

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

#1 COURT SQUARE, SUITE 203
PARKERSBURG, WV 26101

IN RE: MINUTES OF MEETING HELD
MONDAY, MARCH 12, 2018

PRESENT: DAVID BLAIR COUCH, PRESIDENT
ROBERT K. TEBAY, COMMISSIONER
JAMES COLOMBO, COMMISSIONER

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

The County Commission, upon a motion duly made, seconded and passed, approved minutes of March 5, 2018.

AGENDA AND DISCUSSION ITEMS

At 9:30 A.M., the County Commission met with Kevin Trippett from the Amity Center. Mr. Trippett told the Commission the roof at the Amity Center is in terrible shape. They are currently leasing the building from the County and requests the Commission donate the building to them so they can secure a loan to get the roof repaired. They have received an estimate of around \$36,000.00 for the repair. The Commission asked that he put their request in writing.

At 10:30 A.M., the County Commission met with Toni Tiano, Grant Consultant and Hernando Escandon, Director of the Wood County Day Report Center. They asked the Commission to apply for the annual Community Corrections Grant. The County Commission authorized said application. (Order M/3889)

The County Commission announced two vacancies on the Enforcement Agency for the Abandoned Building and Dilapidated Building Ordinance. (Order A/1914)


ORDERS APPROVED AND ATTACHED TO THESE MINUTES

M/3889, M/3891, A/1914

Having no further scheduled appointments or business to attend to, the County Commission adjourned at 11:10 A.M.

APPROVED:

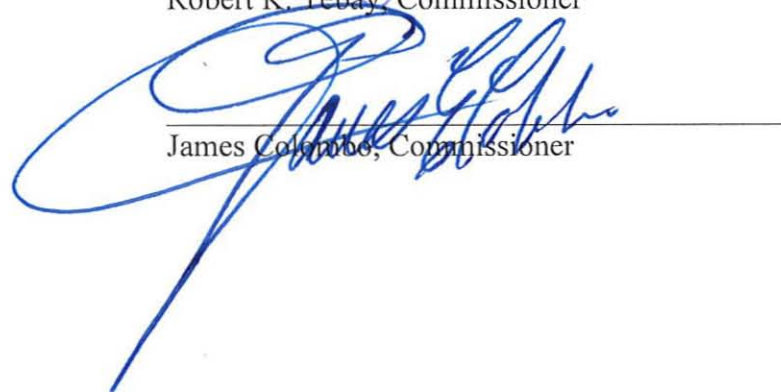
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James Colombee, Commissioner

To listen to this meeting, please refer to DVD labeled March 12, 2018.

Wood County Commission Meeting
Held March 12, 2018

Please Print

1.	Kevin Trippett	}	Westbrook Health Services
2.	John Burkhold		
3.	Marvin Boyce		
4.	Toni Tiano		
5.	Hernando Escandon		
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Wood County Commission
Agenda

3/12/2018

1 Court Square, Suite 203
Parkersburg, WV 26101

9:30 A.M.	Discuss Amity Center	Kevin Trippett
	Announce two vacancies on the Enforcement Agency for Abandoned and Dilapidated Building Ordinance	
10:30 A.M.	Consider Community Corrections Grant	Toni Tiano, Grant Consultant
	Administrator's Report	Marty Seuffer, 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

AMNITYCENTERROOF

AMNITYCENTERROOF

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
1. R&R Sprayed Polyurethane Foam Roofing (SPF)	25.00 SF	0.00	103.10	0.00	2,577.50

This is to remove gravel and dirt from the troubled area cut out the bad foam reapply new foam and seal the newly applied foam with silicone sealer
There is no guarantee that this will solve the leak but we believe that this will stop the leak

Total: AMNITYCENTERROOF 0.00 2,577.50

Labor Minimums Applied

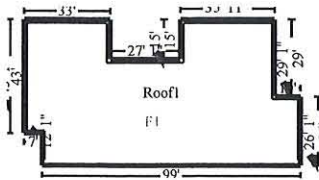
DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
3. Flat roof/membrane roofing labor minimum	1.00 EA	0.00	173.46	0.00	173.46

Totals: Labor Minimums Applied 0.00 173.46

Line Item Totals: AMNITYCENTERROOF 0.00 2,750.96

AMNITYCENTERROOF

Main Level



Roofl

5,063.36 Surface Area
352.37 Total Perimeter Length

50.63 Number of Squares

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
4. ROOFING	5,063.36 EA	0.00	7.00	871.91	36,315.43
Durolast roof system with 20 year life warranty. This price includes all labor and all materials required by durolast. This roofing systems warranty covers any damages to roof or any damages that would accrue to building or contents in building.					
Totals: Roofl				871.91	36,315.43
Total: Main Level				871.91	36,315.43
Line Item Totals: AMNITYCENTERROOF				871.91	36,315.43

Grand Total Areas:

0.00 SF Walls	0.00 SF Ceiling	0.00 SF Walls and Ceiling
0.00 SF Floor	0.00 SY Flooring	0.00 LF Floor Perimeter
0.00 SF Long Wall	0.00 SF Short Wall	0.00 LF Ceil. Perimeter
0.00 Floor Area	0.00 Total Area	0.00 Interior Wall Area
645.53 Exterior Wall Area	0.00 Exterior Perimeter of Walls	
5,063.36 Surface Area	50.63 Number of Squares	0.00 Total Perimeter Length
0.00 Total Ridge Length	0.00 Total Hip Length	

MARCH 12, 2018

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

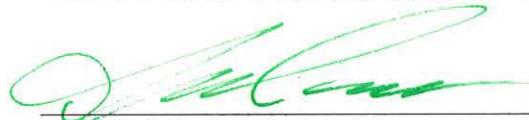
IN RE: THE COUNTY COMMISSION ANNOUNCED THAT TWO
VACANCIES EXIST ON THE ON THE ENFORCEMENT
AGENCY FOR THE ABANDONED AND DILAPIDATED
BUILDING ORDINANCE.

ORDER

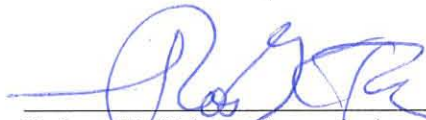
On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Robert K. Tebay and made unanimous by James E. Colombo, announced two vacancies on the Enforcement Agency for the Abandoned and Dilapidated Building Ordinance. Said vacancies are due to the resignation of William Brown, Engineer and the replacement of John Reed as a Wood County Litter Control Officer.

APPROVED:

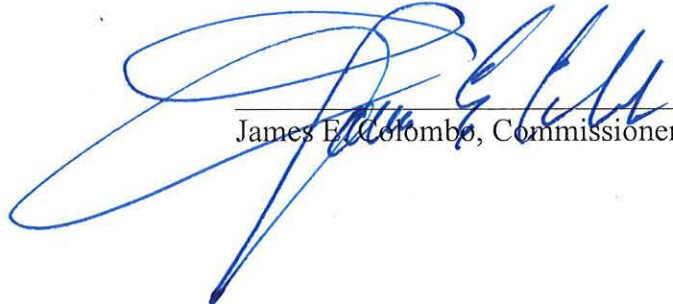
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

A/1914

Mark Rhodes
WOOD County 08:53:43 AM
Instrument No 8779701
Date Recorded 03/12/2018
Document Type CDD
Pages Recorded 1
Book-Page 74-757

MARCH 12, 2018

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

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

ORDER

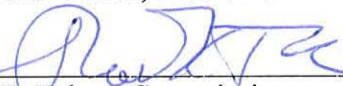
On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by James E. Colombo and passed, did hereby AUTHORIZE David Blair Couch, in his official capacity as President and on behalf of the County Commission, to EXECUTE an Application for a Community Corrections Grant with the West Virginia Division of Justice and Community Services. Said grant application is in the amount of six hundred thousand dollars and zero cents (\$600,000.00) and is on behalf of the Wood County Day Report Center.

