

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

#1 COURT SQUARE, SUITE 203  
PARKERSBURG, WV 26101

IN RE: MINUTES OF MEETING HELD  
THURSDAY JANUARY 30, 2020

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

ABSENT: JAMES E. 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 Erroneous Assessment Applications in regard to real property.

**AGENDA AND DISCUSSION ITEMS**

At 9:30 A.M., the County Commission met with Mark Rhodes, Wood County Clerk. Mr. Rhodes informed them he is appointing Ballot Commissioners, Carole Jones and Edith Griffith. He also requested approval of the Emergency Absentee Voting Policy. The County Commission Ordered the adoption of the Policy. (Order M/4214)

At 9:39 A.M., the County Commission met with Chris Yeager, industrial hemp farmer. He requested the Commission's approval of hemp being dispensed within the County. A copy of his request is attached to these minutes and shall be made a part thereof.

At 10:00 A.M., Wood County Circuit Clerk, Celeste Ridgway met with the County Commission to update them on changes she is making to the office.

At 10:05 A.M., the County Commission approved the hiring of Nathan Forshey as a Wood County Deputy Sheriff and Margaret Henrie as a Deputy Circuit Clerk.

At 10:27 A.M., the County Commission met with Lisa Doyle-Parsons to discuss the Circle Campaign of the Mid-Ohio Valley. Their mission is to reduce poverty. Handouts are attached to these minutes and shall be made a part thereof.

Having no further scheduled appointments or business to attend to, the County Commission adjourned at 11:30 A.M.

**ORDERS APPROVED AND ATTACHED TO THESE MINUTES**

M/4214

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



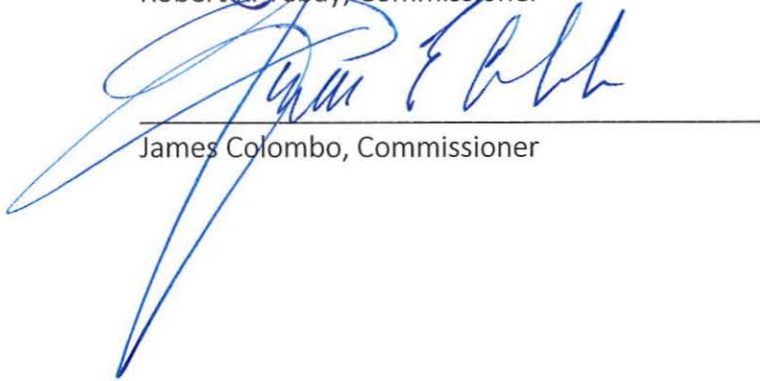
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David Blair Couch, President



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Robert K. Tebay, Commissioner



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James Colombo, Commissioner

Wood County Commission Meeting  
Held January 30, 2020

Please Print

|     |   |
|-----|---|
| 1.  | Matthew Dodrill                               |
| 2.  | Chris Yeager (304) 419-0002 yeagermediagroupe |
| 3.  | J. Morgan Leach yahoo.com                     |
| 4.  | Mark Rhodes                                   |
| 5.  | Lisa Doyle-Parsons                            |
| 6.  | Casey Poe                                     |
| 7.  |   |
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Wood County Commission  
Agenda

01/30/2020

1 Court Square, Suite 203  
Parkersburg, WV 26101

|            |  |                                    |
|------------|--|------------------------------------|
| 9:30 A.M.  | Appointment of Ballot Commissioners and Approval of the Emergency Absentee Voting Policy | Mark Rhodes, County Clerk          |
|            | Consider Request to Hire – Nathan Forshey as Wood County Deputy Sheriff - \$40,103.00/yr |                                    |
|            | Consider Request to Hire – Margaret J. Henrie – Deputy Circuit Clerk - \$27,500.00/yr    |                                    |
| 10:00 A.M. | Board of Review & Equalization – 126 Country Lane, Walker, WV – 014700F7A0000            | Randy & Tammi Beatty               |
| 10:30 A.M. | Discuss Circles Campaign of the Mid-Ohio Valley  | Lisa Doyle-Parsons                 |
|            | 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, impropers 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

To Whom It May Concern,

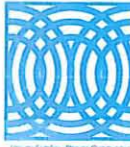
We would like to formally request that the Wood County Commission make a formal written decision on the support and implementation of the West Virginia Medical Cannabis Act, allowing the West Virginia DHHR Bureau for Public Health to issue Medical Cannabis grower, processor and dispensary permits within Wood County. We would also request a formal decision be made on the permitted locations for the growers, processors and dispensaries.

