

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

#1 COURT SQUARE, SUITE 203  
PARKERSBURG, WV 26101

IN RE: MINUTES OF MEETING HELD  
THURSDAY, APRIL 25, 2019

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

The County Commission of Wood County met in regular session. They signed purchase orders, invoices and other correspondence.



**AGENDA AND DISCUSSION ITEMS**

At 10:00 A.M., the County Commission met with Dr. Priscilla Leavitt to discuss Hope Recover Manor, a sober living program. Handouts are attached to these minutes and shall be made a part thereof.

Having no scheduled appointments or business to attend to, the County Commission adjourned at 10:33 A.M.

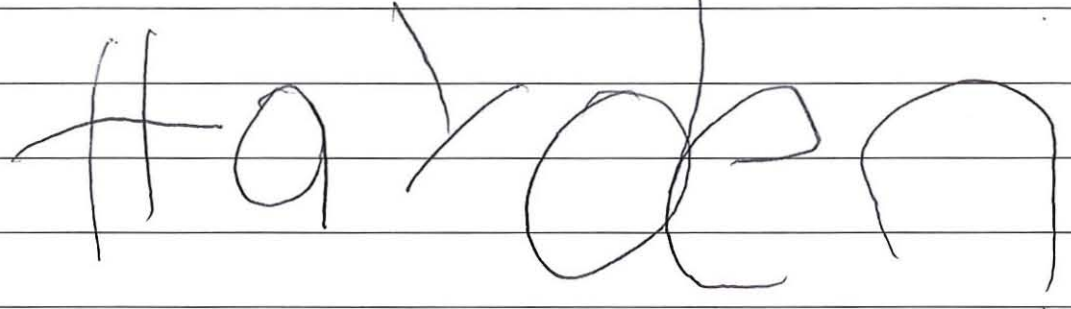
APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
\_\_\_\_\_  
David Blair Couch, President  
\_\_\_\_\_  
Robert K. Tebay, Commissioner  
\_\_\_\_\_  
James Colombo, Commissioner

Wood County Commission Meeting  
Held April 25, 2019

**Please Print**

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5.	<del>Audrey</del>
6.	Priscilla F Leavitt
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Wood County Commission  
Agenda

4/25/2019

1 Court Square, Suite 203  
Parkersburg, WV 26101

10:00 A.M.	Discuss Hope Recovery Manor (per dbc)	Dr. Priscilla Leavitt
	Administrator's Report	Marty Seufer, County Administrator
	County Commission Reports	

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

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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

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**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



*Hope Recovery Manor*  
*1016 Market Street*  
*Parkersburg, WV*  
*Est. 2019*



The Hope Recovery Manor is a sober living program that started from an idea coming from the Junior League of Parkersburg's Community Research Committee. They couldn't help but see the huge problem staring them in the face – drug addiction. We are now losing a second generation to drugs! Parents who are incarcerated or unable to function have left children in our communities in peril.

In the Parkersburg area, several facilities and programs have begun to address the problem. Most of them, however, target men. There are not enough facilities for women. Furthermore, as one grantor stated, "We are not going to fund any more rehab programs. What we need is sober living programs to help people change their lives and stay sober and clean."

The Hope Recovery Manor and its two-year Program is an answer to help women begin to learn how to live clean and sober after going through recovery. During their first year, up to 12 women will reside at the Manor, a beautiful historic home at 1016 Market Street. They will be supervised 24/7 by an Executive Director, House Manager and peer support staff. The holistic program will provide healthy living experiences, teaching, counseling, employment assistance, spiritual encouragement, and much more. After living in the Manor for one year, they will begin to live on their own. To help them transition, they will receive \$1,000 back from the program fees they will have paid during the first year. The goal of the program is to establish them into a stable living environment with a sustainable job as they continue to receive counseling and mentoring through the Hope Recovery Manor Program.

We are seeking sponsors ready to invest in this program and the property. Assistance is needed to make the property ready to launch this desperately needed program in our community. The property is in need of upgrades to meet codes that are estimated to cost in excess of \$200,000. The bulk of this money is for a sprinkler system and other fire safety requirements. We know it will take a community to make this happen and are asking you to invest in this program.

