

Upshur County Commission Meeting Agenda

Location: Upshur County Courthouse Annex
If you prefer to participate by telephone, please dial 1-800-719-6100 (toll free) or 1-717-275-8940 or 1-712-832-8330 Access Code: 898 8882 to enter the conference call

Date of Meeting: June 4, 2020

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:

- May 28, 2020

11:00 a.m. Meeting with Elected Officials to discuss operations of the Courthouse, Annex and other County facilities after re-opening

Items for Discussion / Action / Approval:

1. Approval and signature of Oath and Certificates for the personal property books and real land books. *
Under separate cover
2. Approval and signature of correspondence to EBSO Inc. and Lincoln Financial Group appointing USI Insurance Services LLC as the exclusive Agent of Record to access any and all data related to the Upshur County Commission's insurance plans, effective July 1, 2020. *
Page 5-6
3. Approval and signature of the Statement of Values prepared by Metis Services Inc. on behalf of WVCoRP. The changes to the statement of values will affect the annual contribution; however, there will be no additional charge for the 2020-2021 coverage year. *
Page 7-8
4. Approval and signature of the FY 20 Victim of Crime Act (VOCA) Victim Assistance Grant Application, Standard Conditions and Assurances, for victim advocate services in the amount of \$30,000. * *Page 9-23*
5. Correspondence from Dirk Burnside requesting reappointment to the Enhanced Emergency Telephone Advisory Board. Mr. Burnside's current term expires on June 30, 2020. Upon approval, Mr. Burnside's term will end on June 30, 2023. *
Page 24
6. Consider appointment to the Upshur County Public Library Board, term will be July 1, 2020 through June 30, 2025. *
Page 25-26
 - a) Correspondence from Dennis Xander, Upshur County Public Library Board of Trustees, recommending the reappointment of John Haymond to the Upshur County Public Library Board of Trustees. Mr. Haymond's current term on the Board expires on June 30, 2020.
 - b) Correspondence from Abigail Benjamin requesting consideration of Jon Benjamin for appointment to the Board, submitted on November 20, 2019.
7. Approval of advertisement for a full-time maintenance department position. Applications must be received by 4:00 p.m. on June 26, 2020. The starting salary will be based upon experience. * *Page 27*

8. Correspondence from Carrie L. Wallace, County Administrator, requesting the employment of Shelia Adams as a temporary full-time Administrative Assistant in the Commission Office, effective immediately. Upon approval, Ms. Adams will assist with office duties for the next 60 days at the pay wage rate of \$12 per hour. This expense will be charged to the Governor's COVID-19 Block Grant as the need for the position is a result of COVID-19 and was not budgeted as of March 27, 2020. * Page 28
Item may lead to Executive Session per WV Code §6-9A-4
9. Correspondence from Hurlie Burnside announcing his resignation as Court Security Officer, effective May 21, 2020. * Under separate cover
Item may lead to Executive Session per WV Code §6-9A-4
10. Approve Invoices for Payment, Purchase Card Invoices for Payment, Budget Revisions / Financial Reports or Information, Correction of Erroneous Assessments, Exonerations/Refunds, Grant Updates / Requests for Reimbursements, Final Settlements, Vacation Orders, Consolidation of Land Tracts, Facility Maintenance Concerns or Updates, Road Name Requests, Project Reports / Updates, Request to Attend Meetings, Request for Day(s) Off.

For Your Information:

(Certain Items May Require Discussion, Action and/or Approval by the Commission)

1. Correspondence from Mark D. Holstine, P.E. Executive Director of the WV Solid Waste Management Board regarding Joyce Harris-Thacker's term expiration on June 30, 2020. Page 29
2. Upshur County Sheriff's Financial Statement for period ending April 2020 Page 30-31
3. Upshur County Building Permits for the month of May 2020 Page 32-33
4. Upshur County E911 Communication Reports – May, 2020 Under separate cover
 - Monthly Department Summary Report
 - Monthly Wrecker Report
 - YTD Wrecker Report
5. Upshur County Mileage Reports – February, March and April, 2020 Page 34-60
 - Upshur 911
 - Maintenance
 - Emergency Management
 - Sheriff
 - Addressing and Mapping
 - Community Corrections
 - Dog Pound
6. Public Notices:
 - a) Newsletters and/or Event Notifications:
 - St. Joseph's Hospital and the Rotary Club of Buckhannon-Upshur to Hold Blood Drive June 16th and June 25th in the social hall of the Holy Rosary Catholic Church. Page 61
 - b) Agendas and/or Notice of Meetings:

• Elkins Road PSD	June 2, 2020	<u>Page 62</u>
• Hodgesville PSD	June 2, 2020	<u>Page 63</u>
• City Council of Buckhannon	June 4, 2020	<u>Page 64</u>

c) Meeting Minutes:

- Upshur-Buckhannon Board of Health November 7, 2019 Page 65-77
- Upshur-Buckhannon Board of Health January 2, 2020 Page 78-85
- Upshur-Buckhannon Board of Health February 3, 2020 Page 86-87

d) Meetings:

- 06/09/20 5:30 p.m. Elkins Road PSD
- 06/02/20 4:00 p.m. Hodgesville PSD
- 06/04/20 7:00 p.m. Banks District VFD
- 06/04/20 7:00 p.m. City Council of Buckhannon
- 06/04/20 7:00 p.m. Selbyville VFD
- 06/08/20 12:00 p.m. Upshur County Family Resource Network
- 06/08/20 4:30 p.m. Upshur County Solid Waste Authority
- 06/08/20 5:30 p.m. Buckhannon-Upshur Recreational Park Advisory Board
- 06/01/20 6:00 p.m. Lewis-Upshur Community Corrections Board
- 06/09/20 7:30 p.m. Adrian VFD
- 07/16/20 6:00 p.m. Buckhannon-Upshur Board of Health
- 06/17/20 7:00 a.m. Upshur County Development Authority – Exec. Board
- 06/17/20 12:00 p.m. Upshur County Senior Center Board
- 06/10/20 3:00 p.m. Upshur County Conventions & Visitors Bureau
- 06/10/20 7:00 p.m. Warren District VFD
- 06/04/20 3:00 p.m. Adrian PSD
- 06/10/20 3:00 p.m. Tennerton PSD
- 06/11/20 3:00 p.m. Upshur County Safe Sites & Structures Enforcement Board
- 06/11/20 7:30 p.m. Buckhannon VFD
- 06/11/20 4:00 p.m. Buckhannon Upshur Airport Authority
- 06/18/20 6:30 p.m. Upshur County Youth Camp Board
- 06/21/20 6:00 p.m. Washington District VFD
- 06/15/20 12:00 p.m. Buckhannon-Upshur Chamber of Commerce
- 06/17/20 4:00 p.m. Upshur County Public Library Board
- 06/16/20 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development Council
- 06/16/20 6:30 p.m. Upshur County Fire Board, Inc.
- 06/23/20 5:00 p.m. UC Enhanced Emergency Telephone Advisory Board
- 06/10/20 7:00 p.m. Ellamore VFD
- 06/17/20 12:00 p.m. Lewis Upshur LEPC
- 06/18/20 2:00 p.m. Upshur County Farmland Protection Board
- 06/24/20 10:00 a.m. James W. Curry Advisory Board
- 06/22/20 7:00 p.m. Upshur County Fire Fighters Association
- 06/10/20 6:00 p.m. Buckhannon River Watershed Association - Farm Bureau
- 06/12/20 11:00 a.m. Region VI Local Elected Officials – Kingwood -- CANCELLED
- 06/22/20 12:00 p.m. Region VII Planning and Development Council

****NOTICE: All in person county board meetings may resume, effective May 18th; however, teleconference meetings are encouraged and social distancing must be followed. ****

1. Appointments Needed or Upcoming:

- Buckhannon-Upshur Board of Health (Teresa Kee – 06-30-2020) --- Commission
- Buckhannon-Upshur Board of Health (Amy Rohr-Queen – 06-30-2020) --- Commission
- Buckhannon-Upshur Board of Health (Larry Carpenter – 06-30-2020) --- City
- Upshur County Enhanced Emergency Telephone Bd (Dirk Burnside – 06-30-2020) --- Community
- Upshur County Fire Board, Inc. (Linn Baxa – 6-30-2020) – Fire Association Representative
- Upshur County Public Library (vacant position – 6-30-2022) – BOE
- Upshur County Public Library (John Haymond – 6-30-2020) --- County Commission
- Hodgesville PSD (Roger Ward – 6-30-2020)
- Elkins Road PSD (Larry Heater – 6-30-2020)
- Upshur County Solid Waste Authority (Joyce Harris-Thacker – 6-30-2020) --- Commission
- Upshur County Solid Waste Authority (Mary L. Gower – 6-30-2020) --- Conservation District
- Upshur County Safe Sites & Structures Enforcement Board (Rick Harlow – 6-30-2020) --- Fire Chief
- Upshur County Safe Sites & Structures Enforcement Board (Chris Cook – 6-30-2020) --- Community
- Upshur County Safe Sites & Structures Enforcement Board (Brian Shreves – 6-30-2020) -- Community
- Buckhannon-Upshur Airport Authority (Virgil LaRosa – 6-30-2020) --- Commission
- Corridor H Authority (Robert “Bob” Skinner – 6-30-2020) – Commission
- Buckhannon-Upshur Parks & Recreation Advisory Board (Brett Robinson – 6-30-2020) – BOE
- Buckhannon-Upshur Parks & Recreation Advisory Board (Josh Hinchman – 6-30-2020) – Commission
- Buckhannon-Upshur Parks & Recreation Advisory Board (JJ Ford – 6-30-2020) – Commission

****If you are interested in serving on an Upshur County board, please submit your letter of interest to the Commission Office at 91 W. Main St., Suite 101, Buckhannon, WV 26201 or trperry@upshurcounty.org. Upcoming term expirations are listed in this section of the agenda; however, letters of interest can be submitted at any time. Letters of interest for boards that do not currently have a vacancy will be held until a vacancy occurs. Please note that submitting a letter of interest does not guarantee appointment. ****

Tabled Items

(Certain Items May Require Discussion, Action and/or Approval by the Commission)

1. Chapman Case Number 101118-01 (Warren Tax District – Tax Map 6B Parcel Number 11)

Next Regular Meeting of the Upshur County Commission

June 18, 2020 --- 9:00 a.m.

Upshur County Courthouse Annex

****The regularly scheduled meeting on June 11, 2020 has been CANCELLED****

The County Commission will begin Canvassing for the June 9th Primary Election on Monday, June 15, 2020 starting at 9:00 a.m. in the County Clerk area

UPSHUR COUNTY COMMISSION

Upshur County Administrative Annex
91 West Main Street, Suite 101 • Buckhannon, West Virginia 26201

Telephone: (304) 472-0535
Telecopier: (304) 473-2802

TDD Numbers
Business: 472-9550
Emergency: 911

June 4, 2020

Lincoln Financial Group 1 Group Protection
Attn: J.T. Dahlinger
8050 Rowan Road, Suite 501
Cranberry Township, PA 16066

Sent via electronic mail

RE: Upshur County Agent of Record

Mr. Dahlinger,

This letter serves as official notification that effective July 1, 2020, the Upshur County Commission will appoint USI Insurance Services LLC as our exclusive Agent of Record to access any and all data related to our insurance plan with Lincoln Financial Group.

Please notify our agent, Pete Thackston at USI, when this information is accessible.

Email: Pete.Thackston@usi.com

Office Phone: (304) 710-3675

Mobile: (304) 638-7281

Sincerely,

Terry B. Cutright
Commission President

UPSHUR COUNTY COMMISSION

Upshur County Administrative Annex
91 West Main Street, Suite 101 • Buckhannon, West Virginia 26201

Telephone: (304) 472-0535
Telecopier: (304) 473-2802

TDD Numbers
Business: 472-9550
Emergency: 911

June 4, 2020

EBSO Inc.
Attn: Bruce Flunker, President
7020 N. Port Washington Rd., Suite 206
Milwaukee, WI 53217

Sent via electronic mail

RE: Upshur County Agent of Record

Mr. Flunker,

This letter serves as official notification that effective July 1, 2020, the Upshur County Commission will appoint USI Insurance Services LLC as our exclusive Agent of Record to access any and all data related to our Health Plan including prior, current, run-out, loss history and any other information necessary to service our insurance program. This includes Stop Loss Contracts, HRA and all other mechanisms used within the Health Plan and all other accessible Employee Benefits.

Please notify our agent, Pete Thackston at USI, when this information is accessible.

Email: Pete.Thackston@usi.com

Office Phone: (304) 710-3675

Mobile: (304) 638-7281

Sincerely,

Terry B. Cutright
Commission President



Metis

Upshur County Commission
049

Section II

Statement of Values

LOC #	BLDG #	BUILDING NAME	BUILDING ADDRESS	STATUS	HISTORICAL BUILDING RCV	HISTORICAL CONTENTS RCV	HISTORICAL EDP RCV	NEW BUILDING RCV	NEW CONTENTS RCV	NEW EDP RCV	NOTES
1	5	Heavener Hall/Selbyville Youth Camp	76 Youth Camp Road, Selbyville, WV 26236	O	\$485,000	\$25,000	\$5,000	\$599,500	\$26,000	\$0	
1	6	Smith Assembly Hall/Selbyville Youth Camp	76 Youth Camp Road, Selbyville, WV 26236	O	\$309,000	\$25,000	\$7,000	\$404,500	\$26,000	\$0	
1	8	Dining Hall/Selbyville Youth Camp	76 Youth Camp Road, Selbyville, WV 26236	O	\$535,000	\$37,000	\$15,000	\$707,500	\$39,000	\$0	
2	2	County Park Pool Building	308 Bu Drive, Buckhannon, WV 26201	O	\$885,000	\$18,000	\$6,000	\$712,500	\$20,000	\$0	
3	1	Upshur Co Library	1150 Route 20 South Rd, Tennerton, WV 26201	O	\$2,620,000	\$788,000	\$112,000	\$2,788,500	\$0	\$0	
4	1	EMS Bldg	164 Pocahontas Street, Buckhannon, WV 26201	O	\$551,000	\$78,000	\$19,000	\$637,500	\$75,500	\$18,000	
5	1	Health Dept	15 N Locust Street, Buckhannon, WV 26201	O	\$431,095	\$80,000		\$465,000	\$0	\$0	
6	1	Old Jail Record Storage & File	14 S Locust Street, Buckhannon, WV 26201	O	\$1,296,000	\$103,000	\$0	\$1,391,000	\$105,000	\$2,000	
8	1	Maintenance Bldg	40 Chancery Street, Buckhannon, WV 26201	O	\$380,000	\$57,000	\$5,000	\$625,000	\$65,000	\$5,000	
9	1	Courthouse	40 W Main Street, Buckhannon, WV 26201	O	\$7,476,000	\$325,000	\$325,000	\$6,940,500	\$645,000	\$223,500	
9	2	Courthouse Annex	38 W Main Street, Buckhannon, WV 26201	O	\$4,808,000	\$415,000	\$217,000	\$5,493,500	\$510,500	\$177,000	



Metis

Upshur County Commission
049

Section II

Statement of Values

LOC #	BLDG #	BUILDING NAME	BUILDING ADDRESS	STATUS	HISTORICAL BUILDING RCV	HISTORICAL CONTENTS RCV	HISTORICAL EDP RCV	NEW BUILDING RCV	NEW CONTENTS RCV	NEW EDP RCV	NOTES
11	1	James Curry Library	1721 Brooks Hill Road, French Creek, WV 26218	O	\$312,000	\$168,000	\$25,000	\$319,000	\$0	\$0	
16	1	E911/OEM Building	181 Pallottine Drive, Buckhannon, WV 26201	O	\$1,482,000	\$61,000	\$54,000	\$1,000,500	\$117,500	\$77,000	
17	1	Administrative Annex Building	91 W. Main Street, Buckhannon, WV 26201	O	\$438,000	\$49,500	\$14,000	\$469,000	\$27,500	\$9,000	
2	X	County Park Pool	308 Bu Drive, Buckhannon, WV 26201	O				\$1,095,000	\$0	\$0	
X	X	Animal Shelter	318 Mud Lick Rd., Buckhannon, WV 26201	O				\$284,500	\$27,000	\$5,500	
1	X	Pool	76 Youth Camp Road, Selbyville, WV 26236	O				\$272,000	\$0	\$0	
Status: O = Occupied V = Vacant								HISTORICAL COMBINED TOTAL		\$25,041,595	
								NEW COMBINED TOTAL		\$26,406,000	
								CHANGE		\$1,364,405	
								PERCENTAGE CHANGE		5.45%	

Please review; provide notes or comments (if needed), sign below and return to Member Services Department.

