

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

#1 COURT SQUARE, SUITE 203  
PARKERSBURG, WV 26101

IN RE: MINUTES OF MEETING HELD  
THURSDAY, MARCH 28, 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.

The County Commission, upon a motion duly made, seconded and passed, approved minutes of March 14 and 18, 2019.

**AGENDA AND DISCUSSION ITEMS**

At 9:43 A.M., the County Commission, upon a motion duly made, seconded and passed, authorized adding the management of the Ritchie County Day Report Center to the Wood County Day Report Center. (Order M/4076)

At 9:52 A.M., the County Commission met with Mark Rhodes, County Clerk. Mr. Rhodes requested their approval on the proposed 2019/2020 General Fund Budget. The County Commission, upon a motion duly made, seconded and passed, approved the 2019/2020 Fiscal Year Wood County General Fund and Coal Severance Tax Budgets. (Order M/4078)

At 10:12 A.M. the County Commission met with Jana Singer from the Wood County Day Report Center. The County Commission, upon a motion made by David Blair Couch,

seconded by James E. Colombo and made unanimous by Robert K. Tebay, authorized Jana Singer to be named the Operations Director of the Wood County Day Report Center. (Order M/4077)

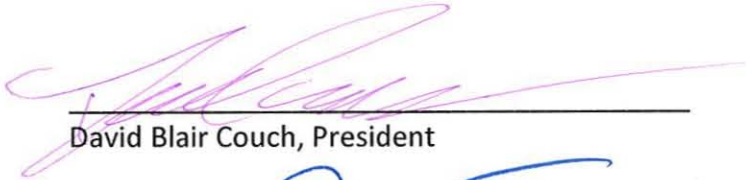
Having no scheduled appointments or business to attend to, the County Commission adjourned at 10:45 A.M.

**ORDERS APPROVED AND ATTACHED TO THESE MINUTES**

M/4076, M/4077, M/4078, M/4079

APPROVED:

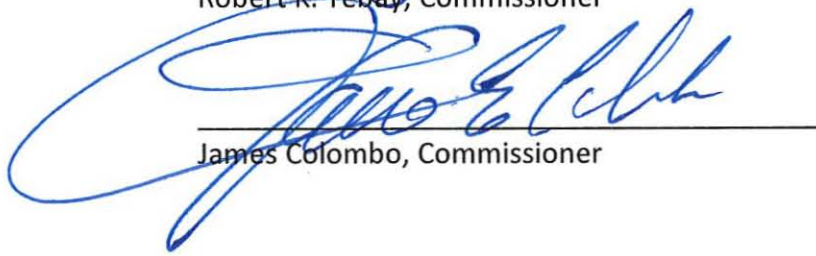
THE COUNTY COMMISSION OF WOOD COUNTY



\_\_\_\_\_  
David Blair Couch, President



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



\_\_\_\_\_  
James Colombo, Commissioner

Wood County Commission Meeting  
Held March 28, 2019

**Please Print**

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Wood County Commission  
Agenda

3/28/2019

1 Court Square, Suite 203  
Parkersburg, WV 26101

9:30 A.M.	Consider the Wood County Day Report Center adding management of the Ritchie County Day Report Center	
10:00 A.M.	Discuss and consider Jana Singer as Operations Director of the Mid-Ohio Valley Day Report Center (per DBC)	
	Discuss and consider approval of 2019/2020 General Fund & Coal Severance Budgets	
	Discuss and consider going out to bid to purchase vehicles to be used by the Wood County Sheriff's Department	
	Administrator's Report	Marty Seuffer, 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



MARCH 28, 2019

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

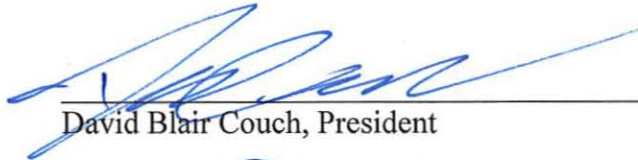
IN RE: THE COUNTY COMMISSION AUTHORIZED ADDING THE  
MANAGEMENT OF THE RITCHIE COUNTY DAY REPORT  
CENTER TO THE WOOD COUNT DAY REPORT CENTER.

**ORDER**

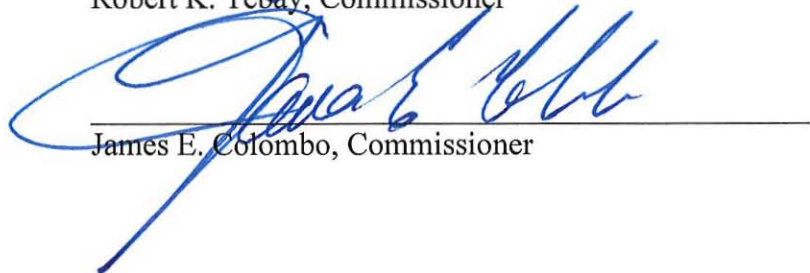
On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Robert K. Tebay, and made unanimous by James E. Colombo, did hereby AUTHORIZE adding the management of the Ritchie County Day Report Center to the Wood County Day Report Center.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
David Blair Couch, President

  
Robert K. Tebay, Commissioner

  
James E. Colombo, Commissioner

M/4076

Mark Rhodes  
WOOD County 12:05:15 PM  
Instrument No 88161448  
Date Recorded 03/28/2019  
Document Type 000  
Pages Recorded 1  
Book-Page 75-37

MARCH 28, 2019

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

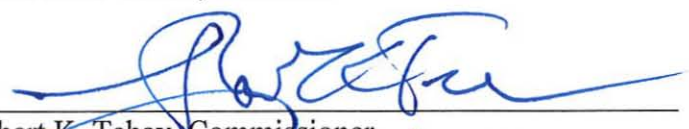
IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE  
JANA SINGER TO BE NAMED OPERATIONS DIRECTOR OF  
THE DRC.

