.

Bank of Walnut Creek, Mortgage Services, San Ramon
Accounting Analyst

June 2002 – May 2004

- Managed daily cash balances, posting and deposited A/R checks.
- Interact with bank and other outside service providers.
- Performed research on accounting issues.
- Assisted controller on financial analysis and management reporting.
- Prepared various schedules for the annual audit.
- Assisted inter-company operation activities, schedules, and commission statements.
- Assisted monthly balance sheet reconciliation and monthly/quarterly financials statement analysis.
- Assisted in monthly accounting closing processes such as reviews, journals, account reconciliation.

Pulmonx, Palo Alto
Accounting Analyst

June 2001 – Apr 2002

- Performed variance analysis such as inventory analysis and cost analysis.
- Maintained depreciation, amortization and other accounting schedules as necessary
- Involved on month end close and G/L review.
- Performed full-cycle of Accounts Payable, including requisition and purchase order preparation. Calculated payments, and prepared account statements. Processed, coded, and matched invoices checks in a timely manner.

AFX Inc., Fremont
Staff Accountant

Dec 1995 – May 2001

- Processed vendor transactions, prepared invoices for payment.
- Responsible for daily inventory used and monthly inventory analysis.
- Assisted in Month-end close account reconciliation and analyses.
- Analyzed and reconciled Division bookings, spending, inventory, and related matters.

EDUCATION

University of Phoenix

MBA in, Business Administration, June 2010

California State University Hayward Bachelor of Science

Management Information System – MIS / Majority of Courses in Accounting, June 2003

PATRICIA R. LYNCH

Skills

Microsoft Word, Excel, Power Point, Outlook, Quick Books, Fundraising

Experience

Nov 2012-Feb 2013 Wood County Magistrate Court Parkersburg, WV

Magistrate Assistant

- File, set hearings for criminal and civil cases, send out notices & subpoena's, answer calls, talk to the public, impute information into the system, update calendar
- Paperwork for arraignments, domestic violence orders, and personal safety orders
- Scan, fax, copy, transport defendants for hearings, on call one week out of the month

Sept 2011-Feb 2012 Conley Law Office Parkersburg, WV

Assistant

- Set consultations, follow up appointments and update calendar
- Ran errands, filed, and responded to telephone calls and messages
- Worked with civil, family and criminal cases
- Composed civil complaints

Jan 2006-Aug 2011 Wood County Prosecuting Attorney's Office Parkersburg, WV

Intern/Assistant Victim Advocate/Receptionist

- Filed, compiled and mailed misdemeanor discovery, greet people and set appointments
- Worked with victims and witnesses, performed victim rights services at the office and Magistrate court
- Respond to phone inquiries and messages, gather, type and send out weekly and daily schedules for court, sent out contempt's, scanned all order's, plea agreements and briefs

1999-present Grace & Mercy/Church Parkersburg, WV

Director of Public Relations

- File, send out invitations letters, resolutions, respond to phone calls and messages
- Coordinate calendar, activities and fundraising

Education

2004-2008 West Virginia University at Parkersburg Parkersburg, WV
2003 Wilmington College New Castle, DE
2000-2003 Parkersburg High School Parkersburg, WV
High School Diploma

References

References are available on request.

William Kincaid

407 Stroehman Street
Parkersburg
West Virginia
1-304-428-7772
kamikazesan@hotmail.com

Objective:

I am seeking to gain employment with an office or business in any qualified position

Qualifications:

I have experience running various software associated With Borders Books and Music. I have for the last 5 years worked well with the public in a retail setting. I have experience a supervisor in dealing with various and random situations that come up, sometimes forcing me to improvise a solution in a limited amount of time.

Education:

WVU-Parkersburg: Associates in Social Science in Criminal Justice attended 1987 to 1992 part time status. I am presently working towards a R.B.A. degree part time.

Relevant Experience:

Borders Books and Music, Supervisor (Inventory) 2006 - 2009

As an Inventory Supervisor I am in charge of a team of people responsible for the receiving, stocking, and returning of all the products that Borders Books and Music carries. In addition I am responsible for all paperwork and processes required of inventory supervisors, from the actual receiving of a product to the filing and processing of invoices of merchandise that is to be sent out either to a customer or back to a distribution hub. Also as a member of the leadership team I am responsible for daily cash reconciliation of the cash registers, scheduling of employees, and for the handling of situations with customers and other tasks as they appear.

WVU-Parkersburg, Instructor (Judo) 1998 - Present

As a Judo instructor I am responsible for the teaching of Judo in accordance with the Kodokan, and WVU-Parkersburg. I teach Students how to perform techniques that are inherent to the martial art of Judo. Also as a member of the faculty at WVU-Parkersburg I am also responsible for the recording of student's progression in the college course.

Almost Heaven Martial Arts Academy Instructor (Judo) 1998 - Present

As a Judo instructor I am responsible for the teaching of Judo in accordance with the Kodokan. I teach Students how to perform techniques that are inherent to the martial art of Judo. Also as an Instructor at Almost Heaven Martial Arts Academy I am responsible for all record keeping recruitment of new students in accordance with the class.

WV Army National Guard Specialist (Combat Engineer) 1985- 1991, 2000- 2003

As a combat engineer with the WV Army National Guard I was responsible for the completion of various combat related jobs. Among these jobs were construction and demolition projects, logistics, supply and transportation of equipment and soldiers for various tasks, as well as other tasks of a basic combat soldier.

Other Experience and training:

1st degree black belt Kodokan Judo awarded in 1995
2nd degree black belt Tomiki Aikido awarded in 2003
2nd degree black belt Mid-Ohio Valley Black Belt Association in 2005
Completed the NRA's Conceal Carry course in April 2009

References Available Upon Request

JOB DESCRIPTION GENERAL SUPPORT STAFF/VAN DRIVER

Nature of Work:

Responsible for the oversight of our agencies drug screening process, oversight of community service program, including supervision of client taking part in community service, and the safe transportation of clients to and from the DRC to attend required programming and to and from other require activities. Also required to maintain and take proper care of all agency vehicles.

Examples of Work Performed:

1. Observe clients as they provide urine for random drug screening process.
2. Take part in the proper search of clients to ensure they are not bringing contraband, weapons, or other items that might be used to provide a false urine screen.
3. Properly fill out and turn in the chain of evidence forms that accompany each urine screen.
4. Over see clients who are engaging in community service.
5. Maintain proper time sheets and other records pertaining to community service.
6. Take part in interacting with community service providers.
7. Help develop new community service providers.
8. Take part in doing safety searches of clients as needed upon their entering the DRC premises.
9. Monitor the clients while they are in the DRC or in the outside break area.
10. Operate the transport vans and transport clients to and from requires outside community service and other types of appointments.
11. Maintain records of transport vans.
12. Maintain the transport vans; make sure they are clean and in good repair.
13. Perform any other duties deemed appropriate by the Director.

Minimum Qualifications:

Education: High School Diploma or G.E.D. at a minimum, but college degree such as Associates in CJ or related field is helpful, and a valid, current operator's license.

Experience:

Must be in reasonable good health, able to lift at least 30 pounds unaided, and sit or stand for long periods.

Desirable Knowledge, Skills, and Abilities:

1. The ability to supervise clients and maintain a professional relationship.

2. The ability to read and write in a professional manner, and maintain written records.
3. The ability to utilize computer programs such as Windows and Excel.
4. Familiarity with geographical area served.
5. Ability to communicate clearly.
6. Ability to interact effectively with clients and general public.
7. Ability to motivate others.
8. Ability to work as a team member.

Megan Saunders

312 6th Street
Ripley, WV 25271
(304) 372-8371
(304)532-2718

I recently graduated from West Virginia University at Parkersburg with my Associates Degree in Criminal Justice. My focus and interests are in substance abuse counseling and addiction counseling. I am also open to other options to advance my education in this field.

EDUCATION

- 2003-2006 Ripley High School, High School
Graduated - May 2006
Ripley, West Virginia
- 2007-2008 Fairmont State University
Criminal Justice
Fairmont, West Virginia
- 2009 West Virginia University at Parkersburg
Associates Degree in Criminal Justice
Parkersburg, West Virginia
- 2006-2007 West Virginia University at Parkersburg / Criminal Justice
Classes Completed:
Probation & Parole
Intro to Criminal Justice
English 1
Criminal Law
Computer concepts
Intro to Psychology
Intro Sociology
- 2007-December 2008 Fairmont State University / Criminal Justice
Classes Completed:
English 2
Intro to Speech communication
American Government
Social Problems
Police Operations
Firearms

Adjudication Process
Sex Crimes
Criminology
Criminal Evidence
Deviant Behavior
Criminal Investigation

2009-December 2009

West Virginia University at Parkersburg /
Criminal Justice
Classes Completed:
Corrections
First Aid
Constitutional Law
Internship
Organized Crime
Ethics in Criminal Justice
Abnormal Psychology
Forensic Psychology

WORK SKILLS

- Telephone
- Computer :Power Point , Word and Excel
- Inventory
- Cash register
- Fax
- Postage Machine

WORK EXPERIENCE

Music Exchange
Ripley, WV 25271
304-372-1503

August 2006 – May 2007

Duties: Secretary.

Inventory, answering the phone, cash register, Computer.

Prosecuting Attorney's Office of Jackson County
Intern for Melissa Wilkinson- Victim Advocate
P.O. Box 811
Ripley, WV 25271
January 2009- April 2009

Duties: Faxed, Typed discovery and subpoenas, filed papers, completed paperwork and attended court cases.

Dairy Queen of Ripley
Ripley, WV 25271
May 2009
Duties: Crew Member

HONORS, ACHIEVEMENTS, AND OTHER INTERESTS

- Honor Roll
- 3.00 GPA
- Mixed Choir (2 years)
- FCCLA (2 years)
- American Heart Association Heart Walk

REFERENCES

Sara Wyr
Leroy, WV
(304) 372-1503

Melissa Wilkinson
(304) 373- 2275

Brandon Board
Gay, WV
(304) 532-6036

LABORATORY TECHNICIAN

Nature of Work

Following routine protocols under the close supervision of the lab Director, or facility Director or CEO performs laboratory tests utilizing requisite lab equipment and instruments, making minor adjustments as required. Responsible for laboratory maintenance, preparing solutions, and ordering supplies for the lab.

Examples of Work Performed

- Performs test which may include various assays and follow established procedures and/or protocols.
- Operates requisite laboratory equipment and instruments; records data; maintains and makes minor adjustments to equipment.
- Uses universal safety precautions to protect self and co-workers from biohazardous materials.
- Complies with biohazard safety standards through proper handling of potentially hazardous chemicals and biological agents within the workplace.
- Completes annual university biohazard/universal precaution training, as appropriate.
- Monitors inventory levels, orders materials and supplies in accordance with established policies and procedures, counts order upon receipt.

Minimum Requirements

Required: High School Diploma, GED with 10 years of experience, AAS degree, and B degree in science with 2 years of experience. Registration as a Medical technologist by the National Certification Agency for Medical Laboratory Personnel. Medical Association, or two years of experience in a medical laboratory under the direct supervision of a medical laboratory technician, medical technologist or physician.

Certification:

Required: State certification and/or licensed.

4304 9th Ave
Vienna, WV 26105
(740)525-0792

John Mandy

Jana Singer

Objective To obtain a full time position as a Laboratory Technician in a expanding and competitive environment

Education *2001-2005 Washington State Community College
Associates Degree of Applied Science
*2001 Washington County Career Center
Certificate of Phlebotomy
*1999 Warren High School
Diploma

Highlights and Qualifications I am self motivated and able to work with minimal supervision and all personality types. I am quick in learning and developing comprehension of new systems and methods.

Professional Experience *During clinical rotations and current employment, I have trained on many different analyzers
*I have performed phlebotomy on a daily basis
*I have had experience with many different computer systems during current and prior employment.

Employment	2009-present	MLT	Holzer Medical Center
	2007-2009	Lab. Manager	Schwabe & Associates Clinical Laboratory
	2005-2007	MLT	St. Joseph Hospital
	2004-2005	OMS	United Parcel Services

References

Autumn Moore

Business Owner

304-482-3310

Jennifer Wilson

Laboratory Director

304-424-4179

Erik Sams

CEO

304-485-1885

N National Credentialing Agency
for Laboratory Personnel

certifies that

Jana L. Singer

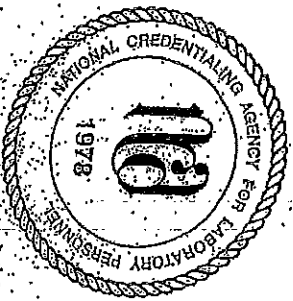
*has demonstrated competence through examination as a
Clinical Laboratory Technician
by fulfilling the requirements of this Agency*

Kathryn Day
President

October 2005

ite

CERTIFICATION FOR THE PROFESSION BY THE PROFESSION



James X. Thomas
2 Boggess Lane, Kenna, WV 25248
(304)377-3908 enterthett@hotmail.com

Objective:

Seeking a fulfilling career to enrich my life and further develop my abilities to learn new things.

Education:

2008-09: Roane/Jackson Vocational, Leroy, WV 25252

- Certificate: May, 2009
- PC Repair/ Maintenance
- Networking Maintenance

2006-10: Ripley High School, Ripley, WV 25271

- Received Diploma, 2010

2012-?: WVUP, Ripley, WV 25271

- General Studies

Work Experience:

Grandprix, 500 Southridge Blvd, South Charleston, WV 25309
(304) 720-4386, May, 13 2007-July 29 2012: Duties include Entertainer, Go-Kart and Laser Tag Instructor, Cook, and Cashier

Kenna Elementary Co-Op 2009-2010, 650 County Road 21/36, Kenna, WV 25248 (304) 372-7343, August, 25 2009-May 28 2010: Duty: Secretary

Quality Inn, 1 Hospitality Dr Ripley, WV 25271
June 14, 2010-April 23, 2012 and July 02, 2012-July 14, 2013,
Duties include Front Desk Clerk, Audit, Manager, Breakfast Attendant/ Shopping, Maintenance, Accounts Payable

177 Dodge, 3315 Charleston Rd, Ripley, WV 25271 (304) 372-3673
August 5 - August 24, 2013; Duty: Car Salesman Training

McDonalds, 6400 Sissonville Dr, Charleston, WV 25312
(304) 984-1640, September 4 2013 - Present, Duty: Service

West Virginia Drug Testing Laboratories
JOB DESCRIPTION

Name: Suzanne Williams
Date of Hire 07/06/10
Program: WV Drug Testing Laboratories
Job Title: Laboratory Director/Technical Consultant
Status: Part Time

Responsibilities of position:

1. Ensures that testing systems in the laboratory provide quality services in all aspects of test performance, such as pre analytic, post analytic, etc.
2. Certifies that the physical environment is safe from hazards and safety/biohazard requirements are followed.
3. Assures that staffs are trained, qualified, and competent and properly supervised. Periodically performs competency evaluations.
4. Ensures that new procedures are reviewed and included in the policy and procedure manual.
5. Ensures that job descriptions are accurate.
6. Ensures environmental conditions are adequate and appropriate for the testing performed.
7. Reviews PT results, QC results, rejection logs. Makes sure quality assurance and control programs are established and maintained.
8. Corrective action plans are utilized and followed when results are unsatisfactory.
9. Ensures appropriate test method selection, adequate method verification to determine precision and acceptable analytic test performances are maintained.
10. Ensures remedial or education needs are identified and training provided.
11. Maintains a harmonious and supportive relationship with all staff.
12. Adheres to all clinical policies and procedures and follows all safety guidelines as outlined by agency policy and OSHA requirements.

JOB DESCRIPTION (CONT)

13. Assist in areas of organization as necessary.

Required Competencies

1. Bachelor Degree in Medical Technology with 2 years of supervisor experience
2. Three years of general laboratory experience
3. In servicing in the areas of orientation, OSHA, CLIA regulations, Policies and procedures to be completed within two months of hire. Further, the employee assumes responsibility for continued education, recertification, and annual in service updates required.
4. Ability to write in comprehensible sentences and with adequate legibility.
5. Ability to communicate by telephone

I agree that I meet the qualifications listed and accept my responsibilities as outlined.

Employee Signature

Date

Signature: M. Williams BS, MT (ASCP)

7-6-10

Supervisor Signature

Date

Suzanne M. Williams, MT(ASCP)

1657 Lake Hills Court

Parkersburg, WV 26101

Home: (304)485-3008

Cell: (304) 488-3063

bugndrug@gmail.com

Objective: Motivated, experienced Professional, seeking to utilize my knowledge and extensive experience which will contribute to the growth of the organization.

Qualifications: Significant experience in the Medical Technology field having worked with the following hospital based information systems: Sunrise, Meditech, Citation (Cerner), and TDS (Eclipsys). Knowledgeable with Microsoft Excel, Word and Powerpoint. Strong experience with technical aspects of medical laboratory science and the background with overseeing Drug Court Laboratories, qualify me as an excellent candidate for the emerging healthcare market.

Accomplishments:

- . Accurate, reliable, focused and able to manage and prioritize multiple tasks
- . Work well under pressure and time constraints in high volume, busy environment
- . Excellent judgment, attendance, communication and supervisory skills
- . Strong technical skills in all phases of Medical Technology field
- . Significant experience with construction of operational and procedural manuals and guides
- . CAP(college of American Pathologists) Inspector(regulating Agency)
- . Lab Director for the West Virginia Drug Testing Laboratories, currently Director for Wood, Mercer, and Greenbrier Counties. All laboratories are CLIA certified
- . Knowledgeable with CLIA regulations
- . Bio terrorism trained
- . Certified in Shipping

Employment History:

Camden Clark Medical Center, Parkersburg, WV June 2011- Current

- . June 2011 – Current: Microbiologist: responsible for technical duties of the Microbiology/Serology department of the laboratory
- . June 2011 – Current: Artificial Insemination performed

West Virginia Drug Testing Laboratories, Parkersburg, WV July 2010 – Current

- July 2010 – Current: Contractual Lab Director, overseeing the operation of laboratories performing the Drug Court Testing. Active participation in CLIA inspections for each testing site. Responsible for reviewing Quality Control for all testing facilities.

St. Joseph's Hospital, Parkersburg, WV

Nov 1990 – June 2011

- 1993 – 2011: Microbiology Supervisor: Responsible for all phases of daily operation of the Microbiology department of the laboratory to meet regulatory requirements for College of American Pathologists and The Joint Commission.
- 1993-2011: Urinalysis Supervisor: Responsibilities the same as above
- 1993-2011: Initiated Artificial Insemination Procedure
- 1990-1993: Microbiologist Generalist: Responsible for technical duties in the Microbiology Department, Urinalysis Department and Serology. Utilized Phlebotomy skills including collection of arterial blood gases

Bellaire City Hospital, Bellaire, OH

Aug 1987 – Nov 1990

- 1987-1990: Generalist: Responsible for technical duties in Hematology, Chemistry, Microbiology and Blood Bank. Utilized phlebotomy skills

Education:

- West Liberty State College, West Liberty, WV 1983-1987
Bachelor of Science in Medical Technology
- Bellaire High School, Bellaire, Oh High School Diploma 1983

Certification and Licensure:

- American Society for Clinical Pathology Certificate Medical Technologist 1990-2013
- West Virginia State Licensure is a WV Clinical Laboratory Practitioner Medical Technologist valid through 2013

References available upon request

AGREEMENT

Laboratory Director

THIS INDEPENDENT CONTRACTOR AGREEMENT is by and between

the West Virginia Drug Testing Laboratories, Inc (hereafter referred to as, Drug Lab) with its principal place of business located at 108 South Walker Street, Princeton, West Virginia 24740 and Suzanne Williams (hereinafter "Laboratory Director") with its principle place of business located at

916 Market St. Parkersburg WV 26101

WHEREAS, the Lab Director intends to enter into this Agreement with the West Virginia Drug Testing Laboratories as an independent contractor to provide consulting services, and responsible for the overall operation and administration of the laboratory, including the employment of competent qualified personnel. Even though you have the option to delegate some of your responsibilities, you remain ultimately responsible and must ensure that all the duties are properly performed and applicable CLIA regulations are met. It is your responsibility to ensure that your laboratory develops and uses a quality system approach to laboratory testing that provides accurate and reliable patient test results. Also procedural supervision of Laboratory technicians, with supervision and assistance for the drug lab as defined in the "Scope of Work" section of this Agreement.

NOW, THEREFORE, the West Virginia Drug Testing Laboratories, Inc. and the Lab Director have negotiated and agreed to the terms, conditions, and scope of work as follows:

1. INDEPENDENT CONTRACTOR. Subject to the terms and conditions of this Agreement, West Virginia Drug testing laboratories, Inc. hereby engages Lab Director as an independent contractor to perform the services set forth in the "Scope of Work" section herein the Lab Director hereby accepts such engagement. This Agreement shall not render Lab Director an employee, partner, agent of, or joint venture with West Virginia Drug Testing Laboratories for any purpose. The Lab Director is and will remain an independent contractor in relationship with the Drug Lab. The Lab Director shall have no claim against West Virginia Drug Testing Laboratories, hereunder or otherwise, for paid time off (sick or vacation), retirement benefits, social security, workers' compensation, health or disability benefits, liability insurance, unemployment insurance benefits, other insurance benefits or employee benefits of any kind.
2. REPRESENTATION AND WARRANTIES. The Laboratory Director represents and warrants at the time of signing this agreement and at all times during the terms of this Agreement:
 - A. Lab Director is duly licensed, registered and in good standing under the laws of the State of West Virginia, to engage in the position as a Laboratory Director. The said license and or certification have not been suspended, revoked, or restricted in any manner. In addition, Lab Director is required to maintain current and active certification through a state or nationally recognized certifying body.

B. Lab Director shall promptly deliver to the West Virginia Drug Testing Laboratories copies of all certificates, registrations, and other evidence of compliance with the foregoing as reasonable and upon request by West Virginia Drug Testing Laboratories;

3. SCOPE OF WORK. Laboratory Director/Technical Consultant

4. To facilitate efficient communication with West Virginia Drug Court Laboratories staff, the Laboratory Director/ will provide scheduled onsite updates and allow the Technical Consultant to make routine site visits and review required results and finds with the Laboratory Directory and the Laboratory Directory will maintain regular supervision over the Main site and over the Technical Consultant. This will be done for recommendations for laboratory monitoring, compliance and procedures.

1. Ensures the testing systems in the laboratory provide quality services in all aspects of test performance, such as preanalytic, post analytic, etc.
2. Certifies that the physical environment is safe from hazards and safety/biohazard requirements are followed
3. Assures that staffs are trained, qualified and competent and properly supervised. Periodically performs competency evaluations.
4. Ensures that new procedures are reviewed and included in the policy and procedure manual.
5. ensures that job descriptions are accurate
6. ensures environmental conditions are adequate and appropriate for the testing performed
7. Reviews PT results, QC results, rejection logs. Makes sure quality assurance and control programs are established and maintained.
8. Corrective actions plans are utilized and followed when results are unsatisfactory.
9. Ensures appropriate test method selection, adequate method verification to determine precision and acceptable analytic test performances are maintained.
10. Ensures remedial or education needs are identified and training provided.
11. Maintains a harmonious and supportive relationship with patients, families, staff, supervisors, physicians, and others.
12. Adheres to all clinical policies and procedures and follows all safety guidelines as outlined by agency policy and OSHA requirements.

5. COMPENSATION. As full compensation for the services rendered pursuant to this Agreement, the West Virginia Drug Testing Laboratories shall pay the Lab Director a rate of 90.00 per hour when site visits are needed and consulting with the Technical Consultant. The Technical Consultant and the Lab Director will bill each site for service rendered when site visits and services are needed on a monthly basis. The Drug Lab shall not be responsible for withholding taxes with respect to the Lab Director compensation. The Lab Director is responsible for all individual expenses incurred under this Agreement. The Lab Director understands and agrees that as an independent consultant the West Virginia Drug Testing Laboratories is required to

issue a 1099 for all income paid to the Lab Director in accordance with United States Internal Revenue Code.

6. INVOICES. Laboratory Director shall invoice West Virginia Drug laboratories (Wood County, Mercer County, Cabell County, Kanawha County and Greenbrier County) at the Listed Address given when services are required or rendered. Invoices shall be submitted on the 26th of each month with a detailed summary (dates and times) of when services were rendered. Approved invoices will be paid by the County services was provided. All invoices shall reference the Program name, dates, services provided, and rate.
7. TERM. This agreement shall commence July-1-2010 and shall continue in full force until July 1, 2011 with an anticipated yearly renewal date unless terminated pursuant to section 11, herein.
8. The Lab Director will not disclose any Confidential Information (as defined below) of West Virginia Drug Testing Laboratories or Day Report Center without express written authorization. Such confidential information will not be used in any way that is directly or indirectly detrimental to the Day Report Center or the West Virginia Drug testing Laboratories Inc., and the Lab Director will keep such confidential information "confidential". If the Lab Director is requested or required (by oral question, interrogatories, requests for information or documents, subpoenas, civil investigative demands, or similar processes) to disclose or produce any confidential information received in the course of their services under this Agreement, the Lab Director will
 - (i) provide West Virginia Drug Court Laboratories and/or Day Report Center with prompt notice thereof and copies, if possible, and if not, descriptions, of the confidential information requested or required to be produced so that West Virginia Drug Testing Laboratories and/ or Day Report Center may seek an appropriate protection order or waive compliance with the provisions of this section and
 - (ii) Consult with West Virginia Drug Testing Laboratories, Inc as to the advisability of the West Virginia Drug Testing Laboratories Inc taking legally available action to resist or narrow such request. The Lab Director further agrees that, in the absence of a protective order or the receipt of a waiver, the Lab Director if compelled by legal council to disclose or produce confidential information concerning the West Virginia Drug Testing Laboratories to any tribunal legally authorized to request and entitled to receive such confidential information without liability then, the Lab Director shall give the West Virginia Drug Testing Laboratories written disclosure of production as is practicable and shall used reasonable efforts to obtain an order or other reliable assurance that confidential treatment will be accorded to such confidential information so required to be disclosed or produced.

For the purposes of this Section, the term "confidential information" shall mean any information of West Virginia Drug Testing Laboratories and Day Report Center (whether written or oral), including all business or management methods, marketing data, fee schedule, or trade secrets of the West Virginia Drug Testing Lab or the Day Report Center whether or not such confidential

information is disclosed or otherwise made available to the Lab Director. Confidential information does not include any information that the Lab Director can establish .

- (i) is or becomes generally available to and know by the public or Court system (other than as result of an unpermitted disclosure directly or indirectly by the Lab Director);
- (ii) is or becomes available to the Lab Director on a non-confidential basis from a source other than the West Virginia Drug Testing Laboratories or the Day Report Center, provided, that such source is not and was not bound by a confidentiality agreement with or other obligation or secrecy to the West Virginia Drug Testing Laboratories or the Day Report Center of which the Lab Director has knowledge, or
- (iii) Has already been or is hereafter independently acquired or developed by the Lab Director without violating any confidentiality agreement with or other obligation of secrecy to the West Virginia Drug Testing Laboratories. The terms and provisions of this section shall survive the termination of this Agreement.

9. NOTICE. Any notice required to be given under this Agreement shall be deemed given on the third (3rd) business day following mailing of any such notice, postage paid, with US Postal Service, to the address set forth herein above.

10. TERMINATION. The West Virginia Drug Testing Laboratories and the Lab Director hereby agree that the during the term of this Agreement and any extensions hereof, this Agreement may be terminated and the Lab Director compensation shall be measured to the date of such termination:

- (i) with or without cause by either party with fifteen (60) days written notice;
- (ii) immediately by mutual consent of both parties; or
- (iii) immediately upon written notice to the Lab Director by the West Virginia Drug Testing Laboratories upon the occurrence of any of the following events:

- A. Suspension, revocation, cancellation or limitation of the rights of the Lab Director to practice in any jurisdiction whether because of loss of license or any other reason, without limitation.
- B. Failure or refusal by the Lab Director to perform diligently their duties under this agreement;
- C. Conviction of the Lab Director of any felonious crime in any federal or state jurisdiction or the United States of America;
- D. Unprofessional, unethical, or fraudulent conduct by the Lab Director or a finding by a professional society of such conduct;
- E. In the event, due to circumstances beyond the control of the Lab Director, the Lab Director shall be unable to perform their duties under this Agreement for any extended period covered by this Agreement; or
- F. In the event, the West Virginia Drug Testing Laboratories Inc does not receive any state, county or federal funding and services are discontinued.

11. The Lab Director shall defend, indemnify and hold the West Virginia Drug testing Laboratories harmless from any loss, claim for damages to person or property, arising out of this Agreement,

including attorney's fees, to the extent that such loss, claim for damages is caused by the negligent acts or omissions of Lab Director Breach of any term of this Agreement.

12. SEVERABILITY. The provisions of this Agreement shall be deemed severable, and the invalidity or unenforceability of any one or more provisions of this Agreement shall not affect the validity and enforceability of any other provisions of this Agreement.
13. ASSIGNMENT PROHIBITED. This Agreement is personal to the Parties and neither Party may assign or delegate any of said rights or obligations of said Party under this Agreement without first obtaining the written consent of the other Party.
14. MODIFICATION. This Agreement shall not be modified, changed, or discharged except by writing signed by the Parties.
15. GOVERNING LAW. It is understood and agreed by and between the Parties that the construction and interpretation of this Agreement shall be at all times and in all respects be interpreted and governed by the laws of the State of West Virginia.
16. ENTIRE AGREEMENT. This Agreement contains the entire Agreement and understanding by and between the Parties with respect to the services of the Lab Director, and no representation, promises, agreements or understanding, written or oral, not contained in this Agreement shall be of any force or affect.
17. HEADINGS. The headings used in this Agreement are for convenience only and do not constitute a part of this Agreement and shall not be construed to in any way alter, limit, or amplify the terms and provisions of this Agreement.
18. COUNTERPARTS. This Agreement may be executed in several counterparts, each of which shall be regarded as an original and all of which shall constitute but one and the same Agreement.

In within whereof the parties have hereunto set their hands and seals the date that follows each signature:

WEST VIRGINIA DRUG TESTING LABORATORIES

LAB DIRECTOR

Steven L. Collins


Suzanne Williams

Chief Executive Officer (or designee)

Date _____

Date: 7-6-2010

**MID OHIO VALLEY REGIONAL DAY REPORT CENTER (DRC)
WEST VIRGINIA DRUG TESTING LABORATORIES, Inc.
Job Description-Medical Review Officer (MRO)**

General Statement of Work:

Utilizes professional medical training, MRO training, professional skills and expertise, and any generally accepted medical methodology to conduct review of drug screens, clinical and medical records, and any other documentation for use by the judicial systems, attorneys, the Department of Health and Human Services (DHHR), and employers.

Immediate Supervisor:

None

Subordinates:

None

Responsibilities Include:

Reviews assessments performed by DRC clinical staff in order to determine medically necessary services.

Expediently conveys findings and opinions through written documentation provided to the DRC and other relevant collaborators including judges, attorneys, social workers, and/or employers.

Facilitates efficient communication with DRC staff and provides regularly scheduled onsite updates regarding recommendations for compliance and procedures.

Maintains a harmonious, professional, and productive relationship with all employees and referral sources, and other collaborators.

Minimum Job Requirements:

A current and valid West Virginia license to practice medicine and/or osteopathy

Demonstrated knowledge of substance abuse disorders as well as both the pharmacology and toxicology of licit and illicit substances.

Thorough knowledge of and adherence to all applicable state and federal laws, regulations, and ethical guidelines.

Completion of at least 12 relevant professional development hours during each three year period following certification.

Excellent interpersonal and professional communication skills.

AGREEMENT

Medical Review Officer

THIS INDEPENDENT CONTRACTOR AGREEMENT is by and between the MID OHIO VALLEY DAY REPORT CENTERS (hereafter referred to as, DRC) with its principal place of business located at 916 Market Street, Parkersburg, West Virginia 26101 and

DAVID AVERY, (hereinafter "Medical Review Officer or MRO;") with its principle place of business located at 418 Grand Park Dr Vicana, WV

WHEREAS, the Medical Review Officer intends to enter into this Agreement with the DRC as an independent contractor to provide consulting services, medical review of assessments deemed appropriate and necessary for review based upon known and established policies and procedures, outcomes and procedural supervision of case workers, with supervision and assistance for the DRC as defined in the "Scope of Work" section of this Agreement.

NOW, THEREFORE, the MID OHIO VALLEY REGIONAL DAY REPORT CENTERS and the Medical Review Officer have negotiated and agreed to the terms, conditions, and scope of work as follows

1. INDEPENDENT CONTRACTOR. Subject to the terms and conditions of this Agreement, DRC hereby engages Medical Review Officer as an independent contractor to perform the services set forth in the "Scope of Work" section herein the MRO hereby accepts such engagement. This Agreement shall not render Medical Review Officer an employee, partner, agent of, or joint venture with MID OHIO VALLEY REGIONAL DAY REPORT CENTERS for any purpose. The MRO is and will remain an independent contractor in relationship with the DRC. The MRO shall have no claim against DRC, hereunder or otherwise, for paid time off (sick or vacation), retirement benefits, social security, workers' compensation, health or disability benefits, liability insurance, unemployment insurance benefits, other insurance benefits or employee benefits of any kind.
2. REPRESENTATION AND WARRANTIES. The Medical Review Officer represents and warrants at the time of signing this agreement and at all times during the terms of this Agreement:
 - A. MRO is duly licensed, registered and in good standing under the laws of the State of West Virginia, to engage in the practice of Medicine, Medical Review, and the said license and registration have not been suspended, revoked, or restricted in any manner;
 - B. MRO has disclosed and will at all times during the terms of this Agreement promptly disclose to MID OHIO VALLEY REGIONAL DAY REPORT CENTERS CEO:
 - (a) the existence and basis of any legal, regulatory, professional or other proceeding against the Medical Review Officer instituted by any person, organization, governmental agency, health care facility, peer review organization, or professional society which involves any allegation of substandard care or professional misconduct raised against Medical Review Officer and

- (b) any allegation of substandard care of professional misconduct raised against medical Review Officer by any person, organization, governmental agency, health care facility, peer review organization or professional society;
- C. Medical Review Officer is able to review assessments performed by DRC clinical staff in order to determine medical necessary services.
- D. Medical Review Officer shall complete and maintain, in a timely manner, adequate, legible and proper records with respect to all services rendered pursuant to this Agreement;
- E. Medical Review Officer shall promptly deliver to the DRC copies of all certificates, registrations, and other evidence of compliance with the foregoing as reasonable and upon request by West DRC;
- F. The MRO shall have direct contact with DRC clients for consultation following assessments for discussion if requested;
3. SCOPE OF WORK. Medical Review Officer Shall:
- A. Utilize professional medical training, MRO training, professional skills and expertise, and any generally accepted medical methodology to conduct review of drug screens, medical records, and any other documentation for use by the court systems, attorneys, Department of Health and Human Services, and employers. The MRO will provide the findings and opinions in written documentation to be provided to the DRC as well as to judges, attorneys, social workers and/or employers.
- B. To facilitate efficient communications with DRC staff, the MRO will provide regularly scheduled onsite updates regarding recommendations for, compliance and procedures.
4. COMPENSATION. As full compensation for the services rendered pursuant to this Agreement, the MID OHIO VALLEY REGIONAL DAY REPORT CENTERS shall pay the Medical Review Officer a rate of \$20.00 per report. Medical Review Officer understands and agrees this is an "open ended" contract and hours are not guaranteed. Referrals will be assigned on an as needed basis and the fees will be based on actual services rendered. Only positive and altered drug screens will be sent to the MRO for medical review. The DRC shall not be responsible for withholding taxes with respect to the MRO's compensation here under. The Medical Review Officer is responsible for all individual expenses incurred under this Agreement. The Medical Review Officer understands and agrees that as an independent consultant the MID OHIO VALLEY REGIONAL DAY REPORT CENTERS are required to issue a 1099 for all income paid to the Medical Review Officer in accordance with United States Internal Revenue Code.
5. INVOICES. Medical Review Officer shall invoice MID OHIO VALLEY REGIONAL DAY REPORT CENTERS at the address on the face of the purchase order indicated "Invoice To." Invoices shall be submitted on the 26th of each month with a detailed summary (dates and times) of when services were rendered. ,
6. TERM. This agreement shall commence 1-11-12 and shall continue in full force until 1-11-22 with an anticipated renewal date of 1-11-22 until 1-11-32 unless terminated pursuant to section 11, herein.
7. The Medical Review Officer will not disclose any Confidential Information (as defined below) of the DRC without express written authorization. Such confidential information will not be used in any way that is directly or indirectly detrimental to the MID OHIO VALLEY Day Report Center

and the Medical Review Officer will keep such confidential information "confidential". If the Medical Review Officer is request or required (by oral question, interrogatories, requests for information or documents, subpoenas, civil investigative demands, or similar processes) to disclose or produce any confidential information received in the course of their services under this Agreement, the Medical Review Officer will

- (i) provide MID OHIO VALLEY REGIONAL DAY REPORT CENTERS with prompt notice thereof and copies, if possible, and if not, descriptions, of the confidential information requested or required to be produced so that MID OHIO VALLEY REGIONAL DAY REPORT CENTERS may seek an appropriate protection order or waive compliance with the provisions of this section and
- (ii) Consult with MID OHIO VALLEY REGIONAL DAY REPORT CENTERS as to the advisability of the taking legally available action to resist or narrow such request. The Medical Review Officer further agrees that, if in the absence of a protective order of the receipt of a waiver hereunder Medical Review Officer is none the less, in the written opinion of their legal counsel, compelled to disclose or produce confidential information concerning the MID OHIO VALLEY REGIONAL DAY REPORT CENTERS to any tribunal legally authorized to request and entitled to receive such confidential information without liability hereunder; provided, however, the Medical Review Officer shall give the MID OHIO VALLEY REGIONAL DAY REPORT CENTERS written disclosure of production as is practicable and shall used reasonable efforts to obtain, to the greatest extent practicable, an order or other reliable assurance that confidential treatment will be accorded to such confidential information so required to be disclosed or produced.