Print Name _____ Title _____ Signature _____ Date _____

STOP Violence Against Women Grant Program Application	General Administrative Information Page 1
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Applicant Agency: Address: Upshur County Commission Upshur County Administration Annex 91 West Main Street, Suite 101 Buckhannon, WV 26201 Phone: (304) 472-0535 Fax Number: (304) 473-2802	Type of Agency <input type="checkbox"/> State <input checked="" type="checkbox"/> County <input type="checkbox"/> Municipal <input type="checkbox"/> Non-Profit
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Project Director: Bryan S. Hinkle Address: 38 W. Main Street, Rm 202 Buckhannon, WV 26201 Phone: (304) 472-9699 Fax: (304) 472-1452 Email: bshinkle@upshurcounty.org	Fiscal Officer: Carrie L. Wallace Address: 91 W. Main Street, Suite 101 Buckhannon, WV 26201 Phone: (304) 472-0535 Fax: (304) 473-2802 Email: clwallace@upshurcounty.org
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Amount Requested: **\$30,000.00**

Amount Awarded:

Project Period: **July 1, 2020 – June 30, 2021**

Percent Breakdown by Crime

Number of years previously

Geographic Area Served:

Category:

funded: 22

85 Domestic Violence

5 Sexual Assault

5 Stalking

5 Dating Violence

Estimated number of victims to
be served by grant: 125

County(ies): Upshur County

Population: 24,176

Rural/Urban: Rural

List Participating Agencies: Upshur County Prosecutor's Office, City of Buckhannon Police Department, and Women's Aid in Crisis.

Project Title: **Upshur Citizens Against Domestic Violence Plan**

Project Description: Team plan is to effectively respond to, investigate, and prosecute domestic violence, sexual assault, stalking, and dating violence crimes, and assist victims throughout the process.

Certification: To the best of my knowledge, the information contained in this application is true and correct. The submission thereof has been duly authorized by the governing body and the applicant will comply with the attached special conditions and assurances, if funding is provided.

Authorized Official: Terry B. Cutright Address: 91 W. Main Street, Suite 101 Buckhannon, WV 26201	Title: President, Upshur County Commission Phone: (304) 472-0535 Fax: (304) 473-2802 E-Mail:
Signature:	Date:

STOP Violence Against Women Grant Program Application	STOP Team Protocol Certification Attachment B (Team Applications Only)
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As required in the STOP Violence Against Women Program Guidelines, **all Team applicants** are required to have established and implemented as a minimum requirement for each Team Protocol of the following:

- a. Address the Team's response to all four crimes (domestic violence, dating violence, sexual assault, and stalking). *Include Firearms removal/storage information. Also include protocol for law enforcement agencies protocol for law enforcement officers charged with domestic violence, dating violence, sexual assault and stalking crimes.*
- b. Each core discipline (victim services, cultural specific organization (if applicable), law enforcement, and prosecution) must have their individual sections, which address the response to all four violence against women crimes.
- c. Protocol also includes the following:
 1. Response and service at the pre-investigation, investigative, prosecution, and re-entry/aftercare stages, including who responds, what the response/service is, and how the response/service is coordinated.
 2. Mechanisms the Team has in place to: (1) measure compliance with the established Protocol, and (2) measure effectiveness of response and service to victims.
 3. Description of the policies in place for law enforcement officer involved (perpetrated) violence against women cases.
 4. Firearms and ammunition prohibition and removal.
- d. Team members agree to review and evaluate the established protocol on at least an annual basis and submit any revisions to JCS.
- e. Team members agree to keep current on all local, state, and federal laws, guidelines, and regulations pertinent to violence against women crimes and to appropriately address those laws in the established protocol. Examples; state and local firearms prohibition for domestic violence offenders, polygraph prohibition for sexual assault victims, new revisions to the state stalking law.
- f. Applicant agrees to ensure that victim safety is top priority of the protocol.
- e. Applicant agrees to maintain an updated copy of the protocol during each grant period to be available during on-site reviews and/or at the request of JCS or the Grant Advisory Committee. If revised; applicant must submit a revised copy of protocol to DJCS with date of revision.

I certify that I have read all the requirements of the STOP Team Protocol and agree to comply with these requirements.

Authorized Official Signature (Original)

Appendix D

Standard and Special Conditions



**WEST VIRGINIA DIVISION OF ADMINISTRATIVE SERVICES
JUSTICE & COMMUNITY SERVICES SECTION
STANDARD CONDITIONS & ASSURANCES**

Effective: July 23, 2019

Revision History: N/A

The following Standard Conditions and Assurances apply to all Grant Programs that the Division of Administrative Services, Justice and Community Services (JCS) Section administers. The application of these Assurances is applicable regardless of the source of funding and/or whether the recipient receives an upfront allocation of funds or is operating under a request for reimbursement process.

All correspondence to JCS, which is required and/or occurs as a result or action of any of the following Assurances, or as a result of the administration of any JCS grant program, should be mailed to the following address:

Justice and Community Services Section
1124 Smith Street, Suite 3100
Charleston, West Virginia 25301-1323

1. **LAWS OF WEST VIRGINIA:** This grant application/contract shall be governed in all respects by the laws of the State of West Virginia. State procedures and practices will apply to all funds disbursed by JCS, regardless of the original funding source. At the sole discretion of JCS, this grant can be based on a "reimbursement basis" mechanism, or a mechanism which awards an "upfront allocation" of funds on a quarterly or semi-annual basis. Upon timely notification to the grantee, JCS reserves the express right to commute an upfront allocation mechanism to a request for reimbursement mechanism for a recipient of funds, at any time during a grant period.
2. **LEGAL AUTHORITY:** The applicant hereby certifies it has the legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body authorizing the filing of the application, including all understandings and assurances contained therein, and directly authorizes the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required if applicable.
3. **RELATIONSHIP:** The relationship of the grantee to JCS shall be that of an independent contractor, not that of a joint enterprise. The grantee shall have no authority to bind JCS for any obligation or expense without the express prior written approval from JCS.
4. **COMMENCEMENT WITHIN 60 DAYS:** This project must be operational within 60 days of the project starting date, as specified in the grant contract agreement. If the project is not operational within 60 days of the specified project starting date, the grantee must report by

letter to JCS, the steps taken to initiate the project, the reasons for delay, and the expected starting date.

5. **OPERATIONAL WITHIN 90 DAYS:** If the project is not operational within 90 days of the specified project starting date, the grantee must submit a second statement to JCS explaining the delay in implementation.
6. **SUSPENSION OF FUNDING:** The grantee acknowledges that acceptance of an award is not a guarantee of funds. Further, by accepting this award, the grantee acknowledges and agrees that JCS may suspend in whole or in part, terminate, or impose other sanctions on any grantee funds for the following reasons:
 - Failure to adhere to the requirements, standard conditions, or special conditions and assurances of this program;
 - 60 or more days late in submitting reports;
 - Failure to submit reports;
 - High Risk Grantee as determined by the JCS High Risk Assessment; or
 - Any other cause shown.
7. **SANCTIONS FOR NONCOMPLIANCE:** In the event of the grantee's noncompliance with the terms, conditions, covenants, rules, or regulations of this grant, JCS shall impose such contract sanctions, as it may deem appropriate, including but not limited to:
 - Withholding of payments to the grantee until the grantee complies or, if reports are more than 60 days late, the funding for that month is forfeited and may not be recouped or remedied;
 - Cancellation, termination or suspension of the contract, in whole or in part;
 - Refraining from extending any further assistance to the grantee until satisfactory assurance of future compliance has been received;
 - If the grantee is receiving funds on an upfront basis, JCS can commute the transfer of funds mechanism to a reimbursement only process for the remainder of the grant period;
 - If the grantee is receiving funds on an upfront basis and a determination is made by JCS that funds were intentionally or unintentionally misused, misappropriated, misspent or otherwise not consistent with the intents and purpose of the grant, the grantee automatically forfeits any remaining funds from the grant program, and any other awarded funds from any other program, until a satisfactory resolution has been achieved;
 - If a grantee is indebted to JCS for any amount of funds at the close of an applicable quarter, semi-annual or end of a grant period, and the debt is not resolved within 30 days following the close of those periods, the grantee acknowledges and agrees that it is automatically ineligible to receive or apply for funds from JCS for any grant program; and
 - Grantee agrees and acknowledges that under no circumstances may it commute a debt to be applied as matching funds; or, will JCS reduce a future quarterly or semi-annual allotment or future award as repayment of the debt. Repayment must be from a general account or an account unrelated to the grant award.

8. **ACCOUNTING REQUIREMENTS:** Grantee agrees to record all project funds and costs following generally accepted accounting principles. A unique account number or cost recording must separate all project costs from the grantee's other or general expenditures. Adequate documentation for all project costs and income must be maintained. Adequate documentation of financial and supporting material must be retained and be available for audit purposes. Federal regulations prohibit the commingling of Federal grant funds with funds from other sources; further, funds received on an upfront basis from JCS for one program may not be comingled with funds received on an upfront basis for another JCS program.
9. **REPORTS:** Regardless of an award being on an upfront or reimbursement basis, each grantee shall submit all reports as JCS requires necessary to the execution of monitoring, stewardship, and evaluation of programmatic and fiscal responsibilities.
10. **WRITTEN APPROVAL OF CHANGES:** The grantee must obtain prior written approval from JCS for all project changes (programmatic, fiscal or otherwise) before those changes are executed.
11. **OBLIGATION OF PROJECT FUNDS:** Funds may not, without prior written approval from JCS, be obligated prior to the effective start date or subsequent to the termination date of the project period. Obligations outstanding as of the project termination date shall be liquidated within thirty (30) days.
12. **USE OF FUNDS:** Funds awarded through JCS may be expended only for the purposes and activities specifically covered by the grantee's approved project scope and budget. By attaching their signature, the grantee recognizes that any deviations from the original grant budget are unallowable.
13. **ALLOWABLE AND UNALLOWABLE COSTS:** Allowable and unallowable costs incurred under this grant shall be determined in accordance with General Accounting Office principles and standards, state guidelines, and federal guidelines pursuant to the specific grant program.
14. **PURCHASING:** When making purchases relevant to the grant, the grantee will abide by applicable State and local laws, which address purchasing procedures by a state or local unit of government or another agency. See 148CSR1 of the West Virginia State Code.
15. **PROJECT INCOME:** All income earned by the grantee as a result of the conduct of this project must be accounted for and included in the total budget. Project income is subject to the same expenditure guidelines established for grant funds by JCS. All grantees must maintain records that clearly show the source, the amount, and the timing of all project income. There is no waiver provision for the project income requirement.
16. **MATCHING CONTRIBUTION:** The grantee will have available, and will expend as required, adequate resources to defray that portion of the total costs as set forth in this application as "match" and as approved by JCS. The applicant assures that the matching funds required to pay the grant portion of the cost of each program and project, for which funds are made available, shall be in addition to funds that would otherwise be made available for the proposed project by the recipients of grant funds and shall be provided on a project-by-project basis. Matching contributions are subject to the same expenditure guidelines as grant funds for this program. All grantees must maintain records that clearly show the source, the amount, and the timing of all matching contributions. In addition, Federal grant dollars from any source may not be utilized as matching funds.

17. **TIME EXTENSIONS:** In general, time extensions will not be granted. Unexpended grant funds remaining at the close of the grant period shall be deobligated. Funds remaining at the end of a project where an upfront allocation will, by the deadline of the final financial and progress report, be remitted back to JCS.
18. **NON-SUPPLANTING:** Grant funds must be used to supplement existing funds for program activities and may not replace (supplant) funds that have been appropriated for the same purpose. Potential supplanting will be the subject of monitoring and audit. Violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from state grants, recoupment of monies provided under this grant, and civil and/or criminal penalties. The grantee hereby certifies that funds made available under this grant will not be used to supplant other funding sources.
19. **TRANSFER OF FUNDS PROHIBITION:** The grantee is expressly prohibited from transferring funds between any JCS programs. Federal regulations prohibit the commingling of Federal grant funds with funds from other sources.
20. **TRAINING:** For projects involving payment of personnel, JCS reserves the right to require training as a condition of the grant before or at any time during the project period.
21. **PURCHASE OF AMERICAN-MADE EQUIPMENT/PRODUCTS:** To the extent practicable, all equipment and products purchased with state funds made available under this grant should be American-made.
22. **MARKING OF EQUIPMENT:** Grantee will ensure that all equipment purchased with grant funding shall be prominently marked as follows: "Purchased with funds provided by Justice and Community Services."
23. **PROPERTY ACCOUNTABILITY:** The grantee shall establish and administer a system to control, protect, preserve, use, maintain, and properly dispose of any property or equipment furnished it, or made available through a grant by JCS. This obligation continues as long as the property is retained by the grantee, notwithstanding the expiration of this agreement. Prior to sale, trade in or disposal of property, disposition instructions will be obtained from JCS. Grantee assures inventory checks will be performed annually or pursuant to guidance promulgated in the Administrative Manual for this program (if applicable), with copies provided to JCS. Property must be used for the intended grant purposes. If the property is not being used in accordance with terms of the grant, said property will revert to JCS.
24. **COMPUTER EQUIPMENT:** Grantees purchasing computer equipment (hardware, software, or peripherals) with grant funds are required to adhere to the established bidding procedures for their respective units of government or agency. To ensure reputable vendors are obtained, grantees may consider utilizing the current applicable State computer contract. Computer equipment must adhere to minimum requirements established by the West Virginia Office of Technology.
25. **LEASE AGREEMENTS:** Grantee agrees to provide JCS with a copy of the lease arrangement if grant funds or match are being utilized.
26. **PATENTS AND/OR COPYRIGHTS AND RIGHTS IN DATA:** Grantee acknowledges that JCS, or any applicable parent federal agency, reserves a royalty-free, non-exclusive, and

irrevocable license to reproduce, publish, or otherwise use, and authorize others to use, for State or Federal government purposes: (1) the copyright in any work developed under an award or sub award; and, (2) any rights of copyright to which a recipient or sub recipient purchases ownership, in whole or in part, with State or Federal support. Grantee agrees to consult with JCS regarding the allocation of any patent rights that arise from, or are purchased with, this funding.

27. **ACCESS TO RECORDS:** JCS, through any authorized representative, shall have access to and the right to examine all records, books, papers, or documents related to the grant and to relevant books and records of contractors.
28. **CIVIL RIGHTS COMPLIANCE:** Grantee will comply with any applicable federal nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. §§ 10228(c) and 10221(a); the Victims of Crime Act (34 U.S.C. § 20110(e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C. § 11182(b)); the Violence Against Women Act (34 U.S.C. § 12291(b)(13)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Indian Civil Rights Act (25 U.S.C. §§ 1301-1303); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12131-34); the Education Amendments of 1972 (20 U.S.C. §§ 1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); Executive Order 13279, Equal Protection of the Laws for Faith-Based and Community Organizations; Executive Order 13559, Fundamental Principles and Policymaking Criteria for Partnerships With Faith-Based and Other Neighborhood Organizations; and the DOJ implementing regulations at 28 C.F.R. Part 38. Subrecipients of grants under the Violence Against Women Act (VAWA) of 1994, as amended, are prohibited from discriminating on the basis of sexual orientation or gender identity. These laws collectively prohibit grantees from discriminating on the basis of race, color, national origin, sex, disability, age, religion, sexual orientation and gender identity. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of age, disability, race, color, religion, national origin, or sex against a recipient of funds, the grantee will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs and Justice and Community Services Section.
29. **RELIGIOUS ACTIVITIES:** Grantees must ensure that services are offered without regard to religious affiliation and that receipt of services is not contingent upon participation in a religious activity or event. Furthermore, all religious activities must be separate in time or place from the funded project. Participation in such activities by individuals receiving services must be voluntary.
30. **LOBBYING:** Grantee will comply with any and all lobbying provisions and/or restrictions as outlined in the Uniformed Guidelines, Department of Justice Guidelines, and as outlined in §6B-2-5 of the West Virginia State code.
31. **CONFLICT OF INTEREST:** No public official or employee of the grantee agency, who performs any duties under the project, may participate in an administrative decision with respect to the project if such a decision can reasonably be expected to result in any benefit or remuneration to that individual or that individual's immediate family as discussed in the W. Va. Code §§ 6B-1-1 through 6B-3-11).
32. **FREEDOM OF INFORMATION ACT:** All records, papers, and other documents kept by recipients of grant funds are required to be made available to JCS. These records and other

documents submitted to JCS and its grantees, including plans and application for funds, reports, etc., may be subsequently required to be made available to entities under Federal Freedom of Information Act, 5. U.S.C. §552, or Chapter 29B, Article 1 (West Virginia Freedom of Information) of the West Virginia Code. JCS recognizes that some information submitted in the course of applying for funding under this program or provided in the course of its grant management activities, may be considered law enforcement, personnel, juvenile sensitive, or personal or otherwise important to national or state security interests. This may include threat, risk and needs assessment information, and discussions of demographics, transportation, public works, and industrial and public health infrastructures.

