

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: MINUTES OF MEETING HELD
MONDAY, NOVEMBER 1, 1999

PRESENT: HOLMES R. SHAVER, PRESIDENT
ROBERT K. TEBAY, COMMISSIONER
DAVID A. COUCH, COMMISSIONER

On this date, the County Commission of Wood County met in regular session. They signed purchase orders, invoices and other correspondence.

On this date, the County Commission, upon a motion made by David A. Couch, seconded by Robert K. Tebay and made unanimous by Holmes R. Shaver, approved minutes from September 23, 1999.

Jamie Sprague was sworn in as a member of the Wood County Recreation Commission.

At 9:30 A.M., Michael W. Harlow and Michael B. Eckhart were sworn in as Correctional Officers for the Wood County Correctional Center.

At 10:00 A.M., the County Commission met with Beth McNally and Angela Nelson from Community Resources to discuss some of their programs. A copy of information that was handed out is attached to these minutes and shall be made a part thereof.

The County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by David A. Couch and made unanimous by Holmes R. Shaver, did hereby ORDER that the bid be let for a copy machine to be located in the Office of the Prosecuting Attorney. The Legal Notice, accepting sealed bids, will appear in both The Parkersburg News and The Parkersburg Sentinel on Saturday, November 6, 1999 and on Saturday, November 13, 1999 with bid opening to be held by the County Commission, during regular session on Monday, November 22, 1999 at 10:00 A.M. An Order was prepared regarding this matter.

The County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by David A. Couch and made unanimous by Holmes R. Shaver, did hereby AWARD the bid for the purchase and installation of carpet at the Wood County Magistrate Court Building, Parkersburg, WV, to Family Carpet One, Parkersburg, WV. County Administrator, Mary R. Rader, solicited quotes, by telephone, from the following three companies:

1. Family Carpet One
P.O. Box 161
Parkersburg, WV 26102-0161
Quote: \$4,300.00
2. Captain Carpet & Tile Company, Inc.
615 Elder Street
Parkersburg, WV 26101
Quote: \$5,145.00
3. Mark Christopher Carpets
508 - 37th Street
Parkersburg, WV 26101
Did not submit a Quote.

The aforementioned quotes are on file in the Office of the County Administrator. An Order was prepared regarding this matter.

On this date, came D.R. Smith, Director of the Wood County Emergency Services/E911, and ADVISED the County Commission of Wood County that the Director of the West Virginia Office of Emergency Services, John Pack, had requested that Terry L. Brown, Assistant Director of the Wood County E911, be allowed to assist the E911 Center located in Taylor County in the capacity as Acting Director for a period of one week since the equipment located in the Taylor County E911 Center is similar to the equipment located in the Wood County E911 Center. The County Commission was further advised that Taylor County would pay the salary of the said Terry

L. Brown, would pay travel expenses and meals for the said Terry L. Brown and would pay any overtime incurred at the Wood County E911 Center due to the absence of the said Terry L. Brown.

Upon a motion made by Robert K. Tebay, seconded by David A. Couch and made unanimous by Holmes R. Shaver, the County Commission of Wood County gave APPROVAL to the aforementioned request. An Order was prepared regarding this matter.

The County Commission of Wood County, upon a motion made Robert K. Tebay, seconded by David A. Couch and made unanimous by Holmes R. Shaver, appointed Ralph Blair to fill a vacancy which exists on the Wood County Planning Commission. Said appointment is due to the resignation of William Edmonds. Mr. Blair's term will expire on December 31, 1999. An Order was prepared regarding this matter.

The County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by David A. Couch and made unanimous by Holmes R. Shaver, did hereby AUTHORIZE the purchase of a used MITA DC2355 copy machine to be utilized in the office of the County Clerk. The purchase price is in the amount of four thousand five hundred ninety dollars and 00/100ths cents (\$4,590.00). The maintenance charge on the aforementioned copy machine is three hundred seventy-five dollars and 00/100ths cents (\$375.00) per year for service and supply and includes twenty-five thousand (25,000) copies per year with an excess charge of \$.015 per copy. An Order was prepared regarding this matter.

The County Commission of Wood County was in receipt of the State of West Virginia Affidavit of Circulation and Qualification from The Parkersburg News/Sentinel, Parkersburg, West Virginia, and the Marietta A.M., Marietta, Ohio in accordance with Chapter 59 Article 3 of the Code of West Virginia, 1931, as amended. An Order was prepared regarding this matter.


The County Commission of Wood County was in receipt of the Final Closure from the West Virginia Development Office, Charleston, W. V. in regard to the Fiscal Year 1992 Small Cities Block Grant; Project Number 92SCBG0139X, Water Extension Project of the Lubeck Public Service District. The aforementioned Final Closure letter provides official notification that the aforementioned Water Extension Project is considered closed out in accordance with the provisions of the State/Local Contract and the Grants Management Handbook; that the final Project Audit has been received with no findings identified; monitoring findings have been cleared; and the County's Final Performance Report has been accepted. All financial records, supporting documentation, statistical records, environmental service records, and all other records pertinent to the aforementioned Small Cities Block Grant Program must be retained for a period of three (3) years from the issuance of the final Audit Report. An Order was prepared regarding this matter.