If this project touches your heart and you are able to make an investment to change lives, please consider making a tax-deductible contribution to the Hope Recovery Manor Program. If you, your Family, or your Board of Directors have questions or would like to hear more, we would be honored to have the opportunity to share more details.

Please find enclosed Sponsor Support Features and Benefits and Sponsor Support Commitment Form. We sincerely thank you for your consideration in supporting this program and its facility. We look forward to hearing from you at your earliest convenience.

Yours truly in helping others,



*Hope Recovery Manor  
1016 Market Street  
Parkersburg, WV*



## **Sponsorship Support Features & Benefits**

### **Groundbreakers**

**\$50,000 & Up Contributions**

- ◆ Name engraved on the Groundbreakers Plaque on display in the Hope Recovery Manor Entrance.
- ◆ Recognition Plate on a Room or Area on First or Second Floor of the Manor named after you or your business.
- ◆ All other features and benefits listed in Benefactor of Manor sponsor support level.

### **Founder**

**\$25,000—\$49,999 Contributions**

- ◆ Name engraved on the Founders Plaque on display in the Hope Recovery Manor Entrance.
- ◆ Recognition Plate on a Room or Area on Second Floor of the Manor named after you or your business.
- ◆ All other features and benefits listed in Benefactor of Manor sponsor support level.

### **Benefactor**

**\$10,000—\$24,999 Contributions**

- ◆ Article in the local Newspaper showcasing your contribution when submitted for the manor.
- ◆ Name engraved on the Benefactor Plaque on display in the Hope Recovery Manor Entrance.
- ◆ Recognition Plate on a Room or Area on Third Floor or Lower Level of the Manor named after you or your business.
- ◆ Recognition plaque for sponsors home or office to show your support.
- ◆ All other features and benefits listed in Friends of Manor sponsor support level.

### **Supporter**

**\$5,000—\$9,999 Contributions**

- ◆ Name engraved on the Supporter plaque on display in the Hope Recovery Manor entrance.
- ◆ Recognition Plate on a Room or an Area in the Manor Carriage House named after you or your business.
- ◆ All other features and benefits listed in Friends of Manor sponsor support level.

### **Friends**

**\$1,000—\$4,999 Contributions**

- ◆ Article in the local Newspaper announcing your contribution.
- ◆ Name engraved on the Friends plaque on display in the Hope Recovery Manor entrance.
- ◆ Recognition piece for sponsors home or office to show your support.
- ◆ Name listed on Hope Recovery Manor website and brochure.
- ◆ Invitation to all public Hope Recovery Manor functions i.e. celebrations, openings, accomplishments.
- ◆ Other recognition opportunities as they may arise as this program is developed.

*See Sponsor Support Commitment Form to accompany your donation.  
Thank you for your supporting this program to help others in our community.  
For more information, visit [www.hoperecoverymanor.org](http://www.hoperecoverymanor.org)*

*Hope Recovery Manor*  
1016 Market Street  
Parkersburg, WV



## Sponsorship Support Commitment Form

### Commitment Level

\_\_\_\_\_ \$50,000 & Up      \_\_\_\_\_ \$25,000—\$49,999      \_\_\_\_\_ \$10,000—\$24,999  
\_\_\_\_\_ \$5,000—\$9,999      \_\_\_\_\_ \$1,000—\$4,999

Commitment Amount \$ \_\_\_\_\_

### Recognition Name for Room at Manor:

*(Business Name, Individual Name & may include In Honor or In Memory of an individual):*

\_\_\_\_\_  
\_\_\_\_\_

Name or Business Name of Donor: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

*Thank you for your generous donation to the Hope Recovery Manor.  
Your contribution is one of the keys for continued sober living.*

For more info, contact Hope Recovery Manor Board Member or Committee Volunteer:  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Return this Commitment Form & your tax deductible contribution payable to:

**Junior League of Parkersburg**  
**Memo: For Hope Recovery Manor**  
**Hope Recovery Manor Board Treasurer**  
1016 Market Street  
Parkersburg, WV 26101

