

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 2, 2015

PRESENT: STEPHEN GAINER, PRESIDENT  
DAVID BLAIR COUCH, COMMISSIONER  
ROBERT K. TEBAY, 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, upon a motion duly made, seconded and passed, approved Erroneous Assessment Applications in regard to real and personal property. Copies are attached to these minutes and shall be made a part thereof.

**AGENDA AND DISCUSSION ITEMS**

At 9:30 A.M., Michael Ritchie was sworn in as a Deputy Sheriff with the Wood County Sheriff's Department.

At 9:33 A.M., the County Commission met with Toni Tiano, grant consultant, Jeremy Cross, Wood County Parks Director and Wayne Dunn, former Commissioner, to discuss the proposed grant for a trail on the south side of Parkersburg. The grant process was discussed the previous week. The required match is \$37,500.00. Mr. Dunn stated he has \$20,000.00 committed to the project. (Order M/3039)

At 9:49 A.M., the County Commission approved the grant application for the Victims' Advocate in the Prosecutor's Office. (Order M/3037

At 9:52 A.M., the County Commission met with Mike St.Clair, Wood County Coroner. Mr. St.Clair gave an update on the Coroner's Office activities for 2014. (Copy attached.)

At 10:02 A.M., the County Commission, upon a motion made by David Blair Couch, seconded by Stephen Gainer and made unanimous by Robert K. Tebay went into Executive Session under authority granted in WV Code, Chapter 6, Article 9A, Section 3, as amended. In attendance with the County Commissioners was County Administrator Marty Seufer and via telephone, Wendy Greves, Attorney. They adjourned said Executive Session at 10:17 A.M. (Order A/1425)

At 10:30 A.M., the County Commission met with Tim Meeks and Fred Rader from the Mid-Ohio Valley Regional Council. They discussed and authorized the revised Drawdown No. 1 in regard to the Happy Valley Flood Mitigation Phase V. (Order M/3038)

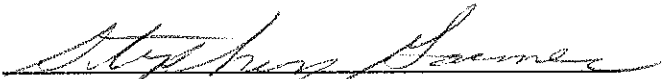
#### **ORDERS APPROVED AND ATTACHED TO THESE MINUTES**

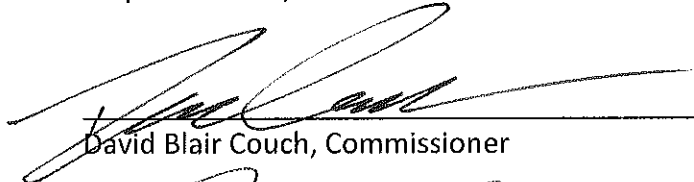
A/1417, A/1418, M/3035, M/3036, M/3037, M/3038, M3039 and A/2015 board decision

Having no further scheduled appointments or business to attend to, the County Commission adjourned at 10:56 A.M.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
Stephen Gainer, President

  
David Blair Couch, Commissioner

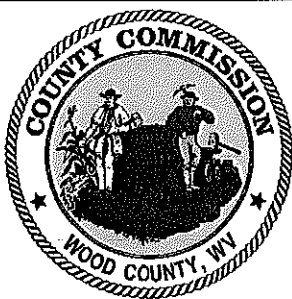
  
Robert K. Tebay, Commissioner

To listen to this meeting, please refer to DVD labeled March 2, 2015.

Wood County Commission Meeting  
Held March 2, 2015

**Please Print**

1.	Tiffany Kiger
2.	Wanda H. H. H.
3.	Jerri Cross
4.	Toni Triano
5.	Jason Wharton
6.	Michael St. Clair
7.	Tim Meeks MCVRC
8.	Fred Reder MCVRC
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10.	
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20.	



# Wood County Commission Agenda

3/2/2015

1 Court Square, Suite 203  
Parkersburg, WV 26101

9:30 A.M.	Michael Ritchie – take oath of Deputy Sheriff	
9:30 A.M.	Discuss VOCA and transportation grants	Toni Tiano, grant consultant
	Coroner's Annual Report	Mike St. Clair, County Coroner
	Consider approval of Extradition papers on Jonathan Seevers and Mark Lee from Prosecuting Attorney's Office	
	Announce vacancy and consider nomination of Paul Elliott to the Wood County Alternative Transportation System Council	
	Announce vacancy on the Mineral Wells Public Service District and consider nomination of Mark Stewart for reappointment	
	Announce vacancy on the Central Boaz Public Service District and consider nomination of James Deem for reappointment	
	Announce two vacancies on the Wood County Development Authority and consider nomination of Bob Newell and Joe Campbell for reappointment	
10:00 A.M.	Discuss personnel issue via telephone	Wendy Greve, Attorney
10:30 A.M.	Consider Revised Drawdown No. 1 – Happy Valley Flood Mitigation Project Phase V	Fred Rader, MOVRC
	Consider Request to Hire Sarah Edelen as Personal Property Clerk in the Assessor's Office - \$22,500.00	
	Discuss citizen request to be members of the Wood County Fire Board	
	Administrator's Report	Marty Seuffer, County Administrator
	County Commission Reports	

**EXHIBIT I**

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

2014

WOOD COUNTY CORONER

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
SUICIDES	1			2				8	1	2	2	1	17
HOMICIDES	1					2		3					6
MVC'S	1	2	1	2	1	1		3	2	1	1	2	17
ASCVD	1	2	2	3	4	1	3	1		1			18
UNDETERMINED	1	1	3	1	4	1	3	1		1			18
THERAPUTIC													
OTHER	2	3	1	3	1	3		3	3	3	1	2	25
DROWNING							1		1				2
DRUGS		1	8	3	4	2	5	4	5	1	3	1	37
ALCOHOL	2			1					1	1		1	6
FIRE									1			1	2
FALLS	2		1	1	1		3	2	2	2	1	2	18
ATV													
TRACTOR/FARM													0
													0
CONSULTS	12	12	16	20	9	15	8	10	6	7	9	12	136

2014

Assist other Counties.

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
SUICIDES			1T					1PL			1PL		3
HOMICIDES										1WI			1
MVC'S													0
ASCVD	1R	1J											2
UNDETERMINED						1C			1PL		1J	1PL	4
THERAPUTIC													0
OTHER		1PL				1PL	1PL			1PL			4
DROWNING													0
DRUGS								2PL				1PL	3
ALCOHOL													0
FIRE													0
FALLS							1CAB						0
ATV											1PELT		3
TRACTOR/FARM											1WI		1
CONSULTS		2WI	1J	1PL	1R	1PL						2WI	8



MARCH 2, 2015

3/2/15

7/1/25

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: JASON WHARTON, PROSECUTING ATTORNEY FOR WOOD COUNTY, PRESENTED AN APPLICATION IN WHICH IT IS REQUESTED THAT THE GOVERNOR OF WV ISSUE A REQUISITION ON THE GOVERNOR OF OHIO FOR THE EXTRADITION OF JONATHAN D. SEEVERS.

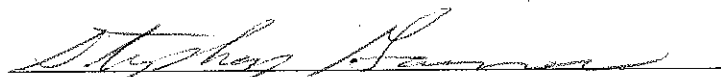
**ORDER**

On this date, came Jason Wharton, Prosecuting Attorney for Wood County and presented unto the County Commission of Wood County, an Application in which it is requested that the Honorable Earl Ray Tomblin, Governor of the State of West Virginia, issue a requisition on the Governor of the State of Ohio for the extradition of Jonathan D. Seevers. Jonathan D. Seevers stands charged with Two Counts Use of Obscene Matter with Intent to Seduce, which was committed in the County of Wood, in the State of West Virginia, on August 9, 2013 and who is now a fugitive from justice of this State, and is now within the jurisdiction of the State of Ohio, in Washington County. The County Commission, upon a motion made by David Blair Couch, seconded by Robert Tebay and passed, authorized Stephen Gainer, in his official capacity as President, to sign the Application.

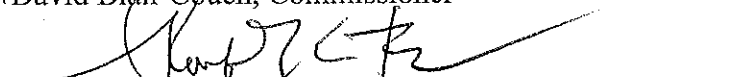
A copy of the said Application is on file in the Office of the County Administrator.

Approved:

THE COUNTY COMMISSION OF WOOD COUNTY

  
Stephen Gainer, President

  
David Blair Couch, Commissioner

  
Robert K. Tebay, Commissioner

A/1419

3/2/15  
7/25

**APPLICATION OF PROSECUTING ATTORNEY**

**OFFICE OF THE PROSECUTING ATTORNEY  
OF WOOD COUNTY, WEST VIRGINIA**

To the Honorable Earl Ray Tomblin

**GOVERNOR OF THE STATE OF WEST VIRGINIA**

I have the honor to request that you issue a requisition to the Governor of the State of Ohio for the extradition of **Jonathan D. Seevers** who stands charged with **Two Counts Use of Obscene Matter with Intent to Seduce a Minor**, which offenses were committed in the County of Wood, of this State, on August 9, 2013 and who is now a fugitive from justice of this State and, as I am informed, is now within the jurisdiction of the said State of Ohio, in the County of Washington. The date of birth of said Jonathan D. Seevers , is 4/30/92; social security number, 296-94-2843, a white male, 6'3", 165 lbs., brown hair and blue eyes.

**I HEREBY CERTIFY:**

1. That the full name of the person for whom requisition is asked is **Jonathan D. Seevers** who will be hereinafter referred to as said accused.
2. That said accused was personally and physically present in this State at the time of the commission of said crimes, and to avoid arrest and prosecution, fled from the jurisdiction of this State.
3. That in my opinion the ends of public justice require said accused to be brought to this State for trial at the public expense, and I believe I have sufficient evidence to secure the conviction of said accused of said crimes.

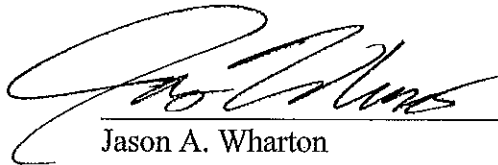
4. That this request is made in good faith and not for the purpose of collecting a debt or for any private purpose whatever, and if the requisition now applied for be granted, criminal proceedings shall not be used for any of said objects.

5. That no former application for a requisition for said accused, growing out of the same transaction, has been made.

I annex hereto a certified copy of the warrants against him with affidavit to the facts thereof by a person having actual knowledge thereof.

I respectfully recommend the Wood County Sheriff's Department or their duly authorized agents, as a proper person to be appointed as agent to bring said accused to this State, and certify said proposed agent has no private interest in the arrest and bringing to this State said accused.

Respectfully submitted,

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

Jason A. Wharton  
Prosecuting Attorney, Wood County, West Virginia

**STATE OF WEST VIRGINIA,  
COUNTY OF WOOD, TO-WIT:**

I, MARK RHODES, Clerk of the County Court of said County, do hereby certify that Jason A. Wharton, whose signature as Prosecuting Attorney is affixed to the accompanying application for requisition, was at the date thereof, the duly elected and qualified Prosecuting Attorney in and for said County, and that I am acquainted with his handwriting, and believe the signature to the accompanying application for requisition to be genuine.

Given under my hand and seal of the said Court, at Parkersburg, West Virginia, this 2<sup>nd</sup> day of March, 2015.

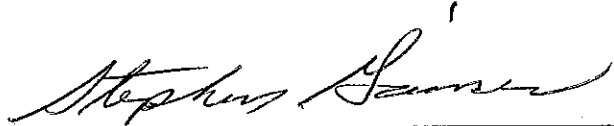
Mark Rhodes

Clerk of the County Court of Wood County,  
West Virginia

**STATE OF WEST VIRGINIA  
COUNTY OF WOOD, TO-WIT:**

I, Stephen Gainer, President of the County Court of Wood County, in the State of West Virginia, do certify that Mark Rhodes, by whom the aforesaid record and certificate were made and given, and who in his own handwriting has thereunto subscribed his name and has thereto affixed the seal of the County Court in and for the County of Wood, in the State of West Virginia, was at the time of so doing, and now is, Clerk of said County Court in and for Wood County, to all whose acts as such full faith and credit are due and given, and that the said record and certificate are in due form and made by the proper officer.

In Testimony Whereof, I have hereunto set my hand this 2<sup>nd</sup> day of March, in the year of our Lord two thousand and fifteen.

A handwritten signature in cursive script, reading "Stephen Gainer", written over a horizontal line.

President of the County Court of Wood County,  
West Virginia

**STATE OF WEST VIRGINIA,  
COUNTY OF WOOD, TO-WIT:**

I, MARK RHODES, Clerk of the County Court of Wood County, in the State of West Virginia, do hereby certify that Stephen Gainer, by whom the foregoing certificate was made and given, and who in his own proper handwriting has thereunto subscribed his name, was at the time of doing so, and now is, President of said County Court in and for the County of Wood, in the State of West Virginia, duly commissioned and qualified, to all whose acts as such full faith and credit are due and given as well in courts of judicature as elsewhere.

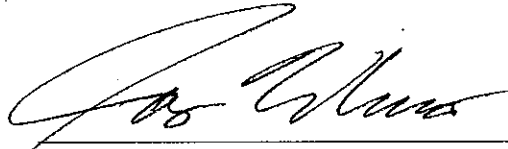
In Testimony Whereof, I have hereunto set my hand and affixed the seal of County Court, this 2<sup>nd</sup> day of March, in the year of our Lord two thousand and fifteen.

Mark Rhodes  
Clerk of the County Court of Wood County,  
West Virginia

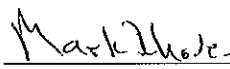
**AFFIDAVIT OF PROSECUTING ATTORNEY**

**STATE OF WEST VIRGINIA,  
WOOD COUNTY,**

I, JASON A. WHARTON, having been duly sworn, depose and say that I am the Prosecuting Attorney of the County aforesaid; that the person is charged by warrant (duly authenticated copies of which are attached hereto) with the crime of **Two Counts Use of Obscene Matter with Intent to Seduce a Minor** and that he is a fugitive from justice; and that the foregoing application to the Governor of West Virginia for a requisition for his extradition is made in good faith for the punishment of crime, and not for the purpose of collecting a debt or pecuniary mulct, or of removing him to a foreign jurisdiction with a view there to serve her with civil process.

  
\_\_\_\_\_  
Prosecuting Attorney

Sworn to and subscribed before me in the County aforesaid, this 2nd day of March, 2015.

  
\_\_\_\_\_  
County Clerk of Wood County, West Virginia

MARCH 2, 2015

3/2/15

71/25

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: JASON WHARTON, PROSECUTING ATTORNEY FOR WOOD COUNTY, PRESENTED AN APPLICATION IN WHICH IT IS REQUESTED THAT THE GOVERNOR OF WV ISSUE A REQUISITION ON THE GOVERNOR OF OHIO FOR THE EXTRADITION OF MARK E. LEE.

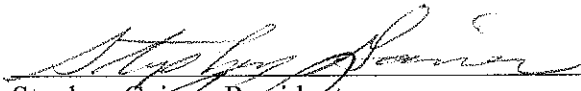
**ORDER**

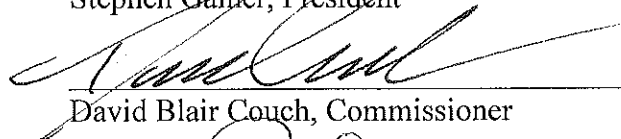
On this date, came Jason Wharton, Prosecuting Attorney for Wood County and presented unto the County Commission of Wood County, an Application in which it is requested that the Honorable Earl Ray Tomblin, Governor of the State of West Virginia, issue a requisition on the Governor of the State of Ohio for the extradition of Mark E. Lee. Mark E. Lee stands charged with Operate a Clandestine Drug Laboratory, Conspiracy to Operate a Clandestine Drug Laboratory and Possession of Precursor to Manufacture Methamphetamine, which was committed in the County of Wood, in the State of West Virginia, on November 10, 2013 and who is now a fugitive from justice of this State, and is now within the jurisdiction of the State of Ohio, in Washington County. The County Commission, upon a motion made by David Blair Couch, seconded by Robert Tebay and passed, authorized Stephen Gainer, in his official capacity as President, to sign the Application.

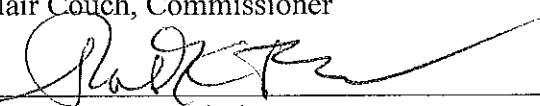
A copy of the said Application is on file in the Office of the County Administrator.

Approved:

THE COUNTY COMMISSION OF WOOD COUNTY

  
Stephen Gainer, President

  
David Blair Couch, Commissioner

  
Robert K. Tebay, Commissioner

A/1420



3/2/15  
7/1/25

**APPLICATION OF PROSECUTING ATTORNEY**

**OFFICE OF THE PROSECUTING ATTORNEY  
OF WOOD COUNTY, WEST VIRGINIA**

To the Honorable Earl Ray Tomblin

**GOVERNOR OF THE STATE OF WEST VIRGINIA**

I have the honor to request that you issue a requisition to the Governor of the State of Ohio for the extradition of **Mark E. Lee** who stands charged with **Operate a Clandestine Drug Laboratory, Conspiracy to Operate a Clandestine Drug Laboratory, and Possession of Precursor to Manufacture Methamphetamine**, which offenses were committed in the County of Wood, of this State, on November 10, 2013 and who is now a fugitive from justice of this State and, as I am informed, is now within the jurisdiction of the said State of Ohio, in the County of Washington. The date of birth of said Mark E. Lee , is 3/14/77; social security number, 235-21-5159, a white male, 6', 195 lbs., brown hair and blue eyes.

**I HEREBY CERTIFY:**

1. That the full name of the person for whom requisition is asked is **Mark E. Lee** who will be hereinafter referred to as said accused.
2. That said accused was personally and physically present in this State at the time of the commission of said crimes, and to avoid arrest and prosecution, fled from the jurisdiction of this State.

3. That in my opinion the ends of public justice require said accused to be brought to this State for trial at the public expense, and I believe I have sufficient evidence to secure the conviction of said accused of said crimes.

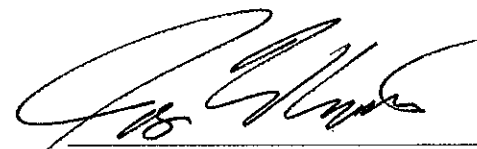
4. That this request is made in good faith and not for the purpose of collecting a debt or for any private purpose whatever, and if the requisition now applied for be granted, criminal proceedings shall not be used for any of said objects.

5. That no former application for a requisition for said accused, growing out of the same transaction, has been made.

I annex hereto a certified copy of the warrants against him with affidavit to the facts thereof by a person having actual knowledge thereof.

I respectfully recommend the West Virginia State Police or their duly authorized agents, as a proper person to be appointed as agent to bring said accused to this State, and certify said proposed agent has no private interest in the arrest and bringing to this State said accused.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read 'J. A. Wharton', written over a horizontal line.

Jason A. Wharton

Prosecuting Attorney, Wood County, West Virginia

**STATE OF WEST VIRGINIA,  
COUNTY OF WOOD, TO-WIT:**

I, MARK RHODES, Clerk of the County Court of said County, do hereby certify that Jason A. Wharton, whose signature as Prosecuting Attorney is affixed to the accompanying application for requisition, was at the date thereof, the duly elected and qualified Prosecuting Attorney in and for said County, and that I am acquainted with his handwriting, and believe the signature to the accompanying application for requisition to be genuine.

Given under my hand and seal of the said Court, at Parkersburg, West Virginia,  
this 2<sup>nd</sup> day of March, 2015.