A copy of the General Administrative Information, Budget Information and Project Narrative, is attached to this Order and should be made a part thereof. Further information submitted with the Application is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President

Robert K. Tebay, Commissioner

James E. Colombo, Commissioner

M/3889

**West Virginia Community Corrections
Grant Program Application**

**General Administrative Information
Page 1**

<u>Applicant Agency:</u> Wood County Commission	<u>Type of Agency:</u>
Address: One Court Square Parkersburg, WV 26101	<input type="checkbox"/> Municipality
	<input checked="" type="checkbox"/> County
Phone: 304-424-1976	<u>Type of Application:</u>
Fax Number: 304-424-0194	<input checked="" type="checkbox"/> For State Funds
	<input type="checkbox"/> No State Funds

<u>Project Director:</u> Toni Tiano	<u>Fiscal Officer:</u> Mark Rhodes
PD Title: Grant Consultant	FO Title: Wood County Clerk
Address: Wood County Courthouse One Court Square Parkersburg, WV 26101	Address: One Court Square Parkersburg, WV 26101
Phone: 304-481-6409	Phone: 304-424-1850
Fax: 304-485-2925	Fax: 304-424-0194
Email: tianoknopp@suddenlink.net	Email: mrhodes@woodcountywv.com

State Funds Requested: \$600,000

Amount Awarded:

Local Funds Committed: \$244,035

(for DJCS use only)

Project Period: July 1, 2018 – June 30, 2019

Number of years previously funded: 14

Previous Year Number admitted: 430

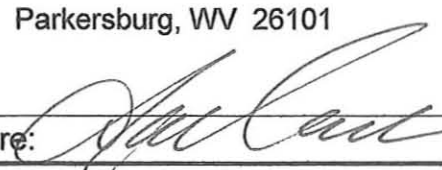
Geographic Area(s) Served:

Total Population: 129,820

Project Title: MOVDRC

Project Description: Serves Counties of Wood, Jackson, and Roane

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

<u>Authorized Official:</u> David Blair Couch	<u>AO Title:</u> President
Address: One Court Square, Suite 203 Parkersburg, WV 26101	Phone: 304-424-1976
	Fax: 304-424-0194
	E-Mail: seufer@woodcountywv.com
Signature: 	Date: March 12, 2018

**West Virginia Community Corrections
Grant Program Application**

**Budget Summary
Page 2**

Applicant: **Wood County Commission**

FEIN Number: **556 000 417**

Budget Category	WV Community Corrections Requested Funds (A)	Local (Match) Funds (B)	Total Budget (A + B)
Personnel/Contractual	\$597,553.00	\$206,235.00	\$803,788.00
Travel/Training			
Equipment			
Other	\$2,447.00	\$37,800.00	\$40,247.00
Totals	\$600,000.00	\$244,035.00	\$844,035.00

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

Funding Strategy

Funding Source(s)	Amount	Status
WV Community Corrections Grant	\$600,000.00	P
Wood County Commission	\$25,000.00	P
Jackson County Commission	\$25,000.00	P
Roane County Commission	\$25,000.00	P
Senate Bill 371 Reimbursement	\$40,000.00	P
WV Supreme Court of Appeals	\$100,000.00	P
Client Fees	\$29,035.00	P
Total	\$844,035.00	

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

Amount - Enter the amount received or anticipated for each

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

P – Projected grant, loan or donation

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

C – Funds Committed

R – Funds received, appropriated or on hand

WEST VIRGINIA COMMUNITY CORRECTIONS

BUDGET DETAIL

Page 3

GRANT PROGRAM APPLICATION

Budget Category	Requested Community Corrections Funds	Local Funds Utilized	Approved (DCJS Use Only)
Personnel / Contractual:			
Day Report Center Director - Hernando Escandon			
Salary - \$54,658	\$54,658.00		
Retirement - \$54,658 x .10	\$5,466.00		
FICA - \$54,658 x .0765	\$4,181.00		
WC - \$54,658 x .0384	\$2,099.00		
Health Insurance - \$883.12 x 12	\$10,597.00		
Dental Insurance - \$20.63 x 12	\$248.00		
Life Insurance - \$2.10 x 12 mos.	\$25.00		
Vision Insurance - \$7.93 x 12 mos.	\$95.00		
Assistant Director - Amy Church			
Salary - \$43,798	\$43,798.00		
Retirement - \$43,798 x .10	\$4,380.00		
FICA - \$43,798 x .0765	\$3,351.00		
WC - \$43,798 x .0384	\$1,682.00		
Health Insurance - \$1,905.58	\$22,867.00		
Dental Insurance - \$41.96	\$504.00		
Life Insurance - \$2.10 x 12 mos.	\$25.00		
Vision Insurance - \$21.18 x 12 mos.	\$254.00		
Administrative Assistant - Nicole Lemon			
Salary - \$32,280	\$32,280.00		
Retirement - \$32,280 x .10	\$3,228.00		
FICA - \$32,280 x .0765	\$2,469.00		
WC - \$32,280 x .0384	\$1,240.00		
Health Insurance - \$883.12 x 12	\$10,597.00		
Dental Insurance - \$20.63 x 12	\$248.00		
Life Insurance - \$2.10 x 12 mos.	\$25.00		
Vision Insurance - \$7.93 x 12 mos.	\$95.00		
Jackson County Site Coordinator/Case Manager Jeanette Easthorn			
Salary - \$30,561	\$30,561.00		
FICA - \$30,561 x .0765	\$2,338.00		
WC - \$30,561 x .0384	\$1,174.00		
Retirement - \$30,561 x .10	\$3,056.00		
Health Insurance - \$883.12 x 12	\$10,597.00		
Dental Insurance - \$20.63 x 12	\$248.00		
Life Insurance - \$2.10 x 12 mos.	\$25.00		
Vision Insurance - \$7.93 x 12 mos.	\$95.00		
Case Manager-Wendy Romine			

Salary - \$31,500	\$31,500.00
Retirement - \$31,500 x .10	\$3,150.00
FICA - \$31,500 x .0765	\$2,410.00
WC - \$31,500 x .0384	\$1,210.00
Health Insurance - \$883.12 x 12	\$10,597.00
Dental Insurance - \$20.63 x 12	\$248.00
Life Insurance - \$2.10 x 12 mos.	\$25.00
Vision Insurance - \$7.93 x 12 mos.	\$95.00
Site Coordinator - Heather Paxton	
Salary - \$37,440	\$37,440.00
Retirement - \$37,440 x .10	\$3,744.00
FICA - \$37,440 x .0765	\$2,864.00
WC - \$37,440 x .0384	\$1,438.00
Health Insurance - OPTED OUT	\$0.00
Dental Insurance - \$20.63 x 12 mos.	\$248.00
Life Insurance - \$2.10 x 12 mos.	\$25.00
Vision Insurance - \$7.93 x 12 mos.	\$95.00
Case Manager/Counselor - Kelsey Preston	
Salary - \$29,580	\$29,580.00
Retirement - \$29,580 x .10	\$2,958.00
FICA - \$29,580 x .0765	\$2,263.00
WC - \$29,580 x .0384	\$1,136.00
Health Insurance - \$883.12 x 12	\$10,597.00
Dental Insurance - \$20.63 x 12	\$248.00
Life Insurance - \$2.10 x 12 mos.	\$25.00
Vision Insurance - \$7.93 x 12 mos.	\$95.00
Case Manager/Counselor - Sherry Wise	
Salary - \$34,000	\$34,000.00
Retirement - \$34,000 x .10	\$3,400.00
FICA - \$34,000 x .0765	\$2,601.00
WC - \$34,000 x .0384	\$1,306.00
Health Insurance - \$883.12 x 12	\$10,597.00
Dental Insurance - \$20.63 x 12	\$248.00
Life Insurance - \$2.10 x 12 mos.	\$25.00
Vision Insurance - \$7.93 x 12 mos.	\$95.00
Case Manager - Travis Bunner	
Salary - \$27,000	\$27,000.00
Retirement - \$27,000 x .10	\$2,700.00
FICA - \$27,000 x .0765	\$2,066.00
WC - \$27,000 x .0384	\$1,037.00
Health Insurance - \$883.12 x 12	\$10,597.00
Dental Insurance - \$20.63 x 12	\$248.00
Life Insurance - \$2.10 x 12 mos.	\$25.00
Vision Insurance - \$7.93 x 12 mos.	\$95.00
Case Manager - Jeff DeLancey	
Salary - \$27,000	\$27,000.00
Retirement - \$27,000 x .10	\$2,700.00
FICA - \$27,000 x .0765	\$2,066.00
WC - \$27,000 x .0384	\$1,037.00
Health Insurance - \$1,905.58	\$22,867.00
Dental Insurance - \$41.96	\$504.00
Life Insurance - \$2.10 x 12 mos.	\$25.00
Vision Insurance - \$21.18 x 12 mos.	\$254.00

Case Manager - Christopher Tope		
Salary - \$24,960	\$24,960.00	
Retirement - \$24,960 x .10	\$2,496.00	
FICA - \$24,960 x .0765	\$1,909.00	
WC - \$24,960 x .0384	\$958.00	
Health Insurance - \$883.12 x 12	\$10,597.00	
Dental Insurance - \$20.63 x 12	\$248.00	
Life Insurance - \$2.10 x 12 mos.	\$25.00	
Vision Insurance - \$7.93 x 12 mos.	\$95.00	
Counselor - Chasity Stewart-West		
Salary - \$8,320	\$8,320.00	
FICA - \$8,320 x .0765	\$636.00	
WC - \$8,320 x .0384	\$319.00	
OFFICE SUPPLIES		
Misc. Office Supplies	\$2,447.00	
MATCH		
Personnel / Contractual:		
Office Assistant - Lara Rush		
Salary - \$23,920	\$23,920.00	
Retirement - \$23,920 x .10	\$2,392.00	
FICA - \$23,920 x .0765	\$1,830.00	
WC - \$23,920 x .0384	\$919.00	
Health Insurance - \$1,905.58	\$22,867.00	
Dental Insurance - \$41.96 x 12 mos.	\$504.00	
Life Insurance - \$2.10 x 12 mos.	\$25.00	
Vision Insurance - \$21.18 x 12 mos.	\$254.00	
Case Manager - Christian Bayle		
Salary - \$28,500	\$28,500.00	
Retirement - \$28,500 x .10	\$2,850.00	
FICA - \$28,500 x .0765	\$2,180.00	
WC - \$28,500 x .0384	\$1,094.00	
Health Insurance - \$883.12 x 12	\$10,597.00	
Dental Insurance - \$20.63 x 12	\$248.00	
Life Insurance - \$2.10 x 12 mos.	\$25.00	
Vision Insurance - \$7.93 x 12 mos.	\$95.00	
Support Staff - Kevin Townsend, Jr.		
Salary - \$23,920	\$23,920.00	
Retirement - \$23,920 x .10	\$2,392.00	
FICA - \$23,920 x .0765	\$1,830.00	
WC - \$23,920 x .0384	\$919.00	
Health Insurance - \$1,905.58	\$22,867.00	
Dental Insurance - \$41.96 x 12 mos.	\$504.00	
Life Insurance - \$2.10 x 12 mos.	\$25.00	
Vision Insurance - \$21.18 x 12 mos.	\$254.00	
Office Assistant - Taylor Carte		
Salary - \$15,080	\$15,080.00	
Retirement - \$15,080 x .10	\$1,508.00	
FICA - \$15,080 x .0765	\$1,154.00	
WC - \$15,080 x .0384	\$579.00	
Dental Insurance - \$20.63 x 12	\$248.00	
Life Insurance - \$2.10 x 12 mos.	\$25.00	
Vision Insurance - \$7.93 x 12 mos.	\$95.00	

