

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

#1 COURT SQUARE, SUITE 203
PARKERSBURG, WV 26101

IN RE: MINUTES OF MEETING HELD
MONDAY, NOVEMBER 16, 2015

PRESENT: STEPHEN GAINER, PRESIDENT
DAVID BLAIR COUCH, COMMISSIONER

ABSENT: 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.

AGENDA AND DISCUSSION ITEMS

At 9:30 A.M., the County Commission met with representatives from the wood County Convention and Visitors Bureau. They presented two innovative Programing Grants to the Commission for approval. The Commission approved \$5,000.00 for the 2016 WV Duals and \$5,000.00 to the 2016 WV SSAC Girls State High School Tournament. (Order A/1545)

They also presented a check in the amount of \$1,500.00 from the Mountaineer Classic to return funds that were not used.

At 9:35 A.M., the County Commission met with the Ed Hupp, Wood County Emergency Management Director. Mr. Hupp presented an application for a Homeland Security Grant for radio equipment for the fire departments. The County Commission authorized President Gainer to execute the application. (Order A/1546)

At 9:39 A.M., the County Commission announced a vacancy on the Vienna Public Library Board. They also placed the name of Kathy Stoltz in nomination. (Order A/1544)

At 9:40 A.M., the County Commission approved the reclassification of Jorun Picciano as a Point of Care Technician at the Wood County Day Report Center.

At 9:58 A.M. Thomas Kuczko was sworn in as a Maintenance employee.

The County Commission authorized Stonewall Group to update the Wood County website. (Order A/1547)

The County Commission approved a New Road Name Request Form from Steven McPherson to name a road Washington Terrace. (Order A/1539)

ORDERS APPROVED AND ATTACHED TO THESE MINUTES

M/3235, M/3236, M/3237, M/3238, M3239, M/3240, M/3241, M/3242, A/1539, A/1540, A/1541, A/1542, A/1543, A/1544, A/1545, A/1546, A/1547,

Having no further scheduled appointments or business to attend to, the County Commission adjourned at 10:40 A.M.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



Stephen Gainer, President



David Blair Couch, Commissioner



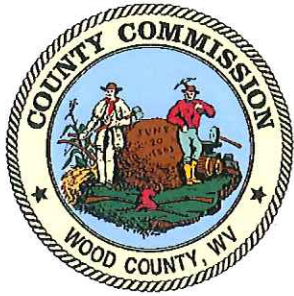
Robert K. Tebay, Commissioner

To listen to this meeting, please refer to DVD labeled November 16, 2015.

Wood County Commission Meeting
Held November 16, 2015

Please Print

1.	Cindy Sheppard	CVB
2.	Mark Lewis	CVB
3.	Ed Hupp	
4.		
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Wood County Commission
Agenda

11/16/2015

1 Court Square, Suite 203
Parkersburg, WV 26101

9:30 A.M.	Consider Innovative Grant Applications – WV Duals and WVSSAC	Cindy Sheppard and Mark Lewis, Convention and Visitors Bureau
	Discuss and consider Homeland Security Grant for radio equipment	Ed Hupp, Emergency Management Director
	Consider appointing Kathy Stoltz to the Vienna Public Library Board	
	Consider Request to reclassify Jorun Picciano as a Point of Care Technician, Wood County DRC - \$14.00/hr	
	Administrator's Report	Marty Seufer, County Administrator
	County Commission Reports	

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

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

Exhibit 1

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

Budget revisions

Purchase orders and requisitions

Revisions, reimbursement requests, resolutions and correspondence for grants

Grant disbursements to other entities

Invoices for expenditures to be paid

Reimbursements for travel expenses

Bid specifications and procedures for bids previously authorized by the Commission

Monthly Hotel Occupancy Tax Collection disbursements

Disbursements for previously approved Innovative Programming Grants

Tax refunds, exonerations, improprieties and consolidations

Probate items, including settlements, petitions and Fiduciary Commissioner reports

General Fund disbursements to entities

Funding requests from local organizations by written form

Payroll modification as submitted by elected officials

NOVEMBER 16, 2015

11/16/15
71/133

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION WAS IN RECEIPT OF A CHECK FROM THE STATE OF WV IN THE AMOUNT OF \$311.08 WHICH REPRESENTS REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F15-HS-03-DOHDD.

ORDER

On this date, the County Commission of Wood County was in receipt of a check from the State of West Virginia in the amount of three hundred eleven dollars and eight cents (\$311.08) which represents reimbursement to Wood County for expenses incurred during the month of June, 2015, in regard to the Governor's Highway Safety Program Grant Number F15-HS-03-DOHDD Receipt of the aforementioned check is pursuant to an Order appearing in Order Book 71, at Page 81 and bearing the date of July 13, 2015, at which time Stephen Gainer, in his official capacity as President, and on behalf of the County Commission, was AUTHORIZED to EXECUTE the Request for Reimbursement.

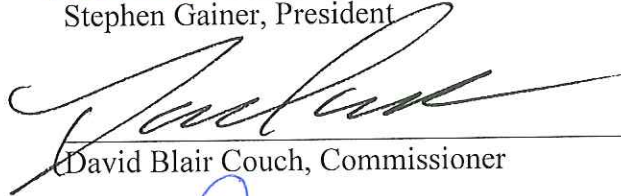
Documentation pertaining to the Governor's Highway Safety Program Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



Stephen Gainer, President



David Blair Couch, Commissioner



Robert K. Tebay, Commissioner

11/16/15
71133

NOVEMBER 16, 2015

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION WAS IN RECEIPT OF A CHECK FROM THE STATE OF WV IN THE AMOUNT OF \$5,481.42 WHICH REPRESENTS REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F15-HS-03-405B.

ORDER

On this date, the County Commission of Wood County was in receipt of a check from the State of West Virginia in the amount of five thousand four hundred eighty-one dollars and forty-two cents (\$5,481.42) which represents reimbursement to Wood County for expenses incurred during the month of June, 2015, in regard to the Governor's Highway Safety Program Grant Number F15-HS-03-405B. Receipt of the aforementioned check is pursuant to an ORDER appearing in Order Book 71, at Page 81 and bearing the date of July 13, 2015 at which time Stephen Gainer, in his official capacity as President and on behalf of the County Commission, was AUTHORIZED to EXECUTE the Request for Reimbursement.

Documentation pertaining to the Governor's Highway Safety Program Grant 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

NOVEMBER 16, 2015

11/16/15
71133

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION WAS IN RECEIPT OF A CHECK FROM THE STATE OF WV IN THE AMOUNT OF \$3,957.41 WHICH REPRESENTS REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F15-HS-03-DOHDD.


ORDER

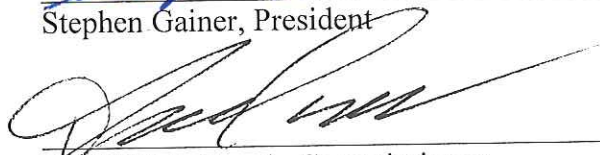
On this date, the County Commission of Wood County was in receipt of a check from the State of West Virginia in the amount of three thousand nine hundred fifty-seven dollars and forty-one cents (\$3,957.41) which represents reimbursement to Wood County for expenses incurred during the month of July, 2015, in regard to the Governor's Highway Safety Program Grant Number F15-HS-03-DOHDD. Receipt of the aforementioned check is pursuant to an Order appearing in Order Book 71, at Page 93 and bearing the date of August 17, 2015, at which time Stephen Gainer, in his official capacity as President, and on behalf of the County Commission, was AUTHORIZED to EXECUTE the Request for Reimbursement.

Documentation pertaining to the Governor's Highway Safety Program Grant 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

11/16/15
71/134

NOVEMBER 16, 2015

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION WAS IN RECEIPT OF A CHECK FROM THE STATE OF WV IN THE AMOUNT OF \$3,423.88 WHICH REPRESENTS REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F15-HS-03-405B.

ORDER

On this date, the County Commission of Wood County was in receipt of a check from the State of West Virginia in the amount of three thousand four hundred twenty-three dollars and eighty-eight cents (\$3,423.88) which represents reimbursement to Wood County for expenses incurred during the month of July, 2015, in regard to the Governor's Highway Safety Program Grant Number F15-HS-03-405B. Receipt of the aforementioned check is pursuant to an ORDER appearing in Order Book 71, at Page 93 and bearing the date of August 17, 2015 at which time Stephen Gainer, in his official capacity as President and on behalf of the County Commission, was AUTHORIZED to EXECUTE the Request for Reimbursement.

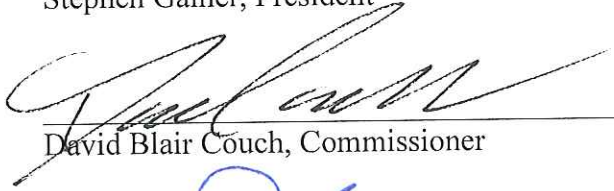
Documentation pertaining to the Governor's Highway Safety Program Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



Stephen Gainer, President



David Blair Couch, Commissioner



Robert K. Tebay, Commissioner

NOVEMBER 16, 2015

11/16/15
71/134

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION WAS IN RECEIPT OF A CHECK FROM THE STATE OF WV IN THE AMOUNT OF \$1,174.40 WHICH REPRESENTS REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F15-HS-03-DOHDD.

ORDER

On this date, the County Commission of Wood County was in receipt of a check from the State of West Virginia in the amount of one thousand one hundred seventy-four dollars and forty cents (\$1,174.40) which represents reimbursement to Wood County for expenses incurred during the month of August, 2015, in regard to the Governor's Highway Safety Program Grant Number F15-HS-03-DOHDD. Receipt of the aforementioned check is pursuant to an Order appearing in Order Book 71, at Page 110 and bearing the date of September 21, 2015, at which time Stephen Gainer, in his official capacity as President, and on behalf of the County Commission, was AUTHORIZED to EXECUTE the Request for Reimbursement.

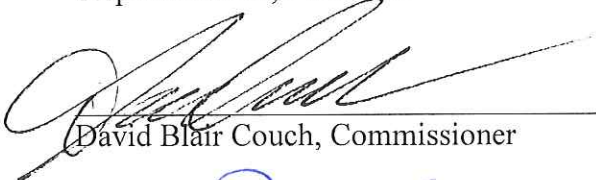
Documentation pertaining to the Governor's Highway Safety Program Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



Stephen Gainer, President



David Blair Couch, Commissioner



Robert K. Tebay, Commissioner

NOVEMBER 16, 2015

11/16/15

71/134

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION WAS IN RECEIPT OF A CHECK FROM THE STATE OF WV IN THE AMOUNT OF \$467.02 WHICH REPRESENTS REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F15-HS-03-405B.

ORDER


On this date, the County Commission of Wood County was in receipt of a check from the State of West Virginia in the amount of four hundred sixty-seven dollars and two cents (\$467.02) which represents reimbursement to Wood County for expenses incurred during the month of August, 2015, in regard to the Governor's Highway Safety Program Grant Number F15-HS-03-405B. Receipt of the aforementioned check is pursuant to an ORDER appearing in Order Book 71, at Page 109 and bearing the date of September 21, 2015 at which time Stephen Gainer, in his official capacity as President and on behalf of the County Commission, was AUTHORIZED to EXECUTE the Request for Reimbursement.

Documentation pertaining to the Governor's Highway Safety Program Grant 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

NOVEMBER 16, 2015

11/16/15
71/134

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION WAS IN RECEIPT OF A CHECK FROM THE STATE OF WV IN THE AMOUNT OF \$14,014.12 WHICH REPRESENTS REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F15-HS-03-402.

ORDER

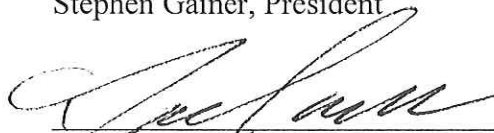
On this date, the County Commission of Wood County was in receipt of a check from the State of West Virginia in the amount of fourteen thousand fourteen dollars and twelve cents (\$14,014.12) which represents reimbursement to Wood County for expenses incurred during the month of August, 2015, in regard to the Governor's Highway Safety Program Grant Number F15-HS-03-402. Receipt of the aforementioned check is pursuant to an ORDER appearing in Order Book 71, at Page 109 and bearing the date of September 21, 2015 at which time Stephen Gainer, in his official capacity as President and on behalf of the County Commission, was AUTHORIZED to EXECUTE the Request for Reimbursement.

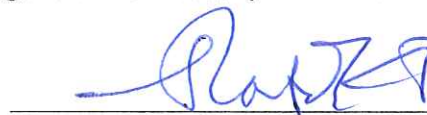
Documentation pertaining to the Governor's Highway Safety Program Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


Stephen Gainer, President


David Blair Couch, Commissioner


Robert K. Tebay, Commissioner

NOVEMBER 16, 2015

11/16/15
71/135

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION WAS IN RECEIPT OF A CHECK FROM THE STATE OF WV IN THE AMOUNT OF \$3,947.37 WHICH REPRESENTS REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F15-HS-03-154.


ORDER

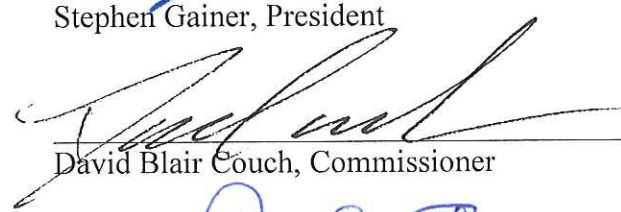
On this date, the County Commission of Wood County was in receipt of a check from the State of West Virginia in the amount of three thousand nine hundred forty-seven dollars and thirty-seven cents (\$3,947.37) which represents reimbursement to Wood County for expenses incurred during the month of August, 2015, in regard to the Governor's Highway Safety Program Grant Number F15-HS-03-154. Receipt of the aforementioned check is pursuant to an ORDER appearing in Order Book 71, at Page 109 and bearing the date of September 21, 2015, at which time Stephen Gainer, in his official capacity as President and on behalf of the County Commission, was AUTHORIZED to EXECUTE the Request for Reimbursement.


