

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 24, 2014

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

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

Eguene Stump was sworn in as a member of the Wood County Veterans Park Advisory Board.

AGENDA AND DISCUSSION ITEMS

At 9:33 A.M., the County Commission met with Toni Tiano, Grant Consultant, who requested their approval for an application for a Court Security Grant. The County Commission, upon a motion duly made, seconded and passed, Executed the Application. (Order M/2724-A)

At 9:35 A.M., the County Commission met with Mark Rhodes who presented the final copy of the 2014/2015 fiscal year Wood County General Fund and Coal Severance Tax Budgets. The County Commission, upon a motion duly made, seconded and passed, approved the budgets. (Order M/adopt budget 2014)

At 10:10 A.M., the County Commission approved the donation of a vehicle to the Wood County Recreation Commission. (Order M/2712)


ORDERS APPROVED AND ATTACHED TO THESE MINUTES

M/2712, M/2724-A and M/adopt budget 2014


Having no further scheduled appointments or business to attend to, the County Commission officially adjourned at 11:32 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 24, 2014.

Wood County Commission Meeting
Held March 24, 2014

Please Print

1.	Toni Trano
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Wood County Commission Agenda

3/24/2014

1 Court Square, Suite 203
Parkersburg, WV 26101

9:30 A.M.	Discuss Court Security Grant	Toni Tiano, Grant Consultant
	Adopt County budget for Fiscal Year 2014/2015	
	Consider Request to Hire Travis Bunner as Office Assistant at the Wood County Day Report Center - \$26,500.00	
	Consider donation of vehicle to the Wood County Recreation Commission	
	Discuss cleaning services of County Buildings	Sam Winans, Winans Services
	Administrator's Report	Marty Seufer, County Administrator
	County Commissioners' Reports	
	Budget	

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

3/24/14
20/351

MARCH 24, 2014

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA


IN RE: THE COUNTY COMMISSION DID HEREBY APPROVE A
DONATION A DODGE CHARGER TO THE WOOD COUNTY
RECREATION COMMISSION.

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 APPROVE a donation of a 2008 Dodge Charger VIN#2B3KA43VX9H505994 to the Wood County Recreation Commission.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



Wayne Dunn, President



Stephen Gainer, Commissioner



David Blair Couch, Commissioner

M/2712

3/24/14
70/452

MARCH 24, 2014

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA


IN RE: THE COUNTY COMMISSION DID HEREBY APPROVE THE
SUBMISSION OF THE 2014/2015 GENERAL FUND AND COAL
SEVERANCE TAX BUDGETS.

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 APPROVE the 2014/2015 fiscal year Wood County General Fund and Coal Severance Tax Budgets. The General Fund Budget total is twenty million, three hundred ninety-three thousand, five hundred twelve dollars and zero cents (\$20,393,512.00). The Coal Severance Tax Budget total is two hundred twenty-three thousand, one hundred eighty-three dollars and zero cents (\$223,183.00).

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



Wayne Dunn, President



Stephen Gainer, Commissioner



David Blair Couch, Commissioner

M/adopt budget 2014

MARCH 24, 2014

3/24/14
70/351

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 COURT SECURITY GRANT.


ORDER

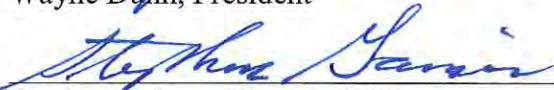
On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Stephen Gainer, and made unanimous by Wayne Dunn, did hereby AUTHORIZE Wayne Dunn, in his official capacity as President and on behalf of the County Commission, to EXECUTE an Application for a Court Security Grant with the West Virginia Division of Criminal Justice Services. Said grant application is in the amount of ten thousand six hundred seventy-four dollars and zero cents (\$10,674.00).

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

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


Wayne Dunn, President


Stephen Gainer, Commissioner


David Blair Couch, Commissioner

M/2724-A

3/24/14

70/451

Office of the County Commission of Wood County West Virginia

Commissioners
David Blair Couch
Wayne Dunn
Steve Gainer



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

March 24, 2014

Ms. April Dickenson
Criminal Justice Specialist
WV Division of Criminal Justice Services
1204 Kanawha Boulevard East
Charleston, WV 25301

Dear Ms. Dickenson:

Please find enclosed an application from the Wood County Commission for funding through the Court Security Grant Program. This funding request is for security items for the County's Judge Donald F. Black Courthouse Annex. If you have any questions on this or desire any additional information, please feel free to contact Toni Tiano, grant consultant, at 304/428-7760. Thank you for your assistance with this matter.

Sincerely,

Wayne Dunn
President

Office of the County Commission of Wood County West Virginia

Commissioners
David Blair Couch
Wayne Dunn
Steve Gainer



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

March 24, 2014

Ms. April Dickenson
Criminal Justice Specialist
WV Division of Criminal Justice Services
1204 Kanawha Boulevard East
Charleston, WV 25301

Dear Ms. Dickenson:

Please find enclosed an application from the Wood County Commission for funding through the Court Security Grant Program. This funding request is for security items for the County's Judge Donald F. Black Courthouse Annex. If you have any questions on this or desire any additional information, please feel free to contact Toni Tiano, grant consultant, at 304/428-7760. Thank you for your assistance with this matter.

Sincerely,

Wayne Dunn
President

March 24, 2014

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

RESOLUTION

A RESOLUTION TO AUTHORIZE THE FILING OF AN APPLICATION BY THE PRESIDENT OF THE WOOD COUNTY COMMISSION FOR A GRANT WITH THE WEST VIRGINIA DEPARTMENT OF MILITARY AFFAIRS AND PUBLIC SAFETY - DIVISION OF CRIMINAL JUSTICE SERVICES - FOR THE PURPOSE OF APPLYING FOR A COURT SECURITY GRANT.

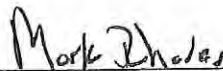
Be it resolved by the Wood County Commission, Parkersburg, West Virginia, that the President of the Commission, be and is hereby authorized to, apply for a grant through the Court Security Grant Program to provide security items to the Judge Donald F. Black Courthouse Annex.

Dated this 24th day of March 2014.

A handwritten signature in cursive script, appearing to read "Wayne Dunn", written over a horizontal line.

Wayne Dunn, President

Certified to be a true copy of a Resolution adopted at a regular meeting of the Wood County Commission held on March 24, 2014.

A handwritten signature in cursive script, appearing to read "Mark Rhodes", written over a horizontal line.

Mark Rhodes, County Clerk
Wood County Commission

COURT SECURITY FUND

APPLICATION SUBMISSION CHECKLIST

Before submitting the application, indicate that the following has been completed by checking the boxes below:

- X New or Existing Applicant
- X Applicant has been listed as the County Commission.
- X Authorized Official (County Commission President) has signed page 1. Those pages with ORIGINAL SIGNATURES must be returned with the application to this office.
- X Math has been double-checked, is accurate and rounded to the nearest whole dollar.
- X Page 2 includes a detailed listing of items requested (not just a lump sum)
- X Format of the project description (page 6) must follow the Court Security Plan outline shown on page 5 of the application and is as detailed as possible.
- X Illustrated layout of Court Facilities.
- X Manpower Resolution.
- X Meeting of county officials to assess the security issues PRIOR to the writing of application.
- X Invitation to the county officials to attend the mandatory meeting
- X sent 7 days in advance OR a signed waiver of the 7 day notice.
- X Meeting minutes.
- X Application Addresses the most recent Court Security Audit. (A copy of this audit can be obtained from Arthur Angus, Director of Court Security with the WV Supreme Court of Appeals (304)558-0145.)
- X Letters of Comment from:
 - X Chief Circuit Judge
 - X Family Court Judge
 - X Circuit Clerk
 - X County Sheriff
 - X Prosecuting Attorney
 - X Chief Magistrate

