

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 20, 2026

PRESENT: DAVID BLAIR COUCH, PRESIDENT
JAMES E. COLOMBO, COMMISSIONER
JAMES E. HAMRIC, COMMISSIONER

At 9:30 A.M. there were no public comments.

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., the County Commission of Wood County, upon a motion made by James E. Colombo, seconded by James E. Hamric and made unanimous by David Blair Couch, did hereby APPOINT Eric N. Abilmona as a Deputy Wood County Coroner.
(Order C/294)

At 9:40 A.M., the County Commission of Wood County, upon a motion made by David Blair, seconded by James E. Hamric and made unanimous by James E. Colombo, did hereby AUTHORIZE additions to the Wood County Commission Employment Policies Handbook dated November 4, 2024. (Order A/293)

Edward Tuttle took his oath of office as a Deputy Sheriff.

Having no further scheduled appointments or business to attend to, the County Commission adjourned at approximately 10:24 A.M.

ORDERS APPROVED AND ATTACHED TO THESE MINUTES

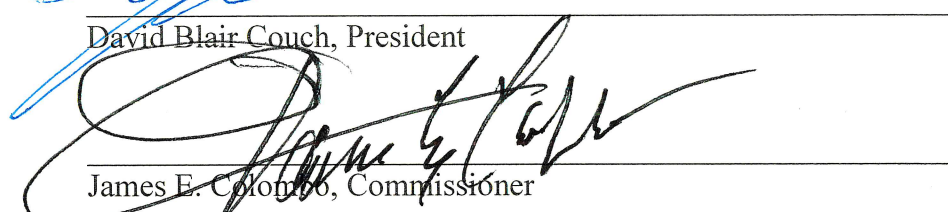
C/293, C/294

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



James E. Colombo, Commissioner



James E. Hamric, Commissioner



Wood County Commission
Agenda

April 20, 2026 | 9:30 A.M.
No. 1 Court Square, Room 203
Parkersburg, WV 26101

9:30 A.M.	Public Comment	
	Consider addition to the Employee Handbook	
	Administrator's Report	Marty Seufer, 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 before the meeting

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

3 MINUTES PER PERSON

APRIL 20, 2026

PLEASE PRINT NAME	ADDRESS

Wood County Commission Meeting
Held April 20, 2026

Please Print

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APRIL 20, 2026

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

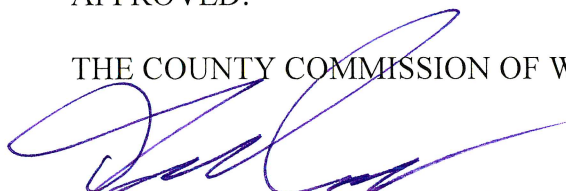
IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE
ADDITIONS TO THE EMPLOYEE HANDBOOK.

ORDER

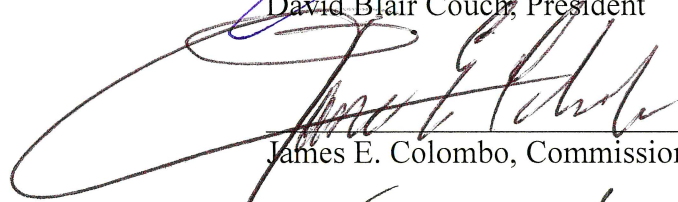
On this date, the County Commission of Wood County, upon a motion made by David Blair, seconded by James E. Hamric and made unanimous by James E. Colombo, did hereby AUTHORIZE additions to the Wood County Commission Employment Policies Handbook dated November 4, 2024. A copy of the revised handbook is attached to this ORDER and should be made a part thereof.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



James E. Colombo, Commissioner



James E. Hamric, Commissioner

CW/293

Wood County Commission

Employment Policies

Effective 2/1/99
Revised 11/04/24
Revised 4/20/26

EQUAL EMPLOYMENT OPPORTUNITY

It is the continuing policy that all employees, regardless of race, color, religion, age, sex, national origin, military status or disability are to be treated with fair and equal consideration in a manner completely free of any bias or prejudice. This policy of nondiscrimination applies to all elements of employer-employee relations: hiring, seniority, training, promotions, terminations, wages, policies and privileges of employment.