For the purposes of this Section, the term "confidential information" shall mean any information of Day Report Center (weather written or oral), including all business or management methods, marketing data, fee schedule, or trade secrets of the DRC whether or not such confidential information is disclosed or otherwise made available to the MRO. Confidential information does not include any information that Medical Review Officer can establish

- (i) is or becomes generally available to and know by the public or Court system (other than as result of an unpermitted disclosure directly or indirectly by the Medical Review Officer);
- (ii) is or becomes available to the Medical Review Officer on a non-confidential basis from a source other than the MID OHIO VALLEY REGIONAL Day Report Centers, provided, that such source is not and was not bound by a confidentiality agreement with or other obligation or secrecy to the MID OHIO VALLEY REGIONAL DAY REPORT CENTERS of which the Medical Review Officer has knowledge, or
- (iii) Has already been or is hereafter independently acquired or developed by the Medical Review Officer without violating any confidentiality agreement with or other obligation of secrecy to the MID OHIO VALLEY REGIONAL DAY REPORT

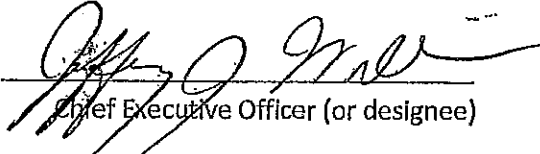
CENTERS. The terms and provisions of this section shall survive the termination of this Agreement.

8. **NOTICE.** Any notice required to be given under this Agreement shall be deemed given on the third (3rd) business day following mailing of any such notice, postage paid, with US Postal Service, to the address set forth herein above.
9. **TERMINATION.** MID OHIO VALLEY REGIONAL DAY REPORT CENTER and the Medical Review Officer hereby agree that during the term of this Agreement and any extensions hereof, this Agreement may be terminated and the Medical Review Officer compensation shall be measured to the date of such termination:
 - (i) with or without cause by either party with fifteen (30) days written notice;
 - (ii) immediately by mutual consent of both parties; or
 - (iii) immediately upon written notice to the MRO by the MID OHIO VALLEY REGIONAL DAY REPORT CENTER upon the occurrence of any of the following events:
 - A. Suspension, revocation, cancellation or limitation of the rights of the Medical Review Officer to practice in any jurisdiction whether because of loss of license or any other reason, without limitation.
 - B. Failure or refusal by the Medical Review Officer to perform diligently their duties under this agreement or to comply with the rules, regulation or other policies established by the MID OHIO VALLEY REGIONAL DAY REPORT CENTER that apply to Medical Review Officers;
 - C. Conviction of the Medical Review Officer of any felonious crime in any federal or state jurisdiction or the United States of America;
 - D. Unprofessional, unethical, immoral or fraudulent conduct by the Medical Review Officer or a finding by a professional society of such conduct;
 - E. In the event, due to circumstances beyond the control of the Medical Review Officer, the Medical Review Officer shall be unable to perform their duties under this Agreement for any extended period covered by this Agreement; or
 - F. In the event, the MID OHIO VALLEY REGIONAL DAY REPORT CENTER does not receive any state, county or federal funding and services are discontinued.
10. **WAIVER OF BREACH.** The waiver by a Party or breach or the failure of a Party to act upon a breach, of any provision of this Agreement by a Party shall not operate or be construed as a waiver of any subsequent breach by the other Party.
11. **SEVERABILITY.** The provisions of this Agreement shall be deemed severable, and the invalidity or unenforceability of any one or more of this Agreement shall not affect the validity and enforceability of any other provisions of this Agreement.
12. **ASSIGNMENT PROHIBITED.** This Agreement is personal to the Parties and neither Party may assign or delegate any of said rights or obligations of said Party under this Agreement without first obtaining the written consent of the other Party.
13. **MODIFICATION.** This Agreement shall not be modified, changed, or discharged except by writing signed by the Parties.
14. **GOVERNING LAW.** It is understood and agreed by and between the Parties that the construction and interpretation of this Agreement shall be at all times and in all respect be interpreted and governed by the laws of the State of West Virginia.

15. ENTIRE AGREEMENT. This Agreement contains the entire Agreement and understanding by and between the Parties with respect to the services of the Medical Review Officer, and no representation, promises, agreements or understanding, written or oral; not contained in this Agreement shall be of any force or affect.
16. HEADINGS. The headings used in this Agreement are for convenience only and do not constitute a part of this Agreement and shall not be construed to in any way alter, limit, or amplify the terms and provisions of this Agreement.
17. COUNTERPARTS. This Agreement may be executed in several counterparts, each of which shall be regarded as an original and all of which shall constitute but one and the same Agreement.

In within whereof the parties have hereunto set their hands and seals the date that follows each signature:

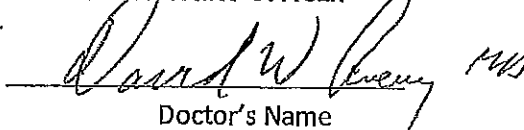
MID OHIO VALLEY REGIONAL DAY REPORT CENTER



Chief Executive Officer (or designee)

Date 1-12-12

MEDICAL REVIEW OFFICER



Doctor's Name

Date: 1/11/12

CURRICULUM VITAE

David W. Avery MD
3702 River Road
Vienna, WV 26105

Current Position/Practice

Ritchie County Primary Care Association (FQHC) 1/1/2008
418 Grand Park Drive, Suite 312
Vienna, WV 26105
304-422-3400

Previous Positions:

Vienna Family Medicine Associates, Inc. 12/1/ 1982-8/1/1994
Mid-Ohio Valley Medical Group (Merger to form New Organization 8/1/1994-
2/1/1999)
Family Care 2/1/1999
Grand Central Family Medicine 2/1/ 1999-1/1/2008

Education:

Pre-Medical: LeMoyne College, Syracuse, NY 8/15/ 1971-5/20/1975
Medical: SUNY Upstate Medical Center, Syracuse, NY 8/1/1975-5/15/1979
Residency: United Hospital Center, Clarksburg, WV 7/1/1979-6/30/1982

Licenses and Certification:

American Board of Family Practice: 1982
Re-certified 1988, 1994, 2000, 2007
Fellow, American Academy of Family Practice 1984
Licenses: West Virginia, Ohio, New York

Hospital Affiliations:

Camden Clark Memorial Hospital, Parkersburg, WV
Medical Staff President 1992
P & T Chairman 1996-2002
Credentials Chairman 1996-2003
Executive Committee 1989-2003
St. Joseph's Hospital, Parkersburg, WV
Sistersville General Hospital, Sistersville, WV

Organizations and Offices Held:

Mid-Ohio Valley Health Department:

Health Officer 1988-1992

Medical Director 1992-current

American Academy of Family Practice:

Member since 1982 (active) (1979-1982 Resident)

AAFP Delegate to AMA 2002-current

Member Rural Health Committee 2003-2005

Reference Committee Member 2004-2005

Credentials Committee Chairman 2003

Member Commission on Governmental Affairs 2005-2006

Elected to AAFP Board of Directors 2006-

West Virginia Chapter of the AAFP:

President 1997-1998

Board of Directors 1986-current

Legislative Chair 1999-current

Alternate Delegate to AAFP 2001

Delegate to AAFP 2002-2006

American Medical Association:

Young Physicians Delegate 1988-1991

Reference committee chairman 1990

AMA Alternate Delegate 1991-1992

AMA Delegate 1992-1998 from WV

Reference committee member 1994, 2003

Reference committee chairman 2005

WV Delegation Chairman 1996-1998

AAFP Delegation member to AMA 2002-current

West Virginia State Medical Association:

Vice-Speaker 1992-1996

Vice-President 1996

President Elect 1997

President 1998

Council Chair (1999) and Member 1991-current

Speaker 2002-current

By-laws Chair 2003-current

Legislative Committee 1994-current

American Heart Association:

ACLS instructor 1979-current

Affiliate Faculty 1994-1999

Regional Faculty 1999-current

Chairman Emergency Cardiac Care Committee Eastern Ohio Region 1990-1998

PALS Instructor 1994-current; Regional Faculty 1999-current

Advanced Trauma Life Support 2007- current

Other Activities:

FAA Senior Aviation Flight Examiner

Headstart Health Advisory Panel 1988-2005

Parkersburg Academy of Medicine President 1993-1994

Center for Aging and Healthcare WV, Board of Directors 1997-current

President 1999-2007

Regional Medical Advisor Carelink Health Plans

Certified Medical Review Officer 1995-current

Athletic Directors Association Distinguished Service Award 1987

Challenged Athletes of WV Medical Advisor

State Appointed Activities:

Committee on Uncompensated Care 1993-1996

Committee on Infant Mortality 1994

Medicaid P & T Committee 2002- current

Chairman P & T Committee 2007 - current

Secondary Schools Activities Commission

Board of Review 1992-current

Governor's Transition Team 2004-2005

Managed Care Activities:

Employee Cooperative Health Organization President 1992

Select Net PPO President 1992-1993

WV Accountable Health Plan, Vice Chairman 1994

WV Medical Services, Inc. Board Member 1994-1997

Delmarva Foundation, WV Medical Director 1998-2003

West Virginia Medical Institute, Board of Directors 2002-current

Personal:

Date of Birth: October 7, 1953

Place of Birth: Syracuse, NY

Wife: Elaine (Married 1978)

Children: Seth (born 1983)

Hobbies: golf, travel, music, political health issues, managed care issues, sports medicine.

West Virginia Community Corrections CMM Program Application	Operational Budget Attachment A
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Attach the operational budget for the local community corrections program along with a brief 3-year strategic financial and programmatic plan of operation. An operational budget must be submitted for each county with a physical program site; however, only one 3-year plan is required as long as all counties included in the application is sufficiently covered in the plan.

County Budget Breakdown

Jackson County Budget

Rent	\$13,200
Utilities	included w/ rent
Supplies	\$2,000
phone/internet	\$1,550
Total expense	\$16,750

Income from County Commission \$25,000

Roane County Budget

Rent	\$6,600
Electric	\$2,907
Water	\$379
Phone/Internet	\$2,400
Gas	\$940
Supplies	\$1,200
Total expense	\$14,426

Income from County Commission \$25,000

Wood

rent	\$18,000
Electric	\$10,147
Water	\$1,961
Phone/Internet	\$1,550
Gas	\$3,019
Supplies	\$7,000
	\$41,677

3 YEAR STRATEGIC FINANCIAL AND PROGRAMATIC PLAN FOR THE MID-OHIO VALLEY DRC

The DRC recognizes that it is essential to find alternative and supplemental funding sources with the final goal of being self-supporting. It is this Director's feeling that there are several potential funding sources available in our service area. These funding resources include the following:

1. The development of inter-County cooperative agreements to pool several counties' resources that are devoted to corrections and build a fund to help defray DRC costs in the future.
2. Expand the number of clients, both in the public and private sector that our Drug Lab provides services for.
3. Continue to improve the collection of client fees.
4. Work closely with all member counties to try to utilize regional jail savings to help fund the DRC operations
5. Expand the ability to bill Medicaid/Medicare and private insurance carriers for the cost of client drug screens.

One area that we are already exploring is having counties take part of their financial savings from their monthly regional jail bills and use those funds to help fund various programs and services at the DRC. All local counties are committed to utilizing the DRC for help in community service oversight. Funds could be utilized either on a yearly or monthly basis to defray personnel costs or the costs for equipment and transportation. We are already providing clients to help with illegal dump site cleanups and littering problems, as well as county-wide yearly clean-up events. We also are providing community service workers for such public events as the yearly County Fairs, the Harvest Moon Festival, The Honey Festival, and aid to the County Historical Society in cleaning and maintaining various historic cemeteries in the region. In these cases, the local county and/or city governments provide specific funding to purchase cleanup supplies and equipment and help defray costs for transportation to and from sites, and also provide worker oversight. We have also begun utilizing offenders who are placed on home confinement and those assigned directly to the DRC for services who are unemployed or indigent to perform community service under DRC supervision to defray their service costs. This has aided the DRC in forming closer working ties with local home confinement units. In addition we have recently reached an arrangement with the Wood County Adult Probation Department to have the DRC oversee all their community service. Even with the Crime rate rising due to the economy, and the rise in serious felony arrests, all of which has caused a slight rise in the yearly jail bill for several of the counties we serve, we estimate that having the DRC operating in the region continues to save the combined counties we serve over \$1,000,000.00 per year off their combined regional jail bill. In Wirt County their average monthly jail bill is approximately \$5,000.00 and this is mostly due to the number of offenders sentenced to the regional jail each month who can't make bail. We have proposed to Wirt County that we could reduce this by approximately \$500 to \$1,000.00 per month if they would enter into a limited

contract to allow us to take many of these offenders as either pre-trial diversions or diversions in general, but to date they have not done so. We are hopeful that with the addition of a Pre-Trial Release Coordinator to our staff, who will be available to work with Wood and Wirt County offenders on gaining pre-trial release, they will quickly see the benefit and a limited agreement will be reached. We feel with all the services we are providing, Wood County, Jackson County, Roane County, Wirt County, and Calhoun County combined should see over the next three years a savings of potentially between \$1,300,000.00 to \$1,400,000.00 per year over the next three years that could further help to fund community corrections and day report centers in these counties. In addition we have hired a local attorney to help us go after the delinquent fees of those clients we feel have the ability to pay for services, but have refused to do so.

We are already actively selling our drug lab services to the private sector and other public service agencies, and one of the ways that we feel will be a more user-friendly alternative to both private and public agencies is if we have the added ability to bill Medicaid/Medicare and private insurance companies for the cost of appropriate client drug screens. In order to do so, we have entered into a contract with a private medical billing company and in the past year have filed the appropriate applications to bill Medicaid and some private insurance carriers for drug screens that are a medical necessity and are part of on-going treatment. We continue to work on getting the proper procedures in place to expand that billing to Medicare in the near future. Since many of our clients have Medicaid/Medicare cards, this would ultimately save them money and at the same time allow us to collect a higher fee for our drug screening service from both the private and public sector. Since we have finalized some of these procedures and have begun to properly bill for some of these services, we have collected approximately \$150,000.00 in additional client revenues, and we estimate yearly monthly revenues of \$250,000.00 to \$1,000,000.00 per year from our drug testing lab, especially if we can successfully expand our lab services to eventually offer on-site "Confirmation Drug Tests", which at the present, we and all other agencies state-wide have to send out of state at an additional cost that doesn't support our local community corrections programs.

In addition to having the local attorney begin collection services against delinquent clients, we continue to explore the option of having the local judges hold quarterly status hearings to deal with clients who are failing to pay fees even though they do have the funds to pay the fees. Because of these efforts we have seen an increase in our client collection fees, to the point that we have collected over 80% of our required local match funds with three months still left in the current fiscal year. We project that with the addition of other revenues collected through our drug lab, the uptick in collections from Drug Courts in Wood and Kanawha Counties for whom we offer various services, the increase in individual client fees, and a requested increase of \$15,000.00 each from Jackson and Roane County Commissions for the services we offer at our sites there, that we should see combined revenues of around \$400,000 per year over the next three years. As the Director, I feel that the steps mentioned above will help us meet our strategic financial plan.

Areas we hope to improve our program scope and range include:

1. The creation of a separate substance abuse treatment track within all our DRC locations to work with clients who are either identified as having a chronic and/or terminal medical condition which necessitates them taking prescription medications which would ordinarily be considered inappropriate for clients taking part in DRC substance abuse treatment or identified as being able and willing to substitute other non-addictive and mind altering prescription medications for inappropriate medications they are being prescribed.
2. The creation of specialized short-term life skills classes for specific types of clients such as first offense bad check writers, female clients in need of specialized support treatment, and clients in need of grief counseling.
3. We are also exploring the possibility of offering DMV certified DUI classes at all our sites. This would not only provide another much needed service to our clients, but would also provide us with another valuable source of revenue.
4. We are also looking into offering our lab services to other DRCs in counties like Doddridge, Tyler, and Harrison County. Since they do mandatory drug screens already, this would save them money and time by allowing them to send their screens to a local lab instead of out-of-state. This would also provide us with another source of revenue.
5. The other possibility we are exploring is the creation of another DRC under our control to offer services in Pleasant County, as well entering into formal agreements with Wirt and Calhoun Counties to offer services for their clients at our centers in Wood and Roane Counties.

With the inclusion of all these services, we would anticipate that our client base should increase over the next three years by approximately 5 to 10% per year. Since we now work with approximately 220 active clients on any given day in our three existing DRC sites, we would hope to see that go up to 242 in 2012-2013, 267 in 2013-2014, and 293 in 2014-2015.

We project that we will collect over \$400,000.00 in fees for this current year, and with the potential we project from the addition of the above services our fee revenues for the next fiscal year could be around \$500,000.00 in 2012-2013, \$550,000.00 in 2013-2014, and \$600,000.00 in 2014-2015. Of course these are only projections, but we feel that the steps outlined in this three year plan will certainly help us increase our clients and revenues bases significantly.



Roane County Commission

200 Main Street
Spencer, WV 25276
304 927-0078



jenrand@commission.state.wv.us

Gary A. Mace, President

Rodney D. Cox

Melissa O'Brien

February 26, 2014

Division of Criminal Justice & Community Services
1204 Kanawha Blvd. East
Charleston, WV 25301

Dear Sir or Madam

The Roane County Commission has seen first hand the progress made by the Roane County Day Report Center over the past few years. We appreciate the work accomplished there and the opportunity to assist the center in providing services that provide successful alternatives to incarceration in addition to other community services.

The Roane County Commission has supported the Day Report Center in the past and currently is contributing \$25,000 this fiscal year. It is our intention to continue supporting the Day Report Center, with an amount to be determined during the County Budget Process which occurs in March.

We look forward to continuing our working relationship with the Roane County Day Report Center and support their efforts.

Sincerely,

Gary Mace, President
Roane County Commission



The Jackson County Commission

Jackson County Courthouse
Ripley, West Virginia 25271
Phone (304) 373-2220
Fax (304) 373-0245



Commissioner
Mike Randolph

Commissioner
Tommy Nutter

Commissioner
Dick Waybright

February 1, 2014

Division of Criminal Justice & Community Services
1204 Kanawha Blvd. East
Charleston, WV 25301

Dear Sir or Madam:

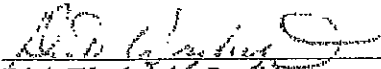
We have had the opportunity to see the importance of the Wood/Jackson Day Report Center first hand. Since beginning to work in Jackson County, it has become a valuable asset in our community's efforts to provide successful alternatives to incarceration. The Day Report Center provides an extremely valuable range of quality services.

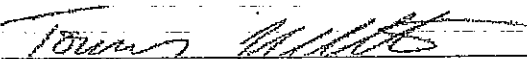
The Jackson County Commission supports the mission and goals of the Jackson County Day Report and we have budgeted \$25,000 for the Jackson County Day Report Center in our current budget. It is our intention to budget at least this amount for fiscal year 2014-2015. This will be officially approved during one of our Commission meetings in March. It is our understanding that we will continue to have representation on the community corrections board for the foreseeable future.


We look forward to continuing our working relationship with the Jackson County Day Report Center.

Sincerely,

THE JACKSON COUNTY COMMISSION


Dick Waybright, President


Tommy Nutter, Commissioner


Mike Randolph, Commissioner

**DAY REPORT CENTER AGREEMENT BY AND BETWEEN WOOD
COUNTY AND JACKSON COUNTY**

Whereas, funding has been obtained through a state grant for the establishment of a multi-county Day report center within the Wood, Jackson, and Roane County area; and

Whereas, The Wood County Commission has endorsed the grant project and has funds available within their budget for the establishment, operation and use of the Day report centers; and

Now, therefore, the undersigned for and on behalf of the Wood and Jackson County Commissions does hereby agree to the following terms in consideration of receipt of state and federal grant funds, directly and indirectly, and the benefits of the Day report centers;

1. The Jackson County Commission hereby agrees to pay \$2083.33 per month for a one year period to the Wood County Commission as their part of a contract to provide Jackson County with a Day Report Program to be housed in a facility in Ripley, WV. This facility will provide treatment and supervision in a Community Corrections setting to clients assigned to the DRC by the Courts and other social service agencies. The monthly payment will help offset some of the costs related to services rendered. The Payment will be made by the seventh (7th) of each month, for services rendered, in that month commencing on the 1st day of July, 2012, and ending on 30th day of June, 2013. Said contract may be renewed with both parties agreement on a yearly basis.
2. The monthly payment from Jackson County will be applied to personnel and other costs incurred by the Day Report Center.
3. During the fiscal year 2012-2013, the Day report Center will receive copies of the Jackson County regional jail bill and the Day Report Center and Jackson County officials will review the bills and determine the affect of Day Report services on the total jail bill.
4. Both Commissions agree that any cash, grant, or donations collected for use by Day Report center will be sent to a central location and will be made payable to the Wood County

Commission, and that the memorandum portion of said checks will reflect Day Report Centers.

- 5. The parties further agree that Wood County and Jackson County Commissions may end participation in this agreement by providing written notice, 60 days in advance, sent by certified mail to the County Commission Offices, with the understanding that any outstanding grant or contractual obligations and payments will be met upon the agreement ending.

Entered into this 1st day of July, 2012:

JACKSON COUNTY COMMISSION

BY: [Signature]

ITS: President

DATE: 03-22-2012

WOOD COUNTY COMMISSION

BY: [Signature]

ITS: PRESIDENT

DATE: 3-22-12

DAY REPORT CENTER AGREEMENT BY AND BETWEEN WOOD COUNTY AND ROANE COUNTY

Whereas, funding has been obtained through a state grant for the establishment of a multi-county Day report center within the Wood, Jackson, and Roane County area; and

Whereas, The Wood County Commission has endorsed the grant project and has funds available within their budget for the establishment, operation and use of the Day report centers; and

Now, therefore, the undersigned for and on behalf of the Wood and Roane County Commissions does hereby agree to the following terms in consideration of receipt of state and federal grant funds, directly and indirectly, and the benefits of the Day report centers;

1. The Roane County Commission hereby agrees to pay \$ 2083.00 per month for a one year period to the Wood County Commission as their part of a contract to provide Roane County with a Day Report Program to be housed in a facility in Spencer, WV. This facility will provide treatment and supervision in a Community Corrections setting to clients assigned to the DRC by the Courts and other social service agencies. The monthly payment will help offset some of the costs related to services rendered. The Payment will be made by the seventh (7th) of each month, for services rendered, in that month commencing on the 1st day of July, 2012, and ending on 30th day of June, 2013. Said contract may be renewed with both parties agreement on a yearly basis.
2. The monthly payment from Roane County will be applied to personnel and other costs incurred by the Day Report Center.
3. During the fiscal year 2012-2013, the Day report Center will receive copies of the Roane County regional jail bill and the Day Report Center and Roane County officials will review the bills and determine the affect of Day Report services on the total jail bill.
4. Both Commissions agree that any cash, grant, or donations collected for use by Day Report center will be sent to a central location and will be made payable to the Wood County

Commission, and that the memorandum portion of said checks will reflect Day Report Centers.

5. The parties further agree that Wood County and Roane County Commissions may end participation in this agreement by providing written notice, 60 days in advance, sent by certified mail to the County Commission Offices, with the understanding that any outstanding grant or contractual obligations and payments will be met upon the agreement ending.

Entered into this 1st day of July, 2012.

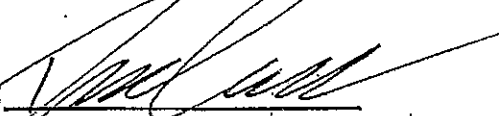
ROANE COUNTY COMMISSION

BY: 

ITS: President

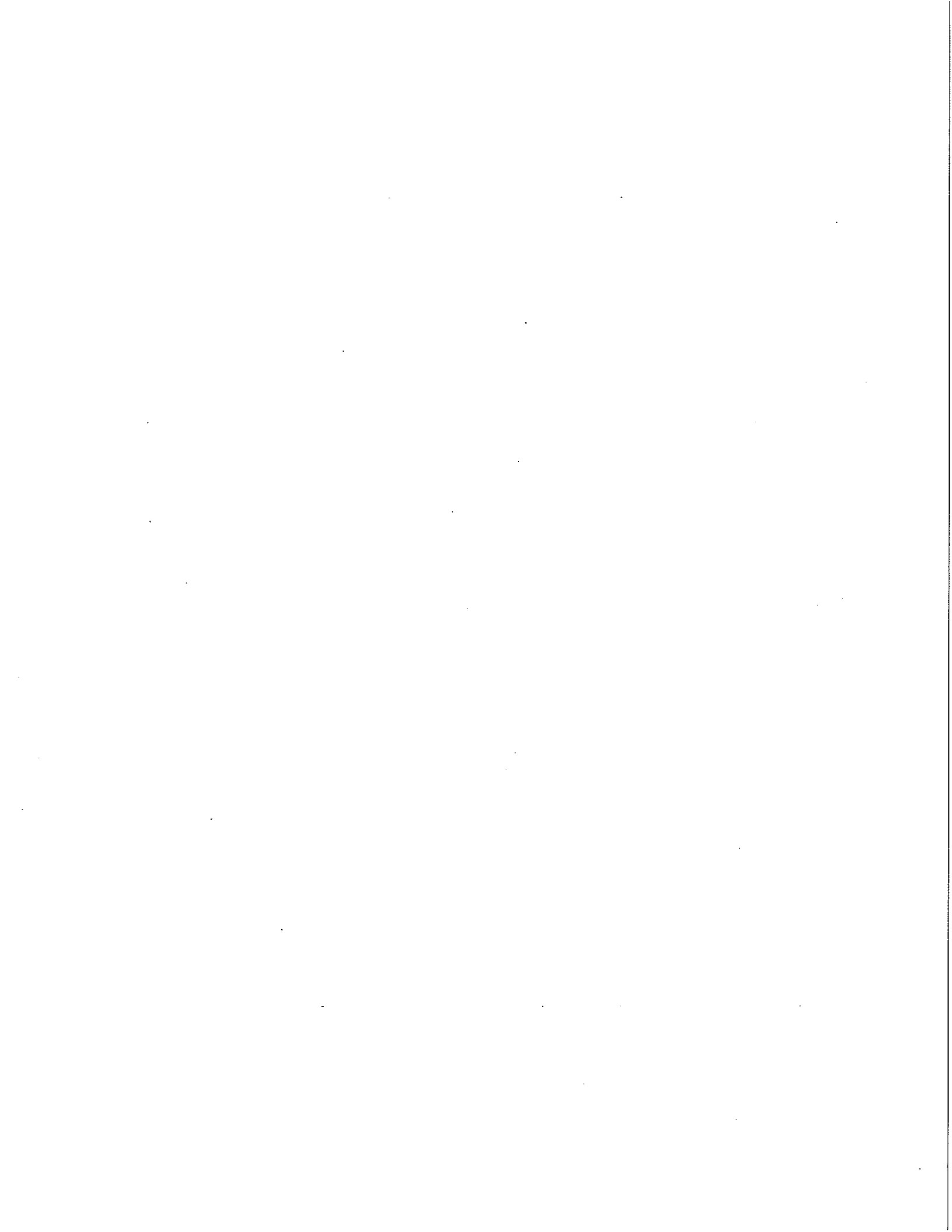
DATE: March 27, 2012

WOOD COUNTY COMMISSION

BY: 

ITS: PRESIDENT

DATE: March 27, 2012



THIS LEASE, made this 11th day of February, 2013, by and between Wood County Senior Citizens Association, Inc., a corporation originated and existing under the laws of West Virginia, hereinafter called Landlord, and the **Wood County Community Corrections Board**, hereinafter called Tenant;

WITNESSETH:

The Landlord for and in consideration of the rents herein reserved to be paid by the Tenant, and the covenants herein to be kept and performed by the Tenant, does hereby demise and lease unto the Tenant the premises known and described as 916 Market Street, Parkersburg, West Virginia, which includes the entire first floor, a sun room, a patio, basement space, and parking. Tenant will have sole use of all parking spaces located at the side of 916 Market Street, which includes 11 parking spaces and two extra spaces immediately adjacent to the front of 916 Market Street. In addition, Tenant will have sole use of 10 more parking spaces in the parking area across the alley from the rear of 916 Market Street and adjacent to 9 1/2 Street. Tenant is solely responsible for marking spaces and enforcing towing of illegally parked vehicles.

1. TERM: The term of this lease shall commence on the **1st day of March, 2013**, and end on the **28th day of February, 2014**, shall continue on a monthly basis unless that term hereby demised shall be sooner terminated as hereinafter provided.

2. RENTAL: In consideration of said demise, the Tenant covenants to pay to the Landlord as rent for said premises during the initial term of said lease the sum of **\$1,500.00 per month** in advance without demand at the office of the Landlord at 914 Market Street, P.O. Box 1229, Parkersburg, West Virginia, 26102, on the 1st day of each and every calendar month during each year of said term, and all such rent shall be considered as monthly installments on the whole amount of the rent due for the full term of this lease. Tenant is responsible for payment of all utilities including gas, electric, water, and any related fees.

3. ADDITIONAL RENT: N/A

4. HOLDING OVER: Any holding over by Tenant or retention of the demised premises beyond the initial term of this lease and extension term, or terms, if exercised as aforesaid, shall not be construed as

renewing or extending this lease in any manner whatsoever, but it may at the option of the Landlord be construed as creating a tenancy from month to month, at the same monthly rental Tenant was paying when the Tenant's initial term, or extension term, as the case may be, expired, payable monthly in advance, and on the same terms herein contained insofar as applicable.

5. USE OF THE PREMISES: The demised premises shall be used for general office purposes and for no other purpose. Tenant agrees not to use or occupy said premises or permit the same to be used or occupied for any purpose or business deemed hazardous by the Landlord on account of fire or otherwise and agrees to secure in advance the consent of Landlord to the use of all bulky and heavy furniture or safes before moving the same on or into premises; that it will not do, use, or permit upon or in said premises anything that will invalidate any policy or policies of insurance now or hereafter carried on said building, or that will increase the rate of insurance thereon, or that may be dangerous to life or limb; that it will not in any manner deface or injure said building or any part thereof, or overload the floors of demised premises, and that it will comply with all governmental and health laws, ordinances, and police and fire department requirements and regulations respecting said premises, including without limiting the generality of the foregoing compliance with the Occupational Safety and Health Act of 1970, as amended from time to time, and all standards, rules, and regulations promulgated thereunder.

6. ALTERATIONS: Tenant agrees to make no alterations, erections, additions, or improvements in or to the leased premises and not to place any fixtures in or on the leased premises without first obtaining the written consent of the Landlord, which consent shall not be unreasonably withheld. All such alterations, erections, additions, fixtures (including by way of illustration air conditioners, furnaces, ducts, lighting fixtures, wiring, water tanks, plumbing) and improvements made in the leased premises shall be and become the property of Landlord and shall remain in or upon said premises at the termination of this lease by expiration or otherwise without Landlord in any manner compensating Tenant.

7. BUILDING SERVICES: Landlord shall provide, within its standards on each item, the following services and facilities:

- a. Air conditioning, ventilating, and heating, through the air conditioning system of the building, Monday through Saturday, from 8:00 a.m. to 5:00 p.m. Tenant agrees to

cooperate fully with Landlord and to abide by the regulations and requirements which Landlord may reasonably prescribe for the proper functioning and protection of the air conditioning and heating systems.

- b. Electrical current for building standard level of illumination including standard fixtures of Landlord's choice, and replacement of light globes and/or fluorescent tubes installed in the premises by Landlord; however, Landlord's agreement to furnish electricity for lighting does not include installation of wiring for reproduction equipment machinery, computers, or other equipment, except electric typewriters and desk-type adding machines, nor any other equipment requiring a greater voltage than the lighting circuits standard in the building.
- c. Maintenance service of the public toilet rooms in the building.
- d. Maintenance of standard hardware installed in premises by the Landlord.
- e. Cleaning of outside and inside exterior windowpanes.
- f. Cleaning and maintenance of common areas of the building.
- g. Hot and cold water for lavatory and drinking purposes; if Tenant requires water for any additional purposes, Tenant shall pay the cost thereof, as shown on a meter to be installed and maintained at the Tenant's expense to measure such consumption.

8. QUIET ENJOYMENT: Landlord covenants that it has the right to let and lease the aforesaid premises and that Tenant upon complying with the terms and provisions herein contained and paying promptly the rental herein provided shall have quiet, peaceful and undisturbed possession of the premises throughout the term of this lease.

9. LANDLORD'S RIGHT TO EXAMINE PREMISES: Tenant agrees to allow the Landlord's agents reasonably free access to the demised premises during reasonable hours for the purpose of examining the same, to ascertain if the same are in good repair, to make repairs or alterations to the leased premises and to other portions of Landlord's building, and to exhibit the same to prospective tenants; provided, however, the use of the demised premises by Tenant is not unreasonably interfered with. Tenant agrees that Landlord shall have the right to immediate free access to the demised premises for repairs to the balance of Landlord's building where an emergency exists, and Landlord shall be the sole judge of the existence of an emergency. Landlord agrees that before any entry is made onto the premises for any reason, a designated representative of the Tenant must be notified and accompany Landlord or Landlord's agent due to confidential records being maintained on the premises.

10. LANDLORD NOT LIABLE FOR DEFECTS: In the absence of willfulness or negligence on its part or breach of any of its agreements or covenants under this lease, Landlord shall not be liable to Tenant or third parties for any damage or injury to Tenant or third parties or the property of either occasioned by or arising out of any defect in or condition of the premises, now existing or hereafter existing, or occasioned by fire, water, explosion, wind, snow, ice, or other casualty.

11. DAMAGE CLAIMS: Tenant hereby agrees to save the Landlord harmless from all claims, causes, and demands of every kind and nature whatsoever, of, by, or in favor of any person, firm, or corporation, whether by way of damage or otherwise, arising from the omission or failure on the part of Tenant to perform and observe any covenants or conditions thereof, or arising by reason of any accident or happening upon the demised premises. The Tenant further agrees to carry public liability and property damage insurance, protecting both the Landlord and the Tenant as to claims arising from accidents or happenings on or in connection with the leased premises, with public liability limits of not less than One Hundred Thousand (\$100,000) Dollars for each claimant and Three Hundred Thousand (\$300,000) Dollars for each accident or happening, and property damage limits of not less than One Hundred Thousand (\$100,000) Dollars for each claimant and One Hundred Thousand (\$100,000) Dollars for each accident or happening. Tenant shall furnish the Landlord with proper certificates showing the details of all such insurance required by this lease to be carried by Tenant, that the same is in force, and that such insurance cannot be cancelled without Landlord having been notified in writing more than ten (10) days prior to cancellation.

12. ASSIGNMENT: The Tenant agrees not to assign this lease in whole or in part and not to sublet the leased premises or any part thereof without first obtaining the written consent of the Landlord, which consent will not unreasonably be withheld. Any such assigning, in whole or in part, or subletting shall not relieve the Tenant in any way of its obligations hereunder.

13. REENTRY: The Tenant covenants that if the rent reserved by this lease or any part thereof shall be unpaid when due, or if the premises shall become vacant or actually unoccupied during the term, or if the Tenant shall fail to perform any of the conditions, covenants, provisions, and agreements contained herein, or if a petition in bankruptcy shall be filed by the Tenant, or if the Tenant shall be adjudged

bankrupt or insolvent by any court, or if a receiver or trustee in bankruptcy or a receiver of the property of the Tenant shall be appointed in any suit, action, or proceeding, or if the Tenant shall make an assignment for the benefit of creditors, or if an execution shall be issued against the Tenant, or if the Tenant's leasehold interest herein shall be levied upon, or if the Tenant's leasehold interest herein shall by operation of law pass to any person other than the Tenant, then, in each and every such case, the Landlord may, at its option, without notice to the Tenant or to any assignee, transferee, trustee, receiver, or other person or persons, with force or otherwise, retake and recover possession of said premises and terminate this lease and the term herein and hereby granted and demised; or, in each and every such case, the Landlord may at its option, without notice to the Tenant or to any assignee, transferee, trustee, receiver, or other person or persons, with force or otherwise, enter said premises and relet the same as it may see fit, without avoiding or terminating this lease, and for the purpose of such reletting the Landlord may make such repairs, alterations or additions in or to said premises as the Landlord may deem necessary for the purpose of such reletting and after paying the costs, expenses, and charges of such reletting and of the repairs, alterations, and additions in and to said premises to equal the rent hereinbefore agreed to be paid by the Tenant, then the Tenant shall pay any deficiency arising thereby upon demand therefore, and such deficiency shall be considered, construed, and taken to be a debt provable in bankruptcy or receivership.

14. NONPAYMENT OR DESERTION: The above Tenant shall pay to the Landlord, or to its agent, the said specified rent at the times and in the manner above provided, and in the case of the nonpayment of the said rent at the times and place above stated, or in case the said leased premises shall be deserted or vacated, the said Landlord shall have the right to enter the same as the agent of the said Tenant, either by force or otherwise, without being liable for any prosecution therefore, and, as the agent of the Tenant, to take possession of any furniture or other property on the said premises, and to sell the same at public or private sale without notice, and to apply the same to the payment of the rent due by these presents, holding the Tenant liable for the deficiency, if any.