**ORDER**

On this date, upon a motion made by David Blair Couch, seconded by James E. Colombo and made unanimous by Robert K. Tebay, did hereby AUTHORIZE Jana Singer to be named the Operations Director of the Wood County Day Report Center. A job description was executed by the President of the Wood County Commission. Said job description is attached to this ORDER and should be made a part thereof.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

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

M/4077

Mark Rhodes  
WOOD County 11:53:07 AM  
Instrument No 88161445  
Date Recorded 03/28/2019  
Document Type CDD  
Pages Recorded 2  
Book-Page 75-37

Mid-Ohio Valley Day Report Center

Job Description

**Employee Name:** Jana Singer

**Job Title:** Operations Director

**Hours:** 20 per week minimum.

**Definition of Work:**

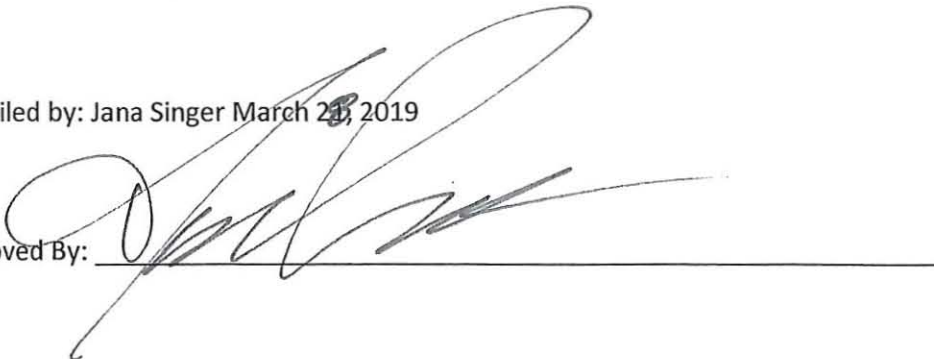
Be able to ensure smooth operations of all facilities. Work closely with Assistant Regional Director and Financial Director.

**Examples of work performed:**

1. Ensure that the Centers daily activities run smoothly
2. Identify inefficiencies and coordinate a plan for improvements
3. Working with department heads to get the best performance from staff
4. Assist in supervising the staff in various departments
5. Assist in the development of plans for operational activity.
6. Work with supervisors to make decisions for operational activities
7. Provide leadership to resolve discrepancies between employees in different departments
8. Reviewing and approving equipment needs
9. Delegate duties to the right employee
10. Solve problems that arise from day to day
11. Prioritize and manage tasks as needed
12. Monitor adherence to rules, regulations, and procedures
13. Control inventory and plan effective strategies for the financial well-being of the company

Compiled by: Jana Singer March 28, 2019

Approved By: \_\_\_\_\_

A large, stylized handwritten signature in black ink, likely belonging to Jana Singer, is written over a horizontal line. The signature is fluid and cursive, with a large loop at the beginning and a long, sweeping tail.



MARCH 28, 2019

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA


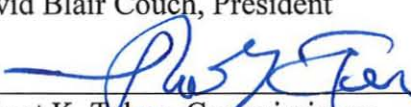
IN RE: THE COUNTY COMMISSION DID HEREBY APPROVE THE  
SUBMISSION OF THE 2019/2020 GENERAL FUND AND COAL  
SEVERANCE TAX BUDGETS.

**ORDER**

On this date, the County Commission of Wood County upon a motion made by David Blair Couch, seconded by Robert K. Tebay and made unanimous by James E. Colombo, did hereby APPROVE the 2019/2020 Fiscal Year Wood County General Fund and Coal Severance Tax Budgets. The General Fund Budget total is twenty-two million six hundred fifty-nine thousand twenty-nine dollars and zero cents (\$22,659,029.00). The Coal Severance Tax Budget total is one hundred ninety-eight thousand three hundred ten dollars and zero cents (\$198,310.00).

Sincerely,

THE COUNTY COMMISSION OF WOOD COUNTY

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

M/4078

Mark Rhodes  
Wood County 12:00:42 PM  
Instrument No 88161446  
Date Recorded 03/28/2019  
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Pages Recorded 1  
Book-Page 75-37

MARCH 28, 2019

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION AUTHORIZED BIDS FOR  
SHERIFF'S DEPARTMENT VEHICLES.

**ORDER**

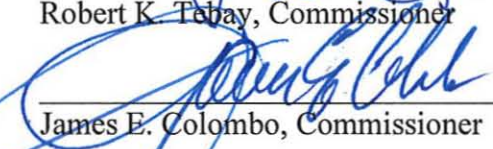
On this date, upon a motion by David Blair Couch, seconded by James E. Colombo, and made unanimous by Robert K. Tebay, the County Commission of Wood County, did hereby AUTHORIZE sealed bids to be obtained for pursuit vehicles for the Wood County Sheriff's Department. Said bids are necessary as the State of West Virginia Purchasing Division no longer has such vehicles on their statewide contract pricing schedule.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
\_\_\_\_\_  
David Blair Couch, President

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

  
\_\_\_\_\_  
James E. Colombo, Commissioner

M/4079

Mark Rhodes  
Wood County 12:02:27 PM  
Instrument No 88161447  
Date Recorded 03/28/2019  
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Book-Page 75-37