Documentation pertaining to the Governor's Highway Safety Program Grant 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

NOVEMBER 16, 2015

11/16/15
21135

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE STEPHEN GAINER, AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F15-HS-03-154. SAID REQUEST IS IN THE AMOUNT OF \$277.46.

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 Stephen Gainer, in his official capacity as President and on behalf of the County Commission, to sign the Request for Reimbursement in regard to the Governor's Highway Safety Program Grant Number F15-HS-03-154. The Request for Reimbursement is in the amount of two hundred seventy-seven and forty-six cents (\$277.46) for the month of October, 2015. The Request for Reimbursement form, the Project Financial Report, time sheets for the Spencer Police Department, the Wood County Sheriff's Department, the Ravenswood Police Department and the Monthly Progress Report have been submitted.

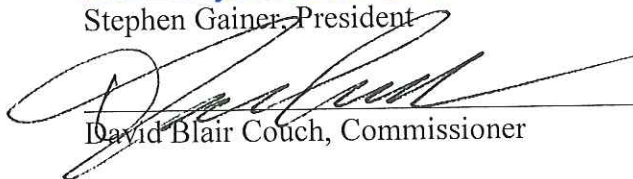
A copy of the Request for Reimbursement is attached to this Order and should be made a part thereof. Documentation pertaining to the Governor's Highway Safety Program Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



Stephen Gainer, President



David Blair Couch, Commissioner

NOVEMBER 16, 2015

11/16/15
71/130

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION AUTHORIZED STEPHEN GAINER, AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F15-HS-03-DOHDD. SAID REQUEST IS IN THE AMOUNT OF \$0.00.

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 Stephen Gainer, in his official capacity as President and on behalf of the County Commission, to sign the Request for Reimbursement in regard to the Governor's Highway Safety Program Grant Number F15-HS-03-DOHDD. The Request for Reimbursement is in the amount of zero dollars and zero cents (\$0.00) for the month of October, 2015. The Request for Reimbursement form, the Project Financial Report and the Monthly Progress Report have been submitted.

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

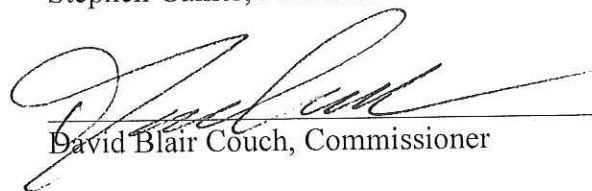
Documentation pertaining to the Governor's Highway Safety Program Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



Stephen Gainer, President



David Blair Couch, Commissioner

GOVERNOR'S HIGHWAY SAFETY PROGRAM

5707 MacCorkle Avenue SE

P. O. Box 17600

Charleston, West Virginia 25317-0010

Telephone: (304) 926-2509

Fax: (304) 926-3880

1/16/15
21136

REQUEST FOR REIMBURSEMENT

(For GHSP Use Only)	Sub-Grantee: Wood County Commission
	Address: One Court Square, Suite 203 Parkersburg, WV 26101
	P. O. Number MV1603DOHDD
	Grant Number: F16-HS-03-DOHDD
	FEIN Number: 556 000 417
	Funds are hereby requested to cover expenditures For the period of: 10/1/15 - 10/31/15

PROJECT CASH EXPENDITURES

Account Number	Amount
9007-2014-0802-099-128	\$-0-
TOTAL	\$-0-

CERTIFICATION:

I certify that this report represents actual receipts and expenditures of funds for the period covered and for the total grant budget to date, made in accordance with the approved budget for this grant. All documentation is available for inspection at the request of the Governor's Highway Safety Program.

BY: Stephen Gainer, President *Stephen Gainer* 11/16/2015
(Typed Name And Title) (Signature) (Date)
(Authorized Official or Grant Financial Officer Only)

GOVERNOR'S HIGHWAY SAFETY PROGRAM USE ONLY

ADMINISTRATIVE APPROVAL

This request is approved for the amount of:

	<small>(Approved)</small>	<small>(Date)</small>

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

(Date)

(Director)

Purchasing/Accounts Payable Use Only

NOVEMBER 16, 2015

11/16/15
74136

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE
STEPHEN GAINER, AS PRESIDENT, TO SIGN THE REQUEST FOR
REIMBURSEMENT IN REGARD TO THE GOVERNOR'S
HIGHWAY SAFETY PROGRAM GRANT NUMBER F15-HS-03-
405b. SAID REQUEST IS IN THE AMOUNT OF \$379.76.

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 Stephen Gainer, in his official capacity as President and on behalf of the County Commission, to sign the Request for Reimbursement in regard to the Governor's Highway Safety Program Grant Number F15-HS-03-405b. The Request for Reimbursement is in the amount of three hundred seventy-nine dollars and seventy-six cents (\$379.76) for the month of October, 2015. The Request for Reimbursement form, the Project Financial Report, and the Monthly Progress Report have been submitted.

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

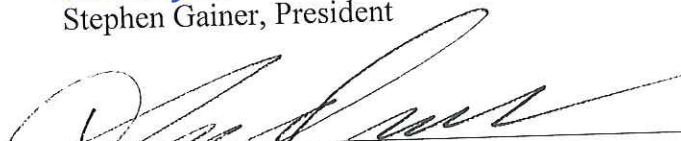
Documentation pertaining to the Governor's Highway Safety Program Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



Stephen Gainer, President


David Blair Couch, Commissioner

GOVERNOR'S HIGHWAY SAFETY PROGRAM

5707 MacCorkle Avenue SE

P. O. Box 17600

Charleston, West Virginia 25317-0010

Telephone: (304) 926-2509

Fax: (304) 926-3880

11/16/15
21/136

REQUEST FOR REIMBURSEMENT

(For GHSP Use Only)	Sub-Grantee: Wood County Commission
	Address: One Court Square, Suite 203 Parkersburg, WV 26101
	P. O. Number: MV1603405b
	Grant Number: F16HS-03-405b
	FEIN Number: 556 000 417
	Funds are hereby requested to cover expenditures For the period of: 10/1/15 - 10/31/15

PROJECT CASH EXPENDITURES

Account Number	Amount
9007-2014-0802-099-128	\$379.76
TOTAL	\$379.76

CERTIFICATION:

I certify that this report represents actual receipts and expenditures of funds for the period covered and for the total grant budget to date, made in accordance with the approved budget for this grant. All documentation is available for inspection at the request of the Governor's Highway Safety Program.

BY: Stephen Gainer, President *Stephen Gainer* 11/16/2015
(Typed Name And Title) (Signature) (Date)
(Authorized Official or Grant Financial Officer Only)

GOVERNOR'S HIGHWAY SAFETY PROGRAM USE ONLY

ADMINISTRATIVE APPROVAL

This request is approved for the amount of:
(Approved) (Date)

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

(Date)

(Director)

Purchasing/Accounts Payable Use Only

NOVEMBER 16, 2015

11/16/15
7/137

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE STEPHEN GAINER, AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F15-HS-03-402. SAID REQUEST IS IN THE AMOUNT OF \$4,109.19.

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 Stephen Gainer, in his official capacity as President and on behalf of the County Commission, to sign the Request for Reimbursement in regard to the Governor's Highway Safety Program Grant Number F15-HS-03-402. The Request for Reimbursement is in the amount of four thousand one hundred nine dollars and nineteen cents (\$4,109.19) for the month of October, 2015. The Request for Reimbursement form, the Project Financial Report, time sheets for the Wood County Sheriff's Department and the Monthly Progress Report have been submitted.

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

Documentation pertaining to the Governor's Highway Safety Program Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


Stephen Gainer, President


David Blair Couch, Commissioner

GOVERNOR'S HIGHWAY SAFETY PROGRAM

5707 MacCorkle Avenue SE

P. O. Box 17600

Charleston, West Virginia 25317-0010

Telephone: (304) 926-2509

Fax: (304) 926-3880

11/16/15
71136

REQUEST FOR REIMBURSEMENT

(For GHSP Use Only)	Sub-Grantee: Wood County Commission Address: One Court Square, Suite 203 Parkersburg, WV 26101 P. O. Number: MV1603402 Grant Number: F15-HS-03-402 FEIN Number: 556 000 417 Funds are hereby requested to cover expenditures For the period of: 10/1/15 - 10/31/15
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PROJECT CASH EXPENDITURES

Account Number	Amount
9007-2014-0802-099-128	\$4,109.19
TOTAL	\$4,109.19

CERTIFICATION:

1117.79

BY:

Stephen Gainer, President

11/16/2015

(Typed Name And Title)

(Signature)

(Date)

(Authorized Official or Grant Financial Officer Only)

GOVERNOR'S HIGHWAY SAFETY PROGRAM USE ONLY

ADMINISTRATIVE APPROVAL

This request is approved for the amount of:

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

(Date)

(Director)

Purchasing/Accounts Payable Use Only

11/16/15
71/136

NOVEMBER 16, 2015

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION APPOINTED KATHY STOLTZ TO
THE VIENNA PUBLIC LIBRARY BOARD.

ORDER

On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Stephen Gainer and passed, appointed Kathy Stoltz to the Vienna Public Library Board. Ms. Stoltz's term will expire June 30, 2018. 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.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



Stephen Gainer, President



David Blair Couch, Commissioner

A/1544

NOVEMBER 16, 2015

11/16/15
7437

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE
FUNDS TO BE COMMITTED FROM THE INNOVATIVE
PROGRAMMING GRANT FUND.

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 funds to be committed from the Innovative Programming Grant Fund. The following events were approved for funding:

- 2016 West Virginia Duals - \$5,000.00
- 2016 West Virginia SSAC Girls State High School Tournament - \$5,000.00

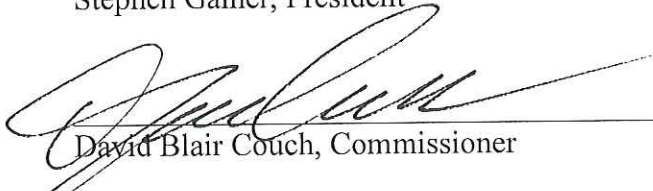
The above listed events will be granted funds upon the Commission receiving a proper application for each event.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



Stephen Gainer, President



David Blair Couch, Commissioner

A/1545

NOVEMBER 16, 2015

11/16/15
21/137

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 HOMELAND SECURITY GRANT.

ORDER

On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Stephen Gainer and passed, did hereby AUTHORIZE Stephen Gainer, in his official capacity as President and on behalf of the County Commission, to EXECUTE an Application for a Homeland Security Grant with the West Virginia Department of Military Affairs and Public Safety. Said grant Application is in the amount of ninety thousand six hundred forty-five dollars and zero cents (\$90,645.00) and is for radio equipment for local fire departments.


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

A/1546

11/16/15
21/137

STATE OF WEST VIRGINIA

**Dept. of Military Affairs & Public Safety
Homeland Security State Administrative Agency
SUB-GRANT AWARD**

CFDA Number:
97.067

OASIS - GRTAWD Document ID:

State Subgrant Number:

Federal Grant Number:
EMW201500002

**Sub-Grantee
Name & Address:**

**FEIN:55-6000417
DUNS: 103818496**

**Wood County Commission
#1 Court Square
Parkersburg, WV**

Sub-Grant Period:

**From: 11/1/15
To: 3/31/16**

Major Program: HSGPHS

Program: HS_LIRP

Program Period: HS 2015

Zip Code: 26104-5363

Project Notes

Implement the project described in the attached application.

The attached application has been reviewed, and the proposed project and expenditures as described in the application fall within all guidelines which govern the Homeland Security Grant Program and sufficient funds do exist to make this award.

Homeland Security Grant Manager _____

I have reviewed this sub-grant award and the goals and objectives do fall within West Virginia's HS Strategy Goals and Objectives and the expenditures fall within the grant guidelines.

Director, Homeland Security SAA _____
SAA Point of Contact

By signing and accepting this award the sub-grantee agrees to comply with all special conditions & assurances included in the application.

TOTAL AMOUNT OF: \$90,645

Sub-grantee Authorized Official:

WV Homeland Security Advisor:

Stephen Saine

Date: 11/14/2015

Date: _____

WEST VIRGINIA

HOMELAND SECURITY GRANT PROGRAM

2015 Sub-grant Application



<p>WEST VIRGINIA Homeland Security State Administrative Agency (SAA)</p> <p>HOMELAND SECURITY GRANT PROGRAM</p>	<p>REQUEST FOR PROPOSALS</p>
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Should you have any grant related questions please contact:

Michael W. Cutlip, Homeland Security Grant Manager (304) 558-2930 michael.w.cutlip@wv.gov

Edward Holsclaw, II, Homeland Security Grant Specialist (304) 558-2930 edward.a.holsclaw@wv.gov

Should you have any programmatic related questions please contact:

David Hoge, SAA Director (304) 558-2930 david.k.hoge@wv.gov

Matt Blackwood, SAA Deputy Director (304) 558-2930 matthew.j.blackwood@wv.gov

Chuck Bennett, State NIMS Coordinator (304) 558-2930 charles.w.bennett@wv.gov
State Exercise Coordinator

Christian Fernley, State Training Coordinator (304) 558-5380 gregory.c.fernley@wv.gov

WEST VIRGINIA Homeland Security State Administrative Agency (SAA) HOMELAND SECURITY GRANT PROGRAM	GRANT APPLICATION SUBMISSION CHECKLIST
---	--

Prior to submitting the application, use this checklist to ensure that the following tasks have been completed.

