

## Upshur County Commission Meeting Agenda

Agenda packets are available electronically at [http://www.upshurcounty.org/agenda\\_and\\_minutes/index.php](http://www.upshurcounty.org/agenda_and_minutes/index.php) or by request to the Upshur County Commission Office at 304-472-0535.

Location: Upshur County Courthouse Annex  
If you prefer to participate by telephone, please dial 1-408-650-3123 Access Code: 272 564 045 to enter the conference call.

Date of Meeting: March 14, 2024

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance  
Approval of Minutes:  
• March 7, 2024

9:15 a.m. Review and approval of revised Community Emergency Response Team (CERT) bylaws and standard operating procedures. \* [Pages 4-21](#)

9:30 a.m. Open, review, and potential award of contract for veterinarian services at Lewis Upshur Animal Control Facility. \*

9:45 a.m. Shane Jenkins, President of the WV Strawberry Festival Board of Directors – discuss upcoming festivities and submit the following requests: [Pages 22-23](#)

- (1) financial assistance in the amount of \$6,000
- (2) use of the Courthouse Plaza on May 11th through May 19th, 2024
- (3) use of the Sheriff's Department for associated services, assistance from the E911 Communications Center and the Upshur County Department of Homeland Security and Emergency Management as necessary. \*

### Items for Discussion / Action / Approval:

1. Approve Election Officials, Alternates, and Emergency Ballot Commissioners for the May 14, 2024 Primary Election. \* [Under separate cover](#)
2. Approval and signature of the Employer Renewal Verification Checklist by and between the Upshur County Commission and Inspira Financial. \* [Pages 24-31](#)
3. Approval and signature of the FY 25 West Virginia Community Corrections Grant Program Application requesting the amount of \$695,668 in state funds to be used to cover personnel and equipment expenses. \* [Pages 32-89](#)
4. Approval and signature of a Federal Aviation Administration Outlay Report and Request for Reimbursement for Construction Programs – Request No. 6 - in the amount of four hundred fifty dollars (\$450) for an Airport Improvement Program Project at the Upshur County Regional Airport. \* [Pages 90-92](#)
5. Approval and signature of a Letter of Support for the Upshur County Development Authority as they seek funding through the Build WV Program to bring housing opportunities to the area. \* [Page 93](#)

6. Approval and signature of a letter requesting the support of US Senator's Joe Manchin and Shelley Moore Capito for the Upshur County Sheriff's Department FY 2025 request for a community project in the Commerce, Justice, Science Appropriations Bill that will make investments in satellite communication technologies to improve communication in rural counties. \* Page 94
7. Approval and signature of a Letter of Support for the Buckhannon Upshur Airport Authority as they seek Congressional funding for a t-hangar expansion project. \* Page 95
8. Memorandum from Greg Harris, Upshur County Facilities Director, requesting the employment of David N. Shannon as part-time seasonal groundskeeper, effective March 25, 2024, pending background check. If approved, Mr. Shannon will work up to twenty-nine and one-half hours per week. \*  
*Item may lead to Executive Session per WV Code §6-9A-4 (A)* Under separate cover
9. 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 Douglas K. Bush, Upshur County Commissioner, expressing support for the 26<sup>th</sup> Judicial Community Corrections Programs. This letter will be used to seek grant funding. Page 96
2. Public Notices:
  - a) Newsletters and/or Event Notifications:
    - City of Buckhannon  
Notice of Public Hearing for a Zoning Variance April 3, 2024 Page 97
  - b) Agendas and/or Notice of Meetings:
    - 26<sup>th</sup> Judicial Community Corrections Program March 11, 2024 Page 98
    - Upshur County Safe Structures and Sites Enforcement March 14, 2024 Page 99
    - Upshur County Fire Board March 19, 2024 Page 100
    - Upshur County Farmland Protection Board March 19, 2024 Page 101
  - c) Meeting Minutes:
    - Adrian Public Service District February 1, 2024 Pages 102-103
    - Elkins Road Public Service District February 6, 2024 Pages 104-107
    - Hodgesville Public Service District February 6, 2024 Pages 108-110

**\*Dates and times of monthly board meetings are viewable at:**

[www.upshurcounty.org](http://www.upshurcounty.org) -- Upcoming events are listed on the main page.