Mark Rhodes

Clerk of the County Court of Wood County,  
West Virginia

**STATE OF WEST VIRGINIA,  
COUNTY OF WOOD, TO-WIT:**

I, MARK RHODES, Clerk of the County Court of Wood County, in the State of West Virginia, do hereby certify that Stephen Gainer, by whom the foregoing certificate was made and given, and who in his own proper handwriting has thereunto subscribed his name, was at the time of doing so, and now is, President of said County Court in and for the County of Wood, in the State of West Virginia, duly commissioned and qualified, to all whose acts as such full faith and credit are due and given as well in courts of judicature as elsewhere.

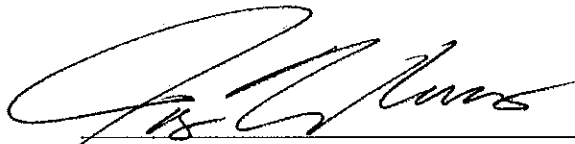
In Testimony Whereof, I have hereunto set my hand and affixed the seal of County Court, this 2nd day of March, in the year of our Lord two thousand and fifteen.

Mark Rhodes  
Clerk of the County Court of Wood County,  
West Virginia


## AFFIDAVIT OF PROSECUTING ATTORNEY

STATE OF WEST VIRGINIA,  
WOOD COUNTY,

I, JASON A. WHARTON, having been duly sworn, depose and say that I am the Prosecuting Attorney of the County aforesaid; that the person is charged by warrant (duly authenticated copies of which are attached hereto) with the crimes of **Operate a Clandestine Drug Laboratory, Conspiracy to Operate a Clandestine Drug Laboratory, and Possession of Precursor to Manufacture Methamphetamine** and that he is a fugitive from justice; and that the foregoing application to the Governor of West Virginia for a requisition for his extradition is made in good faith for the punishment of crime, and not for the purpose of collecting a debt or pecuniary mulct, or of removing him to a foreign jurisdiction with a view there to serve her with civil process.

  
\_\_\_\_\_  
Prosecuting Attorney

Sworn to and subscribed before me in the County aforesaid, this 2nd day of March, 2015.

  
\_\_\_\_\_  
County Clerk of Wood County, West Virginia

MARCH 2, 2015

3/2/15  
7/1/25

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION ANNOUNCED A VACANCY ON  
THE WOOD COUNTY ALTERNATIVE TRANSPORTATION  
SYSTEM COUNCIL. THEY ALSO PUT PAUL ELLIOTT IN  
NOMINATION.


**ORDER**


The County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Stephen Gainer and made unanimous by Robert Tebay, announced a vacancy exists on the Wood County Alternative Transportation System Council. Said vacancy is due to the resignation of Robert Beanblossom, representative for the WV State Parks. Said vacancy is pursuant to an Order appearing in Order Book 51, at Page 433 and bearing the date of April 1, 1991, dealing with the procedure policy for appointments to Boards and Authorities. The term is an unexpired term that will expire July 15, 2015.

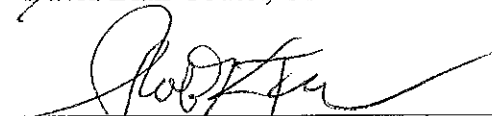
The County Commission, upon a motion made by David Blair Couch, seconded by Stephen Gainer and made unanimous by Robert Tebay, at the request of Robert Fala, Director of the WV Division of Natural Resources, Parks and Recreation Section, put Paul M. Elliott in nomination.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
Stephen Gainer, President

  
David Blair Couch, Commissioner

  
Robert K Tebay, Commissioner

3/2/15  
7/1/26

MARCH 2, 2015

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION ANNOUNCED THAT A VACANCY EXISTS ON THE MINERAL WELLS PUBLIC SERVICE DISTRICT. THEY PLACED MARK STEWART IN NOMINATION.

**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 Robert K. Tebay, announced that a vacancy exists on the Mineral Wells Public Service District. Said vacancy is due to the fact that the term of Mark Stewart expired March 1, 2015. Said vacancy is pursuant to an Order appearing in Order Book 51, at Page 433 and bearing the date of April 1, 1991, dealing with the procedure policy for appointments to Boards and Authorities. The new term will expire March 1, 2021.

The County Commission, upon a motion made by David Blair Couch, seconded by Stephen Gainer and made unanimous by Robert K. Tebay, placed Mark Stewart in nomination for reappointment.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

\_\_\_\_\_  
Stephen Gainer, President

\_\_\_\_\_  
David Blair Couch, Commissioner

\_\_\_\_\_  
Robert K. Tebay, Commissioner

A/1422

3/2/15  
7/1/26

MARCH 2, 2015

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION ANNOUNCED THAT A VACANCY EXISTS ON THE CENTRAL BOAZ PUBLIC SERVICE DISTRICT AND PLACED JAMES DEEM IN NOMINATION FOR REAPPOINTMENT.

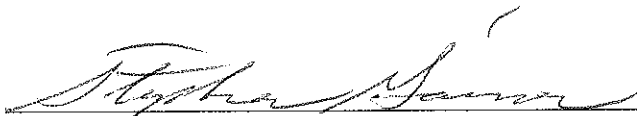
**ORDER**


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 Robert K. Tebay, announced that a vacancy exists on the Central Boaz Public Service District due to the term of James Deem expiring on October 1, 2014. Said vacancy and nomination are pursuant to an Order appearing in Order Book 51, at Page 433 and bearing the date of April 1, 1991, dealing with the procedure policy for appointments to Boards and Authorities. The term will expire October 1, 2020.

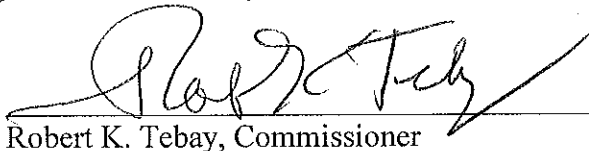
The County Commission, upon a motion made by David Blair Couch, seconded by Stephen Gainer and made unanimous by Robert K. Tebay, placed James Deem in nomination for reappointment.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
Stephen Gainer, President

  
David Blair Couch, Commissioner

  
Robert K. Tebay, Commissioner



3/2/15  
7/1/26

MARCH 2, 2015

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

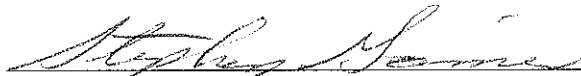
IN RE: THE COUNTY COMMISSION ANNOUNCED THAT TWO  
VACANCIES EXIST ON THE WOOD COUNTY DEVELOPMENT  
AUTHORITY.

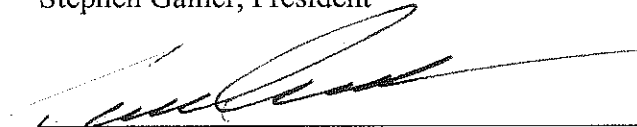
**ORDER**

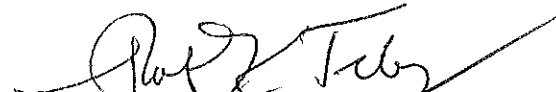
On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Stephen Gainer and made unanimous by Robert K. Tebay, announced that two vacancies exist on the Wood County Development Authority. Said vacancies are due to the fact that the terms of Bob Newell and Joe Campbell expired December 31, 2014. Said vacancies are pursuant to an Order appearing in Order Book 51, at Page 433 and bearing the date of April 1, 1991, dealing with the procedure policy for appointments to Boards and Authorities. The new terms expire December 31, 2017.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
Stephen Gainer, President

  
David Blair Couch, Commissioner

  
Robert K. Tebay, Commissioner

3/2/15  
71/26

MARCH 2, 2015

**EXECUTIVE SESSION OF THE WOOD COUNTY COMMISSION**

This 2nd day of March, 2015, at 10:02 o'clock A.M., in Room 203, of the Wood County Courthouse, Parkersburg, West Virginia, upon motion of David Blair Couch, seconded by Stephen Gainer and made unanimous by Robert K. Tebay, County Commissioners, upon prior adjournment of the regular session, convened in EXECUTIVE SESSION upon authority granted by the West Virginia Code, Chapter 6, Article 9A, Section 3, as amended:

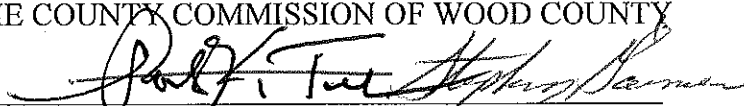
WHEREUPON, the said Stephen Gainer, President, David Blair Couch, Commissioner, and Robert K. Tebay, Commissioner met with Marty Seufer, County Administrator in person and Wendy Greve, Attorney via telephone.

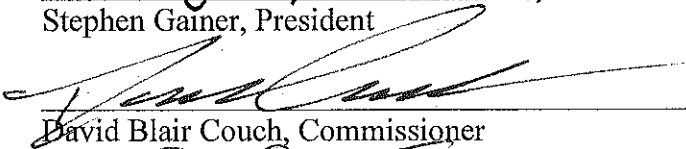
All those present proceeded to discuss the matter for which the said EXECUTIVE SESSION was had, being covered by the West Virginia Code Chapter 6, Article 9A-3.

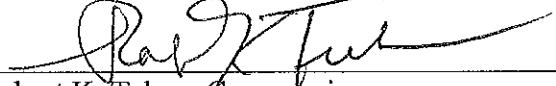
The Commission having concluded said discussion, the said EXECUTIVE SESSION adjourned at 10:17 o'clock A.M.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
Stephen Gainer, President

  
David Blair Couch, Commissioner

  
Robert K. Tebay, Commissioner

A/1425

MARCH 2, 2015

3/2/15

7/1/27

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE  
STEPHEN GAINER, AS PRESIDENT, TO EXECUTE AN  
APPLICATION FOR A VOCA GRANT.

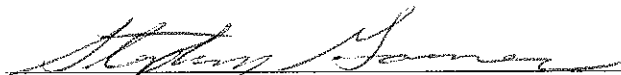
**ORDER**

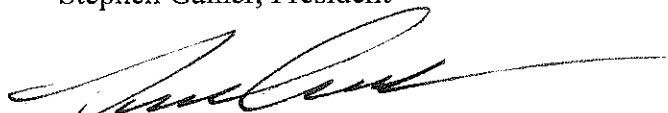
On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Stephen Gainer, and made unanimous by Robert K. Tebay, did hereby AUTHORIZE Stephen Gainer, in his official capacity as President and on behalf of the County Commission, to EXECUTE an Application 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 sixty-five thousand three hundred eighty-seven dollars and zero cents (\$65,387.00) 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

  
Stephen Gainer, President

  
David Blair Couch, Commissioner

  
Robert K. Tebay, Commissioner

M/3037

3/2/15  
7/1/27

*Office of the County Commission of Wood County, West Virginia*

*Commissioners*  
Stephen Gainer  
David Blair Couch  
Bob Tebay



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

March 2, 2015

Ms. Sara Miller  
WVDJCS  
1204 Kanawha Boulevard  
Charleston, WV 25301

Dear Ms. Miller:

Please find enclosed an application from the Wood County Commission to the Victims of Crime Act (VOCA) Grant Program for the Wood County Prosecuting Attorney's Office. If you have any questions 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,

Stephen Gainer  
President

MARCH 2, 2015


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 DIVISION OF JUSTICE AND COMMUNITY SERVICES FOR THE PURPOSE OF APPLYING FOR A VICTIMS OF CRIME ACT (VOCA) 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 VOCA Program to hire a full-time Victims Advocate and a full-time Victims Advocate Assistant in the Wood County Prosecuting Attorney's Office.

Dated this 2<sup>nd</sup> day of March 2015.

  
Stephen Gainer, President

Certified to be a true copy of a Resolution adopted at a regular meeting of the Wood County Commission held on March 2, 2015.

  
Mark Rhodes, County Clerk  
Wood County Commission

## VOCA Application Checklist

**Applicant:** Wood County Commission

**Amount  
Requested:**

**\$65,387**

- 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**
  - ☞ **Training Requirement**
  - ☞ **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.)
- NA Support Letters (**For New Projects Only**)
- X Memorandum of Understanding
- NA 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

<b>Victim of Crime Act (VOCA)</b> <b>Victim Assistance Grant</b> <b>Program Application</b>	<b>General Administrative Information</b> <b>Page 1</b>
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<b>Applicant Agency:</b> <b>Address:</b> Wood County Commission One Court Square, Suite 203 Parkersburg, WV 26101 <b>Phone:</b> 304-424-1984 <b>Fax Number:</b> 304-424-0194		<b>Type of Agency</b> <input type="checkbox"/> State <input checked="" type="checkbox"/> County <input type="checkbox"/> Municipal <input type="checkbox"/> Non-Profit
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<b><u>Project Director:</u></b> Toni Tiano <b>Address:</b> Wood County Courthouse One Court Square, Suite 203 Parkersburg, WV 26101 <b>Phone:</b> 304-428-7760 <b>Fax:</b> 304-485-2925 <b>Email:</b> tianoknopp@suddenlink.net	<b><u>Fiscal Officer:</u></b> Mark Rhodes <b>Address:</b> Wood County Clerk One Court Square Parkersburg, WV 26101 <b>Phone:</b> 304-424-1850 <b>Fax:</b> 304-424-0194 <b>Email:</b> rhodes@woodcountywv.com
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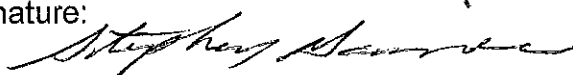
Amount Requested: **\$65,387**      Amount Awarded:   
Project Period: **October 1, 2015 – September 30, 2016**

Percent Breakdown by Crime Category:	Number of years previously funded: 19	Geographic Area Served:
80 Domestic Violence		County(ies): Wood
15 Sexual Assault	Estimated number of victims to be served by grant: <u>5,000</u>	Population: 86,956
3 Child Abuse		Rural/Urban: Urban
2 Underserved Pop.		

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 expanding the part-time Victims Advocate position to full-time in order to serve an estimated 5,000 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.*

<b>Authorized Official:</b> Stephen Gainer <b>Address:</b> Wood County Commission One Court Square, Suite 203 Parkersburg, WV 26101	<b>Title:</b> President <b>Phone:</b> 304-424-1984 <b>Fax:</b> 304-424-0194 <b>E-Mail:</b> seufer@woodcountywv.com
<b>Signature:</b> 	<b>Date:</b> 3/2/15



Applicant: <b>Wood County Commission</b>	FEIN Number: <b>556000417</b> DUNS Number: <b>103819496</b>
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Category	VOCA Requested Funds	Matching Funds	Total Budget
Personnel / Contractual	\$64,387	\$15,897	\$80,284
Travel / Training	\$1,000	-0-	\$1,000
Space	-0-	-0-	-0-
Other	-0-	-0-	-0-
Totals	\$65,387	\$15,897	\$81,284

**Funding Strategy**

Funding Source(s)	Amount	Status
VOCA Grant Funds	\$65,387	A
Wood County Prosecuting Attorney	\$15,897	C
Total	\$81,284	

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

Amount - Enter the amount received or anticipated for each

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

P – Projected grant, loan or donation

A – Application submitted and under review

C – Funds Committed

R – Funds received, appropriated or on hand

Detailed Project Cost by Budget Category	Requested VOCA Funds	Matching Funds	Recommendation
<u>Personnel / Contractual</u>			DJCS Use Only
Full-Time Victims Advocate – T. Kiger - \$36,456 annual salary x 72 percent	\$26,250		
Full Time Assistant Victims Advocate – Vacant - \$20,494 annual salary x 100 percent	\$20,494		
Full Time Victims Advocate Insurance - \$839.47/mo. x 26.2 percent x 12 months	\$2,640		
Full Time Assistant Victims Advocate Insurance - \$839.47/mo. x 12 mos.	\$10,074		
Full Time Assistant Victims Advocate Benefits – Retirement, FICA, and Workers Comp	\$4,929		
MATCH			
Full Time Victims Advocate - \$36,456 annual salary x .28 percent		\$10,206	
Full Time Victims Advocate Insurance - \$839.47 x .3266 percent x 12 mos.		\$3,291	
Volunteer Time - \$8/hour x 300 hours		\$2,400	
<u>Travel / Training</u>			
Funds for Victims Advocate and Assistant to attend 8 hours of required training. All training will be pre- approved and will follow WV State Travel Regulations	\$1,000		

## Victim of Crime Act (VOCA) Victim Assistance Grant Program Application

### Budget Detail by Category

#### Page 3

<u>Space:</u>			
<u>Other</u>			
Total Requested VOCA Funds	\$65,387		
Total Matching Funds		\$15,897	
Total of Recommendation (DJCS Only)			

Detailed Project Cost by Budget Category	Requested VOCA Funds	Matching Funds	Recommendation
<u>Personnel / Contractual</u>			DJCS Use Only
Victims Advocate - \$17.5269/hour x 2,080 hours = \$36,456 – of which 72 percent thru VOCA Grant	\$26,250		
Assistant Victims Advocate - \$9.852/hour x 2,080 hours = \$20,494 – 100 % thru VOCA Grant	\$20,494		
Victims Advocate Insurance - \$893.47/mo (\$772.97 – health, \$2.10 – life, \$46.26 – dental, and \$18.14 – vision) x 26.2 percent thru VOCA Grant for 12 mos.	\$2,640		
Assistant Victims Advocate Insurance - \$893.47/mo (\$772.97 – health, \$2.10 – life, \$46.26 – dental, and \$18.14 – vision) x 100 percent thru VOCA Grant for 12 mos.	\$10,074		
Assistant Victims Advocate Benefits – Retirement – 13.5% x \$20,494 FICA – 7.65% x \$20,494 Workers Comp - .029% x \$20,494	\$4,929		
Victims Advocate – Salary of \$36,456 x .28 percent		\$10,206	
Victims Advocate – Insurance - .3266 percent x \$839.47 (\$772.97 – health, \$2.10 – life, \$46.26 – dental, and \$18.14 – vision) x 12 mos.		\$3,291	
Volunteer Time - \$8/hour x 300 hours		\$2,400	

<p><u>Travel / Training</u> Funds for Victims Advocate and Assistant to attend 8 hours of required training. All training will be pre-approved and will follow WV State Travel Regulations. Cost is estimated to be \$500/person</p> <p><u>Space:</u></p> <p><u>Other</u></p>	<p>\$1,000</p>		
Total Requested VOCA Funds	<b>\$65,387</b>		
Total Matching Funds		<b>\$15,897</b>	
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.

**Full-Time Assistant Victims Advocate** – Salary Position – Annual Salary \$20,494; Amount being requested by VOCA Funds is **\$20,494** or 100% of total salary. Monthly reimbursement to be \$1,707.83.

**Full-Time Victims Advocate Insurance** – Monthly insurance cost is estimated to be \$772.97 for health; \$2.10 for life; \$46.26 for dental; and \$18.14 for vision for a monthly total of \$839.47. VOCA to reimburse \$220/month (26.2 percent) for an annual total of **\$2,640.00.**

**Full-Time Assistant Victims Advocate Insurance** - Monthly insurance cost is estimated to be \$772.97 for health; \$2.10 for life; \$46.26 for dental; and \$18.14 for vision for a monthly total of \$839.47 or an annual cost of **\$10,073.64.**

**Full-Time Assistant Victims Advocate Benefits** – The estimated benefit costs for this position are:

Retirement –  $13.5\% \times \$20,494 = \$2,766.69$

FICA – 7.65% x \$20,494 = \$1,567.79

Workers Comp. – .029% x \$20,494 = \$594.33

Total Annual Benefit Costs = **\$4,928.81**

**TOTAL VOCA PERSONNEL/CONTRACTUAL - \$64,387**

**Travel/Training – VOCA Funds**

A total of \$1,000 is being requested for the Victims Advocate and Assistant Victims Advocate to attend an appropriate 8 hour training during the grant period. All training will be forwarded to the WVDJCS for their pre-approval. West Virginia State Travel Regulations will be followed.