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

**COURT SECURITY FUND
GRANT PROGRAM**

GRANT APPLICATION

PAGE - 1

1. **Applicant:** Wood County Commission
Address: One Court Square, Suite 203
Parkersburg, WV 26101
Phone/Fax: 304-424-1976/304-424-0194
FEIN# _____

5. **Grant Funds Requested:** \$: 10,674.00

2. **Project Director:** TR Smith
Address: 401 Second Street, Suite 11
Parkersburg, WV 26101
Phone/Fax: 304-424-1834/304-424-1832
Email: tsmith@woodcountywv.com

6. **Staff Use Only**
Court Security Plan Approved _____

3. **Fiscal Officer:** Mark Rhodes
Address: One Court Square
Parkersburg, WV 26101
Phone/Fax: 304-424-1850/304-424-0194
Email: mrhodes@woodcountywv.com

7. **Project Period:**
Beginning Date: July 1, 2014
Ending Date: June 30, 2015

4. **Geographic Area Served:** Wood County
Population: 86,990

8. **Type of Application:**
 Initial **Continuation** **Revision**

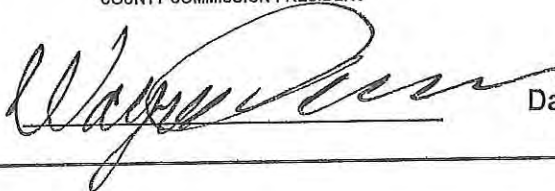
9. **Project Title and Description:** Court Security Items for the Judge Donald F. Black Courthouse Annex in Parkersburg, WV

10. **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 grant assistance is provided.

Authorized Official: Wayne Dunn
COUNTY COMMISSION PRESIDENT

Title: President

Signature: 

Date: 3/24/14

COURT SECURITY FUND	ITEMIZATION OF FUNDS BY CATEGORY PAGE 2		
Applicant: Wood County Commission	Local Matching Funds <small>(If Applicable)</small>	Grant Funds Requested	Approved <small>(DJCS Use Only)</small>
<p><u>Personnel/Contractual</u> UNALLOWABLE</p> <p><u>Travel/Training</u> UNALLOWABLE</p> <p><u>Equipment</u> <small>(ITEMS COSTING MORE THAN \$5,000)</small></p> <p>Purchase and replace 17 existing analog cameras with 17 Digital IP base Cameras with new wiring. Cameras will be Internet Based. Purchase and install 2 new cameras to be located in the Judge Black Annex. Also, rewiring, new wiring, and conduit are necessary for camera system.</p> <p><u>Other</u></p>	NO MATCH REQUIRED	<p>\$0</p> <p>\$0</p> <p>\$10,674</p>	
Total Local Funds			
Total Grant Funds		\$10,674.00	
Total Approved Project			

COURT SECURITY FUND		BUDGET SUMMARY	
		PAGE 3.	
Applicant: Wood County Commission		Federal Employer Identification Number: 556 000 417	
Category	Court Security Funds (A)*	Matching Funds (if applicable) (B)	Total Funds (A + B)
Personnel/ Contractual	-0-	-0-	-0-
Travel/Training	-0-	-0-	-0-
Equipment	\$10,674.00	-0-	\$10,674.00
Other	-0-	-0-	-0-
Total Budget	\$10,674.00	-0-	\$10,674.00

* Total of column A shall be placed in the space on page one for Grant Funds Requested.

All funds must be rounded to the nearest whole dollar.

Provide here a justification and detailed explanation of the budget items shown on pages 3 and 4. (Add pages if necessary) This should contain criteria and data used to arrive at estimates and costs for all items listed. In completing the project budget narrative please identify data by the major budget category involved. **A prioritized listing of equipment needed to improve the security of the court facilities in the county, including cost estimates for such equipment. Please provide an explanation of additional staffing needed, if any, for requested equipment. (Court Security Funds will not pay for the additional personnel needed, if any, for the equipment).**

1. A camera upgrade for the Judge Donald F. Black Courthouse Annex will involve replacing all 17 existing Cameras and adding 2 more cameras. Most of the existing cameras are 10 years old, and many are starting to fail. The DVR Recorder is so old that it does not have a USB drive, and the DVD drive will not work to allow the County to make copies of events. Attempts have been made to replace the DVD drive but they have not been successful. A new DVR/NVR will be included in this project along with additional Hard Drive storage.

The 2 additional cameras will cover blind spot in and around the building. One camera will be by the main entrance doors as this door setting back in a recessed area which forms a blind spot from the 2 external cameras. The other new camera will be in the waiting area of the Prosecuting Attorney's Office which is off the Lobby area near the Security Post.

The existing analog cameras will be replaced with up to date Digital IP base Cameras that will be internet based in order to make the video available to several locations. The County also wishes to purchase several additional cameras to have on hand in the event a camera needs replaced. Technology is ever changing in the Video field and sometimes it is hard to find replacement parts that are compatible with an existing system.

A contractor will run the wiring for the new cameras and the County Maintenance and County IT personnel will install the cameras, DVR recorder and internet access.

The anticipated cost for running the wiring and conduit and new wire is \$3,900.00.

The estimated cost for DVR/NVRs, expanded external data storage, switches, cameras and other misc. hardware and equipment is \$6,774.00.

Project total \$10,674.00

CAMERA LOCATION

Existing Cameras

- 1 Covered rear alley looking North
- 2 Covered rear alley looking at Judge's entrance **
- 3 Covered rear alley looking South
- 4 Inside rear door looking out
- 5 Judge Dempster's Court Room
- 6 Judge Tallman's Court Room
- 7 Judge Dempster's Waiting Room (rear)
- 8 Judge Dempster's Waiting Room (front)
- 9 Judge Tallman's Waiting Room (rear)
- 10 Judge Tallman's Waiting Room (front)
- 11 Judge Tallman's Waiting Room (front corner)
- 12 Lobby watching front entrance
- 13 Lobby watching toward rear
- 14 Lobby watching toward front
- 15 Exterior side of building looking east
- 16 Exterior side of building looking west
- 17 Exterior front of building looking north

Cameras to be added

- 18 In entryway watching entrance
- 19 In waiting room in Prosecuting Attorney's Office

** Camera #2 will be moved to a location in the covered alley across from the Judges entrance in order to get a better view of the entrance.

COURT SECURITY PLAN**1. Assessment of Existing Security Measures in Place and Problems/Shortcomings with Existing Procedures**

Wood County has been very fortunate to have received several Court Security Grants which have assisted the County in updating its Court facilities with up-to-date security equipment. These additional Court Security items have not only assisted by making the Court facilities safer for the employees but also for the thousands of citizens who visit these facilities on a yearly basis to conduct a variety of business activities. These items have also served as a deterrent to anyone who may be considering some type of dangerous or disruptive activity to the court system.

The following is a summary of some of the activities Wood County has been able to undertake using these Court Security funds:

- Installation of panic alarm buttons in the offices of the Adult Probation Office, Juvenile Probation Office, Circuit Clerk's Office, Law Library, Prosecuting Attorney's Office, Magistrate Court, and Family Court Judges. These buttons were wired directly into the Sheriff Department who will respond to these calls. A Security and Safety Alarm Monitoring System has also been installed in order to route any calls that occur from the panic buttons during the evening and weekend hours directly to the County's 911 Center.
- The benches of the three Circuit Court Judges, Magistrate Courtrooms, and Family Court Judges have had ballistic materials installed.
- Metal detectors have been purchased and installed in the Holmes R. Shaver Judicial Annex, the Judge Donald F. Black Courthouse Annex, and the former Magistrate Court Building. These detectors are in use and either a Deputy or security personnel monitor the detector. In addition, a desk and chair has been purchased for the security personnel at the Black Courthouse Annex. The desk has ballistic material installed.
- Access card systems have been installed in the Holmes R. Shaver Judicial Annex and the Judge Donald F. Black Courthouse Annex. These systems require that individuals have an access card in order to enter certain offices and locations in these buildings. The system has been designed to stop people from roaming freely through these buildings. The system also has a feature which records the date, time, and location of where a person is whenever he uses his card. Each person's card is also programmed to allow access to the particular areas of the building in which they need to access.
- A total of 11 handheld metal detectors have been purchased and are used by the Bailiffs at the various Court facilities.
- Earplugs, shoulder mics, and radio chargers were purchased for the Bailiffs. These items have enabled the Bailiffs to be in immediate communication with each other if there is an emergency situation.