Office Assistant - Sheila McBride			
Salary - \$12,000		\$12,000.00	
Retirement - \$12,000 x .10		\$1,200.00	
FICA - \$12,000 x .0765		\$918.00	
WC - \$12,000 x .0384		\$461.00	
Dental Insurance - \$20.63 x 12		\$248.00	
Life Insurance - \$2.10 x 12 mos.		\$25.00	
Vision Insurance - \$7.93 x 12 mos.		\$95.00	
Office Assistant - Wendy Looney			
Salary - \$15,080		\$15,080.00	
Retirement - \$15,080 x .10		\$1,508.00	
FICA - \$15,080 x .0765		\$1,154.00	
WC - \$15,080 x .0384		\$579.00	
Dental Insurance - \$20.63 x 12		\$248.00	
Life Insurance - \$2.10 x 12 mos.		\$25.00	
Vision Insurance - \$7.93 x 12 mos.		\$95.00	
Part-Time Security - Neil Rader			
Salary - \$2,600		\$2,600.00	
FICA - \$2,600 x .0765		\$199.00	
WC - \$2,600 x .0384		\$100.00	
SPACE			
Wood County - \$1,500 x 12 mos.		\$18,000.00	
Jackson County - \$1,100 x 12 mos.		\$13,200.00	
Roane County - \$550 x 12 mos.		\$6,600.00	
Total Local Funds:	\$600,000.00		
Total State Community Corrections Funds:		\$244,035.00	
Total APPROVED for Project			\$0.00

** All Funds Must Be Rounded To The Nearest Whole Dollar Amount **

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

GRANT FUNDS - \$600,000

Personnel/Contractual – GRANT FUNDS

A total of \$593,626 is being requested in grant funds in the personnel/contractual category for employees who are Wood County employees (salary, benefits, and insurance).

The positions are:

Day Report Center Director	\$54,658
Assistant Director	\$43,798
Administrative Assistant	\$32,280
Site Coordinator – Jackson County	\$30,561
Case Manager # 1	\$27,000
Case Manager/Counselor – Jackson/Roane Counties insurance)	\$37,440 (no health
Case Manager # 2	\$29,580
Case Manager #3	\$34,000
Case Manager #4	\$27,000
Case Manager #5	\$31,500
Case Manager #6	\$24,960
Support Staff – part-time insurance)	\$8,320 (no retirement or
 TOTAL EMPLOYEES SALARY	 \$381,097

Benefits for the employees are as follows:

Retirement - $\$372,777 \times .10$	\$37,278
Social Security - $\$381,097 \times .0765$	\$29,154
Workers Comp. - $\$381,097 \times .0384$	\$14,634
 TOTAL EMPLOYEE BENEFITS	 \$81,066

Insurance for full-time employees is as follows:

HEALTH

$\$883.12 \times 12 \text{ mos.} \times 8 \text{ employees}$	\$84,780
$\$1,905.58 \times 12 \text{ mos.} \times 2 \text{ employee}$	\$45,734

DENTAL

$\$20.63 \times 12 \text{ mos.} \times 9 \text{ employees}$	\$2,228
$\$41.96 \times 12 \text{ mos.} \times 2 \text{ employees}$	\$1,007

LIFE

\$2.10 x 12 mos. x 11 employees \$277

VISION

\$7.93 x 12 mos. x 9 employees \$856
\$21.18 x 12 mos. x 2 employees \$508

TOTAL EMPLOYEE INSURANCE \$135,390

TOTAL PERSONNEL GRANT FUNDS \$597,553

MISC. Office Supplies \$ 2,447

TOTAL GRANT FUNDS REQUESTED \$600,000

MATCH FUNDS = \$244,035

Personnel/Contractual – MATCH FUNDS

The following is a listing of the full-time employees and non-full time employees of the Day Report Center which will be used as part of the match requirement.

These positions are:

Case Manager \$28,500
Office Assistant \$23,920
Support Staff \$23,920
Office Assistant \$15,080
Office Assistant – part-time \$15,080
Office Assistant – part-time \$12,000
Security – part-time \$ 2,600

TOTAL EMPLOYEES SALARY \$121,100

Benefits for the employees are as follows:

Retirement - \$118,500 x .10 (excludes security person) \$11,850
Social Security - \$121,100 x .0765 \$ 9,264
Workers Comp. - \$121,100 x .0384 \$ 4,650

TOTAL EMPLOYEE BENEFITS \$25,764

Insurance for employees is as follows:

HEALTH

\$883.12 x 12 mos. x 1 employee	\$10,597
\$1,905.58 x 12 mos. x 2 employees	\$45,734

DENTAL

\$20.63 x 12 mos. x 4 employees	\$ 990
\$41.96 x 12 mos. x 2 employees	\$1,007

LIFE

\$2.10 x 12 mos. x 6 employees	\$ 151
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VISION

\$7.93 x 12 mos. x 4 employees	\$ 381
\$21.18 x 12 mos. x 2 employees	\$ 508

TOTAL EMPLOYEE INSURANCE	\$59,368
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MISC: Personnel Expense Due to Rounding of Figures	\$ 3
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TOTAL PERSONNEL/CONTRACTUAL MATCH	\$206,235
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Space MATCH Funds

Wood County Rent - \$1,500/mo. x 12 mos.	\$18,000
Jackson County Rent - \$1,100/mo. x 12 mos.	\$13,200
Roane County Rent - \$550/mo. x 12 mos.	\$ 6,600

TOTAL SPACE MATCH	\$37,800
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TOTAL CASH MATCH	\$244,035
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Please provide information that describes the proposed project. State clearly and in concise detail the purpose and direction of the project, including all components described in the project narrative section of the application instructions. All components must be addressed in the order listed in the instructions. Attach additional pages if necessary and label additional pages as 5a, 5b, 5c, etc.

A. PROBLEM STATEMENT

It is understood that the criminal justice system cannot expect to eliminate all criminal behaviors; even under circumstances where each branch of the system were to operate at its optimal level and seamless cooperation were to exist between each branch. Despite exceptional police presence and response from the judicial systems, there continues to be high rates of criminal activity in Wood, Roane, and Jackson Counties. According to local law enforcement, crimes against property, particularly those committed by individuals motivated by substance abuse and addiction represent the greatest percentage of all crimes committed. This finding continues the trend that has been in evidence during recent years.

Also consistent with other recent years, local law enforcement officials continue to report that the selling prices for many addictive substances in this area are significantly higher than the selling prices in most urban areas. In addition to the previously mentioned high rates of property crime, local officials continue to believe that this fact also serves as a primary contributing factor for the high rates of retail theft in this area.

The combination of the high selling prices, high demand, and competition which is perceived as both less organized and less dangerous have long been suspected as making this area attractive to distributors of substantial quantities of addictive substances who originate from much larger metropolitan areas (most often Columbus, OH, Cleveland, OH, and Detroit, MI). Anecdotal evidence obtained from those sellers who originate from large urban areas continues to support this suspicion.

In recent years, it has become common knowledge that offenders motivated by an underlying addiction who do not have appropriate substance use treatment as part of their sentencing requirements experience a very high rate of recidivism. Although not a direct cause of domestic violence, family conflict is exacerbated by substance abuse, putting the intimate partners and children of those who use at increased risk. These factors frequently serve to make the home environment the most dangerous place for victims of domestic violence.

As of December 2017, the National Center for Health Statistics indicated that rate of drug overdose deaths in West Virginia continues to exceed (by a wide margin) the observed rate in any other U.S. state. The Wood County 911 Center reports that it received 363 overdose calls in 2017. Unfortunately, because they only began specifically counting such calls in 2017, it is not possible to compare this figure to the number of overdose calls they received during previous years.