**TOTAL VOCA TRAVEL/TRAINING - \$1,000.00**

**TOTAL VOCA FUNDS REQUESTED = \$65,387**

**Personnel/Contractual Match Funds**

**Full-Time Victims Advocate** – Salary Position – Annual Salary \$36,456; Amount available for match is **\$10,206** or 28% of total salary. Monthly amount will be \$850.50.

**Full-Time Victims Advocate Insurance** – Monthly insurance cost is estimated to be \$772.97 for health; \$2.10 for life; \$46.26 for dental; and \$18.14 for vision for a monthly total of \$839.47 or \$10,073.64. VOCA to reimburse \$220/month (26.2 percent) for an annual total of \$2,640.00 for a remaining amount of \$7,433.64. Of this amount **\$3,291** (\$274.25/month) will be used for match.

**Volunteer Time** - Various volunteers throughout the year - \$8.00/hour x 300 hours = **\$2,400.00.**

**TOTAL MATCH Personnel/Contractual - \$15,897**

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, training requirement, 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 being fairly consistent over the past five years. The total number of cases in 2014 (5,164) was the second highest number in the five year time period. During 2013 there were 597 felonies and 4,567 misdemeanors for a total of 5,164 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
2014	597	4,567	5,164

Of these total cases, the Prosecuting Attorney's Office estimates that at least 60 percent (3,098) involved at least one victim who was in need of some type of services. There were several cases which had multiple victims. Also, the severity of the cases varied from someone who just needed some questions answered to others who needed help with a variety of services and victims compensation forms. However, 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. Everyone is concerned about the victim but also how to best provide these services, information, assistance, etc. to the victims.

This need for assistance and services has been around for awhile, and in 1996 the Wood County Prosecuting Attorney's Office developed the Victims Assistance Program. 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. This is a great help because before this program victims had to fend for themselves. There was no one who provided them information or looked out for their best interest. Many times they were unaware as to what was going on with their case or what services were available to assist them. They had never heard of the Victims Compensation Fund and if they did were often times confused as to how to complete the forms. Often times, the offender had more information about the case and contact with officials than the victim did.



For many victims this incident, 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 what is available, what they should be doing, or the next steps in the process. Often times they feel alone and abandoned by everyone which can sometimes lead to more problems. Every case is different, and 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 4,505 with domestic violence having the highest number of victims. The services provided to these victims have also increased from 382 in 1996 to 8,537 during the most recent grant year.

The 4,505 victims served was one of the highest years with regards to the number of victims. The previous year was higher with 5,105 victims served which is the highest number of victims ever served in a year. Recent prior years showed 3,222 victims, 3,408 victims, and 3,584 victims. The number of services increased from the previous year of 6,825. Prior years showed services of 9,433 and 9,681. During the past year an average of 425 victims were served each month, and on average they received 569 services per 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 Victims Advocate Assistant. It is hoped that this year the part-time Victims Advocate Assistant can be converted to a full-time position. The numbers of victims served and the amount of services definitely justify a full-time Assistant. There are also additional Court cases they could be attending if the Assistant was full-time. Also, during the past three years, the Wood County Victims Advocate Program has had three part-time Victims Advocate Assistants which has caused some difficulty for the Program. Each of these individuals has left voluntarily for a better paying job. It is hard to keep someone with the knowledge and skills needed when the position is only part-time and has no benefits associated with it. As a result of the turnover, there are sometimes several months when there is not as Assistant to help out with the Program as it takes awhile to advertise, interview, and find someone to fill the position. Time and effort are spent in training these individuals who then move onto other positions. When

this happens, the Program has to start all over again. Therefore, it is hoped this position can be made full-time.

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 4,505 victims during the last year and provided them 8,537 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 4,505 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 used to average four different volunteers per year. The volunteers would 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 would have more time available to assist with the victims with their needs. However, during the past year, there have been difficulties finding volunteers even though contacts have been made with local colleges and universities as well as several non-profit agencies. These contacts will continue with the hopes of finding volunteers.

**C. Underserved Population** – The Wood County Victims Advocate Program focus is those who live in rural areas. This group is somewhat difficult to serve as many who live in rural areas are of the lower socio-economic population, do not have phone service, are not aware of services because of a lack of education and/or knowledge on these types of programs, and sometimes have a belief that they just don't need any help. To reach this underserved group, pamphlets and fliers will be distributed to locations that are in areas where the rural population live or frequent. For instance, grocery store bulletin boards, local restaurants in these areas, and social service agencies such as DHHR, Social Security, etc. The pamphlets and fliers will describe the Victims Advocate Program and some of the services available such as the Crime Victim's Compensation Fund.

It is estimated that these outreach efforts will result in 75 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.

Some of these individuals 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.

The Wood County Prosecuting Attorney's Office also has a list of independent contractors who are Deaf Interpreters. If a person is deaf or hard of hearing, the Office contacts with one of these contractors to perform the necessary services.

The Victims Advocate Program has also had to deal with those who are not able to read. In this instance, the Victims Advocate reads the information to them. In each case, there is also an independent party who participates in this who witnesses what information the Advocate is providing to the person. The person is also able to have a family member and/or friend with them to also participate in this process to witness what information was provided to the victim.

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 other non-profit agencies such as the RSVP Senior Program who can provide volunteer assistance. 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. In some instances, the RSVP Program is able to pay the volunteers a small stipend.

Throughout the course of the grant year, the Victims Advocate Program has not had any volunteers. Efforts have been made but unfortunately the Program has not been able to locate anyone who was interested and also capable of performing the job properly.

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 local law enforcement agencies within the County. All these agencies have a vested interest in these cases and 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, Sexual Abuse Response Team (SART), Children's Advocacy Center, 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. Training Requirement** – It is anticipated that both the Victims Advocate and the Assistant Victims Advocate will attend the one-day Sexual Assault Symposium which provides the 8 hour minimum training requirement. Grant funds in the amount of \$1,000 are being requested to fund these training costs. Both the Advocate and the Assistant will follow West Virginia State Travel Regulations with regards to the costs. Documentation of attendance of this training will be forwarded in the appropriate monthly report as well as maintained in the Victims Advocate Office.

**I. 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 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.

<b>Victims of Crime Act Victim Assistance Grant Program Application</b>	<b>Supplementary Goals and Objectives Form</b>
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Goal Number: <u>1</u>	<b>The Wood County Victims Advocate Program will identify and provide services to victims of crime throughout the 2015 – 2016 grant period.</b>
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Objective Number: 1 By the conclusion of the grant period on September 30, 2016 the Victims Advocate Program will have served a minimum of 5,000 victims in Wood County.

Outcome: The Victims Advocate Program will maintain a cumulative total of the number of victims served each month by either the Victims Advocate or the Assistant Victims Advocate.

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 the Magistrate Court.

1. October 1, 2015 – September 30, 2016

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. October 1, 2015 – September 30, 2016

3. Each victim will be provided with a Notification of Victims Rights Form.

3. October 1, 2015 – September 30, 2016

4.

4.

Objective Number: 2 A minimum of 7,000 services will be provided to the Wood County victims through the Victims Advocate Program by September 30, 2016.

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 services provided.

Activities to meet objective:

Timeline for each activity:

1. The Victims Advocate and/or the Assistant will provide the appropriate services and referrals for each victim.

1. October 1, 2015 – September 30, 2016

2. As necessary and appropriate, the victim will be assisted with the completion of the Victims Compensation Form.

2. October 1, 2015 – September 30, 2016

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 the rural population victims which is the underserved population group.**

Objective  
Number:

1

At the conclusion of the grant period at least 75 rural victims will be served by either the Victims Advocate or the Assistant.

Outcome:

A cumulative total will be maintained on the number of rural victims served each month by the Advocate or the Assistant.

Outcome Tool

Files will be maintained on each victim served by either the Advocate and/or the Assistant. The files will indicate if the victim is considered rural and what efforts will be made to serve the victim.

Activities to meet objective:

Timeline for each activity:

1. The Victims Advocate and/or the Assistant will review each case file to determine if the person's home site is considered rural.

1. October 1, 2015 – September 30, 2016

2. The Victims Advocate and/or the Assistant will contact each rural victim to provide information on the Program and to determine what assistance/services are needed by the victim.

2. October 1, 2015 – September 30, 2016

3. Brochures on services for the rural population will be developed and distributed to appropriate venues which are visited by this underserved population group.

3. October 1, 2015 – September 30, 2016

4.

4.

Objective  
Number:

Outcome:

Outcome Tool

Activities to meet objective:

Timeline for each activity:

1.

1.

2.

2.

3.

3.

**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 by volunteering their time.**

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 prepared 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. October 1, 2015 – September 30, 2016

2. Contact will be made with appropriate social service agencies to solicit volunteers for the Program.

2. October 1, 2015 – September 30, 2016

3. Information and requirements on the Program will be provided to each volunteer. Volunteers will be given a background check. Duties of the volunteers will be overseen by the Advocate and/or the Assistant.

3. October 1, 2015 – September 30, 2016

4.

4.

Objective Number: \_\_\_\_\_

Outcome:

Outcome Tool

Activities to meet objective:

Timeline for each activity:

1.

1.

2.

2.

3.

3.

4.

4.

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 resume and job description are attached.

At this time the Assistant Victims Advocate position is vacant and is a part-time position. It is hoped this year Wood County will receive funding to make this a full-time position as there has been an extensive amount of turnover in this position because it is part-time. There have been three Assistants in the last three years.

Attached is a copy of the job description for this position.

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 this position. If appropriate, references will be checked. If it is deemed 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.

The Victims Advocate and the Assistant Victims Advocate are at-will employees of the Office of the Prosecuting Attorney. The decision to discharge would be made at the will and pleasure of the elected prosecuting attorney but would be tempered by the limitations imposed on employment at will by the West Virginia Supreme Court which prohibits the discharge of an at-will employee when the motivation for such discharge contravenes substantial public policy.

## **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](mailto: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

WCHS/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

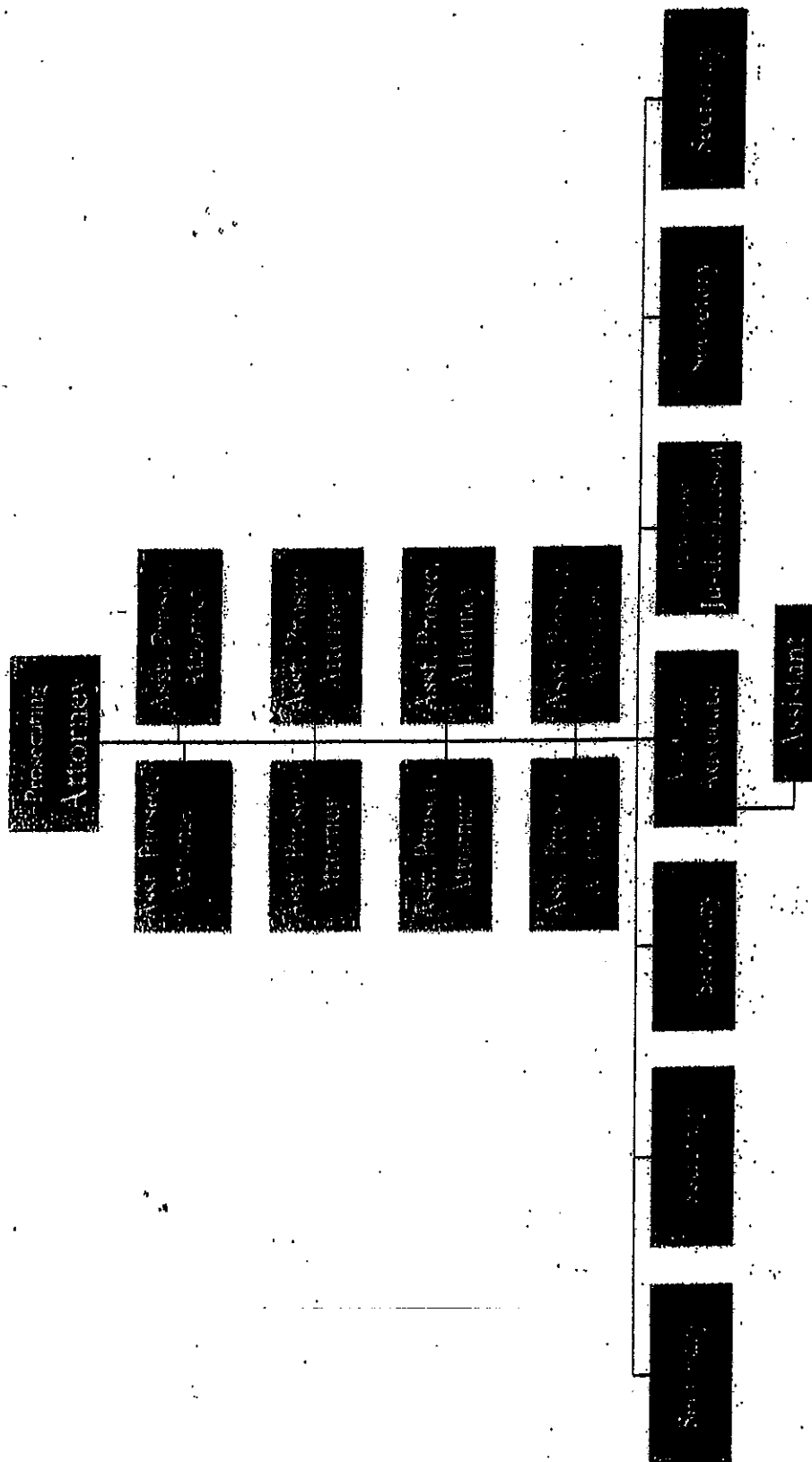
**JOB DESCRIPTION**  
**ASSISTANT VICTIMS ADVOCATE**

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.

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 for Organizational Chart.

# Wood County Prosecuting Attorney's Office





WOODC OUNTY PROSECUTING ATTORNEY'S OFFICE

Staff, Salary, and Funding Sources

February 22, 2015

STAFF	POSITION	SALARY	FUNDING SOURCE
Jason Wharton	Prosecutor	\$108,192.00	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 LeFebure	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 Advocate	\$36,456.24	General Fund/VOCA
VACANT	Asst. Victims Adv.	\$9,853.00	VOCA
Rhea Guice	Secretary	\$41,560.56	General Fund
Patti Roush	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
Kayla Meeks	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.

## **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**

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  - Work with the Court, Juvenile Probation, and Wood County Schools
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- Account Executive
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  - Attracting and closing advertisers to promote themselves via television
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- 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

<b>Victim of Crime Act (VOCA) Victim Assistance Grant Program Application</b>	<b>Organization Budget Attachment A</b>
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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.

Fiscal Year(s)	2014	2015
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2014

2015

Thru Period 5

4

Account Number

GENERAL FUND

## Revenues

## TAX DISCOUNTS

## ASSESSOR'S VALUATION

## EXONERATIONS

## TIF FUNDING

ASSIGNED FUND BALANCE

UNASSIGNED BALANCE

TAXES - AD VALOREM

REAL ESTATE TAXES REC.

## PERSONAL PROPERTY TAXES

PUBLIC UTILITIES TAXES

**SHERIFF'S SALE**

TAXES - PRIOR YEARS

## SUPPLEMENTAL TAXES

**SURPLUS**

MISCELLANEOUS TAX FUNDS

DNE

ONE  
REDEMPTIONS FROM STATE

LIBRARY EXCESS LEVY

TAX PENALTIES &amp; INTEREST

Account Number	Budget	Actual Mtd	Exp + Encumb	Available	%
<b>GENERAL FUND</b>					
<b>Revenues</b>					
<b>TAX DISCOUNTS</b>					
107	-236,648.00	0.00	147,624.90	(89,023.10)	63
	<u>-236,648.00</u>	<u>0.00</u>	<u>147,624.90</u>	<u>(89,023.10)</u>	<u>62</u>
<b>ASSESSOR'S VALUATION</b>					
108	-231,781.00	0.00	145,357.72	(86,423.28)	63
	<u>-231,781.00</u>	<u>0.00</u>	<u>145,357.72</u>	<u>(86,423.28)</u>	<u>63</u>
<b>EXONERATIONS</b>					
113	-890,612.00	0.00	630.87	(889,981.13)	1
	<u>-890,612.00</u>	<u>0.00</u>	<u>630.87</u>	<u>(889,981.13)</u>	<u>0</u>
<b>TIF FUNDING</b>					
273	-6,719.00	0.00	0.00	(6,719.00)	0
	<u>-6,719.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(6,719.00)</u>	<u>0</u>
<b>ASSIGNED FUND BALANCE</b>					
298	330,858.00	0.00	(330,858.00)	0.00	100
	<u>330,858.00</u>	<u>0.00</u>	<u>(330,858.00)</u>	<u>0.00</u>	<u>100</u>
<b>UNASSIGNED BALANCE</b>					
299	800,000.00	0.00	(800,000.00)	0.00	100
	<u>800,000.00</u>	<u>0.00</u>	<u>(800,000.00)</u>	<u>0.00</u>	<u>100</u>
<b>TAXES - AD VALOREM</b>					
301 3011	7,871,957.00	0.00	(4,067,652.18)	3,804,304.82	52
301 3012	4,015,984.00	0.00	(2,202,759.66)	1,813,224.34	55
301 3013	835,086.00	0.00	(413,814.74)	421,271.26	50
301 3014	20,000.00	0.00	0.00	20,000.00	0
301 3015	330,000.00	0.00	(191,093.69)	138,906.31	58
301 3016	500,000.00	0.00	(156,766.77)	343,233.23	32
301 3017	4,000.00	0.00	0.00	4,000.00	0
301 366	0.00	0.00	(91.63)	(91.63)	0
301 8	0.00	0.00	0.00	0.00	0
301 9	10,000.00	0.00	(8,684.95)	1,315.05	87
	<u>13,587,027.00</u>	<u>0.00</u>	<u>(7,040,863.62)</u>	<u>6,546,163.38</u>	<u>52</u>
<b>LIBRARY EXCESS LEVY</b>					
301-90	476,539.00	(23,960.17)	(297,408.15)	179,130.85	63
	<u>476,539.00</u>	<u>(23,960.17)</u>	<u>(297,408.15)</u>	<u>179,130.85</u>	<u>62</u>
<b>TAX PENALTIES &amp; INTEREST</b>					
302	225,000.00	0.00	(95,450.11)	129,549.89	43