- Thirty key locks were installed in the three Circuit Court Judges' Suites for additional security purposes.
- Misc. items were also done to the Adult Probation Office and the Juvenile Probation Office. These items included dark film installed on the windows, the installation of a buzzer system to allow people to enter the office, and a waiting area for the offenders for them to sit while waiting for their probation officer.
- The following items were installed in the Judge Donald F. Black Courthouse Annex: Flexi Dome Color Camera, five outside Vandal-Proof Color Dome Cameras, a 7" TFT LCD Monitor, and the extension of two Courtroom Cameras and existing camera cable to the Video Monitor is not viewable by the general public. In addition four cameras were installed to provide better coverage of the Family Court areas.
- Security cameras and a video system monitor were also installed in the Holmes R. Shaver Judicial Annex. Due to the age of the system and updated security cameras and monitoring system, these cameras have been replaced with new ones. Additionally cameras were also installed in various locations which warranted a camera.
- There have also been several security items installed in the former Magistrate Court Building which used to house both the Magistrate Court and the Family Court Judges. However, with the completion of the Judge Donald F. Black Courthouse Annex and the Justice Center both of these agencies have moved to new, modern offices. Some of the items done at the former Magistrate Building included: security cameras, plasma display for the bailiff, metal detector, multiple camera controller system, and an LCD monitor.
- Taser units and cartridges have been purchased for the Court Security personnel.
- An intercom system has been installed in the Magistrate Court Building which provides for easier contact between the public and the Magistrates and their staff.

While these items have greatly enhanced the court security of these buildings, the County continues to become aware of new security items that are needed to make these buildings even more secure. Also, some of the items installed are now several years old and are in need of being updated. A detailed description of these items for which funding is being requested is included in the budget section.

2. Description of County's Response to Court Security Emergencies

Each of the three Circuit Court Judges and the two Family Court judges are assigned a Bailiff – either a Wood County Sheriff Department Deputy or a civilian with law enforcement background who is employed by the Wood County Sheriff's Department – to provide security for the Judge, his Courtroom, to transport prisoners to and from the Courtroom, to provide order if a dispute occurs, and to guard the prisoners. If the prisoner is a felon, the chief responsibility of the Bailiff is to ensure the prisoner does not escape or cause any disruptions. There is also either a Deputy or security personnel assigned to the entrance of each of the County's Court Buildings. This individual screens those who are entering the facility as well as provides back-up assistance as necessary.

The purchase of shoulder mics and radio chargers have enabled the Bailiffs to be in immediate contact with other Bailiffs if an emergency occurs. These shoulder mics allow for a separate frequency to be used if a duress alarm is activated. If this occurs, the Sheriff Department Dispatcher can switch frequency and advise the Bailiff of the duress alarm. This will save time as the Bailiff/Deputy is currently in the building and does not have to be dispatched from the Sheriff's Department. A Deputy from the Sheriff Department still serves as the back-up to assist in anyway necessary.

The Deputy/Security Personnel that is assigned to the entrance of each of these facilities also watches the monitors which show the various cameras which are located throughout that particular building. This enables him to keep any eye as to what is happening throughout the building, and if he sees something that doesn't look right, he can immediately call for back-up from one of the other Bailiffs or a Deputy with the Sheriff Department. This Deputy/Security Personnel also monitors those who go through the metal detectors and checks necessary purses, briefcases, boxes, etc. Wand detectors are used as appropriate.

The Bailiffs/Security Personnel are able to serve as a back-up for each other when an emergency occurs. Each person is quickly notified when an emergency is occurring, and if they are able to do so, they quickly respond to assist with the situation. Deputies from the Sheriff Department also respond to the emergency situations.

3. Description of Court Facilities

The Wood County Court facilities are divided into three buildings: Holmes R. Shaver Judicial Annex, Judge Donald F. Black Courthouse Annex, and the Justice Center. These buildings are located in the downtown area and are within a block of each other or an approximate two minute walk.

Contained within the Holmes R. Shaver Judicial Annex are the following offices:

- First Floor – Circuit Clerk's Office
- Second Floor – Adult Probation Office and Courtroom and Office Suite for Circuit Court Judge
- Third Floor – Law Library and Courtroom and Office Suite for Circuit Court Judge
- Fourth Floor – Juvenile Probation Office, Mental Hygiene Office, and Courtroom and Office Suite for Circuit Court Judge

The Judicial Annex is in compliance with the Americans with Disabilities Act and is equipped with an emergency generator system which will begin operations within six seconds of a power failure. This Building was constructed in 1982 – 83 and is a four-story, pre-formed stone structure.

The Judge Donald F. Black Courthouse Annex has the following offices located in it:

- Two Family Court Judges and Secretaries
- Family Court Courtrooms
- Prosecuting Attorney's Office

- Assessor's Office
- Tax Department of the Sheriff Department
- Two Conference Rooms
- Lobby Area

This building is also in compliance with the Americans with Disabilities Act and is equipped with an emergency generator system. The building contains three main entrances:

- Family Court Judges/Prosecuting Attorney's Office which is where the Security Personnel/Bailiff and Metal Detector are located
- Assessor's Office and Tax Department
- Meeting Rooms

The newest Court Facility is the Justice Center which was completed at the beginning of 2012. Within this building are:

- Magistrate Court and their Courtrooms
- Wood County Sheriff Department
- Holding Center

This building was a former office of the US Bureau of Public Debt. It was remodeled to fit the needs of the County offices. The building is in compliance with the Americans with Disabilities Act and is also equipped with an emergency generator system. The consolidation of the Magistrate Court, Sheriff Department, and Holding Center into one facility has helped with the court security items and has also provided these agencies with a more secure working environment.

These three buildings are located in what is considered Wood County's Government Center as other buildings within this immediate area include:

- Wood County Courthouse
- Two locations of the Bureau of Public Debt
- Parkersburg City Building

4. Training Needs for Bailiffs

The Bailiffs/Security Personnel which serve the Justice Center, Judicial Annex, and Courthouse Annex have received some training but are very receptive to any additional training opportunities which become available. The trainings they have attended have been very beneficial, and they are constantly looking for training opportunities.

5. Response to Court Security Audit

Wood County's most recent Court Security Audit was performed in August 2010. The following addresses the recommendations listed in the Audit.

Holmes R. Shaver Judicial Annex

- The facility is in need of cameras for the holding cell area and more external cameras. **This was been completed in 2012.**

Judge Donald F. Black Courthouse Annex

- Metal detector is used every day and it is time to replace it. **The metal detector from the old Magistrate Court Building was installed in the Black Annex. The metal detector from the Magistrate Court was in good condition but was no longer needed as new equipment items were purchased when the Court moved into the renovated Justice Center.**
- Ballistic material for window of Family Court Clerk's Office. **Due to the difficulty in determining the type of materials which would be needed, this item was not included in the current application. It is something the County will work on to try to get a better idea as to the type of material needed.**
- Better lighting on back of building. **Again due to lack of timing this item was not included in the current application. It is something the County will work on to try to obtain prices.**
- Provide a higher bench equipped with ballistics for guard at entrance. **These items were recently completed.**

Magistrate Court

- **The items listed for this building were disregarded as Magistrate Court is no longer located in this facility.**

6. Background of Applicant

The applicant for this funding request is the Wood County Commission which is the elected body in Wood County. Wood County, which has a population of 86,990, is the third most populated County in West Virginia. Contained within the County are the Cities of Parkersburg, Vienna, Williamstown, and North Hills. In addition to these incorporated cities, there are several smaller residential unincorporated areas within the County. These include: Mineral Wells, Boaz, Lubeck, and Washington Bottom. The remainder of the County is pretty much rural in nature.