The County Commission of Wood County was in receipt of the Grant Award and the fully executed GRANT CONTRACT AGREEMENT between the West Virginia Department of Transportation, Division of Motor Vehicles and the Wood County Commission in regard to the Safe Communities Program Grant Number F99HS21 for Wood and Jackson Counties. Receipt of the aforementioned fully executed GRANT CONTRACT AGREEMENT is pursuant to an Order appearing in Order Book 64, at Page 62, and bearing the date of August 12, 1999, at which time Holmes R. Shaver was AUTHORIZED to EXECUTE the GRANT CONTRACT AGREEMENT as the President of the County Commission and on behalf of the County Commission. Documentation pertaining to the aforementioned Safe Communities Program Grant is on file in the Office of the County Administrator. An Order was prepared regarding this matter.


Having no further scheduled appointments or business to attend to, the County Commission adjourned at 4:00 P.M.

Approved:

THE COUNTY COMMISSION OF WOOD COUNTY


Holmes R. Shaver, President


Robert K. Tebay, Commissioner


David A. Couch, Commissioner

PURCHASE ORDERS APPROVED ON NOVEMBER 1, 1999

25175	Kramer's Photo Supply	48.06
25233	CR Malcom & Assoc.	55.50
25259	Lowe's	5.21
25261	PAMS	49.64
25432	Garrison Brewer	128.39
25440	Black Bear Paging	8.50
25480	Lowe's	66.81

ap

Mandy, November 1, 1999

Beth McNally, Community Resources, Inc. (CRI)
Angela Nelson, CRI

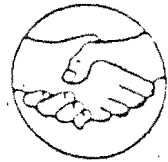


WOOD COUNTY COMMUNITY RESOURCES, INC.
113 Ann St., Parkersburg, WV 26101
PHONE: 422-5339 FAX 485-5527

MAJOR PROGRAMS:

INFORMATION & REFERRAL -

Listing of Churches/Area Agencies For Emergency Assistance
Housing Access List - Landlords & Public Housing
Advocacy For Clients @ Area Agencies & Churches



EMERGENCY ASSISTANCE -

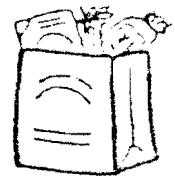
FEMA (Federal Emergency Management Agency) Utilities, Rent
CSBG (Community Service Block Grant) Utilities, Meds
LIEAP (Low Income Emergency Assistance Program) - Apps For DHHR
Utility Rate Advocacy Before Public Service Commission

To Give Light
To Those Who Live
In Darkness



FOOD/CLOTHING

Back-up Food Pantry - Emergency Situations Only
Clearinghouse For Church Pantry Network - To Avoid Duplication
Available Daily - Donations From Kroger, McHappys & Snyders
Commodity Food Giveaways @ Senior High Rises
Coats For Kids - Main Distribution Site
Occasional New & Used Clothing Distribution To Low-Income Clients
Occasional Excess Food Distribution To Low-Income Clients
St. Francis Xavier Church Bi-Annual Food Giveaway - Client Referrals



HOUSING -

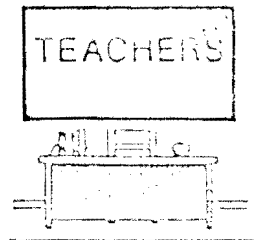
Weatherization To Low-Income, Disabled & Sr. Citizens
HELP (Housing Emergency Loan Program) - Apps For WVHDF \$5,000 to \$10,000
HOME Loans - Apps for City of Parkersburg
GROUP WORKCAMP Sponsor - 1998 Repaired 57 County Homes
Home Repair Project - \$ For Supplies Need Volunteers For Labor



Handwritten notes:
Cindy Martin King
8/11/98
11/11/98
11/11/98

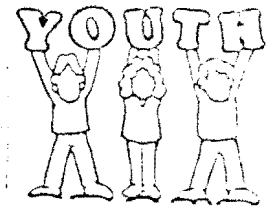
EDUCATION/EMPLOYMENT-

Resource Center Available To Community - Computers, Internet, Etc.
JTPA Customer Service Training - Certify In WV Welcome
Welfare To Work Training - Healthcare Field
Budget Counseling With Each App Taken For Monetary/Food Assistance
Family Mentoring By Ameri-Corps Member @ CRI
CWEP (Community Work Experience Program) DHHR Client Placement
Field Placement Opportunities For WVU-P Students
OET (Occupational Exploration Training) - HRDF Placements
SCP (Senior Companion Program) Serves Two Homebound/Week
SCSEP (Sr Community Service Experience Program) Serves 20hrs/Wk



YOUTH-

GE ELFUN School Supply Distribution - 1200 annually
Camp Horseshoe Applications/Transportation To Camp
Camp Happy Valley Apps & Grants To Sponsor Low-Income Campers
Governor's Summer Youth Apps & Placements For Job Service
Vandy Jr Hi & Jefferson Elementary Summer Resource Fairs
YEP - Youth Enrichment Program



HOLIDAYS-

County Christmas Clearinghouse - To Avoid Duplication
Screening of Late Christmas Referrals For Apps @ Salvation Army
Christmas Families - Last Minute & Not Served Elsewhere
Teen Christmas Dance/Party/Gifts/Personal Care Items
Co-ordinate With Salvation Army To Provide Thanksgiving Dinner
Distribute Easter Baskets For St. Margaret Mary Church



Community Resources, Inc.