3. Appointments Needed or Upcoming:
  - None

\*\*\*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 [chughes@upshurcounty.org](mailto:chughes@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. \*\*\*

Newsletters and/or Event Notifications, Agendas and/or Notices of Meetings, Meeting Minutes and Scheduled Meetings can all be found by visiting: [http://www.upshurcounty.org/agenda\\_and\\_minutes/index.php](http://www.upshurcounty.org/agenda_and_minutes/index.php)

Tabled Items

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

None

Next Regular Meeting of the Upshur County Commission

March 28, 2024 --- 9:00 a.m.

Upshur County Courthouse Annex

The Commission Meeting scheduled for March 21, 2024 has been CANCELLED.



# BY-LAWS AND STANDARD OPERATING PROCEDURES

Effective Date:	12/1/2023
Due For Review:	12/1/2024
Pages:	18
Program Manager:	Steve Wykoff, Director Upshur County Department of Homeland Security and Emergency Management

## Introduction

In the event of a major all-hazard emergency or disaster within the County or surrounding areas, there is likelihood that most emergency management and public safety resources, such as fire and rescue, emergency medical services, and law enforcement agencies will be overwhelmed. Assistance from neighboring counties is probable; however, response time is unknown. The citizens within Upshur County may need immediate response.

The County of Upshur recognizes the need for an organized and trained group of volunteers that can respond to a disaster or the imminent threat of disaster within Upshur County. This group of volunteers is known as Upshur County CERT (Community Emergency Response Team). The CERT program offers a resource of citizens, trained by local emergency management and public safety professionals, providing an immediate and deliberate response that may have the capability to save lives and property.

CERT, when activated for an emergency, will function under the direction of the Upshur County Department of Homeland Security and Emergency Management Director within the guidelines set forth in the Upshur County Emergency Operations Plan. CERT is unique in that it is designed to operate independently for a given period of time when normal emergency response services are overwhelmed.

Upshur County CERT will train and prepare individual citizens in communities, businesses, schools and institutions in emergency preparedness and basic disaster response techniques and enable them to prepare, as volunteers, to take an active role in providing critical support to emergency management and emergency response personnel during emergencies. In addition, training that CERT members receive will help them to assist effectively in other smaller scale mishaps that are within the scope of everyday crisis.

The structure of CERT will provide improved communications, management of resources, specific action plans and a better understanding of the events that are taking place prior to and during a disaster and how to respond to them. CERT affiliation brings with it a responsibility to act and function professionally during emergency and non-emergency events. This requires self-discipline and the ability to take direction from those in leadership positions.

The purpose of this document is to provide procedural policy and guidance with respect to the CERT program as a resource in disaster response. The following procedures apply to CERT operations and administration under the auspices of the Upshur County Department of Homeland Security and Emergency Management for emergency or non-emergency operations from the date of promulgation until formal deactivation of the program. Changes may be incorporated as required. The Community Emergency Response Team program is active within Upshur County, but requires formal organizational structure, policy and procedures in order to operate efficiently, effectively, legally, and safely. These procedures are to be followed by all CERT members.