According to Wood County Coroner Mike Sinclair, the number one cause of death by overdose in Wood County, WV was again the ingesting of a lethal quantity of opioids. The Office of Drug Control Policy recently reported that Wood County experienced 15 accidental overdose deaths in

2017. However, Mr. Sinclair indicated that his final overdose death figure for Wood County stands at 22. This figure represents a substantial decrease from the 43 overdose deaths he reported in Wood County for 2016. These deaths continue to be officially referred to as drug toxicity overdose; the mean age of the victims remained steady in 2017 at 25 to 35 years of age.

It should also be noted that this overall decrease in the number of overdose fatalities was observed despite the fact that Mr. Sinclair's report in March 2017 indicated that at least 9 deaths were attributed to substance overdose have occurred in Wood County in January and February 2017 (which would have projected to approximately 54 overdose deaths in 2017 if that rate had persisted for the entire year). This fact makes the overall decrease in overdose fatalities observed for the entire 2017 calendar year particularly striking.

Mr. Sinclair suspects that the combination of increased resources available to local law enforcement, as well as the availability of Narcan for all local Volunteer Fire Departments (a program which began in 2017) are the most likely contributing factors to the decrease in the number of overdose fatalities. He also suspects that the distributors who sell illicit opioids to the local population are now less likely to adulterate the samples they provide for sale to their customers with Fentanyl and/or Carfentanyl.

Mr. Sinclair believes that the reasons for this change in the adulterating practices for local distributors are likely twofold. They appear to recognize that the increased lethality associated with Fentanyl and Carfentanyl have the potential to reduce their customer base. In addition, Mr. Sinclair suspects that the increased legal liability associated with recently enacted legislation (that can hold sellers criminally liable for the fatal overdoses of their customers) might also be influencing the recent changes in their practices.

Mr. Sinclair again cited opioid overdose, both in the forms of prescription painkillers and heroin, as the predominant cause for the overdose deaths in 2017. He has continued his informal practice of attempting to prevent these deaths by talking to friends and family members of overdose victims in order to educate them about the potential for strong or toxic substances becoming available in the area.

Local officials also note that historically, whenever a new addictive substance (or whenever a different version of an existing substance that is stronger and/or more toxic than the version formerly available) infiltrates the local area, an increase in the number of patients who have overdosed or experienced a toxic reaction to that substance is a frequent and predictable result.

Similar to previous years, law enforcement officials indicate that the first few days of each calendar month is the period of time when overdoses are most likely to occur. The most plausible (yet difficult to verify) explanation for this observation is that many local overdose victims rely on government assistance, which is typically issued to its beneficiaries on or near the first day of every month.

Speculation persists in some circles that a causal explanation exists to account for the decrease in prescription opioid use and the increase in heroin use that has been noted in recent years.

However, we remain unaware of any research which provides empirical support for that position. Furthermore, there continue to be no known credible challenges to the articles published in early 2016 (and cited in the grant application narrative for the current fiscal year) which indicate that increased heroin use began before (and is therefore not perceived as directly related to) the continued decrease in availability of prescription opioids.

We have not found any updated data from the U.S. Surgeon General's report on Alcohol, Drugs, and Health that was issued last year (and whose findings were summarized in the narrative for the current fiscal year's grant application). Specifically, that report indicated that drug abuse costs the U.S. economy well over \$400 billion per year. In 2015, more than 27 million persons in the U.S. used some type of illegal drug and 66 million reported having engaged in at least one episode of binge drinking within the past month. The report further indicated that every \$1 invested in addiction treatment services carries the potential of preventing a combined \$4 in healthcare costs and lost employee productivity. Each \$1 invested in addiction treatment can also be expected to result in a \$7 reduction in criminal justice costs. Existing treatment programs have been shown to reduce the risk of relapse and the illegal behavior that active addiction can serve as a catalyst for.

The continued high rates of substance-related criminal activity continue to demand a substantial level of attention from law enforcement and have posed an additional risk to the well-being of our communities. The number of resources which must be devoted to responding to this activity has been cited by local law enforcement as the primary reason that they cannot simultaneously investigate other types of illegal behavior that the public might request (including, but not limited to allegations of driving under the influence).

As the addicted population continues its constant search for illicit substances which are more powerful, less expensive, and easier to access, local sources again noted a recent resurgence (first mentioned during the current grant application's narrative) in the use of methamphetamine. This increase reportedly became significantly more pronounced in 2017.

Regionally, the local effort to combat the manufacturing and use of methamphetamine continues, with "meth labs" continuing to be identified and disrupted on a regular basis. Compounding this problem is information that is consistently received from many of our program's clientele, who indicate that they are resorting to manufacturing methamphetamine on their own more frequently in response to the increased difficulty that they encounter while trying to afford the local purchasing prices for virtually all categories of illicit substances.

The detrimental effects of this trend cause suffering not only to those who manufacture, sell and abuse the drug, but even more importantly to the children who are exposed to the harmful vapors and other byproducts which result from the manufacturing process. Furthermore, children raised in close proximity to methamphetamine production experience substantially greater risks of parental neglect, in addition to all forms of abuse from their parents and others who are involved with the manufacturing process and/or using the drug itself.

It is widely believed that the potential for fatal overdoses while using methamphetamine are substantially less than the probability of fatal overdoses while using opioids. Anecdotal evidence obtained from our agency's clientele suggests that substance users sometimes develop a preference for methamphetamine over opioids for that reason. They also cite the decision to utilize both substances simultaneously (a practice commonly referred to as "speed-balling") as partially motivated by that belief.

The DRC has received information to suggest that in 2017 the problem of synthetic drugs such as methylenedioxypyrovalerone (commonly referred to as "bath salts") and K2 continues to diminish in our communities. Nevertheless, our continued affiliation with the local branch of the West Virginia Drug Testing Laboratories, Inc. (WVDTL) renders us capable of quickly testing for these substances whenever their use is suspected.

Our agency was pleased with the decision in 2017 to declare the use of opioids as a national epidemic. However, we remain concerned that the current attention to the topic of substance abuse might diminish over time if substance users continue the recent trend of shifting from opioids to methamphetamine (thereby very likely reducing the number of substance-related overdose fatalities).

The goal of reducing the amount of opioid use is essential and can undoubtedly be greatly assisted by (correctly) designating the problem as a national epidemic. However, reducing the opioid usage rates by itself will not be adequate to successfully address the much larger problems associated with all forms of substance abuse (which include, but are not limited to the previously mentioned rates of substance-related illegal behavior).

Unfortunately, inpatient treatment centers remain low in number and difficult to access throughout West Virginia. Furthermore, some inpatient centers are not equipped to house adult female addicts as well as their children. When faced with only these undesirable choices, many addicts decide against pursuing any type of treatment on a voluntary basis.

We are pleased to report that a residential peer recovery-based program for men and a separate inpatient program opened in Wood County during 2017. We are also pleased that another potential inpatient center has received approval for preliminary funding. However, after reviewing their goals, target populations, and payor sources accepted, the recently opened inpatient center's ability to provide significant assistance to our agency's clientele is somewhat questionable. Furthermore, we have been informed that the new inpatient center unforeseen operational difficulties which have interfered with their ability to successfully treat as many patients as they had initially hoped.

Efforts have been made to contact officials with the Parkersburg Violent Crimes & Narcotics Task Force, for updated information regarding the number of methamphetamine lab arrests in the Parkersburg area. However, as with previous years, we have been unsuccessful with receiving timely responses to inquiries made.

As stated in the narrative for this fiscal year's grant application, our attempts to obtain arrest data for Wood County in 2016 resulted in receiving a voluminous document which serves as the Criminal Master File listing. Unfortunately, this listing does not tabulate the specific number of each type of offense. Furthermore, it appears to also include cases where the initial arrest occurred in previous years. Because we have been informed that this system remains in place, we again regret to indicate that it is not feasible to provide the offense-specific arrest data which has been included in the narrative for some previous grant applications.

We regret to report that our best efforts to obtain 2017 arrest data for Roane County and Jackson County were also unsuccessful. Court officials in both of those counties again indicated that the implementation of a computerized record keeping system does not permit them to tabulate the number of arrests for any specific offense. We were again informed that this task can be carried out by officials at the state level and were given suggested contact information for officials in Charleston, WV. Unfortunately, as of this writing, our efforts to contact those officials resulted in no clear understanding of which specific officials would be able to provide that data to us.

It remains apparent to the DRC's clinical staff that the occurrences of untreated mental health problems which frequently co-exist with addiction are a significant barrier to our clientele maintaining optimal functioning in our communities. In previous years, our attempts to address these needs focused on referring such clients to local mental health facilities for mental health treatment.

Unfortunately, the inconsistent communication we continue to receive from many of the providers at these other facilities creates a barrier to this agency's ability to effectively supervise this clientele and monitor their response to treatment. Although difficult to prove, is it suspected that this difficulty would result in higher levels of recidivism.

Our efforts to resolve this barrier with our collaborating agencies continue with the goal of establishing a more effective coordination of services. However, at the present time, these efforts remain time consuming and difficult to achieve because of the high client/staff ratio we continue to experience.