15. FIRE: It is understood and agreed that in case the improvements on the demised premises shall be destroyed or so damaged by fire or other cause as to render it unfit for occupancy or use, the Landlord shall have the right to elect whether it will rebuild or repair the said building in a condition similar to its condition prior to such casualty and to continue this lease in full force and virtue, or whether it will elect to

terminate the lease. Such election shall be made in writing within twenty (20) days after the loss. If the Landlord shall elect to repair said premises, then it shall also notify the Tenant as to the estimated time required for such repairs, and if it is estimated that said building cannot be repaired within a period of ninety (90) days, then the Tenant shall have the option of terminating this lease by giving the Landlord notice in writing within thirty (30) days after receipt of notice of Landlord's election as to the repair of the premises. During the time that same premises shall be unfit for occupancy, if the cause thereof is not as a result of the willfulness of the Tenant, the rent hereby reserved, or a fair and just proportion thereof, according to the nature and extent of the damage sustained, shall be suspended and cease to be payable until the leased premises shall be rebuilt or repaired for occupation and use, or this lease terminated and ended by the Landlord or the Tenant as herein provided. It is agreed that no suspension or ceasing of rent shall be required if such unfitness for occupancy is caused by the willfulness of the Tenant.

16. EMINENT DOMAIN: If the whole of the demised premises or any part thereof is taken under the power of eminent domain or conveyed under the threat of the power of eminent domain, all sums payable thereunder shall belong to and be paid to the Landlord, the Tenant having no right therein, except to recover relocation expense against the condemning authority. Further, if the whole of the demised premises or such part of the demised premises, so as to substantially interfere with Tenant's use of the demised premises, is taken under the power of eminent domain, or conveyed under the threat of the power of eminent domain, then the Tenant may terminate this lease by giving the Landlord at least thirty (30) days written notice prior to such termination date; provided, however, if no notice is given or if the taking is not substantial (and it shall be conclusively presumed to be not substantial if a partial taking and no notice is given) then in any such event there shall be no abatement of rent reserved hereunder, and this lease shall continue in all respects as to the balance of said property. The notice provided for above may be given at any time not later than ninety (90) days next following physical possession of the premises being taken, the judgment in a condemnation proceeding becoming final or from the date that notice by the Landlord is given the Tenant of its voluntary conveying, whichever occurs first and as the case may be.

17. INTEREST: Any payment not made by the Tenant to the Landlord within ten (10) days of the day due shall bear interest from the date due at twelve (12%) percent per annum.

18. WAIVER: A waiver by the Landlord of any default, omission, or violation by Tenant shall not be construed as a waiver of any subsequently occurring default, omission, or violation.

19. NOTICES: All notices required or proper under this lease shall be deemed to be served if sent by registered mail to the last address previously furnished by the parties hereto, until otherwise changed by the parties by notice in writing; notices shall be sent to


Landlord at: Wood County Senior Citizens Association, Inc
914 Market Street Suite 106
P O Box 1229
Parkersburg, WV 26102

Tenant at: Wood County Community Corrections Board
916 Market Street
Parkersburg, WV 26101

20. IMPROVEMENTS: The tenant accepts the space in "as is" condition. Landlord will maintain Tenant's space in accordance to the "Building Services" in Section 7.

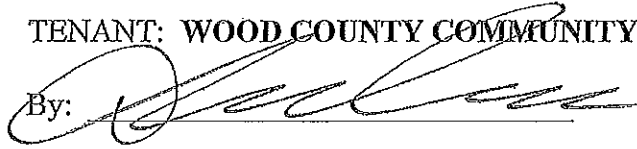
21. SUCCESSORS: This agreement shall inure to and be binding upon the successors and assigns of the Landlord and the heirs, administrators, executors, successors, and assigns of the Tenant.

LANDLORD: WOOD COUNTY SENIOR CITIZENS ASSOCIATION, INC.

By:  Date: 2/12/13

Its: Executive Director

TENANT: WOOD COUNTY COMMUNITY CORRECTIONS BOARD

By:  Date: _____

Its: _____

Horizon Properties, LLC

Conversation Memorandum

Date: March 23 2013

Name: Jackson County Day Report

Phone: 304-514-2268

Subject: Monthly Lease

Reference: Leased Signed Sept 11 2009

Notes from Discussion: Wood County Community Corrections

Board Signed a lease for 221 Main St West

Ripley, WV 25271 on September 11, 2009. The

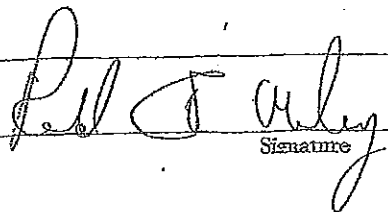
lease is currently on a Month to Month Basis

and the tenant is in Good Standing

Property Management is looking forward to a

long term tenant with Jackson County

Day Report Center.


Signature

THIS LEASE, made this 3rd day of September, 2009, by and between Old Colony Realtors, a corporation originated and existing under the laws of West Virginia, hereinafter called Landlord, and the Wood County Community Corrections Board, hereinafter called Tenant;

WITNESSETH:

The Landlord for and in consideration of the rents herein reserved to be paid by the Tenant, and the covenants herein to be kept and performed by the Tenant, does hereby demise and lease unto the Tenant the premises known and described as 222 Main Street, Ripley, WV, 25271.

1. TERM: The term of this lease shall commence on the 8th of September, 2009, and shall contract on a monthly basis until August 1, 2010. The lease can be renewed each year there after, provided the Tenant confirms the agreement annually before August 1st of each year.
2. RENTAL: In consideration of said demise, the Tenant covenants to pay to the Landlord as rent for said premises during the initial term of said lease the sum of One thousand, one hundred dollars (\$1,100) per month in advance without demand at the office of the Landlord at 217 1/2 Maple Street, N, Ripley, WV, 25271 by the fifth (5th) day of each and every calendar month during each year of said term and all such rent shall be considered as monthly installments on the whole amount of the rent due for the full term of this lease.
3. HOLDING OVER: Any holding over by Tenant or retention of the demised premises beyond the initial term of this lease and extension term, or terms, if exercised as aforesaid, shall not be construed as renewing or extending this lease in any manner whatsoever, but it may at the option of the Landlord be construed as creating a tenancy from month to month, at the same monthly rental Tenant was paying when the Tenant's initial term, or extension term, as the case may be, expired, payable monthly in advance, and on the same terms herein contained insofar as applicable.
4. USE OF THE PREMISES: The demised premises shall be used for the purposes of providing services to Day Report Center clients and any other uses that are consistent with

the operation and function of the Day Report Center. Tenant agrees not to use or occupy said premises or permit the same to be used or occupied for any purpose or business deemed hazardous by the Landlord on account of fire or otherwise and agrees to secure in advance the consent of the Landlord to the use of all bulky and heavy furniture or safes before moving the same on or into premises; that it will not do, use, or permit upon or in said premises that may be dangerous to life or limb; that it will not in any way deface or injure said building or any part thereof other than approved alterations, or overload the floors of demised premises, and that it will comply with all governmental and health laws, ordinances, and police and fire department requirements and regulations respecting said premises, including without limiting the generality of the foregoing compliance with the Occupational Safety and Health Act of 1970, as amended from time to time, and all standards, rules, and regulations promulgated thereunder.

5. ALTERATIONS: Tenant agrees to make no alterations, erections additions, or improvements in or to the leased premises and not to place any fixtures in or on the leased premises without first obtaining the written consent of the Landlord, which consent shall not be unreasonably withheld. All such alterations, erections, additions, fixtures (including by way of illustration air conditioners, furnaces, ducts, lighting fixtures, wiring, water tanks, plumbing) and improvements made in the leased premises shall be and become the property of Landlord and shall remain in or upon said premises at the termination of this lease by expiration or otherwise without Landlord in any manner compensating Tenant.
6. BUILDING SERVICES: Landlord shall provide, within its standards on each item, the following services and facilities: (A) Air conditioning, ventilating, and heating, through the air conditioning system of the building. Costs for said utilities to be included in the aforementioned rent. Tenant agrees to cooperate fully with Landlord and to abide by the regulations and requirements, which Landlord may reasonably prescribe for the proper functioning and protection of the air conditioning and heating systems. (B) Electrical current for building standard level of illumination. Maintenance of standard hardware installed in premises by the Landlord.

7. QUIET ENJOYMENT: Landlord covenants that it has the right to let and lease the aforesaid premises and that Tenant upon complying with the terms and provisions herein contained and paying promptly the rental herein provided shall have quiet, peaceful and undisturbed possession of the premises throughout the term of this lease.
8. LANDLORD'S RIGHT TO EXAMINE PREMISES: Tenant agrees to allow the Landlord's agents reasonable free access to the demised premises during reasonable hours for the purpose of examining the same, to ascertain if the same are in good repair, to make repairs or alterations to the leased premises and to other portions of Landlord's building, and to exhibit the same to prospective tenants; provided, however, the use of the demised premises by Tenant is not unreasonably interfered with. Tenant agrees that Landlord shall have the right to immediate free access to the demised premises for repairs to the balance of Landlord's building where an emergency exists and the Landlord shall be the sole judge of the existence of an emergency. Landlord agrees that before any entry is made onto the premises for any reason, a designated representative of the Tenant must be notified and accompanies said Landlord or Landlord's agent due to confidential records being maintained on the Premises.
9. LANDLORD NOT LIABLE FOR DEFECTS: In the absence of willfulness or negligence on its part or breach of any of its agreements or COVENANTS UNDER THIS LEASE, Landlord shall not be liable to Tenant or third parties for any damage or injury to Tenant or third parties or the property of either occasioned by or arising out of any defect in or condition of the premises, now existing or hereafter existing, or occasioned by fire, water, explosion, wind, snow, ice, or other casualty.
10. DAMAGE CLAIMS: The Tenant agrees to carry public liability and property damage insurance, protecting both the Landlord and the Tenant as to claims arising from accidents or happenings on or in connection with the leased premises, with public liability limits of not less than One Hundred Thousand (\$100,000) Dollars for each claimant and Three Hundred Thousand (\$300,000) Dollars for each accident or happening, and property damage limits of not less than One Hundred Thousand (\$100,000) Dollars for each claimant and One

Hundred Thousand (\$100,000) Dollars for each accident or happening. Tenant shall furnish the Landlord with proper certificates showing the details of all such insurance required by this lease to be carried by Tenant, that the same is in force, and that such insurance cannot be cancelled without Landlord having been notified in writing more than ten (10) days prior to cancellation.

11. ASSIGNMENT: The Tenant agrees not to assign this lease in whole or in part and not to sublet the leased premises or any part thereof without first obtaining the written consent of the Landlord, which consent will not unreasonably be withheld. Any such assigning, in whole or in part, or subletting shall not relieve the Tenant in any way of its obligations hereunder.
12. REENTRY: The Tenant covenants that if the rent reserved by this lease or any part thereof shall be unpaid when due, or if the Tenant shall fail to perform any of the conditions, covenants, provisions, and agreements contained herein, or if a petition in bankruptcy shall be filed by the Tenant, or if the Tenant shall fail to perform any of the conditions, covenants, provisions, and agreements contained herein, or if a petition in bankruptcy shall be filed by the Tenant, or if the Tenant shall be adjudged bankrupt or insolvent by any court, or if a receiver or trustee in bankruptcy or a receiver of the property of the Tenant shall be appointed in any suit, action, or proceeding, or if the Tenant shall make an assignment for the benefit of creditors, or if an execution shall be issued against the Tenant, or if the Tenant's leasehold interest herein shall be levied upon, or if the Tenant's leasehold interest herein shall, by operation of law, pass to any person other than the Tenant, then, in each and every such case, the Landlord may, at its option, without notice to the Tenant or to any assignee, transferee, trustee, receiver, or other person or persons, with force or otherwise, retake and recover possession of said premises and terminate this lease and the term herein and hereby granted and demise; or, in each and every such case, the Landlord may at its option, without notice to the Tenant or to any assignee, transferee, trustee, receiver, or other person or persons, with force or otherwise, enter said premises and relet the same as it may see fit, without avoiding or terminating this lease, and for the purpose of such reletting

the Landlord may make such repairs, alterations or additions in or to said premises as the Landlord may deem necessary for the purpose of such reletting and after paying the costs, expenses, and charges of such reletting and of the repairs, alterations, and additions in and to said premises to equal the rent hereinbefore agreed to paid by the Tenant, then the Tenant shall pay and deficiency arising thereby upon demand therefore, and such deficiency shall be considered, construed, and taken to be a debt provable in bankruptcy or receivership.

13. NONPAYMENT OR DESERTION: The above Tenant shall pay to the Landlord, or its agent, the said specified rent at the times and in the manner above provided, and in the case of the nonpayment of the said rent at the times and place above stated, or in case the said leased premises shall be deserted or vacated, the said Landlord shall have the right to enter the same as the agent of the said Tenant, either by force or otherwise, without being liable for any prosecution therefore, and, as the agent of the Tenant, to take possession of any furniture or other property on the said premises, and to sell the same at public or private sale without notice, and to apply the same to the payment of the rent due by these presents, holding the Tenant liable for the deficiency, if any.
14. FIRE: It is understood and agreed that in case the improvements on the demised premises shall be destroyed or so damaged by fire or other cause as to render it unfit for occupancy or use, the Landlord shall have the right to elect whether it will rebuild or repair the said building in a condition similar to its condition prior to such casualty and to continue this lease in full force and virtue, or whether it will elect to terminate the lease. Such election shall be made in writing within twenty (20) days after the loss. If the Landlord shall elect to repair said premises, then it shall also notify the Tenant as to the estimated time required for such repairs, and if it is estimated that said building cannot be repaired within a period of ninety (90) days, then the Tenant shall have the option of terminating this lease by giving the Landlord notice in writing within thirty (30) days after receipt of notice of Landlord's election as to the repair of the premises. During the time that same premises shall be unfit for occupancy, if the cause thereof is not as a result of the willfulness of the Tenant, the rent

hereby reserved, or a fair and just proportion thereof, according to the nature and extent of the damage sustained, shall be suspended and cease to be payable until the leased premises shall be rebuilt or repaired for occupation and use, or this lease terminated and ended by the Landlord or the Tenant as herein provided. It is agreed that no suspension or ceasing of rent shall be required if such unfitness for occupancy is caused by the willfulness of the Tenant.

15. EMINENT DOMAIN: If the whole of the demised premises or any part thereof is taken under the power of eminent domain or conveyed under the threat of the power of eminent domain, all sums payable thereunder shall belong to and be paid to the Landlord, the Tenant having no right therein, except to recover relocation expense against the condemning authority. Further, if the whole of the demised premises or such part of the demised premises, so as to substantially interfere with Tenant's use of the demised premises, is taken under the power of eminent domain, or conveyed under the threat of the power of eminent domain, then the Tenant may terminate this lease by giving the Landlord at least thirty (30) days written notice prior to such termination date; provided, however, if no notice is given or if the taking is not substantial (and it shall be conclusively presumed to be not substantial if a partial taking and no notice is given) then in any such event there shall be no abatement of rent reserved hereunder, and this lease shall continue in all respects as to the balance of said property. The notice provided for above may be given at any time not later than ninety (90) days next following physical possession of the premises being taken, (the judgment in a condemnation proceeding becoming final or from the date that notice by the Landlord is given the Tenant of its voluntary conveying, whichever occurs first and as the case may be,
16. INTEREST: Any payment not made by the Tenant to the Landlord within the ten (10) days of the day due shall bear interest from the date due at twelve (12%) percent per annum.
17. WAIVER: A waiver by the Landlord of any default, omission, or violation by Tenant shall not be construed as a waiver of any subsequently occurring default, omission, or violation 10.

18. NOTICES: All notices required or proper under this lease shall be deemed to be served if sent by registered mail to the last address previously furnished by the parties hereto, until otherwise changed by the parties by notice in writing; notices shall be sent to:

Landlord at: Old Colony Realtors, Ron McKay
217 1/2 Maple Street, N
Ripley, WV 25271

Tenant at: Wood County Day Report Center
916 Market Street
Parkersburg, WV 26101

19. IMPROVEMENTS: The tenant accepts the space in "as is" condition. Landlord will maintain Tenant's space in accordance to the "Building Services" in Section 7.

20. SUCCESSORS: This agreement shall inure to and be binding upon the successors and assigns of the Landlord and the heirs, administrators, executors, successors, and assigns of the Tenant.

LANDLORD: Old Colony Realtors
BY: [Signature]

DATE: 9-11-09

ITS: Management

TENANT: Wood County Community Corrections Board
BY: [Signature]

DATE: 9-11-09

ITS: BOARD PRESIDENT

THIS LEASE, made this 6th day of September, 2012, by and between Phyllis Lance, hereinafter referred to as the Landlord, and the Wood County Commission, hereinafter referred to as the Tenant:

WITNESSETH:

The Landlord for and in consideration of the rents herein reserved to be paid by the Tenant, and the covenants herein to be kept and performed by the Tenant, does hereby demise and lease unto the Tenant the premises known and described as 325 Main Street, Spencer, WV, 25276.

1. **TERM:** The term of this lease shall commence on the First (10th) day of September, 2012 and shall contract on a monthly basis until August 31st, 2013. This lease can be renewed each year there after, provided the Tenant confirms the agreement annually before September 1st of each year.
2. **RENTAL:** In consideration of said demise, the Tenant covenants to pay the Landlord as rent for said premises during the term of said lease the sum of Five Hundred and Fifty Dollars (\$550.00) per month in advance without demand at the office of the Landlord at P.O. Box 63, Spencer, WV by the Tenth (10th) day of each and every calendar month during the year of the lease agreement. All such rent shall be considered as monthly installments of said term and all such rent shall be considered as monthly installments on the whole amount of rent due for the full term of this lease. If the lease is renewed in subsequent years, the Tenant covenants to pay the Landlord as rent for said premises the sum of Five Hundred and Fifty Dollars (\$550.00) per month by the Tenth (10th) day of each and every calendar month of that year at the same location, unless the landlord and tenant have agreed on a different rental sum before the renewal date.
3. **HOLDING OVER:** Any holding over by the Tenant or retention of the demised premises beyond the initial term of this lease and extension term, or terms, if exercised as aforesaid, shall not be construed as renewing or extending this lease in any manner whatsoever, but it may at the option of landlord be construed as creating a tenancy from month to month, at the new monthly rate of Five Hundred and Fifty Dollars (\$550.00) which would be the same as the Tenant's monthly rate under a subsequent year lease agreement. Said payment would be payable monthly in advance, and on the same terms contained insofar as applicable.
4. **USE OF THE PREMISES:** The demised premises shall be used for the purposes of providing services to Day Report Center clients and any other uses that are consistent with the operation and function of the Day Report Center. The Tenant agrees not to use or occupy said premises or permit the same to be used or occupied for any purposes or business deemed hazardous by the Landlord on account of fire or otherwise and agrees to secure in advance the consent of the

Landlord to the use of all bulky and heavy furniture or safes before moving the same on or into the premises; that it will not do, use, or permit upon or in said premises that may be dangerous to life and limb; that it will not in any way deface or injure said building or any part thereof other than approved alterations, or overload the floors of the demised premises, and that it will comply with all governmental and health laws, ordinances, and police and fire department requirements and regulations respecting said premises, including without limiting the generality of the forgoing compliance with the Occupational Safety and Health Act of 1970, as amended from time to time, and all standards, rules, and regulations promulgated there under.

5. ALTERATIONS: Tenant agrees to make no alterations, erections, additions, or improvements in or to the leased premises and not to place any fixtures in or on the leased premises without first obtaining the written consent of the Landlord, which said consent shall not be unreasonably withheld. All such alterations, erections, additions, or fixtures (including by way of illustration air conditioners, furnaces, ducts, lighting fixtures, wiring, water tanks, plumbing) and improvements made in the leased premises shall be and become the property of the Landlord and shall remain in or upon said premises at the termination of the lease by expiration or otherwise without Landlord in any manner compensating Tenant. The only exception to this clause would be if the Tenant would need to have a qualified computer service company install a router in the premises that would be used by the Tenant to link their computers and access the Internet. If this is required, the Landlord agrees to allow the Tenant to do so, and agrees that the router would remain the property of the Tenant and would be removed by the Tenant upon any termination of the lease.
6. BUILDING SERVICES: Landlord shall provide, within its standards on each item, the following services and facilities: (A) The Landlord agrees to provide any repairs to the existing structure that are not the result of negligence on the part of the Tenant (including by way of illustration repairs to faulty wiring, plumbing, heating or air conditioning equipment or ducts, roof or window damage, or any other defect of the premises that could constitute a danger or interfere with the reasonable operation of the Tenant's business. The Tenant agrees to cooperate fully with the Landlord and to abide by the regulations and requirements, which the Landlord may reasonably prescribe for the proper functioning and protection of the air conditioning and heating systems and the electrical system. (B) The landlord shall maintain the electric current for building standard level of illumination and shall maintain the standard installed hardware. (C) Tenant agrees to pay the costs for utilities to the premises that are in addition to the cost for the monthly rent.
7. QUIET ENJOYMENT: Landlord covenants that it has the right to let and lease the aforesaid premises and that the Tenant upon complying with the terms and provisions herein contained and paying promptly the rental herein provided shall

have quiet, peaceful and undisturbed possession of the premises throughout the term of this lease.

8. **LANDLORD'S RIGHT TO EXAMINE PREMISES:** Tenant agrees to allow the landlord or the landlord's agents reasonable free access to the demised premises during reasonable hours for the purpose of examining the same, to ascertain if the same are in good repair, to make repairs or alterations to the leased premises and to other portions of the Landlord's building, and to exhibit the same to prospective tenants; provided, however, the use of the demised premises by Tenant is not unreasonably interfered with. The Landlord may not access locked filing cabinets or drawers of desks that belong to the Tenant. Tenant agrees that Landlord shall have the right to immediate free access to the demised premises for repairs to the balance of the Landlord's building where an emergency exists and the Landlord shall be the sole judge of the existence of the emergency. Landlord agrees that before entry is made onto the premises for any reason, a designated representative of the Tenant must be notified and accompanies said Landlord or Landlord's agents due to confidential records being maintained on the premises and confidential meeting with clients taking place in the demised premises.
9. **LANDLORD NOT LIABLE FOR DEFECTS:** In the absence of willfulness or negligence on its part or breach of any of its agreements or covenants under this lease, Landlord shall not be liable to the Tenant or third parties for any damage or injury to the Tenant or third parties or the property of either occasioned by or arising out of any defect in or condition of the premises, not existing or hereinafter existing, or occasioned by fire, water, explosion, wind, snow, ice, or other casualty.
10. **DAMAGE CLAIMS:** The Tenant agrees to carry public liability and property damage insurance, protecting both the Landlord and the Tenant as to claims arising from accidents or happenings on or in connection with the leased premises, with public liability limits of not less than One Hundred Thousand (\$100,000) Dollars for each claimant and Three Hundred Thousand (\$300,000) Dollars for each accident or happening, and property damage limits of not less than One Hundred Thousand (\$100,000) Dollars for each claimant and One Hundred Thousand (\$100,000) Dollars for each accident or happening. Tenant shall furnish the landlord with proper certificates showing the details of all such insurances required by this lease to be carried by the Tenant, that the same is in force, and that such insurance cannot be canceled without Landlord having been notified in writing more than ten (10) days prior to cancelation.
11. **ASSIGNMENT:** The Tenant agrees not to assign this lease in whole or in part and not to sublet the leased premises or any part thereof without first obtaining the written consent of the Landlord, which consent will not be unreasonably withheld. Any such assigning, in whole or in part, or subletting shall not relieve the Tenant in any way of its obligations hereunder.

12. REENTRY: The Tenant covenants that if the rent reserved by this lease or any part thereof shall be unpaid when dues, or if the performance of any conditions, covenants, and agreements contained herein, or if petition for bankruptcy shall be filed by the Tenant, or if the Tenant shall be adjudged bankrupt or insolvent by any court, or if a receiver or trustee in bankruptcy or a receiver of the property of the Tenant shall be appointed by any suit, action, or proceeding, or if the Tenant shall make an assignment for the benefit of creditors, or if an execution shall be issued against the Tenant, or if the Tenant's leaseholder interest herein shall be levied upon, or if the Tenant's leasehold interest herein shall, by operation of law, pass to any person other than the Tenant, then, in each and every case, the Landlord may, at its option, without notice to the Tenant or to any assignee, transferee, trustee, receiver, or other person or persons, with force or otherwise, retake and recover possession of said premises and terminate this lease and the term herein and hereby granted and demised; or, in each and every case, the Landlord may at its option, without notice to the Tenant or to assignee, transferee, trustee, receiver, or other person or persons, with force or otherwise, enter said premises and relet the same as it sees fit, without avoiding or terminating this lease, and for the purpose of such reletting the Landlord may make such repairs, alterations, or additions in or to the said premises as the Landlord may deem necessary for the purpose of such reletting and after paying the costs, expenses, and charges of such reletting and of the repairs, alterations, and additions in and to said premises to equal the rent here before agreed to be paid by the Tenant, then the Tenant shall pay any deficiency arising thereby upon demand thereof, and such deficiency shall be considered, construed, and taken to be a debt provable in bankruptcy or receivership.

13. NONPAYMENT OR DESERTION: The above Tenant shall pay to the Landlord, or its agent, the said specified rent at the times and in the manner above provided, or in the case of nonpayment of the said rent at the times and place above stated, or in case the said leased premises shall be deserted or vacated, the said Landlord or his agent shall have the right to enter the same, either by force or otherwise, without being liable for any prosecution thereof, and, to take possession of any furniture or other property on the said premises, and to sell the same at public or private sale without notice, and to apply the same to the payment of the rent due by these presents, holding the Tenant liable for the deficiency, if any.

14. FIRE: It is understood and agreed that in cases the improvements on the demised premises shall be destroyed or so damaged by fire or other cause as to render it unfit for occupancy or use, the Landlord shall have the right to elect whether to rebuild or repair the said building in a condition similar to its condition prior to such casualty and to continue this lease in full force and virtue, or whether it will elect to terminate the lease. Such election shall be made in writing within twenty (20) days after the loss. If the Landlord shall elect to repair said premises, then it shall notify the Tenant as to the estimated time required for such repairs, and then if it is estimated that said building cannot be repaired within a period of ninety ((90) days, then the Tenant shall have the option of terminating this lease by

giving the Landlord notice in writing within thirty (30) days after receipt of notice of the Landlord's election as to the repair of the premises. During the time that same premises shall be unfit for occupancy, if the cause thereof is not the result of the willfulness of the Tenant, the rent hereby reserved, or a fair and just proportion thereof, according to the nature and extent of the damage sustained, shall be suspended and cease to be payable until the leased premises shall be rebuilt or repaired for occupation and use, or if the lease is terminated and ended by the Landlord or Tenant as herein provided. It is agreed that no suspension or ceasing of rent shall be required if such unfitness for occupancy is caused by the willfulness of the Tenant.

15. EMINENT DOMAIN; If the whole of the demised premises or any part thereof is taken under the power of eminent domain or conveyed under the threat of the power of eminent domain, all sums payable there under shall belong to and be paid to the Landlord, the Tenant having no right therein, except to recover relocation expense against the condemning authority. Further, if the whole of the demised premises or such part of the demised premises, so as to substantially interfere with the Tenant's use of the demised premises, is taken under the power of eminent domain, or conveyed under the threat of the power of eminent domain, then the Tenant may terminate this lease by giving the Landlord at least thirty (30) days written notice prior to such termination date, provided, however, if no notice is given or if the taking is not substantial (and it shall be conclusively presumed to be not substantial if a partial taking and no notice is given) then in any such event there shall be no abatement of rent reserved hereunder, and this lease shall continue in all respects as to the balance of said property. The notice provided for the above may be given at any time not later than ninety (90) days next following physical possession of the premises being taken, the judgment in a condemnation proceeding becoming final or from the date that notice by the Landlord is given to the Tenant of its voluntary conveying, whichever occurs first and as the case may be.
16. INTEREST; Any payment not made by the Tenant to the Landlord within ten (10) days of the day due shall bear interest from the date due at twelve (12%) percent per annum.
17. WAIVER; A waiver by the Landlord of any default, omission, or violation by the Tenant shall not be construed as a waiver of any subsequently occurring default, omission, or violation.
18. NOTICE; All notices required or proper under this lease shall be deemed to be served if sent by registered mail to the last address furnished by the parties hereto, until otherwise changed by the parties by notice in writing; notices shall be sent to:

Landlord at: Phyllis Lance

P.O. Box 63

Spencer, WV 25276

Tenant at: Wood County Day Report Center

916 Market Street

Parkersburg, WV 26101

19. IMPROVEMENTS: The Tenant accepts the space in "as is" condition. Landlord will maintain Tenant's space in accordance to the "Building Services" in section 7.

20. SUCCESSORS: This agreement shall inure to and be binding upon successors and assigns of the Landlord and Landlord's heirs, administrators, executors, successors, and assigns of the Tenant.

LANDLORD: Phyliss Lance

BY: Phyliss Lance DATE: Aug 30, 2012

TENANT: Wood County Commission

BY: [Signature] DATE: Aug 30, 2012

West Virginia Community Corrections
Local Program Application

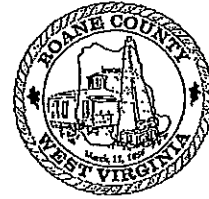
Commitment Letters, MOU
Local Board Members
Attachment B

Please attach in this section commitment letters received from all members of the Local Community Corrections Board which indicates their willingness and understanding of serving on the local board. A Memorandum of Understanding (MOU) that details member expectations and responsibilities signed by each board member will suffice for individual commitment letters.



Roane County Commission

200 Main Street
Spencer, WV 25276
304 927-0078



Rodney D. Cox, President

Gary A. Mace

David F. Boothe

March 22, 2011

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

RE: multi-county Day Report Center

Dear Mr. Hanna,

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

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

Sincerely,

Rodney D. Cox, President
Roane County Commission

RDC/jjr

January 31, 2014

To Whom It May Concern:

We are writing today to show our continued support for the Day Report Centers in Wood, Jackson, and Roane Counties. We are all members of the Community Corrections Board which provides advice and direction for the Day Report Centers, and we are made up of members from all three counties. We have members from the community at large, the Domestic Violence Coalition, area law enforcement, local prosecuting attorneys offices, the education system, public defenders offices, and other concerned agencies and groups. We see first hand the effects of drug and alcohol abuse, domestic violence, and the overall effects of bad decision making and lack of proper coping mechanisms and how these factors affect both offenders, victims, and the community in general. And we understand that just incarcerating offenders isn't going to solve the underlying problems which lead to criminal behavior. We remain committed to and support the mission, goals, and objectives of the Day Report Centers in our communities, and we pledge to remain faithful and supportive members of the Community Corrections Board.

We will continue to help our agencies in any way that we can, and we remain willing to provide our expertise to improve, refine, and expand the programs our agencies offer. We urge you to continue any and all financial support you are providing our agencies, and we thank you for your kind attention in this matter.

Respectfully Yours,

Debra Couch CHAIRMAN

Chief Joseph L. Smith

James W. ...
Prosecuting Attorney

Joseph ... Sr.

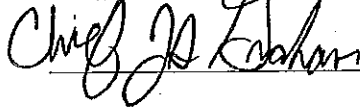
January 31, 2014

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Respectfully Yours,

Edward J. Ayres Board of Directors

Gmily S. Larkins BOD

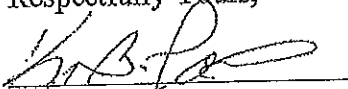
January 31, 2014


To Whom It May Concern:

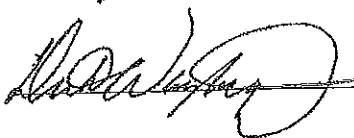
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Respectfully Yours,

 Kevin Postalwait Chief Public Defender

 Tony Boggs Jackson Co. Sheriff

 Dick Waybright

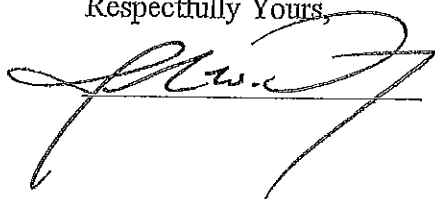
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Respectfully Yours,

A handwritten signature in black ink, appearing to be "M. W. J.", written over a horizontal line. Below this line are three more horizontal lines, which are currently blank.

State of West Virginia

J.D. BEANE, JUDGE

Phone (304) 424-1756

Fax (304) 424-1846



WOOD & WIRT
COUNTIES

FOURTH JUDICIAL CIRCUIT
WOOD COUNTY JUDICIAL BUILDING
#2 GOVERNMENT SQUARE, SUITE 421
PARKERSBURG, WV 26101

February 24, 2014

Jason Metzger
Division of Criminal Justice Services
1204 Kanawha Boulevard, East
Charleston, WV 25301

Dear Mr. Metzger:

This is a letter of support for the Wood County Day Report Center. The Day Report Center is an effective tool in alternative sentencing.

As the Judge who oversees the West Central Drug Court, the benefits of the programs of the Day Report Center are being realized in the recovery of the participants in the drug court program.

Additionally, the Day Report Center saves the State money.

Very truly yours,

A handwritten signature in black ink, appearing to read "J.D. Beane".

J.D. Beane, Chief Judge

JDB/kat



STATE OF WEST VIRGINIA
DEPARTMENT OF MILITARY AFFAIRS & PUBLIC SAFETY
DIVISION OF CORRECTIONS



EARL RAY TOMBLIN
GOVERNOR

JIM RUBENSTEIN
COMMISSIONER

JOSEPH C. THORNTON
CABINET SECRETARY

PAROLE SERVICES
117 NORTH COURT STREET
RIPLEY, WV 25271
(304) 372-7854 TELEPHONE - (304) 372-7856 FAX

TO: Division of Criminal Justice Services
Attn.: Jason Metzger
1204 Kanawha Blvd, East
Charleston, WV 25301

RE: Mid Ohio Valley Day Report Center, Roane County

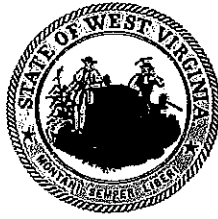
Dear Mr. Metzger,

I am writing this letter in support of the MOV Day Report Center in Spencer, Roane County, West Virginia. The DRC provides extremely valuable services for WV Division of Parole Services. Our office sends multiple clients to the DRC for multiple reasons, including Substance Abuse Counseling and Life Skills classes that help our clients in their everyday lives. Being in the rural part of West Virginia, it is hard to find quality services for our clients, and it is extremely helpful when we can refer to the MOV DRC for any and all classes or counseling that our clients may need.

My experience with the DRC in Spencer, WV has always been pleasant. Every time I have a question concerning a client or need information for a referral, they have always been there to help direct me in the right direction and supply me with as much information that I need at the time. Any loss of funding for this agency would be detrimental to the local clientele and to Parole Services.

Thank you for your consideration on this matter concerning funding for the MOV DRC. I appreciate all that they do for Parole Services.

Thomas Bunnell
Parole Officer II, NW/6



**JUDGE THOMAS C. EVANS III
FIFTH JUDICIAL CIRCUIT**

CALHOUN COUNTY
MASON COUNTY

POST OFFICE BOX 800
RIPLEY, WEST VIRGINIA 25271
TELEPHONE: (304) 373-2310
FACSIMILE: (304) 372-4407

JACKSON COUNTY
ROANE COUNTY

CAROL BURGESS
JUDICIAL ASSISTANT

FRANK VESEL, III
COURT REPORTER

LINDSAY GAINER
LAW CLERK

February 3, 2014

Division of Criminal Justice Services
1204 Kanawha Blvd East
Charleston, WV 25301

To Whom It May Concern:

As the Chief Circuit Judge of Jackson County, I have had the opportunity to work with the Wood/Jackson Day Report Center for those in the criminal judicial system of Jackson County.

The Day Report Center has provided an excellent and successful alternative to incarceration for many individuals. The Center continues to address the changing needs of the individuals and community they are serving while providing quality service and a valuable range of current services.

I consider the Wood/Jackson Day Report Center to be an expanding and integral part of the court criminal system. I ask for your agency's continued support for their efforts and welcome any resources you could provide to this agency.

If I can be of further assistance to you, feel free to contact my office at the number/address listed above.

Yours very truly,

A handwritten signature in black ink that reads "Thomas C. Evans III".

Thomas C. Evans III, Chief Circuit Judge



**REBECCA L. CORNETT, FAMILY COURT JUDGE
FIFTH JUDICIAL CIRCUIT**

JACKSON COUNTY

POST OFFICE BOX 800
RIPLEY, WEST VIRGINIA 25271
TELEPHONE: (304) 373-2300
FACSIMILE: (304) 372-7951

MASON COUNTY
WIRT COUNTY

Rachel Chapman
Case Coordinator

Susan Perry
Secretary

January 31, 2014

Mr. Jason Metzger
Division of Criminal Justice &
Community Services
1204 Kanawha Blvd., East
Charleston, WV 25301

Dear Mr. Metzger:

This letter is written in support of the Mid-Ohio Valley Regional Day Report Center, Jackson County branch, and their request for grant funding. Our office works with the Day Report Center on a regular basis.

We have had the opportunity to see the importance of the Jackson County Day Report Center first hand. Since beginning to work in our community, they have become a valuable asset in our community's effort to provide successful alternatives to incarceration. In our opinion they provide quality services and an extremely valuable range of services. They continue to expand their service area and are always willing to look at new and different programs to address changing needs in the communities they serve. For example, since the county probation officers no longer drug tests for family court, the Day Report has taken on this task. It is extremely helpful in domestic violence cases.