- The application has been completely filled out.
SAA reserves the right to not consider an application for funding if any part is incomplete.
- Format of the project description (page 7) must follow the same outline shown on page 6 of the application and contain adequate detail. Draft copies of the description can be sent to the SAA for review prior to submitting the entire application.
- Math has been double-checked for accuracy and all figures are rounded to the nearest whole dollar amount.
- Authorized Official has signed page 1 of the grant application. That page, with the ORIGINAL SIGNATURE, must be returned with the COMPLETE application, UNSTAPLED/UNBOUND, to the SAA. ONE ORIGINAL ONLY – no copies needed.
- Applicant listed is the State Agency, County Commission, Municipality, or other local government agency.
- An Eligibility Certification has been signed and included for the applicant and all recipient agencies verifying compliance with specific grant requirements. The certification is a separate document distributed with applications.
- Certifications regarding lobbying; debarment, suspension and other responsibility matters; and drug-free workplace requirements have been completed by the applicant, signed and the ORIGINAL returned with the application package.
- Appropriate goals and objectives from the 2015 State Homeland Security Strategy have been identified and included in the application. The National Preparedness Goal, v 2, September 2015 is used to articulate Core Capabilities which will be enhanced by this award.

<p>WEST VIRGINIA Homeland Security State Administrative Agency (SAA) HOMELAND SECURITY GRANT PROGRAM</p>	<p>GRANT APPLICATION INSTRUCTIONS</p>
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COMPLETED APPLICATION MUST INCLUDE:

- Applicant:** Name, address, phone and fax number of the agency applying for funds.
- Project Director:** Name, address, phone, fax and email of the individual charged with the implementation and day-to-day operations of the project. **This person cannot also be listed as the Fiscal Officer.**
- Fiscal Officer:** Name, address, phone, fax and email of the person responsible for the fiscal records/reports of the project. **This person cannot also be listed as the Authorized Official or the Project Director.**
- Funds Requested:** Funds requested from the Homeland Security State Administrative Agency (SAA) by the applicant agency.
- Project Matching Funds:** Funds committed by the applicant agency, if any. If none, enter zero (0).
- Project Period:** Time needed to implement and complete the project.
- Project Description:** Include a brief statement which describes the project.
- Certification:** Authorized Official: Typed or printed name, title and **original** signature of the State Agency Head, County Commission President, Mayor/City Manager or agency head. This is the individual who would be authorized to enter into a contractual agreement with the SAA.

*The Authorized Official must sign where indicated on **page 1** of the grant application before submission.*

RETURN ONE COMPLETED ORIGINAL APPLICATION TO:

**WV Dept. of Military Affairs & Public Safety
1900 Kanawha Blvd. East
Building 1, Room W-400
Charleston, WV 25305**

WEST VIRGINIA
Homeland Security State Administrative Agency
(SAA)
HOMELAND SECURITY GRANT
PROGRAM

GRANT APPLICATION
PAGE 1

1. **Applicant:** Wood County Commission
Address: #1 Court Square
Parkersburg, WV 26101-5363
Phone/Fax: 304-424-1978

5. **Grant Funds Requested:** \$ 90,645
Project Matching
Funds (if any): \$ _____

2. **Project Director:** Ed Hupp
Address: 911 Core Rd.
Parkersburg, WV 26104
Phone/Fax: 304-420-0911
Email: ehupp@woodcounty911.com

6. **Type of Agency:**
 State County Municipality

3. **Fiscal Officer:** Mark Rhodes
Address: #1 Court Square
Parkersburg, WV 26101
Phone/Fax: 304-424-1850 304-424-1982
Email: mrhodes@woodcountywv.com

7. **Project Period:**
of Months Needed To Complete Project 4

4. **SAA Use Only**

8. **SAA Use Only**

Major Program: HSGPHS
Program: HS_LIRP
Program Period: HS 2015

9. **Project Title and *Brief* Description:**
SIRN radios for Wood County Fire Departments

10. **Certification:**

To the best of my knowledge, the information contained in this application is true and correct. The submission thereof has been duly authorized by any governing body, and the applicant will comply with all of the attached Special Conditions and Assurances if the sub-grant is awarded.

Authorized Official: Stephen Gainer **Title:** President of Commission
TYPED OR PRINTED NAME OF
AGENCY HEAD

Signature:  **Date:** 11/16/15

<p>WEST VIRGINIA Homeland Security State Administrative Agency (SAA)</p> <p>HOMELAND SECURITY GRANT PROGRAM</p>	<p>BUDGET INSTRUCTIONS</p> <p>PAGE 2</p>
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Homeland Security Program allowable costs are divided into four categories: (1) Planning; (2) Equipment; (3) Training; and (4) Exercises. Below is basic information of each category. For further information, please contact the Homeland Security State Administrative Agency.

Planning

Planning activities are central to homeland security initiatives and can be used to prioritize needs, build capabilities, outline response and recovery procedures, allocate resources, and deliver preparedness programs across disciplines. This may include activities such as conducting planning sessions, supporting assessment activities, and potentially hiring contractors to write/revise emergency plans.

Equipment

Funds may be used for equipment acquisition. Approved equipment must be on the Authorized Equipment Listing (AEL). Only equipment on the AEL will be considered for funding. Communications equipment is required to be compatible with the SAFECOM P25 trunked radio hierarchy and the WV Statewide Interoperable Radio Network. Per Executive Order 5-14 all communications equipment requests must be reviewed and approved by the Statewide Interoperability Coordinator (SWIC).

Training

Allowable training-related costs include the establishment, support, conduct, and attendance of training. Allowable training topics include, but are not limited to: CBRNE and terrorism, catastrophic events, health preparedness, cyber security, agriculture/food safety, intelligence gathering and analysis, citizen and community preparedness, volunteer management, and other training needs identified in the 2015 State Homeland Security Strategy. Training should address a capability gap identified through the Threat and Hazard Identification and Risk Assessment (THIRA), an After Action Report/Improvement Plan, or contribute to building a capability that will be evaluated through an exercise. Training conducted should support the development and testing of the jurisdiction's base emergency operations plan or specific annexes, allow implementation of a continuity of operations plan, or develop necessary skills to allow execution of such plans. Agencies conducting training must submit course rosters/sign-in sheets to the State Administrative Agency.

Exercises

Exercises should use the methodology outlined in the Homeland Security Exercise and Evaluation Program (HSEEP). Exercise guidance and templates can be found at <https://hseep.preptoolkit.org> or the exercise tab of www.dmaps.wv.gov. All exercises must utilize NIMS and should support the development, conduct, and evaluation of the jurisdiction's emergency operations plan or specific annexes, standard operating guidelines, continuity of operations plan and/or internal procedures and checklists. Exercises may involve equipment usage to develop proficiencies. Agencies conducting exercises must submit participation rosters and After Action Reports/Improvement Plans to the State Administrative Agency upon completion of the assessment.

Match

Match is not required, but sub-grantees are encouraged to leverage any available state and/or local funds (match) with awarded SAA funds, provided that those matching funds adhere to all federal and state matching requirements.

Federal Employer Identification Number (F.E.I.N.).

Utilize the F.E.I.N. of the agency. This number must be entered into the appropriate space. The number should be obtainable from the state or local agency's administrative office.

WEST VIRGINIA
Homeland Security State Administrative Agency
(SAA)
HOMELAND SECURITY GRANT
PROGRAM

ITEMIZATION OF FUNDS BY CATEGORY
PAGE 3-1
(PLANNING ONLY)

Budget Category	Matching Funds	Federal HSP Funds	Approved (SAA Use Only)
<p><u>Planning: (Itemized List)</u></p> <p>Copies of plans developed or revised must be submitted to the SAA.</p>			
Total			

* All funds must be rounded to the nearest whole dollar amount. Please make additional copies of this page as necessary.*

WEST VIRGINIA Homeland Security State Administrative Agency (SAA) HOMELAND SECURITY GRANT PROGRAM	ITEMIZATION OF FUNDS BY CATEGORY PAGE 3-2 (EQUIPMENT ONLY)
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Budget Category	Matching Funds	Federal HSP Funds	Approved (SAA Use Only)
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<p><u>Equipment: (Itemized List)</u></p> <p>Communications equipment is required to be compatible with the SAFECOM P25 trunked radio hierarchy and the WV Statewide Interoperable Radio Network (http://www.sirn.wv.gov).</p> <p>Per Executive Order 5-14, all communications equipment requests must be reviewed and approved by the Statewide Interoperability Coordinator.</p> <p><u>Requirement: Must list the AEL # beside each piece of equipment.</u></p> <p>22 dual band Mobile radios VHF P25, UHF P25/P25 trunking – WV SIRN The project will be put out to bid to conform to Wood County Commission purchasing procedures</p>		90,645	
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Total		90,645	
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* All funds must be rounded to the nearest whole dollar amount. Please make additional copies of this page as necessary.*

WEST VIRGINIA
Homeland Security State Administrative Agency
(SAA)
HOMELAND SECURITY GRANT
PROGRAM

ITEMIZATION OF FUNDS BY CATEGORY
PAGE 3-4
(EXERCISES ONLY)

Budget Category	Matching Funds	Federal HSP Funds	Approved (SAA Use Only)
<p><u>Exercises: (Itemized List)</u></p> <p>All exercises funded must utilize the HSEEP methodology.</p> <p>A copy of the After Action Report and Improvement Plan must be submitted to the SAA.</p>			
Total			

* All funds must be rounded to the nearest whole dollar amount. Please make additional copies of this page as necessary.*

WEST VIRGINIA Homeland Security State Administrative Agency (SAA) HOMELAND SECURITY GRANT PROGRAM	ITEMIZATION OF FUNDS BY CATEGORY PAGE 3-5
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Budget Category	Matching Funds	Federal HSP Funds	Approved (SAA Use Only)
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<hr style="border: 0.5px solid black; margin-bottom: 10px;"/>			
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TOTAL MATCHING FUNDS (If Applicable):			
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TOTAL FEDERAL HSP FUNDS:			
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TOTAL APPROVED PROJECT:			
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* All funds must be rounded to the nearest whole dollar amount.

WEST VIRGINIA Homeland Security State Administrative Agency (SAA) HOMELAND SECURITY GRANT PROGRAM	BUDGET SUMMARY PAGE 4
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Applicant:	Federal Employer Identification Number (FEIN):

Category	HSP Funds (A) *	Matching Funds (B) **	Total Funds (A + B)
Planning			
Equipment	90,645		90,645
Training			
Exercises			
Total Budget	90,645		90,645

FUNDING STRATEGY

Funding Source(s)	Amount
Sub-Grant Funds:	\$90,645
Matching Funds (If Applicable):	\$
Other Funding (If Applicable):	\$
Total:	\$90,645

* Total of column A shall be placed in the space on page 1 – item number 5, for Funds Requested.

** Total of column B shall be placed in the space on page 1 – item number 5, for Project Matching Funds.

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

<p style="text-align: center;">WEST VIRGINIA Homeland Security State Administrative Agency (SAA)</p> <p style="text-align: center;">HOMELAND SECURITY GRANT PROGRAM</p>	<p style="text-align: center;">BUDGET NARRATIVE</p> <p style="text-align: center;">PAGE 5</p>
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Provide justification and explanation of the budget items shown on pages 3 and 4 of this application. This should contain specific criteria and data used to arrive at estimates and/or costs for all items listed in each category. For training requests, coordination should be done with the State Training Coordinator to obtain course approval and the procedure to obtain continuing education and/or grant compliance credit. Requests should contain the estimated date(s) of the course(s), estimated number of attendees, and anticipated benefit from the training to close gaps or improve capabilities. For exercise requests, coordination should be done with the State Exercise Coordinator to ensure grant compliance credit. Contact information is on the second page of this application.

Applications submitted which do not provide a sufficient narrative may be subject to exclusion. Use additional pages as necessary.

PLANNING:

EQUIPMENT:

SIRN radios for county fire departments

TRAINING:

EXERCISES:

<p>WEST VIRGINIA Homeland Security State Administrative Agency (SAA)</p> <p>HOMELAND SECURITY GRANT PROGRAM</p>	<p>PROJECT DESCRIPTION INSTRUCTIONS</p> <p>PAGE 6</p>
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On page 7 of this application, please explain the project **utilizing the following outline**. State clearly and in adequate detail the intentions of the project; precisely what will be done; who will be involved; and the anticipated results. Add pages as necessary.

PROBLEM STATEMENT

- A. **Problem(s):** Identify the specific problem(s) to be addressed by the project. This should be articulated in terms of core capability gaps or additional abilities (plans, procedures, equipment or training/exercises) needed to achieve capability targets. If this award is designed to build capacity for specific threats or hazards, please note those threats/hazards.
- B. **Justification:** Identify why the project is being proposed. This justification should be based on needs identified through the THIRA process, AARs, and other assessments.

State Homeland Security Strategy Coordination

List the Goals and Objectives from the 2015 State Homeland Security Strategy this project will help achieve. A list of the State Homeland Security Strategy goals and objectives is provided. **In the narrative please refer by number to the specific State Homeland Security Strategy goal(s)/objective(s) this project will address.**

Project Objectives

Describe what is to be accomplished by the grant award in specific objectives. Objectives should be specific, measurable, achievable, realistic, and time bound. Objectives should convey improvement in at least one core capability (refer to attached Core Capability descriptions).

IMPLEMENTATION (Key Activities/Milestones)

Describe the major activities necessary to implement the project including a general timeline. This should incorporate specific activities to be conducted, services to be utilized, and procedures to be followed. In addition, include how achievement will be demonstrated through documentation completed by the end of the grant period (updated plans, reports, AAR/IPs, training records, inventories, etc). For complex projects, a list of milestones is recommended which provides a clear outline for each phase of this project, and may include the "What", "Where", "Who", "When" and "How" of the project which can be used for follow-up and assessment purposes. If multiple agencies are involved in the project the role(s) and responsibilities of each agency should be outlined.

