

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

NO. 1 COURT SQUARE, SUITE 203  
PARKERSBURG, WV 26101

IN RE: MINUTES OF MEETING HELD  
MONDAY, APRIL 28, 2025

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

**AGENDA AND DISCUSSION ITEMS**

At 9:30 A.M., Wendy Tuck spoke to the County Commission and discussed the homeless shelter problem this past winter.

Having no other scheduled appointments or further business to attend to, the County Commission adjourned at 10:29 A.M.

**ORDERS APPROVED AND ATTACHED TO THESE MINUTES**

No Orders

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James Colombo, Commissioner



Wood County Commission  
Agenda

April 28, 2025 | 9:30 A.M.  
1 Court Square, Suite 203  
Parkersburg, WV 26101

9:30 A.M.	Public Comment	
	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 before the meeting

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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

# The County Commission of Wood County

No. 1 Court Square, Suite 203 Parkersburg, West Virginia 26101  
(304) 424-1984



**DAVID BLAIR COUCH**  
President

**ROBERT K. TEBAY**  
Commissioner

**JAMES E. COLOMBO**  
Commissioner

## PUBLIC COMMENT PORTION OF WOOD COUNTY COMMISSION MEETINGS

### SIGN-IN SHEET

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3 MINUTES PER PERSON

APRIL 28, 2025

PLEASE PRINT NAME	ADDRESS
Wendy Tuck	1020 14th St Parkersburg WV 26101

Wood County Commission Meeting  
Held April 28, 2025

**Please Print**

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Wendy Tuck, Parkersburg City Council, District 4  
Community Response During Frigid Weather Conditions, January and February 2025

April 13, 2025

To: Mayor Tom Joyce  
The Wood County Commissioners  
Local Emergency Planning Council, Office of Emergency Operations  
Stacy DeCicco, Executive Director of the United Way Alliance  
Malcolm Lanham, MOV Health Department

During the recent weather-related emergency in January and February 2025, there was no protocol in place to guide a community response when temperatures were below single digits for over a week, at the federal, state, county, or municipal level. Local volunteers and agencies stepped up to meet the need.

On January 7, 2025, a homeless person living in a tent with her partner and dog, froze to death. The Salvation Army (40 beds) and Latrobe St. Mission (64 beds) opened their Warming Stations and took in an additional 15 and 40 people, respectively. They were not able to shelter people who had pets, were in active addiction, or had been banned from the SA or LSM. Determined not to let anyone else die, the Gathering and House to Home decided to keep their doors open 24/7 until temperatures rose to 32. They recruited volunteers, supplies, food, and sheltered approximately 60-80 more people over the course of the freeze. While everyone did the best they could, this group recognized that it was essential to develop a plan before the next disaster and possibly connect it to the LEPC EOP. The Red Cross and MOVHD are only activated in disasters which displace people. Since homeless people are already displaced, these agencies can't be activated to help in a municipality when there is a weather-related emergency.

We offer this report and suggest that it be incorporated into the EOM plan to help the City of Parkersburg and Wood County mitigate, prepare, respond and recover from local weather-related emergencies.

Here's a compiled **Executive Summary** of the two debriefing documents (February 26, 2025 and March 13, 2025) regarding the community response to the 2025 winter weather emergency in Parkersburg, WV, including organized **participant groups**, **identified strengths and weaknesses**, and recommended **action steps** before, during, and after a weather-related crisis. The groups that met for the debriefing will seek input from other relevant organizations, consolidate the proposal, and submit it to the appropriate agency.

Respectfully submitted,  
Wendy Tuck, Parkersburg City Council, District 4

## ◆ Executive Summary

In January and February 2025, Parkersburg, WV experienced life-threatening freezing temperatures. Due to the absence of a coordinated government-led emergency sheltering plan for unsheltered individuals, local non-profits, faith-based groups, and individual volunteers responded independently and collaboratively to provide critical support services including warming stations, meals, medical aid, and transitional housing.

Community-based shelters like Latrobe Street Mission (LSM), Salvation Army, The Gathering, and House to Home (H2H) opened warming shelters, facilitated transportation, and managed donations. Volunteers, recovery

support teams, and faith groups also played pivotal roles. Challenges arose regarding coordination, communication, safety, and system-wide structure. The response highlighted the need for formalized plans, better integration of service providers, and increased government involvement.

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## **22 Participants by Groups**

### **Shelters/Service Providers**

- Latrobe Street Mission (LSM)
- Salvation Army
- The Gathering
- House to Home (H2H)
- Clean and Clear Advantage Recovery Center
- United Way Alliance of the MOV/211
- WV Coalition to End Homelessness (WVCEH)
- Old Man Rivers

### **Supportive & Religious Organizations**

- Children's Home Society
- Circles Campaign
- South Parkersburg Baptist Church
- Sisters Health Foundation
- Peer Solutions
- MAD in Parkersburg
- Bridging the Gap
- Moon King

### **Government/Agencies**

- City Council Members (Wendy Tuck, Zak Huffman, Bob Mercer, retired)
- Mike Shook (911 Center, Emergency Operations Manager)
- MOV Health Department (Malcolm Lanham, Amy Phelps)

### **Others**

- Monarch Laundromat
  - Local cab companies (pet transport)
  - Community volunteers
  - Peer recovery specialists and people in long-term recovery
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## **☑ Strengths in Responses**

- **Collaboration & Communication:** Zak Huffman initiated a text network for rapid communication.