Wood County, along with neighboring Wirt County, is contained within the Fourth Circuit Court in West Virginia. While the location breakdown of these cases is unknown, it can be assumed the vast majority of them are from Wood County as Wirt County has a total population of 5,717. The Fourth Circuit has consistently ranked as one of the top ten busiest circuits (out of 31 Circuits) within West Virginia with regards to the number of civil, criminal, and juvenile case filings.

Wood County has extensive experience in working with grants and has received several prior Court Security Grants. The items listed in this grant proposal will make the three Court Facilities within Wood County a safer working environment and a safer environment for the general public that visits these facilities.

7. Justification Why This Project Should Be Funded

The Wood County Court System is involved with a lot of cases with many of these involving family disputes, divorce proceedings, and child custody issues. With every case there is a winner and a loser along with someone who may get upset with the System. While Wood County has been fortunate as there have not been any major incidents, there has been numerous "minor" incidents which have happened. With the large number of cases processed through the System, the change for an incident to occur is greatly enhanced. Random shootings are becoming more and more common. It is rare that one can go a week without reading or hearing about a shooting/incident that has occurred somewhere. Wood County is not immune to these incidents occurring here as there is no pattern or reason as to where the next one will occur. Wood County is trying its best to be prepared if an incident should occur.

As these Court facilities are located to other facilities, there is a possibility for other security problems to occur. Within an easy distance of these Court facilities are the Bureau of Public Debt, Wood County Courthouse, and the Parkersburg Police Department. The items requested in this grant application will provide the County Court Buildings with additional security protection in order to make it safer for those who work and/or visit this building.

GOALS

1. To install an updated camera security system in the Judge Donald F. Black Courthouse Annex. The system will update the existing cameras as well as install two new cameras.
2. To provide the employees of these facilities, and the general public which visit them, a safe working environment and a safe environment to conduct their necessary daily business.

OBJECTIVES

1. The purchase and installation of an updated security camera system in the Judge Donald F. Black Courthouse Annex to replace 17 existing cameras and to install two new cameras. In addition to the cameras, a new DVDR Recorder and appropriate wiring will be installed.

IMPLEMENTATION

Upon the receipt of official approval of this grant request, the Project Director will work with the Wood County Sheriff Department to develop and prepare the necessary specifications for the items to be purchased. For those items which meet the County's bidding requirements, a legal notice will be placed in the local newspaper. Upon receipt of the bids by the Wood County Commission, they will be reviewed by the Project Director, Wood County Commission, and the Sheriff Department. The bids will be reviewed to determine compliance with the request along with the cost associated with it. The most responsible, lowest bid will be selected, and a purchase order will be issued. The items will then be installed as soon as possible.

Attached is an implementation chart for these activities.

6-F

PROJECT ASSESSMENT

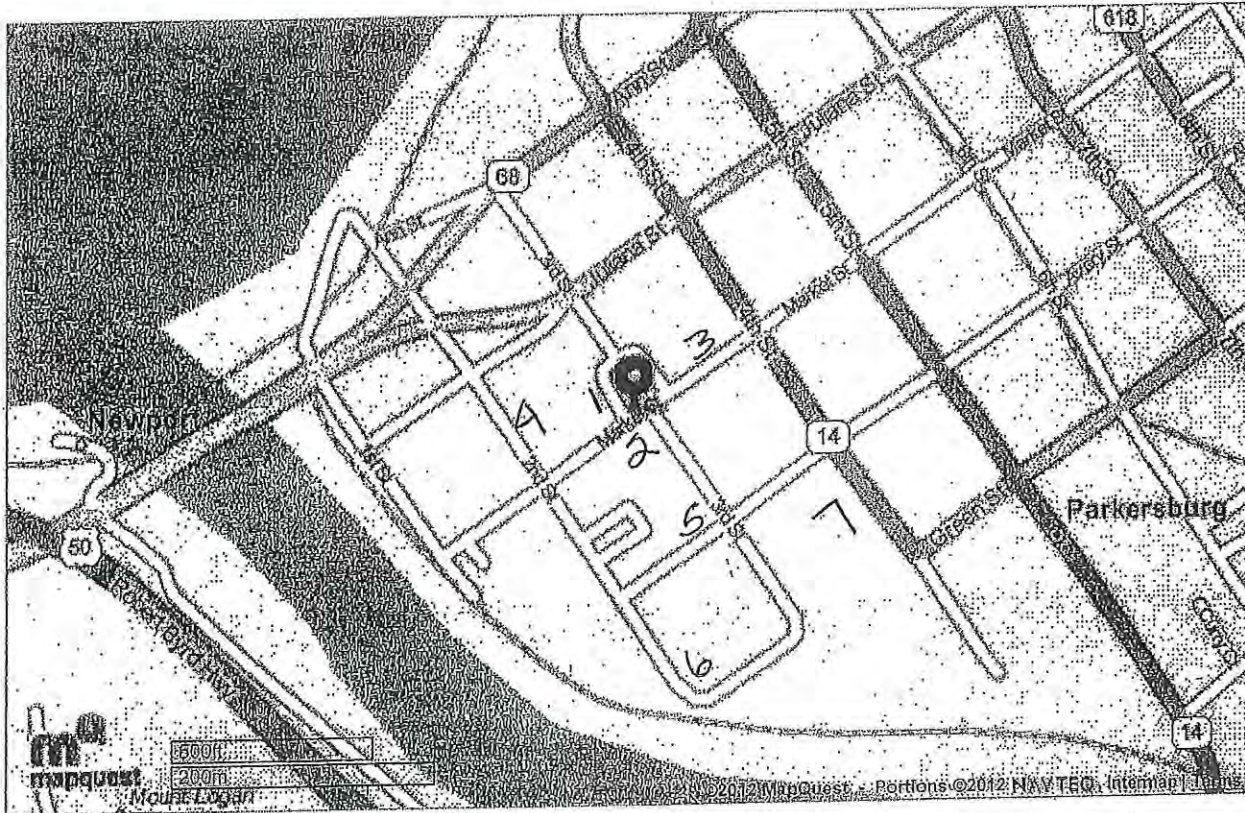
After the completion of this project, personnel involved with the security measures will be able to determine how these items have improved the security environment of the Judge Donald F. Black Courthouse Annex. Information will be maintained on any security problems these items helped to divert.