STANDARDS OF CONDUCT

By accepting employment, you have a responsibility to the Wood County Commission and to your fellow employees to adhere to certain rules and behavior and conduct. The purpose of these rules is not to restrict your rights, but rather to be certain that you understand what conduct is expected and necessary. When each person is aware that he or she can fully depend on fellow workers to follow the rules of conduct, then the Wood County Commission will be a better place to work for everyone. **NOTHING CONTAINED IN THIS DOCUMENT IS TO BE CONSTRUED AS A CONTRACT OF EMPLOYMENT.**

As employees of the County Commission, you work at the will and pleasure of the County Commission within the law. Generally, each person is expected to act in a mature and responsible way at all times. However, to avoid any possible confusion, some of the more obvious unacceptable activities are noted below. Your avoidance of these activities will be to your benefit as well as the benefit of the County Commission. If you have any questions concerning any work rule or any of the unacceptable activities listed, please see your office manager for an explanation.

RULES OF CONDUCT

The County Commission has set out certain rules of conduct which you are expected to follow. These rules are not intended to be all inclusive, but they should provide an idea of the types of conduct, which call for disciplinary action. The application of these rules is at the discretion of the County Commission or other person designated by the County Commission.

It is important that each employee understands these rules clearly. We suggest that you read the rules in this section several times. If there is any work or section that you do not understand, please bring your question to your supervisor's attention immediately.

Since the violation of some rules is more serious than the violation of others, the type of discipline for a violation may vary.

Committing any of the following types of offenses may lead to immediate discharge:

1. Damage to County property or injury to any county employee through any willful act or gross negligence.
2. Threatening, intimidating, coercing, or interfering with other employees.
3. Possession, use of, sales or attempt to sell, or passing alcoholic beverages, drugs, narcotics, firearms or explosives on county property without a permit.
4. Fighting
5. Stealing from employer or any employees
6. Unprofessional conduct
7. Insubordination
8. Directing abusive or profane language to anyone
9. Failure or refusal to carry out a reasonable work order
10. Unauthorized use, alteration or removal of County records
11. Reporting for work under the influence of alcoholic beverages, narcotics or drugs unless prescribed by a licensed physician
12. Falsifying time sheets or records in any manner
13. Excessive absenteeism
14. Harassment of any employee or customer

Committing any of the following types of offenses may lead to disciplinary action in the form of a verbal warning up to and including discharge, at the discretion of the County Commission or designated agent:

1. Disorderly conduct
2. Unsatisfactory job performance
3. Overtime without prior approval
4. Loafing or spending unnecessary time away from your designated work area
5. Smoking in a non-authorized area
6. Returning late to your work area from your lunch period
7. Unauthorized telephone use
8. Unauthorized presence on County property
9. Unauthorized visitors
10. Unauthorized computer or facsimile use
11. Harassment

HARASSMENT

All employees have the right to a working environment free from intimidation and harassment based on race, color, religion, age, gender, sexual orientation, pregnancy, national origin, disability, marital or other protected status. The County Commission prohibits any sexual harassment, whether it is physical, verbal or visual. An employee must promptly report any violations to their supervisor and/or their elected official who they are employed by.

As much as possible, confidentiality will be maintained with respect to a harassment complaint and any subsequent investigation. HARASSMENT WILL NOT BE TOLERATED AGAINST ANY EMPLOYEE. ANYONE WHO COMMITS ACTS OF HARASSMENT WILL BE SUBJECT TO SEVERE DISCIPLINE, UP TO AND INCLUDING IMMEDIATE TERMINATION.