- **Grassroots Leadership:** Volunteers and formerly homeless individuals effectively reached out to those in encampments.
- **Quick Adaptability:** House to Home and The Gathering flexed operations to meet needs (e.g., switching to overnight/daytime sheltering).
- **Donation Support:** Churches, individuals, and local laundromats donated supplies and services. The 911 Center donated cots to the Gathering.
- **Transition Support:** 30+ people entered treatment through the coordinated efforts of The Gathering, Westbrook Health Services, Peer Solutions, Clean and Clear Advantage Recovery, and Harmony Ridge, St. Joe's Landing, and other outreach and recovery services.
- **Social Media & PR:** Facebook was a key platform for mobilizing donations and disseminating info.

## ✕ Weaknesses in Responses

- **Lack of Official Support:** No formal support or mobilization from City or County Government.
- **Disorganized Supply Chain:** Inconsistent donations led to storage issues, lack of inventory control.
- **No Unified Command:** Ambiguity around who was responsible for activating emergency services (Red Cross, MOVHD, etc.).
- **Misinformation:** It was difficult for 211 to confirm quick changing information on shelter vacancies.
- **Inadequate Case Management:** Lack of short-term case managers delayed or limited individualized assistance. Much of that was provided by House to Home staff and the Leadership Team at the Gathering.
- **Safety Concerns:** Limited de-escalation and trauma-informed training for volunteers handling people in crisis. Pastoral Care and Peer Support Specialists filled in the gap.
- **Unclear Shelter Criteria:** If a person was refused admittance to the LSM or SA, the Gathering usually provided shelter to them.
- **Inaccurate PIT Count:** Undercounted actual number of homeless individuals.

## Action Steps

### Pre-Disaster Planning (Summer–Fall 2025)

1. **Clarify Roles & Protocols:**
  - Establish chain of command with Emergency Operations Manager (Mike Shook).
  - Set MOUs with MOVHD, Red Cross, shelters, and churches.
  - Identify who activates the response and how (referred to as Code Blue in Ohio when the temperatures reach a certain point).
2. **Develop Infrastructure:**
  - Secure and stock centralized storage for cots, hygiene kits, food, bedding.
  - Designate and train intake case managers.
  - Create and maintain a resource inventory.
  - Create a trusted central communications platform (text chain + FB group + hotline).
3. **Train & Educate:**
  - First aid, CPR, mental health first aid, de-escalation training for volunteers and staff.
  - Establish shelter-specific volunteer training.
4. **Logistics and Funding:**



- Set up pre-approved funding pathways (grants, local foundation funds).
  - City agreement for trash collection at shelters.
  - Define eligibility and distribution of hotel vouchers.
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## **During the Event**

### **1. Activate Network:**

- Launch text/FB alert system.
- Open designated shelters based on temperature criteria.
- Ensure media contact and public spokesperson are active.
- Begin daily briefings between shelters and EOM.

### **2. Operations & Safety:**

- Implement screening for shelter entry based on risk criteria.
- Ensure safe zones (families, recovery, active addiction).
- Provide transportation (volunteers, cab partnerships).
- Resupply food, hygiene items, and bedding.

### **3. Provide Services:**

- Pastoral care, peer support, engagement for treatment.
  - Pet accommodations and transport.
  - Laundry services, safe storage of belongings.
  - Maintain a clean, humane environment.
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## **Post-Event Actions**

### **1. Exit Planning:**

- Case management for each person (rehab, family reunification, treatment, housing).
- Clean and sanitize facilities.
- Restock and return reusable supplies to central storage.

### **2. Debrief and Evaluate:**

- Gather stakeholders for a debrief.
- Update protocols and contact lists.
- Collect feedback and document lessons learned.

### **3. Ongoing Support:**

- Connect individuals to long-term support systems (Circles, housing programs).
  - Continue outreach and maintain relationship with at-risk individuals.
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## Check Register Report for Wood County Commission

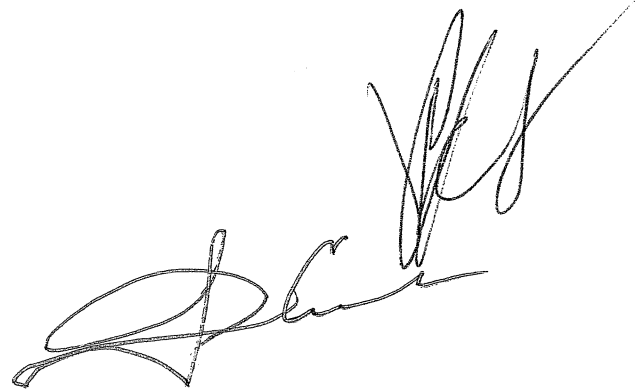
Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
5747	DOMINIONH	HOPE GAS INC.	REGULAR	04/24/2025	688.91	
5748	MONPOWER	MON POWER	REGULAR	04/24/2025	1,688.22	

GENERAL FUND Bank Id 101 Totals

2,377.13

Report Totals

2,377.13

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## Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
5749	DENTAL	UNITED CONCORDIA COMPANIES, INC.	HAND	04/25/2025	2,246.21	
5750	DENTAL	UNITED CONCORDIA COMPANIES, INC.	HAND	04/25/2025	1,485.67	
5751	HEALTH	HIGHMARK WEST VIRGINIA	HAND	04/25/2025	16,418.01	
5752	HEALTH	HIGHMARK WEST VIRGINIA	HAND	04/25/2025	21,127.85	

GENERAL FUND Bank Id 101 Totals

41,277.74

Report Totals

41,277.74