Our agency continues to see the type of sentencing alternatives the Day Report Center provides as an integral part of the local criminal justice system. This office fully supports the mission and programs of the Jackson County Day Report Center and would sincerely hope that appropriate funding can be provided. Thank you for your attention in this matter, and please feel free to contact us if we can provide further information.

Sincerely,

A handwritten signature in black ink, appearing to read "Rebecca L. Cornett".

Rebecca L. Cornett
Family Court Judge, 5th Circuit



The Jackson County Commission

Jackson County Courthouse
Ripley, West Virginia 26271
Phone (804) 373-2220
Fax (804) 373-0245



Commissioner
Mike Randolph

Commissioner
Tommy Nutter

Commissioner
Dick Waybright

February 1, 2014

Division of Criminal Justice & Community Services
1204 Kanawha Blvd. East
Charleston, WV 25301

Dear Sir or Madam:

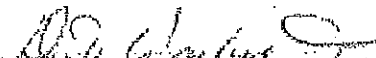
We have had the opportunity to see the importance of the Wood/Jackson Day Report Center first hand. Since beginning to work in Jackson County, it has become a valuable asset in our community's efforts to provide successful alternatives to incarceration. The Day Report Center provides an extremely valuable range of quality services.

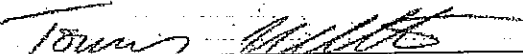
The Jackson County Commission supports the mission and goals of the Jackson County Day Report and we have budgeted \$25,000 for the Jackson County Day Report Center in our current budget. It is our intention to budget at least this amount for fiscal year 2014-2015. This will be officially approved during one of our Commission meetings in March. It is our understanding that we will continue to have representation on the community corrections board for the foreseeable future.


We look forward to continuing our working relationship with the Jackson County Day Report Center.

Sincerely,

THE JACKSON COUNTY COMMISSION


Dick Waybright, President


Tommy Nutter, Commissioner


Mike Randolph, Commissioner

the counseling connection

February 3, 2014

Division of Criminal Justice Services
1204 Kanawha Boulevard East
Charleston, WV 25301

**RE: Letter of Support for continued funding
Mid Ohio Valley Day Report Center**


DCJS:

Please accept the following endorsement for continued funding for the Mid Ohio Valley Day Report Center (MOV-DRC).

The MOV – DRC enjoys a very strong working and collaborative relationship in and throughout Jackson County. I can personally attest to the level of cooperation, willingness and professionalism of many of the Staff working at the Center. They have a trusted and cooperative relationship within the community, the local court system and among many of the local private providers.

If I may provide any additional information in support of the MOV – DRC, please do not hesitate in contacting me directly.

Respectfully Submitted,


Frank S Fazzolari
Executive Director

LAW ENFORCEMENT
HERB FABER, CHIEF DEPUTY



TELEPHONE (304) 373-2290
FAX (304) 372-6291

ANTHONY J. BOGGS
SHERIFF OF JACKSON COUNTY

P.O. Box 106
Ripley, West Virginia 25271

January 27, 2014

Division of Criminal Justice Services
1204 Kanawha Blvd., East
Charleston, WV 25301

To Whom It May Concern:

After having the Jackson County Day Report Center in operation now for quite some time, I can see the benefits of the program. Since inception, they have become a valuable asset in our community's effort to provide successful alternatives to incarceration. It is my opinion they provide a quality and wide ranging service. They continue to expand their service area and are always willing to look at new and different programs to address changing needs in the communities they serve. The judicial staff of Jackson County is utilizing the center more and more as it is a very worthwhile program.

My agency continues to see the type of sentencing alternatives the day report center provides as an integral part of the local criminal justice system. I would ask for your agency's continued support for their efforts, and any resources you could afford them would be invaluable. Thank you for your attention in this matter. Please feel free to contact me if I can provide any further information.

Respectfully,

A handwritten signature in black ink that reads "Anthony J. Boggs".

Anthony J. Boggs
Jackson County Sheriff



WEST CENTRAL REGIONAL DRUG COURT

916 Market Street
Parkersburg, WV 26101
Phone (304) 422-8577
FAX (304) 422-8579
Email: katherine.boggs@courtswv.gov

January 27, 2014

Division of Criminal Justice Services

Attn: Jason Metzger
1204 Kanawha Blvd. East
Charleston, WV 25301

RE: Mid-Ohio Valley Day Report Center
2014 Grant Application

Dear Mr. Metzger:

This letter is written in support of the work the Mid-Ohio Valley Day Report Center provides for the West Central Regional Drug Court. Since our Drug Court opened in July of 2007, the Day Report Center has been an integral part of our success. Our clients and graduates repeatedly express their gratitude for the services provided by the DRC and the effect the staff have on their chances to recovery from addiction. It is this type of symbiotic relationship that all Drug Courts and Day Report Centers strive for.

The Day Report Center Director and Staff are always open to suggestions or changes needed to assist the current Drug Court population. The DRC and its people are saving the lives of the Drug Court participants every day and I sincerely hope you are able to assist them financially with this challenge.

As our Drug Court is a regional program, the availability of services in a multi-county region allows for both programs to serve the largest population possible. As substance addiction becomes rampant in every corner of West Virginia, this is an invaluable service to not only those addicted, but their families, society and West Virginia as a whole.

Thank you so much for your consideration of financial support of the DRC.

Sincerely,

A handwritten signature in black ink, appearing to read "Katherine L. Boggs".

Katherine L. Boggs
Drug Court Probation Officer

Office of the Sheriff

"Proud of our Past"

Wood County West Virginia

"Focused on the Future"

02/04/14

Jason Metzger

Division of Criminal Justice & Community Services

1204 Kanawha Blvd. East

Charleston, WV 25301

Mr. Metzger,

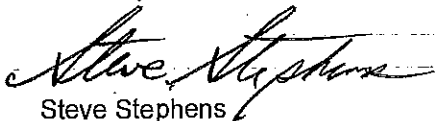
The Wood County Sheriff's Department Confinement Operations has an outstanding relationship with the Wood County Day Report Center (WCDRC). We have clients assigned to home confinement that receive many of the services provided by the WCDRC. Their drug testing lab does an outstanding job assisting us in keeping our clients' drug activity monitored. Typically, we receive next day service on obtaining the drug test results.

The WCDRC also supervises many of our home confinement clients while they are "giving back" to society by doing community service. This is a very important service for us because we have many clients that cannot afford to make financial payment for our services but are willing to do in-kind community service. The WCDRC provides supervision as well as transportation for these individuals.

The counseling services provided by the WCDRC are outstanding. Dealing with a variety of lifestyle issues ranging from drug addiction to domestic violence, the Mid-Ohio Valley Community Corrections program assists their clients to become better, well-rounded individuals both physically and mentally. By providing these services, the WCDRC also aids in lowering the Wood County regional jail bill which is a big value to the citizens of Wood County.

I strongly support the efforts of the Wood County Day Report Center to provide for the rehabilitation and care of people with drug dependencies, mental health issues and lifestyle deficiencies. I truly hope that you will maintain giving them the financial support needed to maintain these programs. Please feel free to contact me if I can provide you with any further information.

Sincerely,



Steve Stephens

Chief of Confinement Operations

State of West Virginia

J.D. BEANE, JUDGE

Phone (304) 424-1756

Fax (304) 424-1846



WOOD & WIRT
COUNTIES

FOURTH JUDICIAL CIRCUIT
WOOD COUNTY JUDICIAL BUILDING
#2 GOVERNMENT SQUARE, SUITE 421
PARKERSBURG, WV 26101

February 24, 2014

Jason Metzger
Division of Criminal Justice Services
1204 Kanawha Boulevard, East
Charleston, WV 25301

Dear Mr. Metzger:

This is a letter of support for the Wood County Day Report Center. The Day Report Center is an effective tool in alternative sentencing.

As the Judge who oversees the West Central Drug Court, the benefits of the programs of the Day Report Center are being realized in the recovery of the participants in the drug court program.

Additionally, the Day Report Center saves the State money.

Very truly yours,

A handwritten signature in black ink, appearing to read "J.D. Beane".

J.D. Beane, Chief Judge

JDB/kat

State of West Virginia
Fifth Judicial Circuit
Mason / Jackson / Roane / Calhoun County

Judge, David W. Albert
Adult Drug Court Probation Officer, Christopher A. Johnson

200 6th Street
Mason County Courthouse
Point Pleasant, WV 25550

Telephone (304) 675-2440
Facsimile (304) 675-6274

February 24, 2014

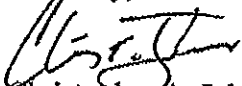
Attn. Jason Metzger
Division of Criminal Justice Services
1204 Kanawha Blvd., East
Charleston, WV 2531

RE: Roane County West Virginia Day Reporting Center Letter of Support

I am writing this letter in support of the Roane County Day Reporting Center. Since the inception of the program, the day reporting center has provided necessary substance abuse services for individuals at various stages of our criminal justice system both at the state and federal level. These services have provided various services for departmental support in regards to supervising and treatment of said population. It has been my experience with the DRC that they have always been very professional and have made great efforts to assist the court and various departmental offices with substance abuse services that are not offered in our area.

Also, as many are aware, West Virginia Senate Bill 371 was passed in January 1, 2013. This bill is requiring every county to implement and provide Adult Drug Court services. Currently, Roane County is in the preliminary stages of implementing this program. The DRC is and will continue to be a crucial part of this program. I urge continued financial support for this agency, as any loss of funding would be very detrimental to our community and to the departments that rely upon these daily substance abuse services.

Sincerely,



Christopher A. Johnson
Adult Drug Court Probation Officer

State of West Virginia

Magistrates:

Jason D. Bennett
(304) 927-4759
(304) 927-2754 fax

Ronald White
(304) 927-4751
(304) 927-2754 fax



Roane County Magistrate Court
201 Main Street
Spencer, WV 25276

Clerk:

Rita Helbig
(304) 927-4750

February 27, 2014

To: Jason Metzger
Division of Justice and Community Services
1204 Kanawha Blvd. East
Charleston, WV 25301

Dear Mr. Jason Metzger:

This letter is in support of the Roane County Community Corrections Center. Their services have been advantageous to our local community. They have been of great service to our Court System and the entire county. The services they provide allow the Court to be creative in sentencing in an effort to help the convicted to become a better or more productive member of society. The Roane County Community Corrections Center has been willing to work with the Court and is ready to explore new programs to assist with the changing of times. Each individual sentenced to report the Roane County Community Corrections Center are different and unique in their own way and the Roane County Community Corrections Center is willing and able to adapt to better serve them in their own way.

I feel it is imperative to continue with their services, not only to give the Courts an alternative to sentencing, but also to the community and the clients they serve. I support Roane County Community Corrections Center and hope to be able to continue working closely with them in an effort to better our community. The services they provide may be the only opportunity one may have at a second chance on becoming a more skilled and informed individual, thus being more productive in their own community. I feel it is imperative to continue to fund their services and contribute any resources available to their continued success in Roane County. Thank you for your time and consideration in the continued success of the Roane County Community Corrections Center.

Respectfully,

A handwritten signature in black ink, appearing to read "JDB", written over a horizontal line.

Jason D. Bennett
Roane County Magistrate



**FIFTH JUDICIAL CIRCUIT
PROBATION DEPARTMENT
200 MAIN STREET, 2ND FLOOR
SPENCER, WV 25276
TELEPHONE (304) 927-2372
FAX (304) 927-4839**

Kelli Guarrieri
Chief Probation Officer

Mary Hammack
Probation Officer
Brian Hickman
Probation Officer

February 27, 2014

Division of Criminal Justice Services
1204 Kanawha Blvd., East
Charleston, West Virginia 25301

RE: Mid Ohio Valley Community Corrections
Grant Application

To Whom It May Concern:

I am writing in support of the MOVCC Report Center's grant application. I find the Roane Report Center located in Spencer, WV, to be a valuable resource to the probationers under supervision in our county, as our area is very limited in treatment resources and many of our probationers suffer financial hardship. I consider MOVCC's services, including treatment, drug screening and community service, vital to the alternative sentencing process. Staff members at MOVCC are always striving to meet the needs of the Court, the community and especially their clients.

The alternative services Roane Report Center provides are an integral part of the criminal justice system. Research continues to prove that rehabilitation and alternative sentencing relieves the financial strain on counties. Even more beneficial, drug courts are successful, people are recovering and more families are remaining intact. This can only have a positive effect on the communities we serve. Report centers are vital to this process. I am asking for your agency's continued financial support of MOVCC.

Respectfully,

A handwritten signature in cursive script that reads "Mary Hammack".

Mary Hammack
Probation Officer



STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES

Bureau for Children and Families
Region I

Calhoun/Gilmer/Wirt District
P.O. Box 280
350 Main Street

Grantsville, West Virginia 26147

Telephone: (304) 354-6118 Fax: (304) 354-7076

Earl Ray Tomblin
Governor

Karen L. Bowling
Cabinet Secretary

Jason Metzger
Division of Justice and Community Services
1204 Kanawha Blvd., East
Charleston, WV 25301

February 26, 2014

Re: Letter of Support for Mid-Ohio Valley Community Corrections
Roane County Center

Dear Mr. Metzger,

We are writing this in support of the Mid-Ohio Valley Community Corrections - Roane County Center. As Child Protective Service workers in a very rural area, it is difficult to get the services that our clients need. The Mid-Ohio Valley Community Corrections -Roane County Center has provided our clients with services and has improved our ability to help our clients, making our job less difficult in that we don't have to send our clients miles away for treatment or services. We can offer them the services that they need, close to home.

Last year, we recommended that the center be able to provide more services to our clients. Within a month or two of making that recommendation, we were advised of an array of new services that were available through their program. Needless to say, we were extremely pleased! Our clients are now able to participate in BIPPS classes and Victim Impact classes, which is a very important part of many of our client's Treatment Plans.

The families and children that we work with deserve a chance to change their lives before our court system becomes involved. Substance abuse addiction is a serious



FOURTH JUDICIAL CIRCUIT

Adult Probation Department
#2 Government Square, Suite 235
Parkersburg, WV 26101
Phone (304) 424-1731
FAX (304) 424-1736

Sherry L. Hall
Probation Officer
J. Jason Hayner
Probation Officer
Joseph P. Powell
Probation Officer

Jeffrey B. Nuckolls
Chief Probation Officer

Michelle L. Buckley
Probation Officer

February 18, 2014

Division of Criminal Justice Services
Attn: Jason Metzger
1204 Kanawha Blvd., East
Charleston, WV 25301

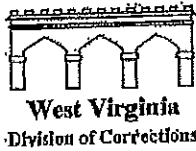
Re: Mid Ohio Valley Day Report Center
2014 Grand Application

Dear Mr. Metzger,

I am writing this letter in support of the Mid Ohio Valley Day Report Center's grant application. The services provided by the Day Report Center are invaluable to our community. Without the counseling and other services provided by them, we in our local criminal justice system would have a very difficult time in meeting the needs of our clientele. Our community would suffer as a result. I cannot stress enough how valuable the Mid Ohio Day Report Center is to us. It provides services not only locally, but to surrounding counties as well. I sincerely hope that you will be able to continue to financially assist the Mid Ohio Valley Day Report Center in its mission to help those in need in our community. Thank you for your consideration in this matter.

Sincerely,

Jeffrey B. Nuckolls
Chief Probation Officer
Fourth Judicial Circuit



STATE OF WEST VIRGINIA
DEPARTMENT OF MILITARY AFFAIRS & PUBLIC SAFETY
DIVISION OF CORRECTIONS



EARL RAY TOMBLIN
GOVERNOR

JIM RUBENSTEIN
COMMISSIONER

JOSEPH C. THORNTON
CABINET SECRETARY

PAROLE SERVICES
117 NORTH COURT STREET
RIPLEY, WV 25271
(304) 372-7854 TELEPHONE - (304) 372-7856 FAX

TO: Division of Criminal Justice Services
Attn.: Jason Metzger
1204 Kanawha Blvd, East
Charleston, WV 25301

RE: Mid Ohio Valley Day Report Center, Roane County

Dear Mr. Metzger,

I am writing this letter in support of the MOV Day Report Center in Spencer, Roane County, West Virginia. The DRC provides extremely valuable services for WV Division of Parole Services. Our office sends multiple clients to the DRC for multiple reasons, including Substance Abuse Counseling and Life Skills classes that help our clients in their everyday lives. Being in the rural part of West Virginia, it is hard to find quality services for our clients, and it is extremely helpful when we can refer to the MOV DRC for any and all classes or counseling that our clients may need.

My experience with the DRC in Spencer, WV has always been pleasant. Every time I have a question concerning a client or need information for a referral, they have always been there to help direct me in the right direction and supply me with as much information that I need at the time. Any loss of funding for this agency would be detrimental to the local clientele and to Parole Services.

Thank you for your consideration on this matter concerning funding for the MOV DRC. I appreciate all that they do for Parole Services.

Thomas Bunnell
Parole Officer II, NW/6

State of West Virginia
Fifth Judicial Circuit
Mason / Jackson / Roane / Calhoun County

Judge, David W. Albert
Adult Drug Court Probation Officer, Christopher A. Johnson

200 6th Street
Mason County Courthouse
Point Pleasant, WV 25550

Telephone (304) 675-2440
Fax (304) 675-6274

February 24, 2014

Attn. Jason Metzger
Division of Criminal Justice Services
1204 Kanawha Blvd., East
Charleston, WV 2531

RE: Roane County West Virginia Day Reporting Center Letter of Support

I am writing this letter in support of the Roane County Day Reporting Center. Since the inception of the program, the day reporting center has provided necessary substance abuse services for individuals at various stages of our criminal justice system both at the state and federal level. These services have provided various services for departmental support in regards to supervising and treatment of said population. It has been my experience with the DRC that they have always been very professional and have made great efforts to assist the court and various departmental offices with substance abuse services that are not offered in our area.

Also, as many are aware, West Virginia Senate Bill 371 was passed in January 1, 2013. This bill is requiring every county to implement and provide Adult Drug Court services. Currently, Roane County is in the preliminary stages of implementing this program. The DRC is and will continue to be a crucial part of this program. I urge continued financial support for this agency, as any loss of funding would be very detrimental to our community and to the departments that rely upon these daily substance abuse services.

Sincerely,



Christopher A. Johnson
Adult Drug Court Probation Officer



STATE OF WEST VIRGINIA
FOURTH JUDICIAL CIRCUIT
WOOD COUNTY JUDICIAL BUILDING
#2 GOVERNMENT SQUARE, SUITE 221
PARKERSBURG, WV 26101

JEFFREY B. REED, JUDGE
Phone (304) 424-1721
Fax (304) 424-1726

WOOD & WIRT
COUNTIES

February 21, 2014

Jason Metzger
Division of Criminal Justice Services
1204 Kanawaha Blvd., East
Charleston, WV 25301

Dear Mr. Metzger:

This is a letter of support for the Wood County Day Report Center. The Day Report Center provides an alternative to incarceration for certain people who are charged with a crime, or who have been convicted of a crime.

The existence of the Day Report Center not only reduces the cost to the county of incarcerating certain offenders, it also has many other benefits to society as a whole. Instead of just paying to house an individual in jail, the Day Report Center provides treatment (substance abuse treatment, treatment to help reduce the amount of violence used by an individual, etc.) so that the offender may actually benefit from the experience in the criminal justice system.

The Day Report Center also provides evaluations of individuals to assist the Court in fashioning an appropriate remedy - be that incarceration or some type of community release with treatment. Without such an evaluation, which in most cases is done more timely than other alternatives, the Court would not have as much information in making a decision as to what, if any, type of community release would be appropriate.

Finally, the Day Report Center is included in the West Central Regional Drug Court. The benefits of a Drug Court are quickly being realized and the Day Report Center has been very much involved in the Drug Court since it's inception here in Wood County.

The Wood County Day Report Center provides very valuable services to the judicial system and the public as a whole in Wood County.

Sincerely,

A handwritten signature in black ink, appearing to read "J. B. Reed".

JEFFREY B. REED



STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES

Bureau for Children and Families

Region IV

Braxton/Clay District

P.O. Box 969

94 Main Street

Clay, West Virginia 25043

Telephone: (304) 587-4268 Fax: (304) 587-2567

February 28, 2014

Earl Ray Tomblin
Governor

Karen L. Bowling
Cabinet Secretary

To: Jason Metzger
Division of Justice and Community Services
1204 Kanawha Blvd. East
Charleston, WV 25301

From: Kasey Adkins, BS, LSW, CPSS
Clay County Department of Health and Human Resources
Child Protective Services

Dear Mr. Jason Metzger:

I am writing today in support of the Roane County Day Report Center. During the time I have been the Supervisor here in Clay County for Child Protective Services they have been a key element in the treatment of our clients. Their services they offer are the services that we are mandated by the Circuit Court for our clientele and coordinate. The services that they offer include but are not limited to:

Drug Screening
Batterer's Intervention Prevention Program
Substance Abuse Education
Victim's Impact Education

This group has gone above and beyond to help ensure that we provide the services that we need to our clients in that they have worked with us and have continued to work with us even when our clients might not want to work with us. Without them we would have a hard time finding services that our clients can get to and them being where they are has help us with both time management and budgeting in that we would have to transport further away for these services. This makes the services that the Roane County Day Report Center to be a valuable asset to our agency.

Thank you,

Kasey L. Adkins, BS, LSW
Child Protective Service Supervisor
(P) 304-587-4268
(F) 304-587-2567

Office of the Sheriff

"Proud of our Past"

Wood County West Virginia

"Focused on the Future"

02/04/14

Jason Metzger

Division of Criminal Justice & Community Services

1204 Kanawha Blvd. East

Charleston, WV 25301

Mr. Metzger,

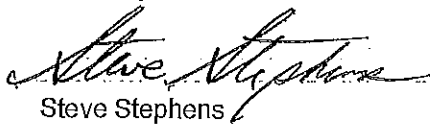
The Wood County Sheriff's Department Confinement Operations has an outstanding relationship with the Wood County Day Report Center (WCDRC). We have clients assigned to home confinement that receive many of the services provided by the WCDRC. Their drug testing lab does an outstanding job assisting us in keeping our clients' drug activity monitored. Typically, we receive next day service on obtaining the drug test results.

The WCDRC also supervises many of our home confinement clients while they are "giving back" to society by doing community service. This is a very important service for us because we have many clients that cannot afford to make financial payment for our services but are willing to do in-kind community service. The WCDRC provides supervision as well as transportation for these individuals.

The counseling services provided by the WCDRC are outstanding. Dealing with a variety of lifestyle issues ranging from drug addiction to domestic violence, the Mid-Ohio Valley Community Corrections program assists their clients to become better, well-rounded individuals both physically and mentally. By providing these services, the WCDRC also aids in lowering the Wood County regional jail bill which is a big value to the citizens of Wood County.

I strongly support the efforts of the Wood County Day Report Center to provide for the rehabilitation and care of people with drug dependencies, mental health issues and lifestyle deficiencies. I truly hope that you will maintain giving them the financial support needed to maintain these programs. Please feel free to contact me if I can provide you with any further information.

Sincerely,



Steve Stephens

Chief of Confinement Operations

**West Virginia Community Connections - Other Required Program Information
Grant Program Application**

A copy of the following information must be submitted with this attachment in order for the application to be complete. Please refer to page xvii of the application instructions for more details:

1. **Approved Program Mission**
2. **Brief Description of each Service provided by the program**
3. **Schedule of Services offered through the program**
4. **Approved By-laws of local Board (including the date of last revision)**
5. **Certification Letter regarding Program Policy/Procedure Manual**

POLICIES AND PROCEDURES FOR OPERATION OF THE WOOD COUNTY DAY REPORT CENTER

MISSION STATEMENT

The Wood County Day Report Center (DRC) is a community-based alternative sentencing program that is designed to implement the dual functions of both monitoring and treating offenders while they are maintained in a community setting. The DRC strongly believes that providing effective monitoring and appropriate treatment in conjunction with the opportunity to develop healthy and productive life skills is in the best interests of both the community and the individual offender. Although the DRC remains committed to achieving these goals, maximizing the well being of the local community remains the DRC's primary responsibility.

The DRC believes that the practice of merely incarcerating most offenders does little to provide them with the skills that will assist them in becoming more productive members of the community (in fact, the experience of incarceration can actually serve to encourage additional illegal behavior in some cases). The remainder of this brochure will be divided into a section detailing the sanctions imposed on DRC clients, and a section detailing the treatment services that are provided to DRC clients.

MID-OHIO VALLEY REGIONAL DAY REPORT CENTER
Summary of Treatment Services

Each DRC participant's first appointment will consist of the administration of the DRC's standard biopsychosocial assessment. The assessment's primary goal will be to determine which treatment services (if any) the offender would be most likely to benefit from. At the present time, the following services are offered on a continuous basis.

Intensive Outpatient Program (IOP) (Jackson, Roane)

Format: Open-ended group

Meets: 3 times per week/2 hours per session

Duration: 38 sessions

Size: Ideally 8-12 clients; can accept higher or lower numbers if necessary

Target Population: Clients with an extensive history of regular and heavy substance use; clients who do not maintain abstinence during less intensive programming.

Diagnoses: None required, but most referrals have Substance Use Disorder, moderate-severe

Primary Topics: Education pertaining to all aspects of the disease model of addiction
Education pertaining to the major categories of addictive substances
Education pertaining to the importance of long-term total abstinence
Education pertaining to the essential components of a healthy recovery environment

Intermediate Substance Abuse Program (Jackson, Roane)

Format: Open-ended group

Meets: Twice per week/90 minutes per session

Duration: 24 sessions

Size: Ideally 8-12 clients; can accept higher or lower numbers if necessary

Target Population: Clients with an history of significant substance use; clients who do not maintain abstinence during involvement with less intensive programming.

Diagnoses: None required, but virtually all referrals have Substance Use Disorder, mild-moderate.

Primary Topics: Education pertaining to the disease model of addiction
Skill development pertaining to maintaining abstinence in common challenging interpersonal situations.

Relapse Prevention (Wood, Jackson, Roane)

Format: Open-ended group

Meets: Once per week/ 60 minutes per session

Duration: 8 sessions

Size: Ideally 6-12 clients, but can accept slightly higher or lower numbers if necessary

Target Population: Clients with a known history of substance related problems that are currently abstinent and have successfully completed appropriate substance abuse treatment (usually Intermediate Substance Abuse and/or Intensive Outpatient Program).

Diagnoses: None required, but virtually all referrals will meet criteria for Substance Use Disorder, mild-severe (currently in full or partial remission).

Primary Topics: Identification of general and individualized relapse warning signs
Identification of the relationship between intense emotions (particularly stress and anger), poor communication skills, and the tendency to relapse.
Introduction to the Developmental Model of the Relapse Process.
The impact of recovering on the family and others.

Criminal Conduct and Substance Abuse Treatment (CCSA) (Wood)

Format: Open-ended group

Meets: 3 times per week/2 hours per session

Duration: 50 sessions

Size: Ideally 8-12 clients; can accept higher or lower numbers if necessary

Target Population: Clients with an extensive history of regular and heavy substance use who are unsuccessful with maintaining abstinence during less intensive programming

Diagnoses: None required, but most referrals have Substance Use Disorder; moderate-severe

Primary Topics: Education pertaining to all aspects of the disease model of addiction
Education pertaining to the major categories of addictive substances
Education pertaining to the importance of long-term total abstinence
Education pertaining to the essential components of a healthy recovery environment
Identifying/modifying addictive and criminogenic beliefs

Twelve-Step Facilitation (TSF) (Wood)

Format: Open-ended group

Meets: Twice per week/90 minutes per session

Duration: 12 sessions

Size: Ideally 8-12 clients; can accept higher or lower numbers if necessary

Target Population: Clients with a history of significant substance use who are working toward the goal of abstaining from all addictive substances

Diagnoses: None necessary; but most referrals present with Substance Use Disorder

Primary Topics: Introduction to the mission and goals of all 12-step programs
Education pertaining to the essential components of a healthy recovery Environment

Living in Balance (LIB) (Wood)

Format: Open-ended group

Meets: Twice per week/90 minutes per session

Duration: 30 sessions

Size: Ideally 8-12 clients; can accept higher or lower numbers if necessary

Target Population: Clients with a history of significant substance use and/or clients who do not maintain abstinence during involvement with less intensive programming

Diagnoses: None required, but most clients have Substance Use Disorder, mild-moderate

Primary Topics: Basic education pertaining to addiction terminology
Basic education pertaining to the substances of abuse
Relapse triggers and beginning relapse prevention strategies
Emotional components of addiction and recovery
The relationship between sexual activity and substance abuse

Batterer's Intervention and Prevention Program (BIPP) (Wood, Jackson)

- Format: Open-ended group
- Meets: Once per week/90 minutes per session
- Duration: As mandated by the West Virginia Family Protective Services Board (currently 32 sessions).
- Size: Ideally 6-12 clients; can accept slightly higher or lower numbers if necessary
- Target Population: Male clients who have demonstrated violent, controlling and/or abusive behavior with intimate partners. The rare female clients with similar behavioral histories are **NOT** appropriate for the BIPP; they will be provided with individual sessions and/or referred to the Women's Domestic Violence Program (if operational).
- Diagnoses: None required, but some referrals have Substance Use Disorder, mild-severe, Relational problems, and/or features of Axis II Disorders. Contrary to popular belief, Depressive, Anxiety, Impulse Control Disorders and Adult ADHD are not disproportionately represented in this population.
- Primary Topics: All components of the "Creating a Process of Change for Men who Batter" curriculum developed by the Domestic Abuse Intervention Project, Duluth, MN.
Review of statistics detailing the frequency and severity of Domestic Violence
Review of the complex relationship between substance use and violent behavior
Review of factors contributing to high rates of DV during holiday seasons

Theft Prevention (Wood, Jackson, Roane)

- Format: Open-ended group
- Meets: Once per week for 90 minutes
- Duration: 8 sessions
- Size: Ideally 4-12 clients; can accept slightly higher or lower numbers if necessary
- Target Population: Clients with a known or suspected history of any type of theft offense and/or other forms of stealing behavior.
- Diagnoses: None required, but some referrals have Substance Use Disorder, mild-severe, Pathological Gambling, Depressive or Anxiety Disorders, and/or Axis II Disorders.
- Primary Topics: Identification of the various forms of stealing behavior
Identification of the range of motivations for stealing behavior
Identification and discussion of the societal impact of stealing behavior
Development and implementation of internal rather than external barriers to stealing behavior.
Identification, discussion, and treatment (when applicable) of common comorbid conditions.

The following services are available whenever a sufficient number of referrals are received:

Substance Abuse Education (Wood, Roane)

Format: Open-ended Group(s) can be divided into two groups (or one women's and one men's group) when referrals are sufficiently numerous

Meets: Once per week/90 minutes per session

Duration: 6 sessions

Size: Ideally 6-12 clients; can accept slightly higher or lower numbers if necessary

Target Population: Male or female clients who have experienced at least one problem that is directly or indirectly related to substance use, misuse, or abuse.

Diagnoses: None required, but most referrals have Substance Use Disorder, mild. Clients with Substance Use Disorder, moderate-severe can also benefit if they have had no previous treatment and the disorder is currently in full or partial remission.

Primary Topics: Presenting and defining key terms pertaining to substance abuse and dependence
Identification of common barriers to acknowledging substance-related problems
Introduction of disease model and its progressive nature
Introduction to major categories of psychoactive substances
Identification of each substance's short-term and long-term effects
Introduction to the purpose, goals, and target populations for 12-step programs
Anger Management (Wood)

Format: Open-ended group

Meets: Once per week/90 minutes per session

Duration: 8 sessions

Size: Ideally 6-12 clients; can accept slightly higher or lower numbers if necessary

Target Population: Male or female clients who have experienced at least one problem that is directly or indirectly related to inappropriate expressions of anger or other distressing and/or volatile emotions. Male clients with a known or suspected pattern of controlling/abusive behavior are more appropriately referred to the BIPP; for such clients, Anger Management is **NOT** an appropriate treatment alternative.

Diagnoses: None required, but some referrals have Substance Use Disorder, some form of Depressive Disorder, Anxiety Disorder, Intermittent Explosive Disorder, Relational Problems, and/or Axis II Disorders.

Primary Topics: Identification and definitions of anger and other distressing/volatile emotions
Emphasis on the neutrality of all emotions
Emphasis on behavioral responses to emotions as either healthy or unhealthy
Identification of gains from inappropriate responses to emotions
Identification of individual triggers for anger
Development and utilization of appropriate responses to any volatile emotions

Women's Domestic Violence Program (Wood)

Format: Open-ended group

Meets: Once per week/90 minutes per session

Duration: 24 sessions

Size: Ideally 6-12 clients, but will operate with as few as 3 clients if necessary.

Target Population: Female clients with a history of perpetrating any form of Domestic Abuse against an adult partner.

Diagnoses: None required, but some referrals have Substance Use Disorder, mild-severe (generally in full or partial remission), Relational Problems, Depressive Disorders, Anxiety Disorders, and/or features of Axis II Disorders.

Primary Topics: Largely based on the "Women Who Abuse in Intimate Relationships" curriculum developed by the Domestic Abuse Project of Minneapolis, MN.
Review of statistics detailing the frequency and severity of Domestic Violence
Review of the complex relationship between substance use and violent behavior
Review of factors contributing to high rates of DV during holiday seasons

Preparing For Abstinence (Roane)

Format: Open-ended group

Meets: Once per week for 90 minutes

Duration: Determined by Facilitator/client collaboration; 6 sessions minimum

Size: Ideally 4-8 clients; can accept slightly higher or lower numbers as necessary

Target Population: Clients with a history of substance misuse who are currently prescribed a medication which is potentially addictive.

Diagnoses: None required; virtually all referrals will meet criteria for Substance Use Disorder, mild-severe

Primary Topics: Education pertaining to the disease model of addiction
Strong emphasis on the concept of substance cross-dependency
Education pertaining to the importance of long-term total abstinence
Strong emphasis on enhancing client motivation to seek non-addictive alternative medication (when appropriate) and participating in regular addiction programming

Women's Issues Group (Wood)

Format:	Open-ended group
Meets:	Once per week for 90 minutes
Duration:	Determined by facilitator/client collaboration; 16 sessions minimum
Size:	Ideally 4-10 clients; group census above or below this range is strongly discouraged.
Target Population:	Adult females with a history of involvement in problematic and/or abusive relationships. Clients should be emotionally and cognitively able to participate appropriately in a group setting focused on the primary topics specified below.
Diagnoses:	None required, but virtually all participants are likely to have Substance Use Disorder, mild-severe (generally in full or partial remission). Many participants are likely to have Depressive and/or Anxiety Disorders Participants who have symptoms consistent with Posttraumatic Stress Disorder (PTSD) and/or any Dissociative Disorder should be screened for appropriateness prior to beginning the program.
Primary Topics:	Self-esteem Personal Safety Unhealthy Relationships Body Image Coping Skills

Life Skills (Wood)

Format:	Open-ended group
Meets:	Once per week/60 minutes per session
Duration:	Determined by facilitator/client collaboration; 8 sessions minimum
Size:	Ideally 4-8 clients; can accept slightly higher or lower numbers if necessary
Target Population:	Clients with a demonstrated insufficient mastery of education, employment, financial management, and/or interpersonal skills
Diagnoses:	None required
Primary Topics:	Employment search/resume writing/job interview skills Establishing/maintaining financial accounts Interpersonal social/communication skills

Parenting Education (Wood)

Format:	Open-ended group
Meets:	Once per week for 60 minutes
Duration:	12 sessions
Size:	Ideally 4-8 clients; can accept slightly higher or lower numbers if necessary
Target Population:	Parents with knowledge deficits related to appropriate parenting strategies Parents who experience problematic behavior
Diagnoses:	None required
Primary Topics:	As contained in the Systematic Training for Effective Parenting (STEP) and the Human Needs and Social Relational sections of the Living in Balance evidence based curriculums.

Victim Impact and Empathy (Jackson, Roane)

Format:	Closed group
Meets:	Once per week/2 hours per session
Duration:	3-5 sessions
Size:	Ideally 4-8 clients; can accept slightly higher or lower numbers if necessary
Target Population:	Individuals who have engaged in criminal activity which has caused harm to identifiable victims. Under no circumstances will this program be utilized for those individuals who are appropriate for the BIPP or the Women's Domestic Violence program.
Diagnoses:	None required
Primary Topics:	Identifying all those who are typically victimized in the following categories of criminal activity: Property Crime, Assault, Robbery, Child Abuse/Neglect, Domestic Violence, Substance use/abuse, and Drunk/substance impaired driving Furthering understanding of and empathy for victims of crime. The importance of personal accountability for criminal behavior and of making amends to victims

MID-OHIO VALLEY REGIONAL DAY REPORT CENTER

Graduated Client Sanctions Policy

It is the policy of the Mid-Ohio Valley Regional Day Report Center (DRC) to establish a consistent pattern of reinforcement for DRC staff to provide for its clientele. Whenever possible, client reinforcement is expected to be positive in nature. Examples of positive reinforcement include (but are not necessarily limited to): verbal reinforcement, reducing intensity of client monitoring, certificates of successful completion, 12-step literature and/or key chains.

Unfortunately, some circumstances require the imposition of sanctions against clients who violate the DRC's terms and conditions. Rather than attempting to retaliate against such clients, the goal for imposing sanctions against them is to provide an appropriate deterrent to future inappropriate behavior. In order to maximize their effectiveness, client sanctions should be as prompt, clearly associated with the infraction in question, and should be utilized in the most consistent manner possible.

The DRC recognizes that absolute consistency with imposing client sanctions is not always possible or desirable. In some cases, the identical infraction committed by two different clients can warrant slightly different sanctions. The final decision about the specific client sanctions to impose can depend on factors such as the extent to which the client thoroughly and honestly disclosed the infraction *before* DRC staff became aware of it.