While this information under state control is subject to requests made pursuant to the Chapter 29B, Article 1 of the West Virginia Code, **all** determinations concerning the release of information of this nature are made on a case-by-case basis by JCS and may fall within one or more of the available exemptions under the Act.

Grantees must consult applicable federal, state, and local laws and regulations regarding the release or transmittal of information to any entity which may be considered sensitive or protected. Applicants may also consult JCS regarding concerns or questions about the release of potentially sensitive, protected or exempt information applicable to federal, state, and local laws and regulations.

JCS has the authority to release all information which does not meet an exemption to the public without a FOIA.

33. **NATIONAL AND STATE EVALUATION EFFORTS:** The grantee agrees to cooperate with any national and/or state evaluation efforts directly or indirectly related to this program as requested.
34. **SUBMISSION/RELEASE OF PUBLICATIONS/PRESS RELEASES:** The grantee must submit one copy of all reports and proposed publications resulting from this agreement to JCS twenty (20) days prior to public release. Any publications (written, visual, sound, or otherwise), whether published at the grantee's or government's expense, shall contain the following statements: "This document [product] was prepared under a grant from the West Virginia Division of Administrative Services, Justice & Community Services Section (or simply "JCS"). Points of view or opinions expressed in this document [product] are those of the authors and do not necessarily represent the official position or policies of the State of West Virginia Division of Administrative Services, Justice & Community Services Section or any entity of the Department of Justice." In addition, the grantee agrees not to utilize the JCS logo without written permission.
35. **JUVENILE JUSTICE & DELINQUENCY PREVENTION ACT:** Grantee agrees to comply with the four core protections under the Juvenile Justice & Delinquency Prevention (JJDP) Act of 1974, reauthorized 2002.
 - Deinstitutionalization of status offenders (DSO).
 - Separation of juveniles from adults in institutions (separation).
 - Removal of juveniles from adult jails and lockups (jail removal).
 - Reduction of disproportionate minority contact (DMC), where it exists.

As well as, 101CSR1 of the West Virginia code. This includes, but is not limited to, completing the annual WV Certification of Non-Secure Facilities and submitting to JCS, if applicable, and submitting a monthly Secure Holding Log, if applicable.

36. **COLLABORATION W/OTHER FEDERAL AND STATE GRANTS:** Where warranted, this initiative/grantee shall make every effort to support or assist other federally funded or State grant programs in any manner, including but not limited to, providing personnel, supplies, equipment, and any other resources deemed necessary by JCS.
37. **USE OF DATA/EXCHANGE OF INFORMATION:** With respect to programs related to criminal justice information systems, the grantee agrees to comply with the provisions of 28 CFR, Part 20 governing the protection of the individual privacy and the insurance of integrity and accuracy of data collection. The grantee further agrees:
 - a. That all computer programs (software produced under this grant) will be made available to JCS for transfer to authorized users in the criminal justice community without cost other than that directly associated with the transfer. The software will be documented in sufficient detail to enable potential users to adapt the system, or portions thereof, to usage on a computer of similar size and configuration.
 - b. To provide a complete copy of the computer programs and documentation, upon requests, to JCS. The documentation will include, but not be limited to, system description, operating instruction, program maintenance instructions, input forms, file descriptions, report formats, program listings, and flow charts for the system and programs.
 - c. That whenever possible all application programs will be written in standardized programming languages or will adhere to Open Database Connectivity format for use on general operating systems that can be utilized on at least three different manufacturers of computer hardware with similar size and configuration capabilities.
 - d. To avail itself, to the maximum extent possible, of computer software already produced and available without charge. The Criminal Justice Systems Clearinghouse (916-392-2550) should be contacted to determine availability of software prior to any development effort.
38. **NATIONAL AND STATE EVALUATION EFFORTS:** The grantee agrees to cooperate with any national and/or state evaluation efforts directly or indirectly related to this program as requested.
39. **EQUAL EMPLOYMENT OPPORTUNITY PLAN:** The grantee will provide an Equal Employment Opportunity Plan (EEOP) to the Office for Civil Rights, Office of Justice Programs (OCR) and JCS. Each grantee certifies that it has executed and has on file an Equal Employment Opportunity Plan which conforms with the provisions of 28 CFR Section 42.301, et. seq., Subpart E; or that in conformity with the foregoing regulations, no Equal Employment Opportunity Plan is required. The grantee further certifies that it has filed an EEOP Certification form and, if required, an EEOP Utilization Report, through the EEO Reporting Tool at <https://ojp.gov/about/ocr/eeop.htm>.
40. **VETERANS PREFERENCE:** This program includes a provision that grantees utilizing funds to hire additional personnel, to the extent possible, give suitable preference in employment to military veterans. JCS defines "suitable preference" as the requirement that a grantee agency

have in place a mechanism ensuring that veterans are given consideration in the hiring process.

- 41. IMMIGRATION AND NATURALIZATION VERIFICATION:** The grantee agrees to complete and keep on file, as appropriate, applicable Immigration and Naturalization Service Employment Eligibility Verification Forms. These forms are to be used by recipients of state funds to verify that employees are eligible to work in the United States.
- 42. POLITICAL ACTIVITY:** The Hatch Act restricts the political activity of executive branch employees of the federal government, District of Columbia government, and some state and local employees who work in connection with federally funded programs. In 1993, Congress passed legislation that significantly amended the Hatch Act as it applies to federal and D.C. employees (5 U.S.C. §§ 7321-7326). (These amendments did not change the provisions that apply to state and local employees. 5 U.S.C. §§ 1501- 1508.). Please reference West Virginia Code § 29-6-20 for state restricted activities.
- 43. PUBLIC SAFETY AND JUSTICE INFORMATION SHARING:** Grantees must support public safety and justice information sharing. The grantee is required to use the Global Justice Data Model specifications and guidelines for this grant. Grantee shall publish and make available without restriction all schemas (extensions, constraint, proxy) generated as a result of this grant to the component registry as specified in the guidelines. This information is available at www.it.ojp.gov/gjxdm.

To the best of my knowledge the applicant has and will comply with all of the attached Standard Conditions and Assurances.

Authorized Official [please print]: _____

Authorized Official Signature: _____

Date: _____



**WEST VIRGINIA DIVISION OF ADMINISTRATIVE SERVICES
JUSTICE & COMMUNITY SERVICES SECTION
FEDERAL STANDARD CONDITIONS & ASSURANCES**

Effective: July 23, 2019

Revision History: N/A

All correspondence to the Division of Administrative Services, Justice and Community Services Section (JCS), which is required and/or occurs as a result or action of any of the following Assurances, or as a result of the administration of any JCS grant program, should be mailed to the following address:

Justice and Community Services Section
1124 Smith Street, Suite 3100
Charleston, West Virginia 25301-1323

1. **CONSULTANT RATES:** Consultant rates in excess of \$650 per day, or \$81.25 per hour, require prior approval by JCS and DOJ is applicable prior to obligation or expenditure of such funds. All contracts must be submitted 90 days prior to training for approval.
2. **FRAUD, WASTE & ABUSE:** Reporting potential fraud, waste, and abuse, and similar misconduct. The recipient, and any subrecipients ("subgrantees") at any tier, must promptly refer to the Department of Justice (DOJ) Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award-- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct. Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by-- (1) mail directed to: Office of the Inspector General, U.S. Department of Justice, Investigations Division, 950 Pennsylvania Avenue, N.W. Room 4706, Washington, DC 20530; (2) e-mail to: oig.hotline@usdoj.gov; and/or (3) the DOJ OIG hotline: (contact information in English and Spanish) at (800) 869-4499 (phone) or (202) 616-9881 (fax). Additional information is available from the DOJ OIG website at <https://www.usdoj.gov/oig>.
3. **USE OF GRANT FUNDS TO ENACT LAWS, POLICIES, ETC.:** Grantee understands and agrees that it cannot use any grant funds, either directly or indirectly in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government.
4. **LIMITED ENGLISH PROFICIENCY:** Title VI's prohibition of national origin discrimination includes discrimination against individual who are limited in their English proficiency (LEP) because of their national origin. Under Title VI (and the Safe Streets Act), recipients are required to take reasonable steps to ensure that LEP individuals have meaningful access to the recipient's programs and services. Providing "meaningful access" will generally involve

some combination of oral interpretation services and written translation of vital documents. More information can be found at <http://www.lep.gov>.

5. **PUBLIC SAFETY AND JUSTICE INFORMATION SHARING:** Grantee must support public safety and justice information sharing. This grantee is required to use the Global Justice Data Model specifications and guidelines of this grant. Grantee shall publish and make available without restriction all schemas (extensions, constraint, proxy) generated as a result of this grant to the component registry as specified in the guidelines. This information is available at www.it.ojp.gov/gjxdm.
6. **PROGRAM ACCOUNTABILITY – FEDERAL AUDIT REQUIREMENTS:** Federal Office of Management and Budget (OMB) sets forth standards for obtaining consistency and uniformity for the audit of states, local government, and non-profit organizations expending **Federal** awards. If applicable, this grant shall adhere to the audit requirements set forth at the time of award. (2CFR Part 200 or OMB Circular A-133 – for further information go to OMB Uniform Guidelines at:

https://search.whitehouse.gov/search?affiliate=wh&form_id=usasearch_box&query=Indirect+Costs

§200.501(a) Audit required. A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of this part.

Single audit. A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single audit conducted in accordance with §200.514 Scope of audit except when it elects to have a program-specific audit conducted in accordance with paragraph (c) of this section.

Program-specific audit election. When an auditee expends Federal awards under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or the terms and conditions of the Federal award do not require a financial statement audit of the auditee, the auditee may elect to have a program-specific audit conducted in accordance with §200.507 Program-specific audits. A program-specific audit may not be elected for R&D unless all of the Federal awards expended were received from the same Federal agency, or the same Federal agency and the same pass-through entity, and that Federal agency, or pass-through entity in the case of a sub-recipient, approves in advance a program-specific audit.

Exemption when Federal awards expended are less than \$750,000. A non-Federal entity that expends less than \$750,000 during the non-Federal entity's fiscal year in Federal awards is exempt from Federal audit requirements for that year, except as noted in §200.503 Relation to other audit requirements, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and Government Accountability Office (GAO).

If an audit must be conducted pursuant to the Uniform Guidelines, a copy of the audit shall be submitted to JCS as well as to the Federal clearinghouse.

The Federal clearing house is as follows:

Federal Audit Clearinghouse
Bureau of the Census

1201 E. 10th Street
Jeffersonville, IN 47132

7. **CONFIDENTIALITY OF RESEARCH INFORMATION:** Research information identifiable to an individual, which was obtained through a project funded wholly or in part with United States Department of Justice program funds, shall remain confidential and copies of such information shall be immune from legal process, and shall not, without the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or other judicial or administrative proceeding (28 CFR Part 22).
8. **OFFICE OF JUSTICE PROGRAMS (OJP) FINANCIAL GUIDE:** Grantee agrees to comply with the financial and administrative requirements as set forth in the current edition of the DOJ/OJP Financial Guide.
9. **CENTRAL CONTRACTOR REGISTRATION:** Grantee agrees to register with the System for Grants Management (SAM) at www.sam.gov and provide documentation to JCS with application for funding.
10. **DATA UNIVERSAL NUMBERING SYSTEM:** Grantee agrees to acquire a Data Universal Numbering System (DUNS) number, www.dnb.com and provide documentation to JCS with application for funding.
11. **BIDDING PROCEDURES:** Funds for renovation, expansion or construction awarded to grantees or subgrantees, which require the letting of any single contract amounting to \$100,000 or more to a private company or individual shall require: a bid guarantee equivalent to 5% (five percent) of the bid price; the bid guarantee must consist of a firm commitment such as a bid bond, certified check, or negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified after forms are presented to the successful bidder; a performance bond on the part of the 100% (one hundred percent) of the contract price ("Performance bond" means a bond executed in connection with a contract to ensure payments required by all persons supplying labor and materials in the execution of the work provided for in the contract.); a payment bond on the part of the contractor for 100% (one hundred percent) of the contract price. ("Payment bond" is one executed in connection with a contract to ensure payment as required by law, of all persons supplying labor or materials in the execution of the work provided for in the contract.) Recipient/subgrantee is expected to follow the competitive bid process in the award of contracts involving Federal grant funds.
12. **COMPLIANCE WITH FEDERAL PROCEDURES:** Grantee assures compliance with the following where applicable:
 - Part 11, Applicability of Office of Management and Budget Circulars.
 - Part 18, Administrative Review Procedures.
 - Part 20, Criminal Justice Information Systems.
 - Part 22, Confidentiality of Identifiable Research and Statistical Information.
 - Part 23, Criminal Intelligence Systems Operating Policies.
 - Part 30, Intergovernmental Review of Department of Justice Programs and Activities
 - Part 42, Nondiscrimination Equal Employment Opportunity Policies and Procedures
13. **ADDITIONAL REGULATIONS AND PROCEDURES:** In addition, all grantees must comply with the following applicable federal regulations and/or the United States Department of Justice, Office of Justice Programs - M 7100.1D manual, OMB Circulars No. A-21, A-110, A-

122, A-128, A-87, E.O. 12372, Uniform Administrative Requirements for Grants and Cooperative Agreements 28 CFR, Part 66, Common Rule, and all other applicable Federal regulations, policies, acts and guidelines:

National Environmental Policy Act of 1969 (NEPA).

National Historic Preservation Act of 1966.

Flood Disaster Protection Act of 1973.

Clean Air Act and Federal Water Pollution Control Act Amendments of 1972.

Control Act Amendments of 1972.

Safe Drinking Water Act.

Endangered Species Act of 1973.

Wild and Scenic Rivers Act.

Fish and Wildlife Coordination Act.

Historical and Archaeological Data Preservation.

Coastal Zone Management Act of 1979.

Animal Welfare Act of 1970.

Impoundment Control Act of 1974.

Uniform Relation Assistance and Real Property Acquisitions Policies Act of 1970.

Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended

Death in Custody Act of 2000.

To the best of my knowledge the applicant has and will comply with all the attached Conditions and Assurances.

Authorized Official [please print]: _____

Authorized Official Signature: _____

Date: _____

From: "DIRK BURNSIDE" <doburnside@hotmail.com>
To: "Kristie Tenney" <kgtenney@upshurcounty.org>, "Sam Nolte" <srnolte@upshurcounty.org>, "tbcutright@upshurcounty.org" <tbcutright@upshurcounty.org>
Cc: "Carrie Wallace" <clwallace@upshurcounty.org>, "trperry" <trperry@upshurcounty.org>
Subject: Enhanced Emergency Telephone Advisory Board
Date: 5/26/2020 7:01:39 PM

P {margin-top:0;margin-bottom:0;}
Greetings!