Our continued efforts to seek Licensed Behavioral Health Center (LBHC) status for our agency could be of assistance in addressing this need. Our clinical employees are in the process of broadening the scope of their knowledge to include the previously mentioned co-occurring conditions. However, the current obstacles to obtaining LBHC status (which are summarized in a separate document) render it difficult to currently predict when that status might be awarded to our agency.

We are very pleased by the continued funding of our local Community Engagement Specialist (CES), who is employed under a separate grant that is part of the Justice Reinvestment Initiative (JRI). Her efforts to improve communication and collaboration with other community providers continue to yield positive results. Most importantly, the clientele of this program have experienced greater ease with accessing the services from other providers.

b. Description of method used to evaluate the local need for services

The decisions pertaining to the specific services offered at each of our agency's regional offices continue to be made in consultation with our local Community Criminal Justice Board (LCCJB). These decisions are modified as indicated through a combination of holding board meetings and ongoing communication with program stakeholders, such as Parole, Probation, Home Confinement, County Prosecutors, Magistrates, Circuit and Family Court Judges, the Department of Health and Human Resources (DHHR), and the local Drug Court. In November 2017, we were pleased to accomplish the goal of amending our bylaws in order to facilitate the scheduling of meetings on a more consistent basis.

In order to facilitate the process of improving the range and quality of our services, we continue to make efforts to obtain formal and informal feedback from our referral sources during this grant year. Despite our ongoing efforts to educate the community about the nature of our program, the feedback obtained from those surveys has remained consistent with previous grant years in suggesting that some of our referral sources continue to lack adequate knowledge of our agency's target population and the range of services that we can appropriately provide. Consequently, we have continued our efforts to informally refresh their understanding of the range of services that we provide.

Client exit interviews provide feedback on the extent to which our consumers perceive their participation in the agency's programming to be of benefit. As with the surveys sent to our referral sources, much of the feedback obtained during these interviews continues to contain inconsistent responses which do not clearly identify obvious areas of improvement which could be undertaken.

Our regional agency has also learned the importance of keeping the community advised of the services which we offer. By utilizing social media we have been able to minimize the possibility of miscommunications with our clients and maintain an easily accessible line of communication for feedback from the community at large. Consequently, social media has become the primary source of communication with our clientele; not merely about our agency's operations, but also a source of information about other local resources and opportunities.

Interacting with other community correction programs also serves as a valuable tool to gauge the overall level of services provided locally. Statewide meetings and information from the Division of Justice and Community Services Office continue to be beneficial for identifying not only potential local needs but also the most effective ways in which to meet those needs. Furthermore, information gleaned from these meetings regarding future trends in criminal justice, health care, and funding also continue to prove valuable.

Offenders served by direct referral to Community Corrections include those who are assessed to be of a medium or high risk according to the Level of Service/Case Management Inventory (LS/CMI). Domestic abuse offenders who are referred directly to Community Corrections and assessed as low risk continue to be served through the Batterer's Intervention and Prevention

Program (BIPP). As stated in the narrative for the current fiscal year's grant application, our BIPP was granted a full and unconditional renewal of its previous 3-year period of licensure from the West Virginia Family Protection Services Board (FPSB) on 8/31/16.

Referrals received from parole, probation, or Magistrate Court continue to receive the services that are indicated by the LS/CMI results and applicable credentialing/ethical codes. The agency continues to receive a significant number of referrals from the local parole authority as funding to provide services to this clientele through Senate Bill 371 remains available.

The agency has received an increased number of referrals from the local DHHR offices for assessment and (when applicable) recommendations for services designed to increase the safety and security of the children and families in our communities. Our efforts to collaborate with newly elected judges in our satellite counties resulted in a significant increase in the number of referrals those offices received for clientele who were released from incarceration as a condition of bond (with the additional condition that they abide by all of our agency's applicable policies and guidelines).

The DHHR routinely requests assessments for both substance abuse itself and as a complicating factor in cases where the client was involved with (as either a perpetrator or a victim) of domestic abuse. It is not unusual for these assessments to result in services being recommended (and subsequently rendered) by our agency.

Because this clientele is usually not referred as a result of a conviction or criminal charge the LS/CMI is not among the instruments which are administered during the initial assessment process. The LS/CMI is also frequently not indicated for clients received in pre-trial or bond supervision status. In such cases, our clinical staff continue to utilize other comprehensive assessment tools such as the agency's standard biopsychosocial assessment (which includes a mental status exam), the Substance Abuse Subtle Screening Inventory, Fourth Edition (SASSI-4), domestic violence assessments and an array of other assessment and screening tools as indicated. We were pleased to significantly increase our usage of the computerized version of the Addiction Severity Index (ASI) to our range of assessment instruments as indicated during the current fiscal year.

All offenders who score at the medium or high level on the LS/CMI's education/employment category are referred to other appropriate local providers in order to address the specific need and/or risk which the inventory identified. Our agency continues to offer a broad array of substance abuse treatment options that are designed to permit the practice of individualized treatment planning, which improves outcomes by addressing specific levels of need at the recommended dosage for the clients we serve.

By far, the service most often identified as a need of our clientele (and requested by our referral sources) again during the current fiscal year was substance abuse treatment, followed by BIPP, and theft prevention sessions. During the current fiscal year, we have also seen increases in the requests for other services such as life skills, parenting education, and particularly our victim impact program.

Some perpetrators of Domestic offenses are directly sentenced to the agency by the court system, while other referrals come from the DHHR due to allegations of child abuse/neglect. While the primary focus of the treatment planning in these cases is related to domestic violence, these clients frequently have co-existing substance abuse issues that are addressed and treated simultaneously whenever clinically appropriate. This practice is maintained in accordance with the well-known fact that the most common reason BIPP participants do not successfully complete that program is the presence of an active substance problem that is not treated.

It is not uncommon for our agency's clients to be unemployed, without stable living arrangements, and deficient in the skills which can successfully address those problems. These deficits interfere with their ability to positively respond to the interventions that are attempted with them. It is imperative to link these clients with all necessary services in order to establish a sense of stability which will improve their response to both treatment and supervision. Although difficult to prove, any progress made in these areas should also be expected to significantly reduce the likelihood of recidivism.

The DRC continues to experience the increase in referrals which resulted from Senate Bill 371. The parole authority in Wood County has continued the practice of sending virtually all newly paroled offenders to the DRC for evaluation and treatment services (whenever the assessment results suggest that treatment is recommended), they have made a greater number of referrals specifically to the JRI program during this fiscal year. The parole authorities within our satellite counties have experienced increasingly stable staffing patterns during the current fiscal year and have begun implementing their stated goal of sending appropriate parolee referrals to our satellite offices.

Obvious challenges that present a barrier to the provision of services across the regional area include the rural nature of our localities which results in transportation problems. Fortunately, the Wood County community continues to enjoy the benefit of a public transportation system, and the Wood County DRC has been able to occasionally provide clients with bicycles to assist with transportation. The Wood County site is now located in an area which makes it more conveniently accessible to our clientele via the local bus system.

The Roane and Jackson County offices are located in particularly rural geographic areas which create an even greater transportation problem. The high rates of poverty in these areas serve to increase the challenge of getting the clients to the office in order to receive needed supervision and programming. The employees in all of our offices continue to work with not only the offenders but with their support systems and other social service agencies to identify and access every available resource for consistent transportation.

The Mid-Ohio Valley Regional Community Correction staff members have the necessary credentialing in order to provide most of the clinical services required by offenders who are referred to the agency. Although this is undoubtedly a positive development overall, it does present its own unique challenges.

As previously stated in the current fiscal year's grant application narrative, the Wood County site hired two part-time counselors to both expand the range of group counseling services available and reduce the number of clients in some of its group sessions. At that time, this decision was deemed as necessary in order to comply with applicable Medicaid regulations pertaining to the census limits for group counseling. Both of these part-time employees hold master's degrees and remain in their part-time positions with our agency as of this writing.

However, additional manpower is necessary in order to offer the full range of programming that our clientele need while maintaining the required session sizes. Consequently, we are asking for additional funding to cover the costs associated with hiring an additional full-time case manager for our Wood County site. An additional case manager would permit our current clinical staff who perform both counseling and case management duties to focus on providing additional counseling services without creating an undesirable backlog to the site's assessment and case management functions.

Accessing all forms of adequate healthcare services remains a challenge for some of our clients. We continue to facilitate enrollment in healthcare programs to provide medical coverage for our clients and their families where applicable. On a national level, the potential threats to the long-term viability of the expanded Medicaid program appeared to strengthen during 2017. This process carries the potential to interfere with our successes in recent years with offering a significant percentage of our clients greater access to much needed healthcare services. We have also maintained our working relationship with Rural Health Agencies and the behavioral health systems that often provide opportunities to obtain services for our clients.

The complex array of problems that many of our clients experience (frequently as a result of long-term drug and alcohol abuse and the financial hardship which is commonly associated with it) leaves them vulnerable to a number of serious problems. These problems include (but are not necessarily limited to) belief systems that are conducive to family violence, a traumatic childhood that includes violence, low educational levels (less than 12th grade or equivalent); lack of transportation (which is frequently a result of revoked Operator's licenses), non-payment of fines, poor medical health; poor dental health and limited access to vision care or corrective lenses.