Nevertheless, this policy strives to create a comprehensive list of preferred sanctions for each type of client infraction. DRC staff reserve the right to consider other relevant factors and override the preferred sanction under some circumstances. However, the process of overriding a preferred client sanction should only be a rare occurrence, and should not be implemented unless DRC staff provides adequate written justification for the override. Examples of appropriate client sanctions include (but are not necessarily limited to) the following:

Verbal Warning (VW): A verbal warning to the client that clearly conveys that he/she is in danger of violating one (or more) of the DRC's terms and conditions. DRC staff who impose the verbal warnings are expected to draft a written progress note in the client's file verifying that such a warning was issued, as well as the client's response to the warning.

Written Warning (WW): A memorandum to the client that clearly specifies the infraction(s) committed and the range of additional sanctions he/she is subject to in the event of additional violations of the same infraction(s). The original memorandum is kept in the client's file, and a copy is given to the client for his/her records.

Final Warning Notice (FWN): A memorandum to the client that clearly specifies the infraction(s) committed and clearly states that any additional infractions will result in his/her dismissal (or revocation) from the DRC. The original notice is kept in the client's file, and a copy is given to the client for his/her records.

Modification of Client Treatment Plan (MTP): Can include (but is not necessarily limited to): Revising the frequency of Urine Drug Screening (UDS), revising the frequency of community service, reporting and/or calling in to DRC, repeating current treatment program, transfer to and/or addition of other treatment programs that are internal and/or external to the DRC.

Suspension A temporary condition where the client is prohibited from attending treatment services while his/her case is further reviewed by DRC staff (sometimes in collaboration with the referral source) in order to determine whether additional sanctions are warranted. A suspended client is *not* given credit for any sessions missed during the length of the suspension.

Revocation: A permanent condition where the client's referral source is formally notified that the client has not responded appropriately to DRC intervention. The DRC generally recommends that the referral source impose the original legal sanctions (if any) upon a client who is revoked. The DRC cannot guarantee that clients who are revoked from the program will necessarily be accepted for additional treatment services in the event that they engage in future illegal activity.

Preferred Client Sanctions Matrix

	<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>	<u>4th Offense</u>
Failure to report or Call as scheduled	VW	WW	FWN	Revocation
Noncompliance with any Program rule	VW	WW	FWN	Revocation
Failure to Follow Daily itinerary	VW	WW	FWN	Revocation
Inattentiveness during any session	VW	WW/MTP	FWN/MTP	Revocation
Inappropriate Behavior during any session	VW	WW/MTP	Revocation	N/a
Unexcused absence from DRC session	WW	FWN/MTP	Revocation	N/a
Unexcused absence from external session	WW	FWN/MTP	Revocation	N/a
Failure to complete Community Service	VW	WW	FWN	Revocation
Failure to Screen	WW/MTP	FWN/MTP	Revocation	N/a
Failure to pay fees	VW	WW	WW	WW
Failure to obtain employment	VW	VW	VW	VW
New use of any Prohibited substance	VW/MTP	WW/MTP	FWN/MTP	Revocation
New arrest/offense	Revocation	N/a	N/a	N/a

MASTER CLASS SCHEDULE - WOOD COUNTY

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:30-10:00				THEFT PREVENTION	
8:30 - 12:30	GED RESA V	GED RESA V	GED RESA V	GED RESA V	GED RESA V
9:00-10:00		RELAPSE PREV. 1		DAY RELAPSE 2	
9:00-10:30	BIPP				
9:00-11:00	INTENSIVE SUBSTANCE ABUSE		INTENSIVE SUBSTANCE ABUSE		INTENSIVE SUBSTANCE ABUSE
10:00-11:30		TWELVE STEP FACILATION		TWELVE STEP FACILITATION	
10:00-11:30		DAY INTERMEDIATE		DAY INTERMEDIATE	
11:00 - 11:30	CONT. CARE				
11:00-12:00			Life Skills (12wks) Parenting (12wks)		
1:30 - 3:00	WOMEN IN RECOVERY				
5:00 - 6:00			PEER SUPPORT		
5:30 - 7:00	BIPP				
6:00-7:30			EVENING RELAPSE 1		
6:00 - 7:30	INTERMEDIATE		INTERMEDIATE		
6:00 - 9:00		GED LAKEVIEW		GED LAKEVIEW	

revised 1/22/2014



MID-OHIO VALLEY

COMMUNITY CORRECTIONS

Roane County Center
325 Main Street, Spencer, WV 25276
(304) 519-5898 (304) 519-5900 Fax

Group Schedule

Mondays

Intensive Outpatient (IOP)	10:00 am to 12:00 pm
Life Skills Education	1:00 pm to 2:30 pm

Tuesdays

Intensive Outpatient (IOP)	10:00 am to 12:00 pm
Intermediate	1:00 pm to 2:30 pm

Wednesdays

Relapse Prevention (Day)	9:00 am to 10:00 am
Batterer's Intervention Prevention Program (BIPP)	10:00 am to 11:30 am
Substance Abuse Education	1:00 pm to 2:30 pm
Relapse Prevention (Evening)	6:00 pm to 7:00 pm

Thursdays

Preparing for Abstinence	9:00 am to 10:00 am
Intensive Outpatient (IOP)	10:00 am to 12:00 pm
Intermediate	1:00 pm to 2:30 pm

Fridays

Theft Prevention	9:30 am to 11:00 am
Victim's Impact Education	1:00 pm to 3:00 pm

MASTER CLASS SCHEDULE - WOOD COUNTY

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:30-10:00				THEFT PREVENTION	
8:30 - 12:30	GED RESA V	GED RESA V	GED RESA V	GED RESA V	GED RESA V
9:00-10:00		RELAPSE PREV. 1		DAY RELAPSE 2	
9:00-10:30	BIPP				
9:00-11:00	INTENSIVE SUBSTANCE ABUSE		INTENSIVE SUBSTANCE ABUSE		INTENSIVE SUBSTANCE ABUSE
10:00-11:30		TWELVE STEP FACILATION		TWELVE STEP FACILITATION	
10:00-11:30		DAY INTERMEDIATE		DAY INTERMEDIATE	
11:00 - 11:30	CONT. CARE				
11:00-12:00			Life Skills (12wks) Parenting (12wks)		
1:30 - 3:00	WOMEN IN RECOVERY				
5:00 - 6:00			PEER SUPPORT		
5:30 - 7:00	BIPP				
6:00-7:30			EVENING RELAPSE 1		
6:00 - 7:30	INTERMEDIATE		INTERMEDIATE		
6:00 - 9:00		GED LAKEVIEW		GED LAKEVIEW	

revised 1/22/2014

Jackson DRC Class Schedule

Monday

IOP9:00-11:00
*Preparing for Abstinence.....1:00-2:30
Assessments.....1:00-3:00

Tuesday

Victim's Impact Class.....9:00-11:00
Theft Prevention.....11:00-12:30
Intermediate1:00-2:30

Wednesday

IOP.....9:00-11:00
BIPP.....2:00-3:30
(Outside Agency Group.....4:00-5:30)

Thursday

*Life Skills.....10:00-11:00
Intermediate.....10:00-11:30
Relapse Prevention.....1:00-2:00

Friday

IOP.....9:00-11:00
Assessments.....1:00-3:00

**Group not currently in session*

BYLAWS

WOOD COUNTY COMMUNITY CORRECTIONS BOARD

ARTICLE I- NAME

The name of the organization shall be the Wood County Community Corrections Board.

ARTICLE II- PURPOSE

The Wood County Community Corrections Board was organized pursuant to Chapter 62, Article 11C, Section 6 (a) of the West Virginia Code (§62-11C-6(a)) for the purpose of developing, establishing and maintaining community based corrections programs to provide the judicial system with sentencing alternatives for those offenders who may require less than institutional care.

ARTICLE III- MEMBERSHIP

Membership shall consist only of the members of the Board, voting and ex officio nonvoting members.

ARTICLE IV- MEETINGS

Section 4.1 Regular Meetings: The Board shall, beginning with the month of January of each year, convene at least every other month. The date, time and location shall be set by the Board.

Section 4.2 Special Meetings: Special meetings of the Board may be called by the Chair, upon written request by one-third of the Board or called by the subcommittee established by the Board to make specific decisions.

Section 4.3 Notice: Notice of all special meetings of the Board and of all regular meetings shall be given to each member no later than five (5) working days prior to the date scheduled. Service can be either by telephone, in writing, or personally. Notice shall be sent by either the Chair or the Board's Executive Director. If mailed, the notice shall be deemed to have been delivered when deposited in the U.S. mail, addressed to the addressee at his or her last known address in the records of the Board, postage prepaid. Such notice shall either specify the business to be addressed or the purpose of the meeting.

Section 4.4 Quorum: A simple majority of the total number of voting board members will constitute a quorum.

Meetings shall be open to ex officio non-voting members.

Section 4.5 Manner of Conducting Business: All meetings shall be conducted in accordance with Robert's Rules of Order, Newly Revised, to the extent these rules do not contradict the bylaws of the Community Corrections Board.

ARTICLE V - BOARD MEMBERS

Section 5.1 Board Composition and Size: The Board shall be comprised of the members established in Chapter 62, Article 11C, Section 6(d)(1)-(7) of the West Virginia Code (§62-11C-6(d)(1)-(7)). The Board shall consist of no more than fifteen (15) voting members.

The Board may, at the discretion of the West Virginia Supreme Court of Appeals, also include the ex officio non-voting members as provided for in Chapter 62, Article 11 C, Section 6(e)(1)-(3) of the West Virginia Code (§62-11C-6(e)(1)-(3)).

Section 5.2 Board Role and Compensation: The Board's role includes the duties delineated in Chapter 62, Article 11C, Section 6(f)(1)-(4) of the West Virginia Code (§62-11 C-6(f)(1)-(4)). The Board receives no compensation.

Section 5.3 Terms: All Board members serve by virtue of their employment and at the discretion of the county commission that appointed them to the Board.

Section 5.4 Resignation, Termination and Absences: Resignation from the Board must be in writing and received by the Chair. Absent good cause, a board member may be removed for attendance problems if any of the following conditions exist in regard to a board member's attendance to board meetings:

- A. The member has two (2) un-notified absences in a row (un-notified means the member did not give prior notice to the Board's Chair or another board member that s/he would not be able to attend).
- B. Any member may attend a meeting via conference call by prior arrangement.
- C. The member misses one-third (1/3) of the total number of Board meetings in a twelve-month period.

A recommendation to the appointing county commission for removal of a board member may be made for other reasons by a three-fourths (¾) vote of the remaining members.

Section 5.5 Vacancies: Vacancies on the Board are to be filled by the appropriate county

commission or other appointing authority as set forth in Chapter 62, Article 11 C, Section 6(d)(1)-(7) or Section 6(e)(1)-(3) of the West Virginia Code (§62-11C-6(d)(1)-(7)) or (§62-11C-6(e)(1)-(3)).

ARTICLE VI - OFFICERS AND DUTIES

Section 6.1 Officers and Duties: There shall be four officers of the Board consisting of a Chair, Vice-Chair, and Secretary/Treasurer. All officers are elected for terms of one year by the Board.

Section 6.2 Chair: The Chair shall preside at all Board meetings, shall have general supervision of the affairs of the Board, and shall perform such other duties as are incident to the office or are properly required of the Chair by the Board. In the event the Chair is unable to attend a meeting, the Chair shall arrange for another member of the executive committee to preside at the meeting in the following order: Vice-Chair and Secretary/Treasurer.

Section 6.3 Vice-Chair: The Vice-Chair will chair committees on special subjects as designated by the Board.

Section 6.4 Secretary/Treasurer: The Secretary/Treasurer shall perform those duties that are incident to the office or are properly required of the Secretary/Treasurer by the Board. The office of Secretary/Treasurer may be held by the same person.

Section 6.5 Program Director: The Board may hire a Program Director who shall be responsible for the administration and conduct of the business and affairs of the Board pursuant to guidelines established by the Board. The Program Director shall have full authority for direction of the employees of the Board. The Program Director will attend all board meetings, report on the progress of the organization, and answer questions of the board members. The Board can designate other duties as necessary. The Program Director is to be compensated for his or her services in such amount and manner as the Board shall determine.

Section 6.6 Delegation: If any officer of the Board is absent or unable to act and no other person is authorized to act in such officer's place by the provisions of these Bylaws, the Board may from time to time delegate the powers or duties of such officer to any other officer or member or any other person it may select.

Section 6.7 Officer Vacancies: Vacancies in any office arising from any cause may be filled by the Board at any regular or special meeting of the Board.

Section 6.8 Other Officers: The Board may appoint such other officers or agents as it shall deem necessary or expedient, who shall hold their offices for such terms and shall exercise such powers and perform such duties as shall be determined from time to time by the Board.

Section 6.9 Term - Removal: The officers of the Board shall hold office until their successors are chosen. The election of officers shall take place at the first meeting of each calendar year. Any officer or agent elected or appointed by the Board may be removed at any time, with or without cause, by the affirmative vote of a majority of the whole Board, but such removal shall be without prejudice to the contract rights, if any, of the person so removed.

ARTICLE VII- COMMITTEES

Section 7.1 - Executive and Other Committees: The Board may appoint, from time to time, from its own number, standing or temporary committees consisting each of no fewer than two (2) members. Such committees may be vested with such powers as the Board may determine by resolution passed by a majority of the full Board, provided, however, that no such committee shall have the authority of the Board in reference to:

- A. Amending, altering, or repealing these Bylaws;
- B. Authorizing the sale, lease, exchange or mortgage, of all or substantially all of the property and assets of the Board;
- C. Authorizing the voluntary dissolution of the Board or revoking proceeds therefore; or
- D. Amending, altering, or repealing any resolution of the Board which by its term provides that it shall not be amended, altered, or repealed by such committee.

All committees so appointed shall keep regular minutes of the transactions of their meetings and shall cause them to be recorded in books kept for that purpose in the office of the Board. The designation of any such committee and the delegation of authority thereto, shall not relieve the Board of any responsibility imposed by law.

Section 7.2 Executive Committee: The four officers serve as members of the Executive Committee. Except for the power to amend the Bylaws, the Executive Committee shall have all of the powers and authority of the Board in the intervals between meetings of the Board, subject to the directions and control of the Board.

Section 7.3 Finance Committee: The Treasurer is the chair of the Finance Committee, which includes three other Board members. The Finance Committee is responsible for developing and reviewing fiscal procedures and annual budget with staff and other Board members. The Board must approve the budget, and all expenditures must be within the budget. Any major change in the budget must be approved by the Board or the Executive Committee. Annual reports are required to be submitted to the Board showing income, expenditures and pending income. The financial records of the organization are public information and shall be available to the Board and the public.

ARTICLE VIII - FISCAL YEAR

The fiscal year shall run from July 1 of each year to June 30 of the following year.

ARTICLE IX - BOOKS AND RECORDS

The Board shall keep correct and complete books and records of account and shall keep minutes of the proceedings of its meetings and shall keep a record of its members, giving the names and addresses of all members.

ARTICLE X - AMENDMENTS

These Bylaws may be amended when necessary by a two-thirds (2/3) majority of the Board. Proposed amendments must be submitted to the Chair to be sent out with regular Board announcements.

Amend Section 4.4- Quorum

(a) 5 members of the board will constitute a quorum.

(b) A member of the board may not send a representative in place of themselves. If the board member is not present and has not given any notification, they will be considered absent.



Wood County Day Report Center

Alternate Sentencing Program

916 Market Street, Parkersburg, WV 26101 * Phone: 304-422-8570 * Fax: 304-422-8579

LETTER OF CERTIFICATION

January 27, 2014

Mid-Ohio Valley Regional Community Corrections has a Policy/Procedure Manual that is currently maintained and adhered to by all program staff.

Dennie Huggins, Executive Director
Mid-Ohio Regional Community Corrections

Blair Couch, President
Community Corrections Board

**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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7. CIVIL RIGHTS COMPLIANCE:

Grantee will comply with any applicable federal nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. § § 12131-34); the Education Amendments of 1972 (20 U.S.C. § § 1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. § § 6101-07); 28 C.F.R. pt. 31 (U.S. Department of Justice Regulations-OJJDP Grant Programs); 28 C.F.R. pt. 42 (U.S. Department of Justice Regulations-Nondiscrimination; Equal Employment Opportunity; Policies and Procedures); Exec. Order No. 13279 (equal protection of the laws for faith-based and community organizations); Exec. Order No. 13559 (fundamental principles and policymaking criteria for partnerships with faith-based and neighborhood organizations); and 28 C.F.R. pt.38 (U.S. Department of Justice Regulations-Equal Treatment for Faith-Based Organizations).

In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, or sex against a recipient of funds, the grantee will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs and the West Virginia Division of Justice and Community Services.

8. PRESS RELEASE:

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

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

9. LOBBYING:

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

10. ACCESS TO RECORDS:

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

11. CONFLICT OF INTEREST:

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

12. POLITICAL ACTIVITY:

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

**WEST VIRGINIA
DIVISION OF JUSTICE & COMMUNITY
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STANDARD CONDITIONS AND ASSURANCES

13. RELEASE OF INFORMATION:

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

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

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

14. NATIONAL AND STATE EVALUATION EFFORTS:

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

15. OBLIGATION OF PROJECT FUNDS:

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

16. USE OF FUNDS:

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

17. ALLOWABLE AND UNALLOWABLE COSTS:

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

18. PEER REVIEW SUB GRANTEE EVALUATION PROCESS:

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

**WEST VIRGINIA
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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 if match is not "required" by the grant program for which you are making application, but committed and indicated on the budget pages of this application, then this special condition shall be affected.

21. PROJECT INCOME:

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

22. CONSULTANT FEES:

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

23. SUSPENSION OF FUNDING:

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

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

24. SANCTIONS FOR NONCOMPLIANCE:

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

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

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

STANDARD CONDITIONS AND ASSURANCES

25. SUBMISSION/RELEASE OF PUBLICATIONS/PRESS 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
DIVISION OF JUSTICE & COMMUNITY
SERVICES**

STANDARD CONDITIONS AND ASSURANCES

30. COLLABORATION W/OTHER FED. AND STATE GRANTS:

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

31. INFORMATION SYSTEMS:

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

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

32. INCIDENT BASED REPORTING COMPLIANCY:

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

33. TIME EXTENSIONS:

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

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

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

35. LIMITED ENGLISH PROFICIENCY:

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

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

STANDARD CONDITIONS AND ASSURANCES

36. COMPUTER EQUIPMENT:

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

Minimum Hardware Requirements:

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

Recommended Hardware Components:

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

Software Requirements:

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

Warranty Requirements:

3 Year on-site warranty

37. PUBLIC SAFETY AND JUSTICE INFORMATION SHARING:

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

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

STANDARD CONDITIONS AND ASSURANCES

38. PROGRAM ACCOUNTABILITY – FEDERAL AUDIT REQUIREMENTS:

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

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

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

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

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

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

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

39. PROGRAM ACCOUNTABILITY – STATE AUDIT REQUIREMENTS:

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

40. CONFIDENTIALITY OF RESEARCH INFORMATION:

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

41. LEASE AGREEMENTS:

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

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

STANDARD CONDITIONS AND ASSURANCES

42. EQUAL EMPLOYMENT OPPORTUNITY PLAN:

The grantee will provide an Equal Employment Opportunity Plan (EEOP) to the Office for Civil Rights, Office of Justice Programs (OCR) and the West Virginia Division of Justice and Community Services, if it has received a single award of \$500,000 or more. If the grantee receives \$25,000 or more and has 50 or more employees, it will maintain a current EEOP on file and submit an EEOP Certification Form to the OCR, certifying that its EEOP is on file. For public grantee agencies receiving less than \$25,000, or public grantee agencies with fewer than 50 employees, regardless of the amount of the award, the grantee will provide an EEOP Certification Form to the OCR certifying it is not required to submit or maintain an EEOP. EEOP Certification Forms are available at: <http://www.ojp.usdoj.gov/about/ocr/pdfs/cert.pdf>.

43. VETERANS PREFERENCE:

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

44. IMMIGRATION AND NATURALIZATION VERIFICATION:

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

45. PURCHASE OF AMERICAN-MADE EQUIPMENT/PRODUCTS:

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

46. PERSONNEL TRAINING:

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

47. ACCOUNTING REQUIREMENTS:

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

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

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

49. TRANSFER OF FUNDS PROHIBITION:

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

50. MARKING OF EQUIPMENT:

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

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

STANDARD CONDITIONS AND ASSURANCES

51. PATENTS AND/OR COPYRIGHTS AND RIGHTS IN DATA:

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

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

52. CENTRAL CONTRACTOR REGISTRATION:

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

53. DATA UNIVERSAL NUMBERING SYSTEM:

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

54. JUVENILE JUSTICE & DELINQUENCY PREVENTION ACT:

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

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

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

55. BIDDING PROCEDURES:

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

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

STANDARD CONDITIONS AND ASSURANCES

56. COMPLIANCE WITH FEDERAL PROCEDURES:

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

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

57. ADDITIONAL REGULATIONS AND PROCEDURES:

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

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

58. RELIGIOUS ACTIVITIES

Grantees must ensure that services are offered without regard to religious affiliation and that receipt of services is not contingent upon participation in a religious activity or event. Furthermore, all religious activities must be separate in time or place from the funded project. Participation in such activities by individuals receiving services must be voluntary.

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

**West Virginia Community Corrections Grant
Program**

SPECIAL CONDITIONS AND ASSURANCES

59. Public Availability of information:

The sub grantee agrees to comply with the terms and condition of pertinent federal and state freedom of information acts, and to require its contractors to comply with these requirements

60. CONSULTANTS / CONTRACTS:

No contract or agreement may be entered into by the sub grantee for the execution of project activities or provision of service that is not incorporated in the approved grant, and without prior written approval of DJCS. Grant approval by DJCS does not constitute consultant/contract approval.

61. REPORTING OF IRREGULARITIES:

Sub grantees are responsible for reporting promptly to DJCS the nature and circumstances surrounding any fiscal irregularities discovered. Failure to report known irregularities may result in suspension of the grant or other remedial action.

62. VEHICLE PROCUREMENT:

Applicants purchasing vehicles with West Virginia Community Corrections funds are required to adhere to the established bidding procedures for their respective units of government. To ensure reputable vendors are obtained, applicants may consider utilizing the current applicable state contract.

63. COMMUNICATION EQUIPMENT:

All portable communication equipment purchased utilizing West Virginia Community Corrections funds must be compatible with programmable hand-held units, available through purchase via state contract.

64. ADDITIONAL SPECIAL CONDITIONS AND ASSURANCES:

The Community Corrections Subcommittee may add additional special conditions and assurances after a submitted proposal application has been reviewed by the Subcommittee. Program approval and funding approval may be contingent on the applicant agreeing to comply with the additional special conditions and assurances.

65. COMMUNITY CORRECTIONS DATABASE:

The applicant shall agree to utilize the Division of Justice and Community Services database to input all relevant information, maintain required documentation, and develop special reports to be used by the individual program as well as by the Division of Justice and Community Services.

66. LEVEL OF SERVICE/CASE MANAGEMENT INVENTORY

The online LS/CMI assessment instrument is required by the WV Community Corrections Subcommittee for use by all community corrections programs funded by the West Virginia Community Corrections grant program funds.

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

**West Virginia Community Corrections Grant
Program**

SPECIAL CONDITIONS AND ASSURANCES

67. Quarterly Meetings:

The applicant shall agree to have in attendance the Project Director and/or Program Director at quarterly meetings. These meetings will be located throughout the State. Each Community Corrections program will host a quarterly meeting; with a listing of the host sites being published by DJCS with each new funding cycle. When hosting a meeting it is the responsibility of the Program Director to make all necessary contacts, set the agenda, and facilitate the meetings.

I certify that I have read all the standard and special conditions and assurances of this grant program and agree to comply with these requirements.


Authorized Official Signature (Original)



Wood County Day Report Center

Alternate Sentencing Program

916 Market Street, Parkersburg, WV 26101 * Phone: 304-422-8570 * Fax: 304-422-8579

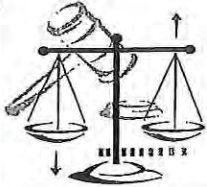
LETTER OF CERTIFICATION

January 27, 2014

Mid-Ohio Valley Regional Community Corrections has a Policy/Procedure Manual that is currently maintained and adhered to by all program staff.

Dennie Huggins, Executive Director
Mid-Ohio Regional Community Corrections

Blair Couch, President
Community Corrections Board



MID-OHIO VALLEY DAY REPORT CENTER

Wood County Office: 916 Market Street, Parkersburg, WV 26101

304-422-8570 * Fax: 304-422-8579

LETTER OF CERTIFICATION

February 25, 2014

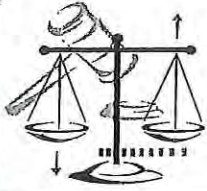
This letter certifies that the Community Corrections Board has in place a written formal agreement with all local courts which outlines the criteria for client eligibility for admission into the Wood, Jackson, and Roane County Day Report Centers.

In addition, we have in place a written safety plan that has been signed and agreed to by our local domestic violence program. This plan addresses the need to implement a specific plan for assuring victim safety.

Signed:

A handwritten signature in cursive script, appearing to read "Dennie Huggins", is written over a horizontal line.

Dennie Huggins, DRC Executive Director



MID-OHIO VALLEY DAY REPORT CENTER

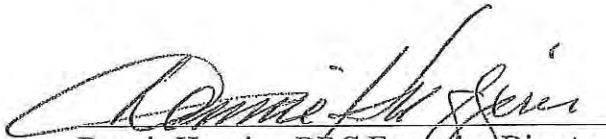
Wood County Office: 916 Market Street, Parkersburg, WV 26101

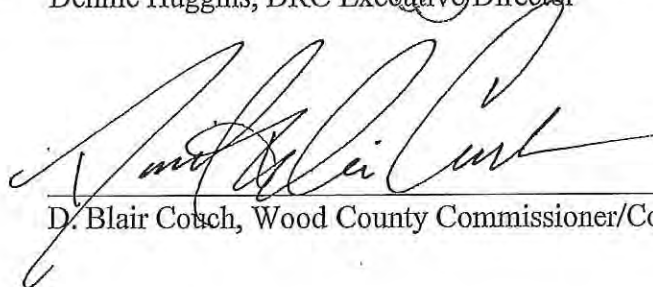
304-422-8570 * Fax: 304-422-8579

2/25/14

This notice is provided to verify that each employee of the Mid-Ohio Valley Regional Day Report Center (DRC) has been provided with his/her own copy of the current policy and procedure manual which is issued by the Wood County Commission. Our signatures below further confirm that each DRC employee has placed his/her signature on a statement which verifies receipt of the manual and the understanding that he/she is expected to abide by all of its terms.

Signed:


Dennie Huggins, DRC Executive Director


D. Blair Couch, Wood County Commissioner/Community Corrections Board President

3/3/14
79442

MARCH 3, 2014

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE A
VARIANCE TO BE ISSUED FOR A LIMITED VIDEO LOTTERY
LICENSE AT HAGGARD'S BAR & GRILL

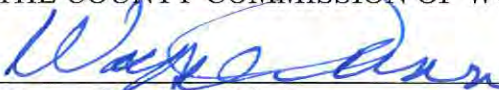
ORDER

On this date, the County Commission of Wood County, upon a motion made by Wayne Dunn, seconded by Stephen Gainer and passed with David Blair Couch voting in the negative, did hereby AUTHORIZE a variance to be granted for a Limited Video Lottery License for Haggard's Bar and Grill located at 852 Southern Highway, Mineral Wells, West Virginia.

A copy of the Application for said license 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/2701

3/3/14
70/442

APPLICATION FOR LOCATING VIDEO LOTTERY ESTABLISHMENTS
WOOD COUNTY, WEST VIRGINIA

Name of Applicant: Donna S. Daley

Address of Applicant: 715 Kesterson Rd. Parkersburg, WV. 26101

Location of Establishment: 852 Southern Highway Mineral Wells WV 26150

Name of Establishment: Haggard's Bar & Grill LLC

Contact Person: Donna Daley Title: owner

Business Phone: 304-588-3777 Home Phone: 304-893-6525

Does this establishment currently have a Video Lottery License? Yes No

Federal ID No. 45-2937267 WV Liquor License No. 52-A-212-013490

Site Plan Prepared by: Donna Daley
Address of Plan Preparer: 715 Kesterson Rd. Parkersburg, WV 26101

This application shall include, without limitation, a copy of the site plan of the Premises and the existing or proposed Improvement or Improvements, together with a letter describing the proposed Video Lottery Establishment.

SITE PLAN

The site plan shall be drawn to a scale of one-inch (1") equals fifty feet or larger and shall include the following data:

- (a) Name and address of the individual who prepared the site plan; the date of preparation, north point, and scale; a metes and bounds description of the site; tax district, map and parcel number, and the names and addresses of the Applicant and the Responsible Person; and
- (b) Existing and proposed contours of the Premises; and;
- (c) Certification by a land surveyor or engineer that the dimensions and bearings on the site plan are accurately delineated and location of all easements and right-of-ways with respect to the Premises; and

- (d) Number and type of proposed Improvements on the Premises along with gross floor area of each Improvement on the Premises; and
- (e) Location, shape, exterior dimensions, and number of stories of each Improvement on the Premises; and;
- (f) Location, grade, and dimensions of paved surfaces of the Premises, and of all streets, alleys, roads and highways abutting the premises; and
- (g) Complete traffic circulation and parking plan; and
- (h) Location of landscaped areas -- fences, walls and other screening with respect to premises; and
- (i) Signage plan; and
- (j) Sediment and Erosion Control Plan; and
- (k) Drainage plan for the Premises prepared by a registered professional engineer licensed to practice in the State of West Virginia; and
- (l) Certification of distances from adjacent properties.

There is an application fee of \$100.00.

Signature of Applicant: Donna S. Dalcy

Date signed: 01-06-14

Approved: _____

Denied: _____

Signature of Planning Official: _____

Date: _____

West Virginia Alcohol Beverage Control Administration Floor Plan

License period: _____

Applicant Entity Name: Haggards Bar + Grill LLC

Doing Business As (DBA) Name: Haggards Bar + Grill LLC

County: Wood

Floor plan must include all areas under the control or lease of the applicant where alcohol is to be stored, sold or consumed
All areas under control or lease of the licensee must be licensed

Submit (1) copy to ABCA.

(Give Dimensions)

Keep (1) copy at licensed premises. **RT 21**



*If there are attached drawings please check; _____ (additional drawings must be signed).

*Complete information on reverse side of form.

MARCH 3, 2014

3/3/14
701/442

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 VOCA 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 Victims of Crime Act (VOCA) with the West Virginia Division of Justice and Community Services. Said grant application is in the amount of thirty-nine thousand two hundred forty-three dollars and zero cents (\$39,243.00) and is for the funding of a Victims Advocate and Assistant Victims Advocate in the Wood County Prosecutor's Office.

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/2702

3/3/14
70/442

VOCA Application Checklist

Applicant: Wood County Commission	Amount Requested:	\$39,243.00
--	--------------------------	--------------------

- X General Administrative Information – Page 1
 - X Applicant Information Complete
 - X Type of Agency is Marked
 - X Project Director Information Complete
 - X Fiscal Officer Information Complete
 - X Amount Requested is Complete
 - X Percent Breakdown by Crime Category is Complete
 - X Number of Years Previously Funded is Provided
 - X Estimated Number of Victims to be Served is Provided
 - X Geographic Area to be Served is Provided
 - X Project Title is Provided
 - X Project Description is Provided
 - X Authorized Official Information is Complete – with ORIGINAL Signature

- X Budget Information – Pages 2 - 4
 - X Budget Summary (Complete with Applicant Name and FEIN and DUNS Number)
 - X Funding Strategy Complete – List all funding sources
 - X Budget Detail Provided (for all applicable agencies & categories)
 - X Budget Justification Provided (Detailed w/ match included & labeled)

- X Project Narrative – Page 5
Narrative addresses all minimum information contained within the grant application instructions section – including, but not limited to **(and in this order)**. **All sections must be clearly titled with the bolded headings below:**

- ☞ **Problem Statement/Statement of Need**
 - Target population identified and described and needs outlined
 - Supporting data is provided
 - Past efforts shown
- ☞ **Program Description and/or Solution to the Problem**
- ☞ **Underserved Populations Component**
 - Identified underserved Population
 - Provided supporting statistical information for the service area requesting funding
 - Identified how they will provide outreach to identified underserved Population

- ☞ **Limited Language Proficiency Plan**
- ☞ **Volunteer Recruitment and Utilization Plan**
- ☞ **Victim’s Rights Notification Plan**
- ☞ **Collaboration**
- ☞ **Plan of Sustainability**

- X Goals and Objectives – Page 6
 - At least one goal and one objective are required for each discipline requesting funding.
 - At least one objective addresses the outreach for the identified underserved population(s).
 - An activity, an outcome, and an implementation schedule is required for each objective.

- X Organizational Charts – Page 7
Included both an organizational chart for each agency requesting funding. The chart also includes:
 - ☞ Staff members
 - ☞ Titles
 - ☞ Salaries
 - ☞ Source of salaries

- X Hiring Procedures and Job Descriptions – Page 8
Hiring procedures, job descriptions, and applicable resumes and licenses are provided for each position requesting personnel funding.

- X Attachments A through E
 - X Organization Budget for Applying Agency
 - X List of Governing Board Members (Board of Director Members, Advisory Board Members, County Commissions, City Council, etc.)
 - Support Letters (**For New Projects Only**)
 - X Memorandum of Understanding
 - Proof of Non-Profit Status for **New Projects Only**:
 - ☞ Articles of Incorporation with proof of approval by WVSOS Office.
 - ☞ Certificate of Incorporation issued by the WVSOS Office
 - ☞ IRS Determination Letter

- X Appendices
 - X System for Award Management (SAM) Registration
 - X Project Director & Fiscal Officer Role and Responsibilities
 - X Standard and Special Conditions
 - ORIGINAL signature of the Authorized Official is provided

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

**General Administrative Information
Page 1**

Applicant Agency:

Address: Wood County Commission
One Court Square, Suite 203
Parkersburg, WV 26101

Phone: 304-424-1984
Fax Number: 304-424-0194

Type of Agency

- State
 County
 Municipal
 Non-Profit

Project Director:


Toni Tiano
Address: Wood County Courthouse
One Court Square, Suite 203
Parkersburg, WV 26101

Phone: 304-428-7760
Fax: 304-485-2925
Email: tianoknopp@suddenlink.net

Fiscal Officer:

Mark Rhodes
Address: Wood County Clerk
One Court Square
Parkersburg, WV 26101

Phone: 304-424-1850
Fax: 304-424-0194
Email: mrhodes@woodcountywv.com

Amount Requested: **\$39,243.00** Amount Awarded: 

Project Period: **July 1, 2014 – June 30, 2015**

Percent Breakdown by Crime Category:

80 Domestic Violence
15 Sexual Assault
3 Child Abuse
2 Underserved Pop.

Number of years previously funded: 18

Estimated number of victims to be served by grant: 4,000

Geographic Area Served:


County(ies): Wood

Population: 86,956
Rural/Urban: Urban

Project Title: **Wood County Prosecuting Attorney's Victims Advocate Program**

Project Description: This project consists of the continual hiring of a full-time Victims Advocate and a part-time Victims Advocate Assistant to serve an estimated 4,000 victims within Wood County.

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

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

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

**Budget Summary
Page 2**

Applicant: **Wood County Commission**

FEIN Number: **556000417**
DUNS Number: **103819493**

Category	VOCA Requested Funds	Matching Funds	Total Budget
Personnel / Contractual	38,743.00	9,811.00	\$48,554.00
Travel / Training	-0-	0	\$-0-
Space		0	\$-0-
Other	500.00	0	\$500.00
Totals	39,243.00	9,811.00	\$49,054.00

Funding Strategy

Funding Source(s)	Amount	Status
VOCA Grant Funds	\$39,243.00	A
Wood County Prosecuting Attorney	\$9,811.00	C
Total	\$49,054.00	

- Funding Source - Separately list each source of funds that will be used in the program.
- Amount - Enter the amount received or anticipated for each
- Status - Indicate the status of each funding source as follows:
 - P – Projected grant, loan or donation
 - A – Application submitted and under review
 - C – Funds Committed
 - R – Funds received, appropriated or on hand

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

**Budget Detail by Category
Page 3**

Detailed Project Cost by Budget Category	Requested VOCA Funds	Matching Funds	Recommendation
<u>Personnel / Contractual</u>			DJCS Use Only
Victims Advocate – Tiffany Kiger – Salary Position – Full Time - \$36,456 Annual Salary x .72 (VOCA Funds)	\$26,250		
Insurance for Victims Advocate - \$220/month x 12 months	\$2,640		
Assistant Victims Advocate – Amanda Cornell – Part-Time - \$9.853/hour x 83.33 hours/month	\$9,853		
<u>MATCH</u>			
Victims Advocate Salary/Benefits		\$7,411	
Volunteer Hours – \$8/hour x 300 hours		\$2,400	
<u>Travel / Training</u>			
<u>Space:</u>			
<u>Other</u>			
Brochures/pamphlets on Victims Rights to distribute to victims and general public	\$500		
Total Requested VOCA Funds	\$39,243		
Total Matching Funds		\$9,811	
Total of Recommendation (DJCS Only)			

Provide here a justification and explanation of the budget items shown on pages 3 and 3a of this application. This should contain specific criteria and data used to arrive at estimates and/or costs for all items listed. In completing the project budget narrative, please identify data by the major budget category involved (e.g., Personnel/Contractual, Travel/Training, Equipment, and Other). Please differentiate between project grant and matching funds (if applicable). For all Personnel/Contractual positions (salary, hourly, overtime) that are requesting Fringes please list the percentages (%) for each. **For all full-time hourly positions and part-time hourly positions (not salaried) please include an hourly rate x hours per month.** *Please note that effective July 1, 2012 all salaried positions (whether it be 100%, 80%, etc.) may be reimbursed on a 12 month cycle. Example: If you are a salaried employee requesting 100% of your salary of \$35,000, the most you will be reimbursed for a month period is \$2,916.66. If you are a salaried employee requesting 80% of your total salary of \$35,000, the most you will be reimbursed per month will be \$2,333.33 over 12 months, not to exceed the \$28,000, or 80% of the \$35,000 salary.* **Requested Increase in Grant Funds:** If requesting an increase or change in grant funds from previous grant **awarded** amounts, applicants are to include a detailed description and justification for the increase/change in funds.