Sincerely,

Chris Yeager  
Member  
Appalachian Cannabis Company

**Circles Campaign  
Of the Mid-Ohio Valley**

Circles  
CAMPAIGN OF THE  
MID-OHIO VALLEY, INC.



PO Box 1643  
Parkersburg, WV 26102-1643  
Phone: 304-488-7760  
circlescampaignmov@gmail.com  
<http://www.circlescampaignmov.org>  
Lisa Doyle-Parsons, Executive Director  
CUSA National Chapter Coach

**Solving Poverty, One Family at a Time**

# The key to reducing poverty is building intentional relationships across income lines.

## CIRCLE LEADERS

Participants are called Circle Leaders because they are the ones who lead themselves out of poverty. They are hardworking and motivated but often overwhelmed by the daily struggle to make ends meet. Circle Leaders commit to completing training, setting goals for themselves, and attending weekly Circles meetings. Circle Leaders educate their middle-income and upper-income Allies about poverty, and they lean on their Allies for advice and encouragement.

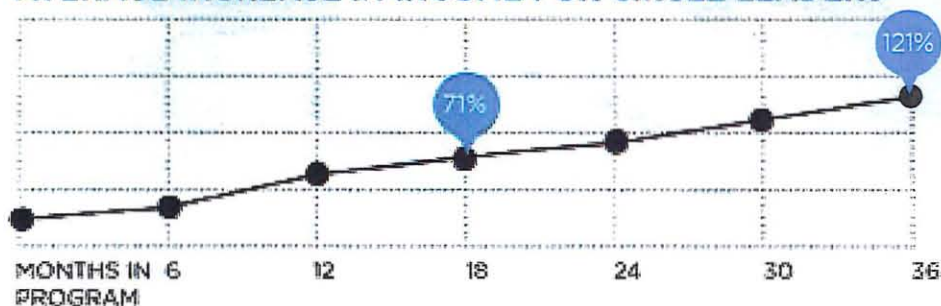
## ALLIES

Two volunteers are matched to each Circle Leader. These volunteers are called Allies, and everything revolves around the intentional Ally-Leader relationships. Allies commit to complete training, attend weekly Circles meetings, and learn about poverty. Allies help Circle Leaders use their unique gifts and skills to reach their personal and financial goals.

## OTHER WAYS TO VOLUNTEER

- > Provide childcare for weekly meetings
- > Make a meal for a weekly meeting
- > Help with fundraising
- > Help with volunteer recruitment

## AVERAGE INCREASE IN INCOME FOR CIRCLE LEADERS



WHAT  
PEOPLE  
SAY



*"I was broke, broken, and homeless with three kids. Now, I have a home, money in the bank, attend school, and most of all, I have purpose."*

— LeAundrea Robinson (Circle Leader)



*"We had several programs and food banks in the area, but we were treating symptoms. This was the first program we'd heard of that could address underlying issues of poverty."*

— Becky Ambrosini (Circles Supporter)



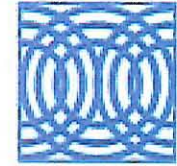
## HOW IT WORKS

- > All participants and volunteers receive training
- > Circle Leaders set goals, and Allies support Leaders as they meet their goals
- > Circle Leaders and Allies gather for weekly large group meetings
- > Monthly sessions engage community leaders in the work of poverty reduction
- > Most families achieve financial stability around the 18-month mark
- > Victories and milestones are celebrated together
- > Friendships formed in the group last a lifetime



OVER 70 LOCATIONS IN  
DOZENS OF STATES





[www.circlescampaignmov.org](http://www.circlescampaignmov.org)  
[circlescampaignmov@gmail.com](mailto:circlescampaignmov@gmail.com)  
304.488.7760

## WHAT IS CIRCLES?

### **Circles reduces poverty**

It's about intentional relationships across income lines. While middle-income and high-income families enjoy networks of support through their jobs, schools, and neighborhoods, families living in poverty rarely develop such contacts. Many who live in poverty are hardworking and motivated, so when a circle of support forms around them, advice is offered, contacts are shared, and the fears that keep people in poverty start to disappear.