Mission Statement

Community Resources, Inc. is a single purpose organization dedicated to the improvement of the lives of low income people. Its primary goal is twofold:

- providing services which help the poor obtain basic necessities, and
- developing means to change those systems which cause poverty.

In the pursuit of its service goal, Community Resources has a wide range of objectives:

- ✓ feeding the hungry
- ✓ finding shelter for the homeless
- ✓ clothing the needy
- ✓ training the unskilled
- ✓ educating the illiterate
- ✓ assisting in emergencies
- ✓ providing counsel to the distressed
- ✓ advocating for persons with special needs.

To achieve its goal of development and change, Community Resources' objectives are:

- to research, study and analyze the conditions which affect poverty
- to develop plans to improve those conditions
- to seek funding and support for its plans
- to create liaisons with private and public sectors which will improve the plight of the poor
- to pursue opportunities for economic development in this region, especially those which would open doors out of poverty.

It is not an easy task to work for change even as we seek to serve those caught in the cycle of poverty. It is a challenge which Community Resources accepts and acts to which we, as an agency, commit ourselves.

We serve people in need of a viable opportunity provided by a Community Action Program. C.R.I. is incorporated in the State of West Virginia under a volunteer board of directors elected from our community base. We serve a client base of just under 39,000 needy people in the eleven county area of Calhoun, Doddridge, Gilmer, Jackson, Pleasants, Ritchie, Boone, Tyler, Wetzel, Wirt and Wood counties. We have an office located in each county and a central office located in downtown Parkersburg at 113 Ann Street.

While we accept government funds we are *not* a government agency. Our funding comes from a number of sources including Community Service Block Grants from the state and federal governments, Job Readiness grants, Drug Free Communities grants, VISTA, FEMA- Federal Emergency Management Association funds, our thrift shops, charitable foundations, church groups and private individuals. Donations are always welcome, appreciated and are tax deductible.

Each county office has an office director and a program assistant. For the most part, all of the other people you see working with us are volunteers including concerned local citizens and VISTA (Volunteers In Service To America) workers.

Your local office is:

WOOD COUNTY COMMUNITY RESOURCES
113 ANN STREET
PARKERSBURG, WV 26101

Community Resources, Inc.



C.R.I. Programs

EMPLOYMENT

- Job Assistance
- Arts and Crafts
- Job Readiness Classes - "Transitions"



EDUCATION

- GED Preparation
- Adult Basic Education
- Family Support Groups



INCOME MAINTENANCE

- Consumer Credit Counseling Services
- Income Tax Preparation Assistance
- Home Management Assistance



HOUSING

- HUD Referrals
- HUD Meetings
- Group Work Camps Home Repair
- Weatherization Program



EMERGENCY SERVICES

- Direct Financial Aid
- Community Mobilization of Donated Goods
- Thrift Shops
- Low Income Energy Assistance Program (LIEAP)
- Homeless Referrals and Assistance



NUTRITION

- Emergency Food Pantries & Food Vouchers
- Garden Seed Program
- Community Dinners
- Holiday Food Baskets



LINKAGES

- Community Networks
eg. Family Resource Networks,
Social Services & Ministerial Associations
- Advocacy
- Volunteer Development
- Youth Enrichment Programs
- Holiday Projects
- Community Presentations & Outreach
- Needs Assessments



HEALTH

- Cataract Screenings
- Health Assessments
- PATCH
- Drug Free Communities Program



SELF SUFFICIENCY

- Mentoring
- Financial Assistance



Our Goals and How We Measure Success

Family Stability

Services which further this goal will help families:

- ✓ stay together
- ✓ remain in their own homes or communities
- ✓ improve the quality of their lives

Most of our emergency assistance, nutrition, housing, income maintenance, support group, and health programs contribute to this goal.

Self-Sufficiency

Services which further this goal will help families:

- ✓ improve their income level
- ✓ contribute to their personal responsibility for their own welfare
- ✓ create less dependence on government or community assistance
- ✓ improve their ability to be self supporting

Skill development, adult education, job training, mentoring for self-sufficiency are services which contribute to a client family's self sufficiency.

Community Revitalization

Services which further this goal will:

- ✓ work with other community agencies and organizations toward improving programs
- ✓ expand the availability of services in the community
- ✓ contribute to the growth of the economy or the quality of life in the community
- ✓ involve individuals, groups and agencies other than C.R.I. in the delivery of services

Activities which contribute to this goal will not be direct services. In most instances they will involve community meetings or community organization. However, activities such as taking Weatherization applications and sponsoring HUD meetings can be considered a community revitalization activity because a service (not provided by C.R.I.) could not be available except through the cooperative efforts of C.R.I. and the other agency.

Please note that not all services are available in every county