PROJECT ASSESSMENT / EVALUATION

Specify the indicators and measures to be used to assess the results of this project. This might include: new or revised plans, training records, conducting a drill or exercise to validate the capability improvement, completing an AAR/IP, inventory records, evaluations, and/or increased capacity as articulated in the local THIRA or other assessments.

<p>WEST VIRGINIA Homeland Security State Administrative Agency (SAA)</p> <p>HOMELAND SECURITY GRANT PROGRAM</p>	<p>PROJECT DESCRIPTION</p> <p>PAGE 7</p>
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Problem Statement:

Fire Departments in Wood County, including City of Parkersburg Fire Department, Vienna Volunteer Fire Department, Williamstown Volunteer Fire Department, Waverly Volunteer Fire Department, Blennerhassett Volunteer Fire Department, Deerwalk Volunteer Fire Department, Eastwood Volunteer Fire Department, Lubeck Volunteer Fire Department, Mineral Wells Volunteer Fire Department, Pond Creek Volunteer Fire Department and Washington Bottom Volunteer Fire Department are not able to communicate with each other.

Justification:

The need for timely communications among agencies in a catastrophic event is a priority.

State Homeland Security Strategy Coordination:

The goal is to accomplish coordinated interoperable communications among all fire departments. (Objective 6.11 Enhance mobile, back-up and or redundant communications capabilities.)

Project Objectives:

Purchase and install 22 dual band Mobile Radios VHF P25, UHF P25.P25 trunking (WV SIRN)

Implementation:

Upon receipt of the radios, they will be installed for the various departments and the officers will receive training in their use. The equipment will be tested to determine the effectiveness and capability of meeting West Virginia Homeland Security framework/ core areas: prevention, protection, mitigation, response and recovery.

Project Assessment:

Fire department personnel will inventory their respective department's equipment and provide ongoing assessment of the communications capabilities.

WEST VIRGINIA
Homeland Security State Administrative Agency
(SAA)
HOMELAND SECURITY GRANT
PROGRAM

SPECIAL CONDITIONS AND ASSURANCES

PAGE 8

This program is conditioned upon and subject to compliance with the following Special Conditions and Assurances. By attaching a signature to page one (1), item ten (10), of this grant application, the applicant certifies and assures that it will comply with the following Special Conditions and Assurances, Regulations, Policies, Guidelines and Requirements of the SAA, as further clarified in the Administrative Manual for this program; U.S. Department of Homeland Security; and all other relevant Federal/State Regulations, Policies and Guidelines. These Special Conditions and Assurances apply to all HSP federal and matching funds expended for purposes associated with this project.

All correspondence to the SAA, 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 SAA grant program, should be addressed to:

WV Dept. of Military Affairs & Public Safety
1900 Kanawha Blvd., East
Building 1, Room W-400
Charleston, WV 25305

1. LAWS OF WEST VIRGINIA:

This 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 the SAA.

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

4. OPERATIONAL WITHIN 90 DAYS:

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

5. WRITTEN APPROVAL OF CHANGES:

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

WEST VIRGINIA
Homeland Security State Administrative Agency
(SAA)

HOMELAND SECURITY GRANT
PROGRAM

SPECIAL CONDITIONS AND ASSURANCES

PAGE 9

6. CIVIL RIGHTS COMPLIANCE:

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

7. PRESS RELEASE:

Release of information pertaining to this sub-grant must include the following information:

1. grant amount;
2. State involvement (WV Homeland Security State Administrative Agency); and,
3. Federal involvement (U.S. Dept. of Homeland Security).

8. COMPLIANCE WITH FEDERAL RULES AND REGULATIONS:

Sub-Grantee will comply with Title 2, Part 200 of the Code of Federal Regulations (*Super Circular*). The Super Circular supersedes Circulars A-21, A-87, A-89, A-102, A-110, A-122, A-133.

9. ACCESS TO RECORDS, EQUIPMENT, TRAINING & EXERCISES:

SAA, through any authorized representative, shall have access to and the right to examine all records, books, papers, documents, equipment, training, and/or exercises related to the sub-grant and to relevant books and records of contractors.

10. CONFLICT OF INTEREST:

No public official or employee of the sub-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 be expected to result in any benefit to that individual or that individual's immediate family.

11. POLITICAL ACTIVITY:

The restrictions of the Hatch Act, Pub. L. 93-433, 5 U.S.C. Chapter III, (as amended), concerning the political activity of government employees are applicable to state grantee staff members and other state and local government employees whose principal employment is in connection with activities financed, in whole or in part, by Title I grants. Under a 1975 amendment to the Hatch Act, such state and local government employees may take an active part in political management and campaigns, except they may not be candidates for office.

WEST VIRGINIA
Homeland Security State Administrative Agency
(SAA)
HOMELAND SECURITY GRANT
PROGRAM

SPECIAL CONDITIONS AND ASSURANCES
PAGE 10

12. RELEASE OF INFORMATION:

All records, papers and other documents kept by recipients of grant funds are required to be made available to the SAA. These records and other documents submitted to the SAA and its grantees, including plans and application for funds, reports, etc., are subsequently required to be made available to the U.S. Department of Homeland Security under the terms and conditions of the Federal Freedom of Information Act, 5. U.S.C. §552.

The SAA 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 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 federal control is subject to requests made pursuant to the Freedom of Information Act, 5. U.S.C. §552, all determinations concerning the release of information of this nature are made on a case-by-case basis by the Federal Division of Homeland Security FOIA Office, and may likely fall within one or more of the available exemptions under the Act.

Sub-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 the SAA regarding concerns or questions about the release of potentially sensitive information under state and local laws.

13. NATIONAL AND STATE EVALUATION EFFORTS:

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

14. OBLIGATION OF PROJECT FUNDS:

Funds may not, without prior written approval from the SAA, be obligated prior to the effective start date or subsequent to the termination date of the project period. All invoices must be dated within the approved sub-grant period.

15. USE OF FUNDS:

Funds awarded through the SAA may be expended **ONLY** for the purposes and activities specifically covered by the sub-grantee's approved project description and budget.

16. ELEMENTS OF A VIABLE CONTINUITY CAPABILITY:

The Continuity Plan is the roadmap for the implementation and management of the Continuity Program. The National Continuity Policy: Federal Continuity Directive 1 and Federal Continuity Directive 2 outline the following ten (10) overarching continuity requirements: Essential Functions, Orders of Succession, Delegations of Authority, Continuity Facilities, Continuity Communications, Vital Records Management, Human Capital, Tests-Training-Exercises, Devolution of Control & Direction, and Reconstitution. *If utilizing subgrant funding for the development of a Continuity Plan, the Plan must address each of these ten (10) elements in order to be eligible to be reimbursed for approved/allowable costs.*

In order to be eligible for funding to support an existing / in development Continuity Plan, the plan must contain the elements specified by the SAA in the Grant Eligibility Criteria.

17. ALLOWABLE AND UNALLOWABLE COSTS:

Allowable and unallowable costs incurred under this grant shall be determined in accordance with the Super Circular.

WEST VIRGINIA
Homeland Security State Administrative Agency
(SAA)
HOMELAND SECURITY GRANT
PROGRAM

SPECIAL CONDITIONS AND ASSURANCES
PAGE 11

18. NON-SUPLANTING:

Federal funds must be used to supplement existing funds for program activities and may not replace (supplant) non-Federal 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 Federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties. The sub-grantee hereby certifies that Federal funds made available under this grant will not be used to supplant state and local funds. Approved full-time positions must hire an additional individual to "backfill" the position.

19. MATCHING CONTRIBUTION:

If matching funds are allocated, the applicant assures that those funds 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. Cash matching contributions are subject to the same expenditure guidelines established by the SAA and the U.S. Department of Homeland Security for this grant program. All sub-grantees must maintain records that clearly show the source, the amount and the timing of all cash matching contributions. There is no waiver provision for any cash match requirements.

20. PROJECT INCOME:

All income earned by the sub-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 the SAA and the U.S. Department of Homeland Security for this grant program. All sub-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.

21. CONSULTANT FEES:

Approval of this sub-grant does not necessarily indicate an approval of specific consultant rates. Please discuss rates with the SAA.

22. SUSPENSION OF FUNDING:

SAA may suspend, in whole or in part, terminate, or impose other sanctions on any sub-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 just cause.

23. SANCTIONS FOR NONCOMPLIANCE:

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

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

WEST VIRGINIA
Homeland Security State Administrative Agency
(SAA)

HOMELAND SECURITY GRANT
PROGRAM

SPECIAL CONDITIONS AND ASSURANCES

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24. SUBMISSION/RELEASE OF PROPOSED PUBLICATIONS:

The sub-grantee shall submit one copy of all reports and proposed publications resulting from this agreement to the SAA 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 United States Department of Homeland Security and the WV Homeland Security State Administrative Agency. 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 U.S. Department of Homeland Security, nor the WV State Homeland Security State Administrative Agency."

25. PROPERTY ACCOUNTABILITY:

The sub-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 sub-grant by the SAA. This obligation continues as long as the property is retained by the sub-grantee, notwithstanding the expiration of this agreement. Prior to sale, trade in or disposal of property, disposition instructions will be obtained from the SAA. Sub-grantee assures inventory checks will be performed annually or pursuant to guidance promulgated in the Administrative Manual for this program, with copies provided to the SAA. The SAA reserves the right to inspect and review any equipment purchased with this sub-grant.

26. REPORTS:

Each sub-grantee shall submit reports as deemed reasonably necessary by the SAA for monitoring, stewardship and evaluation of programmatic and fiscal responsibilities.

27. PURCHASING:

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

28. PATENTS AND/OR COPYRIGHTS AND RIGHTS IN DATA:

Sub-grantee acknowledges that the SAA, and subsequently the U.S. Department of Homeland Security; 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.

Sub-grantee agrees to consult with the SAA regarding the allocation of any patent rights that arise from, or are purchased with, this funding.

WEST VIRGINIA
Homeland Security State Administrative Agency
(SAA)

HOMELAND SECURITY GRANT
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29. ENVIRONMENTAL & HISTORIC PRESERVATION (EHP)

Subgrantee shall comply with all applicable Federal, State, and local EHP requirements and shall provide any information requested to ensure compliance with applicable laws.

30. COMMUNICATIONS EQUIPMENT

With respect to communications initiatives and equipment, the sub-grantee agrees to the following:

Communications equipment is required to be compatible with the SAFECOM P25 trunked radio hierarchy and the WV Statewide Interoperable Radio Network. Per Executive Order 5-14 all communications equipment requests must be reviewed and approved by the State Interoperability Coordinator. www.sirn.wv.gov

31. TIME EXTENSIONS:

Time extensions are allowable; however, the SAA will review and approve extension requests on a case by case basis only if the extension is warranted. Lack of planning by the sub-grantee is not a justified reason for an extension.

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

Sub-Grantee understands and agrees that it cannot use any sub-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.

33.

PROGRAM ACCOUNTABILITY – FEDERAL AUDIT REQUIREMENTS: Super Circular

- I.) If an audit must be conducted pursuant to the Super Circular, a copy of the audit shall be submitted to SAA as well as to the Federal clearinghouse.

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

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

34.

PROGRAM ACCOUNTABILITY – STATE AUDIT REQUIREMENTS:

- I.) Chapter 12, Article 4, Section 14 of the West Virginia Code, as amended, sets forth the audit requirements of corporations, associations or other organizations which receive state funds or grants. These audit requirements do not apply to units of local and state government. If applicable, this grant shall adhere to the audit requirements set forth in §12-4-14 at the time of award. All funds disbursed by SAA are appropriated by the WV Legislature; therefore all funds disbursed are considered state funds. The SAA will notify the Legislative Auditor when a sub-grant is awarded which falls under the requirements of the WV Code.

As of 9/13/05, the requirements set forth by §12-4-14 are as follows: Any corporation, partnership, association, individual or other legal entity (not to include a state spending unit or a local government as defined in § 6-9-1a of the West Virginia Code, as amended) which receives one or more state grants or sub grants in the amount of \$50,000 or more in the aggregate in a state fiscal year shall file with the SAA a Report of the disbursement of these state funds. An OMB A-133 Audit or an audit conducted by a certified public accountant may be substituted for the Report. The Report shall be filed within two years of the end of the fiscal year in which the grant or subgrant closes. The Report shall be made by an independent certified public accountant and the scope of the Report is limited to showing how the state grant or subgrant funds were spent. The Report does not have to be a full-scope audit or review of the entity receiving state funds. Any entity failing to file a required Report is barred from subsequently receiving state grant or subgrant funds until the Report is filed and is otherwise in compliance with the provisions of West Virginia Code. If a Report is not required under this section of the WV Code then the grantee or sub-grantee shall file with SAA a sworn statement of expenditures made under the grant or sub-grant.

The Sub-grantee assures that it has read, understands and is in full compliance with all requirements as set forth in Chapter 12, Article 4, Section 14 of the West Virginia Code, as amended, and is not currently debarred from receiving state grant funds as a result of non-compliance with this section of the West Virginia Code, as amended.

WEST VIRGINIA
Homeland Security State Administrative Agency
(SAA)
HOMELAND SECURITY GRANT
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35. EQUAL EMPLOYMENT OPPORTUNITY PLAN:

Each sub-grantee certifies that it has executed and has on file, an Equal Employment Opportunity Plan.

36. VETERANS PREFERENCE:

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

37. IMMIGRATION AND NATURALIZATION VERIFICATION:

The sub-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 Federal funds to verify that employees are eligible to work in the United States.

38. PURCHASE OF AMERICAN-MADE EQUIPMENT/PRODUCTS:

It is the sense of the Congress, as conveyed through the FY 1997 Appropriations Act that, as well as the desire of SAA, to the greatest extent practicable, all equipment and products purchased with Federal funds made available under this grant should be American-made.