DRUG FREE TESTING POLICY

It is the policy of the Wood County Commission to ensure that its workplaces are free of illegal drugs, intoxicating substances and abused controlled substances whether prescribed or not by prohibiting the use, abuse, possession, purchase, distribution, sale, or presence in the body system, of illegal or controlled substances. This policy applies to all County Commission employees including full-time employees, part-time employees, volunteers, contract employees, and contractors when they are on County property performing any County-related business, including, but not limited to, safety-sensitive functions. Furthermore, this policy applies to off-site lunch periods or breaks when an employee is scheduled to return to work.

It is the Wood County Commission's policy to (1) assure that employees are not impaired in their ability to perform assigned duties in a safe, productive, and healthy manner; (2) create a workplace environment free from the adverse effects of drug abuse and alcohol misuse; (3) prohibit the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances; and (4) to encourage employees to seek professional assistance anytime personal problems, including alcohol or drug dependency, adversely affect their ability to perform assigned duties.

The purpose of this policy is to assure employee fitness for duty and to protect all employees as well as the public from the risks posed by the misuse of alcohol and use of controlled substances and illegal drugs.

CONDUCT

1. The appropriate use of Legal Drugs is not prohibited. However, the use of any Substance that carries a warning label that indicates that mental functioning, motor skills or judgment may be impaired or adversely affected must be reported to one's immediate supervisor. Medical clearance must be sought by the employee, as appropriate, before performing work-related duties.
2. The use of or being under the influence of Illegal Drugs or alcohol while performing employee duties is strictly prohibited.
3. Employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of Controlled Substances on County property, in County vehicles, or while performing County business or duties. No employee shall use Alcohol during work hours. No employee shall report for duty or remain on duty with a controlled substance or alcohol in his/her body except by specific prior authorization for legal drugs and/or medications.
4. No employee shall use any substance which can impair mental functioning, motor skills or judgment within four hours of reporting for duty, or during the hours that they are on call. The presence of the substance in the body while performing County business or duties is prohibited including during call.
5. All employees will be subject to urine drug testing and breathe alcohol testing as set forth in the Testing Procedures section of this policy. No employee shall refuse to comply with a request for testing. No employee shall tamper with or misrepresent a sample.
6. All managers/supervisors shall fairly and equitably apply this policy in an unbiased and

impartial manner. No manager/supervisor shall knowingly and intentionally disregard the application of this policy or otherwise deliberately misuse this policy.

7. An employee with a Failed Screen or Test must provide proof that such substance was a Legal Drug within forty-eight (48) hours of the confirmed Failed Screen or Test.
8. It is a violation of this policy to have a prohibited substance in the employee's body during working hours regardless of the time or place of ingestion. A positive drug and/or alcohol screen will be treated as presumptive proof of violation of this policy.

TESTING PROCEDURES

Analytical urine drug testing and breathe alcohol testing shall be conducted when circumstances warrant or as required by federal and state regulations. All employees may be subject to testing prior to employment, for reasonable suspicion, and following an accident. Additionally, all employees will be tested prior to returning to duty after the completion of a substance abuse professional's recommended treatment program if such program is applicable as set forth below. Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using certified techniques, equipment, and laboratory facilities.

1. Reasonable Suspicion Testing: All employees are subject to a fitness for duty evaluation, and urine and/or breathe testing when there is reason to believe that the employee is under the influence of a Controlled Substance, Drug or Alcohol . A reasonable suspicion referral for testing will be made on the basis of documented objective facts and circumstances that are consistent with the short-term effects of Controlled Substance, Drug or Alcohol use. The documented facts and circumstances may, or may not, occur on the day of the requested testing. Anonymous tips alone, without articulable reasonable suspicion, are insufficient to require testing pursuant to this section. Examples of reasonable suspicion include, but are not limited to, the following:
 - a. Physical or behavioral signs and symptoms consistent with Controlled Substance, Drug and/or Alcohol use.
 - b. Evidence of the presence of the Controlled Substance, Drug or Alcohol including odor.
 - c. Evidence of the manufacture, distribution, dispensing, possession, or use of Controlled Substances, Drug, Alcohol, or other impairing substance.
 - d. Occurrence of a serious or potentially serious accident that may have been caused by the use of Controlled Substances, over the counter medication, Alcohol, or other impairing substance.
 - e. Fights (i.e., physical contact), assaults, and flagrant disregard or violation of established safety, security, or other operation procedures.
2. Post-Accident Testing: All employees will be required to undergo urine and/or breathe testing if such employee is involved in an accident with a County vehicle, County mechanical equipment, or County power tools, and such accident is deemed to have been the fault of the employee or was preventable by the employee. Following an accident, the employee shall be tested as soon as practicable. Any employee involved in an accident must refrain from alcohol use for 8 hours following the accident or until he/she undergoes