Fiscal Year(s)	2014 -	2015
----------------	--------	------

2015

2014 -

Thru Period

5

Account Number

Account Number	Budget	Actual Mtd	Exp + Encumb	Available	%
PROPERTY TRANSFER TAX					
Account-302	225,000.00	0.00	(95,450.11)	129,549.89	42
304	375,000.00	(39,469.10)	(243,657.70)	131,342.30	65
Account-304	375,000.00	(39,469.10)	(243,657.70)	131,342.30	65
GAS & OIL SEVERANCE					
306	40,000.00	0.00	(87,182.46)	(47,182.46)	217
Account-306	40,000.00	0.00	(87,182.46)	(47,182.46)	218
WINE & LIQUOR TAX					
308	5,000.00	0.00	(4,873.29)	126.71	98
Account-308	5,000.00	0.00	(4,873.29)	126.71	97
HOTEL OCCUPANCY TAX					
309	715,397.00	(76,276.54)	(401,829.55)	313,567.45	57
Account-309	715,397.00	(76,276.54)	(401,829.55)	313,567.45	56
PAYMENT IN LIEU OF TAXES					
311	275,000.00	0.00	(210,385.52)	64,614.48	77
Account-311	275,000.00	0.00	(210,385.52)	64,614.48	77
COAL BED METHANE					
313	5,000.00	0.00	(7,923.05)	(2,923.05)	158
Account-313	5,000.00	0.00	(7,923.05)	(2,923.05)	158
LICENSES					
317	10,000.00	0.00	(10,000.00)	0.00	100
Account-317	10,000.00	0.00	(10,000.00)	0.00	100
BUILDING PERMITS					
318	50,000.00	(3,034.00)	(25,084.50)	24,915.50	51
Account-318	50,000.00	(3,034.00)	(25,084.50)	24,915.50	50
MISC. PERMITS					
319	1,200.00	(120.00)	(300.00)	900.00	25
Account-319	1,200.00	(120.00)	(300.00)	900.00	25
FEDERAL GRANTS					
322	340,757.00	0.00	0.00	340,757.00	0
322 1302	0.00	0.00	(1,143.30)	(1,143.30)	0
09-VAWR-11	0.00	0.00	0.00	0.00	0
EMPG2011	0.00	0.00	0.00	0.00	0
09-JAG-49	0.00	0.00	0.00	0.00	0
12-VA-008	0.00	0.00	0.00	0.00	0
F13-HS-03	0.00	0.00	0.00	0.00	0
NRT-2011(047)D	0.00	0.00	(21,057.40)	(21,057.40)	0

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Report Date/Time: 12/2/2014 10:19:56PM



2015	-	2014
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Thru Period 5

5

Fiscal Year(s)

Account Number

14-CC-09

54-0110-012013

11LEDA1751NH

121 FDA0649

101FDA09999N

131 ENA0257

131 EDA03EE  
131 EDA03J7

1360423

17LEDA0830

11LEDA0826

13LEDA0254

14LEDA0274

12LEDA0245

11LEDA0823

12LEDA0744N

14-CS-23

FF15-451

12LEDA0651

15-CC-09

## OTHER GRANTS

ENERGY PROGRAM

## CHARGES FOR SERVICES

CELL TOWERS

E-911

## SHF SERVICE OF PROCESS

SHERIFF'S EARNINGS

## COUNTY CLERK'S EARNINGS

ELECTIONS

## CIRCUIT CLERK EARNINGS

Report Date/ Time: 12/2/2014 10:19:56PM

# Short Budget Report for Wood County Commission

Fiscal Year(s) 2014 - 2015

Thru Period 5

Account Number

PROSECUTING ATTY EARNINGS

ACCIDENT REPORTS

MOTOR VEHICLE LICENSE FEE

COUNTY CLERK DEED FEES

RENTS & CONCESSIONS

SHELTER/ROOM RENT

IRP FEES

FINES, FEES & COURT COSTS

REGIONAL JAIL REIMBURSEMENT

INTEREST EARNED

MISC REVENUE

SHERIFF'S COMMISSION

COMMISSIONS

Account	Budget	Actual Mtd	Exp + Encumb	Available	%
Account-332	75,000.00	(9,855.75)	(64,395.93)	10,604.07	86
333	3,500.00	(295.00)	(1,465.58)	2,034.42	42
Account-333	3,500.00	(295.00)	(1,465.58)	2,034.42	42
334	3,000.00	(220.00)	(1,175.00)	1,825.00	40
Account-334	3,000.00	(220.00)	(1,175.00)	1,825.00	39
335	13,000.00	(980.00)	(6,350.50)	6,649.50	49
Account-335	13,000.00	(980.00)	(6,350.50)	6,649.50	49
337	5,000.00	(489.00)	(2,241.00)	2,759.00	45
Account-337	5,000.00	(489.00)	(2,241.00)	2,759.00	45
340	70,000.00	(5,154.00)	(25,320.00)	44,480.00	37
340 17	15,000.00	(100.00)	(1,865.00)	13,135.00	13
Account-340	85,000.00	(5,254.00)	(27,385.00)	57,615.00	32
350	75,000.00	0.00	(12,701.82)	62,298.18	17
Account-350	75,000.00	0.00	(12,701.82)	62,298.18	17
361	13,000.00	(1,250.00)	(7,092.75)	5,907.25	55
Account-361	13,000.00	(1,250.00)	(7,092.75)	5,907.25	55
362	150,000.00	0.00	(188,353.68)	(38,353.68)	125
Account-362	150,000.00	0.00	(188,353.68)	(38,353.68)	126
365	1,000.00	(23.41)	(625.63)	374.37	63
Account-365	1,000.00	(23.41)	(625.63)	374.37	63
366	106,295.00	0.00	(295.14)	105,999.86	1
Account-366	106,295.00	0.00	(295.14)	105,999.86	0
367	12,000.00	0.00	(11,912.28)	87.72	100
Account-367	12,000.00	0.00	(11,912.28)	87.72	99

## Short Budget Report for Wood County Commission

Fiscal Year(s)	2014	-	2015	Thru Period	5
Account Number					
ASSESSOR					
GAMING INCOME					
VIDEO LOTTERY					
PLANNING COMMISSION REVENUE					
SALE OF MATERIALS					
CIVIC PROMO/BICENTENNIAL					
REFUNDS/REIMBURSEMENTS					
ELECTIONS					
PARKING					
RENT					
SALE OF FIXED ASSETS					
TRANSFER OTHER FUNDS					
CONCEALED WEAPON					
HOME CONFINEMENT REIM					
GENERAL SCHOOL REIM					

# Short Budget Report for Wood County Commission

Fiscal Year(s)	2014	-	2015	Thru Period	5				
Account Number									
	Account-394	Budget	Acrl Mid	Exp + Encumb	Available	%			
		225,000.00	0.00	0.00	225,000.00	0			
			</						

# Short Budget Report for Wood County Commission

Fiscal Year(s) 2014 - 2015 Thru Period 5

Account Number

## Expenses

### COUNTY COMMISSION

Account Number	Budget	Actual	Exp + Encumb	Available	%
PERSONAL SERVICES ELECTED OFFICIALS	117,533.00	(9,609.58)	(48,047.90)	69,485.10	41
PERSONAL SERVICES SALARIES-DEPUTIES	301,362.00	(24,148.96)	(122,169.80)	179,192.20	41
PERSONAL SERVICES SOCIAL SECURITY	32,046.00	(2,458.81)	(12,631.60)	19,414.40	40
PERSONAL SERVICES INSURANCE PREMIUM	96,281.00	(10,804.97)	(56,146.18)	40,134.82	59
PERSONAL SERVICES INSURANCE PREMIUM WELLNESS COMM	5,000.00	57.76	(5,228.34)	(228.34)	104
PERSONAL SERVICES INSURANCE PREMIUM HEALTH REIMBUR	353,427.00	0.00	(150,000.00)	203,427.00	43
PERSONAL SERVICES RETIREMENT	58,645.00	(4,572.16)	(22,750.11)	35,894.89	39
PERSONAL SERVICES OVERTIME	0.00	0.00	0.00	0.00	0
PERSONAL SERVICES EXTRA HELP	5,000.00	0.00	(2,122.32)	2,877.68	43
PERSONAL SERVICES TAXABLE FRINGES	0.00	0.00	(60.00)	(60.00)	0
CONTRACTURAL SERVICES TELEPHONES	73,000.00	(6,574.08)	(30,783.93)	42,216.07	43
CONTRACTURAL SERVICES UTILITIES GAS-COURTHOUSE	14,000.00	(967.52)	(1,714.69)	12,285.31	13
CONTRACTURAL SERVICES UTILITIES GAS MAINTENANCE BLDG	4,000.00	(151.25)	(259.62)	3,740.38	7
CONTRACTURAL SERVICES UTILITIES 132 COURT SQUARE	0.00	0.00	0.00	0.00	0
CONTRACTURAL SERVICES UTILITIES GAS-EMERGENCY SERV	500.00	(25.19)	(135.25)	364.75	28
CONTRACTURAL SERVICES UTILITIES 328 1/2 2ND STREET	2,100.00	0.00	0.00	2,100.00	0
CONTRACTURAL SERVICES UTILITIES TOWNE SQ 315 MARKET	5,000.00	(148.72)	(257.94)	4,742.06	6
CONTRACTURAL SERVICES UTILITIES ELECTRIC-COURTHOUSE	29,000.00	(2,316.31)	(11,409.28)	17,590.72	40
CONTRACTURAL SERVICES UTILITIES ELECTRIC-WCC	0.00	0.00	0.00	0.00	0
CONTRACTURAL SERVICES UTILITIES ELECTRIC-ANNEX	34,000.00	(2,759.93)	(11,521.68)	22,478.32	34
CONTRACTURAL SERVICES UTILITIES ELECTRIC MAINTENANCE	6,000.00	(315.10)	(2,253.12)	3,746.88	38
CONTRACTURAL SERVICES UTILITIES ELEC-EMERGENCY SERV	250.00	(91.60)	(124.16)	125.84	50
CONTRACTURAL SERVICES UTILITIES TOWNE SQ 315 MARKET	42,000.00	(3,994.25)	(17,248.83)	24,751.17	42
CONTRACTURAL SERVICES UTILITIES WATER-COURTHOUSE	2,500.00	(10.30)	(42.00)	2,458.00	2
CONTRACTURAL SERVICES UTILITIES WATER-MAG/BLDG	0.00	0.00	0.00	0.00	0
CONTRACTURAL SERVICES UTILITIES WATER-WCCC	300.00	0.00	0.00	300.00	0
CONTRACTURAL SERVICES UTILITIES WATER-ANNEX	5,500.00	(364.98)	(1,413.50)	4,086.50	26
CONTRACTURAL SERVICES UTILITIES WATER-LAW ENFORCEM	0.00	0.00	0.00	0.00	0
CONTRACTURAL SERVICES UTILITIES WATER-EMERG-SERVICE	300.00	(25.71)	(111.61)	188.39	38
CONTRACTURAL SERVICES UTILITIES WATER-SIDS 300 MARKE	2,000.00	(152.03)	(635.26)	1,364.74	32
CONTRACTURAL SERVICES UTILITIES FORT BOREMAN RT 68	1,500.00	0.00	0.00	1,500.00	0
CONTRACTURAL SERVICES UTILITIES WATER-HINTGEN	2,500.00	(482.84)	(1,894.19)	605.81	76
CONTRACTURAL SERVICES UTILITIES GAS-HINTGEN	3,500.00	0.00	(856.31)	2,643.69	25
CONTRACTURAL SERVICES UTILITIES ELECTRIC-HINTGEN	66,000.00	(5,567.17)	(26,254.19)	39,745.81	40
CONTRACTURAL SERVICES M&R-EQUIPMENT	0.00	0.00	(2.80)	(2.80)	0
CONTRACTURAL SERVICES POSTAGE	132,000.00	(14,990.79)	(70,026.27)	61,973.73	54
CONTRACTURAL SERVICES ADVERTISING	6,500.00	(47.50)	(1,520.50)	4,979.50	24
CONTRACTURAL SERVICES TRAINING & EDUCATION	5,000.00	0.00	0.00	5,000.00	0
CONTRACTURAL SERVICES DUES & SUBSCRIPTIONS	15,000.00	0.00	(7,239.00)	7,761.00	49

# Short Budget Report for Wood County Commission

Fiscal Year(s) 2014 - 2015 Thru Period 5

Account Number	Budget	Actual Ytd	Exp + Encumb	Available	%
CONTRACTURAL SERVICES DUES & SUBSCRIPTIONS PROSECL	401 40 222 405	4,800.00	0.00	(4,800.00)	1.00
CONTRACTURAL SERVICES PROFESSIONAL SERVICES	401 40 223	40,000.00	(1,266.50)	36,211.00	1.0
CONTRACTURAL SERVICES AUDIT COSTS	401 40 224	40,750.00	0.00	40,750.00	1.0
CONTRACTURAL SERVICES INSURANCE & BONDS	401 40 225	3,386.00	0.00	3,386.00	1.0
CONTRACTURAL SERVICES INSURANCE & BONDS UNEMPLOYM	401 40 226 2601	30,000.00	0.00	30,000.00	1.0
CONTRACTURAL SERVICES INSURANCE & BONDS LIABILITY INS	401 40 226 2602	297,785.00	(1,696.85)	28,984.93	1.0
CONTRACTURAL SERVICES COURT COSTS & DAMAGES	401 40 229	10,000.00	0.00	10,000.00	1.0
CONTRACTURAL SERVICES COURT COSTS & DAMAGES DOG W	401 40 229 2901	500.00	0.00	500.00	1.0
CONTRACTURAL SERVICES CONTRACTED SERVICES	401 40 230	252,454.00	(19,219.60)	155,289.49	3.9
CONTRACTURAL SERVICES FIRE SERVICE FEE	401 40 231	15,000.00	(1,249.73)	10,001.08	3.4
CONTRACTURAL SERVICES BANK CHARGES	401 40 232	0.00	(2.00)	(10.00)	0.0
CONTRACTURAL SERVICES REFUNDING ERRONEOUS PAYMENT	401 40 236	0.00	0.00	0.00	0.0
CONTRACTURAL SERVICES INSURANCE PREM FOR RETIREES	401 40 239	200,000.00	(19,033.00)	107,963.00	4.7
COMMODITIES AUTOMOBILE SUPPLIES	401 55 343	3,000.00	(734.21)	(3,634.27)	1.21
COMMODITIES SUPPLIES/MATERIALS	401 55 341	51,552.00	(1,220.14)	18,305.19	3.6
CAPITAL OUTLAY OTHER IMPROVEMENTS	401 65 458	0.00	0.00	0.00	0.0
CONTRIBUTIONS SOCIAL SECURITY	401 70 104	0.00	(19.69)	(93.00)	0.0
CONTRIBUTIONS RETIREMENT	401 70 106	0.00	(37.11)	(175.66)	0.0
CONTRIBUTIONS OTHER FUNDS	401 70 566	0.00	0.00	0.00	0.0
CONTRIBUTIONS OTHER CONTRIBUTIONS	401 70 568	85,119.00	(21,500.00)	33,500.00	4.0
CONTRIBUTIONS OTHER CONTRIBUTIONS FIREMANS INSURAN	401 70 568 2603	20,781.00	0.00	(20,118.96)	1.97
CONTRIBUTIONS OTHER CONTRIBUTIONS HOMEOWNING CONT	401 70 568 2608	0.00	0.00	0.00	0.0
CONTRIBUTIONS OTHER CONTRIBUTIONS INNOVATIVE PROGRA	401 70 568 2609	84,216.00	(1,000.00)	(13,750.00)	1.17
CONTRIBUTIONS OTHER CONTRIBUTIONS HEALTH MEMBERSH	401 70 568 3006	4,100.00	(276.24)	(1,291.97)	3.2
CONTRIBUTIONS OTHER CONTRIBUTIONS MID OHIO VALLEY AI	401 70 568 3009	50,000.00	0.00	(50,000.00)	1.00
CONTRIBUTIONS OTHER CONTRIBUTIONS OTHER CONTRIBUTI	401 70 568 4630	0.00	0.00	0.00	0.0
<b>COUNTY CLERK</b>					
PERSONAL SERVICES ELECTED OFFICIALS	402 10 101	55,440.00	(4,897.21)	(23,377.21)	1.43
PERSONAL SERVICES SALARIES-DEPUTES	402 10 103	556,960.00	(44,280.00)	(222,195.20)	4.0
PERSONAL SERVICES SOCIAL SECURITY	402 10 104	46,963.00	(3,811.78)	(18,953.13)	4.1
PERSONAL SERVICES INSURANCE PREMIUM	402 10 105	168,002.00	(13,317.50)	(67,720.89)	4.1
PERSONAL SERVICES RETIREMENT	402 10 106	85,946.00	(7,151.78)	(35,466.53)	4.2
PERSONAL SERVICES OVERTIME	402 10 108	1,500.00	(1,906.86)	(8,954.11)	5.96
CONTRACTURAL SERVICES ADVERTISING	402 40 220	12,000.00	(1,245.88)	(4,138.03)	3.5
CONTRACTURAL SERVICES TRAINING & EDUCATION	402 40 221	4,000.00	0.00	(91.02)	3.0
CONTRACTURAL SERVICES DUES & SUBSCRIPTIONS	402 40 222	325.00	0.00	0.00	0.0
CONTRACTURAL SERVICES INSURANCE & BONDS	402 40 226	4,727.00	0.00	(1,791.28)	3.8
CONTRACTURAL SERVICES TELEPHONES	402 40 211	0.00	0.00	0.00	0.0
COMMODITIES SUPPLIES/MATERIALS	402 55 341	10,100.00	(1,786.73)	(3,614.43)	3.6
COMMODITIES RECORD BOOKS	402 55 342	12,500.00	0.00	(6,311.00)	5.1
<b>Account-401</b>		<b>2,615,187.00</b>	<b>(157,777.26)</b>	<b>(1,222,357.78)</b>	<b>1.47</b>
				<b>1,392,829.22</b>	

# Short Budget Report for Wood County Commission

Fiscal Year(s) **2014 - 2015** Thru Period **5**

**Account Number**  
COMMODITIES RECORD BOOKS REPAIR RECORD BOOKS  
CAPITAL OUTLAY EQUIPMENT

Account Number	Budget	Actual Mtd	Exp + Encumb	Available	%
402 55 342 1600	12,500.00	0.00	0.00	12,500.00	0
402 55 459	1,000.00	0.00	0.00	1,000.00	0
<b>Account-402</b>	<b>971,963.00</b>	<b>(78,397.74)</b>	<b>(392,612.83)</b>	<b>579,350.17</b>	<b>40</b>

## CIRCUIT CLERK

PERSONAL SERVICES SALARIES-DEPUTIES  
PERSONAL SERVICES SOCIAL SECURITY  
PERSONAL SERVICES INSURANCE PREMIUM  
PERSONAL SERVICES RETIREMENT  
PERSONAL SERVICES OVERTIME  
PERSONAL SERVICES EXTRA HELP  
PERSONAL SERVICES ELECTED OFFICIALS  
CONTRACTURAL SERVICES TRAINING & EDUCATION  
CONTRACTURAL SERVICES DUES & SUBSCRIPTIONS  
CONTRACTURAL SERVICES INSURANCE & BONDS  
CONTRACTURAL SERVICES CONTRACTED SERVICES  
COMMODITIES RECORD BOOKS  
COMMODITIES SUPPLIES/MATERIALS  
CAPITAL OUTLAY EQUIPMENT

403 10 103	351,096.00	(27,346.36)	(143,422.68)	207,673.32	41
403 10 104	33,522.00	(2,453.44)	(12,817.04)	20,704.96	39
403 10 105	144,448.00	(11,750.82)	(58,922.04)	85,525.96	41
403 10 106	57,986.00	(4,546.29)	(23,678.96)	34,307.04	41
403 10 108	1,000.00	0.00	0.00	1,000.00	0
403 10 109	24,000.00	(1,291.38)	(7,854.28)	16,145.72	33
403 10 101	62,093.00	(5,174.42)	(25,872.10)	36,220.90	42
403 40 221	4,000.00	(475.54)	(1,855.04)	2,144.96	47
403 40 222	200.00	0.00	0.00	200.00	0
403 40 226	3,496.00	0.00	(1,233.23)	2,262.77	36
403 40 230	350.00	0.00	0.00	350.00	0
403 55 342	14,000.00	(634.53)	(1,322.15)	12,677.85	10
403 55 341	4,796.00	0.00	(1,778.90)	3,017.10	38
403 65 459	4,407.00	0.00	(1,907.60)	2,499.40	44
<b>Account-403</b>	<b>705,394.00</b>	<b>(53,672.78)</b>	<b>(280,664.02)</b>	<b>424,729.98</b>	<b>40</b>