39. PERSONNEL TRAINING:

For projects involving payment of personnel or overtime pay, the SAA reserves the right to require training as a condition of the sub-grant before or at any time during the project period. Proof of training/certification on grant-funded equipment must be provided, if applicable.

40. ACCOUNTING REQUIREMENTS:

Sub-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 sub-grantee's other or general expenditures. Adequate documentation for all project costs and income must be maintained. Adequate documentation of financial and supporting material, as defined in the pertinent Administrative Manual, must be retained and be available for audit purposes.

41. FINANCIAL GUIDE:

Sub-grantee agrees to comply with all requirements as set forth in the Financial Guide which governs this program.

42. EQUIPMENT:

Sub-grantees purchasing equipment with grant funds are required to adhere to the established bidding procedures for their respective units of government and or agencies. All equipment must have a primary function of being used for homeland security purposes, and be available statewide (if practical) for use during emergencies and training/exercise events.

43. MARKING OF EQUIPMENT AND PUBLICATIONS:

Sub-grantee will ensure that, when practicable, any equipment purchased and publications produced with grant funding shall be prominently marked as follows: "Supported with funds provided by the U.S. Department of Homeland Security and the WV Homeland Security State Administrative Agency."

**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND
OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to average 1.7 hours per response. The burden estimate includes the time for reviewing instructions and searching existing data sources, gathering and maintaining the data needed and completing, and submitting the form. You are not required to respond to this collection of information unless a valid OMB control number appears in the upper right corner of this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (1660-0001). **NOTE: Do not send your completed form to this address.**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 44 CFR Part 18, "New Restrictions on Lobbying" and 28 CFR Part 17, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Federal Emergency Management Agency (FEMA) determines to award the transaction, grant, or cooperative agreement.

1. LOBBYING

As required by section 1352, Title 31 of the U.S. Code, and implemented at 44 CFR Part 18, for persons entering into a grant or cooperative agreement over \$ 100,000, as defined at 44 CFR Part 18, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement.

(b) If any other funds than Federal appropriated funds have been paid or will be paid to any other person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or an employee of Congress, or employee of a member of Congress in connection with this Federal Grant or cooperative agreement, the undersigned shall complete and submit Stand Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

Standard Form-LLL "Disclosure of Lobbying Activities" attached
(This form must be attached to certification if nonappropriated funds are to be used to influence activities.)

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 44 CFR Part 67, for prospective participants in primary covered transactions, as defined at 44 CFR Part 17, Section 17.510-A.

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of a or had a civilian judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or perform a public a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause of default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEE OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 44 CFR Part 17, Subpart F, for grantees, as defined at 44 CFR Part 17.615 and 17.620-

A. The applicant certifies that it will continue to provide a drug-free workplace by;

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug free awareness program to inform employees about-

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant to be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will-

(1) Abide by the term of the statement; and

(2) Notify the employee in writing of his or her conviction for a violation of a criminal drug statute occurring ion the workplace no later than five calendar days after such convictions;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position, title, to the applicable FEMA awarding office, i.e., regional office or FEMA office.

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is convicted-

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation act of 1973, as amended; or

(2) Requiring such an employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State; or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, City, County, State, Zip code)

Wood County Commission

#1 Court Square

Parkersburg, WV 26101

Check If there are workplaces on file that are not identified here.

Sections 17.630 of the regulations provide that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for FEMA funding. States and State agencies may elect to use a state wide certification.

Signature of Authorized Official: *Stephen Gaine*

Date:

11-16-2015

Homeland Security Grant Eligibility Criteria and Certification

To be eligible to apply for State Homeland Security Program grant funding, an agency or organization must comply with specific criteria as set forth below. This will help to ensure the state remains compliant with federal requirements and assist the agency in being an integrated part of the state's homeland security system. Evidence of compliance must be submitted to the Homeland Security State Administrative Agency (HS SAA) prior to or along with grant applications. Regional Area Liaisons may provide direct assistance to help applicants to come into compliance, or provide referral to the appropriate resource. The HS SAA will determine and provide notification of eligibility, which may include provisional acceptance requiring further action.

1. National Incident Management System (NIMS) Implementation

The U.S. Department of Homeland Security requires that States and Local Governments utilize the National Incident Management System (NIMS) to be eligible to receive federal grants. The State of West Virginia has interpreted this to include associations, non-governmental organizations, and private sector organizations among those who must meet NIMS objectives to be eligible for grant funding.

The applicant must adhere to the following:

- a. Utilize all NIMS concepts, as appropriate, including the Incident Command System (ICS).
- b. Ensure an up to date inventory of response/recovery assets is maintained.
- c. Maintain a list of all Memoranda/Statements of Understanding and Mutual Aid Agreements to which the applicant is a party. Copies may be requested by the Area Liaison or the HS SAA.
- d. Ensure all personnel are completing appropriate training commensurate with their responsibilities.
- e. Complete the NIMS Self-Assessment and submit to the state NIMS Coordinator via email at charles.w.bennett@wv.gov

Assistance with this requirement can be obtained from Chuck Bennett, State NIMS Coordinator at (304) 558-2930.

2. Continuity of Operations Plan

The applicant should maintain a written Continuity of Operations (COOP) plan. The plan should minimally contain the following elements:

- List of Essential Functions
- Orders of Succession for essential personnel
- List of Delegations of Authority
- Identification of a continuity facility
- Identification of Vital Records
- Communications
- Employee notification procedures for COOP activation
- Reconstitution
- Training plan/schedule for COOP

A continuity plan that contains these elements is not considered a complete plan; rather it demonstrates that significant planning has been undertaken and completed to ensure the organization can fulfill its responsibilities and commitments.

Assistance with this requirement can be obtained from Matt Blackwood, HS SAA Deputy Director at (304) 558-2930.

3. Training Database Registration

Proper agency personnel should register on the WV DMAPS online training database. To access the database, go to <http://onlinelearning.wv.gov/dmapscm6> and click the "Create New User" button. Registration and regular review will help ensure agencies are aware of available training and maintain proficiency of current doctrine and procedures.

Assistance with this requirement can be obtained from Christian Fernley, HS Training Coordinator at (304) 558-5380.

4. Exercise Participation

Applicants must submit exercise information (dates, location, planning team, etc) to the State Exercise Coordinator. Information should be submitted to Chuck Bennett at charles.w.bennett@wv.gov. Basic information will be posted on the state exercise calendar on the Homeland Security Information Network (HSIN). Grant applicants are encouraged to participate in the annual development of a Training & Exercise Plan (TEP) through regional Improvement Planning Workshops. The current TEP and other exercise resources can be viewed under the exercise tab at <http://www.dmaps.wv.gov>.

Assistance with this requirement can be obtained from Chuck Bennett, State HS Exercise Coordinator at (304) 558-2930.

5. Threat and Hazard Identification and Risk Assessment (THIRA)

The THIRA is a tool which helps assess state and local capacity each year. A current local THIRA must have been received from the jurisdiction. Local emergency management agencies coordinate the compilation of the jurisdiction's THIRA. Local applicants should supply relevant information to assist in completing the local THIRA. State level agencies should supply information for the state THIRA to the HS SAA.

Assistance with this requirement can be obtained from David Hoge, HS SAA Director or Matt Blackwood, HS SAA Deputy Director at (304) 558-2930.

Homeland Security Grant Eligibility Certification

Recipient Agency/Organization: Wood County Commission

Recipient Point of Contact: Ed Hupp

Email: ehupp@woodcounty911.com Phone: 304-420-0911

I have reviewed the foregoing and certify that to the best of my information and belief, the agency/organization is meeting the eligibility requirements to apply for Homeland Security Grant funding.

Recipient Agency/Organization Authorized Official:

Steve Gainer  Title: Commission President
Type or Print Name of Agency/Organization Authorized Official

Signature of Agency/Organization Authorized Official Date: _____

NOVEMBER 16, 2015

11/16/15
71/137

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE
STONEWALL GROUP TO UPDATE THE WOOD COUNTY
WEBSITE.

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 Stonewall Group to update the Wood County Commission website at a cost of fourteen thousand nine hundred dollars and zero cents (\$14,900.00).

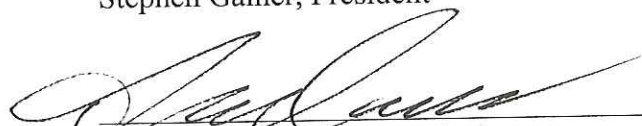
A copy of the proposal for services is attached to this Order and should be made a part thereof.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



Stephen Gainer, President



David Blair Couch, Commissioner

A/1547

Wood County Commission Website Proposal

11/16/17

71/137



**Submitted by: Stonewall Retail Marketing
November 6, 2015**

Stonewall Group is pleased to offer the following proposal for the development, hosting, and support of an updated website for the Wood County Commission.

Our team at Stonewall will create a custom, responsive design for your updated site that adapts to mobile devices and provides a modern look and feel across all platforms. We also understand the importance of being able to easily update content and our recommended Content Management System (CMS) is Joomla. Joomla (<https://www.joomla.org>) is open source, preventing vendor lock-in, and was built from the ground up as a CMS. Joomla powers the web presence of hundreds of thousands of small businesses, governments, non-profits and large organizations worldwide. We also provide guidance and training so you will be ready to maintain your content when the site launches. Stonewall offers hosting services with technical support and can provide content maintenance support and also aid in adding new features to the site in the future.

The cost represented in this proposal was based upon reviewing the scope of content in your existing site, production of graphic design elements, installing and configuring anticipated features, and the technical development of the site. It also includes the following assumptions:

- A. Stonewall will work directly with your IT staff in obtaining a backup of your current website to help in transitioning content. Stonewall will also obtain a copy of your SSL Certificate files for use on the new website.

- B. Site development will include the open source Content Management System (CMS) Joomla, providing the opportunity and means to easily manage content on the site by your staff. Stonewall will setup a temporary development server during development, testing, and the review and approval processes. Upon final approval of the site, Stonewall will package the site for deployment on an approved production hosting account and assist in that deployment as necessary and/or requested. The client may procure hosting or use hosting offered by Stonewall. Please note that if Wood County is considering in-house hosting, available bandwidth should be evaluated to ensure it is adequate and would not cause the site to respond slowly. Also, the scope of work does not include installation and configuration of an in-house server at Wood County.

Wood County Commission Website Proposal

A Stonewall account executive (AE) will be assigned to this project providing project oversight, client communications, and asset collection.

Wood County Commission will provide all approved content and photography for site development to Stonewall. Should there be a need for stock photography or new photography to be captured for site design or development, Stonewall will bill the client at cost as the items are approved and acquired.

Stonewall will present multiple design concepts (PDF format) for client review, revisions and approval. Design concepts include homepage, interior page, and mobile layouts. Responsive web design (RWD) will be utilized in the design and development of the site so that page layouts will adapt to the user agent (desktop, tablet and mobile phones). This will allow for the development and maintenance of one site that is viewable across different devices. RWD makes use of HTML5, fluid grids, flexible images and CSS3 media queries. Concepts will include relevant features, sample content and navigation.

Upon client approval of design concepts, development will begin on the Joomla site templates. Stonewall will install and configure CMS extensions for features and populate the site with content from the existing website. Site development will include Search Engine Optimization (SEO) items such as search engine friendly URLs, proper coding techniques including header elements, appropriate Meta tags for each page, and search engine site maps. Google Analytic code will be added to each page for statistical traffic analysis.

Website Cost: \$14,900¹

¹All extra components outside the scope of the website design and development will be additional cost and are excluded from Stonewall Group's cost. Such items may include video components (testimonials, industry related videos and other vignettes) and professional photography. Any extra cost items must be approved by the client before procurement, execution or inclusion into the website.

Optional Hosting with Technical Support:

Shared Hosting and Technical Support Plan: \$100/Month*

Shared hosting accounts are located on a server with other Stonewall client websites. Response times can be affected by traffic/load on other sites and sites use shared IPs, however, the server is managed by Stonewall and includes only Stonewall clients. (*Above pricing based on \$50/mo. hosting, \$50/mo. tech support and does not include client email accounts or content maintenance).

Content Maintenance:

Stonewall can provide website content maintenance after the go-live date at their standard hourly rate (\$85/hr.).

Wood County Commission Website Proposal

Website Process:

To help gain a better understanding of Stonewall Group's website development process, please see the steps listed below.

1. **Identify Content and Features** – Stonewall's AE will meet with the contact person at Wood County Commission to review the content and features of the existing website and identify all items that are to be migrated over to the new site.
2. **Website Navigational Structure**
Before design concepts are started, Wood County's point of contact and Stonewall's AE meet to review the existing navigational structure of the site and determine if any changes in navigation are needed or desired.
3. **Timeline Determined** - With the content, features and navigation agreed upon, a timeline is created indicating when Design Concepts, Development, and Content is due as well as Feedback and Approvals from the client.
4. **Design Concepts** - Stonewall will present design concepts (PDF format) for client review, revisions and approval. Design concepts include homepage, interior page, and mobile layouts. Concepts will include relevant features, sample content, and navigation.
5. **Website Template Development** - Stonewall develops a custom CMS template based on the approved design concepts. Note that any changes to the approved design at this stage may alter the timeline and may result in lost development hours and therefore the client may incur additional costs. Client will be notified in advance if any changes will result in lost development time and any additional costs will need to be discussed and agreed upon before development continues. This is known as project scope creep and needs to be avoided.
6. **CMS Content Population and Feature Integration** - Content is populated into the site and the revision/approval cycles begin according to the established timeline. Wood County may provide updated content for individual pages in electronic format or they may edit the content once it is migrated to the new site.
7. **Final Client Approvals and Go-Live** - After all pages of the site are populated the overall functionality of the site is tested. Upon final approval, the site (currently on a development account provided by Stonewall) is packaged for deployment on a production account. Any necessary DNS changes are made and the site goes live for the general public.
8. **Training** – Stonewall will provide training (4 hours) for Wood County staff so they are comfortable in updating content in the CMS. More training is available at additional cost.