The following is taken from the records of the Commission:

Dirk Burnside 6-30-20 Community

The above is taken from the document that appears to indicate that my term is up as indicated. I have attached a copy of your document for your easy referral.

I hereby officially request to be reappointed to the Enhanced Emergency Telephone Advisory Board.

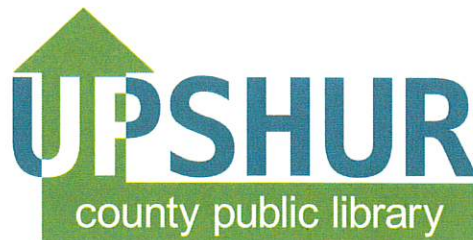
Thankyou for your consideration.

DIRK O. BURNSIDE

PO Box 2526

Buckhannon WV 26201

304-613-8755



1150 Route 20 South Rd.
Buckhannon, WV 26201



May 21, 2020

Upshur County Commission
Upshur County Administrative Annex
91 West Main Street, Suite 101
Buckhannon, WV 26201

Dear Commissioners:

According to the Special Library Funding Law, it is the County Commission's responsibility this year to appoint a member to the Upshur County Public Library Board of Trustees.

The Library Board would like to recommend the reappointment of John Haymond. Mr. Haymond was appointed last year to fill the remainder of Angie Westfall's term.

The County Commission may appoint the person of their own choice. However, the current library board did want to apprise you of what a good board member we believe Mr. Haymond has been, and therefore, ask that you consider making him your nominee.

Sincerely,

A handwritten signature in blue ink that reads "Dennis Xander".

Dennis Xander
Board of Trustees
Upshur County Public Library

Upshur County Commission
 Upshur County Administrative Annex
 91 West Main Street, Suite 101
 Buckhannon, WV 26201

Dear Members of the Upshur County Commission,

I humbly ask to be considered for the appointment to the Upshur County Public Library Board, for the term of July 1, 2020 through June 30, 2025. As an educator and community member I am passionate about the critical role public libraries play in our communities. Libraries increase literacy rates, serve as a community gathering place and provide critical access to information for the underprivileged members of our community.

Public libraries have served me personally throughout my life, helping to satisfy my many curiosities and extended my knowledge. My family and I have also benefited from many library programs, clubs and events.

Currently, I run the Buckhannon Anime club at the Upshur County Library where teens and pre-teens can share their love for Japanese animation and culture. I am also an Assistant Professor of Graphic Design at West Virginia Wesleyan College.

If I am selected as a board member I would like to use my professional background as a graphic designer, web designer, and information designer to help promote library programs and services. I will also help the Board follow community standards to higher standards such as those laid out by the American Library Association.

I hope my passion and concern for this critical community institution will persuade you to consider me for this appointment.

Sincerely,

[Jon Benjamin](#)

Assistant Professor of Graphic Design
 Art & Design Department
[West Virginia Wesleyan College](#)
 McCuskey Hall 105
 59 College Avenue
 Buckhannon, WV 26201

REQUEST FOR APPLICANTS

FULL TIME POSITION – UPSHUR COUNTY MAINTENANCE DEPARTMENT

The Upshur County Commission is seeking qualified applicants to join the Maintenance Department. The Department performs maintenance and new construction on all county owned facilities and properties. Join our team and enjoy your family on the evenings and weekends with excellent benefits and at least 14 paid holidays per year!

Qualifications: Experience in construction is preferred. Successful applicants must represent themselves and the County in a professional manner and have good communication skills. Duties include, but are not limited to: HVAC installation and servicing, electrical installation and servicing, concrete repair, block work, plumbing, drywall and carpet installation, painting, roof replacement, heavy equipment operation, grounds keeping, snow removal, equipment repair, etc.

- ★ This position involves strenuous physical activity
- ★ A background check will be conducted
- ★ Must possess a valid driver's license and good driving record
- ★ Working hours are 7:00 am – 3:00 pm Monday through Friday (Spring-Fall) and 6:00 am – 2:00 pm as needed during inclement Winter weather with a 30-minute paid lunch
- ★ Starting salary based on experience
- ★ Excellent County benefits
- ★ Overtime, travel, weekends and evenings are rarely required.

Applications may be picked up at:

Upshur County Administrative Annex

91 W. Main St., Suite 101

Buckhannon, WV 26201

Application and resumes must be received by 4:00 pm on Friday, June 26, 2020. Please do not make phone inquiries about this position. Employment with Upshur County is available to all qualified applicants without regard to actual or perceived race, creed, color, national origin, sex, gender identity, sexual orientation, disability, age or handicap. Upshur County has established a drug free and tobacco free work environment.

Please see www.upshurcounty.org for a PDF application and job description.

Publish: 6/9, 6/16, 6/26

INTEROFFICE MEMORANDUM

TO: UPSHUR COUNTY COMMISSION
FROM: CARRIE WALLACE, COUNTY ADMINISTRATOR
SUBJECT: REQUEST FOR EMPLOYMENT OF FULL-TIME TEMPORARY ADMINISTRATIVE ASSISTANT AS A RESULT OF COVID-19
DATE: JUNE 4, 2020
CC: DEBBIE HULL, BOOKKEEPER

Commissioners,

As you are aware, COVID-19 has increased the work load in our office substantially. At the same time, we have had to revise our staffing plan due to the closure of daycare facilities also caused by COVID-19. I respectfully request the employment of Shelia Adams as a temporary full-time Administrative Assistant in our office at the rate of \$12.00 per hour effective immediately to assist with office duties for the next 60 days or until our staffing plan returns to normal. Mrs. Adams has volunteered in our office for the last year and is familiar with our office duties as well as general county government. This expense will be charged to the Governor's COVID-19 Block Grant as the need for the position is a result of COVID-19 and was not budgeted as of March 27, 2020.

I greatly appreciate your consideration of this request and I am available to answer any questions you may have.

Thank you.



WEST VIRGINIA SOLID WASTE MANAGEMENT BOARD

601 57th St. SE
Charleston, WV 25304
Phone: (304)926-0448

Mark D. Holstine, PE, Executive Director
www.state.wv.us/swmb

May 27, 2020

The Honorable Terry Cutright, President
Upshur County Commission
Upshur County Courthouse
91 W. Main Street, Suite 101
Buckhannon, WV 26201

Commissioner Cutright:

In accordance with W. Va. Code §22C-4-3, every four years each county commission within the State is required to appoint one individual to each county or regional solid waste authority in its jurisdiction. **This letter does not serve as a recommendation. This is merely a reminder of term expirations.**

According to the current records of the West Virginia Solid Waste Management Board, the following appointee's term will expire on June 30, 2020:

- Ms. Joyce Harris-Thacker

The Upshur County Commission has the option to either reappoint this individual or appoint someone new to replace them effective July 1, 2020. Please note that whichever you choose, the appointment will be for a full, four-year term ending on June 30, 2024, as determined in W. Va. Code §22C-4.3(b).

Once an individual has been appointed to a four-year term, the appointing agencies do not have the authority to remove that member at any point during their term. In the event an appointee resigns or pass away, the vacancy shall be filled within 60 days, but only for the remaining term.

The West Virginia Solid Waste Management Board requests that copies of these appointments be forwarded to our office at the address above to try to keep the State's records as accurate as possible.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark D. Holstine".

Mark D. Holstine, P.E.
Executive Director

CC: Upshur County Clerk ✓
Upshur County Solid Waste Authority



Upshur County Sheriff's Financial Statement

For Period Ending: April 2020

FUND NAME	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
FUND - 001 GENERAL COUNTY FUND	\$ 1,243,603.48	\$ 360,276.67	\$ (643,723.24)	\$ 960,156.91
FUND - 002 COAL SEVERANCE TAX FUND	\$ 11,204.06	\$ 11,219.63	\$ -	\$ 22,423.69
FUND - 003 DOG AND KENNEL FUND	\$ 27,255.82	\$ 1,701.10	\$ (3,529.65)	\$ 25,427.27
FUND - 004 GENERAL SCHOOL FUND	\$ 14,638.30	\$ 5,234.45	\$ -	\$ 19,872.75
FUND - 005 MAGISTRATE COURT FUND	\$ 11,577.07	\$ 1,376.90	\$ -	\$ 12,953.97
FUND - 006 WORTHLESS CHECK FUND	\$ 136,257.76	\$ 41.76	\$ -	\$ 136,299.52
FUND - 007 E-911 FUND	\$ 570,435.98	\$ 34,015.26	\$ (9,030.82)	\$ 595,420.42
FUND - 008 HOME CONFINEMENT FUND	\$ 39,227.86	\$ 8,674.85	\$ (1,159.78)	\$ 46,742.93
FUND - 013 CURRY PARK FUND	\$ 21,594.27	\$ 2,494.69	\$ (910.67)	\$ 23,178.29
FUND - 015 CURRY LIBRARY FUND	\$ 20,710.48	\$ 2,522.45	\$ (3,670.63)	\$ 19,562.30
FUND - 018 AIRPORT CONSTRUCTION FUND	\$ 0.10	\$ -	\$ -	\$ 0.10
FUND - 019 UPSHUR COUNTY FIRE FEE FUND	\$ 6,310.31	\$ 2,645.18	\$ (6,210.31)	\$ 2,745.18
FUND - 021 EE HEALTH CARE REIMBURSEMENT FUND	\$ 38,086.06	\$ 15,640.57	\$ (14,661.18)	\$ 39,065.45
FUND - 039 COAL REALLOCATION FUND	\$ 124,121.72	\$ 11.11	\$ (105,009.02)	\$ 19,123.81
FUND - 052 EMPLOYEE BENEFITS FUND	\$ 988,976.70	\$ 240.06	\$ (319,066.89)	\$ 670,149.87
FUND - 056 ASSESSOR'S VALUATION FUND	\$ 256,038.01	\$ 10,791.69	\$ (27,074.55)	\$ 239,755.15
FUND - 058 UP.CO.FIN.STBL.FUND	\$ 704,990.55	\$ -	\$ -	\$ 704,990.55
FUND - 059 CONCEALED WEAPONS FUND	\$ 19,863.87	\$ 360.79	\$ (1,940.98)	\$ 18,283.68
FUND - 063 VOTER'S REGISTRATION FUND	\$ 5,388.95	\$ 0.13	\$ -	\$ 5,389.08
FUND - 071 JURY FUND	\$ 15,040.00	\$ -	\$ -	\$ 15,040.00
FUND - 073 SPECIAL LAW ENFRMNT INVESTIGATION FUND	\$ 2,486.02	\$ 0.06	\$ -	\$ 2,486.08
FUND - 078 CHILD EXCHANGE & VISITATION FUND	\$ 19,905.09	\$ -	\$ -	\$ 19,905.09
FUND - 079 SPAYING & NEUTERING FUND	\$ 45,597.61	\$ 400.00	\$ (605.00)	\$ 45,392.61
FUND - 080 COMM. CORR. FUND	\$ 203,296.07	\$ 33,581.98	\$ (14,102.16)	\$ 222,775.89
FUND - 102 AIRPORT IMP. PROJECT FUND	\$ -	\$ -	\$ -	\$ -
FUND - 104 ELKINS ROAD PSD FUND	\$ -	\$ -	\$ -	\$ -
FUND - 105 ADRIAN PSD WATERLINE PHASE VI FUND	\$ -	\$ -	\$ -	\$ -
FUND - 245 UPSHUR COUNTY WELLNESS COMPLEX FUND	\$ 4,760.00	\$ -	\$ -	\$ 4,760.00
FUND - 248 IND. PARK SEWER FUND	\$ 1.00	\$ -	\$ -	\$ 1.00
FUND - 311 DMV LICENSE FUND	\$ -	\$ -	\$ -	\$ -
FUND - 312 CRIMINAL CHARGES FUND	\$ -	\$ 1,643.37	\$ (1,643.37)	\$ -
FUND - 313 COURT REPORTER FUND	\$ -	\$ 100.00	\$ (100.00)	\$ -
FUND - 314 STATE FINES FUND	\$ -	\$ 1,000.00	\$ (1,000.00)	\$ -
FUND - 315 STATE POLICE FUND	\$ 5.00	\$ 425.00	\$ (425.00)	\$ 5.00
FUND - 316 STATE CURRENT FUND	\$ -	\$ 3,155.98	\$ (3,155.98)	\$ -
FUND - 317 COURTHOUSE FACILITIES IMPROVEMENT FUND	\$ -	\$ 90.00	\$ (90.00)	\$ -
FUND - 364 TAX LIEN FUND	\$ 212,330.26	\$ 547.51	\$ (1,628.99)	\$ 211,248.78
FUND - 365 DELQ & NONENT LAND	\$ 76,001.53	\$ -	\$ -	\$ 76,001.53
FUND - 366 BOARD OF HEALTH FUND	\$ 323,140.97	\$ 73,253.72	\$ (28,308.13)	\$ 368,086.56
FUND - 369 WV DEPUTY SHERIFF'S RETIREMENT FUND	\$ 522.00	\$ 222.50	\$ (522.00)	\$ 222.50
FUND - 373 SCHOOL CURRENT FUND	\$ -	\$ 251,007.83	\$ (251,007.83)	\$ -
FUND - 374 SCHOOL EXCESS LEVY FUND	\$ -	\$ 127,033.70	\$ (127,033.70)	\$ -
FUND - 375 SCHOOL BOND FUND	\$ -	\$ -	\$ -	\$ -
FUND - 378 CITY CURRENT FUND	\$ -	\$ 25,040.10	\$ (25,040.10)	\$ -
FUND - 379 CITY VOTED LIBRARY FUND	\$ -	\$ 3,004.77	\$ (3,004.77)	\$ -
FUND - 206 COVID 19 FUND	\$ -	\$ 100,000.00	\$ -	\$ 100,000.00
FINAL TOTALS	\$ 5,143,366.90	\$ 1,077,753.81	\$ (1,593,654.75)	\$ 4,627,465.96
BALANCE IN COUNTY DEPOSITORIES AT END OF MONTH:	\$ 5,097,049.15	\$ -	\$ -	\$ -
ORDERS/DEBITS OUTSTANDING:	\$ (1,528,176.21)			
DEPOSITS/CREDITS OUTSTANDING:	\$ 1,056,843.02			
NET BANK BALANCE	\$ 4,625,715.96			
PETTY CASH / CASH DRAWERS	\$ 1,750.00			
CASH SPECIAL INVESTIGATION FUND	\$ -			
ADJUSTMENT	\$ -			
TOTAL IN COUNTY DEPOSITORIES AND OFFICE:	\$ 4,627,465.96			

I, David H. Coffman, Sheriff of Upshur County do solemnly swear that the foregoing is a true and correct statement to the best of my knowledge.