## SHERIFF'S TAX

PERSONAL SERVICES ELECTED OFFICIALS  
PERSONAL SERVICES SUPPLEMENTAL  
PERSONAL SERVICES SALARIES-DEPUTIES  
PERSONAL SERVICES SOCIAL SECURITY  
PERSONAL SERVICES INSURANCE PREMIUM  
PERSONAL SERVICES RETIREMENT  
PERSONAL SERVICES OVERTIME  
PERSONAL SERVICES EXTRA HELP  
CONTRACTURAL SERVICES POSTAGE  
CONTRACTURAL SERVICES ADVERTISING  
CONTRACTURAL SERVICES TRAINING & EDUCATION  
CONTRACTURAL SERVICES DUES & SUBSCRIPTIONS  
CONTRACTURAL SERVICES INSURANCE & BONDS  
COMMODITIES SUPPLIES/MATERIALS  
CAPITAL OUTLAY EQUIPMENT

404 10 101	50,226.00	(4,188.84)	(20,944.20)	29,281.80	42
404 10 102	15,000.00	0.00	(15,000.00)	0.00	100
404 10 103	367,629.00	(30,432.40)	(152,926.40)	214,702.60	42
404 10 104	33,687.00	(2,571.52)	(14,119.18)	19,567.82	42
404 10 105	103,359.00	(9,732.85)	(48,425.96)	54,933.04	47
404 10 106	61,439.00	(4,257.23)	(21,431.30)	40,007.70	35
404 10 108	4,228.00	0.00	(371.24)	3,856.76	9
404 10 109	0.00	0.00	0.00	0.00	0
404 40 218	500.00	0.00	0.00	500.00	0
404 40 220	40,000.00	0.00	(22,245.00)	17,755.00	56
404 40 221	2,000.00	0.00	(1,324.13)	675.87	67
404 40 222	0.00	0.00	0.00	0.00	0
404 40 225	3,489.00	0.00	(2,856.25)	632.75	82
404 55 341	10,512.00	(6.50)	(3,888.56)	6,623.44	37
404 65 459	3,000.00	0.00	(519.86)	2,480.14	18
<b>Account-404</b>	<b>695,069.00</b>	<b>(51,189.34)</b>	<b>(304,052.08)</b>	<b>391,016.92</b>	<b>44</b>

## PROSECUTING ATTORNEY

PERSONAL SERVICES ELECTED OFFICIALS  
PERSONAL SERVICES SOCIAL SECURITY  
PERSONAL SERVICES INSURANCE PREMIUM

405 10 101	108,192.00	(9,016.00)	(45,080.00)	63,112.00	42
405 10 104	64,846.00	(5,018.50)	(25,977.95)	38,868.05	41
405 10 105	184,687.00	(14,104.08)	(72,219.94)	112,467.06	40

# Short Budget Report for Wood County Commission

Fiscal Year(s)	2014 - 2015	Thru Period	5						
Account Number									
PERSONAL SERVICES RETIREMENT	405 10 106	Budget	118,671.00	Actual Mid	(9,375.27)	Exp + Encumb	70,504.67	Available	41
PERSONAL SERVICES OVERTIME	405 10 108		1,000.00	0.00		0.00	1,000.00		0
PERSONAL SERVICES EXTRA HELP	405 10 109		9,853.00	(635.25)	(3,547.51)	6,305.49			37
PERSONAL SERVICES ASST PROSECUTOR	405 10 181		512,593.00	(42,529.74)	(212,648.70)	299,944.30			42
PERSONAL SERVICES SECRETARIES	405 10 182		225,866.00	(15,814.17)	(87,345.48)	138,520.52			39
CONTRACTUAL SERVICES TELEPHONES	405 40 211		500.00	(31.40)	(125.60)	374.40			26
CONTRACTUAL SERVICES PRINTING DATA PROCESSING	405 40 212 1201		12,676.00	(608.36)	(3,935.74)	8,740.26			32
CONTRACTUAL SERVICES M&R -EQUIPMENT	405 40 216		450.00	0.00	0.00	450.00			0
CONTRACTUAL SERVICES TRAINING & EDUCATION	405 40 221		17,250.00	(3,102.00)	(3,698.75)	13,551.25			22
CONTRACTUAL SERVICES DUES & SUBSCRIPTIONS	405 40 222		4,950.00	0.00	0.00	4,950.00			0
CONTRACTUAL SERVICES PROFESSIONAL SERVICES	405 40 223		14,796.00	0.00	(3,618.28)	11,177.72			25
CONTRACTUAL SERVICES INSURANCE & BONDS	405 40 226		6,487.00	0.00	(1,866.11)	4,620.89			29
CONTRACTUAL SERVICES INVESTIGATION EXPENSE	405 40 233		6,500.00	0.00	(2,711.40)	3,788.60			42
CONTRACTUAL SERVICES INVESTIGATION EXPENSE FIT TEAM	405 40 233 2618		1,500.00	0.00	0.00	1,500.00			0
COMMODITIES SUPPLIES/MATERIALS	405 55 341		13,273.00	(230.10)	(2,544.90)	10,728.10			20
CAPITAL OUTLAY EQUIPMENT	405 65 459		1,011.00	(174.48)	(348.96)	662.04			35
Account-405			1,305,101.00	(100,639.35)	(513,835.65)	791,265.35			39
ASSESSOR									
PERSONAL SERVICES ELECTED OFFICIALS	406 10 101		50,266.00	(4,188.84)	(20,944.20)	29,321.80			42
PERSONAL SERVICES SUPPLEMENTAL	406 10 102		24,488.00	(5,235.80)	(13,978.60)	10,509.40			58
PERSONAL SERVICES SALARIES-DEPUTIES	406 10 103		221,419.00	(16,618.09)	(90,339.74)	131,079.26			41
PERSONAL SERVICES SOCIAL SECURITY	406 10 104		24,034.00	(1,870.67)	(9,341.51)	14,692.49			39
PERSONAL SERVICES INSURANCE PREMIUM	406 10 105		103,513.00	(9,143.66)	(45,874.15)	57,638.85			45
PERSONAL SERVICES RETIREMENT	406 10 106		41,464.00	(3,640.51)	(17,498.92)	23,965.08			43
PERSONAL SERVICES OVERTIME	406 10 108		0.00	0.00	0.00	0.00			0
PERSONAL SERVICES EXTRA HELP	406 10 109		18,000.00	(571.31)	(7,328.08)	10,671.92			41
CONTRACTUAL SERVICES DUES & SUBSCRIPTIONS	406 40 222		100.00	0.00	0.00	100.00			0
CONTRACTUAL SERVICES INSURANCE & BONDS	406 40 226		2,518.00	0.00	(836.34)	1,681.66			34
CONTRACTUAL SERVICES TRAINING & EDUCATION	406 40 221		1,000.00	0.00	0.00	1,000.00			0
COMMODITIES RECORD BOOKS	406 55 342		3,500.00	0.00	0.00	3,500.00			0
COMMODITIES SUPPLIES/MATERIALS	406 55 341		2,500.00	0.00	0.00	2,500.00			0
Account-406			492,802.00	(41,268.83)	(206,141.54)	286,660.46			42
ASSESSOR'S VALUATION									
PERSONAL SERVICES SALARIES-DEPUTIES	407 10 103		490,946.00	(36,675.66)	(183,378.30)	307,567.70			38
PERSONAL SERVICES SOCIAL SECURITY	407 10 104		38,514.00	(2,773.11)	(13,840.67)	24,673.33			36
PERSONAL SERVICES INSURANCE PREMIUM	407 10 105		129,147.00	(11,737.10)	(61,457.97)	67,689.03			48
PERSONAL SERVICES RETIREMENT	407 10 106		68,732.00	(5,312.05)	(26,546.91)	42,185.09			39
PERSONAL SERVICES OVERTIME	407 10 108		7,500.00	(1,290.68)	(6,383.66)	1,116.34			86
PERSONAL SERVICES EXTRA HELP	407 10 109		5,000.00	0.00	0.00	5,000.00			0
CONTRACTUAL SERVICES INSURANCE & BONDS	407 40 226		3,675.00	0.00	(1,307.43)	2,367.57			36



# Short Budget Report for Wood County Commission

Fiscal Year(s) 2014 - 2015 Thru Period 5

Account Number

## STATEWIDE COMPUTER NETWO CONTRACTURAL SERVICES BLDGS/EQUIP RENT

	Budget	Actual Ytd	Exp + Encumb	Available	%
Account-407	743,514.00	(57,788.60)	(292,914.94)	450,599.06	39
408 40 219	61,856.00	(18,158.07)	(36,657.67)	25,198.33	60
Account-408	61,856.00	(18,158.07)	(36,657.67)	25,198.33	39

## EXTENSION OFFICE

PERSONAL SERVICES SOCIAL SECURITY  
PERSONAL SERVICES INSURANCE PREMIUM  
PERSONAL SERVICES RETIREMENT  
PERSONAL SERVICES OVERTIME  
PERSONAL SERVICES EXTRA HELP  
PERSONAL SERVICES SALARIES-DEPUTIES  
CONTRACTURAL SERVICES TRAVEL  
CONTRACTURAL SERVICES TRAINING & EDUCATION  
CONTRACTURAL SERVICES DUES & SUBSCRIPTIONS  
CONTRACTURAL SERVICES INSURANCE & BONDS  
CONTRACTURAL SERVICES CONTRACTED SERVICES  
COMMODITIES SUPPLIES/MATERIALS

412 10 104	4,071.00	(385.78)	(2,075.08)	1,995.92	51
412 10 105	31,911.00	(1,319.79)	(6,297.69)	25,613.31	20
412 10 106	7,450.00	(725.28)	(3,886.14)	3,563.86	153
412 10 108	500.00	0.00	(738.00)	(238.00)	147
412 10 109	13,500.00	(1,020.00)	(6,348.00)	7,152.00	148
412 10 103	53,216.00	(4,160.00)	(20,670.01)	32,545.99	39
412 40 214	12,466.00	(1,771.95)	(5,735.80)	6,730.20	147
412 40 221	500.00	0.00	(205.00)	295.00	41
412 40 222	350.00	0.00	(45.00)	305.00	13
412 40 226	5,137.00	0.00	(179.95)	4,957.05	4
412 40 230	10,000.00	0.00	(6,244.71)	3,755.29	63
412 55 341	2,884.00	(572.00)	(1,408.28)	1,475.72	49
Account-412	141,985.00	(9,954.80)	(53,833.66)	88,151.34	38

## ELECTIONS-CITY CLERK

PERSONAL SERVICES SOCIAL SECURITY  
PERSONAL SERVICES RETIREMENT  
PERSONAL SERVICES OVERTIME  
PERSONAL SERVICES EXTRA HELP  
PERSONAL SERVICES HOLIDAY PAY  
PERSONAL SERVICES POLL WORKERS  
PERSONAL SERVICES SCHOOLING  
PERSONAL SERVICES JANITORS  
PERSONAL SERVICES HEAD COMMISSIONERS  
PERSONAL SERVICES BALLOT COMMISSIONERS  
PERSONAL SERVICES SPECIAL MESSENGERS  
PERSONAL SERVICES ESCORT  
CONTRACTURAL SERVICES PRINTING  
CONTRACTURAL SERVICES TRAVEL  
CONTRACTURAL SERVICES BLDGS/EQUIP RENT  
CONTRACTURAL SERVICES ADVERTISING  
CONTRACTURAL SERVICES TRAINING & EDUCATION  
CONTRACTURAL SERVICES INSURANCE & BONDS  
COMMODITIES SUPPLIES/MATERIALS

413 10 104	9,886.00	(2,062.99)	(2,326.76)	7,559.24	24
413 10 106	3,920.00	(1,825.67)	(2,107.92)	1,812.08	54
413 10 108	28,000.00	(14,741.12)	(16,757.20)	11,242.80	60
413 10 109	25,000.00	(12,667.50)	(14,166.00)	10,834.00	57
413 10 185	0.00	0.00	0.00	0.00	0
413 10 191	51,190.00	(51,140.00)	(51,140.00)	50.00	100
413 10 192	9,875.00	(9,350.00)	(9,350.00)	525.00	95
413 10 193	2,620.00	(1,140.00)	(1,140.00)	1,480.00	44
413 10 194	13,800.00	(13,800.00)	(13,800.00)	0.00	100
413 10 195	600.00	(100.00)	(100.00)	500.00	17
413 10 197	350.00	(350.00)	(350.00)	0.00	100
413 10 199	0.00	0.00	0.00	0.00	0
413 40 212	18,000.00	0.00	(1,008.60)	16,991.40	6
413 40 214	2,500.00	(1,503.07)	(1,503.07)	996.93	61
413 40 219	1,500.00	(1,225.00)	(1,225.00)	275.00	82
413 40 220	16,000.00	(18.90)	(4,018.90)	11,981.10	26
413 40 221	1,200.00	0.00	0.00	1,200.00	0
413 40 226	995.00	0.00	(80.19)	914.81	9
413 55 341	44,650.00	(6,201.22)	(20,168.94)	24,481.06	46
Account-413	230,086.00	(116,125.47)	(139,242.58)	90,843.42	61

## MAGISTRATE COURT

Report Date/Time: 12/2/2014 10:19:56PM

## Short Budget Report for Wood County Commission

51

415 40 211

3,500.00	0.00	3,500.00	0
0.00	0.00		
3,500.00			

## MAINTENANCE

PERSONAL SERVICES SOCIAL SECURITY	424 10 104	15,398.00	(1,182.14)	(3,913.73)	9,484.27	35
PERSONAL SERVICES INSURANCE PREMIUM	424 10 105	80,718.00	(6,951.80)	(35,029.39)	45,688.61	44
PERSONAL SERVICES RETIREMENT	424 10 106	28,179.00	(2,291.66)	(11,531.82)	16,647.18	0
PERSONAL SERVICES OVERTIME	424 10 108	0.00	(590.31)	(4,464.95)	C	1
PERSONAL SERVICES SALARIES-DEPUTIES	424 10 103	201,275.00	(15,778.60)	(77,905.77)	123,369.23	35
CONTRACTUAL SERVICES TELEPHONES	424 40 211	700.00	(52.67)	(263.39)	436.61	38
CONTRACTUAL SERVICES M&R -EQUIPMENT	424 40 216	6,900.00	(74.84)	(6,345.58)	554.42	92
CONTRACTUAL SERVICES M&R -EQUIPMENT REPAIRS EQUIP.	424 40 216 1601	0.00	0.00	0.00	0.00	C
CONTRACTUAL SERVICES M&R -EQUIPMENT REPAIRS EQUIP.	424 40 216 1602	6,000.00	(31.40)	(1,716.69)	4,283.31	29
CONTRACTUAL SERVICES M&R -EQUIPMENT REPAIRS EQUIP.	424 40 216 1604	1,700.00	(397.04)	(722.22)	977.78	43
CONTRACTUAL SERVICES M&R -EQUIPMENT TERMINAL EQUIP	424 40 216 1605	500.00	0.00	(298.60)	201.40	60
CONTRACTUAL SERVICES M&R -EQUIPMENT SUPPLIES/MECH	424 40 216 1606	1,000.00	(223.43)	(688.93)	311.07	69
CONTRACTUAL SERVICES M&R -EQUIPMENT EQUIPMENT MAINT	424 40 216 1607	3,000.00	(939.34)	(1,273.56)	1,726.44	43
CONTRACTUAL SERVICES M&R -EQUIPMENT 911 BUILDING	424 40 216 1609	0.00	0.00	0.00	0.00	C
CONTRACTUAL SERVICES M&R -EQUIPMENT JUDGE BLACK ANNEX	424 40 216 1610	8,135.00	(189.50)	(4,198.48)	3,936.52	52
CONTRACTUAL SERVICES M&R -EQUIPMENT HINTGEN BUILDING	424 40 216 1611	4,000.00	(561.95)	(1,473.54)	2,526.46	37
CONTRACTUAL SERVICES M&R-AUTOS & TRUCKS	424 40 217	3,000.00	(380.38)	(1,028.20)	1,971.80	35
CONTRACTUAL SERVICES INSURANCE & BONDS	424 40 226	6,944.00	0.00	(6,623.38)	320.62	96
COMMODITIES SUPPLIES/MATERIALS	424 55 341	12,342.00	(996.97)	(4,018.02)	8,323.98	33
COMMODITIES SUPPLIES/MATERIALS WCCC	424 55 341 4101	600.00	0.00	0.00	600.00	0
COMMODITIES SUPPLIES/MATERIALS ANNEX	424 55 341 4102	5,043.00	(735.31)	(2,079.92)	2,563.08	42
COMMODITIES SUPPLIES/MATERIALS OTHER BLDG	424 55 341 4104	2,151.00	0.00	(857.59)	1,293.41	40
COMMODITIES SUPPLIES/MATERIALS MAIN BLDG	424 55 341 4105	500.00	0.00	(151.67)	348.33	31
COMMODITIES SUPPLIES/MATERIALS MAINTENANCE	424 55 341 4106	3,100.00	0.00	(582.85)	2,517.15	19
COMMODITIES SUPPLIES/MATERIALS ES BUILDING	424 55 341 4107	100.00	0.00	(14.57)	85.43	15
COMMODITIES SUPPLIES/MATERIALS E911 BUILDING	424 55 341 4108	0.00	0.00	0.00	0.00	0
COMMODITIES SUPPLIES/MATERIALS JUDGE BLACK ANNEX	424 55 341 4109	7,680.00	(1,530.21)	(3,990.05)	3,689.95	52
COMMODITIES SUPPLIES/MATERIALS HINTGEN BUILDING	424 55 341 4110	9,000.00	(735.31)	(6,885.34)	2,414.66	24
COMMODITIES AUTOMOBILE SUPPLIES	424 55 343	11,000.00	(903.77)	(5,391.31)	5,608.69	50
COMMODITIES UNIFORMS	424 55 345	2,500.00	(1,145.82)	(1,285.82)	1,214.18	52

## DATA PROCESSING

428 40 230  
428 55 341  
428 65 459

97,310.00	(6,264.23)	(36,277.93)	61,037.07	37
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## REGIONAL DEVELOPMENT

Report Date/Time: 12/2/2014 10:19:56PM

# Short Budget Report for Wood County Commission

Fiscal Year(s) **2014** - **2015** Thru Period **5**

**Account Number**  
CONTRACTURAL SERVICES DUES & SUBSCRIPTIONS WWW PLAN 429 40 222 2201  
CONTRACTURAL SERVICES DUES & SUBSCRIPTIONS 429 40 222

Budget	Actual Mid	Exp. + Encumb	Available	%
15,267.00	0.00	(15,267.00)	0.00	1.00
13,079.00	0.00	(13,079.00)	0.00	1.00
<b>28,346.00</b>	<b>0.00</b>	<b>(28,346.00)</b>	<b>0.00</b>	<b>1.00</b>

## DEVELOPMENT AUTHORITY

CONTRIBUTIONS OTHER GOVT UNITS 431 70 567

Budget	Actual Mid	Exp. + Encumb	Available	%
30,000.00	0.00	(15,000.00)	15,000.00	5.0
<b>30,000.00</b>	<b>0.00</b>	<b>(15,000.00)</b>	<b>15,000.00</b>	<b>5.0</b>