a post-accident alcohol test. Any employee who leaves the scene of the accident without justifiable explanation prior to submission to drug and alcohol testing will be considered to have refused the test.

3. Random Testing: Employees in Safety Sensitive Positions will be subject to random, unannounced testing. The selection of Safety Sensitive Positions for random Alcohol and Controlled Substance testing will be made using a method that ensures each Safety Sensitive Position employee will have an equal chance of being selected each time selections are made. The random tests will be unannounced and spread throughout the year.
4. Follow-up Testing: Employees shall undergo frequent and unannounced random urine and/or breathe testing following their return to duty pursuant to the Re-Entry Contract. The follow-up testing may be performed for a period of one to five years with a minimum of six tests to be performed the first year.
5. Employee Requested Testing: Any employee who questions the initial results of a required Controlled Substance or Alcohol test may request that an additional test be conducted of his or her blood, breathe or urine if such test is readily available. Such test will be at the employee's expense unless the employee requested test invalidates the original test. Such additional test shall be performed in the presence of the supervising employee who shall take custody of the sample and make arrangements for the forwarding of such sample to an appropriate testing facility as set forth above.
6. Employee Contest of Failed Screen or Test: An employee may contest the confirmed Failed Screen or Test upon learning of the results. This test must be conducted at a different certified laboratory. The test must be conducted on the split sample that was provided by the employee at the same time as the original sample. The employee shall pay all costs for such testing unless the result of the split sample test invalidates the result of the original test. The employee's request for a split sample test must be made to the County Administrator, in writing, within 48 hours upon receiving notice of the original confirmed Failed Screen or Test. Requests after 48 hours will only be accepted if the delay was due to documentable facts that were beyond the control of the employee.

Prohibited Conduct/Discipline

An employee using medical cannabis will be subject to discipline, up to and including termination, if the employee:

- Possesses or uses medical cannabis or related paraphernalia while on Wood County Commission's property;
- Uses cannabis in an illegal form.
- Uses medical cannabis while performing any work for the Wood County Commission; or
- Is on the Wood County Commission's property or performing work for the Wood County Commission while impaired by medical cannabis.

Safety Sensitive Positions

- Under West Virginia law, employers are *not required* to employ certified medical cannabis users in positions that are deemed safety sensitive. This means that the Wood County Commission may refuse to employ, transfer, or reassign an employee using medical cannabis if that individual is being considered for, or currently occupies, a safety sensitive position.
- Employees in safety sensitive are required to notify the Wood County Commission of their status as medical cannabis users. Upon request, they must provide proof of certification, diagnosis consistent with the MCA, and any other information reasonably related to verifying compliance. All such information will be kept confidential to the greatest extent feasible under applicable laws.

Definition: Safety Sensitive Position

For purposes of this policy, a “safety sensitive position” means any role in which impairment could foreseeably result in harm to others, or create a substantial risk to public safety, employee, or workplace safety.

Impairment Determination

The Wood County Commission will determine whether an employee is impaired or under the influence based on factors that may include, but are not limited to:

- Diminished or impaired decision-making, judgment, physical coordination, speech, or perception of surroundings.
- Presence of medical cannabis or related paraphernalia.
- Statements by or documents from the employee or others.
- The results of drug tests administered under the Wood County Commission’s drug and alcohol policy.

If an employee or applicant is a certified medical cannabis user, the employee must notify the Wood County Commission **before** a drug test is administered so that their use may be taken into consideration. Notifications after a test may not be accepted for reconsideration.