David H. Coffman
Sheriff & Treasurer, Upshur County

5/27/2020



Upshur County Sheriff's Financial Statement

For Period Ending: April 2020

Bank Balance Listing

BANK NAME	ACCOUNT NAME	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
FIRST COMMUNITY BANK					
	GENERAL COUNTY -MMA	\$ 536,093.03	\$ (8,140.30)	\$ 187,660.34	\$ 715,613.07
	COAL SEVERANCE-MMA	\$ 21,423.69	\$ -	\$ -	\$ 21,423.69
	E-911 -MMA	\$ 584,080.74	\$ -	\$ -	\$ 584,080.74
	CURRY PARK-MMA	\$ 20,646.40	\$ -	\$ -	\$ 20,646.40
	CURRY LIBRARY-MMA	\$ 15,689.76	\$ -	\$ -	\$ 15,689.76
	AIRPORT CONSTRUCTION-MMA	\$ -	\$ -	\$ -	\$ -
	ASSESSOR'S VALUATION-MMA	\$ 225,692.52	\$ -	\$ 10,250.84	\$ 235,943.36
	CONCEALED WEAPONS	\$ 19,062.59	\$ (1,034.00)	\$ 255.09	\$ 18,283.68
	GENERAL TAX ACCOUNT-MMA	\$ 381,066.42	\$ (594,561.32)	\$ 213,494.90	\$ -
	BOARD OF HEALTH-MMA	\$ 138,962.08	\$ (192.01)	\$ 767.16	\$ 139,537.23
	UPSHUR CO. FIRE FEE-IBCK	\$ 9,050.49	\$ (6,305.31)	\$ -	\$ 2,745.18
	UP CO COAL REALLOCAT-IBCK	\$ 19,123.81	\$ -	\$ -	\$ 19,123.81
	EMPLOYEE BENEFITS-IBCK	\$ 670,149.87	\$ -	\$ -	\$ 670,149.87
	SP.LAW ENF.INVESTIG.-IBCK	\$ 2,486.08	\$ -	\$ -	\$ 2,486.08
	COMMUNITY CORR. FUND-IBCK	\$ 222,775.89	\$ -	\$ -	\$ 222,775.89
	PARKS/REC CLEARING ACCT	\$ -	\$ -	\$ -	\$ -
	ADDRESSING/MAPPING CLEARING	\$ 75.00	\$ (75.00)	\$ -	\$ -
	GENERAL COUNTY PAYROLL-CK	\$ 329,846.81	\$ (112,142.47)	\$ 13,726.40	\$ 231,430.74
	TAX CLEARING ACCOUNT	\$ 142,287.86	\$ (178,156.50)	\$ 35,868.64	\$ -
	BOARD OF HEALTH-PAYROLL	\$ 13,707.86	\$ (1,777.02)	\$ -	\$ 11,930.84
	GENERAL COUNTY-CKNG	\$ 30,526.59	\$ (19,187.57)	\$ 24.08	\$ 11,363.10
	COAL SEVERANCE-CKNG	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
	DOG & KENNEL-CKNG	\$ 25,427.27	\$ -	\$ -	\$ 25,427.27
	GEN. CO. MISC-CKNG	\$ 32,826.72	\$ -	\$ -	\$ 32,826.72
	WORTHLESS CHECK FUND-CKNG	\$ 136,299.52	\$ -	\$ -	\$ 136,299.52
	E-911 -CKNG	\$ 11,689.68	\$ (350.00)	\$ -	\$ 11,339.68
	HOME DETENTION-IBCK	\$ 46,742.93	\$ -	\$ -	\$ 46,742.93
	CURRY PARK-CKNG	\$ 2,531.89	\$ -	\$ -	\$ 2,531.89
	CURRY LIBRARY-CKNG	\$ 3,872.54	\$ -	\$ -	\$ 3,872.54
	AIRPORT CONSTRUCTION-CKNG	\$ 0.10	\$ -	\$ -	\$ 0.10
	ASSESSOR'S VALUATION-CKNG	\$ 3,811.79	\$ -	\$ -	\$ 3,811.79
	VOTER'S REGISTRATION-IBCK	\$ 5,389.08	\$ -	\$ -	\$ 5,389.08
	JURY-CKNG	\$ 15,318.41	\$ (278.41)	\$ -	\$ 15,040.00
	SPAY. & NEUTER. DEP. FUND	\$ 45,442.61	\$ (50.00)	\$ -	\$ 45,392.61
	AIRPORT IMP. PROJECT-CKNG	\$ -	\$ -	\$ -	\$ -
	ELKINS ROAD PSD	\$ -	\$ -	\$ -	\$ -
	ADRIAN PSD WATERLINE PHASE VI	\$ -	\$ -	\$ -	\$ -
	WELLNESS COMPLEX FUND	\$ 4,760.00	\$ -	\$ -	\$ 4,760.00
	INDUSTRIAL PARK SEWER-CKG	\$ 1.00	\$ -	\$ -	\$ 1.00
	DMV LICENSE FUND-CKNG	\$ -	\$ -	\$ -	\$ -
	STATE CLEARING ACCOUNT-CK	\$ 180.00	\$ (225.00)	\$ 45.00	\$ -
	STATE POLICE FUND-CKNG	\$ 932.75	\$ (975.00)	\$ 47.25	\$ 5.00
	GENERAL TAX ACCOUNT-CKNG	\$ 976.05	\$ (595,537.37)	\$ 594,561.32	\$ -
	TAX LEIN FUND-CKNG	\$ 213,334.80	\$ (2,086.02)	\$ -	\$ 211,248.78
	DELQ. & NON-ENTERED LAND	\$ 76,001.53	\$ -	\$ -	\$ 76,001.53
	BOARD OF HEALTH-CKNG	\$ 20,030.00	\$ (4,254.19)	\$ -	\$ 15,775.81
	WVDSRF-CKNG	\$ 80.50	\$ -	\$ 142.00	\$ 222.50
	COVID 19 -CKNG	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00
	BANK TOTAL	\$ 4,129,396.66	\$ (1,525,327.49)	\$ 1,056,843.02	\$ 3,660,912.19
PROGRESSIVE BANK					
	UP.CO.FIN.STBL.FUND-SV	\$ 704,990.55	\$ -	\$ -	\$ 704,990.55
	EE HEALTH CARE REIMB FUND	\$ 41,914.17	\$ (2,848.72)	\$ -	\$ 39,065.45
	UP.CO.FIN.STBL.FUND-CKNG	\$ -	\$ -	\$ -	\$ -
	CHILD EXCHG & VISIT CTR	\$ 19,905.09	\$ -	\$ -	\$ 19,905.09
	BANK TOTAL	\$ 766,809.81	\$ (2,848.72)	\$ -	\$ 763,961.09
FREEDOM BANK					
	BOARD OF HEALTH-CD 1	\$ 100,421.34	\$ -	\$ -	\$ 100,421.34
	BOARD OF HEALTH-CD 2	\$ 100,421.34	\$ -	\$ -	\$ 100,421.34
	BANK TOTAL	\$ 200,842.68	\$ -	\$ -	\$ 200,842.68
SUMMARY:					
	TOTAL ALL BANKS	\$ 5,097,049.15	\$ (1,528,176.21)	\$ 1,056,843.02	\$ 4,625,715.96
	PETTY CASH / CASH DRAWERS				\$ 1,750.00
	CASH SPECIAL INVESTIGATION FUND				\$ -
	GRAND TOTAL				\$ 4,627,465.96

DATE ISSUED	PERMIT NUMBER	UID NUMBER	APPLICANT NAME	APPLICANT ADDRESS	ESTIMATED PROJECT COST	BUILDING PERMIT PAID	FLOODPLAIN PERMIT PAID	CHECK, CASH, COUNTY CLERK OR	DESCRIPTION OF PROJECT	CONTRACTOR OR PROPERTY	FLOODPLAIN
								ONLINE		OWNER	
5/5/2020	8109	16749	JENKINS, ROY	PO BOX 565, FARMINGTON, WV 26571	\$1,500.00	\$15.00		CHECK	NEW ROOF OVER CAMPER AND DECK	SELF	
5/5/2020	8110	9735	LEE, BRIAN K	53 LAUREL RUN RD, TALLMANSVILLE, WV 26237	\$5,000.00	\$15.00		CHECK	14' X 20' PORCH; NEW ROOF ON TRAILER	SELF	
5/5/2020	8111	16763	LEONARD, MICHAEL L	606 CIRCLE DR, MOUNT CLARE, WV 26408	\$2,000.00	\$15.00		OL	SIDING, FASCIA AND SOFFIT; WATERLINE, REPAIR DITCHES AND DRIVEWAY; NEW CAMPER	SELF	
5/7/2020	8112	8430	ROWAN, EDWARD	6693 LITTLE SAND RUN RD, BUCKHANNON, WV 26201	\$1,600.00	\$15.00		OL	PORCH	SELF	
5/7/2020	8113	1305	CRITES, RAY	215 CC LN, BUCKHANNON, WV 26201	\$6,900.00	\$15.00		OL	NEW ROOF SHINGLES	HOME WIZARDS, INC, 1314 SPAGNOL LN, WESTERVILLE, OH 43081	
5/12/2020	8114	6900	LEWIS, DANNY	49 MARBLE ST, BUCKHANNON, WV 26201	\$3,000.00	\$15.00		CHECK	FENCE FRONT YARD; FIRE WOOD BUILDING; PAINT GARAGE AND SHED	SELF	
5/12/2020	8115	12656	WHITING, RICHARD C	127 CAROL ST, BUCKHANNON, WV 26201	\$5,100.00	\$15.00		CHECK	10' X 20' STORAGE BUILDING	SELF	
5/14/2020	8116	125	BURR, WILLIAM P	PO BOX 123, BUCKHANNON, WV 26201	\$10,000.00	\$15.00		OL	REPLACE ROOFING	RELIABLE ROOFING CO, PO BOX 1908, ELKINS, WV 2641	
5/14/2020	8117	1375	LANTZ, MICHAEL	71 FISHING CAMP RD, BUCKHANNON, WV 26201	\$400.00	\$15.00		CHECK	REPLACING SHINGLES ON A SINGLE CAR GARAGE	SELF	
					TOTAL	TOTAL	TOTAL				
					\$35,500.00	\$135.00	\$0.00				

UPSHUR COUNTY BUILDING PERMITS
MAY 16, 2020 - MAY 31, 2020

DATE ISSUED	PERMIT NUMBER	UID NUMBER	APPLICANT NAME	APPLICANT ADDRESS	ESTIMATED PROJECT COST	BUILDING PERMIT PAID	FLOODPLAIN PERMIT PAID	CHECK, CASH, COUNTY CLERK OR ONLINE	DESCRIPTION OF PROJECT	CONTRACTOR OR PROPERTY OWNER
5/19/2020	8118	80639	KELLEY, AMY	9387 TALLMANSVILLE RD, TALLMANSVILLE, WV 26237	\$6,000.00	\$15.00		OL	10' X 20' COVERED PORCH (ON BACK)	SELF
5/19/2020	8119	5710	MILLS, KEVIN	499 CUTRIGHT RUN RD, BUCKHANNON, WV 26201	\$2,500.00	\$15.00		OL	22' X 24' POLE BUILDING WITH FLOOR	SELF
5/19/2020	8120	11197	MILLER, KATHY	403 SKELTON RD, BUCKHANNON, WV 26201	\$1,500.00	\$15.00		CASH	DECK ON BACK OF HOUSE	SELF
5/21/2020	8121	12780	BAISDEN, JONATHAN AND KASEY	140 HILLCREST DR, BUCKHANNON, WV 26201	\$4,000.00	\$15.00		OL	24' ROUND POOL WITH GATED DECK	SELF
5/21/2020	8122	533	ESKEW, TRECEIE F	12 TUGGLE ST, BUCKHANNON, WV 26201	\$5,000.00	\$15.00		OL	12' X 20' BUILDING	SELF
5/21/2020	8123	81900	GAINER, SAMANTHA	535 UPLAND RD, HORNER, WV 26372	\$230,000.00	\$15.00		CHECK	RESIDENTIAL CONSTRUCTION	SPOTLOE CONST, 152 MAHER RD, TALLMANSVILLE, WV 26237
5/21/2020	8124	11061	MCDANIELS, BRIAN	214 MOUNTAIN DR, BUCKHANNON, WV 26201	\$18,000.00	\$15.00		CHECK	10' X 20' DECK REPLACEMENT ON REAR OF HOUSE; NEW DECKING ON EXISTING SIDE STEPS	LEIGH ENTERPRISES, 31 CRESCENT AVE, BUCKHANNON, WV 26201
5/21/2020	8125	81779	HOSAFLOOK, SHARON	477 FRENCH REEDEER RD, FRENCH CREEK, WV 26218	\$3,000.00	\$15.00		CHECK	10' X 12' FRONT PORCH	SELF
5/26/2020	8126	NEW	LAYMAN, JAIME M	232 SADDLE RIDGE DR, BUCKHANNON, WV 26201	\$10,000.00	\$15.00		CHECK	14' X 80' SINGLE WIDE; ADDING PORCHES; NEEDED REPAIRS	SELF
5/26/2020	8127	9816	HINKLE, VERLIN R	151 HEMLOCK RIDGE RD, TALLMANSVILLE, WV 26237	\$500.00	\$15.00		CASH	10' X 12' STORAGE BUILDING RELOCATE ON PROPERTY	SELF
5/26/2020	8128	9699	KOON, BARRY	2011 TENMILE RD, TALLMANSVILLE, WV 26237	\$450.00	\$15.00		OL	8' X 10' DECK WITH 4' X 6' ROOF	SELF
5/26/2020	8129	9600	VAUGHN, COLTON	4918 HEASTON RIDGE RD, CRAWFORD, WV 26343	\$3,500.00	\$15.00		OL	INSTALLING VINYL SIDING	SELF
5/26/2020	8130	7970	WARE, SANDRA	1174 LITTLE SAND RUN RD, BUCKHANNON, WV 26201	\$200.00	\$15.00		CASH	8' X 10' BUILDING RELOCATE ON PROPERTY	SELF
5/27/2020	8131	9400	COGAR, LESLIE D	232 REGER RUN RD, FRENCH CREEK, WV 26218	\$200.00	\$15.00		CHECK	10' X 17' PORTABLE GARAGE; 8' X 16' STORAGE BUILDING ADDITION; 8' X 12' COOP	SELF
5/27/2020	8132	NA	JACKSON, RUSSELL	67 FREEMANS RD, FRENCH CREEK, WV 26218	\$10,000.00	\$15.00		OL	22' X 24' STICK BUILT GARAGE	SELF
5/27/2020	8133	16812	BENNETT, MICHELE	121 PRETTY VIEW DR, LOST CREEK, WV 26385	\$5,000.00	\$15.00		CHECK	FIXING FLOORS AND WALLS IN CAMP	SELF
5/28/2020	8134	10679	HAWKINS, GLEN AND JOANN	PO BOX 189, ROCK CAVE, WV 26234	\$8,000.00	\$15.00		CHECK	DECK ADDITION WITH RAMP	SELF
					TOTAL \$307,850.00	TOTAL \$255.00	TOTAL \$0.00			
					GRAND PROJECT TOTAL \$343,350.00	GRAND BP TOTAL \$390.00	GRAND FP TOTAL \$0.00			



UPSHUR COUNTY COMMISSION

MONTHLY MILEAGE LOG

DEPARTMENT: Upshur 911

MONTH / YEAR: February 2020

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
Doyle Cutright II	Ford Expedition	2CNDL73F556160712	122641	122850	209	10
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
			GRAND TOTALS		209	10

UPSHUR

County, West Virginia

UPSHUR COUNTY COMMISSION

MONTHLY MILEAGE LOG

DEPARTMENT: Maintenance

MONTH / YEAR: Feb. 2020

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
Greg Harris	2008 Toyota Tundra	5TBBV541B8551	82,102	82,710	608	0
Chris Rikie		4917			0	18.0
Mike Haler					0	9.7
Loretta Koone					0	16.6
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
GRAND TOTALS					608	44.3

UPSHUR

County, West Virginia

UPSHUR COUNTY COMMISSION

MONTHLY MILEAGE LOG

DEPARTMENT: Maintenance

MONTH / YEAR: Feb. 2020

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
GREG HARRIS	2019 Ford F-250	1FDBFZB69KEC81	4,088	4,270	182	22.0
CHRIS ALKIRE		902	4,088		0	21.0
MIKE HALE					0	
LOUTHA KOONE					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
GRAND TOTALS					182	43

UPSHUR

County, West Virginia

UPSHUR COUNTY COMMISSION

MONTHLY MILEAGE LOG

DEPARTMENT: MaintenanceMONTH / YEAR: Feb. 2020

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
Greg Harris	2010 Ford F-150	1ETFWIEVIAFC7	109610	109800	190 0	26.0
Chris Alkire		9153			0	
Mike Haler					0	
Loretta Korne					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
GRAND TOTALS					190 0	26 0



UPSHUR COUNTY COMMISSION

MONTHLY MILEAGE LOG

DEPARTMENT: DHSEM

MONTH / Year Feb 2020

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
B Shreves	2019 Chevy 2500	2GC2KREG1121064	3926	4126	200	25
			GRAND TOTALS		200	

Sheriff's Dept. February 2020
mileage report is unavailable
due to computer failure, per
message of Mark Davis on
5/14/2020

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
Erin Jo Bennett	ATM/BP/Ford	1D6H335F01F502127			0	13.53
			108534	108940	0	12.73
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					416	210.5
			GRAND TOTALS		0	