## MID-OHIO -AIRPORT

CONTRIBUTIONS OTHER CONTRIBUTIONS 434 70 568

Budget	Actual Mid	Exp. + Encumb	Available	%
50,000.00	0.00	0.00	50,000.00	0
<b>50,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>50,000.00</b>	<b>0</b>

## FEDERAL GRANTS

Account Number	Budget	Actual Mid	Exp. + Encumb	Available	%
CONTRACTURAL SERVICES CONTRACTED SERVICES 2006-CK-1 442 40 230 6877	340,757.00	0.00	0.00	340,757.00	0
CONTRACTURAL SERVICES CONTRACTED SERVICES FEMA-DR 442 40 230 6932	0.00	0.00	0.00	0.00	0
CONTRACTURAL SERVICES CONTRACTED SERVICES 09-VAWR- 442 40 230 6949	0.00	0.00	(1,143.30)	(1,143.30)	0
CONTRACTURAL SERVICES CONTRACTED SERVICES F11-HS-03 442 40 230 6972	0.00	0.00	0.00	0.00	0
CONTRACTURAL SERVICES CONTRACTED SERVICES LEPC-HM 442 40 230 6974	0.00	0.00	0.00	0.00	0
CONTRACTURAL SERVICES CONTRACTED SERVICES F12-HS-03 442 40 230 6993	0.00	0.00	0.00	0.00	0
CONTRACTURAL SERVICES CONTRACTED SERVICES EMPG201 442 40 230 6996	0.00	(2,638.00)	(2,638.00)	(2,638.00)	0
CONTRACTURAL SERVICES CONTRACTED SERVICES 10-SHS-1 442 40 230 7004	0.00	0.00	0.00	0.00	0
CONTRACTURAL SERVICES CONTRACTED SERVICES 12-VA-008 442 40 230 7016	0.00	0.00	0.00	0.00	0
CONTRACTURAL SERVICES CONTRACTED SERVICES F13-HS-03 442 40 230 7019	0.00	0.00	0.00	0.00	0
CONTRACTURAL SERVICES CONTRACTED SERVICES NRT-2011 442 40 230 7026	9,607.00	(11,342.00)	(46,184.35)	(36,577.35)	48.0
CONTRACTURAL SERVICES CONTRACTED SERVICES F14HS03- 442 40 230 7050	0.00	(3,088.32)	(31,669.92)	(31,669.92)	0
CONTRACTURAL SERVICES CONTRACTED SERVICES F14HS03- 442 40 230 7051	0.00	0.00	0.00	0.00	0
CONTRACTURAL SERVICES CONTRACTED SERVICES F14HS03- 442 40 230 7053	0.00	0.00	(2,658.25)	(2,658.25)	0
CONTRACTURAL SERVICES CONTRACTED SERVICES F14HS03- 442 40 230 7054	0.00	0.00	0.00	0.00	0
CONTRACTURAL SERVICES CONTRACTED SERVICES F14HS03- 442 40 230 7055	0.00	0.00	(8,137.16)	(8,137.16)	0
CONTRACTURAL SERVICES CONTRACTED SERVICES F14HS03- 442 40 230 7056	0.00	(2,156.26)	(50,304.63)	(50,304.63)	0
CONTRACTURAL SERVICES CONTRACTED SERVICES F14HS03- 442 40 230 7057	0.00	(1,259.22)	(7,388.58)	(7,388.58)	0
CONTRACTURAL SERVICES CONTRACTED SERVICES F14HS03- 442 40 230 7058	0.00	(562.33)	(5,563.59)	(5,563.59)	0
CONTRACTURAL SERVICES CONTRACTED SERVICES 13-JAG-26 442 40 230 7059	0.00	0.00	0.00	0.00	0
CONTRACTURAL SERVICES CONTRACTED SERVICES 13-VA-036 442 40 230 7061	0.00	0.00	0.00	0.00	0
CONTRACTURAL SERVICES CONTRACTED SERVICES BMW-201 442 40 230 7070	188,000.00	0.00	(187,500.00)	500.00	1.00
CONTRACTURAL SERVICES CONTRACTED SERVICES 14-VA-031 442 40 230 7079	39,243.00	0.00	(3,019.11)	36,223.89	8
CONTRACTURAL SERVICES CONTRACTED SERVICES 14-JAG-14 442 40 230 7081	20,000.00	0.00	(4,444.44)	15,555.56	23
CONTRACTURAL SERVICES CONTRACTED SERVICES F15-HS-03 442 40 230 7082	104,850.00	(3,669.59)	(3,669.59)	101,180.41	4
CONTRACTURAL SERVICES CONTRACTED SERVICES F15HS-03 442 40 230 7083	600.00	0.00	0.00	600.00	0
CONTRACTURAL SERVICES CONTRACTED SERVICES F15HS-03 442 40 230 7084	100,000.00	0.00	0.00	100,000.00	0
CONTRACTURAL SERVICES CONTRACTED SERVICES F15HS-03 442 40 230 7085	87,750.00	(260.81)	(260.81)	87,489.19	1
CONTRACTURAL SERVICES CONTRACTED SERVICES F15HS-03 442 40 230 7086	0.00	(270.70)	(370.70)	(370.70)	0

# Short Budget Report for Wood County Commission

Fiscal Year(s) 2014 - 2015 Thru Period 5

Account Number	Budget	Actual Mtd	Exp + Encumb	Available	%
CONTRACTURAL SERVICES CONTRACTED SERVICES F15-HS-0: 442 40 230 7087	53,000.00	0.00	0.00	53,000.00	0
CONTRACTURAL SERVICES CONTRACTED SERVICES F15-HS-0: 442 40 230 7088	20,000.00	0.00	0.00	20,000.00	0
CONTRACTURAL SERVICES CONTRACTED SERVICES F15-HS-0: 442 40 230 7089	0.00	(1,376.00)	(1,376.00)	(1,376.00)	0
Account-442	963,807.00	(26,623.23)	(356,328.43)	607,478.57	37
STATE GRANTS					
CONTRACTURAL SERVICES CONTRACTED SERVICES 443 40 230	559,243.00	0.00	0.00	559,243.00	0
CONTRACTURAL SERVICES CONTRACTED SERVICES SERC GR 443 40 230 6839	0.00	0.00	0.00	0.00	0
CONTRACTURAL SERVICES CONTRACTED SERVICES STATE RE 443 40 230 6873	0.00	0.00	0.00	0.00	0
CONTRACTURAL SERVICES CONTRACTED SERVICES COURTHC 443 40 230 6904	0.00	0.00	0.00	0.00	0
CONTRACTURAL SERVICES CONTRACTED SERVICES 12-CCPT-1 443 40 230 6998	0.00	0.00	0.00	0.00	0
CONTRACTURAL SERVICES CONTRACTED SERVICES LEDA068- 443 40 230 7025	0.00	0.00	0.00	0.00	0
CONTRACTURAL SERVICES CONTRACTED SERVICES 12LEDA0: 443 40 230 7029	0.00	0.00	0.00	0.00	0
CONTRACTURAL SERVICES CONTRACTED SERVICES 12LEDA0: 443 40 230 7035	0.00	0.00	(260.35)	(260.35)	0
CONTRACTURAL SERVICES CONTRACTED SERVICES 11LEDA0: 443 40 230 7037	0.00	0.00	0.00	0.00	0
CONTRACTURAL SERVICES CONTRACTED SERVICES 05LEDA0: 443 40 230 7039	0.00	0.00	0.00	0.00	0
CONTRACTURAL SERVICES CONTRACTED SERVICES 12LEDA0: 443 40 230 7041	0.00	0.00	0.00	0.00	0
CONTRACTURAL SERVICES CONTRACTED SERVICES 12LEDA0: 443 40 230 7042	0.00	0.00	0.00	0.00	0
CONTRACTURAL SERVICES CONTRACTED SERVICES 12LEDA0: 443 40 230 7043	0.00	0.00	0.00	0.00	0
CONTRACTURAL SERVICES CONTRACTED SERVICES 08LEDA0: 443 40 230 7044	0.00	0.00	0.00	0.00	0
CONTRACTURAL SERVICES CONTRACTED SERVICES STERNW: 443 40 230 7045	0.00	0.00	0.00	0.00	0
CONTRACTURAL SERVICES CONTRACTED SERVICES 12LEDA0: 443 40 230 7046	0.00	0.00	0.00	0.00	0
CONTRACTURAL SERVICES CONTRACTED SERVICES 13-CS-18 443 40 230 7047	0.00	0.00	0.00	0.00	0
CONTRACTURAL SERVICES CONTRACTED SERVICES 14-CC-09 443 40 230 7048	0.00	0.00	(33,545.68)	(33,545.68)	0
CONTRACTURAL SERVICES CONTRACTED SERVICES 54-0110-0 443 40 230 7049	0.00	0.00	0.00	0.00	0
CONTRACTURAL SERVICES CONTRACTED SERVICES 11LEDA17 443 40 230 7062	0.00	0.00	0.00	0.00	0
CONTRACTURAL SERVICES CONTRACTED SERVICES 12LEDA0: 443 40 230 7063	0.00	0.00	0.00	0.00	0
CONTRACTURAL SERVICES CONTRACTED SERVICES 10LEDA0: 443 40 230 7064	0.00	0.00	0.00	0.00	0
CONTRACTURAL SERVICES CONTRACTED SERVICES 13LEDA0: 443 40 230 7065	0.00	0.00	0.00	0.00	0
CONTRACTURAL SERVICES CONTRACTED SERVICES 13LEDA0: 443 40 230 7066	5,131.00	0.00	(5,130.83)	0.17	100
CONTRACTURAL SERVICES CONTRACTED SERVICES 11LEDA0: 443 40 230 7068	0.00	0.00	0.00	0.00	0
CONTRACTURAL SERVICES CONTRACTED SERVICES 11LEDA0: 443 40 230 7069	0.00	0.00	0.00	0.00	0
CONTRACTURAL SERVICES CONTRACTED SERVICES 13LEDA0: 443 40 230 7071	3,999.00	0.00	(3,999.42)	(0.42)	100
CONTRACTURAL SERVICES CONTRACTED SERVICES 14LEDA0: 443 40 230 7072	0.00	0.00	(3,000.00)	(3,000.00)	0
CONTRACTURAL SERVICES CONTRACTED SERVICES 12LEDA0: 443 40 230 7073	5,000.00	0.00	(5,000.00)	0.00	100
CONTRACTURAL SERVICES CONTRACTED SERVICES 11LEDA0: 443 40 230 7074	4,500.00	0.00	(4,500.00)	0.00	100
CONTRACTURAL SERVICES CONTRACTED SERVICES 12LEDA0: 443 40 230 7075	20,000.00	0.00	(20,000.00)	0.00	100
CONTRACTURAL SERVICES CONTRACTED SERVICES 14-CS-23 443 40 230 7076	10,317.00	0.00	0.00	10,317.00	0
CONTRACTURAL SERVICES CONTRACTED SERVICES FF15-451 443 40 230 7077	2,475.00	0.00	0.00	2,475.00	0
CONTRACTURAL SERVICES CONTRACTED SERVICES 12LEDA0: 443 40 230 7078	4,000.00	0.00	(4,000.00)	0.00	100
CONTRACTURAL SERVICES CONTRACTED SERVICES 15-CC-09 443 40 230 7080	476,000.00	0.00	(98,915.17)	377,084.83	21

# Short Budget Report for Wood County Commission

Fiscal Year(s) 2014 - 2015 Thru Period 5

Account Number

Account Number	Account-443	Budget	Actual Mtd	Exp + Encumb	Available	%
		1,090,665.00	0.00	(178,351.45)	912,313.55	16
<b>OTHER GRANTS</b>						
CONTRACTURAL SERVICES CONTRACTED SERVICES VETERAN 444 40 230 7040		0.00	0.00	0.00	0.00	0
CONTRACTURAL SERVICES CONTRACTED SERVICES ENGRY 444 40 230 7024		39,208.00	0.00	0.00	39,208.00	0
	Account-444	39,208.00	0.00	0.00	39,208.00	0
<b>COUNTY CLERK OPERATIONS</b>						
COMMODITIES SUPPLIES/MATERIALS	460 55 341	12,889.00	0.00	(10,135.00)	2,754.00	79
	Account-460	12,889.00	0.00	(10,135.00)	2,754.00	79
<b>TRANSFERS-REIMBURSEMENTS</b>						
CONTRIBUTIONS OTHER FUNDS	698 70 566	0.00	0.00	0.00	0.00	0
	Account-698	0.00	0.00	0.00	0.00	0
<b>CONTINGENCIES</b>						
CONTINGENCIES CONTINGENCIES	699 90 675	29,527.00	0.00	(25,448.00)	4,079.00	87
	Account-699	29,527.00	0.00	(25,448.00)	4,079.00	86
<b>SHERIFF-LAW ENFORCE</b>						
PERSONAL SERVICES SALARIES-DEPUTIES	700 10 103	1,496,989.00	(113,383.18)	(569,984.46)	927,004.54	39
PERSONAL SERVICES SOCIAL SECURITY	700 10 104	166,461.00	(12,647.24)	(63,881.58)	102,579.42	39
PERSONAL SERVICES INSURANCE PREMIUM	700 10 105	603,617.00	(46,741.92)	(239,650.93)	363,966.07	40
PERSONAL SERVICES RETIREMENT	700 10 106	223,868.00	(21,024.85)	(105,442.01)	118,425.99	48
PERSONAL SERVICES OVERTIME	700 10 108	195,928.00	(16,567.94)	(95,882.37)	100,045.63	49
PERSONAL SERVICES EXTRA HELP	700 10 109	93,356.00	(6,767.50)	(33,360.00)	59,996.00	36
PERSONAL SERVICES TAXABLE FRINGS	700 10 110	0.00	0.00	0.00	0.00	0
PERSONAL SERVICES SECRETARIES	700 10 182	169,134.00	(14,444.14)	(72,421.88)	96,712.12	43
PERSONAL SERVICES LONGEVITY	700 10 183	2,500.00	0.00	0.00	2,500.00	0
PERSONAL SERVICES HOLIDAY PAY	700 10 185	63,000.00	(8,601.94)	(27,550.49)	35,449.51	44
PERSONAL SERVICES COURT SECURITY	700 10 198	146,236.00	(11,387.58)	(60,482.32)	85,753.68	42
CONTRACTURAL SERVICES TELEPHONES	700 40 211	36,447.00	(2,781.79)	(13,825.13)	22,621.87	38
CONTRACTURAL SERVICES TRAVEL	700 40 214	2,000.00	0.00	(275.72)	1,724.28	14
CONTRACTURAL SERVICES M&R-AUTOS & TRUCKS	700 40 217	68,263.00	(2,726.14)	(35,836.28)	32,426.72	53
CONTRACTURAL SERVICES BLDGS/EQUIP RENT	700 40 219	10,000.00	0.00	(5,000.00)	5,000.00	50
CONTRACTURAL SERVICES TRAINING & EDUCATION	700 40 221	20,223.00	(428.35)	(10,806.50)	9,416.50	54
CONTRACTURAL SERVICES PROFESSIONAL SERVICES	700 40 223	2,000.00	0.00	0.00	2,000.00	0
CONTRACTURAL SERVICES PROFESSIONAL SERVICES PHYSIC	700 40 223 2300	2,935.00	0.00	(2,772.52)	162.48	95
CONTRACTURAL SERVICES INSURANCE & BONDS	700 40 226	59,957.00	0.00	(56,432.94)	3,524.06	95
CONTRACTURAL SERVICES INSURANCE & BONDS LIABILITY INS	700 40 226 2602	3,884.00	0.00	0.00	3,884.00	0
CONTRACTURAL SERVICES INVESTIGATION EXPENSE	700 40 233	7,000.00	(279.44)	(1,849.47)	5,150.53	27
CONTRACTURAL SERVICES INVESTIGATION EXPENSE CRIMEST	700 40 233 2600	25,550.00	0.00	(23,641.90)	1,908.10	93
COMMODITIES SUPPLIES/MATERIALS K-8 EXPENSES	700 55 341 2902	2,034.00	(70.99)	(1,040.57)	993.43	52
COMMODITIES AUTOMOBILE SUPPLIES	700 55 343	180,000.00	(9,240.83)	(61,867.07)	118,132.93	35

# Short Budget Report for Wood County Commission

Fiscal Year(s)	2014	2015	Thru Period	5					
Account Number					Budget	Actual Mtd	Exp + Encumb	Available	%
COMMODITIES UNIFORMS	700 55 345				37,998.00	(186.00)	(11,540.84)	26,457.16	31
COMMODITIES SUPPLIES/MATERIALS	700 55 341				5,196.00	(118.27)	(2,286.38)	2,909.62	45
CAPITAL OUTLAY EQUIPMENT	700 65 459				0.00	0.00	0.00	0.00	0
Account-700					3,624,576.00	(267,398.10)	(1,495,831.36)	2,128,744.64	41
CIVIL PROCESS SERVER									
PERSONAL SERVICES SOCIAL SECURITY	701 10 104				7,142.00	(551.05)	(2,757.94)	4,384.06	39
PERSONAL SERVICES INSURANCE PREMIUM	701 10 105				31,896.00	(2,719.44)	(13,666.80)	18,229.20	43
PERSONAL SERVICES RETIREMENT	701 10 106				12,964.00	(1,051.65)	(5,258.28)	7,705.72	41
PERSONAL SERVICES OVERTIME	701 10 108				750.00	0.00	0.00	750.00	0
PERSONAL SERVICES PROCESS SERVERS	701 10 186				92,603.00	(7,511.76)	(37,558.80)	55,044.20	41
CONTRACTURAL SERVICES INSURANCE & BONDS	701 40 226				713.00	0.00	(1,811.01)	(1,098.01)	253
CONTRACTURAL SERVICES M&R-AUTOS & TRUCKS	701 40 217				1,066.00	0.00	(65.90)	1,000.10	7
COMMODITIES UNIFORMS	701 55 345				300.00	0.00	0.00	300.00	0
COMMODITIES SUPPLIES/MATERIALS	701 55 341				250.00	(122.54)	(122.54)	127.46	50
Account-701					147,684.00	(11,956.44)	(61,241.27)	86,442.73	41
CORRECTIONAL CENTER									
PERSONAL SERVICES SOCIAL SECURITY	702 10 104				35,416.00	(2,739.22)	(13,569.56)	21,846.44	39
PERSONAL SERVICES INSURANCE PREMIUM	702 10 105				184,885.00	(15,890.24)	(79,984.27)	104,900.73	44
PERSONAL SERVICES RETIREMENT	702 10 106				64,813.00	(5,347.00)	(26,372.51)	38,440.49	41
PERSONAL SERVICES OVERTIME	702 10 108				25,000.00	(871.40)	(4,689.60)	20,310.40	19
PERSONAL SERVICES HOLIDAY PAY	702 10 185				17,500.00	(2,142.65)	(7,773.91)	9,726.09	45
PERSONAL SERVICES CORRECTIONAL OFFICER	702 10 187				422,565.00	(35,178.56)	(176,809.18)	245,755.82	42
CONTRACTURAL SERVICES TRAINING & EDUCATION	702 40 221				0.00	0.00	(165.00)	(165.00)	0
CONTRACTURAL SERVICES PROFESSIONAL SERVICES PHYSIC	702 40 223 2300				500.00	0.00	0.00	500.00	0
CONTRACTURAL SERVICES INSURANCE & BONDS	702 40 226				14,027.00	0.00	(12,648.00)	1,379.00	91
CONTRACTURAL SERVICES M&R-AUTOS & TRUCKS	702 40 217				1,500.00	0.00	(26.28)	1,473.72	2
COMMODITIES SUPPLIES/MATERIALS	702 55 341				4,600.00	(564.44)	(3,165.80)	1,434.20	69
COMMODITIES FOOD & DRUGS-FEEDING PRISONERS	702 55 344				1,551.00	0.00	0.00	1,551.00	0
COMMODITIES FOOD & DRUGS-FEEDING PRISONERS EMERGEI	702 55 344 4402				2,000.00	0.00	0.00	2,000.00	0
COMMODITIES UNIFORMS	702 55 345				13,481.00	0.00	(2,403.42)	11,077.58	18
CAPITAL OUTLAY EQUIPMENT	702 65 459				0.00	0.00	(1,553.00)	(1,553.00)	0
Account-702					787,838.00	(62,733.51)	(329,160.53)	458,677.47	42
REGIONAL JAIL									
COMMODITIES FOOD & DRUGS-FEEDING PRISONERS	704 55 344				2,250,000.00	(151,505.00)	(736,488.00)	1,513,512.00	33
Account-704					2,250,000.00	(151,505.00)	(736,488.00)	1,513,512.00	33
HOME CONFINEMENT									
PERSONAL SERVICES SOCIAL SECURITY	705 10 104				10,335.00	(962.52)	(4,622.45)	5,712.55	45
PERSONAL SERVICES INSURANCE PREMIUM	705 10 105				56,769.00	(5,102.74)	(26,902.23)	29,866.77	48
PERSONAL SERVICES RETIREMENT	705 10 106				18,913.00	(1,907.53)	(9,207.10)	9,705.90	49
PERSONAL SERVICES OVERTIME	705 10 108				8,000.00	(185.76)	(1,358.05)	6,641.95	17

Fiscal Year(s)	Thru Period
2014 -	2015

2014 - 2015

Thru Period

4

Account Number

PERSONAL SERVICES HOLIDAY PAY

PERSONAL SERVICES CORRECTIONAL OFFICER

CONTRACTURAL SERVICES INSURANCE &amp; BONDS

0  
2  
5  
3  
9  
0  
6  
2  
0  
2  
1  
0  
2  
2  
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2  
2  
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0

## WOOD COUNTY CRIME

COMMODITIES SUPPLIES/MATERIALS

0  
1  
2  
3  
4  
5  
6  
7  
8  
9  
0

## CROSSING GUARDS

## CROSSING GUARDS

PERSONAL SERVICES SOCIAL SECURITY

CONTRACTURAL SERVICES INSURANCE &amp; ...