11/16/15
71/135

NOVEMBER 16, 2015

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION ORDERED THAT THE NEW ROAD NAME REQUEST FORM FROM STEVEN MCPHERSON BE APPROVED. THE NEW ROAD NAME WILL BE WASHINGTON TERRACE.

ORDER

The County Commission of Wood County was in receipt of a New Road Name Request Form from Steven McPherson, to name a road WASHINGTON TERRACE. The said Request does not interfere with the scheduled readdressing and mapping for the E-9-1-1 Master Street Addressing Guide. The road to be known as WASHINGTON TERRACE is located 1.1 miles west of Route 68 on south side of Lake Washington Road, Lubeck District, Tax Map 170, Parcel F1. The request by Steven McPherson is in accordance with Chapter 7, Article 1, Section 3 of the Code of West Virginia, 1931, as amended, which deals, in part, with the County Commission naming or renaming thereof of roads, ways, streets, avenues, drives and the like to assure uniform, nonduplicative conversion of all rural routes to city-type addressing on a permanent basis.

The County Commission does hereby find that the said request, made in writing, by Steven McPherson, and the approval from the Wood County E-9-1-1, is in proper form and is hereby ORDERED to be filed.

NOW, THEREFORE, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Stephen Gainer and passed, does hereby ORDER that the aforementioned road be named WASHINGTON TERRACE. The County Commission does further ORDER that a copy of this ORDER, along with the New Road Name Request Form, be

WOOD COUNTY COMMISSION


certified by the Clerk of the County Commission for entry in the Office of the Clerk of the County Commission.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



Stephen Gainer, President



David Blair Couch, Commissioner

A/1539

BL-5

Please complete the upper portion of this request form. Return it to: Central Telecommunications Center, 911 Core Road, Parkersburg, WV 26104.

fax 472-6270

11/16/15
71/135

WOOD COUNTY 9-1-1

NEW ROAD NAME REQUEST FORM

NEW ROAD

Applicant Name: Steven McPherson

Applicant Phone #: 304-588-1847

Property Owner Name: Steven McPherson + Benny McPherson

Current Road Name or Highway Number, if any: 993 Lake Washington Road

Tax District: Lubeck Tax Map #: 170 Parcel #: F1

Describe Physical Location: 1.1 miles west of Rt. 68 on Lake Washington Road on South side of Lake Wash. Rd. Near Wolf Camper Sales

List Three Road Name Suggestions: 1st Washington Terrace *
2nd ~~Washington Gardens~~
3rd

Please prioritize.

Signature of Applicant: Steven R. McPherson

OFFICIAL USE ONLY

Coordinated with the Map Processor:

Processor Signature: *Quane E. Jones* Process Date: 11/16/15

Granted Street Name:

Place signature, address and telephone number all of the homeowners agreeing to the road name changes. This must be 100% of the residents if less than 10 and 75% if more than 10.

Signature	Existing Address	Phone #

Mark Rhodes
WOOD County 01:20:55 PM
Instrument No 8681636
Date Recorded 12/08/2015
Document Type ORDER/D
Pages Recorded 1
Book-Page 1238-581

2



Check Register

Company Name Wood County Commission

Page 1 of 7

Run Date 11/10/2015

12:43:55PM

<u>check No</u>	<u>Type</u>	<u>Check Date</u>	<u>Employee Id</u>	<u>Employee Name</u>	<u>Amount</u>
3400	R	Friday, November 13, 2015	COUCDAVI	COUCH DAVID BLAIR	\$1,276.97
3401	R	Friday, November 13, 2015	FORSBARB	FORSHEY BARBARA S.	\$776.39
3402	R	Friday, November 13, 2015	JONECARO	JONES CAROLE S.	\$923.63
3403	R	Friday, November 13, 2015	SMITJANE	SMITH JANET	\$368.05
3404	R	Friday, November 13, 2015	STEPGENE	STEPHENS GENEVA A.	\$172.83
3405	R	Friday, November 13, 2015	WILLTRAC	WILLIAMS TRACY A.	\$1,019.35
3406	R	Friday, November 13, 2015	SHAFROBE	SHAFFER ROBERT D.	\$1,059.66
3407	R	Friday, November 13, 2015	VALESTEV	VALENTINE STEVEN M.	\$899.07
3408	R	Friday, November 13, 2015	ALLEJASO	ALLEN JASON WAYNE	\$1,385.37
3409	R	Friday, November 13, 2015	FRAZRONA	FRAZIER RONALD CHARLES	\$999.00
3410	R	Friday, November 13, 2015	JOHNCHAR	JOHNSON CHARLES J.	\$855.74
3411	R	Friday, November 13, 2015	MASSDAVI	MASSEY II DAVID C.	\$1,248.90
3412	R	Friday, November 13, 2015	MISEDOUNG	MISER DOUGLAS B.	\$507.31
3413	R	Friday, November 13, 2015	MURPJAME	MURPHY JAMES T.	\$582.44
3414	R	Friday, November 13, 2015	RIFFWILL1	RIFFLE WILLIAM B.	\$1,290.35
3415	R	Friday, November 13, 2015	SMITJOAN	SMITH JOANNE	\$830.70
3416	R	Friday, November 13, 2015	SMITMATT	SMITH MATTHEW F.	\$672.70
3417	R	Friday, November 13, 2015	STEPKENT	STEPHENS KENT MICHAEL	\$1,203.42
3418	R	Friday, November 13, 2015	WILFGARY	WILFONG GARY F.	\$742.45
3419	R	Friday, November 13, 2015	MAHOBRIA	MAHONEY BRIAN G.	\$546.29
3420	R	Friday, November 13, 2015	WOODRICK	WOODYARD RICKEY L.	\$1,277.29
43805	R	Friday, November 13, 2015	DENNAMAN	DENNIS AMANDA JO	\$865.06
43806	R	Friday, November 13, 2015	FLEASTAC	FLEAK STACEY LYNN	\$693.28
43807	R	Friday, November 13, 2015	GAINSTEP	GAINER STEPHEN E.	\$597.32
43808	R	Friday, November 13, 2015	GERLROBE	GERLACH ROBERT L	\$497.90
43809	R	Friday, November 13, 2015	GRAHANGE	GRAHAM ANGELA M.	\$655.18
43810	R	Friday, November 13, 2015	SEUFMART	SEUFER MARTIN A.	\$1,830.99
43811	R	Friday, November 13, 2015	TEBAROBE	TEBAY ROBERT K.	\$1,172.12
43812	R	Friday, November 13, 2015	WHITCHRI1	WHITTAKER CHRISTOPHER H.	\$1,061.77

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<u>check No.</u>	<u>Type</u>	<u>Check Date</u>	<u>Employee Id</u>	<u>Employee Name</u>	<u>Amount</u>
43813	R	Friday, November 13, 2015	YONIMICH	YONIS III MICHAEL F.	\$687.25
43814	R	Friday, November 13, 2015	ATKICARA	ATKINSON CARA	\$1,114.41
43815	R	Friday, November 13, 2015	BEARELIZ	BEARY ELIZABETH	\$877.73
43816	R	Friday, November 13, 2015	BECKCARO	BECKETT CAROLYN J.	\$931.70
43817	R	Friday, November 13, 2015	BLONBREN	BLONDIN BRENDA S.	\$977.53
43818	R	Friday, November 13, 2015	DEVOMART	DEVORE MARTHA JANE	\$954.91
43819	R	Friday, November 13, 2015	DOTSLESL	DOTSON LESLIE RENEE	\$905.21
43820	R	Friday, November 13, 2015	FORDTAMM	FORDYCE TAMMY L.	\$1,002.83
43821	R	Friday, November 13, 2015	GARRDIAN	GARRETT DIANA KAY	\$1,120.23
43822	R	Friday, November 13, 2015	GIVEPENN	GIVENS PENNY G.	\$1,005.79
43823	R	Friday, November 13, 2015	JOHNBARB	JOHNSTON BARBARA A.	\$1,065.45
43824	R	Friday, November 13, 2015	JORDPATR	JORDAN PATRICIA D.	\$853.34
43825	R	Friday, November 13, 2015	MCBRRUTH	MCBRIDE RUTH A.	\$1,044.77
43826	R	Friday, November 13, 2015	RHODMARK	RHODES MARK D.	\$1,548.34
43827	R	Friday, November 13, 2015	ROSSMELO	ROSS MELODY L.	\$957.93
43828	R	Friday, November 13, 2015	SCHUDENI	SCHUCK DENISE E.	\$1,136.97
43829	R	Friday, November 13, 2015	SHRISAMM	SHRIVER SAMMATHA A.	\$1,035.29
43830	R	Friday, November 13, 2015	BEESJANE	BEESON JANET C.	\$680.33
43831	R	Friday, November 13, 2015	BUTCTIFF	BUTCHER TIFFANY J.	\$1,150.63
43832	R	Friday, November 13, 2015	ELROMARJ	ELROD MARJORIE D.	\$770.32
43833	R	Friday, November 13, 2015	JACKDEBO	JACKS DEBORAH KAY	\$803.32
43834	R	Friday, November 13, 2015	KAUFDENI	KAUFMAN DENISE A.	\$781.70
43835	R	Friday, November 13, 2015	OCONMONA	O'CONNOR MONA L	\$145.88
43836	R	Friday, November 13, 2015	REEDMEGA	REEDER MEGAN N.	\$682.57
43837	R	Friday, November 13, 2015	RIDGCELE	RIDGWAY CELESTE A.	\$388.31
43838	R	Friday, November 13, 2015	ROBIMICH	ROBINSON MICHELE LYNN	\$1,151.44
43839	R	Friday, November 13, 2015	WALTTERE	WALTERS TERESA G.	\$903.90
43840	R	Friday, November 13, 2015	BALOMARY	BALOG MARY JANE	\$911.33
43841	R	Friday, November 13, 2015	BURDAPRI	BURDETTE APRIL D.	\$892.09
43842	R	Friday, November 13, 2015	DUFFDEBR	DUFFELMEYER DEBRA KAY	\$793.66
43843	R	Friday, November 13, 2015	FLORMARS	FLORENCE MARSHA K.	\$712.23
43844	R	Friday, November 13, 2015	HENDPAUL	HENDERSHOT PAULA J.	\$611.50
43845	R	Friday, November 13, 2015	HUGGTRAC	HUGGINS TRACIE M.	\$744.43
43846	R	Friday, November 13, 2015	LOUGMEAG	LOUGH MEAGAN N.	\$979.21
43847	R	Friday, November 13, 2015	MACEJEFF	MACE JEFFREY S.	\$602.06

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<u>Check No.</u>	<u>Type</u>	<u>Check Date</u>	<u>Employee Id</u>	<u>Employee Name</u>	<u>Amount</u>
43848	R	Friday, November 13, 2015	MERCSTAC	MERCER STACIE D.	\$695.76
43849	R	Friday, November 13, 2015	MERRKENN	MERRITT KENNETH D.	\$1,514.07
43850	R	Friday, November 13, 2015	STEPSAND	STEPHENS SANDRA K.	\$772.61
43851	R	Friday, November 13, 2015	TRANROBE	TRANQUILL ROBERT J.	\$1,791.50
43852	R	Friday, November 13, 2015	BOYLJODI	BOYLEN JODIE	\$1,801.58
43853	R	Friday, November 13, 2015	BREIKOUR	BREIGHNER KOURTNEY A.	\$556.54
43854	R	Friday, November 13, 2015	FRANSEAN	FRANCISCO SEAN D.	\$1,418.41
43855	R	Friday, November 13, 2015	GUICRHEA	GUICE RHEA LYNN	\$463.36
43856	R	Friday, November 13, 2015	KIGETIFF	KIGER TIFFANY F.	\$1,026.68
43857	R	Friday, November 13, 2015	LEFEKIRS	LEFEBURE KIRSTEN R.	\$1,573.33
43858	R	Friday, November 13, 2015	LEFEPATR	LEFEBURE PATRICK O.	\$2,111.17
43859	R	Friday, November 13, 2015	MEEKKAYL	MEEKS KAYLA B.	\$401.85
43860	R	Friday, November 13, 2015	ROGESAMU	ROGERS II SAMUEL C	\$1,466.10
43861	R	Friday, November 13, 2015	ROUSPATR	ROUSH PATRICIA A.	\$633.53
43862	R	Friday, November 13, 2015	RYDEDEBR	RYDER DEBRA K.	\$1,033.65
43863	R	Friday, November 13, 2015	SKOGRUSS	SKOGSTAD RUSSELL J.	\$1,474.90
43864	R	Friday, November 13, 2015	SMITKYLA	SMITH KYLA L.	\$942.75
43865	R	Friday, November 13, 2015	STAMEMIL	STAMPER EMILY E.	\$1,416.42
43866	R	Friday, November 13, 2015	STONCLIF	STONE CLIFFTON W.	\$324.44
43867	R	Friday, November 13, 2015	UNDEMEGA	UNDERWOOD MEGAN E.	\$1,424.00
43868	R	Friday, November 13, 2015	WHARJASO	WHARTON JASON ANDREW	\$2,357.86
43869	R	Friday, November 13, 2015	BOWMDONN	BOWMAN DONNA M.	\$692.27
43870	R	Friday, November 13, 2015	COLEG	COLE G. MICHELL	\$500.58
43871	R	Friday, November 13, 2015	EDELSARA	EDELEN SARAH J	\$798.97
43872	R	Friday, November 13, 2015	ENOCKIMB	ENOCH KIMBERLY	\$790.84
43873	R	Friday, November 13, 2015	MCATCONN	MCATEE CONNIE L	\$176.99
43874	R	Friday, November 13, 2015	MILLTESS	MILLER TESSA JO	\$220.70
43875	R	Friday, November 13, 2015	SHAFRICH	SHAFFER RICHARD A.	\$465.94
43876	R	Friday, November 13, 2015	WOLFJAIM	WOLFE JAIME	\$443.95
43877	R	Friday, November 13, 2015	BUCKCYNT	BUCKINGHAM CYNTHIA A.	\$1,169.57
43878	R	Friday, November 13, 2015	COTTLARR	COTTRELL LARRY DEAN	\$1,515.76
43879	R	Friday, November 13, 2015	DEGRKARE	DEGRAEF KAREN SUE	\$794.55
43880	R	Friday, November 13, 2015	GRIMDONA	GRIMM DONALD M.	\$923.02
43881	R	Friday, November 13, 2015	HARTANDR	HARTLEBEN ANDREW P.	\$1,106.61
43882	R	Friday, November 13, 2015	LINCKERR	LINCICOME KERRI	\$1,287.17