MAP OF FACILITIES

mapquest m^o

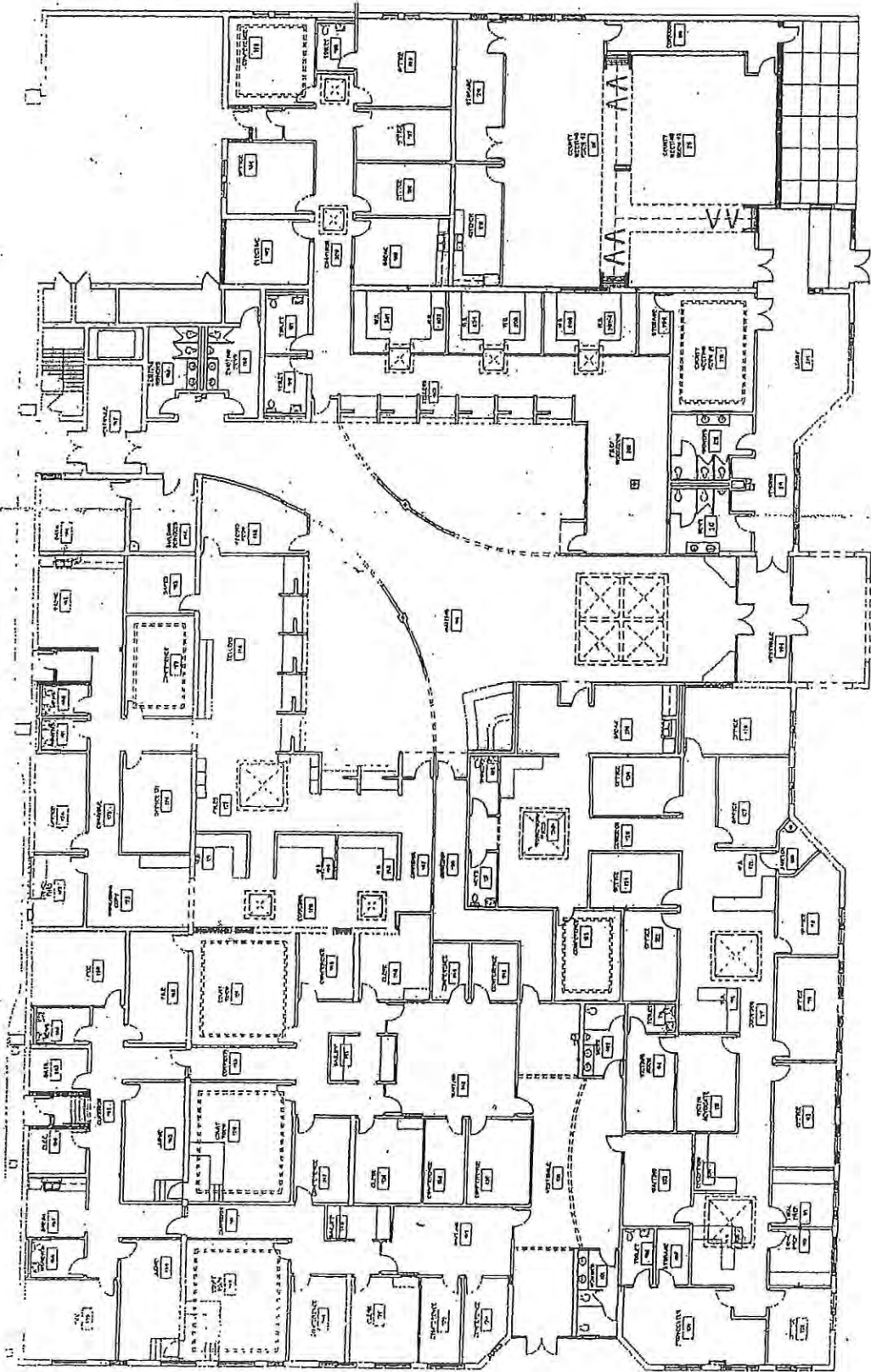
Map of:
1 Court Sq
Parkersburg, WV 26101-7500

Notes



©2011 MapQuest, Inc. Use of directions and maps is subject to the MapQuest Terms of Use. We make no guarantee of the accuracy of their content, road conditions or route usability. You assume all risk of use. [View Terms of Use](#)

1. Wood County Courthouse
2. Holmes R. Shaver Judicial Annex
3. Judge Donald F. Black Courthouse Annex
4. US Bureau of Public Debt
5. Parkersburg City Building
6. Justice Center
7. US Bureau of Public Debt



Judge Donald F. Black
 Courthouse Annex

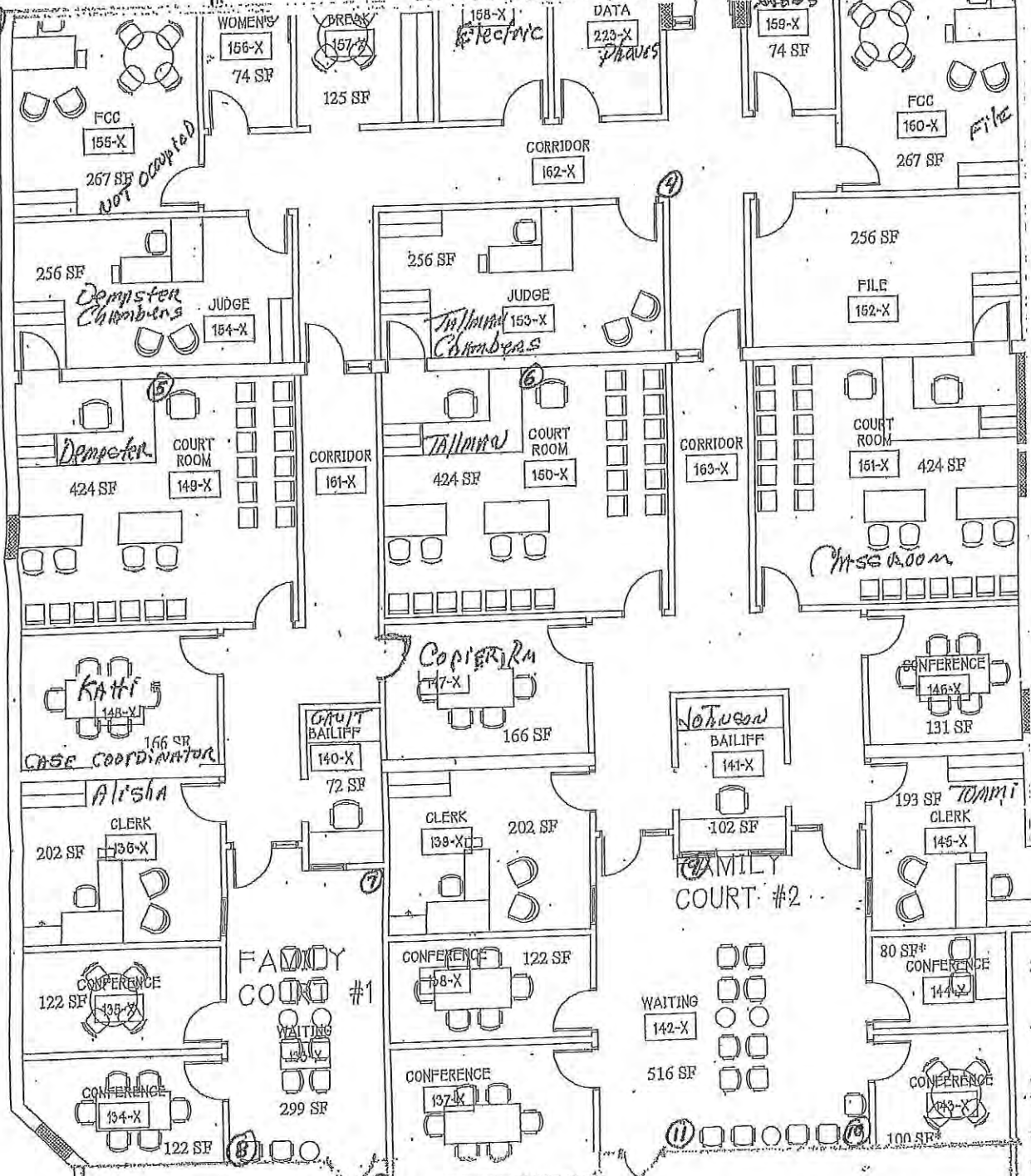
OVERALL FLOOR PLAN
 1/11 1957/58



① COVERED WALK

③

⑮



ENTRANCE

LOBBY

SECURITY DESK

DOOR TO RA. OFFICE

⑮ ⑯

⑬

⑰

⑰


MANPOWER RESOLUTION


RESOLUTION

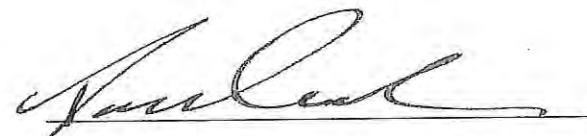
BY THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

Be it resolved that the Wood County Commission fully supports and is committed to the attached Court Security Grant Application being submitted to the West Virginia Division of Criminal Justice Services and is willing to provide the personnel needed to operate the equipment contained within this request. The personnel necessary to operate this equipment is already in place, and it is not anticipated that any new employees will need to be hired.