U P S H U R

UPSHUR COUNTY COMMISSION MONTHLY MILEAGE LOG

Department: Dog Pound

Feb-20

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
Jan Cochran	F250 Ford Truck	1FTSX21598EB86131	103,052	103,062	10	
Jason Knicely	F250 Ford Truck	1FTSX21598EB86131	103,062	103,064	2	
Jan Cochran	F250 Ford Truck	1FTSX21598EB86131	103,064	103,071	7	
Jan Cochran	F250 Ford Truck	1FTSX21598EB86131	103,071	103,079	8	
Jan Cochran	F250 Ford Truck	1FTSX21598EB86131	103,079	103,087	8	
Jan Cochran	F250 Ford Truck	1FTSX21598EB86131	103,087	103,095	8	
GRAND TOTALS					43	0



UPSHUR COUNTY COMMISSION

MONTHLY MILEAGE LOG

DEPARTMENT: Upshur 911

MONTH / YEAR: March 2020

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
Doyle Cutright II	Ford Expedition	2CNDL73F556160712	122850	123268	418	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
			GRAND TOTALS		418	0

UPSHUR

County, West Virginia

UPSHUR COUNTY COMMISSION

MONTHLY MILEAGE LOG

DEPARTMENT:

Maintenance

MONTH / YEAR:

March 2020

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
Greg Harris	2008 Toyota Tundra	5TBBV54188551	82,710	83,363	653	17.97
Chris Alkire		4917			0	16.50
Mike Haler					0	17.60
Loretta Koonz					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
GRAND TOTALS					653	52.07

UPSHUR

UPSHUR COUNTY COMMISSION

MONTHLY MILEAGE LOG

DEPARTMENT: Maintenance

MONTH / YEAR: March 2020

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
GREG HARRIS	2019 Ford F-250	1FDBF2B69KEC81	4,270	4,770	500	24.5
Chris AlKire		902			0	18.1
Mike Hale					0	13.8
Louella Koone					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
GRAND TOTALS					500	56.40

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
GREG HARRIS	2010 Ford F-150	1FTFW1EV1AFC79153	109800	110190	390	41.65
CHRIS ALKINE					0	
MIKE HALER					0	
LORETTA KORME					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
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					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
GRAND TOTALS					390	41.65



UPSHUR COUNTY COMMISSION

MONTHLY MILEAGE LOG

DEPARTMENT: DHSEM

MONTH / Year March 2020

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
B Shreves	2019 Chevy 2500	2GC2KREG1121064	4126	4346	210	
			GRAND TOTALS		210	

March
Apr-20

UPSHUR COUNTY SHERIFF - MILEAGE AND FUEL

Officer	Cruiser	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
DAVE COFFMAN - 900	2020 Ford Explorer		N/A	N/A	N/A	N/A
MIKE KELLEY - 902	2010 FORD Explorer	1FM5K8AR8GGB44629	73400	74455	1055	64.5
MARK DAVIS - 903	2016 Ford Explorer	1FM5K8AR0GGB43426	71110	72474	1364	43.4
MARSHALL POWERS - 904	2016 Ford Explorer	1FM5K8AR4GGB44630	84320	85560	1240	93
THERON CAYNOR - 905	2017 FORD EXPLORER (NEW)	1FM5K8AR4HGC90351	55846	57194	1348	82.5
DEWAINE LINGER - 907	2019 Ford Explorer	1FM5K8AR5KGA29379	Failed to report	Failed to report	Failed to report	Failed to report
RODNEY ROLENSON - 906	2017 FORD F-150 (NEW)	1FTEW1EFOHFA12892	35599	36555	956	55
TYLER GORDON - 908	2019 FORD TAURUS	1FAHP2M104KG102939	111075	112209	1134	110
DAN BARCUS - 909	2020 Ford Explorer	1FM5K8AB0LGA20111	264	1961	1697	110.5
COLE BENDER- 912	2017 Ford Taurus	1FAHP2MK5HG119855	41561	42350	789	38.6
BOBBY HAWKINS-916	2010 FORD CROWN VICTORIA	2FABP7BV2AX1010650	151606	152812	1206	76
CRYSTAL LINGER - 917	Ford Explorer	N/A	120052	120165	113	0
Jason Kniceley - 930	2019 Ram 4x4 CY6224	1C6RR7ST3KS692640	5619	7111	1492	152.5
RODNEY ROLENSON (dc)	2005 CHEVROLET EQUINOX	2CNDL73F556160712	N/A	N/A	N/A	N/A
Dakota Linger 914	2014 Ford Explorer	1FM5K8AR9EGA71008	48766	49699	933	66.5
Spare Car	Dodge Charger	2B3AA4CT9AH269160	GRAND TOTAL		13,327	892.50
Additional Vehicles						
	2005 Yamaha ATV	5Y4MO4Y55AO13912	Gave to 911 Sold July 2019			
	2005 Yamaha Grizzly 500- 4W	JY4AM03Y75C013912				
	2005 HMS Transport Trailer	5HABH20265N049282				
	2010 Ford Expedition	1FMJU1G50AEB66213				
	2001 Ford Explorer	1FMZV72ZE41ZA57159				
	2006 Fleetwood Mallard	1EF1B3020364011090				
	2006 Speed Trailer	5F15S091761003152	Sold Dec. 2017			
	S.W.A.T. 1991 International	1HT5LNEMOMH337402				
	2008 Ford Crown Victoria	2FAFP71V88X123105				

P. 001/001

FAX No. 304 472 4547

Upshur Co Sheriff WW

MAY/01/2020/FRI 08:48 AM

UPSHUR

County, West Virginia

UPSHUR COUNTY COMMISSION

MONTHLY MILEAGE LOG

DEPARTMENT: A&M

MONTH / YEAR: March ^{April} 2020

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
Ami Jo Bennett	A&M/BP/FINA	1DCHB33P01F50 2127	18940		0	13.33 3/9
			189357		0	10.33 3/18
					0	
					0	
					0	
					0	
					0	
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					0	
					0	
					0	
					0	
GRAND TOTALS					417 0	31.66

THE UPSIDE

UPSHUR COUNTY COMMISSION

MONTHLY MILEAGE LOG

DEPARTMENT: Comm Corrections

MONTH / YEAR: March 2020

[illegible]

UPSHUR COUNTY COMMISSION

MONTHLY MILEAGE LOG

Mar-20

b.1



UPSHUR COUNTY COMMISSION

MONTHLY MILEAGE LOG

DEPARTMENT: Upshur 911

MONTH / YEAR: April 2020

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
Doyle Cutright II	Ford Expedition	2CNDL73F556160712	123268	123268	0	
					0	
					0	
					0	
					0	
					0	
					0	
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					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
GRAND TOTALS					0	0

UPSHUR

County, West Virginia

UPSHUR COUNTY COMMISSION

MONTHLY MILEAGE LOG

DEPARTMENT: Maintenance

MONTH / YEAR: April 2020

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
Greg Harris	2008 Toyota Tundra	5TBBV541B8551	83,363	83,935	572	17.91
Chris Alkire		4917			0	15.79
					0	18.54
Loretta Koone					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
GRAND TOTALS					572	51.74



UPSHUR

County, West Virginia

UPSHUR COUNTY COMMISSION

MONTHLY MILEAGE LOG

DEPARTMENT: MaintenanceMONTH / YEAR: April 2020

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
Greg Harris	2019 Ford F-250	1FDBF2B69KEC81	4770	5022	252	0
Chris Aikine		902			0	25.5
Louella Koone					0	
					0	
					0	
					0	
					0	
					0	
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					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
GRAND TOTALS					252	0 25.5 0

U P S H U R

UPSHUR COUNTY COMMISSION

MONTHLY MILEAGE LOG

DEPARTMENT: Maintenance

MONTH / YEAR: April 2020

[illegible]



UPSHUR COUNTY COMMISSION

MONTHLY MILEAGE LOG

DEPARTMENT: DHSEM

MONTH / Year April 2020

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
B Shreves	2019 Chevy 2500	2GC2KREG1121064	4346	4500	154	45
			GRAND TOTALS		154	45

Apr-20

UPSHUR COUNTY SHERIFF - MILEAGE AND FUEL

57

Officer	Cruiser	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
DAVE COFFMAN - 900	2020 Ford Explorer		N/A	N/A	N/A	N/A
MIKE KELLEY - 902	2010 FORD Explorer	1FM5K8AR8GGB44629	74455	75255	800	43.5
MARK DAVIS - 903	2016 Ford Explorer	1FM5K8AR0GGB43426	72474	73125	651	33.3
MARSHALL POWERS - 904	2016 Ford Explorer	1FM5K8AR4GGB44630	85560	86270	710	53
Theron CAYNOR - 905	2017 FORD EXPLORER (NEW)	1FM5K8AR4HGC90351	57194	58117	923	923
DEWAINE LINGER - 906	2019 Ford Explorer	1FM5K8AR5KGA29379	Failure to Report	Failure to Report	Failure to Report	Failure to Report
RODNEY ROLENSON - 907	2017 FORD F-150 (NEW)	1FTEW1EFOHFA12892	36555	37111	556	61
TYLER GORDON - 908	2019 FORD TAURUS	1FAHP2M104KG102939	542	1313	771	73.8
DAN BARCUS - 909	2020 Ford Explorer	1FM5K8AB0LGA20111	1961	3258	1297	83.5
COLE BENDER- 912	2017 Ford Taurus	1FAHP2MK5HG119855	42350	43200	850	55.5
BOBBY HAWKINS-916	2010 FORD CROWN VICTORIA	1FMZU72K84UA96327	152812	153670	858	59.8
CRYSTAL LINGER - 917	Ford Explorer	1FMZU7	120165	120292	127	20.6
Jason Kniceley - 930	2019 Ram 4x4 CY6224	1C6RR7ST3KS692640	7111	8890	1779	169.4
RODNEY ROLENSON (dc)	2005 CHEVROLET EQUINOX	2CNDL73F556160712	N/A	N/A	N/A	N/A
Dakota Linger 914	2014 Ford Explorer	1FM5K8AR9EGA71008	49699	50377	678	44
Spare Car	Dodge Charger	2B3AA4CT9AH269160	GRAND TOTAL		10,000	1,620.40
Additional Vehicles						
	2005 Yamaha ATV	5Y4MO4Y55AO13912	Gave to 911 Sold July 2019			
	2005 Yamaha Grizzly 500- 4W	JY4AM03Y75C013912				
	2005 HMS Transport Trailer	5HABH20265N049282				
	2010 Ford Expedition	1FMJU1G50AEB66213				
	2001 Ford Explorer	1FMZV72ZE41ZA57159				
	2006 Fleetwood Mallard	1EF1B3020364011090				
	2006 Speed Trailer	5F15S091761003152	Sold Dec. 2017			
	S.W.A.T. 1991 International	1HT5LNEMOMH337402				
	2008 Ford Crown Victoria	2FAPP71V88X123105				

MAY/19/2020/TUE 09:01 AM

Upshur Co Sheriff WV

FAX No. 304 472 4547

P. 001/001

UPSHUR

County, West Virginia

UPSHUR COUNTY COMMISSION

MONTHLY MILEAGE LOG

DEPARTMENT:

A9m

MONTH / YEAR:

March April 2020

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
Am JD Bennett	A9m/BP/FTOD	1D6HJ38F0T1F502127	68940		0	13.33 3/9
			69357		0	10.33 8/18
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
GRAND TOTALS					417	31.66

U P S H U R

UPSHUR COUNTY COMMISSION MONTHLY MILEAGE LOG

Department: Dog Pound

Apr-20

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
Christy Riffle	F250 Ford Truck	1FTSX21598EB86131	103,171	103,174	3	
Jan Cochran	F250 Ford Truck	1FTSX21598EB86131	103,174	103,181	7	
Jan Cochran	F250 Ford Truck	1FTSX21598EB86131	103,181	103,186	5	
Jan Cochran	F250 Ford Truck	1FTSX21598EB86131	103,186	103,193	7	
Jan Cochran	F250 Ford Truck	1FTSX21598EB86131	103,193	103,208	15	
Jan Cochran	F250 Ford Truck	1FTSX21598EB86131	103,208	103,213	5	
GRAND TOTALS					42	0



HEALTH NEWS

**For Immediate Release
June 1, 2020**

ST. JOSEPH'S HOSPITAL AND THE ROTARY CLUB OF BUCKHANNON-UPSHUR TO HOLD BLOOD DRIVE JUNE 16 AND 25

BUCKHANNON, WV: St. Joseph's Hospital and the Rotary Club of Buckhannon-Upshur will be holding a blood drive on Tuesday, June 16 and Thursday, June 25 in the social hall of the Holy Rosary Catholic Church in Buckhannon. Social distancing and the cancellation of many blood drives has created an urgent need for healthy, eligible people to donate blood. Blood donations assist patients diagnosed with cancer, accident and burn victims, and heart surgery and organ transplant patients.

The blood will be drawn by Vitalant, the blood supplier for St. Joseph's Hospital and United Hospital Center. As an additional benefit to donors, testing will also be done for antibodies to SARS-CoV-2, the coronavirus that causes COVID-19. Vitalant is the first national blood collector to implement this antibody testing. For more information about COVID-19 antibody testing, go to vitalant.org/antibodytest. Donors need to be identified prior to the drive and appointments will be scheduled. If you are willing to be a blood donor, call 304-473-2164 or email Allyson.Fell.m@wvumedicine.org with your name, phone number and email address.

WVU MEDICINE

Media Inquiries: Lisa Wharton, Public Relations/Marketing/Foundation, 304-473-2138
Lisa.Wharton1@wvumedicine.org

ELKINS ROAD PUBLIC SERVICE DISTRICT

62

Agenda

Meeting	<i>Regular Monthly Meeting</i>	Start Time	<i>5:30 PM</i>
Date	<i>Tuesday, June 2, 2020</i>	Place	<i>P.S.D. Office 4536 Old Elkins Rd, Buckhannon</i>

Meeting Called to Order by Chairperson	5:30 PM
Pledge of Allegiance	
Roll Call Introduce Board of Directors	
Chair/Treasurer-Carey Wagner, Secretary-Larry Heater, Board Member-Sonny Matthews	
Introduce Office Staff - Office Manager, Carolyn Douglas; Billing Clerk - Linzy Wilson;	
System Operator-David Wamsley	
Recognize Current Customers	
Approval of Minutes - May 5, 2020 Regular Monthly Meeting	Vote
Treasurer Report/Payment of Bills for June/bal of May Invoices	Vote

ITEMS FOR DISCUSSION

Phase III Extension Project Update	Vote
Invoice payment approval	
Update on Project Contracts	
Phase III Funding Status	

Maintenance Report

- In-house Meter Reading
- Gormley Booster Station
- Unaccountable Water Loss

Date & Time of June Special Meeting - Wednesday, June 10, 2020 @ 5:00 pm
Date & Time of July 2020 Meeting - Tuesday, July 7, 2020 @ 5:30 pm

Adjournment	Vote
--------------------	-------------

Anyone wishing to address the Board that is not on the agenda will be addressed at the end of the meeting or as time permits in between other items on agenda. Please ask to be added so we can be sure to address you. Thank you for your patience!!!! ☺)

*Rough Draft Prepared by Office Manager May 13, 2020
Prepared by Board Chair and Office Manager May 27, 2020
Posted and Available to the Public on May 29, 2020*

Hodgesville PSD
Meeting Agenda
June 2, 2020
4:00 pm

- A. *Call meeting to order.*
- B. *Reading/correction/approval of May 2020 Minutes.*
- C. *Financial Report and approval of bill payments.*
- D. *HPSD leak and repair report.*
- E. *New Service Report*
- F. *Non- payment Report*
- G. *Customer leaks and adjustments.*
- H. *Customer complaints.*
- I. *Discussion of Improvement Project/Rule 42 received*
- J. *Misc items brought forward for discussion.*
- K. *Adjournment*

**City Council of Buckhannon – 7:00 pm in Council Chambers
Meeting Agenda for Thursday, June 4, 2020**

**Channel 3 is Live Streaming our City Council Meetings here:
<https://www.facebook.com/ch3buckhannon/>**

Please send public comments to buckhannon@buckhannonwv.org via email or drop them in the mail, or dropbox behind City Hall.