CONTINUING EDUCATION SERVICES INSURANCE &amp; BONDS

EMERGENCY SERVICES

PERSONAL SERVICES SALARIES-DEPUTIES

PERSONAL SERVICES SOCIAL SECURITY

PERSONAL SERVICES INSURANCE PREMIUM

PERSONAL SERVICES RETIREMENT

PERSONAL SERVICES RETIREMENT  
PERSONAL SERVICES TAXABLE EMPLOYMENT

PERSONAL SERVICES TAXABLE FRINGES  
CONTRACTUAL SERVICES TAX FRINGES

CONTRACTURAL SERVICES TELEPHONES

CONTRACTURAL SERVICES M&amp;R-AUTOS &amp; TRUCKS

CONTRACTURAL SERVICES TRAINING &amp; EDUCATION

## CONTRACTUAL SERVICES DUES & SUBSCRIPTIONS

CONTRACTUAL SERVICES INSURANCE &amp; BONDS

COMMODITIES AUTOMOBILE SUPPLIES

COMMODITIES SUPPLIES/MATERIALS

COMM CTR/E 9-1-1

PERSONAL SERVICES SALARIES-DEPUTIES

PERSONAL SERVICES SOCIAL SECURITY

PERSONAL SERVICES INSURANCE PREMIUM

PERSONAL SERVICES RETIREMENT

PERSONAL SERVICES RETIREMENT  
PERSONAL SERVICES OVERTIME:

PERSONAL SERVICES OVER TIME  
PERSONAL SERVICES EXTRA HELP

PERSONAL SERVICES EXTRA HELP  
PERSONAL SERVICES TAXABLE EERINCES

PERSONAL SERVICES TAXABLE FRINGES  
PERSONAL SERVICES DEDUCTIONS

PERSONAL SERVICES DISPATCHERS - PERSONAL SERVICES DISPATCHERS

PERSONAL SERVICES HOLIDAY PAY

CONTRACTURAL SERVICES INSURANCE &amp; BONDS

CONTRACTURAL SERVICES CONTRACTED SERVICES

CONTRACTURAL SERVICES UTILITIES ELECT. E-911 BLDG

Report Date/Time: 12/2/2014 10:19:56PM

# Short Budget Report for Wood County Commission

Fiscal Year(s) 2014 - 2015 Thru Period 5

Account Number

	Account-712	Budget	Accr Mtd	Exo + Encumb	Available	%
		1,623,466.00	(138,120.46)	(683,200.97)	940,265.03	42
<b>FIRE DEPARTMENT</b>						
CONTRIBUTIONS OTHER CONTRIBUTIONS PMBS FIRE DEPART 713 70 568 6605		17,000.00	0.00	(12,304.92)	4,695.08	73
CONTRIBUTIONS OTHER CONTRIBUTIONS POND CREEK VOL FI 713 70 568 6606		17,000.00	0.00	0.00	17,000.00	0
CONTRIBUTIONS OTHER CONTRIBUTIONS VIENNA FIRE DEPT 713 70 568 6607		17,000.00	(3,379.19)	(12,800.25)	4,199.75	76
CONTRIBUTIONS OTHER CONTRIBUTIONS WASHINGTON FIRE C 713 70 568 6608		17,000.00	(4,780.03)	(12,168.26)	4,831.74	72
CONTRIBUTIONS OTHER CONTRIBUTIONS WAVERLY FIRE DEPT 713 70 568 6609		17,000.00	0.00	0.00	17,000.00	0
CONTRIBUTIONS OTHER CONTRIBUTIONS WILLIAMSTOWN V.F.I 713 70 568 6610		17,000.00	(1,616.34)	(2,238.19)	14,761.81	14
CONTRIBUTIONS OTHER CONTRIBUTIONS BLENNERHASSETT F 713 70 568 6611		17,000.00	0.00	0.00	17,000.00	0
CONTRIBUTIONS OTHER CONTRIBUTIONS EASTWOOD FIRE DE 713 70 568 6612		17,000.00	(2,472.90)	(6,683.90)	10,316.10	40
CONTRIBUTIONS OTHER CONTRIBUTIONS DEERWALK FIRE DEI 713 70 568 6613		17,000.00	(9,887.85)	(9,887.85)	7,112.15	59
CONTRIBUTIONS OTHER CONTRIBUTIONS LUBECK FIRE DEPAR 713 70 568 6614		17,000.00	0.00	0.00	17,000.00	0
CONTRIBUTIONS OTHER CONTRIBUTIONS FIRE FIGHTERS ASSI 713 70 568 6615		6,000.00	0.00	0.00	6,000.00	0
	Account-713	176,000.00	(22,136.31)	(56,083.37)	119,916.63	32
<b>HUMANE SOCIETY</b>						
CONTRIBUTIONS OTHER CONTRIBUTIONS	716 70 568	231,348.00	(19,250.00)	(99,583.33)	131,764.67	44
	Account-716	231,348.00	(19,250.00)	(99,583.33)	131,764.67	43
<b>FLOOD CONTROL</b>						
CONTRIBUTIONS OTHER GOVT UNITS	718 70 567	2,000.00	0.00	0.00	2,000.00	0
	Account-718	2,000.00	0.00	0.00	2,000.00	0
<b>COMMUNITY CORRECTIONS</b>						
PERSONAL SERVICES SALARIES-DEPUTIES	731 10 103	120,316.00	(36,180.62)	(90,495.06)	30,020.94	76
PERSONAL SERVICES SOCIAL SECURITY	731 10 104	36,300.00	(3,040.00)	(6,526.95)	29,773.05	18
PERSONAL SERVICES INSURANCE PREMIUM	731 10 105	118,785.00	(11,516.46)	(24,484.04)	94,300.96	21
PERSONAL SERVICES RETIREMENT	731 10 106	66,432.00	(5,051.16)	(12,348.17)	54,083.83	19
PERSONAL SERVICES OVERTIME	731 10 108	0.00	0.00	(356.91)	(356.91)	0
PERSONAL SERVICES EXTRA HELP	731 10 109	0.00	(4,840.75)	(27,467.25)	(27,467.25)	0
CONTRACTURAL SERVICES CONTRACTED SERVICES	731 40 230	2,820.00	0.00	(1,090.00)	1,730.00	39
CONTRACTURAL SERVICES INSURANCE & BONDS	731 40 226	3,654.00	0.00	1,041.02	4,695.02	(28)
COMMODITIES AUTOMOBILE SUPPLIES	731 55 343	0.00	(187.93)	(574.11)	(574.11)	0
COMMODITIES SUPPLIES/MATERIALS	731 55 341	0.00	0.00	0.00	0.00	0
	Account-731	348,507.00	(60,816.92)	(162,301.47)	186,205.53	47
<b>HEALTH DEPARTMENT</b>						
CONTRACTURAL SERVICES PROFESSIONAL SERVICES COUNT- 800 40 223 2305		80,000.00	0.00	(40,000.00)	40,000.00	50
	Account-800	80,000.00	0.00	(40,000.00)	40,000.00	50
<b>MENTAL HEALTH</b>						
CONTRACTURAL SERVICES PROFESSIONAL SERVICES MENTAL 801 40 223 2306		10,000.00	0.00	(825.93)	9,174.07	9
CONTRACTURAL SERVICES PROFESSIONAL SERVICES MENTAL 801 40 223 2307		85,000.00	0.00	(42,500.00)	42,500.00	50



# Short Budget Report for Wood County Commission

Fiscal Year(s) 2014 - 2015 Thru Period 5

Account Number

			Budget	Actual Mtd	Exp + Encumb	Available	%
		Account-801	95,000.00	0.00	(43,325.93)	51,674.07	46
COUNTY CORONER							
CONTRACTURAL SERVICES TRAVEL	802 40 214		450.00	0.00	0.00	450.00	0
CONTRACTURAL SERVICES TRAINING & EDUCATION	802 40 221		450.00	(50.00)	(50.00)	400.00	12
CONTRACTURAL SERVICES TELEPHONES	802 40 211		850.00	(65.51)	(328.12)	521.88	39
COMMODITIES AUTOMOBILE SUPPLIES	802 55 343		1,000.00	(89.16)	(610.58)	389.42	62
COMMODITIES SUPPLIES/MATERIALS	802 55 341		300.00	(137.35)	(250.00)	50.00	84
CAPITAL OUTLAY EQUIPMENT	802 65 459		200.00	0.00	(48.99)	151.01	25
		Account-802	3,250.00	(342.02)	(1,287.69)	1,962.31	40
WOOD CO PARKS & RECREATION							
PERSONAL SERVICES SALARIES-DEPUTIES	900 10 103		50,000.00	(4,166.66)	(20,833.30)	29,166.70	42
PERSONAL SERVICES SOCIAL SECURITY	900 10 104		3,825.00	(298.61)	(1,512.17)	2,312.83	40
PERSONAL SERVICES INSURANCE PREMIUM	900 10 105		16,138.00	(1,399.65)	(7,030.03)	9,107.97	44
PERSONAL SERVICES RETIREMENT	900 10 106		7,000.00	(583.34)	(2,943.14)	4,056.86	43
PERSONAL SERVICES TAXABLE FRINGES	900 10 110		0.00	0.00	(51.00)	(51.00)	0
CONTRACTURAL SERVICES INSURANCE & BONDS	900 40 226		1,530.00	0.00	(1,284.79)	245.21	84
CONTRIBUTIONS OTHER GOVT UNITS	900 70 567		130,000.00	0.00	0.00	130,000.00	0
CONTRIBUTIONS OTHER GOVT UNITS VETERAN'S PARK	900 70 567 6601		20,045.00	(1,922.97)	(7,565.86)	12,479.14	38
CONTRIBUTIONS OTHER GOVT UNITS OIL & GAS MUSEUM	900 70 567 6619		8,000.00	0.00	(2,000.00)	6,000.00	25
CONTRIBUTIONS OTHER GOVT UNITS CITY PARK	900 70 567 6622		65,000.00	0.00	(32,500.00)	32,500.00	50
CONTRIBUTIONS OTHER CONTRIBUTIONS FORT BOREMAN HIS	900 70 568 2612		25,462.00	(968.18)	(3,788.30)	21,673.70	15
CONTRIBUTIONS OTHER CONTRIBUTIONS PARKERSBURG 1/2 N	900 70 568 6623		2,500.00	0.00	(625.00)	1,875.00	25
		Account-900	329,500.00	(9,339.41)	(30,133.59)	249,366.41	24
4-H CAMP							
CONTRIBUTIONS OTHER CONTRIBUTIONS	902 70 568		20,000.00	0.00	(6,651.40)	13,348.60	34
		Account-902	20,000.00	0.00	(6,651.40)	13,348.60	33
FINE ARTS COUNCIL							
CONTRIBUTIONS OTHER CONTRIBUTIONS PARKERSBURG ART	903 70 568 2613		10,000.00	0.00	(2,500.00)	7,500.00	25
CONTRIBUTIONS OTHER CONTRIBUTIONS ACTORS GUILD	903 70 568 2614		5,000.00	0.00	0.00	5,000.00	0
CONTRIBUTIONS OTHER CONTRIBUTIONS CONTR-SUMNERITE	903 70 568 6617		0.00	0.00	0.00	0.00	0
CONTRIBUTIONS OTHER CONTRIBUTIONS SMOOT THEATER	903 70 568 6624		15,000.00	0.00	0.00	15,000.00	0
CONTRIBUTIONS OTHER CONTRIBUTIONS	903 70 568		10,000.00	(2,500.00)	(5,000.00)	5,000.00	50
		Account-903	40,000.00	(2,500.00)	(7,500.00)	32,500.00	19
MUSEUM COMMISSION							
CONTRIBUTIONS OTHER CONTRIBUTIONS VETERAN'S MUSEUM	904 70 568 2615		10,000.00	0.00	(5,000.00)	5,000.00	50
		Account-904	10,000.00	0.00	(5,000.00)	5,000.00	50
PARKERSBURG HOMECOMING							
CONTRIBUTIONS OTHER CONTRIBUTIONS INTERSTATE FAIR & I	905 70 568 547		23,500.00	0.00	(5,875.00)	17,625.00	25
CONTRIBUTIONS OTHER CONTRIBUTIONS BELLEVILLE HOMEC	905 70 568 6618		3,000.00	0.00	(750.00)	2,250.00	25

Fiscal Year(s)	
2014 -	2015

2015

2014

**Thru Period**

5

Account Number	Budget	Actual Yrtd	Exp + Encumb	Available	%
CONTRIBUTIONS OTHER CONTRIBUTIONS MOV MULTI-CULTURAL	5,000.00	0.00	(2,500.00)	2,500.00	50
CONTRIBUTIONS OTHER GOVT UNITS	15,000.00	(3,750.00)	(7,500.00)	7,500.00	50
Account-905	46,500.00	(3,750.00)	(16,625.00)	29,875.00	36
FOSTER GRANDPARENTS					
CONTRIBUTIONS OTHER CONTRIBUTIONS	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					
CONTRIBUTIONS OTHER CONTRIBUTIONS	5,000.00	0.00	(5,000.00)	0.00	100
CONTRIBUTIONS OTHER CONTRIBUTIONS BLENN. HISTORICAL	2,500.00	(625.00)	(1,250.00)	1,250.00	50
CONTRIBUTIONS OTHER CONTRIBUTIONS JULIA-ANN SQUARE	5,000.00	0.00	(2,500.00)	2,500.00	50
CONTRIBUTIONS OTHER CONTRIBUTIONS W.C. HISTORICAL & F	2,500.00	0.00	0.00	2,500.00	0
Account-909	15,000.00	(625.00)	(8,750.00)	6,250.00	58
VISITOR'S AND CONVENTION					
CONTRIBUTIONS OTHER CONTRIBUTIONS	357,699.00	(38,202.91)	(203,668.26)	154,030.74	57
Account-912	357,699.00	(38,202.91)	(203,668.26)	154,030.74	57
LIBRARY					
CONTRIBUTIONS OTHER CONTRIBUTIONS WOOD CO LIBRARY	246,687.00	0.00	(123,343.00)	123,344.00	50
CONTRIBUTIONS OTHER CONTRIBUTIONS EXCESS LEVY-LIBRA	476,539.00	(23,960.17)	(297,408.15)	179,130.85	63
CONTRIBUTIONS OTHER CONTRIBUTIONS VIENNA LIBRARY	58,481.00	0.00	(14,620.25)	43,860.75	25
Account-916	781,707.00	(23,960.17)	(435,371.40)	346,335.60	56
FELLOWSHIP HOMES					
CONTRIBUTIONS OTHER CONTRIBUTIONS VOLUNTEER ACTION	0.00	0.00	0.00	0.00	0
Account-950	0.00	0.00	0.00	0.00	0
SENIOR CITIZENS					
CONTRIBUTIONS OTHER CONTRIBUTIONS	35,000.00	0.00	(17,500.00)	17,500.00	50
Account-952	35,000.00	0.00	(17,500.00)	17,500.00	50
CEMETERIES					
COMMODITIES SUPPLIES/MATERIALS	500.00	0.00	(25.00)	475.00	5
Account-959	500.00	0.00	(25.00)	475.00	5
COUNTY COMM-CAPITAL PROJECTS					
CAPITAL OUTLAY EQUIPMENT	102,380.00	0.00	(4,873.86)	97,506.14	5
CAPITAL OUTLAY OTHER IMPROVEMENTS	105,050.00	(9,500.00)	(38,950.00)	66,100.00	38
Account-986	207,430.00	(9,500.00)	(43,823.86)	163,606.14	21
Expenses Totals	22,269,652.00	(1,605,015.81)	(8,961,008.12)	13,308,643.88	

## Short Budget Report for Wood County Commission

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**Available**

**24,160,342.01**

<b>Victim of Crime Act (VOCA) Victim Assistance Grant Program Application</b>	<b>Membership List of Governing Board Attachment B</b>
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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).

Stephen Gainer, President  
Wood County Commission  
One Court Square  
Parkersburg, WV 26101  
304-424-1984

David Blair Couch, President  
Wood County Commission  
One Court Square  
Parkersburg, WV 26101  
304-424-1984

Robert Tebay, President  
Wood County Commission  
One Court Square  
Parkersburg, WV 26101  
304-424-1984

<b>Victim of Crime Act (VOCA) Victim Assistance Grant Program Application</b>	<b>Memorandum of Understanding Attachment D</b>
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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 agency's responsibility to the VOCA Project and must be signed (original signatures) by individuals of authority from each agency

Please see attached Memorandums of Understanding.
---

*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**

*Tiffany F. Kiger*

Signature

Date

2/26/15

*Mayant Budette*

Signature

Date

2-26-15

*Memorandum of Understanding*

**The Wood County Prosecuting Attorney Office  
Victim Assistance Program  
And  
Family Crisis Intervention Center, Wood County**

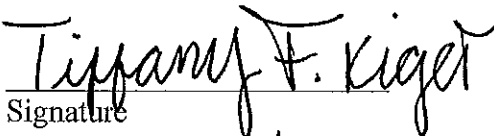
The aforementioned parties hereby agree to provide professional service to domestically abused or assaulted victims and/or sexually assaulted victims of crime throughout the judicial process. The undersigned agree to pledge a continuing commitment to work together to protect and serve victims of crime 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.