Applications submitted which do not provide a sufficient narrative may be subject to exclusion. Use additional blank pages as necessary.

Additionally, provide an identified breakdown of matching funds. **Be sure to label the matching funds breakdown as such.** Attach additional pages if necessary.

Personnel/Contractual – VOCA Funds

Full-Time Victims Advocate – Salary Position – Annual Salary \$36,456; Amount being requested by VOCA Funds is **\$26,250** or 72% of total salary. Monthly reimbursement to be \$2,187.50

Assistant Victims Advocate – Part-time Position - \$9.853/hour x 83.33 hours/month x 12 months = **\$9,853.00**

Full-Time Victims Advocate Insurance – Monthly insurance cost is estimated to be \$619.09 – VOCA to reimburse \$220/month (35.5 percent) for an annual total of **\$2,640.00.**

TOTAL VOCA Personnel/Contractual - \$38,743.00

Personnel/Contractual – MATCH Funds

Full-Time Victims Advocate – Salary Position - \$4.79/hour x 1,547.18 hours = \$7,411.00 or 20.3 percent of total salary.

Volunteer Time – Various volunteers throughout year - \$8.00/hour x 300 hours = \$2,400.00

TOTAL MATCH Personnel/Contractual - \$9,811.00

Other – VOCA Funds

Purchase of brochures, pamphlets, books, etc. on victims' rights for distribution to victims and the general public - \$500.00

TOTAL VOCA Other Funds - \$500.00

Please provide information that presents and explains the proposed project. State clearly and in concise detail the **problem statement, purpose and direction of the project and solution to the problem, background on project, evaluation of local needs, description of underserved populations** (including plan for outreach and services), a **limited language proficiency plan, volunteer utilization and recruitment plan, victim's rights notification plan, collaboration, and plan of sustainability of project**. Attach additional pages if necessary. (Refer to the instruction manual and Promising Practices Guideline for more details)

A. Problem Statement - Over the past several years Wood County has dealt with approximately 5,000 felony and misdemeanor cases per year with the number of felonies in 2013 being the highest in a four year period. As the chart below indicates, there were 611 felony cases in 2013 as well as 4,420 misdemeanors for a total of 5,031 cases

YEAR	Felonies	Misdemeanors	Total
2010	568	4,087	4,655
2011	598	4,078	4,676
2012	528	4,648	5,176
2013	611	4,420	5,031

The Prosecuting Attorney's Office states that of these total cases, approximately 60 percent – or 3,019 in 2013 – involved at least one victim who needed some type of services. Some of the cases involved multiple victims. Unfortunately due to time constraints and other issues, prosecutors and law enforcement officers are not able to provide these individuals with the type of services and assistance they need. The concern that everyone has who deals with these cases is how to best serve the victim who is in need of services, information, assistance, etc.

Because of this great need for assistance and services, the Wood County Prosecuting Attorney's Office developed the Victims Assistance Program in 1996. With this Program the Victims Advocate and the Victims Advocate Assistant focus solely on helping the victim with whatever services and assistance they may need. Before this Program began victims were left on their own. There was no one looking out for the best interest of the victim and no one providing them with information on services, the status of their case, etc. Often times the victim felt lost and confused and many times received little or no information about their particular case.

For many of the victims this, and the follow-up, is a traumatic time for them. They are facing circumstances and situations they haven't had to deal with before and are not aware of the services available to assist them while they are going through this process. Often times they feel alone and abandoned by everyone which can sometimes lead to more problems. Sometimes the victims just need someone they can vent their frustrations to and the Victims Advocate Program can serve as this sounding board.

The number of victims served by Wood County's Victims Advocate Program has increased tremendously since the Program first began in 1996. During the initial year of operation the Program served 229 victims. During the most recently completed grant year, the number of victims served was 5,105 with domestic violence having the highest number of victims. The services provided to these victims have also increased from 382 in 1996 to 6,825 during the most recent grant year.

The 5,105 victims served was the highest number ever served in a year. Recent prior years showed 3,222 victims, 3,408 victims, and 3,584 victims. The number of services decreased during the recent year to 6,825 compared to previous years of 9,433 and 9,681 services. This decrease in services can be attributed to the time period in the recent grant when the Program was without an assistant victims advocate. During the last year, the numbers averaged 425 victims served per month with 569 services provided each month.

While the Wood County Victims Advocate Program maintains information on the number of victims served, these numbers do not include the number of victims' family members who are also – directly or indirectly – affected by the case as well as the services and assistance provided. If somehow these numbers were able to be calculated, it is estimated the number of individuals who benefit from the Victims Advocate Program and the various services would at least triple.

B. Program Description and/or Solution to the Problem - The overall goal of this Program is to provide the appropriate services and information to victims of crime in Wood County. This goal is met by the continued hiring of the full-time Victims Advocate and the part-time Victims Advocate Assistant.

While the supportive services and information provided will vary according to the victim and their particular circumstance, the following summarizes the main focus points of the Victims Advocate Program in Wood County.

- *Supporting the victim.*

The primary role of an advocate is to assist victims by securing the necessary information, services, and follow-up care. This requires addressing both the victim's emotional needs and concrete needs for assistance and information.

- *Facilitating the victim's decision making.*

Victims are required to make a number of difficult decisions immediately after being victimized, and advocates can assist in this process by identifying the decisions that must be made, providing necessary information, and helping the victim consider their options. Once a decision is made, the advocate can also help the victim follow through with actions that are required as a result of the decision. It is important to note that advocates do not make decisions for victims – advocates only facilitate the victim's own

decision making process.

- *Informing the victim of their rights.*

Advocates inform victims of their rights, including those dictated by state statutes such as confidentiality and compensation for medical services.

- *Serving as a liaison between agencies.*

Advocates can help coordinate the services that victims receive from the various health, legal, and social service agencies. By serving as a communication link and central point of contact between these agencies, advocates can ensure that victims receive the best information and treatment possible.

- *Accompanying or staying with the victim.*

A key role of the victim advocate is to offer comfort, companionship, and reassurance to victims. In that process, however, the advocate needs to take the cue from the victim and respect their wishes. For example, some victims want to talk while others wish to remain silent. Sometimes, the victim may want to be left alone, in which case the advocate should respect the wishes but remain nearby to be available.

- *Offering crisis intervention.*

Advocates can also help the victim make a plan to get the support she needs within her own network of family and friends.

- *Conducting safety planning.*

Some sexual assault victims face immediate safety issues, if the perpetrator is still at their home, school, or office, or if the trauma of victimization puts them at risk for substance abuse or harm to self. Victims who require help planning for their safety may need assistance from advocates who can think creatively and are educated on these issues.

- *Documenting the incident.*

Advocates keep records on the characteristics of victims and cases that they handle. This helps as the case progresses which can sometimes take several months or unfortunately even years.

- *Keeping the victim apprised of the status of the case.*

Many cases are continued and/or postponed for a variety of reasons. It is often times difficult for the victim to understand why these delays are occurring. The Advocate

provides information as to why these court decisions are being made.

Wood County's Program has had an impact on 5,105 victims during the last year and provided them 6,825 services. The above listed points were provided to the victims with some receiving all of them and others whatever their situation required. Without this Program available very few of these 5,105 victims would have received the necessary services they needed.

The supervision of the Victims Advocate and the Assistant Victims Advocate is performed by the Wood County Prosecuting Attorney. The Victims Advocate answers directly to the Prosecuting Attorney who is a hands-on manager and is well aware of what the Advocate and the Assistant are working on. He is available for them to discuss issues and cases, and he provides appropriate suggestions and direction on how to deal with particular situations.

The project director is the Grant Consultant contracted by the Wood County Commission to oversee all the various grants received by the County Commission. The director is the main contact person to the West Virginia Division of Justice and Community Services and is the person responsible for ensuring the reports and other necessary and required documents are submitted on time. The director also submits any program changes and advises the Victims Advocate, Assistant Victims Advocate, and Prosecuting Attorney of changes, revisions, etc. which need to be made.

The governing board for this project is the Wood County Commission. The County Commission approves the submission of the grant application and signs off on all the monthly reimbursement requests. In addition, the Commission is involved with major budget and/or program revisions involved with this grant.

Volunteers are used with this Program, and Wood County averages four different volunteers per year. The volunteers assist with the clerical work items such as filing, answering the telephone, compiling survey results, mailings, etc. As a result of these services provided by the volunteers, the Victims Advocate and Assistant have more time available to assist with the victims with their needs.

C. Underserved Population – The Wood County Victims Advocate Program focus is the lower socio-economic population. This group is definitely difficult to serve since it is hard to keep in touch with them due to the transient nature of their lifestyle; frequently moving, being homeless, not having access to phones or transportation; etc. To reach this underserved group, pamphlets and fliers will be distributed to locations such as the Latrobe Street Mission, Salvation Army and Marie's House To Home where many of these individuals frequently visit. The pamphlets and flies will describe the Victims Advocate Program and some of the services available such as the Crime Victim's Compensation Fund. This information will also be provided to various soup kitchens in

the area such as the Stone Soup Kitchen operated by St. Xavier's Church and the Friendship Kitchen sponsored by North Parkersburg Baptist Church.

It is estimated that these outreach efforts will result in 60 additional individuals being served throughout the grant year. The Advocate will be able to track where these victims live from information on the police report. It will indicate if they are living in a homeless facility.

Part of the reason these individuals may not seek services is due to a lack of education and/or knowledge these individuals have on this subject. They may not even be aware a program of this type exists. Also, sometimes these victims believe they will not be treated fairly or no one will believe them so they do not even attempt to seek services. For these reasons, the Victims Advocate and the Assistant will reach out to this group and provide them with educational information on what they can do to seek help and the various services which are available to them.

D. Limited Language Proficiency Plan – The vast majority of the clients served by the Wood County Victims Advocate Program do not have a problem with the English language as well over 98 of the County's population is English-speaking Caucasian. However, a Plan has been developed to address any who may seek services and who have limited English proficiency.

The Wood County Prosecuting Attorney's Office, and therefore the Victims Advocate Program, has a strong relationship with the administration at West Virginia University-Parkersburg, Marietta College, Washington State Community College, and Ohio Valley University. These institutions of higher learning have on-staff members who are able to speak and understand various languages and are more than willing to provide any assistance that may be required. In addition the Wood County 9-1-1 Center has different contacts for bilingual persons. These contacts are on-call 24 hours/day, 7 days/week and provide the necessary translation services.

Camden Clark Medical Center - the local hospital – also has staff available who can assist with sign language. The Family Crisis Intervention Center is a member of the West Virginia Coalition Against Domestic Violence and as a result has access to a language line that is a 24-hour telephone interpreting service. This line provides immediate access to qualified interpreters who are knowledgeable in over 100 languages. The FCIC also has a TDD telephone to assist with those who are hearing impaired.

These various services are available to the Wood County Victims Advocate Program, and all the agencies work together if there is an individual with limited language proficiency.

E. Volunteer Recruitment and Utilization Plan – Volunteers have been a part of the Wood County Victims Advocate Program since it began, and the Program plans to continue this practice. During this upcoming year, the Victims Advocate will continue to contact local colleges in order to recruit volunteers who may be interested in pursuing an internship with the program. This has proven to be successful over the past several years, and it is anticipated it will continue to be so. The only drawback with the interns is that they are usually only available to assist with the Program for one semester, and the Victims Advocate Program has to continue to recruit students each semester.

In addition to recruitment from the local colleges, the Victims Advocate Program is also in contact with the Mid-Ohio Valley Volunteer Action Center which is the volunteer headquarters for the region. The Volunteer Action Center works in conjunction with Volunteer West Virginia and maintains a list of individuals who are interested in performing volunteer work. Characteristics of the volunteers are matched with the type of work an agency needs, and the Victims Advocate Program is able to obtain a few volunteers from this procedure.

Contact is also made by the Victims Advocate Program to the Retired Senior Volunteer Program (RSVP). The RSVP is involved with seniors who are interested in volunteering and depending upon the particular circumstances, some of these volunteers are paid to by RSVP.

Throughout the course of the grant year, the Victims Advocate Program has only had two volunteers. These volunteers perform numerous clerical functions which assist the Victims Advocate and the Assistant. Some of these services include filing, sending out survey forms, compiling results, organizing files, copies, and telephone service.

Also, throughout the year the Victims Advocate Program will receive contact from people who received information about the Program or were in attendance at a presentation made on the Program and would like to volunteer their services to help out.

F. Victims' Rights Notification – Whenever a victim is referred to this Program, either the Victims Advocate or the Victims Advocate Assistant goes over their rights with them. An explanation of these rights is provided to them as well as the desired end result. Each victim is also given a form to complete which states: Pursuant to the West Virginia Victims Protection Act of 1984, you are hereby notified you have certain rights as a result of West Virginia Code.

1. The victim of a felony may appear before the Court for the purpose of making an oral statement at sentencing for the record if the victim notifies the Court of his or her desire to make such a statement after receiving notification.
2. If the victim fails to notify the Court, such failure shall constitute a waiver of the right to make an oral statement.
3. In lieu of such appearance and oral statement, the victim may submit a written

statement to the Court or to the probation officer in charge of the case. The form also asks for basic information from the victim as well as information on economic or medical expenses as a result of this incident. In addition, the victim is asked what their thoughts are with regards to any possible plea negotiations. This information is returned to the Victims Advocate who maintains this information.

G. Collaboration – There are numerous agencies the Victims Advocate Program collaborates with throughout the County. One of the main agencies it collaborates with is the Family Crisis Intervention Center as many of the victims served are domestic violence or sexual assault victims. The Program also collaborates on almost a daily basis with the local law enforcement agencies within the County. All these agencies have a vested interest in these cases, and all work together.

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

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

H. Plan of Sustainability – If VOCA funds were eliminated, the Wood County Prosecuting Attorney's Office will seek to obtain funding from other sources to continue the program operations. Contact will be made with the Wood County Commission to seek additional funding in order to retain these two positions. Currently the County pays a portion of the Victims Advocate salary, insurance, and benefits. The Assistant Advocate is a part-time employee with the County paying the appropriate benefits.

Office space, travel, utilities, phone, supplies, postage, copies, etc. are already supplied by the Prosecuting Attorney's Office so it would not be necessary to have to seek funding for these items.

Wood County will also search for other grant funding opportunities for the Program through sites such as grants.gov, Foundation Directory, and Grant Station. Contact will be made with local private foundations such as the Sisters of St. Joseph Charitable Fund, the McDonough Foundation, and Parkersburg Area Community Foundation to

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determine if they will be able to provide financial assistance.

The County and the Prosecuting Attorney are strongly committed to this Program and will do whatever they can to continue the Program if VOCA funding should cease.

Victims of Crime Act Victim Assistance Grant Program Application

Supplementary Goals and Objectives Form

Goal Number: 1 **The Wood County Victims Advocate Program will identify and provide services to many victims throughout the 2014 – 2015 grant period.**

Objective Number: 1 By the conclusion of the grant on June 30, 2015, the Victims Advocate Program will have served a minimum of 4,000 victims in Wood County.

Outcome: The Victims Advocate Program will maintain a cumulative total on the number of victims served each month by either the Advocate or the Assistant.

Outcome Tool Files will be maintained on each victim served by either the Advocate or the Assistant.

Activities to meet objective:

Timeline for each activity:

1. The Victims Advocate and/or the Assistant will review cases presented to the Prosecuting Attorney's Office and/or the Magistrate Court.

1. On-Going

2. The Victims Advocate and/or Assistant will contact each victim to provide information on the Program and to determine what assistance/services are needed by the victim.

2. On-Going

3. Each victim will be provided with a Notification of Victims Rights form.

3. On-Going

4.

4.

Objective Number:

2

At the end of the grant period a minimum of 6,200 services will be provided to Wood County victims through the Victims Advocate Program.

Outcome:

A cumulative total will be maintained on the number of services provided each month by either the Advocate or the Assistant.

Outcome Tool

Files on each victim will detail the number and type of service provided.

Activities to meet objective:

Timeline for each activity:

1. The Victims Advocate and/or the Assistant will provide the appropriate services and/or referrals for each victim.

1. On-Going

2. As necessary, the victim will be assisted with the completion of the Victims Compensation Form.

2. On-Going

3.

3.

Victims of Crime Act Victim Assistance Grant Program Application

Supplementary Goals and Objectives Form

Goal Number: 2

During the grant year, the Advocate and the Assistant will place an emphasis on those victims of lower socio-economic status which is the underserved population group.

Objective Number: 1 At the conclusion of the grant period at least 60 individuals from lower socio-economic status will be served by either the Advocate and/or the Assistant.

Outcome: A cumulative total will be maintained on the number of victims served each month by either the Advocate or the Assistant.

Outcome Tool: Files will be maintained on each victim service by either the Advocate and/or the Assistant. The files will indicate if the victim falls within the lower socio-economic population.

Activities to meet objective: Timeline for each activity:

1. The Victims Advocate and/or Assistant will be notified when there is a victim of lower socio-economic status.	1. On-Going
2. The Victims Advocate and/or Assistant will contact each lower socio-economic victim to provide information on the Program and to determine what assistance/services are needed by the victim.	2. On-Going
3. Informational materials on the Victims Advocate Program will be distributed to facilities which are frequented by those of lower socio-economic status.	3. Quarterly
4.	4.

Objective Number: _____

Outcome: _____

Outcome Tool: _____

Activities to meet objective:

Timeline for each activity:

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

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

Objective _____

Victims of Crime Act Victim Assistance Grant Program Application

Supplementary Goals and Objectives Form

Goal Number: 3

During the grant year, interested and qualified individuals and/or students will be provided with opportunities to assist with the Victims Advocate Program.

Objective Number:

1

At the conclusion of the grant period at least 320 volunteer hours of service will be provided by at least four volunteers.

Outcome:

A cumulative total will be maintained on the number of volunteers who assist with the program and the number of volunteer hours provided.

Outcome Tool

Time sheets will be maintained by each volunteer who participates in the Victims Advocate Program.

Activities to meet objective:

Timeline for each activity:

1. The Victims Advocate will contact local colleges and/or universities in order to solicit interns/volunteers for the Program.

1. On-Going

2. Contact will be made with appropriate social service agencies – Volunteer Action Center, Senior RSVP, etc. – to solicit volunteers for the Program.

2. On-Going

3. Information and requirements on the Program will be provided to each volunteer. Volunteers will also be given a background check. Duties of the volunteers will be overseen by the Advocate and/or the Assistant.

3. On-Going

4.

4.

Objective Number:

Outcome:

Outcome Tool

Activities to meet objective:

Timeline for each activity:

1.

1.

2.

2.

3.

3.

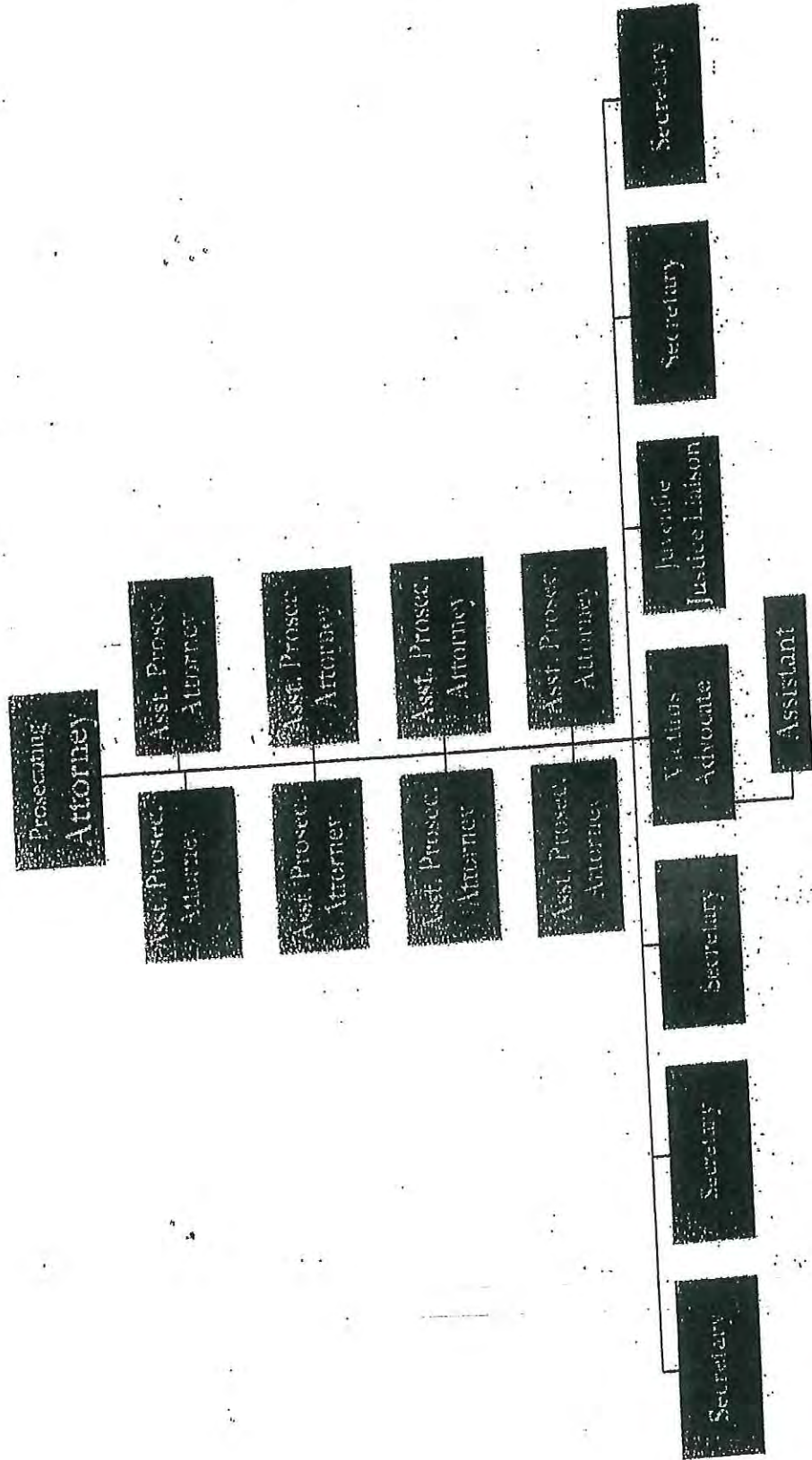
4.

4.

Please use this page or attach a copy of your agency's organizational chart *and the proposed organizational chart for this project*. Please list all staff members, position titles, salaries, and funding source for salaries.

Please see attached.

Wood County Prosecuting Attorney's Office



WOOD COUNTY PROSECUTING ATTORNEY'S OFFICE
 Staff, Salary, and Funding Sources
 February 20, 2014

STAFF	POSITION	SALARY	FUNGINS SOURCE
Jason Wharton	Prosecutor	\$96,000.00	General Fund
Jodie Boylen	Asst. Prosecutor	\$95,600.16	General Fund
Sean Francisco	Asst. Prosecutor	\$77,273.52	General Fund
Pat LeFebure	Asst. Prosecutor	\$75,755.28	General Fund
Russ Skogstad	Asst. Prosecutor	\$58,999.92	General Fund
Kirsten LeFubre	Asst. Prosecutor	\$54,235.92	General Fund
Megan Underwood	Asst. Prosecutor	\$51,000.00	General Fund
Jeremy Wolf	Asst. Prosecutor	\$50,236.08	General Fund
Nancy McGhee	Asst. Prosecutor	\$47,256.00	General Fund
Tiffany Kiger	Victims Adovate	\$36,456.24	General Fund/VOCA
Amanda Cornell	Asst. Victims Advocate	\$9,853.00	VOCA
Rhea Guice	Secretary	\$41,560.56	General Fund
Patti Rush	Secretary	\$36,977.76	General Fund
Debra George-Ryder	Secretary	\$34,811.52	General Fund
Rachel Lewis	Secretary	\$34,811.52	General Fund
Jennifer Johnson	Secretary	\$30,000.00	General Fund
Cliff Stone	Secretary/Part-Time	\$9.61/hour	General Fund

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

Please see attached.

The Victims Advocate position in the Wood County Prosecuting Attorney's Office is a full-time position with the "standard" benefits received by all employees of the Wood County Prosecuting Attorney's Office/Wood County Commission. Tiffany Kiger, the current Victims Advocate, has held this position since 2009. It is anticipated she will remain with this position during the upcoming grant year.

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

The Assistant Victims Advocate position is a part-time position within the Wood County Prosecuting Attorney's Office. This position does not have health insurance but it does have some benefits associated with it.

Attached is a copy of the job description and resume for Amanda Cornell who is the current Victims Advocate Assistant. Ms. Cornell has been in this position for two months, and it is anticipated she will continue in this position during the new grant year.

If either position should become vacant, the Prosecuting Attorney will post the availability and requirements in-house. This will allow for any interested County employee to apply for the position. Interviews will be conducted with those deemed qualified for the position. If appropriate, reference checks will be conducted. If it is determined there is no one in-house who is qualified for the position, the job will then be advertised in the local newspapers.

A help wanted ad will be developed and placed in the local newspapers. Resumes will be solicited, reviewed, and the appropriate candidates will be selected for an interview. After the interviews have been completed, references and other items will be checked. The position will be offered to the best candidate.

JOB DESCRIPTION VICTIMS ADVOCATE

GENERAL DESCRIPTION OF DUTIES

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

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

Meet with individuals on an as-needed basis,

Assist the victims in obtaining restitution and recovery of property used as evidence,

Serve as a liaison between the victim and the various agencies involved with the case,

Recruit and supervise volunteers,

Collect and record data on the number and amount of services provided,

Assist crime victims at judicial proceedings, particularly felony cases,

Provide referrals to victims to the appropriate agencies,

Perform public speaking engagements to schools, groups, etc., and

Supervise the Victims Advocate Assistant.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

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

ACCEPTABLE EXPERIENCE AND TRAINING

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

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

Education

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

Relevant Work Experience

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

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

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

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

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

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

JOB DESCRIPTION
ASSISTANT VICTIMS ADVOCATE

Part-time position with the Wood County Prosecuting Attorney's Office to assist the Victims Advocate with the delivery of services to victims and witnesses in the criminal justice service with particular emphasis placed on working with victims in the Magistrate Court. Individual should have considerable knowledge of the laws of the State of West Virginia, services available in Wood County, have the ability to communicate clearly and concisely, to establish working relationships with community agencies and the public, and to meet deadlines.

Amanda D. Cornell

557 Davisville Road
Davisville, WV 26142
(304) 488-8987
manevazac@hotmail.com

Objective

To obtain experience in the field of criminal justice and to use my personal experience to help victims of crime make their way through the criminal court system.

Education

Wirt County High School, Elizabeth, WV
Graduated May 2002

University of Phoenix
Associates Degree in Criminal Justice, September 2011

West Virginia University at Parkersburg, Parkersburg, WV
Bachelor of Arts Degree in Criminal Justice, Present
Set to Graduate December 2014

Work Experience

Mountaineer Family Restaurant, Parkersburg, WV (2008-2009 & 2012-Present)

- Server

Bob Evans, Parkersburg, WV (2005-2006)

- Server

Volunteer Experience

Camden Clark Memorial Hospital, Parkersburg, WV

- Candy Striper- Medical Billing Office
 - Filed confidential patient documents

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

**Organization Budget
Attachment A**

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

Please see attached.

Short Budget Report for Wood County Commission

Account Number	Budget	Actual Mtd	Exp + Encumb	Available	%
1 GENERAL FUND					
Revenues					
TAX DISCOUNTS	107 0 00	-232,439.00	0.00	155,314.11	-77,124.89 67
		-232,439.00	0.00	155,314.11	-77,124.89 67
ASSESSOR'S VALUATION	108 0 00	-227,667.00	0.00	160,231.19	-67,435.81 71
		-227,667.00	0.00	160,231.19	-67,435.81 70
EXONERATIONS	113 0 00	-874,771.00	0.00	1,535.74	-873,235.26 1
		-874,771.00	0.00	1,535.74	-873,235.26 0
TIF FUNDING	273 0 00	-6,145.00	0.00	0.00	-6,145.00 0
		-6,145.00	0.00	0.00	-6,145.00 0
ASSIGNED FUND BALANCE	298 0 00	126,556.00	0.00	-126,556.00	0.00 100
		126,556.00	0.00	-126,556.00	0.00 100
UNASSIGNED BALANCE	299 0 00	744,418.00	0.00	205,582.00	950,000.00 (27)
		744,418.00	0.00	205,582.00	950,000.00 (28)
TAXES - AD VALOREM	301 0 00	13,201,726.00	0.00	-7,804,197.59	5,397,528.41 60
		13,201,726.00	0.00	-7,804,197.59	5,397,528.41 59
LIBRARY EXCESS LEVY	301-90 0 00	468,063.00	0.00	-302,975.15	165,087.85 65
		468,063.00	0.00	-302,975.15	165,087.85 65
TAX PENALTIES & INTEREST	302 0 00	200,000.00	0.00	-169,700.12	30,299.88 85
		200,000.00	0.00	-169,700.12	30,299.88 85
PROPERTY TRANSFER TAX	304 0 00	350,000.00	0.00	-289,507.35	60,492.65 83
		350,000.00	0.00	-289,507.35	60,492.65 83
GAS & OIL SEVERANCE	306 0 00	40,000.00	0.00	0.00	40,000.00 0
		40,000.00	0.00	0.00	40,000.00 0
WINE & LIQUOR TAX	308 0 00	5,000.00	0.00	-5,913.77	-913.77 118
		5,000.00	0.00	-5,913.77	-913.77 118
HOTEL OCCUPANCY TAX	309 0 00	671,376.00	0.00	-451,531.84	219,844.16 68
		671,376.00	0.00	-451,531.84	219,844.16 68

Account Number	Budget	Acml Mid	Exp + Encumb	Available	%
PAYMENT IN LIEU OF TAXES Account-309	671,376.00	0.00	-451,531.84	219,844.16	67
	255,000.00	0.00	-245,798.39	9,201.61	97
	255,000.00	0.00	-245,798.39	9,201.61	96
COAL BED METHANE Account-311	12,000.00	0.00	-5,293.85	6,706.15	45
	12,000.00	0.00	-5,293.85	6,706.15	44
LICENSES Account-313	10,000.00	0.00	-10,000.00	0.00	100
	10,000.00	0.00	-10,000.00	0.00	100
BUILDING PERMITS Account-317	20,000.00	0.00	-20,920.00	-920.00	104
	20,000.00	0.00	-20,920.00	-920.00	105
MISC. PERMITS Account-318	1,200.00	0.00	-388.00	812.00	33
	1,200.00	0.00	-388.00	812.00	32
FEDERAL GRANTS Account-319	959,749.00	0.00	-473,817.50	485,931.50	50
	959,749.00	0.00	-473,817.50	485,931.50	49
STATE GRANTS Account-322	197,405.00	0.00	-458,812.03	-261,407.03	232
	197,405.00	0.00	-458,812.03	-261,407.03	232
OTHER GRANTS Account-323	2,595.00	0.00	-2,985.66	-390.66	115
	2,595.00	0.00	-2,985.66	-390.66	115
CHARGES FOR SERVICES Account-324	83,999.00	0.00	-15,301.47	68,697.53	19
	83,999.00	0.00	-15,301.47	68,697.53	18
SHF SERVICE OF PROCESS Account-327	35,000.00	0.00	-20,381.00	14,619.00	59
	35,000.00	0.00	-20,381.00	14,619.00	58
SHERIFF'S EARNINGS Account-329	15,000.00	0.00	-7,143.82	7,856.18	48
	15,000.00	0.00	-7,143.82	7,856.18	48
COUNTY CLERKS EARNINGS Account-330	300,000.00	0.00	-216,082.37	83,917.63	73
	300,000.00	0.00	-216,082.37	83,917.63	72
CIRCUIT CLERK EARNINGS Account-331	100,000.00	0.00	-52,667.09	47,332.91	53
	100,000.00	0.00	-52,667.09	47,332.91	53

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Short Budget Report for Wood County Commission

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Account Number	Budget	Actrl Mtd	Exp + Encumb	Available	%	
PROSECUTING ATTY EARNINGS						
Account-333	333 0 0 0	7,000.00	0.00	-2,384.00	4,616.00	35
			0.00	-2,384.00	4,616.00	34
ACCIDENT REPORTS						
Account-334	334 0 0 0	4,000.00	0.00	-1,945.00	2,055.00	49
			0.00	-1,945.00	2,055.00	49
MOTOR VEHICLE LICENSE FEE						
Account-335	335 0 0 0	10,000.00	0.00	-9,409.50	590.50	95
			0.00	-9,409.50	590.50	94
COUNTY CLERK DEED FEES						
Account-337	337 0 0 0	2,000.00	0.00	-3,845.00	-1,845.00	192
			0.00	-3,845.00	-1,845.00	192
RENTS & CONCESSIONS						
Account-340	340 0 0 0	75,000.00	0.00	-44,325.26	30,674.74	60
			0.00	-44,325.26	30,674.74	59
IRP FEES						
Account-350	350 0 0 0	50,000.00	0.00	-32,457.96	17,542.04	65
			0.00	-32,457.96	17,542.04	65
FINES, FEES & COURT COSTS						
Account-361	361 0 0 0	15,000.00	0.00	-8,575.54	6,424.46	58
			0.00	-8,575.54	6,424.46	57
REGIONAL JAIL REIMBURSEMENT						
Account-362	362 0 0 0	175,000.00	0.00	-147,902.02	27,097.98	85
			0.00	-147,902.02	27,097.98	85
INTEREST EARNED						
Account-365	365 0 0 0	2,000.00	0.00	-769.56	1,230.44	39
			0.00	-769.56	1,230.44	38
MISC REVENUE						
Account-366	366 0 0 0	28,650.00	0.00	-4,158.46	24,491.54	15
			0.00	-4,158.46	24,491.54	15
SHERIFF'S COMMISSION						
Account-367	367 0 0 0	12,000.00	0.00	-11,997.46	2.54	100
			0.00	-11,997.46	2.54	100
COMMISSIONS						
Account-369	369 0 0 0	5,000.00	0.00	-4,258.90	741.10	86
			0.00	-4,258.90	741.10	85
GAMING INCOME						
Account-370	370 0 0 0	75,000.00	0.00	-39,483.27	35,516.73	53
			0.00	-39,483.27	35,516.73	53
FILING FEES						
Account-370	370 0 0 0	75,000.00	0.00	-39,483.27	35,516.73	53
			0.00	-39,483.27	35,516.73	53

Account Number

Account Number	Budget	Actnl Mtd	Exp + Encumb	Available	%
VIDEO LOTTERY	372 0 0 0	0.00	0.00	0.00	0
Account-372	0.00	0.00	0.00	0.00	0
PLANNING COMMISSION REVENUE	373 0 0 0	250,000.00	-149,760.76	100,239.24	60
Account-373	250,000.00	0.00	-149,760.76	100,239.24	60
SALE OF MATERIALS	374 0 0 0	0.00	0.00	0.00	0
Account-374	0.00	0.00	0.00	0.00	0
CONTR/TRANSFERS FROM OTHER ENTITIES	375 0 0 0	0.00	-232.00	-232.00	0
Account-375	0.00	0.00	-232.00	-232.00	0
CHARGES TO OTHER ENTITIES	380 0 0 0	0.00	0.00	0.00	0
Account-380	0.00	0.00	0.00	0.00	0
REFUNDS/REIMBURSEMENTS	381 0 0 0	0.00	0.00	0.00	0
Account-381	0.00	0.00	0.00	0.00	0
PARKING	382 0 0 0	356,447.00	-220,295.01	136,151.99	62
Account-382	356,447.00	0.00	-220,295.01	136,151.99	62
SALE OF FIXED ASSETS	383 0 0 0	15,000.00	-24,767.16	-9,767.16	165
Account-383	15,000.00	0.00	-24,767.16	-9,767.16	165
TRANSFER OTHER FUNDS	384 0 0 0	28,408.00	-28,407.50	0.50	100
Account-384	28,408.00	0.00	-28,407.50	0.50	100
CONCEALED WEAPON	388 0 0 0	0.00	-750,000.00	-750,000.00	0
Account-388	0.00	0.00	-750,000.00	-750,000.00	0
HOME CONFINEMENT REIM	392 0 0 0	16,499.00	0.00	16,499.00	0
Account-392	16,499.00	0.00	0.00	16,499.00	0
GENERAL SCHOOL REIM	393 0 0 0	216,029.00	-46,896.51	169,132.49	22
Account-393	216,029.00	0.00	-46,896.51	169,132.49	22
MAG. COURT REIM	394 0 0 0	400,000.00	-233,568.65	166,431.35	59
Account-394	400,000.00	0.00	-233,568.65	166,431.35	59
	395 0 0 0	60,000.00	-958.00	59,042.00	2