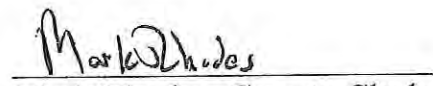
Dated this 24th day of March 2014.


Wayne Dunn, President


Steve Gainer, Commissioner


David Blair Couch, Commissioner

Certified to be a true copy of a Resolution adopted at a regular meeting of the Wood County Commission held on March 24, 2014.


Mark Rhodes, County Clerk
Wood County Commission

**WOOD COUNTY OFFICIALS MEETING NOTICE
MEETING MINUTES**

MINUTES

A meeting to discuss the upcoming Court Security Grant Application was held on Monday, March 10, 2014 – 9:00 am – Buckley Conference Room – Third Floor – Wood County Courthouse. Those present included:

Toni Tiano – Wood County Commission
Chris Whitaker – Wood County Commission
Ed Hupp – Wood County Office of Emergency Management
Capt. Rick Woodyard – Wood County Sheriff Department
TR Smith – Wood County Sheriff Department
Greg Brogdan – Wood County Sheriff Department

An email request had been received from Judge Beane's Office. They, and the other Judges, would like to have a monitor at the desk of their secretaries so they can monitor what is going on if the bailiff on the main floor is busy or becomes incapacitated. Currently, the bailiff is the only person who can monitor what is going on. After discussion it was determined this was something that the County could easily do on its own. The Sheriff Department will provide the necessary computers and monitors, and the County's IT Department will do the necessary wiring.

It was determined that all the items listed on the most recent security audit had been completed. The Sheriff Department believes the camera system at the Judge Black Courthouse Annex needs to be updated – similar to what was done with the Shaver Annex. These cameras at the Black Annex are almost ten years old. Additional cameras have been added over time, and there is a problem with some not working, with them not being compatible, etc. The Wood County Sheriff Department will take the lead on reviewing this and determining what needs to be done.

No other items were brought up for consideration. With no additional discussion the meeting was adjourned at 9:45 am.

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

STANDARD CONDITIONS AND ASSURANCES

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

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

1. LAWS OF WEST VIRGINIA:

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

2. LEGAL AUTHORITY:

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

3. RELATIONSHIP:

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

4. COMMENCEMENT WITHIN 60 DAYS:

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

5. OPERATIONAL WITHIN 90 DAYS:

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

6. WRITTEN APPROVAL OF CHANGES:

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

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

STANDARD CONDITIONS AND ASSURANCES

7. CIVIL RIGHTS COMPLIANCE:

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

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

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

8. PRESS RELEASE:

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

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

9. LOBBYING:

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

10. ACCESS TO RECORDS:

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

11. CONFLICT OF INTEREST:

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

12. POLITICAL ACTIVITY:

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

**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 match is not "required"; however, if it is committed and indicated on the budget pages of this application, then this special condition is affected.

21. PROJECT INCOME:

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

22. CONSULTANT FEES:

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

23. SUSPENSION OF FUNDING:

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

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

24. SANCTIONS FOR NONCOMPLIANCE:

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

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

**WEST VIRGINIA
DIVISION OF JUSTICE & COMMUNITY
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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 DCJS as well as to the Federal clearinghouse.

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

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

39. PROGRAM ACCOUNTABILITY – STATE AUDIT REQUIREMENTS:

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

40. CONFIDENTIALITY OF RESEARCH INFORMATION:

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

41. LEASE AGREEMENTS:

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

**WEST VIRGINIA
DIVISION OF JUSTICE & COMMUNITY
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STANDARD CONDITIONS AND ASSURANCES

42. EQUAL EMPLOYMENT OPPORTUNITY PLAN:

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

43. VETERANS PREFERENCE:

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

44. IMMIGRATION AND NATURALIZATION VERIFICATION:

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

45. PURCHASE OF AMERICAN-MADE EQUIPMENT/PRODUCTS:

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

46. PERSONNEL TRAINING:

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

47. ACCOUNTING REQUIREMENTS:

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

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

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

49. TRANSFER OF FUNDS PROHIBITION:

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

50. MARKING OF EQUIPMENT:

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

**WEST VIRGINIA
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
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56. COMPLIANCE WITH FEDERAL PROCEDURES:

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

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

57. ADDITIONAL REGULATIONS AND PROCEDURES:

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

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

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

**COURT SECURITY FUND (CSF)
SPECIAL CONDITIONS AND ASSURANCES**

58 SUFFICIENT MANPOWER:

It is required of the applicant to have a resolution by the County Commission stating that sufficient manpower will be used to operate and manage all equipment and other items requested.

59 USE OF EQUIPMENT:

If any grant purchased equipment is not being utilized, then Grantee will be liable for the cost of said equipment and shall be required to reimburse the Court Security Board for all costs.

60 X-RAY Scanner

It is required of the applicant that in order to use approved Court Security Grant funds to purchase an X-Ray Scanner the courthouse facility must be limited to one public entrance. In addition, the X-Ray Scanner must be operated full-time. The facilities that have metal detectors are required to operate them in conjunction with the X-Ray Scanner. Failure to agree and comply with the above conditions will void the approval to purchase the X-Ray Scanner with Court Security Grant funds.

61 SILENT ALARM:

It is required of the applicant that in order to use approved Court Security Grant funds to purchase Hand Held Metal Detectors the metal detectors must be the "Silent Alarm" type that vibrate. Failure to agree and comply with the above condition will void the approval to purchase the Hand Held Metal Detectors with Court Security Grant Funds.

62 BALLISTIC MATERIAL INSTALLATION:

Ballistic material must be installed per manufacturer's instructions.

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


(Original) Authorized Official Signature

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

March 19, 2014

April Dickenson
WV DJCS
1204 Kanawha Boulevard, East
Charleston, WV 25301

Re: Court Security Grant

Dear Ms. Dickenson:

I support the 2014 Court Security Grant as it applies to replacing the existing security camera system at the Judge Black Courthouse Annex with an updated system as well as providing two additional cameras: one in the prosecuting attorney lobby and the other outside the entrance on 3rd Street.

Very truly yours,

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

J.D. Beane, Chief Judge

JDB/kat

**FAMILY COURT JUDGE
THIRD FAMILY COURT CIRCUIT**

Wood and Pleasants Counties
313 Market Street
Parkersburg, WV 26101
Telephone: (304) 420-4880
Fax: (304) 420-4887

BRIAN C. DEMPSTER
Family Court Judge
TAL RINEHART
Case Coordinator
CHARISSE DRAIN
Secretary - Clerk



March 19, 2014

Dear Ms. Dickenson,

I am writing this letter in support of a Court Security Grant for the replacement or update of the existing security camera system in the Judge Black Courthouse Annex in Wood County. In Family Court we are extremely aware of the need to keep such a system in the best condition as possible. Each division of Family Court usually holds several hearings and a lot of the litigants bring other family members and/or friends as support. The potential for an incident is always high and the current camera system has proven to be valuable not only in ascertaining the cause of disturbances but in preventing some disturbances from escalating to a more extreme disturbance/situation.

Sincerely,

A handwritten signature in cursive script that reads "Brian C. Dempster".

Brian C. Dempster
Family Court Judge

Wood County Sheriff's Office

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

Date: March 18, 2014
To: April Dickenson
WV DJCS
1204 Kanawha Blvd. East
Charleston, WV 25301
Re: Court Security Grant

I would like to express my support for the replacement of the existing security camera system at the Judge Black Courthouse Annex. An updated system and two additional cameras are much needed since the existing system is at least ten years old. Let this letter show the support of the Wood County Sheriff's Office for this proposal.

Any questions please contact T.R. Smith (Director of Administrative Operations) at 304-424-1940.