### **Circles changes communities**

Volunteers and participants grow and learn together. While participants navigate their



## Monthly Detailed Budget

| Categories                             | Cash Values | Categories                                   | Cash Values |
|--|-------------|--|-------------|
| <b>Monthly Income</b>                  |             |  |             |
| <b>Work Income</b>                     |             | <b>Unearned Income</b>                       |             |
| Job 1 (Gross Pay)                      |             | Unemployment / Disability Pay, etc.          |             |
| - Deductions and Withholdings          |             | Alimony / Spouse Support                     |             |
| = Job 1 Total (Take Home Pay)          |             | Child Support                                |             |
| Job 2 Total (Gross Pay)                |             | Government Support - TANF, SNAP, etc.        |             |
| - Deductions and Withholdings          |             | Gifts / Misc. Income                         |             |
| = Job 2 Total (Take Home Pay)          |             | Bank Interest, Stock Dividends, Other Income |             |
| Job 3 (Gross Pay)                      |             | <b>Total Unearned Income</b>                 | \$          |
| - Deductions and Withholdings          |             | Add Earned and Unearned Income Here          |             |
| = Job 3 Total (Take Home Pay)          |             | <b>Total Monthly Income = \$</b>             |             |
| Odd Jobs                               |             | Notes  |             |
| <b>Total Earned Income (From Jobs)</b> | \$          |  |             |
| <b>Total Monthly Income</b>            | \$          |  |             |
| <b>Total Monthly Expenses</b>          | \$          |  |             |
| <b>Total Income</b>                    |             |  |             |
| - Total Expenses                       |             |  |             |
| <b>= Total Money Saved</b>             |             |  |             |

| Monthly Expenses                         |    |   |    |
|--|----|---|----|
| <b>Housing Expenses</b>                  |    | <b>Health / Doctor Expenses</b>             |    |
| Mortgage/Rent Payments                   |    | Insurance Expense                           |    |
| Insurance on Housing                     |    | Prescriptions                               |    |
| Taxes on housing                         |    | Glasses / Contacts                          |    |
| Other:                                   |    | Doctor Visit (Checkup, shots, etc.)         |    |
| <b>Total Housing Expenses</b>            | \$ | Dentist Visit                               |    |
|  |    | Medical Supplies                            |    |
| <b>Utility Expenses</b>                  |    | Medical Emergencies                         |    |
| Gas Bill                                 |    | Other:                                      |    |
| Electric Bill                            |    | <b>Total Health / Doctor Expenses</b>       | \$ |
| Water Bill (add Sewage if applicable)    |    | <b>Transportation Expenses</b>              |    |
| Trash Bill (add Recycling if applicable) |    | Car Payments / Saving for a Car             |    |
| Phone Bill                               |    | Insurance                                   |    |
| Internet Bill                            |    | Gas and Oil                                 |    |
| Television / Cable Bill                  |    | Repairs                                     |    |
| Other:                                   |    | Vehicle Inspection / DMV Fees               |    |
| <b>Total Utility Expenses</b>            | \$ | Bus / Cab / Uber / etc.                     |    |
|  |    | Other:                                      |    |
| <b>Food Expenses</b>                     |    | <b>Total Transportation Expenses</b>        | \$ |
| Groceries                                |    | <b>Clothing and Personal Expenses</b>       |    |
| Coffee / Drinks                          |    | Clothes                                     |    |
| Eating Out                               |    | Laundry                                     |    |
| School Lunch / Meal Break                |    | Haircuts                                    |    |
| Snacks / Impulse Food                    |    | Other:                                      |    |
| Beer Money? Tobacco?                     |    | <b>Total Clothing and Personal Expenses</b> | \$ |
| Other:                                   |    |   |    |
| <b>Total Food Expenses</b>               | \$ |   |    |

| Dependent Care / Child Expenses |           | Household Item Purchases        |           |
|---------------------------------|-----------|---------------------------------|-----------|
| School Fees                     |           | Cleaning Supplies               |           |
| Childcare                       |           | Tools                           |           |
| Child Support, etc.             |           | Kitchen Items                   |           |
| Alimony, etc.                   |           | Bathroom Supplies               |           |
| Other:                          |           | Other:                          |           |
| Other:                          |           | <b>Total Household Expenses</b> | <b>\$</b> |
| Other:                          |           |                                 |           |
| <b>Total Dependent Expenses</b> | <b>\$</b> |                                 |           |