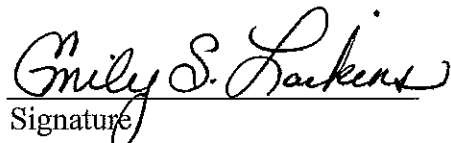
**This Memorandum of Understanding has been agreed upon by:**

**Wood Count Prosecuting Attorney's Office  
Victim Assistance Program**

  
Signature

Date 2/26/15

**Family Crisis Intervention Center  
Wood County**

  
Signature

Date Feb. 26, 2015

*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**

*Tiffany F. Riegt*  
Signature

Date 2/26/15

**WV Health and Human Services  
Child Protection Services**

*Laurea Ellis, SSC*  
Signature

Date Feb. 26, 15



<b>Victim of Crime Act (VOCA) Victim Assistance Grant Program Application</b>	<b>System for Award Management Appendix E</b>
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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 documentation.

[View assistance for Search Results](#)

## Search Results

Your search returned the following results...

Notice: This printed document represents only the first page of your SAM search results. More results may be available. To print your complete search results, you can download the PDF and print it.

Entity	WOOD, COUNTY OF
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DUNS: 103819496

CAGE Code: 4FSR6

Status: Active

[View Details](#)

Has Active Exclusion?: No

DoDAAC:

Expiration Date: 11/21/2015

Delinquent Federal Debt? No

Purpose of Registration: Federal Assistance Awards Only

## Glossary

[Search](#)[Results](#)[Entity](#)[Exclusion](#)[Search](#)[Filters](#)[By Record  
Status](#)[By  
Functional  
Area - Entity  
Management](#)[By  
Functional  
Area -  
Performance  
Information](#)

SAM | System for Award Management 1.0

IBM v1.P.24.20150116-1831



Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.

## 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 Tiano

Title: Consultant

Signature:



Date: 3/2/15

## 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:

- œ The contact person for financial questions
- œ Review the approved budget for each grant
- œ Be aware of Special and Standard Conditions of the grant
- œ Review all monthly financial reports and ensure all required documentation is included
- œ Submit copies of audits to DJCS and contact DJCS if debarred
- œ 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:** Wood County Clerk

**Signature:** Mark Rhodes

**Date:** March 2, 2015

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

**STANDARD CONDITIONS AND ASSURANCES**

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

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

**1. LAWS OF WEST VIRGINIA:**

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

**2. LEGAL AUTHORITY:**

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

**3. RELATIONSHIP:**

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

**4. COMMENCEMENT WITHIN 60 DAYS:**

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

**5. OPERATIONAL WITHIN 90 DAYS:**

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

**6. WRITTEN APPROVAL OF CHANGES:**

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

**WEST VIRGINIA  
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**STANDARD CONDITIONS AND ASSURANCES**

**7. CIVIL RIGHTS COMPLIANCE:**

Grantee will comply with 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  
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**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  
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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](http://www.lep.gov).

**WEST VIRGINIA  
DIVISION OF JUSTICE & COMMUNITY  
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**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 Glg. 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/glxdm](http://www.it.ojp.gov/glxdm).

**WEST VIRGINIA  
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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. 10<sup>th</sup> 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. 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](http://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  
Services**

**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. 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.

**73. ACTIVITIES THAT MAY COMPROMISE VICTIM SAFETY:**

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. MINIMUM TRAINING REQUIREMENT:**

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. 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.

**82. 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.

**83. 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.

**84. FORENSICS INTERVIEWS**

Applicant understands that Forensic Interviews are NOT allowable under VOCA funded time. Each VOCA funded advocate is required to certify that they understand that they cannot conduct forensic interviews or investigations during VOCA funded time.

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.

Stephen Garner, President  
Printed/Typed Authorized Official Name

Stephen Garner  
SIGNATURE (Original) of Authorized  
Official

3-2-15  
DATE

3/2/15  
7/1/27

MARCH 2, 2015

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION AUTHORIZED THE MID-OHIO VALLEY REGIONAL COUNCIL TO SUBMIT REVISED DRAWDOWN NO. 1 FOR THE HAPPY VALLEY FLOOD MITIGATION GRANT, PHASE V IN THE AMOUNT OF \$480,680.26.

**ORDER**

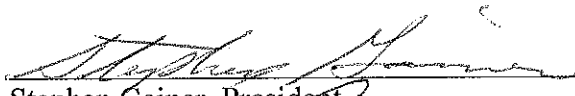
On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Stephen Gainer and passed, did hereby AUTHORIZE the Mid-Ohio Valley Regional Council to submit Revised Drawdown No. 1 for the Happy Valley Flood Mitigation Grant Program, Phase V in the amount of four hundred eighty thousand six hundred eighty dollars and twenty-six cents (\$480,680.26).

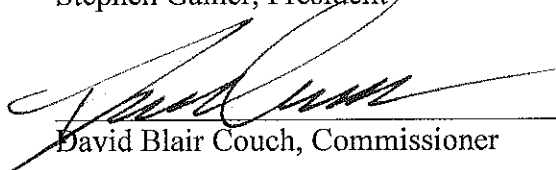
A copy of said Drawdown is attached to this Order and should be made a part thereof.

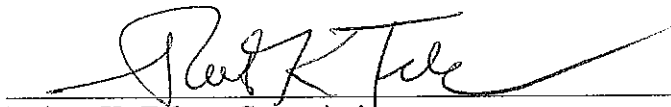
Documentation regarding The Happy Valley Flood Mitigation Project, Phase V is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
Stephen Gainer, President

  
David Blair Couch, Commissioner

  
Robert K. Tebay, Commissioner

M/3038

3/2/15  
7/1/27

*Office of the County Commission of Wood County, West Virginia*

Commissioners  
Stephen Gainer  
David Blair Couch  
Bob Tebay



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

Marty Seuffer, County Administrator • Ph. 304-424-1976 • Fax 304-424-0194

RESOLUTION

WHEREAS, the Wood County Commission is presently undertaking a FEMA Flood Mitigation project for the Happy Valley V Flood Mitigation Project; and,

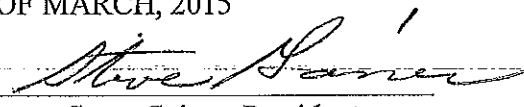
WHEREAS, the Wood County Commission has been presented with invoices for services rendered in connection with this project.

NOW THEREFORE BE IT RESOLVED THAT after careful review and consideration, the Wood County Commission hereby approves the following invoices:

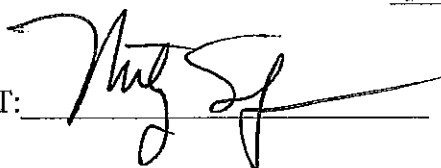
Precision Appraisal Services (Previously Approved)	\$ 1,200.00
Mid-Ohio Valley Regional Council (Previously Approved)	\$ 4,460.26
Robert K. Tebay III, Title Exam Fees	\$ 3,020.00
863 Happy Valley Property Acquisition	\$247,000.00
409 Happy Valley Property Acquisition	\$225,000.00
Total	\$ 480,680.26

NOW THEREFORE BE IT FURTHER RESOLVED that Steve Gainer, President is hereby authorized to request FEMA funds and to pay said invoices from funds received.

APPROVED THIS 2nd DAY OF MARCH, 2015

  
Steve Gainer, President

ATTEST:



3/2/15  
7/27

MARCH 2, 2015

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE TIANO-KNOPP ASSOCIATES, INC. TO APPLY FOR A TRANSPORTATION ENHANCEMENT ALTERNATIVES GRANT ON BEHALF OF THE COMMISSION.

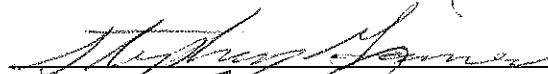
**ORDER**

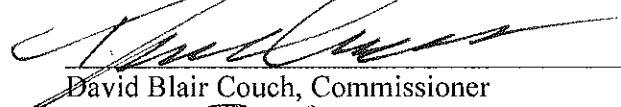
On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Robert K. Tebay and made unanimous by Stephen Gainer, did hereby AUTHORIZE Tiano-Knopp Associates, Inc. to apply for Transportation Enhancement Alternatives (TEA) Grant on behalf of the Commission. Said grant application is with the West Virginia Department of Highways (WVDOH) in the amount of one hundred fifty-thousand dollars and zero cents (\$150,000.00), with the County Commission providing up to seven-thousand five hundred dollars and zero cents (\$7,500.00) of the thirty-seven thousand five hundred dollars and zero cents (\$37,500.00) match required.


Said funding is contingent upon the agreement that the City of Parkersburg will maintain the trail, as well as the WVDOH being responsible for the replacement of the trail or reimbursement of the Federal funding used to construct the trail in the event that the trail is eliminated due to widening of Route 14. Said Transportation Enhancement Alternative Grant is for a Pedestrian/Bicycle trail in Parkersburg, West Virginia.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
Stephen Gainer, President

  
David Blair Couch, Commissioner

  
Robert K. Tebay, Commissioner

# Wood County Commission

## Erroneous Assessment Application

Tax Type: Supplemental

Tax Ticket: 80002442

Tax Year: 2012

3/2/15

7/1/27

Upon the application of GIBERSON FRANKLIN D JR whose address is 2427 FRANKLIN AVE PARKERSBURG, WV 26104-2855 aggrieved by an erroneous assessment in PARKERSBURG District (05), in the County of Wood, for the 2012 tax year.

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

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

**DUE TO A TAXPAYER CLERICAL ERROR THE 1998 PONTIAC BONNEVILLE WAS REPORTED WHEN IN FACT IT HAD BEEN SOLD PRIOR TO JULY 1, 2011. PLEASE EXONERATE. SEE ATTACHED.**

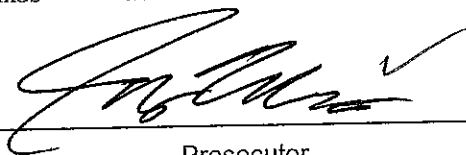
All of which is ordered to be certified to the Auditor of the State of West Virginia and the Sheriff of WOOD County

Date	Transaction Type	Class	Amount	Tax Rate	Tax Class	Net Value
12/28/2012	BILLING	4	308.42	2.912320	4	10,590
01/22/2015	PENDING EXONERATION	4	-32.76	2.912320	4	-1,125
			Adjusted Net Taxes			Adjusted Net Value
			275.66			9,465

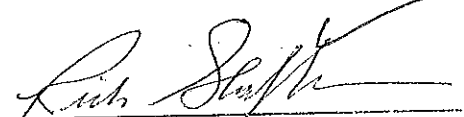
Paul E. Stone

3042957373

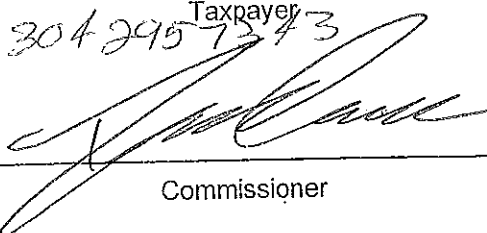
Taxpayer



Prosecutor



Assessor



Commissioner



County Commission President



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 2, 2015

RECEIVED

4/2/15

County Administrator

2/6/15

By: Donna Bowman

Application Printed On  
Thursday, January 22, 2015 10:28 am

# Wood County Commission

aw

## Erroneous Assessment Application

Tax Type: Supplemental

3/2/15

Tax Ticket: 80014987

7/1/27

Tax Year: 2013

Upon the application of GIBERSON FRANKLIN D JR whose address is 2427 FRANKLIN AVE PARKERSBURG, WV 26104-2855 aggrieved by an erroneous assessment in PARKERSBURG District (05), 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.

**DUE TO TAXPAYER CLERICAL ERROR THE 1998 PONTIAC BONNEVILLE WAS REPORTED WHEN IN FACT IT HAD BEEN SOLD PRIOR TO JULY 1, 2012. PLEASE EXONERATE. SEE ATTACHED.**

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
01/16/2015	BILLING	4	272.90	2.929600	4	9,315
01/22/2015	PENDING EXONERATION	4	-30.32	2.929600	4	-1,035
Adjusted Net Taxes			242.58	Adjusted Net Value		8,280

Paul G. Stone

Taxpayer

3042957343

For [Signature]

Prosecutor

Rich [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 2, 2015.

RECEIVED

MAR 11 2015

COUNTY CLERK

2/6/15



# Wood County Commission

## Erroneous Assessment Application

Tax Type: **Personal Property**

Tax Ticket: **#15125** ✓

Tax Year: **2014** ✓

3/2/15

7/1/27

Upon the application of **RANEY HEATHER** whose address is **2524 WOLFE RUN RD ROCKPORT, WV 26169-8162** aggrieved by an erroneous assessment in **STEELE District (07)**, in the County of Wood, for the **2014** 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 **2014** 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 THE 2012 KIA WAS TAXED WHEN IN FACT HEATHER IS FULL TIME ACTIVE DUTY MILITARY. 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
07/01/2014	BILLING	3	369.70	2.210400	3	16,725 /
02/19/2015	PENDING EXONERATION	3	-262.60	2.210400	3	-11,830 /
	Adjusted Net Taxes		107.10		Adjusted Net Value	4,845 /

*Christine L. Roney* Taxpayer  
*304-580-1625*

*[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 2, 2015

RECEIVED

FEB 23 '15

County Administrator

RECEIVED

MAR 9 '15

County Administrator

By: Patricia Jordan

Application Printed On  
Thursday, February 19, 2015 3:24 pm

# Wood County Commission

## Erroneous Assessment Application

Tax Type: **Real Estate**

Tax Ticket: **16370** ✓

Tax Year: **2014** ✓

**Description**

ALL OF #21 PARKWOOD  
ADN

3/2/15  
7/1/27

Upon the application of **DARBES LYNIDA BRITTON** whose address is **487 W SAUGERTIES RD SAUGERTIES, NY 12477-3639** aggrieved by an erroneous assessment in **PARKERSBURG District (05) Map 170 Parcel 00420000**, in the County of Wood, for the **2014** 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 **2014** 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 clerical error lot was valued incorrectly.**

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

Date	Transaction Type	Class	Amount	Tax Rate	Tax Class	Net Value
07/01/2014	BILLING	4	419.38	2.936800	4	14,280 ✓
02/13/2015	PENDING EXONERATION	4	-280.18	2.936800	4	-9,540
			Adjusted Net Taxes			Adjusted Net Value
			139.20			4,740 ✗

Map 170 Parcel 00420000

Taxpayer

Prosecutor

Assessor

Commissioner

County Commission President

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 2, 2015

RECEIVED

FEB 11 2015

RECEIVED

MAR 2 2015

County Administrator

By: Kerri Lincicome

Application Printed On

Friday, February 13, 2015 9:33 am

# Wood County Commission

## Erroneous Assessment Application

Tax Type: **Real Estate**

Tax Ticket: **16371**

Tax Year: **2014**

**Description**

BEING EAST 50 FT #20PARK-  
WOOD ADN 50X220X50.63X200

3/2/15

7/1/27

Upon the application of **DARBES LYNIDA BRITTON** whose address is **487 W SAUGERTIES RD SAUGERTIES, NY 12477-3639** aggrieved by an erroneous assessment in **PARKERSBURG District (05) Map 170 Parcel 041A0000**, in the County of Wood, for the **2014** 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 **2014** 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 clerical error lot was valued incorrectly.**

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

Date	Transaction Type	Class	Amount	Tax Rate	Tax Class	Net Value	
07/01/2014	BILLING	4	230.84	2.936800	4	7,860	
02/13/2015	PENDING EXONERATION	4	-160.36	2.936800	4	-5,460	
Adjusted Net Taxes			70.48	Adjusted Net Value			2,400

Map 170 Parcel 041A0000

Taxpayer

Prosecutor

Assessor

Commissioner

County Commission President

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 2, 2015**

RECEIVED

MAR 02 2015

County Administrator

RECEIVED

County Administrator

By: Kerri Lincicome

Application Printed On

Friday, February 13, 2015 9:26 am

# Wood County Commission

## Erroneous Assessment Application

Tax Type: **Real Estate**

Tax Ticket: **16372** ✓

Tax Year: **2014** ✓

**Description**

PT LOT 20 PARKWOOD ADN  
CENTER 50' (50X220)

3/2/15  
7/1/27

Upon the application of **DARBES LYNIDA BRITTON** whose address is **487 W SAUGERTIES RD SAUGERTIES, NY 12477**- aggrieved by an erroneous assessment in **PARKERSBURG** District (05) Map 170 Parcel 041B0000, in the County of Wood, for the **2014** 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 **2014** 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 clerical error lot was valued incorrectly.**

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

Date	Transaction Type	Class	Amount	Tax Rate	Tax Class	Net Value
07/01/2014	BILLING	2	89.00	1.468400	2	6,060 ✓
02/13/2015	PENDING EXONERATION	2	-53.74	1.468400	2	-3,660
Adjusted Net Taxes			35.26	Adjusted Net Value		2,400 ✗

Map 170 Parcel 041B0000

Taxpayer

Prosecutor

Assessor

Commissioner

County Commission President

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 2, 2015**

RECEIVED  
MAR 02 '15  
County Administrator

# Wood County Commission

## Erroneous Assessment Application

Tax Type: Real Estate

Tax Ticket: 19235

Tax Year: 2014

Description

LOT LATROBE ST 33X75

3/2/15

7/1/27

Upon the application of **HENDRICKSON CAROL** whose address is **936 LATROBE ST PARKERSBURG, WV 26101**- aggrieved by an erroneous assessment in **PARKERSBURG District (05) Map 81 Parcel 02190000**, in the County of Wood, for the **2014** 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 **2014** 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.

**2014 TAXES WERE COLLECTED BY STATE AUDITOR ON 12/19/14 AB**

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

Date	Transaction Type	Class	Amount	Tax Rate	Tax Class	Net Value
07/01/2014	BILLING	2	172.36	1.468400	2	11,100
Adjusted Net Taxes			172.36	Adjusted Net Value		11,100

Map 81 Parcel 02190000

*Robert G. Tranquill*  
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 2, 2015

RECEIVED

JAN 20 '14

County Administrator

By: April Burdette

Application Printed On

Friday, January 16, 2015 2:23 pm

# Wood County Commission

## Erroneous Assessment Application

Tax Type: Real Estate

Description  
LOT LATROBE ST 33X75

Tax Ticket: 19236 ✓

Tax Year: 2014 ✓

3/2/15  
7/27

Upon the application of **HENDRICKSON CAROL** whose address is **936 LATROBE ST PARKERSBURG, WV 26101**- aggrieved by an erroneous assessment in **PARKERSBURG District (05) Map 81 Parcel 02190000**, in the County of Wood, for the **2014** 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 **2014** 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.

**2014 TAXES WERE COLLECTED BY THE STATE AUDITOR ON 12/19/14 AB**

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
07/01/2014	BILLING	2	170.92
Adjusted Net Taxes			170.92

Tax Rate	Tax Class	Net Value
1.468400	2	11,640
Adjusted Net Value		11,640

Map 81 Parcel 02190000

Robert G. Tranquill  
Taxpayer

Prosecutor

Assessor

Commissioner

County Commission President

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 2, 2015

RECEIVED

RECEIVED

JAN 20 '14

JAN 20 '14

County Administrator

County Administrator

By: April Burdette

Application Printed On

Friday, January 16, 2015 2:22 pm

3/2/15

7/27

STATE OF WEST VIRGINIA  
COUNTY OF WOOD }

TO -WIT:

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

Subscribed and sworn to, before the County Commissioner of Wood County, West Virginia, this  
2 day of March, 2014.

[Signature]  
County Commission of Wood County