Sincerely,



K.D. Merritt

Wood County Commission
on
Crime, Delinquency and Correction

Wood County Courthouse
1 Court Square, Room 203
Parkersburg, West Virginia 26101

MEMORANDUM

TO: Wayne Dunn, Wood County Commission President
Steve Gainer, Wood County Commission
David Blair Couch, Wood County Commission
Marty Seufer, Wood County Administrator
Sheriff Ken Merritt
Carole Jones, Wood County Circuit Clerk
Judge Robert Waters
Judge Jeff Reed
Judge JD Beane
Family Court Judge Darren Tallman
Family Court Judge Brian Dempster
Jason Wharton, Wood County Prosecuting Attorney
Robin Waters, Wood County Magistrate
Joe A. Kuhl, Wood County Magistrate
Joyce Purkey, Wood County Magistrate
Brenda Marshall, Wood County Magistrate
Paulina Yearego, Wood County Magistrate Clerk

FROM: Toni Tiano, Grant Consultant



DATE: February 28, 2014

SUBJECT: Court Security Grant

The West Virginia Division of Criminal Justice Services and the West Virginia Supreme Court of Appeals has announced the availability of FY 2014 Court Security Grant Funds. The funds are available to county court facilities for the purposes of enhancing the security of such courts.

Priority will be given to those applicants requesting duress alarms, items used for the purposes of securing courthouse access, and surveillance cameras. Other items for which these funds can be used include: equipment, emergency lighting (case by case basis), metal detectors, and window glazing.

Funds cannot be used for: architectural services, non-security related construction, personnel, training, firearms, vehicles, ADA compliance issues that do not concern security, emergency lighting already required by the Fire Marshal, and security items for non-judicial offices.

This grant application must be submitted by April 1, 2014. The grant requires a meeting of county officials prior to writing the court security application. The purpose of this meeting is to address any questions that individuals may have as well as to gather a list of security items that agencies would like to include in the grant application.

This meeting has been set for Monday, March 10, 2014, 9:00 am - Buckley Conference Room – Third Floor of the Wood County Courthouse. If you are not able to attend but would like to apply for court security items, please send me an email - tianoknopp@suddenlink.net - listing these items PRIOR to this meeting. Information received after this meeting date will not be considered as the grant requires items which are requesting funding list them in priority order.

Once a list of projects to be submitted has been compiled, you will receive another memo requesting a letter of comment will be sent to you.

If you have any questions on this, please feel free to contact me at 304/428-7760. Thank you for your assistance with this matter.

State of West Virginia



Wood County Magistrate Court
401 Second Street, Suite 12
Parkersburg, WV 26101.

Paulina Yearego, Clerk	304-422-3444
Joe Kuhl, Magistrate	304-422-4258
Brenda K. Marshall, Magistrate	304-422-3720
Joyce S. Purkey, Magistrate	304-422-4250
Robin A. Waters, Magistrate	304-422-0831

March 19, 2014

April Dickenson
WV DJCS
1204 Kanawha Boulevard East
Charleston, WV 25301

Mr. Dickenson,

The Wood County Magistrates have been informed of the grant items being requested for the Judge Black Annex. We believe that security should be a top priority when dealing with large volumes of people as this building does on a daily basis. The items being sought will help to maintain the safety of all persons conducting business in this facility.

We ask that you do consider and support Wood County's request for each of the grant items. The Wood County Magistrate Court staff would like to thank you for your past support and we appreciate any help that you can provide with this proposal.

Sincerely,

A handwritten signature in cursive script that reads "Brenda Marshall".

Brenda Marshall, Magistrate

A handwritten signature in cursive script that reads "Joe Kuhl".

Joe Kuhl, Magistrate

From: (304) 424-1984
Angi Graham
Wood County Commission
1 Court Square, Suite 205
Parkersburg, WV 26101

Origin ID: PKBA



J14101 402070326

BILL SENDER

SHIP TO: (304) 558-8814
Ms. April Dickenson
Division of Criminal Justice Servic
1204 KANAWHA BLVD E
CHARLESTON, WV 25301



Ship Date: 24MAR14
ActWgt: 1.0 LB
CAD: 4193575/NET3490

Delivery Address Bar Code



Ref #
Invoice #
PO #
Dept #

TRK# 7983 0953 8126
0201

TUE - 25 MAR AA
STANDARD OVERNIGHT

XH CRWA
25301
WV-US
HTS





WOOD COUNTY PROSECUTING ATTORNEY

JASON A. WHARTON
WOOD COUNTY PROSECUTING ATTORNEY

JUDGE DONALD F. BLACK
COURTHOUSE ANNEX
317 MARKET STREET
PARKERSBURG, WV 26101

PHONE (304) 424-1776
FAX (304) 424-1785

March 21, 2014

April Dickenson
WV DJCS
1204 Kanawha Boulevard East
Charleston, WV 25301

Dear Ms. Dickenson:

It is my understanding that the Wood County Commission is in the process of submitting a grant application for the Courthouse Security Grant. Having spoken with the Sheriff's Department concerning the application, I fully support the application and the improvements that the Sheriff has recommended to improve security in the various courthouse facilities in Wood County.

The attorneys in my office practice in each of the courthouse facilities here in the county and our offices are in the same portion of the Judge Black Annex as the offices of the Family Court. Your consideration of the proposals in the application would be greatly appreciated so that the security of those working in and using the courthouses may be improved.

Sincerely,

A handwritten signature in black ink, appearing to read "Jason Wharton".

Jason Wharton
Prosecuting Attorney



Check Register

Company Name Wood County Commission

Page 1 of 1

Run Date 03/20/2014

9:57:28AM

<u>Check No.</u>	<u>Type</u>	<u>Check Date</u>	<u>Employee Id</u>	<u>Employee Name</u>	<u>Amount</u>
17481	V	Thursday, March 20, 2014	CLINCONN	CLINE CONNIE SUE	\$-104.17
17507	M	Thursday, March 20, 2014	CLINCONN	CLINE CONNIE SUE	\$104.17
Total Net Pay					0.00

03/20/2014

<u>State</u>	<u>State Gross</u>	<u>State W/H</u>
WV	0.00	0.00
Grand Total:	0.00	0.00

Check Register Report for Wood County Commission

Report Date/ Time: 3/17/2014 8:25:30AM

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
154770	UNITED BANK	UNITED BANKCARD CENTER	REGULAR	03/17/2014	27,178.40	
GENERAL FUND Bank Id 101 Totals					27,178.40	
Report Totals					27,178.40	

A large, stylized handwritten signature is written across the lower half of the page. To the right of the signature, there are handwritten initials that appear to be 'SCL'.

Check Register Report for Wood County Commission

Report Date/Time: 3/17/2014 8:26:54AM

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
5840	UNITED BANK	UNITED BANKCARD CENTER	REGULAR	03/17/2014	7,733.39	
E-911 FUND Bank Id 107 Totals					7,733.39	
Report Totals					7,733.39	




Check Register Report for Wood County Commission


Report Date/ Time: 3/17/2014 8:28:07AM

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
5487	UNITED BANK	UNITED BANKCARD CENTER	REGULAR	03/17/2014	1,211.93	
COMM.CRIMINAL JUSTICE FUND Bank Id 172 Totals					1,211.93	
Report Totals					1,211.93	

A large, stylized handwritten signature in black ink, appearing to be a cursive name, possibly "J. Kelly".