The presence of any of these problems serves to interfere with the process of providing appropriate services, particularly in a setting which has had an inadequate number of employees. Further complicating this problem are the occasional legal mandates for treatment and/or supervision whose brief durations do not afford the agency the optimal amount of time that is necessary in order to successfully meet all of the treatment needs of our referrals.

B. Program Description and/or Solution to the Problem

Mid-Ohio Valley Regional Community Corrections aspires to increase community safety while holding medium and high risk offenders accountable for their behavior and providing appropriate evidence-based treatment. The agency has been serving Wood County since 2004 with the Jackson County and Roane County sites in continuous operation for nearly 10 years. As the field

of community corrections continues to evolve, our agency has become a part of the fabric of the criminal justice system and an essential resource to other community providers of behavior health services.

As the communities we serve further their understanding of the impact that addiction, violence, and lack of basic life skills/employability has on their local areas as it relates to the perpetration of criminal activity, we anticipate that a similar understanding of the need for the services which this agency provides will continue to increase.

With this increased understanding of the importance of treatment as part of the rehabilitation and accountability of offenders, the need to continue the community corrections programming is essential. Meeting this need serves not only to address the problem of jail/prison overcrowding, but also to positively impact the rate of recidivism of offenders by engaging them in evidence-based programming and positive interactions with supervisory staff and clinicians.

Our agency has a highly credentialed well trained and motivated team of clinical staff. This credentialing includes a Licensed Professional Counselor (with Approved Licensed Professional Supervisory endorsement), an Advanced Alcohol and Drug Counselor Supervisor (AADC-S), three Advanced Alcohol and Drug Counselors (AADC), two Alcohol and Drug Counselors (ADC), one Master Addiction Counselor, a Certified Criminal Justice Professional, and Master Level Counselor who had previously functioned in other settings as a Supervised Psychologist.

We are pleased to report that in 2017 one of our employees obtained the AADC credential while another employee obtained the ADC credential. One of our employees also assisted the local Drug Court Coordinator in obtaining the ADC credential. In addition, within the 2018 calendar year we anticipate having one case manager obtain the AADC, and another case manager (as well as our Community Engagement Specialist) obtain the ADC credential. All of our currently non-credentialed case management staff are receiving the work experience and clinical supervision that they require to become eligible for addiction counselor credentialing.

Substance abuse treatment is directly provided by our certified counseling staff or by our other case managers who are monitored by those who are already credentialed. Batterers Intervention also requires annual continuing education related to domestic violence as set forth by the WV Family Protection Services Board (FPSB).

As stated in the narrative for the current fiscal year's grant application, two clinical staff have completed the training necessary in order to facilitate the Thinking for a Change program. We have additional employees who are very interested in attending that training the next time that it is offered.

Experience with our previous clientele has made it clear that an expansive array of services is necessary. This experience served as the primary impetus for maintaining the decision to provide multiple tracts of substance abuse treatment. Each tract is designed to increase the likelihood of our clients successfully completing our program while reducing their risk for recidivism.

Evidenced-based practices also stress the importance of providing the dosage of treatment which is recommended by the client's assessed level of risk.

As indicated, the DRC has continued its collaboration with Workforce Investment programming for intensive case management related to obtaining employment. This relationship has served as a valuable resource for some of our clientele despite the fact that difficulties persist with accessing this service due primarily to transportation issues.

o Description of how the proposed project will address the needs identified in the problem statement:

The array of services offered by this agency is designed to maximize the impact on offenders who participate in the programming and result in a significantly reduced risk of reoffending. Best practice theory continues to state that the most successful treatment programming is delivered by offering a participant appropriate treatment in the least restrictive setting possible. Those offenders who can be maintained in the community while under supervision and receiving treatment services are more likely to fully reintegrate into society than are those who are incarcerated and subsequently experience the barriers commonly associated with the readjustment process following their release.

Since the vast majority of the clients have issues with substance abuse, domestic violence, and/or stealing behavior, treatment and education programs in these areas continue to be provided primarily on site by appropriately credentialed employees. The expertise of the agency's clinical staff in meeting the unique needs of the offender population continues to be unmatched by those more generalized service providers that are available in the communities that we serve. Many of our clientele as well as our referral sources continue to consistently express their recognition of and appreciation for this fact.

The difficulties with facilitating client access to outside resources that have been mentioned in the narrative sections of previous grant applications persist; the main problem continues to be a lack of receiving timely feedback from the collaborating agencies. Although we continue to make every effort to address these concerns with our outside referral sources, this problem again serves as a primary impetus for the decision to retain additional case management staff. Turnover during this fiscal within our case management ranks has delayed our ability to fully implement our planned expansion of both the amount of intensive case management services and the range of in-house treatment services which we provide.

The success that our CES has experienced with this task appears to be a direct result of the additional time she is consistently able to devote to task of actively collaborating with other involved agencies. We are optimistic that the additional case manager which could be added through increased funding for our regular programming might yield similar results.

The Jackson County site was pleased to collaborate with a local professional who offered the clientele a Nutrition Education program during this fiscal year. Preliminary feedback received from the clients who participated in that program has been very positive.

The Wood County site is pleased to continue offering the services through the Justice Reinvestment Initiative (JRI) which were begun in October 2015. The Community Engagement Specialist (CES) continues to assume primary responsibility for assessing referrals to the program, matching them to all appropriate community resources, collaborating with all providers involved, and facilitating communication between all providers in order to minimize the probability that the clients will reoffend or suffer a relapse in their symptomatology. Although the program has received a substantial number of referrals, particularly from the local parole authority, in 2017 it also experienced a gradual increase in the number of clients received from other referral sources as well.

The Roane County site continues its active collaboration with the Roane/Calhoun Adult Drug Court. That site again completed initial assessments all Drug Court referrals and has provided a full range of group counseling services to its clients. In 2017, the employees at that site also assumed the many of the extra duties associated with the Drug Court Coordinator's extended family-related absence.

As stated during the grant application narrative for the previous fiscal year, the Jackson County site agreed to a memorandum of understanding (M.O.U.) with the Kanawha Institute for Social Research & Action (KISRA). This decision was made at the request of several Jackson County referral sources. The terms of the M.O.U. indicated that KISRA personnel would provide supplemental group counseling services to our Jackson County clientele.

For reasons which remain unclear, no referrals for these services have ever been received. As a result of this unexpected development, the Jackson County site continued to internally offer Life Skills training and a Victim Impact program that has been consistently utilized by its referral sources.

o Description of the program's anticipated impact on the target population:

The main focus of programming provided by our agency is to rehabilitate offenders in a manner which also serves to preserve the safety and sanctity of our communities. By providing the appropriate level of supervision in combination with the highest quality treatment program currently available, we expect to maximize the likelihood that our clients will develop and consistently implement the basic range of skills which will facilitate their establishment as a productive member of the community.

These basic skills include (but are not necessarily limited to) obtaining/maintain gainful employment, demonstrating consistently appropriate parenting behavior toward their children, and otherwise becoming productive members of society. In addition, the programs anticipate a reduction in offenses in the areas of domestic abuse, all forms of theft, property crimes, and substance abuse.

o Describe the major activities necessary to impact on the target population

Activities and services necessary to impact the target population include an accurate and comprehensive assessment, a full range of case management services, supervision, clinical services, as well as the collateral services provided by other community agencies which address the risks and needs that our agency cannot adequately address internally. We strive for both continuous quality improvement and appropriate mechanisms for expanding the range of services that we offer to our clientele.

This goal is achieved through the use of continuous quality assurance, ongoing staff development, researching the latest information related to current best practices, and acquiring the most current evidenced based curriculums. Motivational Interviewing techniques and consistent use of our graduated reward and sanctions system are the primary tools of interaction with our clients. Continuing our efforts to interact with community partners remains essential in order to provide the most effective program to our clientele as well as for maintaining a consistent stream of appropriate referrals.

o Describe the major activities necessary to implement the project-BRIEFLY describe all service to be provided, procedures to be followed and how achievement will be documented

Maintaining a qualified, well trained and highly motivated staff that provides the services to our clients is essential for carrying out effective programming. A brief summary of the sequence of events that our clients typically experience is contained below:

Upon receiving a referral, the case is assigned to one of the agency's case managers. That case manager is responsible for contacting the client in order to schedule an initial assessment. In addition to performing the initial assessment, the case manager typically provides supervision and monitoring of the client's progress throughout the course of their participation. Please refer to the appendix for a detailed description of each group counseling service which the agency currently offers.

Once the initial assessment is complete, recommendations for services and the level of supervision are determined in accordance with the risk/need results identified by the LS/CMI (and/or other appropriate instruments as indicated) are conveyed to the client. If recommended programming is not available internally (or in rare occasions not appropriate to be provided in house), referrals are made to appropriate outside agencies.

Mid-Ohio Valley Adult Drug Court (MOVADC): The MOVADC Coordinator continues to be housed at our Wood County site. The Drug Court is an alternative sentencing program for persons who are charged with crimes that are associated with substance use. This program offers individualized rehabilitative treatment options for persons assessed as a high current risk for reoffending as well as a high current need for substance abuse treatment services.