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Account Number	Budget	Actual Ytd	Exp + Encumb	Available	%
PAYROLL REIM	60,000.00	0.00	-958.00	59,042.00	2
Account-395					
	2,345,684.00	0.00	-868,105.23	1,477,578.77	38
	2,345,684.00	0.00	-868,105.23	1,477,578.77	37
TRANSFERS-RAINY FUNDS	750,000.00	0.00	0.00	750,000.00	0
Account-398					
	750,000.00	0.00	0.00	750,000.00	0
TRANSFERS ASSESSOR'S VALUATION FUND	723,014.00	0.00	-349,917.74	373,096.26	49
Account-399					
	723,014.00	0.00	-349,917.74	373,096.26	48
Totals	22,079,796.00	0.00	-13,141,730.45	8,938,065.55	

	Account Number	Budget	Actual Mid	Exp + Encumb	Available	%
Expenses						
COUNTY COMMISSION						
COUNTY CLERK	Account-401	2,665,156.00	0.00	-1,746,991.68	918,164.32	66
		2,665,156.00	0.00	-1,746,991.68	918,164.32	66
COUNTY CLERK	Account-402	950,652.00	0.00	-581,237.75	369,414.25	62
		950,652.00	0.00	-581,237.75	369,414.25	61
CIRCUIT CLERK	Account-403	687,137.00	0.00	-430,055.68	257,081.32	63
		687,137.00	0.00	-430,055.68	257,081.32	63
SHERIFF'S TAX	Account-404	672,964.00	0.00	-439,849.14	233,114.86	66
		672,964.00	0.00	-439,849.14	233,114.86	65
PROSECUTING ATTORNEY	Account-405	1,261,880.00	0.00	-762,725.32	499,154.68	61
		1,261,880.00	0.00	-762,725.32	499,154.68	60
ASSESSOR	Account-406	586,030.00	0.00	-375,805.18	210,224.82	65
		586,030.00	0.00	-375,805.18	210,224.82	64
ASSESSOR'S VALUATION	Account-407	723,014.00	0.00	-333,972.69	389,041.31	47
		723,014.00	0.00	-333,972.69	389,041.31	46
STATEWIDE COMPUTER NETWO	Account-408	60,194.00	0.00	-35,374.47	24,819.53	59
		60,194.00	0.00	-35,374.47	24,819.53	59
EXTENSION OFFICE	Account-412	135,123.00	0.00	-70,876.83	64,246.17	53
		135,123.00	0.00	-70,876.83	64,246.17	52
ELECTIONS-CTY CLERK	Account-413	229,737.00	0.00	-137,615.94	92,121.06	60
		229,737.00	0.00	-137,615.94	92,121.06	60
MAGISTRATE COURT	Account-415	4,000.00	0.00	-2,150.36	1,849.64	54
		4,000.00	0.00	-2,150.36	1,849.64	54
MAINTENANCE	Account-424	399,304.00	0.00	-243,438.76	155,865.24	61
		399,304.00	0.00	-243,438.76	155,865.24	61
DATA PROCESSING	Account-428	105,803.00	0.00	-53,865.01	51,937.99	51
		105,803.00	0.00	-53,865.01	51,937.99	51

Account Number	Budget	Actual Mtd	Expn + Encumb	Available	%
REGIONAL DEVELOPMENT					
Account-429	28,346.00	0.00	-28,346.00	0.00	100
	<u>28,346.00</u>	<u>0.00</u>	<u>-28,346.00</u>	<u>0.00</u>	<u>100</u>
DEVELOPMENT AUTHORITY					
Account-431	30,000.00	0.00	-22,500.00	7,500.00	75
	<u>30,000.00</u>	<u>0.00</u>	<u>-22,500.00</u>	<u>7,500.00</u>	<u>75</u>
MID-OHIO - AIRPORT					
Account-434	50,000.00	0.00	-50,000.00	0.00	100
	<u>50,000.00</u>	<u>0.00</u>	<u>-50,000.00</u>	<u>0.00</u>	<u>100</u>
FEDERAL GRANTS					
Account-442	910,161.00	0.00	-350,621.89	559,539.11	39
	<u>910,161.00</u>	<u>0.00</u>	<u>-350,621.89</u>	<u>559,539.11</u>	<u>39</u>
STATE GRANTS					
Account-443	202,989.00	0.00	-442,289.48	-239,300.48	217
	<u>202,989.00</u>	<u>0.00</u>	<u>-442,289.48</u>	<u>-239,300.48</u>	<u>218</u>
OTHER GRANTS					
Account-444	51,609.00	0.00	-19,294.50	32,314.50	38
	<u>51,609.00</u>	<u>0.00</u>	<u>-19,294.50</u>	<u>32,314.50</u>	<u>37</u>
COUNTY CLERK OPERATIONS					
Account-460	16,328.00	0.00	-5,091.63	11,236.37	32
	<u>16,328.00</u>	<u>0.00</u>	<u>-5,091.63</u>	<u>11,236.37</u>	<u>31</u>
TRANSFERS-REIMBURSEMENTS					
Account-698	750,000.00	0.00	-750,000.00	0.00	100
	<u>750,000.00</u>	<u>0.00</u>	<u>-750,000.00</u>	<u>0.00</u>	<u>100</u>
CONTINGENCIES					
Account-699	71,181.00	0.00	0.00	71,181.00	0
	<u>71,181.00</u>	<u>0.00</u>	<u>0.00</u>	<u>71,181.00</u>	<u>0</u>
SHERIFF-LAW ENFORCE					
Account-700	3,551,142.00	0.00	-2,315,879.67	1,235,262.33	66
	<u>3,551,142.00</u>	<u>0.00</u>	<u>-2,315,879.67</u>	<u>1,235,262.33</u>	<u>65</u>
CIVIL PROCESS SERVER					
Account-701	143,073.00	0.00	-93,028.77	50,044.23	66
	<u>143,073.00</u>	<u>0.00</u>	<u>-93,028.77</u>	<u>50,044.23</u>	<u>65</u>
CORRECTIONAL CENTER					
Account-702	767,264.00	0.00	-490,658.81	276,605.19	64
	<u>767,264.00</u>	<u>0.00</u>	<u>-490,658.81</u>	<u>276,605.19</u>	<u>64</u>
REGIONAL JAIL					
Account-704	2,000,000.00	0.00	-1,471,539.90	528,460.10	74
	<u>2,000,000.00</u>	<u>0.00</u>	<u>-1,471,539.90</u>	<u>528,460.10</u>	<u>74</u>
HOME CONFINEMENT					

	Account Number	Budget	Actual Mtd	Exp + Encumb	Available	%
REGIONAL DEVELOPMENT						
	Account-429	429 0 0 0	28,346.00	0.00	-28,346.00	0.00
			28,346.00	0.00	-28,346.00	100
DEVELOPMENT AUTHORITY						
	Account-431	431 0 0 0	30,000.00	0.00	-22,500.00	7,500.00
			30,000.00	0.00	-22,500.00	7,500.00
MID-OHIO - AIRPORT						
	Account-434	434 0 0 0	50,000.00	0.00	-50,000.00	0.00
			50,000.00	0.00	-50,000.00	100
FEDERAL GRANTS						
	Account-442	442 0 0 0	910,161.00	0.00	-350,621.89	559,539.11
			910,161.00	0.00	-350,621.89	559,539.11
STATE GRANTS						
	Account-443	443 0 0 0	202,989.00	0.00	-442,289.48	-239,300.48
			202,989.00	0.00	-442,289.48	-239,300.48
OTHER GRANTS						
	Account-444	444 0 0 0	51,609.00	0.00	-19,294.50	32,314.50
			51,609.00	0.00	-19,294.50	32,314.50
COUNTY CLERK OPERATIONS						
	Account-460	460 0 0 0	16,328.00	0.00	-5,091.63	11,236.37
			16,328.00	0.00	-5,091.63	11,236.37
TRANSFERS-REIMBURSEMENTS						
	Account-698	698 0 0 0	750,000.00	0.00	-750,000.00	0.00
			750,000.00	0.00	-750,000.00	100
CONTINGENCIES						
	Account-699	699 0 0 0	71,181.00	0.00	0.00	71,181.00
			71,181.00	0.00	0.00	71,181.00
SHERIFF-LAW ENFORCE						
	Account-700	700 0 0 0	3,551,142.00	0.00	-2,315,879.67	1,235,262.33
			3,551,142.00	0.00	-2,315,879.67	1,235,262.33
CIVIL PROCESS SERVER						
	Account-701	701 0 0 0	143,073.00	0.00	-93,028.77	50,044.23
			143,073.00	0.00	-93,028.77	50,044.23
CORRECTIONAL CENTER						
	Account-702	702 0 0 0	767,264.00	0.00	-490,658.81	276,605.19
			767,264.00	0.00	-490,658.81	276,605.19
REGIONAL JAIL						
	Account-704	704 0 0 0	2,000,000.00	0.00	-1,471,539.90	528,460.10
			2,000,000.00	0.00	-1,471,539.90	528,460.10
HOME CONFINEMENT						
	Account-704	704 0 0 0	2,000,000.00	0.00	-1,471,539.90	528,460.10
			2,000,000.00	0.00	-1,471,539.90	528,460.10

Report Date/ Time 2/21/2014 14:19:01
 Fiscal Year(s) 2013 - 2014 Thru Period

Short Budget Report for Wood County Commission

12

Account Number	Budget	Actual Ytd	Exp + Encumb	Available	%
Account-902	20,000.00	0.00	-9,594.44	10,405.56	48
FINE ARTS COUNCIL					
903 0 0 0	45,397.00	0.00	-35,073.63	10,323.37	77
Account-903	45,397.00	0.00	-35,073.63	10,323.37	77
MUSEUM COMMISSION					
904 0 0 0	7,385.00	0.00	-5,311.42	2,073.58	72
Account-904	7,385.00	0.00	-5,311.42	2,073.58	72
PARKERSBURG HOMECOMING					
905 0 0 0	51,996.00	0.00	-38,800.00	13,196.00	75
Account-905	51,996.00	0.00	-38,800.00	13,196.00	75
FOSTER GRANDPARENTS					
907 0 0 0	1,000.00	0.00	0.00	1,000.00	0
Account-907	1,000.00	0.00	0.00	1,000.00	0
HISTORICAL COMMISSION					
909 0 0 0	15,000.00	0.00	-14,657.15	342.85	98
Account-909	15,000.00	0.00	-14,657.15	342.85	98
VISITOR'S AND CONVENTION					
912 0 0 0	335,688.00	0.00	-241,428.55	94,259.45	72
Account-912	335,688.00	0.00	-241,428.55	94,259.45	72
LIBRARY					
916 0 0 0	766,395.00	0.00	-498,239.40	268,155.60	66
Account-916	766,395.00	0.00	-498,239.40	268,155.60	65
FELLOWSHIP HOMES					
950 0 0 0	5,500.00	0.00	0.00	5,500.00	0
Account-950	5,500.00	0.00	0.00	5,500.00	0
SENIOR CITIZENS					
952 0 0 0	40,000.00	0.00	-30,000.00	10,000.00	75
Account-952	40,000.00	0.00	-30,000.00	10,000.00	75
CEMETERIES					
959 0 0 0	500.00	0.00	0.00	500.00	0
Account-959	500.00	0.00	0.00	500.00	0
COUNTY COMM-CAPITAL PROJECTS					
986 0 0 0	252,939.00	0.00	-56,634.02	196,304.98	23
Account-986	252,939.00	0.00	-56,634.02	196,304.98	22
Totals	22,079,796.00	0.00	-14,163,355.26	7,916,440.74	

Report Date/ Time 2/21/2014 14:19:01
Fiscal Year(s) 2013 - 2014

Thru Period

12 Short Budget Report for Wood County Commission

Account Number

	<u>Budget</u>	<u>Acml Mid</u>	<u>Exp + Encumb</u>	<u>Available</u>	<u>%</u>
Fund Totals	44,159,592.00	0.00	-27,305,085.71	16,854,506.29	

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

**Membership List of Governing Board
Attachment B**

Please use this page or attach to this page the name, address, and telephone number for each member of the agency's governing board (County Commission, City Council, Board of Directors, etc).

Dr. Wayne Dunn
Wood County Commission President
One Court Square
Parkersburg, WV 26101
304-424-1976

Stephen Gainer
Wood County Commissioner
One Court Square
Parkersburg, WV 26101
304-424-1976

David Blair Couch
Wood County Commissioner
One Court Square
Parkersburg, WV 26101
304-424-1976

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

**Memorandum of Understanding
Attachment D**

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

Please see attached.

Memorandum of Understanding

**The Wood County Prosecuting Attorney Office
Victim Assistance Program**

And

Dept. Health and Human Services, Child Protection Services


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

Mission Statement – Wood County Victim Assistance Program

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

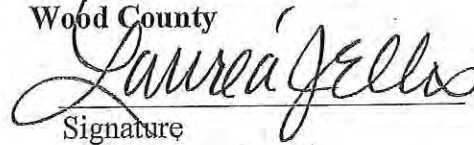
This Memorandum of Understanding has been agreed upon by:

**Wood County Prosecuting Attorney's Office
Victim Assistance Program**


Signature

Date 2-12-14

**WV Health and Human Services
Child Protection Services
Wood County**


Signature

Date 2/12/14

Memorandum of Understanding

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

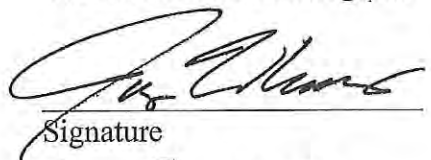
The aforementioned parties hereby agree to provide professional service to domestically abused or assaulted victims and/or sexually assaulted victims of crime throughout the judicial process. The undersigned agree to pledge a continuing commitment to work together to protect and serve victims of crime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

Mission Statement - Wood County Victim Assistance Program

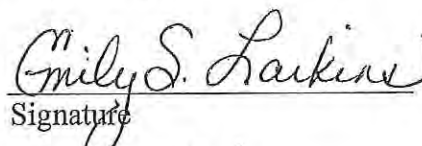
It is the mission of the Wood County Victim Assistance Program to help victims of crime in achieving justice with compassion, dignity and respect; to provide aid in the recovery of emotional healing, monetary loss, and to secure justice for a safer community; and to implement the Victims of Crime Protection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

This Memorandum of Understanding has been agreed upon by:

**Wood Count Prosecuting Attorney's Office
Victim Assistance Program**


Signature
Date 2-12-14

**Family Crisis Intervention Center
Wood County**


Signature
Date 2-14-14

Memorandum of Understanding

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

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


Mission Statement – Wood County Victim Assistance Program

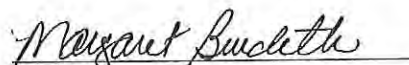
It is the mission of the Wood County Victim Assistance Program to help victims of crime in achieving justice with compassion, dignity and respect. To provide aid in the recovery of emotional healing, monetary loss, and to secure justice for a safer community. To implement the Victims of Crime Protection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

This Memorandum of Understanding has been agreed upon by:

**Wood County Prosecuting Attorney's Office
Victim Assistance Program**

**Voices for Children Victims
CASA
Wood County**


Signature
Date 2-12-14


Signature
Date 2-14-14

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

**System for Award Management
Appendix E**

All sub-grantees are required to be registered with the System for Award Management and to submit documentation verifying a valid registration date with the application.

Please see attached.

WOOD, COUNTY OF #2 GOVERNMENT SQUARE RM 133
DUNS: 103819496 CAGE Code: 4FSR6 PARKERSBURG, WV, 26101-5353,
Status: Active UNITED STATES

Entity Overview

Entity Information

DUNS: 103819496
Name: WOOD, COUNTY OF
Doing Business As: WOOD COUNTY CIRCUIT CLERKS
OFFICE
Business Type: US Local Government
POC Name: toni tiano
Registration Status: Active
Activation Date: 01/20/2014
Expiration Date: 01/20/2015

Exclusions

Active Exclusion Records? No



Project Director's Role

All sub-grantees are required to have a Project Director; the individual charged with facilitating the project (the actual day-to-day operation and implementation). This individual cannot also be the fiscal officer or authorized official and should not be a full-time grant funded staff person.

The Project Director's role is as follows:

- ⊗ Be the main contact for DJCS staff
- ⊗ Ensure all information is forwarded to all funded staff/agencies; this includes but is not limited to:
 - Budgets
 - Special and standard conditions of the grant
 - Memos
 - Surveys
 - Changes in grant requirements
 - Forms
 - Training available
- ⊗ Ensure all reports are submitted on time to DJCS
- ⊗ Inform DJCS of changes in staff and Authorized officials
- ⊗ Request project changes and prior approval of attendance of training/travel not specified in budget.
- ⊗ The Project Director is the contact person for members of the West Virginians Against Violence Committee
- ⊗ The Project Director's presence is **MANADATORY** at on-site DJCS monitoring visits.

I certify that I have read and understand my Role and Responsibilities:

Project Director:

Toni Tran

Title:

Grant Consultant

Signature:

Toni Tran

Date:

2-21-14

Fiscal Officer's Role

All sub-grantee are required to have Fiscal Officer, the individual charged with the responsibility for the fiscal records of the project. This individual cannot also be the authorized official or project director and should not be a STOP VAWA funded staff person.

The Fiscal Officer's role with DJCS staff is as follows:

- ☞ The contact person for financial questions
- ☞ Review the approved budget for each grant
- ☞ Be aware of Special and Standard Conditions of the grant
- ☞ Review all monthly financial reports and ensure all required documentation is included
- ☞ Submit copies of audits to DJCS and contact DJCS if debarred
- ☞ The Fiscal Officer's presence is **MANDATORY** at on-site DJCS monitoring visits.

I certify that I have read and understand my Role and Responsibilities:

Fiscal Officer: Mark Rhodes Title: County Clerk
Signature: Mark Rhodes Date: 3-4-14

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

STANDARD CONDITIONS AND ASSURANCES

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

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

1. LAWS OF WEST VIRGINIA:

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

2. LEGAL AUTHORITY:

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

3. RELATIONSHIP:

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

4. COMMENCEMENT WITHIN 60 DAYS:

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

5. OPERATIONAL WITHIN 90 DAYS:

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

6. WRITTEN APPROVAL OF CHANGES:

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

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

STANDARD CONDITIONS AND ASSURANCES

7. CIVIL RIGHTS COMPLIANCE:

Grantee will comply with any applicable federal nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. §§ 1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); 28 C.F.R. pt. 31 (U.S. Department of Justice Regulations-OJJDP Grant Programs); 28 C.F.R. pt. 42 (U.S. Department of Justice Regulations-Nondiscrimination; Equal Employment Opportunity; Policies and Procedures); Exec. Order No. 13279 (equal protection of the laws for faith-based and community organizations); Exec. Order No. 13559 (fundamental principles and policymaking criteria for partnerships with faith-based and neighborhood organizations); and 28 C.F.R. pt.38 (U.S. Department of Justice Regulations-Equal Treatment for Faith-Based Organizations).

In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, or sex against a recipient of funds, the grantee will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs and the West Virginia Division of Justice and Community Services.

8. PRESS RELEASE:

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

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

9. LOBBYING:

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

10. ACCESS TO RECORDS:

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

11. CONFLICT OF INTEREST:

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

12. POLITICAL ACTIVITY:

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

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

STANDARD CONDITIONS AND ASSURANCES

13. RELEASE OF INFORMATION:

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

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

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

14. NATIONAL AND STATE EVALUATION EFFORTS:

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

15. OBLIGATION OF PROJECT FUNDS:

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

16. USE OF FUNDS:

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

17. ALLOWABLE AND UNALLOWABLE COSTS:

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

18. PEER REVIEW SUB GRANTEE EVALUATION PROCESS:

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

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

STANDARD CONDITIONS AND ASSURANCES

19. NON-SUPPLANTING:

Grant funds must be used to supplement existing funds for program activities and may not replace (supplant) funds that have been appropriated for the same purpose. Potential supplanting will be the subject of monitoring and audit. Violations can result in a range of penalties, including suspension of future funds under this program, suspension or 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 if match is not "required" by the grant program for which you are making application, but committed and indicated on the budget pages of this application, then this special condition shall be affected.

21. PROJECT INCOME:

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

22. CONSULTANT FEES:

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

23. SUSPENSION OF FUNDING:

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

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

24. SANCTIONS FOR NONCOMPLIANCE:

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

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

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

STANDARD CONDITIONS AND ASSURANCES

25. SUBMISSION/RELEASE OF PUBLICATIONS/PRESS RELEASE:

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

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

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

26. PROPERTY ACCOUNTABILITY:

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

27. CRIMINAL PENALTIES:

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

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

28. REPORTS:

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

29. PURCHASING:

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

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

STANDARD CONDITIONS AND ASSURANCES

30. COLLABORATION W/OTHER FED. AND STATE GRANTS:

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

31. INFORMATION SYSTEMS:

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

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

32. INCIDENT BASED REPORTING COMPLIANCY:

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

33. TIME EXTENSIONS:

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

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

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

35. LIMITED ENGLISH PROFICIENCY:

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

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

STANDARD CONDITIONS AND ASSURANCES

36. COMPUTER EQUIPMENT:

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

Minimum Hardware Requirements:

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

Recommended Hardware Components:

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

Software Requirements:

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

Warranty Requirements:

3 Year on-site warranty

37. PUBLIC SAFETY AND JUSTICE INFORMATION SHARING:

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

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

STANDARD CONDITIONS AND ASSURANCES

38. PROGRAM ACCOUNTABILITY – FEDERAL AUDIT REQUIREMENTS:

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

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

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

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

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

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

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

39. PROGRAM ACCOUNTABILITY – STATE AUDIT REQUIREMENTS:

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

40. CONFIDENTIALITY OF RESEARCH INFORMATION:

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

41. LEASE AGREEMENTS:

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

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

STANDARD CONDITIONS AND ASSURANCES

42. EQUAL EMPLOYMENT OPPORTUNITY PLAN:

The grantee will provide an Equal Employment Opportunity Plan (EEO) to the Office for Civil Rights, Office of Justice Programs (OCR) and the West Virginia Division of Justice and Community Services, if it has received a single award of \$500,000 or more. If the grantee receives \$25,000 or more and has 50 or more employees, it will maintain a current EEO on file and submit an EEO Certification Form to the OCR, certifying that its EEO is on file. For public grantee agencies receiving less than \$25,000, or public grantee agencies with fewer than 50 employees, regardless of the amount of the award, the grantee will provide an EEO Certification Form to the OCR certifying it is not required to submit or maintain an EEO. EEO Certification Forms are available at: <http://www.olp.usdoj.gov/about/ocr/pdfs/cert.pdf>.

43. VETERANS PREFERENCE:

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

44. IMMIGRATION AND NATURALIZATION VERIFICATION:

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

45. PURCHASE OF AMERICAN-MADE EQUIPMENT/PRODUCTS:

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

46. PERSONNEL TRAINING:

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

47. ACCOUNTING REQUIREMENTS:

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

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

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

49. TRANSFER OF FUNDS PROHIBITION:

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

50. MARKING OF EQUIPMENT:

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

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

STANDARD CONDITIONS AND ASSURANCES

51. PATENTS AND/OR COPYRIGHTS AND RIGHTS IN DATA:

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

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

52. SYSTEM FOR AWARD MANAGEMENT

Grantee agrees to register with the System for Award Management (SAM), <https://www.sam.gov> and submit documentation verifying a valid registration date to DJCS with the grant application. Grantee agrees to maintain a valid registration date throughout the grant cycle and will submit to DJCS within 30-days of registration expiration documentation verifying that the registration date has been renewed.

53. DATA UNIVERSAL NUMBERING SYSTEM:

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

54. JUVENILE JUSTICE & DELINQUENCY PREVENTION ACT:

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

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

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

55. BIDDING PROCEDURES:

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

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

STANDARD CONDITIONS AND ASSURANCES

56. COMPLIANCE WITH FEDERAL PROCEDURES:

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

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

57. ADDITIONAL REGULATIONS AND PROCEDURES:

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

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

58. RELIGIOUS ACTIVITIES

Grantees must ensure that services are offered without regard to religious affiliation and that receipt of services is not contingent upon participation in a religious activity or event. Furthermore, all religious activities must be separate in time or place from the funded project. Participation in such activities by individuals receiving services must be voluntary.

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

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

59. ADMINISTRATIVE CHANGES:

The applicant must advise DJCS immediately in writing if there are any changes in the: (1) Project Director, (2) Fiscal Officer, (3) Authorized Official, or (4) VOCA Grant-funded staff position(s). Please also submit to DJCS a new membership list if there are any changes in the members of a governing board, such as County Commission or City Council, or changes in members of the Advisory Board/Committee.

60. LATE REPORTING:

Applicant understands that projects which become 60 days delinquent in the submission of reporting requirements will forfeit one month of reimbursable expenses for the entire project. Each additional 30 days past the initial 60-day delinquency period shall result in an additional forfeiture of a month's reimbursable expenses.

61. CLIENT FILES:

Applicant must maintain client files for all victims served to document type of crime and services provided throughout the grant period. Sub-grantee also agrees to collect and maintain Civil Rights Information, where such information is voluntarily furnished by those receiving service, on race, sex, national origin, age and disability. These records are to be available at any time for review by DJCS.

62. CLIENT SURVEYS/EVALUATIONS:

The applicant is required to implement client surveys for evaluation purposes. DJCS may require a copy of these surveys/evaluations or request proof survey is being implemented. All surveys/evaluations must ensure client confidentiality. All surveys/evaluations will include the two following outcome measures: (1) Victim safety, (2) Public awareness, results will be required on the VOCA Annual Performance Report.

63. CLIENT CONFIDENTIALITY:

Applicant must maintain a written confidentiality policy that prohibits the disclosure of victim's name, address, phone number, any contact information, or any other personally identifying information without prior voluntary written consent of the victim (or legal guardian). Client information should only be accessible to authorized direct service staff of the funded program. All programs who also receive funds under the STOP Violence Against Women Act (VAWA) must adhere to all confidentiality requirements under the Violence Against Women Reorganization Act of 2005.

64. NOTIFICATION OF VICTIM COMPENSATION PROGRAM:

Applicant is required to assist crime victims in seeking available and eligible crime victim compensation benefits. Such assistance may include identifying and notifying crime victims of the availability of the victim compensation fund, assisting with the application forms and procedures, obtaining necessary documents, and/or checking on claim status.

65. GRANT FILE:

Applicant must maintain a grant file containing all grant-related documents, such as the grant agreement, monthly financial reports, monthly progress reports, and any grant-related correspondence. In some situations, the project site maybe at a different location than the official sub-grantee. Therefore, an official grant file should be maintained by both the official sub-grantee and the project site. These records are to be available at any time for review by DJCS.

**WEST VIRGINIA
DIVISION OF Justice and Community
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**VICTIM OF CRIME ACT (VOCA) GRANT
SPECIAL CONDITIONS AND ASSURANCES**

66. ADMINISTRATIVE MANUAL:

All pertinent information in regard to the Victim of Crime Act and amendments and all applicable federal and state laws, orders, circulars and regulations are updated and maintained in the appropriate administrative manual by sub-grantees

67. TRAVEL/TRAINING:

Any applicant receiving VOCA Grant funding for training must submit in writing to DJCS a training plan, and must also request in writing any adjustments to a training plan. Also, any VOCA grant-funded staff position who attends any training workshop or conference must submit a written narrative identifying the training, its purpose, what specific workshops were attended, and the useful information obtained that will assist in implementing the VOCA grant project. All training must be approved in advance by DJCS by submitting a written request (from project director) identifying the staff person who will be attending, the name of the conference and purpose, and attaching a brochure outlining the costs and the agenda.

Please note – sub-grantee representatives (project director and VOCA-funded staff positions/volunteers) may be required to attend training workshops deemed critical by DJCS.

68. VOCA FUNDED TRAINING EVENTS:

All agenda topics and trainers must be pre-approved by DJCS for any training events (conferences, workshops, symposiums, etc.) paid for with VOCA funds. A written request must be submitted to DJCS prior to entering into any agreements for agenda topics, speakers, and/or trainers. The request must include workshop descriptions and speaker biographies.

Please note – all VOCA funded training events must include an evaluation component and the results of the evaluations must be submitted to DJCS with the corresponding monthly report.

69. INTERAGENCY AGREEMENTS:

Where applicable, sub-grantee must develop a formal referral and inter agency agreements in a Memorandum of Understanding (MOU); copies of interagency agreements and referral Memorandum of Understanding are to be submitted with the application.

70. HIRING PROCEDURES:

Hiring procedures outlined in the grant application should be followed in hiring VOCA grant-funded staff positions. Staff hired must meet the qualifications outlined in the job description for the position. DJCS is to be advised in writing if there are any difficulties in filling VOCA grant-funded staff positions.

71. EQUAL TREATMENT FOR FAITH-BASED ORGANIZATIONS:

Such organizations receiving VOCA funds must ensure that services are offered to all victims without regard to religious affiliation and that the receipt of services is not contingent upon participation in a religious activity or event. Furthermore, all religious activities must be separate in time or place from the VAWA funded project. Further, participation in such activities by individuals receiving services must be voluntary.

72. VOLUNTEERS:

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

73. ACTIVITIES THAT MAY COMPROMISE VICTIM SERVICES:

Applicants are strongly discouraged from proposing projects or supporting programs that include any activities that may compromise victim safety as outlined in the Victim of Crime Act.

WEST VIRGINIA
DIVISION OF Justice and Community
Services

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

74. AUDITS:

All programs will submit a copy of an audit to DJCS each fiscal year. Additionally, programs who are not required to submit an audit under §12-4-14 are still required to submit a copy of an audit or an annual internal financial review to the Program Administrator at DJCS, showing the total budget expenditures and revenues from all sources for the prior year, along with a systematic method for timely and appropriate resolution of findings and/or recommendations

75. BOARD OF DIRECTORS:

Non-profit agencies are required to maintain a Board of Directors that will meet at least quarterly to review the status of grant objectives, to develop strategies for resolving any problems or barriers, and to perform periodic evaluations. Board Meeting minutes must be submitted with corresponding monthly reports. All state and local government agencies must submit any county commission minutes (which discuss the sub-grant or VOCA staff) or advisory board meeting minutes with the corresponding monthly reports

76. Printed Materials:

Any brochures or materials printed with VOCA funds must be submitted to DJCS 30 days for approval prior to printing.

77. DEBARMENT:

Any funded agency that is debarred with the State of West Virginia or Federally must inform DJCS in writing within 30 days of becoming debarred and have a plan of action stating the steps to address this issue. Funds will be frozen and the sub-grantee has 30 days to address this issue and then funds may be deobligated.

78. TEXT MESSAGING:

Applicant and all funded agencies will develop and implement a written policy which bans employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers

79. VOLUNTEERS:

The applicant must utilize at least one volunteer during the grant period for VOCA allowable activities, as well as VOCA-funded staff to implement the grant project. All sub-grantees will be required to submit a volunteer log quarterly. If a log is not submitted, DJCS will hold funds until it is submitted.

80. TRAINING:

All funded VOCA staff will be required to complete eight (8) hours per year of pre-approved victim assistance training. They must submit a certificate showing they completed this training. If this is not completed by March 30th, 2014 the sub-grantee must submit in writing why they have not attended a training; when they will attend and what type of training they plan to attend to DJCS. This will be reviewed for compliance at grant reviews.

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

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

81. ENSURING VICTIMS RIGHTS:

All funded programs/agencies will practice a "Victim Centered Approach". They are required to inform victims of their rights and ensure victims are afforded their rights.

82. VOCA-FUNDED TRAINING EVENTS:

All agenda topics and trainers must be pre-approved by DJCS for any training events (conferences, workshops, symposiums, etc.) paid for with VOCA funds. A written request must be submitted to DJCS 90 days prior to entering into any agreements, for agenda topics, speakers, and/or trainers. The request must include workshop descriptions and speaker biographies. All state agencies are required to work with the WV Coalition Against Domestic Violence and/or the WV Foundation for Rape Information and Services in acquiring appropriate speakers prior to the conference.

Please note - all VOCA funded training events must include an evaluation component and the results of the evaluations must be submitted to DJCS with the corresponding monthly report. If a program charges registration fees, they must provide certificates and/or certification that participants actually attended training in order to be reimbursed for registration fees. They must include a sign-in sheet of participants to DJCS.

83. VOCA GUIDELINES:

The Recipient assures that it will comply with the conditions of the Victims of Crime Act (VOCA) of 1984, sections 1404 (a)(2) and 1404 (b) (1) and (2), 42 U.S.C. 10603(a)(2) and (b) (1) and (2) and the applicable program guidelines and regulations; as required.

Specifically, the recipient certifies that funds under this sub-award will a) eligible victim assistance organizations 42 U.S.C. 1063 (a)(2); b) not be used to supplant State and local public funds that would otherwise be available for crime victim assistance; and c) be allocated in accordance with program guidelines or regulations implementing 42 U.S.C. 1063(a)(2)(A) and 42 U.S.C. 1063 (a)(2)(B) to, at a minimum assist victims in the following categories: sexual assault, child abuse, domestic violence, and underserved victims of violent crimes identified by the State.

84. Project Director & Fiscal Officer Monitoring Requirement:

The recipient acknowledges that the Project Director and Fiscal Officer of the grant are REQUIRED to be in attendance for the DJCS on-site monitoring visit.

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.

Wayne Dunn
Printed/Typed Authorized Official Name


SIGNATURE (Original) of Authorized
Official

3-3-14
DATE

3/3/14
70/442

MARCH 3, 2014

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION WAS MADE AWARE THAT DENNIE HUGGINS SHOULD BE REMOVED FROM THE WOOD COUNTY COMMISSION ON CRIME, DELINQUENCY AND CORRECTION. LAUREA ELLIS SHOULD BE ADDED.

ORDER

On this date, the County Commission of Wood County was made aware of the removal of Dennie Huggins from the Wood County Commission on Crime, Delinquency and Correction. Laurea Ellis should be added. Jane Burdette, by fax, informed the Commission of these changes.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


Wayne Dunn, President


Stephen Gainer, Commissioner


David Blair Couch, Commissioner

3/3/14
70442

TO: Wood County Commission Administrator
FROM: Jane Burdette - 304 485 2063
DATE: 2-27-14

RE: Crime Commission

Please note that the following will be in contact to be sworn in.

Please add:
Laurea Ellis - She will be contacting your office to be sworn in.

Please remove:
Dennie Huggins - He will be retiring as DRC Director.

Thank you for your assistance!

Wood County Commission

SW TM

Erroneous Assessment Application

3/3/14
70/441

Tax Type: **Supplemental**

Tax Ticket: **80008732**

Tax Year: **2012**

Upon the application of **MILLS BARRY K** whose address is **1506 21ST ST VIENNA, WV 26105-2348** aggrieved by an erroneous assessment in **VIENNA District (10)**, in the County of Wood, for the **2012** tax year.

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

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

DUE TO A CLERICAL ERROR A BILL WAS CREATED FOR BARRY, WHEN IN FACT IT HAD ALREADY BEEN PAID ON TICKET # 819079. SEE ATTACHED. PLEASE EXONERATE.

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

Date	Transaction Type	Class	Amount	Tax Rate	Tax Class	Net Value
07/15/2013	BILLING	4	205.54	2.896800	4	7,095
01/16/2014	PENDING EXONERATION	4	-205.54	2.896800	4	0
			Adjusted Net Taxes			Adjusted Net Value
			0.00			7,095

[Signature] Taxpayer
[Signature] Prosecutor
[Signature] Assessor

304 432 8472

[Signature] Commissioner
[Signature] County Commission President
[Signature] Commissioner

At a regular session of the County Commission of Wood County, West Virginia, held at the Courthouse of said County, The County Commission did approve this exoneration on March 3, 2014

RECEIVED
JAN 21 '14

RECEIVED
FEB 15 '14
County Administrator

RECEIVED
FEB 23 '14
County Administrator

County Administrator

Wood County Commission

Erroneous Assessment Application

3/3/14
70/441

Tax Type: **Real Estate**

Description
LOT 50X125X50X125 AVERY ST

Tax Ticket: **28230**

Tax Year: **2013**

Upon the application of **WAY CLYDE G** whose address is **PO BOX 2369 PARKERSBURG, WV 26102-** aggrieved by an erroneous assessment in **PARKERSBURG District (05) Map 76 Parcel 02310000**, in the County of Wood, for the **2013** tax year.

The County Commission therefore, orders that the said applicant be and hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed in and for the **2013** tax year.

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

Incorrect tax class Mr. Way was residing in home as of July 1, 2012. Should be class two.