Check Register Report for Wood County Commission

Report Date/ Time: 3/17/2014 8:30:11AM

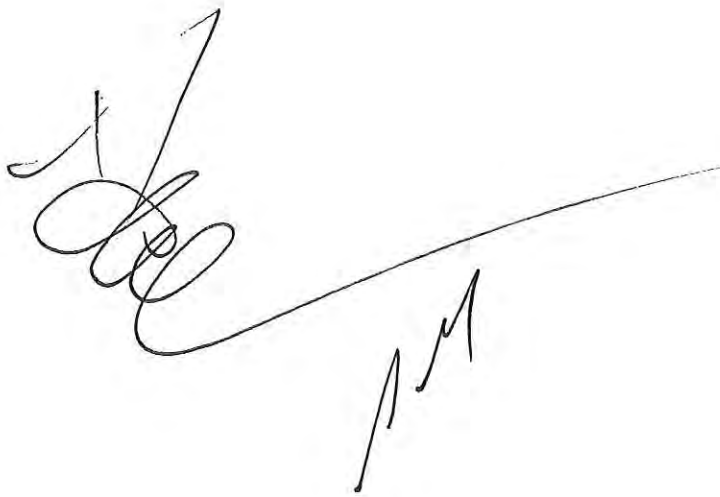
Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
3065	UNITED BANK	UNITED BANKCARD CENTER	REGULAR	03/17/2014		
HOME CONFINEMENT Bank Id 108 Totals					23.94	
Report Totals					23.94	




Check Register Report for Wood County Commission

Report Date/ Time: 3/18/2014 7:52:02AM

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
1054	UNITED NB	UNITED BANK LOAN PROCESSI	REGULAR	03/18/2014	3,258.27	
COAL SEVERANCE TAX Bank Id 201 Totals					3,258.27	
Report Totals					3,258.27	



A large, stylized handwritten signature is written across the lower half of the page. Below the signature, the initials 'MM' are written in a similar cursive style.

Check Register Report for Wood County Commission

Report Date/ Time: 3/18/2014 7:53:08AM

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
1507	WATERS R	ROBIN WATERS	REGULAR	03/18/2014	25.50	
MAGISTRATE COURT Bank Id 105 Totals					25.50	
Report Totals					25.50	

A large, stylized handwritten signature in black ink, appearing to be 'J. H. ...' with a long horizontal stroke extending to the right.

Check Register Report for Wood County Commission

Report Date/ Time: 3/18/2014 7:54:17AM

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
5841	OGDEN	PARKERSBURG NEWS	REGULAR	03/18/2014	85.00	
5842	VERIZONW	VERIZON WIRELESS	REGULAR		205.26	
E-911 FUND Bank Id 107 Totals					<u>294.26</u>	
Report Totals					<u><u>294.26</u></u>	



A large, stylized handwritten signature is present in the lower center of the page. Below it, there are handwritten initials that appear to be 'PM'.

Check Register Report for Wood County Commission

Report Date/ Time: 3/18/2014 7:55:48AM

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
5488	ALCOHOLMONIT0	ALCOHOL MONITORING SYSTEM	REGULAR	03/18/2014	75.50	
5489	ALERE	ALERE TOXICOLOGY SERVICES	REGULAR		274.00	
5490	CASEY	CASEY'S LANDSCAPING, LLC	REGULAR		25.00	
5491	DOMINIONH	DOMINION HOPE	REGULAR		48.15	
5492	ESCANDON	HERNANDO ESCANDON	REGULAR		278.57	
5493	GENERALSA	GENERAL SALES CO.	REGULAR		15.03	
5494	MICROGENICS	MICROGENICS CORPORATION	REGULAR		402.74	
5495	NEMS	NEMS WEST VIRGINIA LLC	REGULAR		73.64	
5496	REDWOOD TOXIC	REDWOOD TOXICOLOGY LABORA	REGULAR		322.25	
5497	RICOH	RICOH USA INC	REGULAR		383.03	
5498	SINGERJ	JANA SINGER-DOWLER	REGULAR		151.65	
5499	SUDDENLINKD	SUDDENLINK	REGULAR		205.55	
5500	TYLER	TYLER MOUNTAIN WATER CO I	REGULAR		25.51	

COMM.CRIMINAL JUSTICE FUND Bank Id 172 Totals 7,548.02

Report Totals 7,548.02




Check Register Report for Wood County Commission

Report Date/Time: 3/18/2014 7:57:16AM

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
3066	DIGITAL C	DIGITAL CONNECTIONS	REGULAR	03/18/2014	192.06	
3067	GEN CO FD	GENERAL COUNTY FUNDS	REGULAR		19,600.05	
3068	VERIZONW	VERIZON WIRELESS	REGULAR		250.76	
HOME CONFINEMENT Bank Id 108 Totals					20,042.87	
Report Totals					20,042.87	

Handwritten signature and initials in black ink, located in the lower center of the page.

Check Register Report for Wood County Commission

Report Date/ Time: 3/18/2014 8:33:59AM

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
154771	ASTORG	ASTORG MOTOR CO	REGULAR	03/18/2014	667.00	
154772	BAILEY IN	BILL BAILEY INSURANCE AGE	REGULAR		4,077.00	
154773	CANON	CANON FINANCIAL SERVICES,	REGULAR		157.00	
154774	CARQUEST	CARQUEST	REGULAR		303.36	
154775	CRUM G	GWEN CRUM	REGULAR		283.21	
154776	CRYSTAL	CRYSTAL SPRING WATER	REGULAR		4.00	
154777	DOMINIONH	DOMINION HOPE	REGULAR		3,275.36	
154778	GENERALSA	GENERAL SALES CO.	REGULAR		1,183.67	
154779	GLOBAL	GLOBAL GOV/ED SOLUTIONS I	REGULAR		306.58	
154780	GRAINGER	GRAINGER	REGULAR		12.60	
154781	GUARDIANG	GUARDIAN AUTO GLASS	REGULAR		220.00	
154782	LOWES	LOWE'S COMPANIES, INC.	REGULAR		283.27	
154783	MAHONE TI	MAHONE TIRE CO	REGULAR		56.00	
154784	MILLER CO	MILLER COMMUNICATIONS IN	REGULAR		1,329.00	
154785	NEW IMAGE	NEW IMAGE MAIL SERVICES	REGULAR		675.42	
154786	ODEPOT	OFFICE DEPOT	REGULAR		393.54	
154787	P-LIBRARY	PARKERSBURG & WOOD COUNTY	REGULAR		77,387.57	
154788	REGIONALJ	WV REGIONAL JAIL & CORREC	REGULAR		221,081.50	
154789	RICOH	RICOH USA INC	REGULAR		188.68	
154790	SAMS CLUB	SAM'S CLUB	REGULAR		215.60	
154791	SMITH JODI	JODI SMITH	REGULAR		24.00	
154792	STATE ELE	STATE ELECTRIC SUPPLY CO	REGULAR		14.75	
154793	SUDDENLINKD	SUDDENLINK	REGULAR		121.85	
154794	VERIZONW	VERIZON WIRELESS	REGULAR		2,780.77	
154795	WATERBOY	WATERBOY LLC	REGULAR		33.00	
154796	WEST	THOMSON REUTERS - WEST PA	REGULAR		735.48	
154797	WINANS	WINANS SERVICES	REGULAR		4,926.75	
154798	WOOD CO S	WOOD CO SENIOR CITIZENS A	REGULAR		105,000.00	
154799	FRONTIER	FRONTIER	REGULAR		489.85	

GENERAL FUND Bank Id 101 Totals 335,410.33

Report Totals 335,410.33

[Handwritten Signature]

Check Register Report for Wood County Commission

Report Date/ Time: 3/19/2014 9:45:36AM

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
1376	DENTAL	RENAISSANCE	REGULAR	03/19/2014	1,601.82	
1377	FSA	TASC	REGULAR		48.51	
154800	HRA	WESBANCO INSURANCE SERVIC	REGULAR		1,150.00	
GENERAL FUND Bank Id 101 Totals					2,800.33	
Report Totals					2,800.33	

Handwritten signatures in black ink, appearing to be 'J. Lee' and 'ps'.

3/24/14
20/352

STATE OF WEST VIRGINIA
COUNTY OF WOOD

} TO -WIT:

I, Eugene Stump, do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of West Virginia, and that I will faithfully and impartially discharge the duties of the office of the Wood County Veterans Park Advisory Board in and for Wood County, West Virginia, to the best of my skill and judgment, during my continuance in the same; SO HELP ME GOD.

Eugene Stump

Subscribed and sworn to, before County Commission of Wood County, West Virginia, this 24th day of March, 2014.

[Signature]
County Commission of Wood County