| School / Work Expenses              |           | Savings for Large Purchases *            |           |
|-------------------------------------|-----------|--|-----------|
| Money Spent Attending School        |           | Furniture Purchases *                    |           |
| Money Spent Looking for a Job       |           | House Renovations                        |           |
| Money Spent for Job Supplies        |           | Appliances (Saving for a stove, etc.)    |           |
| Other:                              |           | Trips / Vacation                         |           |
| Other:                              |           | Emergency Savings                        |           |
| Other:                              |           | Other:                                   |           |
| <b>Total School / Work Expenses</b> | <b>\$</b> | <b>Total Savings for Large Purchases</b> | <b>\$</b> |

| Debt / Repayment Expenses              |           | Pet Expenses              |           |
|--|-----------|---------------------------|-----------|
| Credit Card Debt                       |           | Pet Food                  |           |
| School Loans                           |           | Pet Medical               |           |
| Money Owed to Others                   |           | Other:                    |           |
| Other Loans                            |           | <b>Total Pet Expenses</b> | <b>\$</b> |
| <b>Total Debt / Repayment Expenses</b> | <b>\$</b> |                           |           |

| Entertainment Expenses              |           | Gift Expenses                |           |
|-------------------------------------|-----------|------------------------------|-----------|
| Going Out / Date Night              |           | Birthday / Anniversary Gifts |           |
| Other:                              |           | Layaway                      |           |
| Other:                              |           | Church / Religious Events    |           |
| <b>Total Entertainment Expenses</b> | <b>\$</b> | Fundraisers / Donations      |           |
|                                     |           | Other:                       |           |
|                                     |           | <b>Total Gift Expenses</b>   | <b>\$</b> |

| Other Expenses              |           | Notes   |  |
|-----------------------------|-----------|---|--|
| Any Other Expense:          |           | * While saving for large purchases, only add the amount you save per month. |  |
| Other:                      |           | * Don't double count your expenses when you finally purchase big items.     |  |
| Other:                      |           |   |  |
| <b>Total Other Expenses</b> | <b>\$</b> |   |  |

|                                      |  |  |  |
|--------------------------------------|--|--|--|
| <b>Total Monthly Expenses = \$</b>   |  |  |  |
| <b>Total Monthly Income = \$</b>     |  |  |  |
| <b>- Total Monthly Expenses = \$</b> |  |  |  |
| <b>= Total Money Saved = \$</b>      |  |  |  |

**Additional Notes and Revisions**

Use this space to add any extra notes:

Use this space for end of month revisions:

# Defining Resources

The more resources a person has in all areas, the easier it is to make changes and live well. Resources are interconnected, so having high levels of some (or many) resources makes it easier to build the rest.

| Eleven Resources        |  |
|-------------------------|--|
| <b>Financial</b>        | Having enough income to purchase goods and services and to save or invest money. Having an educated understanding of how money works—being financially literate.   |
| <b>Emotional</b>        | Being able to choose and control emotional responses, particularly to negative situations without engaging in self-destructive behavior. This is the “state of mind” that determines the way we think, feel, and behave at any given moment. This is a resource that shows itself through stamina and choice. This is about interpersonal skills like teamwork, teaching others, leadership, negotiation, and working with people from many backgrounds. |
| <b>Mental/Cognitive</b> | Having the mental ability and acquired skills (reading, writing, computing) to deal with daily life. This includes how much education and training individuals have in order to compete in the workplace for well-paying jobs or run their own business.   |
| <b>Language</b>         | Having the vocabulary, language ability, and negotiation skills to succeed in the work and/or school environments.   |
| <b>Social Capital</b>   | Having friends, family, and backup resources available to access in times of need. Sometimes this resource is called “Support Systems.”  |
| <b>Physical</b>         | Having physical health and mobility.   |
| <b>Spiritual</b>        | Believing in divine purpose and guidance and/or having a rich cultural connection that offers support and guidance.  |