## Table of Contents

<b><u>Article I.</u></b>	<b><u>MEMBERSHIP AND RESPONSIBILITIES</u></b> .....	Error! Bookmark not defined.
Section 1.01	<u>Basic membership eligibility</u> .....	Error! Bookmark not defined.
Section 1.02	<u>Membership requirements</u> .....	Error! Bookmark not defined.
Section 1.03	<u>Annual membership requirements</u> .....	Error! Bookmark not defined.
Section 1.04	<u>Termination</u> .....	Error! Bookmark not defined.
Section 1.05	<u>Resignation</u> .....	Error! Bookmark not defined.
Section 1.06	<u>Code of ethics</u> .....	Error! Bookmark not defined.
Section 1.07	<u>Fundamental expectations</u> .....	Error! Bookmark not defined.
<b><u>Article II.</u></b>	<b><u>EQUIPMENT</u></b> .....	Error! Bookmark not defined.
Section 2.01	<u>CERT Backpacks</u> .....	Error! Bookmark not defined.
Section 2.02	<u>Equipment Use</u> .....	Error! Bookmark not defined.
<b><u>Article III.</u></b>	<b><u>TRAINING</u></b> .....	Error! Bookmark not defined.
Section 3.01	<u>Initial Training</u> .....	Error! Bookmark not defined.
Section 3.02	<u>Ongoing training and activities</u> .....	Error! Bookmark not defined.
Section 3.03	<u>Specialized training</u> .....	Error! Bookmark not defined.
Section 3.04	<u>Training Documentation</u> .....	Error! Bookmark not defined.
<b><u>Article IV.</u></b>	<b><u>TEAM STRUCTURE AND ADMINISTRATION</u></b> .....	Error! Bookmark not defined.
Section 4.01	<u>Chain of Command</u> .....	Error! Bookmark not defined.
Section 4.02	<u>Specific administration positions</u> .....	Error! Bookmark not defined.
<b><u>Article V.</u></b>	<b><u>CONCEPT OF OPERATIONS</u></b> .....	Error! Bookmark not defined.
Section 5.01	<u>Response intentions</u> .....	Error! Bookmark not defined.
Section 5.02	<u>Activation procedures</u> .....	Error! Bookmark not defined.
Section 5.03	<u>Deactivation Procedures</u> .....	Error! Bookmark not defined.
Section 5.04	<u>Personnel Accountability</u> .....	Error! Bookmark not defined.
Section 5.05	<u>Search and rescue procedures</u> .....	Error! Bookmark not defined.
Section 5.06	<u>Emergency and non-emergency communications</u> .....	Error! Bookmark not defined.
Section 5.07	<u>Non-Emergency Operations</u> .....	Error! Bookmark not defined.
<b><u>Article VI.</u></b>	<b><u>DOCUMENTATION</u></b> .....	Error! Bookmark not defined.
Section 6.01	<u>Emergency Operations Documentation</u> .....	Error! Bookmark not defined.
Section 6.02	<u>CERT and ICS Forms</u> .....	Error! Bookmark not defined.

## ACRONYMS

**CERT** – Community Emergency Response Team

**EMI** – Emergency Management Institute

**FEMA** – Federal Emergency Management Agency

**EMS** – Emergency Medical Services

**IC** – Incident Command

**ICS** – Incident Command System

**NIMS** – National Incident Management System

**SOP** – Standard Operating Procedures

## Article I. MEMBERSHIP AND RESPONSIBILITIES

### Section 1.01 Basic membership eligibility

- (a) The basic intent in staffing the CERT program is the premise: “There is a job for everyone”. This premise takes into consideration that some of the volunteers may be young or old, physically fit or disabled, highly educated or less educated, and so forth. The key to success in staffing the CERT program is to assign jobs appropriate to the individual.
- (b) There are no barriers to gender race, ethnic groups, or religion in this program.
- (c) Many Americans with disabilities are extremely valuable if assigned to positions or duties within their capabilities. Although there may be some physical barriers which people with disabilities may not overcome, not all tasks, duties, or positions subject people to these barriers. Therefore, assignment within capability may add a valuable member to the team that otherwise would have been overlooked or excluded.

### Section 1.02 Membership requirements

- (a) The membership of Upshur CERT shall be volunteers of Upshur County and the surrounding area who are over the age of eighteen (18).
- (b) Be able both physically and mentally as required; execute any or all competencies taught during basic CERT training.
- (c) Not be a convicted felon or is not currently under felony charges.