#### Office Use:

Date Contribution Rcvd: \_\_\_\_\_  
Date Receipt Mailed: \_\_\_\_\_  
Date Plaque Ordered: \_\_\_\_\_  
Date Plaque/Plate Rcvd. \_\_\_\_\_  
Date Plaque Delivered: \_\_\_\_\_

Hope Recovery Manor  
Facility Improvements Needed  
*As of 3/4/2019*

Sprinkler System	\$ 84,624.00
<i>Including Parkersburg Utility Board estimate of \$4,746.00 to connect system to water supply in the middle of Market Street.</i>	
Fire Escape	\$ 30,000.00
<i>Fire Escape to be continued from 2<sup>nd</sup> floor to ground access.</i>	
Furnace and Air Conditioning on 1 <sup>st</sup> and 2 <sup>nd</sup> Floors	\$ 22,113.00
Air Conditioner and Heating Window Units x 4 on 3 <sup>rd</sup> Floor	\$ 5,000.00
Paving of Driveway and Parking Lot	\$ 16,822.00
Deck Materials	\$ 3,000.00
<i>Labor provided by Volunteers from local Recovery Programs and Local Contractors</i>	
Alarm System	\$ 494.00
Upgrade Wallpaper, Paint, and other repairs	\$ 25,000.00
<i>Basement: 3-Rooms, 2<sup>nd</sup> Floor and 3<sup>rd</sup> Floor</i>	
Carpet and Tile	\$ 9,300.00
<i>2<sup>nd</sup> Floor and 3<sup>rd</sup> Floor hallways, baths and entry 1<sup>st</sup> Floor.</i>	
Window Blinds	\$ 3,071.00
Basement: Electric, Fire Doors, Enclose Furnace Room	\$ 35,000.00
<i>As per required by State Fire Marshall</i>	
TOTAL	\$234,424.00



## **Program Proposal**

Spearheaded by the Junior League of Parkersburg, a Board of Directors made up of knowledgeable and caring community leaders, was formed. They have been meeting since October 2018 and have:

1. Applied for a 501(c)3 non-profit tax exemption
2. Formulated a plan of action
3. Located a building
4. Written grants for a one-year residential program to help women maintain sobriety

## **The Need**

We know that for many people a short-term substance abuse rehabilitation treatment is not enough. There are too many documented cases where relapse occurs after six months of sobriety as people struggle to learn to live independently. Mastering a job, managing finances and developing healthy relationships are challenges that sometimes send them back to use drugs again. This is especially difficult for women.

We believe it takes time and ongoing support to learn healthy ways of living without drugs. The Hope Recovery Manor Program is a 12 month residential program designed to increase women's self-esteem and teach them the skills to live and work well. Having the confidence they can attain their goals and belief in themselves because they can see their successes, helps ensure their choice of living without drugs becomes a life-long choice.

To that end, the residences are furnished attractively with each woman having her own bedroom. The residence will be staffed 24/7. The women will learn to shop on a budget and learn how to prepare healthy food together. They will learn to work in community and hold each other accountable. Random drug testing is also a part of the program.

The 12 women will also have a mentor assigned for two years to support them during their residency and continue for the next year of independent living. Within the first month they will have a professional hairstylist appointment and pedicure and manicure. Each one will also meet with a counselor/consultant to prepare for sustained employment. A pastor will come each week to share individually or with the group how God loves them and desires a relationship with them — if they choose to participate. They will be encouraged to join a faith community of their choice.

Besides working women will be required to attend four 12 – Step recovery meetings and life-skill classes each week. These will include:

- Weekly individual counseling
- Weekly group counseling
- Yoga
- Parenting and relationship classes
- Money management and budgeting
- Meal preparation and shopping
- Job/work skills

Art and music experiences will also be part of their life experiences. The Art Center and the Parkersburg Actor's Guild are just three blocks away and have agreed to help.