A. Call to Order

- A.1 Moment of Silence
- A.2 Pledge to the Flag of the United States of America
- A.3 Mayor's Greetings
- A.4 COVID-19

B. Recognized Guests

- B.1 Nathan Fetty-Trails Lease

C. Department & Board Reports

- C.1 Information Coordinator/Grant Researcher- Callie Cronin Sams
- C.2 Public Works Director- Jerry Arnold
- C.3 Finance Director- Amberle Jenkins
- C.4 Fire Chief- JB Kimble
- C.5 City Attorney- Tom O'Neill

D. Correspondence & Information

- D.1 Mayor's Proclamations & Opening Remarks-Athlete Day-BUHS Champions' Day at Jawbone Park on 05/28/2020
- D.2 Mayor's Memorial Day Address-Heavner Cemetery on 05/25/2020
- D.3 Mayor's Statements-Abandoned Mine Land Grant (AML) & WVDOH Transportation Alternatives Program Grant (TAP)
- D.4 Report of Cat & Dog Activity-Upshur County Commission-March & April 2020
- D.5 ART26201-Colonial Theatre Gallery Dedication-UC Schools Youth Art Exhibition on June 5, 2020 at 4pm

E. Consent Agenda

- E.1 Approval of Minutes-Regular Meeting 05/21/2020
- E.2 Approval of Building and Wiring Permits
- E.3 Approval of Payment of the Bills
- E.4 Event Request-Support Rally-Candlelight Vigil at Jawbone Park on Friday, June 5, 2020 at 7:30pm

F. Strategic Issues for Discussion and/or Vote

- F.1 Approval Revised City of Buckhannon Employee Handbook
- F.2 Adoption of Relaxed Measures- COVID-19 Pandemic
- F.3 Community Meeting: Development of Madison Street Property after July 2, 2020
- F.4 Authorizing Execution of Lease Agreement Arch Coal RE: BU Trails Expansion
- F.5 Authorizing Execution of Agreement to Accept DOH Grant RE: Elizabeth Poundstone River Walk Trail Extension
- F.6 WVDOH RE: 33 West Traffic Study Update

G. Comments and Announcements

- G.1 Mary Albaugh
- G.2 Pamela Bucklew
- G.3 C J Rylands
- G.4 Robbie Skinner
- G.5 David Thomas
- G.6 Randall Sanders

H. Mayor's Comments and Announcements

I. Adjournment

Posted 06/01/2020

Next Regular Scheduled City Council Meeting Thursday, June 18, 2020



Upshur – Buckhannon Board of Health

Board Minutes

November 07, 2019

Members Present: Michael Livesay, Teresa Kee, Larry Carpenter, Kessa Thorpe, Amy Queen, Dr. Joseph Reed, Sue McKisic, Melinda Law

A. Meeting was opened at 6:00 pm by Michael Livesay

A.1 Moment of Silence

A.2 Pledge to the Flag of the United States of America, led by Sue McKisic

B. Recognized Guests - None

C. Consent Agenda

C.1 Approval of September 05, 2019 Minutes. Motion by Teresa Kee to approve the September 05, 2019 Minutes as written, Kessa Thorpe, seconded the motion. Motion carried.

C.2 Approval of the October 21, 2019 Special Meeting Minutes. Motion by Teresa Kee to approve the October 21, 2019 Minutes as written, Larry Carpenter, seconded the motion. Motion carried

D. Financial Report – Melinda Law - Financial Report was given to all Board of Health Members and reviewed. Motion to approve the Financial Report as given was made by Larry Carpenter, Teresa Kee, seconded the motion. Motion carried. A copy of the Financial report has been made part of these minutes.

E. Departmental Reports

E.1 Environmental – Chris Garrett, RS. Chris gave a brief overview of his report and provided a written report. Warren Elmer the new part – time Sanitarian was introduced to the Board of Health. A copy of that report has been made part of these minutes.

E.2 Nurse Director – Sue McKisic, RN. Sue read her report and provided a written report. A copy of that report has been made part of these minutes.

E.3 Medical Director – Dr. Joseph Reed. Dr. Reed read his report and provided a written report. A copy of that report has been made part of these minutes.

E.4 Threat Preparedness Report – Patty Thrasher. Patty Thrasher gave oral report to Sue McKisic, RN. Report is that everything is up to date and planning for exercises soon, some may be held during Staff Meetings.

E.5 Administrators Report – Sue McKisic, RN. Sue reported that the State of WV has announced a spending cut to this year's FY 20 budget and not sure who or how much of a budget cut to expect. FY 21 can expect for up to 7% funding cut from the State of WV. A copy of that report has been made part of these minutes.

F. Harm Reduction – Sue McKisic, RN. Sue gave a verbal report, that Laura Jones, of Mylan Puskar Health Right has been quite ill recently and the only report, is that the program continues on a monthly basis, at the Cleveland Avenue site. There has been an increase in new people in the last couple of months. A copy of that written report has been made part of these minutes.

G. Correspondence & Information

G.1 New Sanitarian has been hired and has recently been introduced to Board of Health Members earlier in this meeting.

H. Strategic Issues for Discussion and / or vote

H.1 New outdoor lighted sign (digital quotes) We received 1 quote of \$21,000.00, so I did not pursue any further quotes. I Sue McKisic, suggested with the funding cut that may affect us, that we table this and any other sign purchase

until another time. Motion to table the purchase of an outdoor lighted sign indefinitely was made by Teresa Kee, seconded by Amy Queen. Motion carried.

H.2 Window tint of large windows in waiting area. Not being aware of the possible budget cuts at the time of posting of agenda, I (Sue McKisic) suggested this item be tabled also. Motion to table the tinting of the large windows in the waiting area was made by Teresa Kee, seconded by Amy Queen. Motion carried.

H.3 Memorandum of Understanding Lewis County

H.4 Memorandum of Understanding Barbour County

H.5 Memorandum of Understanding Randolph County

H.6 Memorandum of Understanding Webster County

H.7 Memorandum of Understanding Harrison County

H.8 Memorandum of Understanding Braxton County

These Memorandum of Understandings were discussed at the same time and not individually. Motion was made, to accept the Memorandum of Understanding with each being sent to the individual counties listed above with additional wording to include "from Upshur County" in the second paragraph to read as The (Name of County) Health Department agrees to not sign a septic installers renewal application from Upshur County, by Kessa Thorpe, seconded by Teresa Kee. Motion carried.

I. Board Member Comments and Announcements

I.1 Larry Carpenter – None

I.2 Teresa Kee – None

I.3 Amy Queen- None

I.4 Kessa Thorpe - None

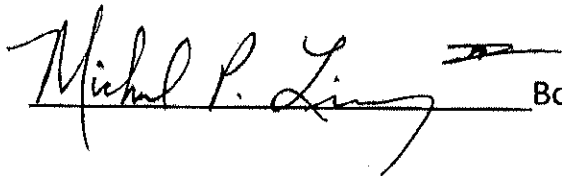
J. Board Chairman Comments and Announcements – None

K. Executive Session (Personnel) None

L. Adjournment –Motion was made by Teresa Kee for adjournment at 7:13 pm, Kessa Thorpe seconded the motion to adjourn. Motion carried.

Next meeting date will be January 02, 2020, 6:00 pm at the Upshur – Buckhannon Health Department.

Approved 01/02/2020

 Board of Health Chairperson



Board of Health Meeting Agenda
Thursday, November 07, 2019
6:00pm

- A. Call to Order
 - A.1 Moment of Silence
 - A.2 Pledge to the Flag of the United States of America
- B. Recognized Guests
- C. Consent Agenda
 - C.1 Approval of September 05, 2019 Minutes
 - C.2 Approval of the Oct.21, 2019 Special Meeting Minutes.
- D. Financial Report – Melinda Law
- E. Departmental Reports
 - E.1 Environmental - Chris Garrett, RS
 - E.2 Nurse Director – Sue McKisic, RN
 - E.3 Medical Director – Dr. Joseph Reed
 - E.4 Threat Preparedness Report – Patty Thrasher
 - E.5 Administrator's Report – Sue McKisic, RN
- F. Harm Reduction Program – Report from Laura Jones, Milan Puskar Health Right
- G. Correspondence & Information
 - G.1 New Sanitarian has been hired for those who were unable to attend the Oct. Special meeting.
- H. Strategic Issues for Discussion and / or vote
 - H.1 New outdoor lighted sign (digital) quotes
 - H.2 Window tint of Large windows in waiting area
 - H.3 Memorandum of Understanding Lewis County
 - H.4 Memorandum of Understanding Barbour County
 - H.5 Memorandum of Understanding Randolph County
 - H.6 Memorandum of Understanding Webster County
 - H.7 Memorandum of Understanding Harrison County
 - H.8 Memorandum of Understanding Braxton County

- I. Board Member Comments and Announcements
 - I.1 Larry Carpenter
 - I.2 Teresa Kee
 - I.3 Amy Queen
 - I.4 Kessa Thorpe
- J. Board Chairman Comments and Announcements
- K. Executive Session (Personnel)
- L. Adjournment

POSTED: 10/22/2019

**Upshur-Buckhannon Health Department
Environmental Health Report
Chris Garrett, R.S.
November 7, 2019**

- 1) I would like to take this opportunity to welcome Warren Elmer to our Health Department and recognize his 32 years of service in public health. I am certain his skills and knowledge will greatly benefit our community.
- 2) I attended a Sanitarian quarterly training on October 18. Multiple topics were discussed.
 - a) Most importantly, the new requirements of the 2013 FDA Food Code were discussed, including the Certified Food Protection Manager certification requirement. The only facilities exempt from this rule, as I understand it, are temporary food establishments (14 day permit), and strictly retail food operations. I asked the sanitarian group about offering a Certified Food Protection Manager training course through the Health Department. The Monongalia County Health Department offers the National Registry Exam and a 16 hour course to prepare the student for the exam. The cost of the course is \$125 per student. The exam costs the Mon County Health Department \$35 dollars per exam. ServSafe is also an option which is a one day course. Marion County is working on a public-private partnership with McDonalds to offer the course.
 - b) The septic part of the training involved soil profile training. There is a strong effort by the WV Bureau for public Health to abolish the percolation test and replace it with a soil profile survey. As I understand it, it would take the soil evaluation out of the hand of the installer and place it in the hands of the sanitarian. This would obviously place more responsibility and liability on the local health department.
- 3) I recently received a request for a septic inspection from a property owner. Upon review of the permit and application, the permit expired three years ago. The permit was issued to an unlicensed installer at that time. The State Health Department recommended a septic inspection be performed despite the discrepancies on the application and the unusual circumstances. The inspection found that the inlet and outlet piping were not constructed of schedule 40 pipe. A verbal order to correct the various problems was given to the property owner. The property owner must renew the application. A licensed installer must complete all further work on the system, including backfilling. A written order is pending. The unlicensed installer will be provided with information on how to obtain a license and notified to cease and desist all further installation work. The home agreed, although he was not happy about the situation.
- 4) Update: Two manufactured home communities were added to the inventory.
- 5) Update: A permit renewal policy is being provided for your review.
- 6) Update: A licensed septic installer continues to violate the provisions of WV Septic Regulations, more specifically, the installer provided false information to our Office on a standard application, and provided false information to a home owner. A report about the situation was provided to the UBHD

Board of Health at a special meeting October 21, 2019. Not all members were present at the meeting so I am providing the report again.

- 7) Update: Judy Vallandingham, Director of WV Public Health Sanitation, initially advised UBHD that local boards of health have the legal authority to take administrative action against a septic installers license. Mrs. Vallandingham recently changed her position on this subject. In response, Chris Garrett, contacted Lloyd White, Marion County Health Department Administrator, and asked the same question. Mr. White provided the following rules in response:

"11.11. In the event any person certified is found to be violating any of the applicable requirements of this rule, his or her certification may be immediately suspended for a period of thirty (30) days by the director. Two separate violations shall be sufficient grounds for revocation of certification."

The Director is defined as follows: "2.6 Director-Director of the West Virginia division of health or his or her lawful designee."

Upshur – Buckhannon Health Department

Nurse Directors Report

November 07, 2019

We have held 3 flu clinics with a good turnout at them. 68 Have been vaccinated at these clinics. We have a total of 182 vaccinated as of Oct. 30, 2019.

We have had 61 tested for STD's that were scheduled, for FY19. That does not include the walk – ins. We have made a way to also track those, that walk in for STD testing.

WVWC Senior Class Student Nurses continue to come to the Health Department on Tuesdays and Thursdays to complete their semester of Community Health.

A Health Fair was held on October 22, 2019 at Central WV Aging Services, information was given on adult immunizations, Blood Pressure Clinic was done by WVWC students.

All staff nurses have met their CEU requirements and have a valid Nursing License. Renewal deadline was October 31, 2019. A copy is kept on file.

The Nurses attended an intensive 3-day STD training in Lewis County, presented by Johns Hopkins Hospital. We learned some valuable information and there have been some changes since Christi, and I attended 2 years ago.

All Reportable Infectious Disease investigations remain to be done in a timely manner and meet deadlines.

Happy Thanksgiving

Medical director's report 7 November 2019

- 1. The lab screen sponsored by Rotary/ St. Joseph's Hospital included an option for Hepatitis C, after encouraging this for about 5 years. Recommendations are for people born between 1945 and 1965 especially be screened. Approximately 162 of the 1700 screened elected this option. All were negative.**
 - 2. The state has experienced an increase in HIV and Hepatitis C, especially in injecting drug users. This will be an emphasis in the Health Officers Conference at Glade Springs Nov. 15-16. Screening for these diseases and Hepatitis B are offered with the harm reduction services and are available through our health Dept., as well as St. Joseph's Hospital and Community Care. I plan to attend.**
 - 3. I have attended about ¾ of the LEPC (Local Emergency Planning Committee) meetings of Lewis-Upshur County. The group is struggling for the lack of regular participants.**
 - 4. I plan to attend the state auditor's conference this date.**
 - 5. I continue to participate in the Upshur County Tobacco Prevention Coalition and the Family Resource network as health dept. representative. I have been to 4 elementary school in Upshur County with the tobacco avoidance program for 4 and 5th grades.**
 - 6. I try to be a sounding board and support person for the administrator and sanitarian and am impressed with the cooperation of the whole department.**
-

Upshur – Buckhannon Health Department

Administrators Report

November 07, 2019

The Governor of the State of West Virginia has announced that a spending cut of this year's budget FY 2020. He has asked that no unnecessary spending be done by all state entities. We are not sure who or how much will be cut. Also, to expect a 4.5% decrease in funding for the FY 2021. At Local Health Association Meeting, in October 2019, it was recommended to plan for 7% funding cut. So, this really can put the hurting on Local Health Departments. There is approximately 100-million-dollar shortage, due to very little severance tax coming in on coal and none as of this time on the gas pipeline.

My suggestion, since the outside lighted sign was not ordered due to communication break down and the estimate for a digital sign is \$21,000.00. That we table the sign purchase until we know where we stand financially with the upcoming cuts. We have gone this long without it, I don't believe another year or so will hamper us. Maybe we just need to spruce up the sign we have.

I will not ask for the film for the front windows at this time, so that can be tabled when we get to that issue. I will also carefully watch what spending we do here and hope for no equipment failure, that would put us over budget. We all need to work together on this.

There will be a Threat Preparedness Training that I feel **all staff** need to attend. It will be held in Flatwoods, WV on June 16 & 17, 2020. So, I will be bringing that up for vote in one of the next BOH Meetings. It is going to cover everyone's duties during a disaster where we would need to administer a vaccine or dispense antibiotics county wide, within the 48-72-hour time frame. From the time the first alert goes out until everyone has been treated. Just a heads up.

I have agreed to have myself or others teach a class on a monthly basis to the residents of Pringle House. The Housing Facility is located across from Kroger's, in Buckhannon. We will also set up a contract to do flu and pneumonia shots for next year, for those that want them at that facility. Most have had their flu shot this year.

We will be doing a Narcan training at WVWC for the Security Personnel in Dec. 2019. Also, a Stop the Bleed class for Security in Jan. 20. These will be added to our Threat Preparedness requirements, for community education and training.