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<u>Check No.</u>	<u>Type</u>	<u>Check Date</u>	<u>Employee Id</u>	<u>Employee Name</u>	<u>Amount</u>
43883	R	Friday, November 13, 2015	MCINRAYM	MCINTIRE RAYMOND JUNIOR	\$1,341.47
43884	R	Friday, November 13, 2015	RADESTEV	RADER STEVE E.	\$760.62
43885	R	Friday, November 13, 2015	TENNKEVI	TENNANT KEVIN D.	\$1,025.25
43886	R	Friday, November 13, 2015	BRADRISH	BRADFORD RISHA LYNN	\$808.37
43887	R	Friday, November 13, 2015	MARKREBE	MARKS REBECCA A.	\$402.69
43888	R	Friday, November 13, 2015	SHAWLIND	SHAWVER LINDSEY A	\$700.96
43889	R	Friday, November 13, 2015	BUNNRUSS	BUNNER RUSSELL W.	\$714.40
43890	R	Friday, November 13, 2015	JONEJOHN	JONES II JOHN DAVID	\$1,083.83
43891	R	Friday, November 13, 2015	SPRADAVI	SPRAGUE DAVID A.	\$804.43
43892	R	Friday, November 13, 2015	SWIGMELV	SWIGER MELVIN L.	\$1,503.11
43893	R	Friday, November 13, 2015	TRAVSTEV	TRAVIS STEVEN W.	\$1,017.86
43894	R	Friday, November 13, 2015	ALLEPEGG	ALLEN PEGGY SUE	\$1,058.96
43895	R	Friday, November 13, 2015	ALLETIMO	ALLEN TIMOTHY L.	\$1,295.25
43896	R	Friday, November 13, 2015	ANDEJANE	ANDERSON JANE E.	\$542.12
43897	R	Friday, November 13, 2015	BLATWILL	BLATT WILLIAM ANTHONY	\$1,107.29
43898	R	Friday, November 13, 2015	BUSSDAVI	BUSSEY DAVID	\$1,311.38
43899	R	Friday, November 13, 2015	BUTCBRIA	BUTCHER BRIAN M.	\$1,057.16
43900	R	Friday, November 13, 2015	COCHMICH	COCHRAN MICHAEL L.	\$969.04
43901	R	Friday, November 13, 2015	CROSDERE	CROSS DEREK B.	\$1,447.10
43902	R	Friday, November 13, 2015	DAVIMICH	DAVIS MICHAEL E.	\$652.35
43903	R	Friday, November 13, 2015	DEEMGARY1	DEEM GARY MICHAEL	\$1,106.07
43904	R	Friday, November 13, 2015	DEVORICK	DEVORE RICKY J.	\$358.49
43905	R	Friday, November 13, 2015	EATOMICH	EATON MICHAEL W.	\$296.90
43906	R	Friday, November 13, 2015	FOXGEOR	FOX GEORGE B.	\$591.75
43907	R	Friday, November 13, 2015	GABBONEY	GABBERT ONEY JACOB	\$289.76
43908	R	Friday, November 13, 2015	GEORRICH	GEORGE RICHARD A.	\$1,271.05
43909	R	Friday, November 13, 2015	HAMRJEFF	HAMRIC JEFFREY K.	\$1,330.33
43910	R	Friday, November 13, 2015	HOFMWALT	HOFMANN WALTER E.	\$98.70
43911	R	Friday, November 13, 2015	HUPPMATT	HUPP MATTHEW C.	\$1,178.70
43912	R	Friday, November 13, 2015	KEARLARR	KEARNS LARRY DEAN	\$820.72
43913	R	Friday, November 13, 2015	KINGMARK	KING MARK E.	\$803.72
43914	R	Friday, November 13, 2015	KOCHHANS	KOCHERSPERGER HANS RANDALL	\$1,072.50
43915	R	Friday, November 13, 2015	LANDWILL	LANDERS WILLIAM M.	\$604.78
43916	R	Friday, November 13, 2015	MARLTYLE	MARLOW TYLER D.	\$1,126.23
43917	R	Friday, November 13, 2015	MATHDELL	MATHENY DELLA DESIREE	\$1,034.34

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<u>Check No</u>	<u>Type</u>	<u>Check Date</u>	<u>Employee Id</u>	<u>Employee Name</u>	<u>Amount</u>
43918	R	Friday, November 13, 2015	MCCLCODY	MCCLUNG CODY L.	\$927.12
43919	R	Friday, November 13, 2015	MODESHAN	MODESITT SHANA L.	\$460.60
43920	R	Friday, November 13, 2015	PARKJEFF	PARK JEFFREY LEE	\$552.75
43921	R	Friday, November 13, 2015	PICKBRET	PICKENS BRETT A.	\$1,258.93
43922	R	Friday, November 13, 2015	RITCMICH	RITCHIE MICHAEL B	\$1,145.24
43923	R	Friday, November 13, 2015	SHRIANDR	SHRIVER ANDREW C.	\$1,257.38
43924	R	Friday, November 13, 2015	SIMSROBE	SIMS ROBERT GENE	\$1,389.13
43925	R	Friday, November 13, 2015	SIXCORY	SIX CORY B	\$822.19
43926	R	Friday, November 13, 2015	STEPBRAD	STEPHENS BRADY D.	\$328.75
43927	R	Friday, November 13, 2015	SWIGBRIA	SWIGER BRIAN A.	\$1,098.98
43928	R	Friday, November 13, 2015	TENNDAVI	TENNANT DAVID L.	\$671.89
43929	R	Friday, November 13, 2015	TRANDEID	TRANQUILL DEIDRA	\$890.56
43930	R	Friday, November 13, 2015	WADETERE	WADE TERESA JEAN	\$876.81
43931	R	Friday, November 13, 2015	WALDCAMI	WALDRON CAMILLE S.	\$1,122.27
43932	R	Friday, November 13, 2015	WETZJOHN	WETZEL JOHN CALEB	\$1,267.97
43933	R	Friday, November 13, 2015	WHITROBE	WHITE, JR. ROBERT V.	\$308.07
43934	R	Friday, November 13, 2015	WINDRYAN	WINDLAND RYAN D.	\$1,084.82
43935	R	Friday, November 13, 2015	YONARONA	YONALEY RONALD L.	\$701.61
43936	R	Friday, November 13, 2015	MERCSTEV	MERCER STEVEN E.	\$643.13
43937	R	Friday, November 13, 2015	SAMSJULI	SAMS JULIA ANN	\$974.44
43938	R	Friday, November 13, 2015	SAMSCURT	SAMS JR CURTIS M	\$92.30
43939	R	Friday, November 13, 2015	ALLEJOHN	ALLEN JOHN C.	\$578.47
43940	R	Friday, November 13, 2015	BEATPATR	BEATY PATRICK A	\$770.06
43941	R	Friday, November 13, 2015	BOLEDONA	BOLEY JR DONALD	\$514.28
43942	R	Friday, November 13, 2015	BROGGREG1	BROGDON GREGORY SCOTT	\$1,025.13
43943	R	Friday, November 13, 2015	BROGGREG	BROGDON II GREGORY S	\$838.35
43944	R	Friday, November 13, 2015	CORNAMAN	CORNELL AMANDA	\$750.58
43945	R	Friday, November 13, 2015	CRAVDANA	CRAVEN DANA J.	\$733.86
43946	R	Friday, November 13, 2015	FORDDANI	FORDYCE DANIELLE D.	\$867.12
43947	R	Friday, November 13, 2015	HARRMARK	HARRIS MARK C.	\$1,037.32
43948	R	Friday, November 13, 2015	JACOJEFF	JACOBY JEFFREY S.	\$748.53
43949	R	Friday, November 13, 2015	MYERLEE	MYERS LEE G.	\$780.07
43950	R	Friday, November 13, 2015	PRUNJASO	PRUNTY JASON L.	\$822.02
43951	R	Friday, November 13, 2015	SMITJONA	SMITH JONATHAN P.	\$783.45
43952	R	Friday, November 13, 2015	SOMEBRIA	SOMERVILLE BRIAN L.	\$850.57

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Check No	Type	Check Date	Employee Id	Employee Name	Amount
43953	R	Friday, November 13, 2015	STEPSTEV	STEPHENS STEVEN A.	\$963.73
43954	R	Friday, November 13, 2015	ALLETHOM	ALLEN JR. THOMAS L.	\$731.60
43955	R	Friday, November 13, 2015	FARNSARA	FARNSWORTH SARAH JANE	\$713.60
43956	R	Friday, November 13, 2015	JOYDAVI	JOY JR DAVID LEE	\$927.12
43957	R	Friday, November 13, 2015	RADEBRIA	RADER BRIAN E.	\$877.07
43958	R	Friday, November 13, 2015	FLEAALIC	FLEAK ALICIA L	\$433.21
43959	R	Friday, November 13, 2015	SAMPPONN	SAMPSON PONNIE J.	\$430.31
43960	R	Friday, November 13, 2015	HUPPEDWA	HUPP EDWARD H.	\$1,211.69
43961	R	Friday, November 13, 2015	ANDEDEBO	ANDERSON DEBORA L.	\$866.61
43962	R	Friday, November 13, 2015	BOLEKIMB	BOLEK KIMBERLY A	\$851.78
43963	R	Friday, November 13, 2015	COOLJACO	COOL JACQUELINE A	\$808.86
43964	R	Friday, November 13, 2015	CUMBWHIT	CUMBERLEDGE WHITNEY M.	\$69.70
43965	R	Friday, November 13, 2015	DOTSTHOM	DOTSON THOMAS E.	\$1,000.81
43966	R	Friday, November 13, 2015	FLEECARL	FLEENOR CARL AARON	\$1,217.61
43967	R	Friday, November 13, 2015	GALLSEAN	GALLAGHER SEAN C	\$42.88
43968	R	Friday, November 13, 2015	GASKANTH	GASKINS ANTHONY P.	\$433.43
43969	R	Friday, November 13, 2015	HOCKRUSS	HOCKENBERRY RUSSELL W.	\$1,230.90
43970	R	Friday, November 13, 2015	JEFFMARY	JEFFERS MARY BETH	\$933.03
43971	R	Friday, November 13, 2015	JONEDUAN	JONES DUANE EARL	\$1,262.58
43972	R	Friday, November 13, 2015	KERNTERE	KERNS TERESA S.	\$1,019.58
43973	R	Friday, November 13, 2015	KUHLJASO	KUHL JASON A.	\$1,169.71
43974	R	Friday, November 13, 2015	LAYTSTAC	LAYTON STACIE A.	\$472.01
43975	R	Friday, November 13, 2015	MARSROGE	MARSHALL ROGER L.	\$980.31
43976	R	Friday, November 13, 2015	MATHDUST	MATHENY DUSTIN S.	\$1,008.20
43977	R	Friday, November 13, 2015	MERCROBE	MERCER ROBERT E.	\$1,024.52
43978	R	Friday, November 13, 2015	MOORDOUG	MOORE DOUGLAS I.	\$1,529.38
43979	R	Friday, November 13, 2015	MOORMICH	MOORE MICHAEL LEE	\$233.12
43980	R	Friday, November 13, 2015	MORRSHIR	MORRIS SHIRLEY GILCHRIST	\$950.27
43981	R	Friday, November 13, 2015	MURPJILL	MURPHY JILLIAN L.	\$1,003.79
43982	R	Friday, November 13, 2015	NOKLADRI	NOKLEBY ADRIEN J.	\$1,607.11
43983	R	Friday, November 13, 2015	PARRDANI	PARRISH DANIELLE	\$834.79
43984	R	Friday, November 13, 2015	RIFFWILL	RIFFLE WILLIAM H.	\$1,065.63
43985	R	Friday, November 13, 2015	STAACHEL	STAATS CHELCIE S.	\$985.06
43986	R	Friday, November 13, 2015	STALSARA	STALNAKER SARA S.	\$894.54
43987	R	Friday, November 13, 2015	SWIGTERE	SWIGER TERESA D.	\$995.63