In addition to more effectively managing the client census of our current group counseling services, the part-time counselors hired during this fiscal year have permitted the agency to offer programs for the MOVADC client population which were previously not available because of inadequate manpower.

Client records continue to be maintained in a locked filing cabinet located in a locked room at each regional facility. We are pleased to report that in March 2018, the Wood County site gained access to additional space at its current location that will be utilized primarily to appropriately store its increasing number of client records.

In general, clients are determined to have successfully completed the program if they complete all recommended programming, maintain urine drug screens that are negative for all prohibited substances, and having no additional criminal charges levied against them.

C. Project Assessment/Evaluation: Describe how the program will assess results of the proposed project:

The initial data collected and maintained is the number and type of referrals received by this agency. In addition to the number of referrals, we also track the name of the referring agency and the stated reason for the referral. Once the referral is received and the initial assessment is completed, a record is kept of those rare clients who are determined to be ineligible for treatment services from our agency. For those referrals found eligible for treatment, their response to the programming is tracked with an emphasis on whether or not they successfully completed the program.

The LS/CMI is administered by case management staff to clients upon intake in response to any changes in the client's situation or functioning which might warrant a change in the recommended treatment services. The LS/CMI is also administered to each upon client upon his/her completion of the program. Client exit interviews and exit surveys conducted by agency employees assist with identifying the client's perception of impact that the services provided had on him/her.

Data pertaining to the specific services provided is collected and maintained. Careful accounting of the number of clients receiving all services and their status upon exiting from the program is gathered. This information assists us with determining both the quantity and efficacy of the services provided. It also greatly facilitates the programs ability to generate accurate progress reports as indicated.

By maintaining positive relationships with our referral sources and other stakeholders, we are able to gain their perception about the about the quality and quantity of services provided. We continue striving to maintain open communication with all of these entities. Maintaining a positive relationship with stakeholders is ongoing and carried out with various forms of assistance by all agency employees.

The DRC will review all information collected during these processes in order to determine whether any modification to the agency's operations or its treatment program is indicated. The feasibility of implementing these suggestions is then thoroughly explored and a decision regarding the proposed modifications is then made.

The DRC Director bears ultimate responsibility for developing the parameters for all data collection, the appropriate analysis of all data collected, implementing any modifications that the data warrants, and drafting reports summarizing this data (and the rationale for any modifications made as a result of these analyses) as indicated.

D. Strategic Plan for LCCJB

Our regional DRC makes every effort to remain available for and receptive to ongoing feedback related to operations and programming with all referral sources. As stated in the narrative for the current fiscal year's grant application, an example of a pending change related to this feedback pertains to the simplification of our fee policy by implementing of a flat fee rate for all DRC clients. The results associated with this change to our fee policy were so positive for our Wood County site that at its November 2017 meeting, the LCCJB decided to implement those changes at our satellite offices as well.

The LCCJB continues to meet as specified by its current bylaws and information pertaining to the overall operation of the agency is provided to board members. The DRC Director and the current LCCJB chair meet on a regular basis to informally discuss program operations. All operational and policy changes are presented to the local LLCCJB board for its review and approval before they are implemented. Additionally, the LCCJB continues to endorse the submission of each annual grant application.

The support of the local criminal justice system and the various communities continues to make the DRC a successful program. LCCJB members and others provide feedback, maintain oversight of the program, and distinguish between the services that are (and are not) beneficial to their communities. This involvement has been of considerable value to the DRC and has played an important function in this program's ability to consistently meet the needs of its clientele as well as the larger community.

E. Plan of sustainability:

Efforts to both maintain and increase the level of services provided by the DRC are ongoing and never likely to conclude. The continued support of the county government entities and referring agencies is a clear indicator of their willingness to provide the support that is necessary in order to continue the program. While the capacity to fund the program's current operational expenses remains unknown as of this writing, the degree of investment throughout the DRC's existence indicates a strong belief in and commitment to maintaining this type of restorative justice.

Income generated from sources other than the Community Corrections grant program include the participation fees collected from DRC clientele, as well as reimbursement received by the local

Drug Court and Home Confinement. By far the greatest amount of additional revenue continues to come from the DHHR reimbursements for the services provided to our shared clientele. Although these other sources of income have historically been insufficient to meet all of the DRC's operational expenses, they do serve to defray a significant portion of the program costs.

In 2013, the DRC hired its initial fiscal specialist among whose responsibilities include the itemization and clarification of all agency expenses and revenue collected. During the first full calendar year of her employment (2014) the DRC experienced a substantial increase in the amounts of revenue which was billed and collected. Although she left our employ in 2016, her replacement implemented the previously mentioned new procedure for collecting client fees that yielded positive results that exceeded our expectations (and served as the impetus for our LCCJB to expand the program to all of our sites).

F. Graduated sanctions, Incentives, and Client Feedback:

Please see the following pages.

MARCH 12, 2018

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE THE
PURCHASE OF A ROAD SIGN FOR HILLSIDE DRIVE

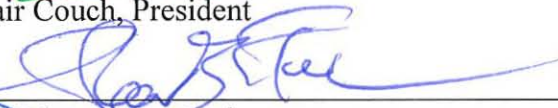
ORDER

On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Robert K. Tebay and made unanimous by James E. Colombo, did hereby AUTHORIZE the purchase of a road sign for HILLSIDE DRIVE. Said sign was requested by Jared Maciver.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President

Robert K. Tebay, Commissioner

James E. Colombo, Commissioner

M/3891

Mark Rhodes
WOOD COUNTY 10:54:35 AM
Instrument No 8779732
Date Recorded 03/12/2018
Document Type CDD
Pages Recorded 1
Book-Page 74-784

Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
7074	GEN CO FD	GENERAL COUNTY FUNDS	REGULAR	03/02/2018	157,098.54	

E-911 FUND Bank Id 107 Totals

157,098.54

Report Totals

157,098.54

A handwritten signature in cursive script is located in the upper left of the lower section. Below and to the right of the signature is a large, stylized handwritten letter 'A' with a long horizontal stroke extending to the right.

Check Register Report for Wood County Commission

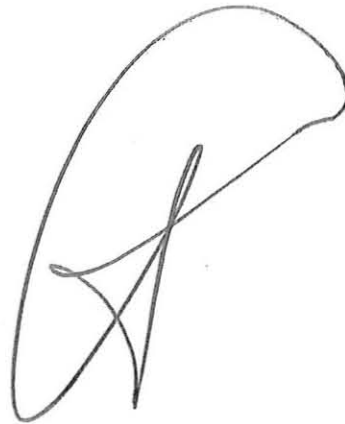
Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
3411	MOVDR	MID-OHIO VALLEY DAY REPORT CENTER	REGULAR	03/06/2018	661.00	

HOME CONFINEMENT Bank Id 108 Totals

661.00

Report Totals

661.00



Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
6848	ENGLEFIELD	ENGLEFIELD OIL COMPANY	REGULAR	03/06/2018	46.00	
6849	MONPOWER	MON POWER	REGULAR	03/06/2018	809.51	
6850	MOUNTAINEERC	MOUNTAINEER GAS COMPANY	REGULAR	03/06/2018	156.83	
6851	ODEPOT	OFFICE DEPOT	REGULAR	03/06/2018	722.92	
6852	SPENCER W	CITY OF SPENCER WATERWORKS	REGULAR	03/06/2018	26.52	
COMM.CRIMINAL JUSTICE FUND Bank Id 172 Totals					1,761.78	
Report Totals					1,761.78	



Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
7075	CINTAS	CINTAS CORPORATION	REGULAR	03/06/2018	127.22	
7076	DOMINIONH	DOMINION HOPE	REGULAR	03/06/2018	107.23	
7077	ENGLEFIELD	ENGLEFIELD OIL COMPANY	REGULAR	03/06/2018	453.39	
7078	PUREWATER	PURE WATER PARTNERS	REGULAR	03/06/2018	58.00	
7079	ROCKYMOUNT	ROCKY MOUNTAIN COMMUNICATION SYSTEM	REGULAR	03/06/2018	2,390.00	
7080	TERMINIX	TERMINIX	REGULAR	03/06/2018	37.00	
7081	RESA	RESA 5	REGULAR	03/06/2018	150.00	

E-911 FUND Bank Id 107 Totals

3,322.84

Report Totals

3,322.84



Check Register Report for Wood County Commission

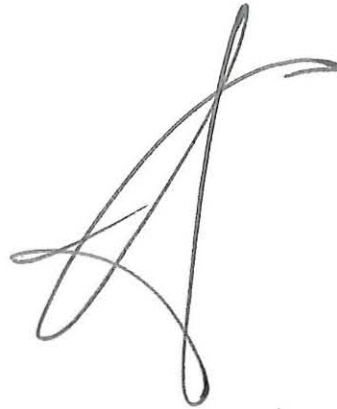
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650	ZMM	ZMM INC	REGULAR	03/06/2018	450.00	

CAPITAL RESERVE Bank Id 247 Totals

450.00

Report Totals

450.00



Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
1572	MARSHALLB	BRENDA MARSHALL	REGULAR	03/06/2018	25.50	