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# Hope Recovery Manor

## Proposed Annual Operating Budget

### Expenses

Executive Director Salary:		\$36,000.00 - \$42,000.00
	<i>Full-time position weekdays, on-call as necessary. Range depends on qualifications and needs.</i>	
House Manager Salary:		\$28,000.00
	<i>Full-time position weekdays, on-call as necessary.</i>	
Peer Support		
Weekday:	1-Evening Shift Staff 4:00pm – 10:00pm at \$10.15 per hour (6hr. x 5-days x 52-weeks x \$10.15 per hour = \$15,834.00)	\$36,946.00
	1-Evening Shift Staff 4:00pm – 12:00am at \$10.15 (8hr. x 5-days x 52-weeks x \$10.15 per hour = \$21,112.00)	
Weeknight:	1-Night Shift Staff 12:00am-8:00am at \$10.50 per hour (8hr. x 5-days x 52-weeks x \$10.50 per hour = \$21,840.00)	\$21,840.00
Weekend:	2-Day-Time Staff 8:00am-4:00pm at 10.50 per hour (2-Staff x 8hr x 2-days x 52-weeks x \$10.50 per hour = \$17,472.00)	\$34,994.00
	2-Evening Staff 4:00pm-12:00am at \$10.50 per hour (2-Staff x 8hr x 2-days x 52-weeks x \$10.50 per hour = \$17,472.00)	
	1-Night Shift Staff 12:00am – 8:00am at \$11.00 per hour (1-Staff x 8hr x 2-Days x 52-weeks x \$11.00 per hour = \$9,152.00)	\$ 9,152.00
Fringe Benefits for Staff estimated expense:		\$22,000.00
<b>Total Annual Payroll:</b>		<b>\$188,932.00 - \$194,932.00</b>
	<i>Range reflects Executive Director's Salary.</i>	
Staff Training/Management Support resources:		\$ 1,000.00
Contracted Services:		
Accounting Audit:		\$ 2,000.00
Accounting Services: an estimated \$8,000.00 will be donated.		
Website housing, development, monitoring		\$ 250.00
Lease:		\$42,000.00
	<i>To include Property Insurance, property taxes, city fire fees, and maintenance repairs.</i>	
Utilities:		\$30,000.00
Client Needs:		
Work uniforms/clothing/shoes as needed:		\$ 2,000.00
Medical Needs:		\$ 4,000.00
Food for Clients:		\$ 5,000.00



Management Indemnity Package \$ 1,415.16

**Total Operating Annual Budget:** \$282,597.16

### Income

Residents/Clients Rent total\*\*: \$68,400.00

Breakdown:

9 – Residents in Full Size Bed Bedrooms at \$585.00 per month: \$63,180.00

$\$500.00 \times 12 \times 9 = \$54,000.00^{**}$

3 – Residents in Twin Bed Bedrooms at \$485 per month: \$17,460.00

$\$400.00 \times 12 \times 3 = \$14,400.00^{**}$

*Resident Savings Account: Executive Director will place \$85 per month from rent into an Individual Savings Account. This money will be given to the Client/Resident upon graduation and equates to \$1,020.00 as Start-Up Money.*

### Volunteers

Hope Recovery Manor and Committee Members will dedicate their time and expertise to the Hope Recovery Manor Residents/Clients.

- Coordination of Mentors.
- Accountant Services.
- Group Leaders (1-Professional & 1-Para-professional).
- Yoga Instructor.
- Pastor (pastor and community resources).
- Art (activities will be at the Parkersburg Arts Center).
- Music.
- Job Aid (Skill development, job seeking skills, job preparation, dress for success, etc.)
- Medicaid and Insurance Coverage for Client's addiction counseling

Other grants and donations will be sought.

Expenses based on the higher salary range for Staff: \$282,597.16

Income: - \$ 68,400.00

Total program costs: \$214,197.16

The following is not included in Annual Budget but will be start-up costs in first year: \$50,132.80

~ *Equipment to begin operations is a One-Time expense: \$25,000.00*

*Furnishings: Beds, Dining tables, Kitchen supplies, freezer, Dishes, silverware, cookware, etc.*

*Staff Office: Printer/Scanner, phones, paper, filing cabinets, desks, chairs, other office supplies*

*Bedrooms: Linens, Towels, Bedding, blankets, pillows, etc.*

*Donations: \$10,000.00 of the \$25,000.00 we hope will be donated.*