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

Date	Transaction Type	Class	Amount
07/01/2013	BILLING	4	1,474.76
01/21/2014	PENDING EXONERATION	4	-737.38
Adjusted Net Taxes			737.38

Tax Rate	Tax Class	Net Value
2.929600	4	50,340
2.929600	4	0
Adjusted Net Value		50,340

Map 76 Parcel 02310000

Clyde G Way
Taxpayer

[Signature]
Prosecutor

[Signature]
Assessor

[Signature]
Commissioner

[Signature]
County Commission President

[Signature]
Commissioner

At a regular session of the County Commission of Wood County, West Virginia, held at the Courthouse of said County, The County Commission did approve this exoneration on March 3, 2014

RECEIVED

JAN 21 '14

County Administrator

RECEIVED

FEB 03 '14

County Administrator

RECEIVED

FEB 20 '14

County Administrator

Application Printed On

Tuesday, January 21, 2014 4:03 pm

By: Kerri Lincicome

United States of America
State of West Virginia



[Handwritten signature]

Check Register

Company Name Wood County Commission Page 1 of 7 Run Date 02/26/2014 12:09:59PM

<u>Check No</u>	<u>Type</u>	<u>Check Date</u>	<u>Employee Id</u>	<u>Employee Name</u>	<u>Amount</u>
7458	R	Friday, February 28, 2014	COUCDAVI	COUCH DAVID BLAIR	\$1,146.91
7459	R	Friday, February 28, 2014	CLINCONN	CLINE CONNIE SUE	\$104.18
7460	R	Friday, February 28, 2014	FORSBARB	FORSHEY BARBARA S.	\$761.90
7461	R	Friday, February 28, 2014	JONECARO	JONES CAROLE S.	\$752.38
7462	R	Friday, February 28, 2014	SMITJANE	SMITH JANET	\$322.32
7463	R	Friday, February 28, 2014	STEPGENE	STEPHENS GENEVA A.	\$275.38
7464	R	Friday, February 28, 2014	WILLTRAC	WILLIAMS TRACY A.	\$930.03
7465	R	Friday, February 28, 2014	VALESTEV	VALENTINE STEVEN M.	\$984.94
7466	R	Friday, February 28, 2014	SHAFROBE	SHAFFER ROBERT D.	\$1,354.50
7467	R	Friday, February 28, 2014	ALLEJASO	ALLEN JASON WAYNE	\$1,670.60
7468	R	Friday, February 28, 2014	CARPJAME	CARPENTER JAMES L.	\$719.67
7469	R	Friday, February 28, 2014	FRAZRONA	FRAZIER RONALD CHARLES	\$1,092.54
7470	R	Friday, February 28, 2014	JOHNCHAR	JOHNSON CHARLES J.	\$492.88
7471	R	Friday, February 28, 2014	MASSDAVI	MASSEY II DAVID C.	\$1,275.92
7472	R	Friday, February 28, 2014	MURPJAME	MURPHY JAMES T.	\$647.23
7473	R	Friday, February 28, 2014	RIFFWILL1	RIFFLE WILLIAM B.	\$1,555.17
7474	R	Friday, February 28, 2014	SMITJOAN	SMITH JOANNE	\$684.24
7475	R	Friday, February 28, 2014	SMITMATT	SMITH MATTHEW F.	\$335.53
7476	R	Friday, February 28, 2014	SMITTHOM	SMITH THOMAS R.	\$689.20
7477	R	Friday, February 28, 2014	STEPKENT	STEPHENS KENT MICHAEL	\$1,456.94
7478	R	Friday, February 28, 2014	WILFGARY	WILFONG GARY F.	\$776.37
7479	R	Friday, February 28, 2014	WOODRICK	WOODYARD RICKEY L.	\$1,527.36
34655	R	Friday, February 28, 2014	DENNAMAN	DENNIS AMANDA JO	\$933.92
34656	R	Friday, February 28, 2014	DUNNWAYN	DUNN WAYNE PATRICK	\$1,129.88
34657	R	Friday, February 28, 2014	FLEASTAC	FLEAK STACEY LYNN	\$629.96
34658	R	Friday, February 28, 2014	GAINSTEP	GAINER STEPHEN E.	\$596.82
34659	R	Friday, February 28, 2014	GALBJAME	GALBREATH JAMES R.	\$243.61
34660	R	Friday, February 28, 2014	GERLROBE	GERLACH ROBERT L	\$407.92
34661	R	Friday, February 28, 2014	GRAHANGE	GRAHAM ANGELA M.	\$674.96

[Handwritten initials]

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Check No	Type	Check Date	Employee Id	Employee Name	Amount
34662	R	Friday, February 28, 2014	REEDJOHN	REED JOHN T.	\$1,172.59
34663	R	Friday, February 28, 2014	SEUFMART	SEUFER MARTIN A.	\$1,851.94
34664	R	Friday, February 28, 2014	WHITCHRII	WHITTAKER CHRISTOPHER H.	\$1,051.77
34665	R	Friday, February 28, 2014	YONIMICH	YONIS III MICHAEL F.	\$675.25
34666	R	Friday, February 28, 2014	ATKICARA	ATKINSON CARA	\$1,074.93
34667	R	Friday, February 28, 2014	BEARELIZ	BEARY ELIZABETH	\$900.91
34668	R	Friday, February 28, 2014	BECKCARO	BECKETT CAROLYN J.	\$898.72
34669	R	Friday, February 28, 2014	BLONBREN	BLONDIN BRENDA S.	\$979.68
34670	R	Friday, February 28, 2014	DEVOMART	DEVORE MARTHA JANE	\$983.53
34671	R	Friday, February 28, 2014	DOTSLESL	DOTSON LESLIE RENEE	\$611.66
34672	R	Friday, February 28, 2014	EMRIKATH	EMRICK KATHRYN S.	\$1,053.52
34673	R	Friday, February 28, 2014	FORDTAMM	FORDYCE TAMMY L.	\$896.99
34674	R	Friday, February 28, 2014	GARRDIAN	GARRETT DIANA KAY	\$970.13
34675	R	Friday, February 28, 2014	GIVEPENN	GIVENS PENNY G.	\$1,037.27
34676	R	Friday, February 28, 2014	JOHNBARB	JOHNSTON BARBARA A.	\$1,072.11
34677	R	Friday, February 28, 2014	MCBRRUTH	MCBRIDE RUTH A.	\$1,047.80
34678	R	Friday, February 28, 2014	RAMSFRAN	RAMSEY FRANCES E.	\$941.83
34679	R	Friday, February 28, 2014	RHODMARK	RHODES MARK D.	\$1,386.94
34680	R	Friday, February 28, 2014	ROSSMELO	ROSS MELODY L.	\$1,022.31
34681	R	Friday, February 28, 2014	SCHUDENI	SCHUCK DENISE E.	\$1,009.03
34682	R	Friday, February 28, 2014	SHRISAMM	SHRIVER SAMMATHA A.	\$983.77
34683	R	Friday, February 28, 2014	BEEJANE	BEESON JANET C.	\$600.54
34684	R	Friday, February 28, 2014	BONNLIND	BONNETT LINDA L.	\$709.79
34685	R	Friday, February 28, 2014	BUTCTIFF	BUTCHER TIFFANY J.	\$985.18
34686	R	Friday, February 28, 2014	ELROMARJ	ELROD MARJORIE D.	\$679.58
34687	R	Friday, February 28, 2014	JACKDEBO	JACKS DEBORAH KAY	\$713.33
34688	R	Friday, February 28, 2014	KAUFDENI	KAUFMAN DENISE A.	\$699.04
34689	R	Friday, February 28, 2014	REEDMEGA	REEDER MEGAN N.	\$669.57
34690	R	Friday, February 28, 2014	RIDGCELE	RIDGWAY CELESTE A.	\$324.21
34691	R	Friday, February 28, 2014	ROBIMICH	ROBINSON MICHELE LYNN	\$1,049.67
34692	R	Friday, February 28, 2014	WALTTERE	WALTERS TERESA G.	\$829.26
34693	R	Friday, February 28, 2014	BALOMARY	BALOG MARY JANE	\$850.78
34694	R	Friday, February 28, 2014	BURDAPRI	BURDETTE APRIL D.	\$879.22
34695	R	Friday, February 28, 2014	DUFFDEBR	DUFFELMEYER DEBRA KAY	\$809.12
34696	R	Friday, February 28, 2014	FLORMARS	FLORENCE MARSHA K.	\$669.64

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Company Name Wood County Commission

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<u>Check No</u>	<u>Type</u>	<u>Check Date</u>	<u>Employee Id</u>	<u>Employee Name</u>	<u>Amount</u>
34697	R	Friday, February 28, 2014	HUGGTRAC	HUGGINS TRACIE M.	\$699.38
34698	R	Friday, February 28, 2014	LOUGMEAG	LOUGH MEAGAN N.	\$791.77
34699	R	Friday, February 28, 2014	MACEJEFF	MACE JEFFREY S.	\$559.44
34700	R	Friday, February 28, 2014	MERCSTAC	MERCER STACIE D.	\$627.09
34701	R	Friday, February 28, 2014	MERRKENN	MERRITT KENNETH D.	\$1,357.18
34702	R	Friday, February 28, 2014	MORRBREN	MORRIS BRENDA	\$839.32
34703	R	Friday, February 28, 2014	PHIPJENN	PHIPPS JENNA B.	\$1,066.55
34704	R	Friday, February 28, 2014	STEPSAND	STEPHENS SANDRA K.	\$676.74
34705	R	Friday, February 28, 2014	TRANROBE	TRANQUILL ROBERT J.	\$1,763.73
34706	R	Friday, February 28, 2014	BOYLJODI	BOYLEN JODIE	\$1,823.02
34707	R	Friday, February 28, 2014	CORNAMAN	CORNELL AMANDA	\$284.77
34708	R	Friday, February 28, 2014	FRANSEAN	FRANCISCO SEAN D.	\$1,788.16
34709	R	Friday, February 28, 2014	GUICRHEA	GUICE RHEA LYNN	\$486.76
34710	R	Friday, February 28, 2014	JOHNJENN	JOHNSON JENNIFER L	\$897.82
34711	R	Friday, February 28, 2014	KIGETIFF	KIGER TIFFANY F.	\$1,003.80
34712	R	Friday, February 28, 2014	LEFEKIRS	LEFEBURE KIRSTEN R.	\$1,555.45
34713	R	Friday, February 28, 2014	LEFEPATR	LEFEBURE PATRICK O.	\$2,107.52
34714	R	Friday, February 28, 2014	LEWIA	LEWIS A. RACHEL	\$905.38
34715	R	Friday, February 28, 2014	MCGHNANC	MCGHEE NANCY L.	\$1,371.89
34716	R	Friday, February 28, 2014	ROUSPATR	ROUSH PATRICIA A.	\$736.55
34717	R	Friday, February 28, 2014	RYDEDEBR	RYDER-GEORGE DEBRA K.	\$1,034.55
34718	R	Friday, February 28, 2014	SKOGRUSS	SKOGSTAD RUSSELL J.	\$1,554.28
34719	R	Friday, February 28, 2014	STONCLIF	STONE CLIFFTON W.	\$263.23
34720	R	Friday, February 28, 2014	UNDEMEGA	UNDERWOOD MEGAN E.	\$1,435.76
34721	R	Friday, February 28, 2014	WHARJASO	WHARTON JASON ANDREW	\$1,785.47
34722	R	Friday, February 28, 2014	WOLFJERE	WOLFE JEREMY B.	\$1,514.98
34723	R	Friday, February 28, 2014	COLEG	COLE G. MICHELL	\$509.48
34724	R	Friday, February 28, 2014	DEGRKARE	DEGRAEF KAREN SUE	\$765.10
34725	R	Friday, February 28, 2014	ENOCKIMB	ENOCH KIMBERLY	\$772.17
34726	R	Friday, February 28, 2014	MILLTESS	MILLER TESSA JO	\$1,038.06
34727	R	Friday, February 28, 2014	MORRPATR	MORROW PATRICIA D.	\$790.61
34728	R	Friday, February 28, 2014	PATTBRAN	PATTERSON BRANDI L.	\$40.15
34729	R	Friday, February 28, 2014	SHAFRICH	SHAFFER RICHARD A.	\$220.60
34730	R	Friday, February 28, 2014	WALLSOND	WALLACE SONDRRA	\$837.25
34731	R	Friday, February 28, 2014	WOLFJAIM	WOLFE JAIME	\$678.60

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<u>Check No</u>	<u>Type</u>	<u>Check Date</u>	<u>Employee Id</u>	<u>Employee Name</u>	<u>Amount</u>
34732	R	Friday, February 28, 2014	BUCKCYNT	BUCKINGHAM CYNTHIA A.	\$1,020.12
34733	R	Friday, February 28, 2014	COTTLARR	COTTRELL LARRY DEAN	\$1,491.34
34734	R	Friday, February 28, 2014	GRIMDONA	GRIMM DONALD M.	\$836.58
34735	R	Friday, February 28, 2014	HARTANDR	HARTLEBEN ANDREW P.	\$1,077.75
34736	R	Friday, February 28, 2014	LINCKERR	LINCICOME KERRI	\$1,161.87
34737	R	Friday, February 28, 2014	MCINRAYM	MCINTIRE RAYMOND JUNIOR	\$998.25
34738	R	Friday, February 28, 2014	RADESTEV	RADER STEVE E.	\$676.62
34739	R	Friday, February 28, 2014	TENNKEVI	TENNANT KEVIN D.	\$1,092.32
34740	R	Friday, February 28, 2014	BRADRISH	BRADFORD RISHA LYNN	\$890.49
34741	R	Friday, February 28, 2014	MARKREBE	MARKS REBECCA A.	\$460.15
34742	R	Friday, February 28, 2014	HINECHRI	HINES CHRISTOPHER A.	\$579.35
34743	R	Friday, February 28, 2014	JONEJOHN	JONES II JOHN DAVID	\$1,070.73
34744	R	Friday, February 28, 2014	JONERONA	JONES JR RONALD L.	\$674.86
34745	R	Friday, February 28, 2014	MORRTHOM	MORRIS THOMAS E.	\$1,059.51
34746	R	Friday, February 28, 2014	SPRADAVI	SPRAGUE DAVID A.	\$759.42
34747	R	Friday, February 28, 2014	SWIGMELV	SWIGER MELVIN L.	\$1,539.78
34748	R	Friday, February 28, 2014	ALLEPEGG	ALLEN PEGGY SUE	\$843.42
34749	R	Friday, February 28, 2014	ALLETIMO	ALLEN TIMOTHY L.	\$1,207.21
34750	R	Friday, February 28, 2014	BUSSDAVI	BUSSEY DAVID	\$1,206.51
34751	R	Friday, February 28, 2014	BUTCBRIA	BUTCHER BRIAN M.	\$1,091.06
34752	R	Friday, February 28, 2014	CARPDELL	CARPENTER DELLA DESIREE	\$1,098.52
34753	R	Friday, February 28, 2014	COCHMICH	COCHRAN MICHAEL L.	\$1,120.93
34754	R	Friday, February 28, 2014	DAVIMICH	DAVIS MICHAEL E.	\$560.84
34755	R	Friday, February 28, 2014	DEEMGARY1	DEEM GARY MICHAEL	\$1,105.78
34756	R	Friday, February 28, 2014	DEVORICK	DEVORE RICKY J.	\$330.74
34757	R	Friday, February 28, 2014	EATOMICH	EATON MICHAEL W.	\$238.59
34758	R	Friday, February 28, 2014	FOXGEOR	FOX GEORGE B.	\$598.26
34759	R	Friday, February 28, 2014	GABBONEY	GABBERT ONEY JACOB	\$283.72
34760	R	Friday, February 28, 2014	GEORRICH	GEORGE RICHARD A.	\$967.95
34761	R	Friday, February 28, 2014	GRAHJERR	GRAHAM JERRY SHAWN	\$1,014.74
34762	R	Friday, February 28, 2014	HAMRJEFF	HAMRIC JEFFREY K.	\$1,315.01
34763	R	Friday, February 28, 2014	HOFMWALT	HOFMANN WALTER E.	\$225.18
34764	R	Friday, February 28, 2014	HUPPMATT	HUPP MATTHEW C.	\$1,347.53
34765	R	Friday, February 28, 2014	JEFFLELA	JEFFERSON LELAND S.	\$1,327.40
34766	R	Friday, February 28, 2014	KEARLARR	KEARNS LARRY DEAN	\$1,313.93

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<u>Check No</u>	<u>Type</u>	<u>Check Date</u>	<u>Employee Id</u>	<u>Employee Name</u>	<u>Amount</u>
34767	R	Friday, February 28, 2014	KINGMARK	KING MARK E.	\$1,082.73
34768	R	Friday, February 28, 2014	KOCHHANS	KOCHERSPERGER HANS RANDALL	\$1,470.85
34769	R	Friday, February 28, 2014	LANDWILL	LANDERS WILLIAM M.	\$632.94
34770	R	Friday, February 28, 2014	MODESHAN	MODESITT SHANA L.	\$529.22
34771	R	Friday, February 28, 2014	PICKBRET	PICKENS BRETT A.	\$1,385.20
34772	R	Friday, February 28, 2014	PLUMCHAR	PLUM CHARLES EDWARD	\$475.48
34773	R	Friday, February 28, 2014	PLUMSTEV	PLUM STEVEN M.	\$124.13
34774	R	Friday, February 28, 2014	SCHAZACH	SCHAAD ZACHARY M.	\$1,195.94
34775	R	Friday, February 28, 2014	SHRIANDR	SHRIVER ANDREW C.	\$1,469.95
34776	R	Friday, February 28, 2014	SIMSMOBE	SIMS ROBERT GENE	\$1,500.44
34777	R	Friday, February 28, 2014	SIXCORY	SIX CORY B	\$1,000.92
34778	R	Friday, February 28, 2014	SWIGBRIA	SWIGER BRIAN A.	\$1,201.99
34779	R	Friday, February 28, 2014	TENNDAVI	TENNANT DAVID L.	\$1,083.98
34780	R	Friday, February 28, 2014	TRANDEID	TRANQUILL DEIDRA	\$852.83
34781	R	Friday, February 28, 2014	WADETERE	WADE TERESA JEAN	\$978.83
34782	R	Friday, February 28, 2014	WALDCAMI	WALDRON CAMILLE S.	\$1,106.77
34783	R	Friday, February 28, 2014	WHITROBE	WHITE, JR. ROBERT V.	\$288.63
34784	R	Friday, February 28, 2014	WINDRYAN	WINDLAND RYAN D.	\$1,341.03
34785	R	Friday, February 28, 2014	YONARONA	YONALEY RONALD L.	\$607.63
34786	R	Friday, February 28, 2014	MERCSTEV	MERCER STEVEN E.	\$660.81
34787	R	Friday, February 28, 2014	SAMSJULI	SAMS JULIA ANN	\$988.93
34788	R	Friday, February 28, 2014	SAMSCURT	SAMS JR CURTIS M	\$106.78
34789	R	Friday, February 28, 2014	ALLEJOHN	ALLEN JOHN C.	\$798.27
34790	R	Friday, February 28, 2014	ALLETHOM	ALLEN JR. THOMAS L.	\$869.38
34791	R	Friday, February 28, 2014	BEATPATR	BEATY PATRICK A	\$865.39
34792	R	Friday, February 28, 2014	BOLEDONA	BOLEY JR DONALD	\$650.42
34793	R	Friday, February 28, 2014	BROGGREG1	BROGDON GREGORY SCOTT	\$922.97
34794	R	Friday, February 28, 2014	BROGGREG	BROGDON II GREGORY S	\$863.88
34795	R	Friday, February 28, 2014	FORDDANI	FORDYCE DANIELLE D.	\$775.44
34796	R	Friday, February 28, 2014	HARRMARK	HARRIS MARK C.	\$993.78
34797	R	Friday, February 28, 2014	JACOBKIT	JACOBS BRITTNEY N.	\$835.16
34798	R	Friday, February 28, 2014	JACOJEFF	JACOBY JEFFREY S.	\$871.95
34799	R	Friday, February 28, 2014	MYERLEE	MYERS LEE G.	\$853.70
34800	R	Friday, February 28, 2014	SCOTBRIT	SCOTT BRITTANY N.	\$853.93
34801	R	Friday, February 28, 2014	SOMEBRIA	SOMERVILLE BRIAN L.	\$756.79

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<u>Check No.</u>	<u>Type</u>	<u>Check Date</u>	<u>Employee Id</u>	<u>Employee Name</u>	<u>Amount</u>
34802	R	Friday, February 28, 2014	STEPSTEV	STEPHENS STEVEN A.	\$1,007.50
34803	R	Friday, February 28, 2014	THORCHAR	THORNTON CHARLES B.	\$951.08
34804	R	Friday, February 28, 2014	BALLBREN	BALL BRENDA L.	\$583.97
34805	R	Friday, February 28, 2014	CONNSCOT	CONNOLLY SCOTT M.	\$798.42
34806	R	Friday, February 28, 2014	FARNSARA	FARNSWORTH SARAH JANE	\$840.36
34807	R	Friday, February 28, 2014	JOYDAVI	JOY JR DAVID LEE	\$981.53
34808	R	Friday, February 28, 2014	RADEBRIA	RADER BRIAN E.	\$901.36
34809	R	Friday, February 28, 2014	HUPPEDWA	HUPP EDWARD H.	\$1,151.17
34810	R	Friday, February 28, 2014	BLEVSARA	BLEVINS SARA DAWN	\$302.02
34811	R	Friday, February 28, 2014	BURGDRET	BURGY DRETA L.	\$1,443.18
34812	R	Friday, February 28, 2014	CUMBWHIT	CUMBERLEDGE WHITNEY M.	\$176.34
34813	R	Friday, February 28, 2014	DOTSDEBO	DOTSON DEBORA L.	\$948.37
34814	R	Friday, February 28, 2014	DOTSTHOM	DOTSON THOMAS E.	\$1,201.98
34815	R	Friday, February 28, 2014	ENOCJASO	ENOCH JASON L	\$448.71
34816	R	Friday, February 28, 2014	FLEECARL	FLEENOR CARL AARON	\$1,066.43
34817	R	Friday, February 28, 2014	JEFFMARY	JEFFERS MARY BETH	\$783.72
34818	R	Friday, February 28, 2014	JONEDUAN	JONES DUANE EARL	\$1,195.70
34819	R	Friday, February 28, 2014	KERNTERE	KERNS TERESA S.	\$965.51
34820	R	Friday, February 28, 2014	KUHLJASO	KUHL JASON A.	\$1,106.99
34821	R	Friday, February 28, 2014	MARSROGE	MARSHALL ROGER L.	\$1,167.18
34822	R	Friday, February 28, 2014	MERCROBE	MERCER ROBERT E.	\$1,156.84
34823	R	Friday, February 28, 2014	MOORDOUG	MOORE DOUGLAS I.	\$928.33
34824	R	Friday, February 28, 2014	MOORMICH	MOORE MICHAEL LEE	\$227.00
34825	R	Friday, February 28, 2014	MORRSHIR	MORRIS SHIRLEY GILCHRIST	\$930.14
34826	R	Friday, February 28, 2014	MURPJILL	MURPHY JILLIAN L.	\$956.87
34827	R	Friday, February 28, 2014	NOKLADRI	NOKLEBY ADRIEN J.	\$1,219.48
34828	R	Friday, February 28, 2014	PARRDANI	PARRISH DANIELLE	\$1,003.37
34829	R	Friday, February 28, 2014	PURKJODY	PURKEY JODY MARK	\$1,217.12
34830	R	Friday, February 28, 2014	RIFFWILL	RIFFLE WILLIAM H.	\$1,219.33
34831	R	Friday, February 28, 2014	SHEPRAND	SHEPHERD RANDALL F.	\$873.89
34832	R	Friday, February 28, 2014	SIZECARL	SIZEMORE II CARL E.	\$1,083.04
34833	R	Friday, February 28, 2014	STALSARA	STALNAKER SARA S.	\$823.92
34834	R	Friday, February 28, 2014	SWIGTERE	SWIGER TERESA D.	\$869.30
34835	R	Friday, February 28, 2014	TENNDEBO	TENNANT DEBORAH A.	\$938.82
34836	R	Friday, February 28, 2014	WINTGARY	WINTERS GARY D.	\$898.38

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<u>Check No</u>	<u>Type</u>	<u>Check Date</u>	<u>Employee Id</u>	<u>Employee Name</u>	<u>Amount</u>
34837	R	Friday, February 28, 2014	CHURAMY	CHURCH AMY SPENCER	\$1,036.01
34838	R	Friday, February 28, 2014	EASTAMY	EASTHOM AMY JEANNETTE	\$1,008.80
34839	R	Friday, February 28, 2014	ESCAHERN	ESCANDON HERNANDO	\$1,237.28
34840	R	Friday, February 28, 2014	HARTROBI	HART ROBIN D.	\$820.32
34841	R	Friday, February 28, 2014	HUGGLEWI	HUGGINS LEWIS DENVER	\$3,002.09
34842	R	Friday, February 28, 2014	KINCWILL	KINCAID WILLIAM F.	\$666.03
34843	R	Friday, February 28, 2014	LAYTEDWA	LAYTON EDWARD J.	\$575.12
34844	R	Friday, February 28, 2014	LEMLLIND	LEMLEY LINDY ROCHELLE	\$877.70
34845	R	Friday, February 28, 2014	LYNCPATR	LYNCH PATRICA R.	\$694.05
34846	R	Friday, February 28, 2014	MALCMARK	MALCOMB MARK S.	\$427.36
34847	R	Friday, February 28, 2014	MERTKIMB	MERTZ KIMBERLY A.	\$841.71
34848	R	Friday, February 28, 2014	MURPDEBO	MURPHY DEBORAH KAY	\$903.72
34849	R	Friday, February 28, 2014	NGUYOUYE	NGUYEN QUYEN T.	\$641.63
34850	R	Friday, February 28, 2014	PRESKELS	PRESTON KELSEY A.	\$1,003.15
34851	R	Friday, February 28, 2014	RADENEIL	RADER NEIL E.	\$147.17
34852	R	Friday, February 28, 2014	SAUNMEGA	SAUNDERS MEGAN L.	\$385.55
34853	R	Friday, February 28, 2014	SINGJANA	SINGER-DOWLER JANA L.	\$1,142.18
34854	R	Friday, February 28, 2014	THOMJAME	THOMAS JAMES X	\$463.74
34855	R	Friday, February 28, 2014	WISESHER	WISE SHERRY L.	\$1,095.95
34856	R	Friday, February 28, 2014	CROSJERE	CROSS JEREMY W.	\$1,528.85
Total Net Pay					205,296.77

02/26/2014

<u>State</u>	<u>State Gross</u>	<u>State W/H</u>
OH	<u>13,558.75</u>	<u>307.58</u>
WV	<u>283,744.71</u>	<u>12,366.39</u>
Grand Total:	<u><u>297,303.46</u></u>	<u><u>12,673.97</u></u>

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Report Date/ Time: 2/25/2014 8:20:44AM

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
714	HUMANE S0	HUMANE SOCIETY	REGULAR	02/25/2014	3,333.33	
DOG FUND Bank Id 103 Totals					3,333.33	
Report Totals					3,333.33	



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Report Date/ Time: 2/25/2014 8:25:00AM

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
5825	APCO	APCO INTERNATIONAL	REGULAR	02/25/2014	720.00	
5826	ENGLEFIELD	ENGLEFIELD OIL COMPANY	REGULAR		157.05	
5827	N0E OFFIC	N0E OFFICE EQUIPMENT	REGULAR		29.80	
5828	SMC	SMC COMMUNICATIONS	REGULAR		75.65	
E-911 FUND Bank Id 107 Totals					981.55	
Report Totals					981.55	




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Report Date/ Time: 2/25/2014 8:26:23AM

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
5465	CASEY	CASEY'S LANDSCAPING, LLC	REGULAR	02/25/2014	125.00	
5466	ENGLEFIELD	ENGLEFIELD OIL COMPANY	REGULAR		150.17	
5467	HART R	ROBIN HART	REGULAR		33.00	
5468	MONPOWER	MON POWER	REGULAR		205.81	
5469	SINGJANA	SINGER-DOWLER JANA L.	REGULAR		50.00	
5470	SUDDENLINK	SUDDENLINK	REGULAR		60.00	
COMM.CRIMINAL JUSTICE FUND Bank Id 172 Totals					623.99	
Report Totals					623.99	




Check Register Report for Wood County Commission

Report Date/ Time: 2/25/2014 8:36:16AM

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
3061	BIINCORP	BI INCORPORATED	REGULAR	02/25/2014	2,787.50	
HOME CONFINEMENT Bank Id 108 Totals					2,787.50	
Report Totals					2,787.50	

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Check Register Report for Wood County Commission

Report Date/ Time: 2/25/2014 8:34:20AM

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
2323	CCF	COMMUNITY CORRECTIONS FUN	REGULAR	02/25/2014	1,000.00	
DRUG COURT Bank Id 178 Totals					1,000.00	
Report Totals					1,000.00	



Check Register Report for Wood County Commission

Report Date/ Time: 2/25/2014 8:55:46AM

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
1359	HEALTH	HIGHMARK WEST VIRGINIA	REGULAR	02/25/2014	77.45	
1360	MONPOWER	MON POWER	REGULAR		901.42	
154652	BARRETTJ	J. J. BARRETT	REGULAR		55.70	
154653	CARQUEST	CARQUEST	REGULAR		172.78	
154654	CWS	CWS	REGULAR		1,975.00	
154655	ENGLEFIELD	ENGLEFIELD OIL COMPANY	REGULAR		12,032.20	
154656	GLOBAL	GLOBAL GOV/ED SOLUTIONS I	REGULAR		759.99	
154657	GOODYEAR	GOODYEAR AUTO SERVICE CEN	REGULAR		503.80	
154658	GUARDIANG	GUARDIAN AUTO GLASS	REGULAR		220.00	
154659	HARLOW S	STACY HARLOW	REGULAR		71.00	
154660	HRA	WESBANCO INSURANCE SERVIC	REGULAR		1,150.00	
154661	HUMANE SO	HUMANE SOCIETY	REGULAR		1,525.00	
154662	LOWES	LOWE'S COMPANIES, INC.	REGULAR		49.25	
154663	MILLER CO	MILLER COMMUNICATIONS IN	REGULAR		130.00	
154664	ODEPOT	OFFICE DEPOT	REGULAR		95.75	
154665	RICOH	RICOH USA INC	REGULAR		1,036.30	
154666	SHERWINWILLIA	SHERWIN WILLIAMS	REGULAR		9.81	
154667	TIANO	TIANO-KNOPP ASSOC., INC.	REGULAR		2,000.00	
154668	VERIZONW	VERIZON WIRELESS	REGULAR		71.69	
154669	WHARTONJ	JASON WHARTON	REGULAR		183.70	
154670	WOODYARD	R. L. WOODYARD	REGULAR		2,000.00	

GENERAL FUND Bank Id 101 Totals 42,679.86

Report Totals 42,679.86



Check Register Report for Wood County Commission

Report Date/ Time: 2/26/2014 9:50:34AM

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
1361	DENTAL	RENAISSANCE	REGULAR	02/26/2014	1,666.30	
GENERAL FUND Bank Id 101 Totals					<u>1,666.30</u>	
Report Totals					<u><u>1,666.30</u></u>	



Check Register Report for Wood County Commission

Report Date/ Time: 2/27/2014 10:29:36AM

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
1362	IRS-PAY	INTERNAL REVENUE SERVICE	REGULAR	02/28/2014	82,023.87	
1363	CHILD	CHILD SUPPORT ENF DIV	REGULAR		1,372.13	
154671	AMERICAN	AFLAC	REGULAR		390.74	
154672	CONSECOLIFE	CONSECO LIFE INSURANCE CO	REGULAR		169.04	
154673	EQUITABLE	THE EQUITABLE	REGULAR		42.26	
154674	MOVUNITED	UNITED WAY ALLIANCE OF TH	REGULAR		45.00	
154675	NRS	NATIONWIDE RETIREMENT SOL	REGULAR		2,855.83	
154676	OH ST TX	TREASURER OF STATE OF OHI	REGULAR		632.73	
154677	PUBLIC DE	ONE COMMUNITY FEDERAL CRE	REGULAR		17,334.00	
154678	WASHINGTONH	WASHINGTON NATIONAL INSUR	REGULAR		1,531.86	
154679	WESTERNSO	WESTERN & SOUTHERN LIFE	REGULAR		551.38	
154680	WESTFIELD	LINCOLN NATIONAL LIFE INS	REGULAR		78.68	
154681	WVLOAN	WV CONSOLIDATED PUBLIC RE	REGULAR		1,113.15	

PAYROLL FUND Bank Id 101 Totals 108,140.67

Report Totals 108,140.67




Check Register Report for Wood County Commission

Report Date/ Time: 2/21/2014 9:21:00AM

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
154617	ASTORG	ASTORG MOTOR CO	REGULAR	02/21/2014	1,956.62	
154618	AVERY	DR DAVID AVERY	REGULAR		180.00	
154619	CANON	CANON FINANCIAL SERVICES,	REGULAR		151.00	
154620	CARQUEST	CARQUEST	REGULAR		117.70	
154621	CHAPMAN	CHAPMAN PRINTING CO. INC	REGULAR		718.85	
154622	COMMUNITYRES	COMMUNITY RESOURCES INC	REGULAR		294.00	
154623	DOMINIONH	DOMINION HOPE	REGULAR		1,314.56	
154624	ENVIROTES	ENVIROTEST SERVICES INC.	REGULAR		400.00	
154625	EXXONMOBIL	EXXONMOBIL	REGULAR		66.00	
154626	FRONTIERWV	FRONTIER WEST VIRGINIA IN	REGULAR		3,230.00	
154627	GALL'SINC	GALLS/QUARTERMASTER	REGULAR		1,075.60	
154628	GLOBAL	GLOBAL GOV/ED SOLUTIONS I	REGULAR		227.20	
154629	GOLDEN &	GOLDEN & AMOS	REGULAR		742.45	
154630	GOODYEAR	GOODYEAR AUTO SERVICE CEN	REGULAR		290.42	
154631	GUARDIANG	GUARDIAN AUTO GLASS	REGULAR		692.94	
154632	KESTERSON	KESTERSON CLEANERS	REGULAR		441.99	
154633	LOWES	LOWE'S COMPANIES, INC.	REGULAR		28.41	
154634	MEDEXPRESS	MEDEXPRESS CORPORATE CARE	REGULAR		410.00	
154635	MID-OHIOVRA	MID-OHIO VALLEY REGIONAL	REGULAR		50,000.00	
154636	NEWIMAGES	NEW IMAGE SERVICES PLUS I	REGULAR		603.54	
154637	ODEPOT	OFFICE DEPOT	REGULAR		98.42	
154638	PARSONSAS	ASHLEY PARSONS	REGULAR		75.00	
154639	PSX	PSX INC.	REGULAR		475.00	
154640	RICOH	RICOH USA INC	REGULAR		178.00	
154641	SAMS CLUB	SAM'S CLUB	REGULAR		197.51	
154642	SELECT OIL	SELECT OILFIELD TRUCKING	REGULAR		754.30	
154643	SHERWINWILLIA	SHERWIN WILLIAMS	REGULAR		71.11	
154644	SUDDENLINKD	SUDDENLINK	REGULAR		121.85	
154645	TLO	TLO LLC	REGULAR		110.00	
154646	VERIZONW	VERIZON WIRELESS	REGULAR		3,815.84	
154647	WALMART	WALMART	REGULAR		380.17	
154648	WAVERLYL	WAVERLY LIONS CLUB	REGULAR		551.35	
154649	WEST	THOMSON REUTERS - WEST PA	REGULAR		735.48	
154650	WINANS	WINANS SERVICES	REGULAR		8,926.75	
154651	WORKINGMA	WORKINGMAN'S STORE	REGULAR		73.50	

GENERAL FUND Bank Id 101 Totals

79,505.56

Report Totals

79,505.56

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Check Register Report for Wood County Commission

Report Date/ Time: 2/21/2014 9:21:22AM

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
1052	UNITED NB	UNITED BANK LOAN PROCESSI	REGULAR	02/21/2014	2,242.37	
COAL SEVERANCE TAX Bank Id 201 Totals					<u>2,242.37</u>	
Report Totals					<u><u>2,242.37</u></u>	



Check Register Report for Wood County Commission

Report Date/ Time: 2/21/2014 9:21:39AM

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
5822	CAS CABLE	CAS CABLE	REGULAR	02/21/2014	415.00	
5823	CHAPMAN	CHAPMAN PRINTING CO. INC	REGULAR		94.67	
5824	S W RESOU	S W RESOURCES	REGULAR		5.00	
E-911 FUND Bank Id 107 Totals					514.67	
Report Totals					514.67	

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Check Register Report for Wood County Commission

Report Date/ Time: 2/21/2014 9:21:57AM

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
5458	ALCOHOLMONITO	ALCOHOL MONITORING SYSTEM	REGULAR	02/21/2014	72.25	
5459	CASEY	CASEY'S LANDSCAPING, LLC	REGULAR		275.00	
5460	ESCAHERN	ESCANDON HERNANDO	REGULAR		63.27	
5461	MICROGENICS	MICROGENICS CORPORATION	REGULAR		11,323.14	
5462	SUDDENLINKD	SUDDENLINK	REGULAR		205.55	
5463	TYLER	TYLER MOUNTAIN WATER CO I	REGULAR		23.27	
5464	VERIZONW	VERIZON WIRELESS	REGULAR		494.49	
COMM.CRIMINAL JUSTICE FUND Bank Id 172 Totals					12,456.97	
Report Totals					12,456.97	

Check Register Report for Wood County Commission

Report Date/ Time: 2/21/2014 9:22:16AM

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
3057	BIINCORP	BI INCORPORATED	REGULAR	02/21/2014	7,556.25	
3058	CCF	COMMUNITY CORRECTIONS FUN	REGULAR		1,383.50	
3059	KESTERSON	KESTERSON CLEANERS	REGULAR		28.94	
3060	VERIZONW	VERIZON WIRELESS	REGULAR		252.06	
HOME CONFINEMENT Bank Id 108 Totals					9,220.75	
Report Totals					9,220.75	



3/3/14
70/441

STATE OF WEST VIRGINIA
COUNTY OF WOOD } TO -WIT:

I, NATHAN D. UTT, 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 WOOD COUNTY SHERIFF'S OFFICE - DEPUTY and for Wood County, West Virginia, to the best of my skill and judgment, during my continuance in the same; SO HELP ME GOD.

Nathan D. Utt

Subscribed and sworn to, before County Commission of Wood County, West Virginia, this 3rd day of March, , 2014.

Wayne
County Commission of Wood County