MAGISTRATE COURT Bank Id 105 Totals

25.50

Report Totals

25.50



Check Register Report for Wood County Commission

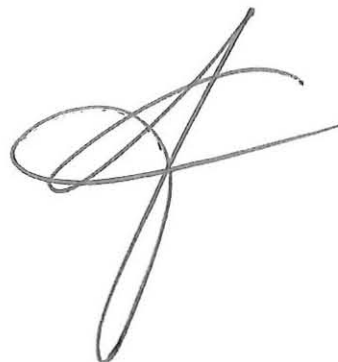
Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
1104	UNITED NB	UNITED BANK LOAN PROCESSING CENTER	REGULAR	03/06/2018	4,411.82	

COAL SEVERANCE TAX Bank Id 201 Totals

4,411.82

Report Totals

4,411.82



Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
2520	WV DEPUTY	WV DEPUTY SHERIFF'S RETIREMENT	REGULAR	03/06/2018	171.35	
2521	DENTAL	RENAISSANCE	REGULAR	03/06/2018	1,234.43	
2522	MONPOWER	MON POWER	REGULAR	03/06/2018	19,651.71	
165058	AAP	ADVANCE AUTO PARTS	REGULAR	03/06/2018	332.58	
165059	ACTOR	THE ACTORS GUILD OF PARKERSBURG	REGULAR	03/06/2018	172.20	
165060	ALLIED	ALLIED APPLIANCE SUPPLY	REGULAR	03/06/2018	41.15	
165061	ARTSBRIDG	ARTSBRIDGE	REGULAR	03/06/2018	344.41	
165062	BAKER L	LYNDE BAKER	REGULAR	03/06/2018	308.00	
165063	BARRETTJ	J. J. BARRETT	REGULAR	03/06/2018	128.95	
165064	BELL HOME	BELLEVILLE HOMECOMING	REGULAR	03/06/2018	130.87	
165065	BHFI	BLENNERHASSETT HISTORICAL FOUNDATION INC	REGULAR	03/06/2018	86.10	
165066	BREWER	BREWER & CO. OF WV, INC.	REGULAR	03/06/2018	1,200.00	
165067	BROWN W	WILLIAM M BROWN	REGULAR	03/06/2018	700.00	
165068	CRUM G	GWEN CRUM	REGULAR	03/06/2018	144.30	
165069	CRYSTAL	CRYSTAL SPRING WATER	REGULAR	03/06/2018	8.00	
165070	DOMINIONH	DOMINION HOPE	REGULAR	03/06/2018	3,326.45	
165071	ENGLEFIELD	ENGLEFIELD OIL COMPANY	REGULAR	03/06/2018	9,849.30	
165072	FOAMCOAT	FOAMCOAT ROOFING & COAT.	REGULAR	03/06/2018	6,800.00	
165073	GENERALSA	GENERAL SALES CO.	REGULAR	03/06/2018	1,299.15	
165074	JCSD	JACKSON COUNTY SHERIFF'S DEPT	REGULAR	03/06/2018	1,022.06	
165075	JOHNSTONE	JOHNSTONE SUPPLY	REGULAR	03/06/2018	171.61	
165076	JONESCS	CAROLE JONES	REGULAR	03/06/2018	91.11	
165077	JULIA-ANN	JULIA-ANN SQUARE HISTORICAL COMM. ASSOC.	REGULAR	03/06/2018	172.20	
165078	KEARLARR	KEARNS LARRY DEAN	REGULAR	03/06/2018	150.00	
165079	LAMP	LAMP PESTPROOF	REGULAR	03/06/2018	140.00	

Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
165080	LIFE	DEARBORN NATIONAL	REGULAR	03/06/2018	1,224.78	
165081	LOWES	LOWE'S COMPANIES, INC.	REGULAR	03/06/2018	340.34	
165082	MINERAL	MINERAL WELLS PUBLIC SERVICE DISTRICT	REGULAR	03/06/2018	93.90	
165083	OIL	OIL AND GAS MUSEUM	REGULAR	03/06/2018	258.30	
165084	P-ART	PARKERSBURG ART CENTER	REGULAR	03/06/2018	258.30	
165085	P-HOMECOM	PARKERSBURG HOMECOMING	REGULAR	03/06/2018	430.51	
165086	P-WCVCB	PARKERSBURG/WOOD COUNTY CONVENTION &	REGULAR	03/06/2018	17,220.25	
165087	PARKPOLICE	PARKERSBURG POLICE DEPARTMENT	REGULAR	03/06/2018	1,017.06	
165088	PMARATHON	PARKERSBURG NEWS & SENTINEL	REGULAR	03/06/2018	86.10	
165089	PUREWATER	PURE WATER PARTNERS	REGULAR	03/06/2018	65.00	
165090	RAVENSWOOD	RAVENSWOOD POLICE DEPARTMENT	REGULAR	03/06/2018	518.63	
165091	RICOH	RICOH USA INC	REGULAR	03/06/2018	237.56	
165092	ROCKYMOUNT	ROCKY MOUNTAIN COMMUNICATION SYSTEM	REGULAR	03/06/2018	12,000.00	
165093	SHAWLIND	SHAWVER LINDSEY A	REGULAR	03/06/2018	116.74	
165094	SHIRT	SHIRT FACTORY	REGULAR	03/06/2018	606.59	
165095	SMITH JODI	JODI SMITH	REGULAR	03/06/2018	72.77	
165096	SMOOT	SMOOT THEATER	REGULAR	03/06/2018	499.39	
165097	SPENCER PD	SPENCER POLICE DEPARTMENT	REGULAR	03/06/2018	88.44	
165098	STATE ELE	STATE ELECTRIC SUPPLY CO	REGULAR	03/06/2018	143.18	
165099	SUTPHIN	CINDY A. SUTPHIN	REGULAR	03/06/2018	155.25	
165100	TIANO	TIANO-KNOPP ASSOC., INC.	REGULAR	03/06/2018	3,220.00	
165101	TIANO M	TIANO-KNOPP ASSOC, INC.	REGULAR	03/06/2018	97.37	
165102	USBANKEQUIP	US BANK EQUIPMENT FINANCE	REGULAR	03/06/2018	595.00	
165103	VALLEY SU	VALLEY SUPPLY COMPANY	REGULAR	03/06/2018	686.56	
165104	VENSEL	ANITA VENSEL	REGULAR	03/06/2018	107.50	

Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
165105	VETERAN	VETERANS MUSEUM OF MID OHIO VALLEY	REGULAR	03/06/2018	189.42	
165106	VISION	VISION SERVICE PLAN (WV)	REGULAR	03/06/2018	3,369.40	
165107	WATERBOY	WATERBOY LLC	REGULAR	03/06/2018	44.00	
165108	WOOD CO H	WOOD COUNTY HISTORICAL & PRESERVATION	REGULAR	03/06/2018	86.10	
165109	WOOD CO P	WOOD COUNTY PARKS & REC. COMM.(MOUNTWOOD PARK)	REGULAR	03/06/2018	6,199.29	
165110	WVDEPTOFHIGH	WV DIVISION OF HIGHWAYS	REGULAR	03/06/2018	868.64	
165111	WVIF&EXP	WV INTERSTATE FAIR & EXP	REGULAR	03/06/2018	647.48	

GENERAL FUND Bank Id 101 Totals

99,219.78

Report Totals

99,219.78

Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
7075	CINTAS	CINTAS CORPORATION	REGULAR	03/06/2018	127.22	
7076	DOMINIONH	DOMINION HOPE	REGULAR	03/06/2018	107.23	
7077	ENGLEFIELD	ENGLEFIELD OIL COMPANY	REGULAR	03/06/2018	453.39	
7078	PUREWATER	PURE WATER PARTNERS	REGULAR	03/06/2018	58.00	
7079	ROCKYMOUNT	ROCKY MOUNTAIN COMMUNICATION SYSTEM	REGULAR	03/06/2018	2,390.00	
7080	TERMINIX	TERMINIX	REGULAR	03/06/2018	37.00	
7081	RESA	RESA 5	REGULAR	03/06/2018	150.00	
7082	CAPITAL	CAPITAL RESERVE FUND	REGULAR	03/06/2018	50,000.00	

E-911 FUND Bank Id 107 Totals 53,322.84

Report Totals 53,322.84




Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
1249	WV DEPUTY	WV DEPUTY SHERIFF'S RETIREMENT	REGULAR	03/08/2018	2,324.50	
DEPUTY SHERIFF'S RETIREMENT Bank Id 369 Totals					2,324.50	
Report Totals					2,324.50	



Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
556	DOMINIONH	DOMINION HOPE	REGULAR	03/08/2018	137.95	
557	FINLEY FI	FINLEY FIRE EQUIPMENT	REGULAR	03/08/2018	16,684.47	
558	LUBECKPSD	LUBECK PUBLIC SERVICE DISTRICT	REGULAR	03/08/2018	157.19	
559	MATHENY M	MATHENY MOTOR TRUCK CO	REGULAR	03/08/2018	905.60	
560	MONPOWER	MON POWER	REGULAR	03/08/2018	476.12	
561	WASTE M	WASTE MANAGEMENT OF WV INC	REGULAR	03/08/2018	38.56	
FIRE SERVICE FEE Bank Id 120 Totals					18,399.89	
Report Totals					18,399.89	