| Eleven Resources                   |  |
|------------------------------------|--|
| <b>Integrity and Trust</b>         | Trust is linked to two issues: <i>predictability*</i> and safety. Can I know with some certainty that this person will do what he/she says? Can I predict with some accuracy that it will occur nearly every time? The second part of the question is safety: Will I be safe with this person? |
| <b>Motivation and Persistence*</b> | Having the energy and drive to prepare for, plan, and complete projects, jobs, and personal changes.   |
| <b>Relationships/Role Models</b>   | Having frequent access to adults who are appropriate, who are nurturing, and who don't engage in self-destructive behavior.  |
| <b>Knowledge of Hidden Rules</b>   | Knowing the unspoken cues and habits of poverty, middle class, and wealth.   |



We Build Circles Of Support That  
Strengthen Our Community By  
Inspiring And Equipping Families In  
Their Effort To Transition  
Out Of Poverty.

Lead Your Family!  
Become an Ally!  
Become a Volunteer!

Website: [www.circlescampaignmov.org](http://www.circlescampaignmov.org)

Address: 1001 Juliana Street  
Parkersburg WV 26101

Phone: 304-488-7760

Check out our Facebook Page!



Seeking Motivated  
Individuals to  
End Poverty in the  
Mid Ohio Valley!





"I was not working and had no income. With encouragement from the group and my Allies I took CNA classes, now I make a livable wage and am supporting my family."

*Cassie, South Parkersburg*

"I've become a better person. I'm at a point I'm moving up the ladder of success."

*Cody, Belpre Ohio*

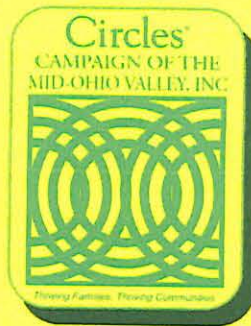


"Circles helps us each step up and get out of poverty. I've went from just surviving to thriving."

*Brandi, North Parkersburg*

"Circles is a life changer!"

*Maddie, East End Parkersburg*



Circles Gave Me:

A new lease on life!

Attainable goals for my immediate future.

A livable debt management program.

I have a whole new outlook on life

*Donna, Washington County, Ohio*



"Circles has helped me understand that there is power in our voice, and it is our job to make a change in our community"

*Mary, Vienna WV*

"Circles has been a big part in helping me get back on track."

*Becca, Marietta, Ohio*



JANUARY 30, 2020

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION APPROVED AN EMERGENCY ABSENTEE VOTING POLICY.

**ORDER**

On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Robert K. Tebay and passed, did hereby ORDER the adoption of an Emergency Absentee Voting Policy. West Virginia State Code §3-3-5c authorizes the County Commission to adopt a policy extending emergency absentee voting procedures in their County.

The following policy is hereby adopted by this County Commission: A person qualified to vote an absent voter's ballot as defined by West Virginia Code §3-3-1 and who is confined or expects to be confined on the day of the election in:

*Hospitals within Washington County, Ohio and Jackson County, West Virginia.*

*Duly Licensed Health Care Facilities with Wood County.*

*Nursing Homes within Wood County.*

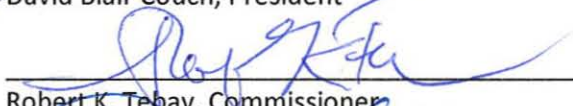
A copy of this ORDER shall be sent to the Secretary of State Office.

APPROVED:

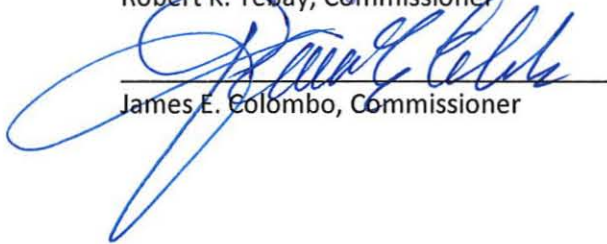
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

M/4214

Mark Rhodes  
WOOD County 11:50:25 AM  
Instrument No 88197795  
Date Recorded 01/30/2020  
Document Type 030  
Pages Recorded 1  
Book-Page 75-73

# Wood County Commission

## Erroneous Assessment Application

Tax Type: **Real Estate**

**Description**

LOT 59 OF REVISED PLAT OF  
ANDREWS ADN 42X155

Tax Ticket: **42763**

Tax Year: **2019**

Upon the application of **OWENS ROBERT C** whose address is **1304 11TH ST VIENNA, WV 26105-** aggrieved by an erroneous assessment in VIENNA District (10) Map 44 Parcel 00030000, in the County of Wood, for the **2019** tax year.