Lisa and I took boxes of records more than 7 years old to the shredding event on Sept. 7, 2019. We stayed and monitored the contents of boxes, to be sure they have shredded. We continue to break down our boxes and take them to the recycle center, along with newspapers, magazines and water bottles

Melissa and I attended the Children's Festival on Sept. 14, 2019 at Stockert Youth Center. We gave out toothbrushes, toothpaste, coloring books on immunizations, crayons, and jacket or backpack pulls.

Information was available for parents, on prevention of childhood diseases (immunizations), and other informational material.

Our Point – n – Pay system is being utilized and working great.

We have a WVWC Intern Jacob Sullivan, that has been here working with Chris and the Nursing staff here at the Health Department. His studies are biology and sociology. He will finish his time here in November 2019.

Medical Cannabis phone conference did not shed much light on the process, as the state does not know what and how everything is going to play out at this time. We will be updated as soon as there have been some applicants, and that process is complete.

Christmas party is set for December 20, 2019 at the Presbyterian Church on Locust Street (Dr. Reeds Church) The caterer is Joe "Butch" Coffman. This year's menu is Turkey, Dressing, Mashed Potatoes, Gravy, Green Beans, Hot Rolls and Pumpkin Roll. Hope to see everyone there, although I know some must work and will not be able to attend.

Our new Temporary Sanitarian has been working 2 evenings a week, and it has been very helpful to Chris.

Are we going to do as we have in prior years, with the Wednesday of Thanksgiving week, that we work a half day and get paid for the full day, or if the Governor gives us a half day, we get to take the whole day off, with pay? Will the same pertain to Christmas Eve, and New Year's Eve as the state gives us half days off then?

The workstation for Melissa, is still being worked on, hopefully it will be completed soon. If he had not started on it, I would have also cancelled that order due to upcoming funding cuts.

Maintenance crew has done some painting and will finish painting in Melissa's area, so it is done in time for the workstation installation. They will also add plastic to the large windows to prevent cold air from coming in on two interior windows (Melissa's, and the exam room window). We need to do the small things to keep our building looking presentable.

I will be having a staff meeting on Nov. 20, 2019, 9:30 am. just to go over a few things, and again remind all staff to keep a clean work area, as it is a reflection on us. Whomever would like to attend is welcome.

We have a great staff here and we all work together well, I commend all of them on the efforts they put forth.

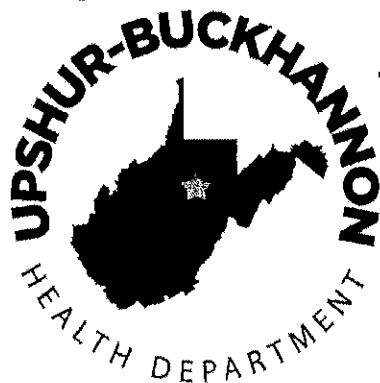
Have a Happy and Safe Thanksgiving.

Milan Puskar Health Right
LIGHT Project/Upshur County

May 2018 to October 2019

- Forty-four unique individuals were served during this time period
- 26 males and 18 females
- Methamphetamine is the number one drug of choice with heroin as a close second
- Ages range from 20 years to 58 years of age
- 34 naloxone kits have been given out
- 6 individuals said they had used naloxone on someone else
- 8 said they had naloxone used on them
- Most people heard about the syringe exchange through family or friends
- About half say they used to have to share syringes
- Almost all participants said they sometimes had to re-use their own syringes
- 6 individuals tested positive for Hep C and 1 tested positive for Hep B

No major concerns at the new venue. We have seen an increase in new people. Otherwise, we continue to provide overdose prevention, referrals, and testing along with clean supplies that assist in reducing the spread of disease in our communities.



Upshur – Buckhannon Board of Health

Board Minutes

January 02, 2020

Members Present: Michael Livesay, Teresa Kee, Amy Queen, Dr. Joseph Reed, Sue McKisic, Melinda Law

A. Meeting was opened at 6:00 pm by Michael Livesay

A.1 Moment of Silence

A.2 Pledge to the Flag of the United States of America, led by Sue McKisic

B. Recognized Guests - None

C. Consent Agenda

C.1 Approval of November 07, 2019 Minutes. Motion by Teresa Kee to approve the November 07, 2019 Minutes as written, Amy Queen, seconded the motion. Motion carried.

D. Financial Report – Melinda Law - Financial Report was given to all Board of Health Members and reviewed. Motion to approve the Financial Report as given was made by Amy Queen, Teresa Kee, seconded the motion. Motion carried. A copy of the Financial report has been made part of these minutes.

E. Departmental Reports

E.1 Environmental – Chris Garrett, RS. Chris gave a written report to Sue McKisic, RN who read the report. Board Members gave a Directive for Chris to

write a letter pertaining to Section 2 of his report and send to all BOH Members, this Directive was written in the margin of his report. Dr. Reed may possibly make a call to the Public Health Sanitarian Division, and suggest that each septic installer be authorized or certified in each county they work in. A copy of that report has been made part of these minutes.

E.2 Nurse Director – Sue McKisic, RN. Sue read her report and provided a written report. A copy of that report has been made part of these minutes.

E.3 Medical Director – Dr. Joseph Reed. Dr. Reed read his report and provided a written report. A copy of that report has been made part of these minutes.

E.4 Threat Preparedness Report – Patty Thrasher. Patty Thrasher gave written report to Sue McKisic, RN. Report was read, everything is up to date and planning for exercises soon, some may be held during Staff Meetings. A copy of that report has been made part of these minutes.

E.5 Administrators Report – Sue McKisic, RN. Sue reported, our 2019 Audit should be completed by March 31, 2020. Warren Elmer, RS is doing a great job. Other items of less importance are included in that report. A copy of that report has been made part of these minutes.

F. Harm Reduction – Sue McKisic, RN. Sue gave a verbal report, that Laura Jones, of Mylan Puskar Health Right has been quite ill recently and the only report, is that the program continues on a monthly basis, at the Cleveland Avenue site.

G. Correspondence & Information -None

H. Strategic Issues for Discussion and / or vote

H.1 Election of Officers – Chairperson for 2020: Teresa Kee, nominated Michael Livesay, seconded by Amy Queen. Motion carried. Michael Livesay is the Board of Health Chairperson for the 2020 year.

Vice Chairperson for 2020: Michael Livesay nominated Teresa Kee, seconded by Amy Queen. Motion carried. Teresa Kee is the Board of Health Vice Chairperson for the 2020 year.

I. Board Member Comments and Announcements

I.1 Larry Carpenter – Absent

I.2 Teresa Kee – None

I.3 Amy Queen- None

I.4 Kessa Thorpe – Absent

J. Board Chairman Comments and Announcements – None

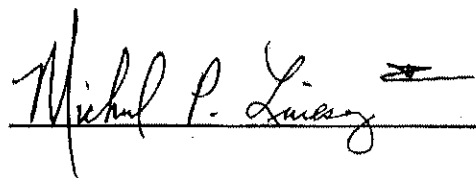
K. Executive Session (Personnel) Into Executive Session at 7:10 pm and out of Executive Session at 7:15 pm. Motion was made by Amy Queen to pay Dr. Reed a flat rate of \$500.00 per month and \$20.00 per day rate for On – Call Physicians, who wish payment for coverage in Dr. Reed's absence, seconded by Teresa Kee. Motion carried.

L. Adjournment –Motion was made by Teresa Kee for adjournment at 7:18 pm, Amy Queen, seconded the motion to adjourn. Motion carried.

Next meeting date will be March 05, 2020, 6:00 pm at the Upshur – Buckhannon Health Department. Additional Meeting dates are as follows:

May 07, 2020, July 02, 2020, September 03, 2020 and November 05, 2020

Approved 03/05/2020



Board of Health Chairperson

**Upshur-Buckhannon Health Department
Environmental Health Report
December 30, 2019
Chris Garrett, R.S.**

- 1) Dr. Reed and Chris Garrett met with Brian Hinkle, the interim head prosecuting attorney. Mr. Hinkle appeared supportive and interested in our efforts. He was educated on Clean Indoor Air enforcement activities and provided with an instructional guide on how to prosecute clean indoor air cases. Clean Indoor Air enforcement efforts make up the majority of UBHD criminal complaint filings. Mr. Hinkle was an assistant prosecutor in Braxton County, so Chris Garrett was acquainted with Mr. Hinkle's service. Thank you for your assistance Dr. Reed.
- 2) Update: A recent email exchange between Judy Vallandingham, Public Health Sanitation Division Director, and Chris Garrett revealed the proposed administrative violation against a local licensed septic system installer has not been issued by Public Health Sanitation. The administrative violation in question would suspend the installer's license for 30 days. The reason for the delay, according to Mrs. Vallandingham, is the violation is under review by the Bureau for Public Health attorney. I was previously told the violation would be issued on or around November 15. I do not expect the violation in question to be sent at all at this point. I find the lack of progress deeply troubling and suspicious. Suggestions are welcome on how to address this issue.
- 3) A citizen complaint was recently filed with our office alleging that 7 different properties along the Buckhannon River are in violation of sewage laws and regulations. The lots are all located on Wentz Fork Road. After an investigation on-site, there are sanitation issues present. The general situation involves seasonal camps that were subdivided in the 1950s or 1960s. The lots are very small (100' by 100') and were originally designed with outhouses. Some of the camps are now permanent residences. There are solid waste and safety issues on some of the properties. I have advised the complainant to contact the Upshur County Safe Sites and Structures Committee to address the solid waste and safety issues. At this point more information is needed. I have drafted a letter to be sent via certified mail to each property owner. A search of septic system records found one septic permit and the system was never completely installed.
- 4) Warren Elmer is performing inspections in the Food Establishment and Clean Indoor Air programs. UBHD is invoicing for follow-up inspections, \$75 for each inspection. Thank you, Warren, for your efforts.
- 5) A local Manufactured Home Community operator is in the process of replacing the community septic system for Cobble Lane Mobile Home Park. The existing system is in poor repair and is failing.
- 6) With respect to Certified Food Protection Manager Training, and after consultation with other local health departments, some local health departments do not even plan to enforce this new requirement. If UBHD offers this training, the most cost-effective option is to provide the National Registry exam and a 2-day course. Mon County charges \$75.00 total per person and the exam costs the health department \$35.00 each. UBHD will have to develop and teach the 2-day course.

Upshur – Buckhannon Health Department

Nurse Directors Report

January 02, 2020

We will be having another Intern from WVWC her name is Allie Yoho, she is interested in the workings of Local and Public Health as she wants to continue pursuing a career in Health Sciences.

We have scheduled to do a Stop the Bleed at WVWC college for the Security Department. That will be held in Jan. 2020.

We need to update our Narcan training, so I am in the process of getting that set up. I hope then to hold some classes for the general public. We will post this training on our website and on our Facebook page.

We will be doing trainings on a monthly basis at Pringle House, our first training is in Jan. 2020. The topic will be Pneumonia vaccines and why they are important.

Total number of flu vaccines administered up to Dec. 27, 2019 is 263.

Happy New Year.

Medical director's report 1/2/2020

1. Attached is the flu vaccine tally for Upshur county to December; I suspect the Community Care report is not complete. There is a definite trend for more to obtain their shots through their pharmacy.
2. I attended the Health Officers Conference at Glade Springs in mid November. The emphasis was on Hepatitis C and HIV impacts and potential in the state.
3. The Upshur county Tobacco Prevention Coalition has decided to focus on vaping for the coming year. One of our strong advocates, Tim Higgins, has had health issues. He has served on the state section of the American Lung Association.
4. I have had the privilege of serving as President of the Upshur County Family Resource Network and will for this year also. This is an excellent format to be aware of the various child services in Upshur County
5. Create Buckhannon is also a good exchange of community activity and occasional chance to plug the health department
6. Parish House serves the needs, along with the Salvation Army, of many low income individuals in the county. Although this is a Methodist organization, it is supported as well by several churches, and involves over 100 volunteers, who work throughout the county.
7. I am hoping to organize a community seminar, probably in February, on gun issues, with presenters from across the spectrum. I will ask 6 presenters to tell their beliefs and why and offer any suggestions for resolutions of issues.
8. LEPC has struggled with attendance. I am trying to arrange presenters for some of the meetings.
9. I see my function partly as a connecting agent with other organizations and the community and as a support for the regular health department staff, who I think do a good job.

Joseph B. Reed MD

Patty Thrasher

Threat Preparedness Coordinator

January 2020

- As stated in our Statement of Work (SOW), the Upshur-Buckhannon Health Department All Hazard's Plan has been updated and submitted
- The 2019-2020 Training and Exercise Planning Workshop (TEPW) has been submitted

I am currently working on expanding and clarifying the Upshur Buckhannon Health Department's

- Emerging Infectious Disease Plan
- COOP (Continuity of operations Plan)
- Outbreak Response Plan
- Pandemic Influenza Plan
- CERC plan (communications)
- Mass Vaccination and Dispensing Plan (SNS)
- Volunteer, responder Health and Safety Plan

I will be conducting a staff and Board member call down drill through the WVPAlert system sometime in January. Please let me know if your contact numbers have changed.

Upshur – Buckhannon Health Department

Administrators Report

January 02, 2020

Happy New Year to Everyone, I hope everyone enjoyed a Safe and Merry Christmas and will have a new year full of prosperity, whether it be in health, happiness or wealth, or anything else that your heart desires.

Need to discuss in Executive Session Dr. Reed and his fellow Doctors that provide coverage for him when he is off.

Audit for FY 2019 will be beginning soon and is to be completed by March 31, 2020.

We will be putting more information out on Facebook. I'm hoping that we can post something twice a week. Depending how information is sent to us, sometimes we have issues posting it.

Our new Sanitarian is working out great! It is allowing Chris more time to do desk work, which he needs to be accurate on, as much of his desk work is court related.

Staff are working diligently to keep up with change of year paperwork, as some things change on yearly basis, some things on FY basis. It can be very confusing and time consuming.

I will be checking with the Sheriff to see if he will approve automatic withdrawals for PEIA and Retiree Health Benefit Trust (RHBT), as they are requesting, we do this instead of writing checks.

Our Money Market Account is making 0.30% interest, I have checked with First Community Bank and the best rate we can get is 0.60%APR if we put money into a 60-month CD. I think that is a term of greater time than we would like our money to be tied up, without access to it, and penalty for early withdrawal.

Our Threat Preparedness grants are paid up currently. We have received 1 payment (quarterly) from our IAP grant.

I continue to have great praise for the staff here, and the great Board of Health support. We all work well together, and I can depend on my staff to follow instructions and take the lead when necessary.



Upshur – Buckhannon Board of Health
EMERGENCY BOARD OF HEALTH MEETING
Board Minutes
February 03, 2020

Members Present: Michael Livesay, Teresa Kee, Larry Carpenter, Kessa Thorpe, Amy Queen, Dr. Joseph Reed, Sue McKisic.

A. Call to Order Meeting was called to order by Michael Livesay BOH Chairperson at 6:00 pm

A.1 Moment of Silence

A.2 Pledge to the Flag of the United States of America was led by Sue McKisic

B. Executive Session (Personnel) - Motion to go into Executive Session at 6:01 pm was made by Larry Carpenter, seconded by Teresa Kee. Motion carried. Discussion was held on a pending matter. Motion was made to come out of Executive Session at 7:07 pm by Teresa Kee, motion was seconded by Kessa Thorpe. Motion carried.

A motion was made by Larry Carpenter to pursue a level of increase for Melissa Parsons, OAll, and to see what is offered. If she is given a job offer, we will counter that offer, with 10% pay increase per DOP guidelines with proof of that offer, and her letter of resignation, and will give another 10% on July 01, 2020 (FY2021), which will bring her up to \$36,000.00, or slightly above according to DOP, Teresa Kee seconded the motion. Motion carried.

C. Adjournment –Motion was made by Teresa Kee for adjournment at 7:14 pm, Kessa Thorpe seconded the motion to adjourn. Motion carried.

Next meeting date will be March 05,2020, 6:00 pm at the Upshur – Buckhannon Health Department.

Approved 03/05/2020

Michael P. Ling Board of Health Chairperson