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<u>Check No</u>	<u>Type</u>	<u>Check Date</u>	<u>Employee Id</u>	<u>Employee Name</u>	<u>Amount</u>
43988	R	Friday, November 13, 2015	TAYLMEGA	TAYLOR MEGAN E	\$883.90
43989	R	Friday, November 13, 2015	TENNDEBO	TENNANT DEBORAH A.	\$768.06
43990	R	Friday, November 13, 2015	WINTGARY	WINTERS GARY D.	\$1,055.78
43991	R	Friday, November 13, 2015	ADAMSHER	ADAMS SHERRY L.	\$832.81
43992	R	Friday, November 13, 2015	BUNNTRAV	BUNNER TRAVIS N.	\$866.18
43993	R	Friday, November 13, 2015	CHURAMY	CHURCH AMY SPENCER	\$1,287.02
43994	R	Friday, November 13, 2015	COPLCALE	COPLEY CALE J.	\$33.96
43995	R	Friday, November 13, 2015	DELAJEFF	DELANCEY JEFFREY M.	\$783.84
43996	R	Friday, November 13, 2015	EASTAMY	EASTHOM AMY JEANNETTE	\$1,001.53
43997	R	Friday, November 13, 2015	ESCAHERN	ESCANDON HERNANDO	\$1,566.78
43998	R	Friday, November 13, 2015	GREAPRIS	GREATHOUSE PRISCILLA R	\$358.34
43999	R	Friday, November 13, 2015	LEMLLIND	LEMLEY LINDY ROCHELLE	\$803.81
44000	R	Friday, November 13, 2015	LYNCPATR	LYNCH PATRICA R.	\$821.82
44001	R	Friday, November 13, 2015	NGUYOUYE	NGUYEN QUYEN T.	\$925.20
44002	R	Friday, November 13, 2015	NUTTKATI	NUTTER KATIE J.	\$843.66
44003	R	Friday, November 13, 2015	PAXTHEAT	PAXTON HEATHER L.	\$1,013.25
44004	R	Friday, November 13, 2015	PICCJORU	PICCIANO JORUN K	\$725.37
44005	R	Friday, November 13, 2015	PRESKELS	PRESTON KELSEY A.	\$983.70
44006	R	Friday, November 13, 2015	SAUNMEGA	SAUNDERS MEGAN L.	\$506.17
44007	R	Friday, November 13, 2015	SINGJANA	SINGER-DOWLER JANA L.	\$1,276.86
44008	R	Friday, November 13, 2015	THOMJAME	THOMAS JAMES X	\$433.32
44009	R	Friday, November 13, 2015	WISESHER	WISE SHERRY L.	\$1,094.26
44010	R	Friday, November 13, 2015	CROSJERE	CROSS JEREMY W.	\$1,510.54
Total Net Pay					204,742.31

11/10/2015

<u>State</u>	<u>State Gross</u>	<u>State W/H</u>
OH	11,151.52	237.91
WV	281,553.62	12,072.47
Grand Total:	292,705.14	12,310.38

Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
1533	WATERS R	ROBIN WATERS	REGULAR	11/10/2015	51.00	

MAGISTRATE COURT Bank Id 105 Totals

51.00

Handwritten signature and initials, possibly "J. Lee" and "J.M.", in cursive.

Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
6367	ENGLEFIELD	ENGLEFIELD OIL COMPANY	REGULAR	11/10/2015	371.80	
6368	RUSS BASSETT	RUSS BASSETT C/O OFFICE PLANNING GROUP	REGULAR	11/10/2015	2,180.18	
6369	WINANS	WINANS SERVICES	REGULAR	11/10/2015	185.90	
E-911 FUND Bank Id 107 Totals					2,737.88	


 PM

Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
6070	DOMINIONH	DOMINION HOPE	REGULAR	11/10/2015	87.37	
6071	ENGLEFIELD	ENGLEFIELD OIL COMPANY	REGULAR	11/10/2015	139.92	
6072	ESCAHERN	ESCANDON HERNANDO	REGULAR	11/10/2015	109.45	
6073	GENERALSA	GENERAL SALES CO.	REGULAR	11/10/2015	232.77	
6074	MONPOWER	MON POWER	REGULAR	11/10/2015	840.16	
6075	MOUNTAINEERC	MOUNTAINEER GAS COMPANY	REGULAR	11/10/2015	60.31	
6076	ODEPOT	OFFICE DEPOT	REGULAR	11/10/2015	137.75	
6077	PARKERSBU	PARKERSBURG UTILITY BOARD	REGULAR	11/10/2015	211.53	
6078	PICCJORU	PICCIANO JORUN K	REGULAR	11/10/2015	55.00	
6079	SPENCER W	CITY OF SPENCER WATERWORKS	REGULAR	11/10/2015	26.52	
6080	SUDDENLINKD	SUDDENLINK	REGULAR	11/10/2015	329.85	
6081	THOMJAME	THOMAS JAMES X	REGULAR	11/10/2015	30.80	
COMM.CRIMINAL JUSTICE FUND Bank Id 172 Totals					2,261.43	



A large, stylized handwritten signature in black ink, appearing to be 'J. H. ...' with a flourish underneath.

Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
159185	UNITED BANK	UNITED BANKCARD CENTER	REGULAR	11/09/2015	19,359.08	

GENERAL FUND Bank Id 101 Totals

19,359.08

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Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
6366	UNITED BANK	UNITED BANKCARD CENTER	REGULAR	11/09/2015	6,099.42	
E-911 FUND Bank Id 107 Totals					<u>6,099.42</u>	



Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
3229	UNITED BANK	UNITED BANKCARD CENTER	REGULAR	11/09/2015	286.18	
HOME CONFINEMENT Bank Id 108 Totals					<u>286.18</u>	

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Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
6069	UNITED BANK	UNITED BANKCARD CENTER	REGULAR	11/09/2015	453.82	
COMM.CRIMINAL JUSTICE FUND Bank Id 172 Totals					<u>453.82</u>	

A handwritten signature in black ink, appearing to be 'J. W. ...', is located in the lower right quadrant of the page.

Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
159186	ACADEMYGL	ACADEMY GLASS	REGULAR	11/10/2015	620.60	
159187	ATOMS	ATOMS	REGULAR	11/10/2015	340.00	
159188	BELL HOME	BELLEVILLE HOMECOMING	REGULAR	11/10/2015	1,500.00	
159189	BHFI	BLENNERHASSETT HISTORICAL FOUNDATION INC	REGULAR	11/10/2015	5,000.00	
159190	BREWER	BREWER & CO. OF WV, INC.	REGULAR	11/10/2015	1,450.00	
159191	CARQUEST	CARQUEST	REGULAR	11/10/2015	284.77	
159192	CSSI	CSSI	REGULAR	11/10/2015	29,470.94	
159193	CWS	CWS	REGULAR	11/10/2015	282.94	
159194	DODDRIDGE	DODDRIDGE COUNTY SHERIFF DEPARTMENT	REGULAR	11/10/2015	429.30	
159195	DOMINIONH	DOMINION HOPE	REGULAR	11/10/2015	961.88	
159196	ENGLEFIELD	ENGLEFIELD OIL COMPANY	REGULAR	11/10/2015	8,883.46	
159197	GALL'SINC	GALLS, LLC	REGULAR	11/10/2015	92.12	
159198	GENERALSA	GENERAL SALES CO.	REGULAR	11/10/2015	1,402.98	
159199	GLOBAL	GLOBAL GOV/ED SOLUTIONS INC	REGULAR	11/10/2015	1,737.99	
159200	HEALTHPORT	HEALTH PORT	REGULAR	11/10/2015	479.11	
159201	LOWES	LOWE'S COMPANIES, INC.	REGULAR	11/10/2015	571.96	
159202	MARKSR	REBECCA MARKS	REGULAR	11/10/2015	135.97	
159203	MID-OHIOVRA	MID-OHIO VALLEY REGIONAL AIRPORT	REGULAR	11/10/2015	50,000.00	
159204	MNCO	MNCO	REGULAR	11/10/2015	310.00	
159205	ODEPOT	OFFICE DEPOT	REGULAR	11/10/2015	171.52	
159206	P-LIBRARY	PARKERSBURG & WOOD COUNTY PUBLIC LIBRARY	REGULAR	11/10/2015	14,285.12	
159207	P-WCVCB	GREATER PARKERSBURG CONVENTION & VISITORS	REGULAR	11/10/2015	28,236.08	
159208	PARKPOLICE	PARKERSBURG POLICE DEPARTMENT	REGULAR	11/10/2015	3,721.11	
159209	RAVENSWOOD	RAVENSWOOD POLICE DEPARTMENT	REGULAR	11/10/2015	244.14	
159210	RICOH	RICOH USA INC	REGULAR	11/10/2015	519.22	

Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
159211	RUNYON	RUNYON LOCK SERVICE	REGULAR	11/10/2015	12.00	
159212	SHAWLIND	SHAWVER LINDSEY A	REGULAR	11/10/2015	240.23	
159213	SHERWIN-W	SHERWIN-WILLIAMS PAINT	REGULAR	11/10/2015	181.96	
159214	SMITH JODI	JODI SMITH	REGULAR	11/10/2015	383.09	
159215	ST MARYS	ST MARYS POLICE DEPARTMENT	REGULAR	11/10/2015	69.75	
159216	TIANO	TIANO-KNOPP ASSOC., INC.	REGULAR	11/10/2015	3,150.00	
159217	TRANSUNION	TRANSUNION RISK AND ALTERNATIVE DATA	REGULAR	11/10/2015	220.50	
159218	UNITED BANK	UNITED BANKCARD CENTER	REGULAR	11/10/2015	4,245.07	
159219	USBANKEQUIP	US BANK EQUIPMENT FINANCE	REGULAR	11/10/2015	534.90	
159220	VERIZONW	VERIZON WIRELESS	REGULAR	11/10/2015	604.00	
159221	VIENNA	VIENNA POLICE DEPT.	REGULAR	11/10/2015	272.50	
159222	VIENNA PU	VIENNA PUBLIC LIBRARY	REGULAR	11/10/2015	14,996.25	
159223	WHARJASO	WHARTON JASON ANDREW	REGULAR	11/10/2015	128.76	
159224	WOOD CO C	WOOD COUNTY CIRCUIT CLERK	REGULAR	11/10/2015	20.00	
159225	WOOFTER A	ANDREW C. WOOFTER, III	REGULAR	11/10/2015	651.70	
159226	WV DIV	WEST VIRGINIA DIVISION OF LABOR	REGULAR	11/10/2015	50.00	
159227	WVAE4-HA	WVAE4-HA	REGULAR	11/10/2015	95.00	
159228	WVEAFCS	WVEAFCS	REGULAR	11/10/2015	110.00	
GENERAL FUND Bank Id 101 Totals					177,096.92	

Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
1218	WV DEPUTY	WV DEPUTY SHERIFF'S RETIREMENT	REGULAR	11/10/2015	1,998.00	
DEPUTY SHERIFF'S RETIREMENT Bank Id 369 Totals					<u>1,998.00</u>	
Report Totals					<u>1,998.00</u>	

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Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
159229	INGNATIONAL	VOYA FINANCIAL	REGULAR	11/13/2015	45.00	
159230	NRS	NATIONWIDE RETIREMENT SOLUTIONS	REGULAR	11/13/2015	3,075.83	
159231	PHEAA	PHEAA	REGULAR	11/13/2015	128.95	
159232	PUBLIC DE	ONE COMMUNITY FEDERAL CREDIT UNION	REGULAR	11/13/2015	15,564.00	
159233	TG	TG	REGULAR	11/13/2015	336.01	
PAYROLL FUND Bank Id 101 Totals					<u>19,149.79</u>	
Report Totals					<u>19,149.79</u>	




Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
1779	MONPOWER	MON POWER	REGULAR	11/12/2015	891.01	

GENERAL FUND Bank Id 101 Totals 891.01

Report Totals 891.01

A handwritten signature in black ink, appearing to be 'TAC' with a flourish underneath.

Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
159229	INGNATIONAL	VOYA FINANCIAL	REGULAR	11/13/2015	45.00	
159230	NRS	NATIONWIDE RETIREMENT SOLUTIONS	REGULAR	11/13/2015	3,075.83	
159231	PHEAA	PHEAA	REGULAR	11/13/2015	128.95	
159232	PUBLIC DE	ONE COMMUNITY FEDERAL CREDIT UNION	REGULAR	11/13/2015	15,564.00	
159233	TG	TG	REGULAR	11/13/2015	336.01	
PAYROLL FUND Bank Id 101 Totals					19,149.79	
Report Totals					19,149.79	






Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
1779	MONPOWER	MON POWER	REGULAR	11/12/2015	891.01	

GENERAL FUND Bank Id 101 Totals 891.01

Report Totals 891.01

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Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
1780	IRS-PAY	INTERNAL REVENUE SERVICE	REGULAR	11/13/2015	0.00	
1781	IRS-PAY	INTERNAL REVENUE SERVICE	REGULAR	11/13/2015	79,508.12	
1782	CHILD	CHILD SUPPORT ENF DIV	REGULAR	11/13/2015	1,549.49	
1783	FSA	TASC	REGULAR	11/13/2015	3,058.25	
159229	INGNATIONAL	VOYA FINANCIAL	REGULAR	11/13/2015	45.00	
159230	NRS	NATIONWIDE RETIREMENT SOLUTIONS	REGULAR	11/13/2015	3,075.83	
159231	PHEAA	PHEAA	REGULAR	11/13/2015	128.95	
159232	PUBLIC DE	ONE COMMUNITY FEDERAL CREDIT UNION	REGULAR	11/13/2015	15,564.00	
159233	TG	TG	REGULAR	11/13/2015	336.01	

PAYROLL FUND Bank Id 101 Totals	103,265.65
Report Totals	103,265.65



[Handwritten Signature]
[Handwritten Initials]

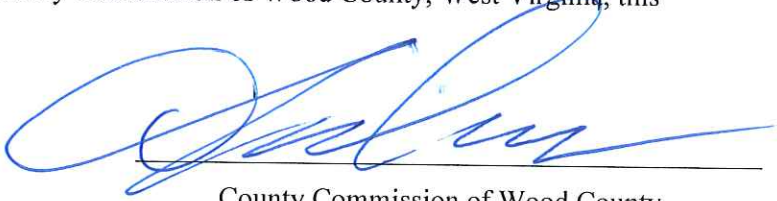
11/16/15
71/135

STATE OF WEST VIRGINIA
COUNTY OF WOOD } TO -WIT:

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



Subscribed and sworn to, before the County Commission of Wood County, West Virginia, this
16th day of November, 2015 .



County Commission of Wood County