The County Commission therefore, orders that the said applicant be and hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed in and for the **2019** tax year.

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

**THE ABOVE TAX TICKET IS INCORRECT. TEH PROPERTY WAS PURCHASED BY THE VIENNA WESLEYAN CHURCH AND SHOULD BE TAX EXEMPT. THE NEW TICKET REFLECTS THE CORRECT ASSESSMENT.**

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

| Date       | Transaction Type    | Class | Amount             | Tax Rate | Tax Class | Net Value          |
|------------|---------------------|-------|--------------------|----------|-----------|--------------------|
| 07/01/2019 | BILLING             | 4     | 757.22             | 3.033700 | 4         | 24,960             |
| 01/22/2020 | PENDING EXONERATION | 4     | -757.22            | 3.033700 | 4         | 0                  |
|            |                     |       | Adjusted Net Taxes |          |           | Adjusted Net Value |
|            |                     |       | 0.00               |          |           | 24,960             |

Map 44 Parcel 00030000

X  Taxpayer

 Prosecutor

 Assessor

---

 Commissioner

 County Commission President

 Commissioner

At a regular session of the County Commission of Wood County, West Virginia, held at the Courthouse of said County, The County Commission did approve this exoneration on January 30, 2020

RECEIVED

JAN 23 2020

County Administrator

RECEIVED

JAN 28 2020

County Administrator

New tax bill send to  
Vienna Wesleyan Church  
1304 11th St  
Vienna, WV 26105-2220

Mark Rhodes  
WOOD County 11:48:17 AM  
Instrument No 88199783  
Date Recorded 01/30/2020  
Docment Type 030  
Pages Recorded 1  
Book Page 75-76

Application Printed On

Wednesday, January 22, 2020 11:45 am

By: Connie Mcatee



# Wood County Commission

## Erroneous Assessment Application

Tax Type: **Real Estate**

**Description**

LATROBE ST LOT 45X125

Tax Ticket: **20136**

Tax Year: **2019**

Upon the application of **JOHNSON TONI** whose address is **909 13TH ST PARKERSBURG, WV 26101-4509** aggrieved by an erroneous assessment in **PARKERSBURG District (05) Map 70 Parcel 04180000**, in the County of Wood, for the **2019** tax year.

The County Commission therefore, orders that the said applicant be and hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed in and for the **2019** tax year.

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

**THE ABOVE TAX TICKET IS INCORRECT. THE ABOVE PARCEL WAS PURCHASED BY THE URBAN RENEWAL AUTHORITY SO THEREFORE WILL BE A NON-TAXABLE PROPERTY. THE NEW AMOUNT REFLECTS THE CORRECTED AMOUNT.**

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

| Date       | Transaction Type    | Class | Amount             | Tax Rate | Tax Class | Net Value          |
|------------|---------------------|-------|--------------------|----------|-----------|--------------------|
| 07/01/2019 | BILLING             | 2     | 154.34             | 1.521960 | 2         | 10,140             |
| 01/23/2020 | PENDING EXONERATION | 2     | -154.34            | 1.521960 | 2         | 0                  |
|            |                     |       | Adjusted Net Taxes |          |           | Adjusted Net Value |
|            |                     |       | 0.00               |          |           | 10,140             |

Map 70 Parcel 04180000

Taxpayer

Prosecutor

Assessor

Commissioner

County Commission President

Commissioner

At a regular session of the County Commission of Wood County, West Virginia, held at the Courthouse of said County, The County Commission did approve this exoneration on January 30, 2020

RECEIVED

JAN 23 2020

County Administrator

RECEIVED

JAN 29 2020

County Administrator

Mark Rhodes  
WOOD County 11:49:18 AM  
Instrument No 88199704  
Date Recorded 01/30/2020  
Document Type 000  
Pages Recorded 1  
Book-Page 75-73

By: Connie Mcatee

Application Printed On

Thursday, January 23, 2020 8:59 am