Duty to Self-Assess and Report Impairment

It is the employee’s responsibility to determine whether they are impaired before coming onto the Wood County Commission’s property or performing any work. Claims of unawareness of impairment will not generally excuse noncompliance.

If the employee believes that impairment due to medical cannabis will prevent them from performing duties safely, they must notify their supervisor as soon as possible that they are unable to work due to impairment. Such notice will be considered in good faith and will not itself be grounds for discipline under the drug and alcohol policy. However, time off for impairment will be treated as an unexcused absence unless other leave policies apply.

Reasonable Accommodation

Disabled employees certified to use medical cannabis may initiate an interactive process with the Wood County Commission to determine whether reasonable accommodations are available. Accommodations may include, but are not limited to, scheduling adjustments to facilitate use of medical cannabis without resulting impairment on the Wood County Commission's property or while performing work for the Wood County Commission.

DISCIPLINARY ACTION

1. An employee who is reasonably suspected of being intoxicated, impaired, under the influence of illegal drugs, controlled substances prescribed or otherwise or alcohol, or otherwise not fit for duty may be removed from the premises, disciplined up to and including termination
2. A violation of the terms of this policy may result in the immediate termination of the offending employee.

WORKING HOURS:	Regular working hours for County Employees are as follows: Offices: 8:30AM - 4:30PM Monday- Friday Maintenance: 7:00AM - 3:00PM Monday- Friday One hour paid lunch period.

VACATION:

Vacation will be earned by all full-time employees from date of employment at the following rate:

Ten (10) working days after one (1) year employment.

Fifteen (15) working days after five (5) years employment.

Twenty (20) working days after ten (10) years employment.

Twenty-five (25) working days after twenty (20) years employment.

Thirty (30) working days after twenty-five (25) years employment.

Elected official or designated agent must approve all vacation.

Vacations may be scheduled as single workdays or in any number of consecutive workdays starting on any day of the week

In case a scheduled holiday falls within an employee's scheduled vacation period, the employee shall be granted an additional vacation day with pay.

Vacation period will be given in accordance with calendar year. Must be used in calendar year (January through December).

If any employee fails to take his/her vacation within one calendar year, the time not taken is lost.

An employee may not voluntarily waive his/her vacation and receive vacation pay in addition to regular pay.

<p>PAID SICK LEAVE:</p>	<p>Sick leave will be earned by all full-time employees at the rate of one (1) day per month.</p> <p>An employee will not be paid for accrued sick leave when employment is terminated for any reason. However, accrued sick leave may be eligible to be used towards retirement pursuant to the state retirement system.</p> <p>Sick leave may be used in the instance of employee's illness or illness of immediate family members. Upon return to work, employees absent due to illness or injury in excess of three (3) consecutive days must submit to their supervisor/elected official a statement from his/her physician stating the reason.</p> <p>Extended sick leave for a serious medical condition will be granted for the number of sick leave days accrued. If additional time off is required, a leave of absence may be granted, without pay, with the approval of the County Commission or designated agent.</p>
<p>JURY DUTY:</p>	<p>Employees called for jury duty should serve whenever possible and while doing so shall not receive any reduction in pay.</p>
<p>MILITARY TRAINING:</p>	<p>Employees that are committed to attend two weeks of National Guard or Military Training will be given time off without loss of pay. This time is not considered vacation. Your supervisor should be informed of this training as soon as possible after the date is set.</p>
<p>BEREAVEMENT LEAVE:</p>	<p>An employee who suffers a death in his immediate family shall receive up to a maximum of five (5) working days with pay for the purpose of attending to legal or other problems that may arise during this period. Immediate family is defined as: father, mother, wife, husband, son, daughter, brother, sister.</p> <p>An employee who suffers a death of the following family members shall receive three (3) working days with pay: mother-in-law, father-in-law, daughter-in-law, son-in-law, grandmother, grandfather, grandchildren, step-parents</p>

	and step-children.
PAID HOLIDAYS:	As set forth in WV Code Section 2-2-1; Any other days declared by the President or Governor of the State of West Virginia.
ABSENCE:	Absences must be reported to your supervisor on the day of the absence or earlier if possible. Absences without a report shall constitute an absence without leave and be subtracted from annual leave or wages at the discretion of the Supervisor/County Commissioners. Extended absence without approved leave may result in the termination of employment.

CLOSING COMMENTS

These policies have been compiled to inform you about the County Commission's practices and policies. The statements in it have been condensed, out of necessity. While it is not intended to state all the conditions of employment and principles, which guide us in the performance of our duties, it does give general information on certain policies in effect at this time.

While the Commission intends to continue these policies and rules in effect, the right to make any additions, revisions and interpretations that may be advisable is expressly reserved. At times, the application of these principles may be affected by governmental regulations. Because these policies may change, you should always consult your County Commission or designated representative if you have any questions about the material included here.

The contents of these policies are not intended to create a contract between the Commission and any employee. As an employee, you are completely free to leave your employment at any time you choose, and the Commission has the same right to end the employment relationship.

We hope you will find this information helpful. The policies and procedures described in it have been established to promote a positive working environment and efficient operations. Please become familiar with this book and keep it handy as a useful source of information about your employment.

Wood County
 Joe Gonzales, Clerk
 Instrument 88378487
 04/20/2026 @ 10:58:32 AM
 COUNTY COMMISSION ORDER
 Book 80 @ Page 548
 Pages Recorded 13

APRIL 20, 2026

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

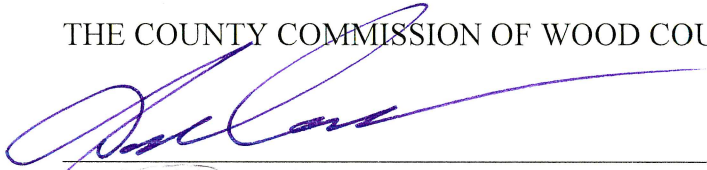
IN RE: THE COUNTY COMMISSION DID HEREBY APPOINT A
DEPUTY CORONER.

ORDER

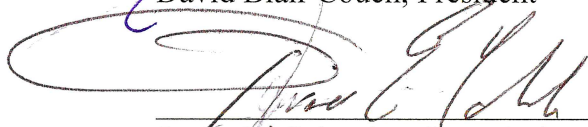
On this date, the County Commission of Wood County, upon a motion made by James E. Colombo, seconded by James E. Hamric and made unanimous by David Blair Couch, did hereby APPOINT Eric N. Abilmona as a Deputy Wood County Coroner.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



James E. Colombo, Commissioner



James E. Hamric, Commissioner

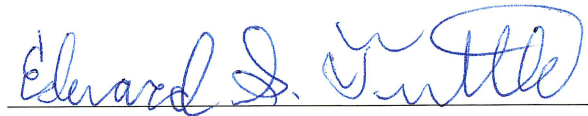
CW/294

Wood County
Joe Gonzales, Clerk
Instrument 88378484
04/20/2026 @ 10:46:30 AM
COUNTY COMMISSION ORDER
Book 80 @ Page 565
Pages Recorded 1

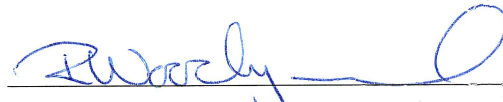
STATE OF WEST VIRGINIA
COUNTY OF WOOD }

TO -WIT:

I, Edward Tuttle, do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of West Virginia, and that I will faithfully and impartially discharge the duties of the office of Deputy Sheriff in and for Wood County, West Virginia, to the best of my skill and judgment, during my continuance in the same; SO HELP ME GOD.



Subscribed and sworn to, before the County Commission of Wood County, West Virginia, this 20th day of April, 2026.



Sheriff of Wood County

Wood County
Joe Gonzales, Clerk
Instrument 88377587
04/20/2026 @ 11:45:47 AM
COUNTY COMMISSION ORDER
Book 80 @ Page 534
Pages Recorded 1