- (d) Not be known to be a member of any terrorist or subversive organization.
- (e) Be of a character that can be trusted under adverse conditions where victims of disaster could be at disadvantage. (CERT members must be trusted to treat victims and their property with highest respect and dignity.)
- (f) Individuals wishing to become members of Upshur County CERT will be required to fill out an application that will be provided before the start of the CERT basic training program. Among other information, application addresses the following issues:
  - *Credentials check*
  - *Background check*
  - *Release of liability*
  - *Insurance*
  - *At-will status*
  - *Use of photographs and video*
  - *Contact information*
- (g) Such application will be returned to the Director of Homeland Security and Emergency Management for review and to the Upshur County Commission for ultimate approval/denial.

### **Section 1.03 Annual membership requirements**

- (a) CERT team members are required to participate annually in an exercise in some capacity.
- (b) In order to continue to remain an active Upshur County CERT participant, members must complete the following requirements in each successive 12-month period following graduation from the basic CERT class training:
  - (i) attend at least two of the quarterly membership meetings, and/or
  - (ii) be involved in at least four CERT activities or advanced training classes offered each year. This requirement can be a combination of meetings, trainings, or volunteer activities, but must total at least four.
- (c) It is the responsibility of each member to receive the required hours of continuing training each year to renew membership and to provide appropriate proof (i.e., certificate, attendance roster, letter of appreciation, etc.) to the CERT Team Director.

### **Section 1.04 Termination**

- (a) CERT members may be dismissed from the program for the following reasons:
  - *Violating the code of conduct*
  - *Failure to maintain training and participation hours*
  - *Insubordination*



- *Operating outside their level of training*
  - *Intentionally operating in direct opposition to the standard operating guidelines*
  - *Acting with reckless abandon or malicious intent*
  - *Conviction of a felony or a crime against a person.*
- (b) Upon dismissal, the member must return their CERT ID badge, return all clothing, equipment and supplies that are property of the CERT program and replace any missing or damaged equipment or provide the program fair financial compensation for such items.

#### **Section 1.05 Resignation**

- (a) Members can terminate their association with the organization at any time and must:
- *Submit a letter of resignation to the CERT Director.*
  - *Return CERT ID badge*
  - *Return all equipment, clothing and supplies that are property of the CERT program*

#### **Section 1.06 Code of ethics**

- (a) The manner in which Upshur County CERT members perform their duties is vitally important. CERT members will be asked to interact with the public in both emergency and non-emergency settings.
- (b) CERT members agree to abide by the Code of Conduct as listed below. CERT members are expected to conduct themselves at all times in a manner consistent with the mission and values of the CERT program. Violation of the following standards constitutes cause for dismissal from the CERT program.
- *CERT members agree to treat all members of the public with equal care and compassion.*
  - *CERT members agree to not accept, either directly or indirectly, any personal gift, gratuity or anything of value from the public they serve. Members should refer any individual or agency wishing to make a donation to the CERT Trainer for follow up.*
  - *CERT members, while in CERT attire, shall not circulate subscription papers, sell tickets, or collect money from any person for any purpose, without the permission of the CERT Director.*
  - *CERT members agree to not offer medical advice beyond their level of training.*
  - *CERT members agree to not accept an activation while under the influence of alcohol or a controlled substance.*
  - *CERT members agree to not consume alcohol or use a controlled substance while activated.*
  - *CERT members agree to be neat and clean and dressed appropriately for the nature of their assignments.*
  - *CERT members agree to wear their CERT ID badge at all times when activated.*
  - *CERT members agree to refrain from sexual harassment of teammates or members of the public.*
  - *CERT members agree to obey all local, state and federal laws while activated.*

- (c) Should a volunteer member of CERT become the subject or focus of a criminal investigation by a law enforcement agency, that member has a duty to notify, as soon as reasonably possible, the CERT Director.
- (d) In summary, members are to maintain a code of conduct that accurately represents the mission and standards of the Upshur County CERT program and does not bring discredit to the organization.

#### **Section 1.07 Fundamental expectations**

(a) Other general expectations include:

- *Prepare their homes and families for emergencies by developing a family emergency plan and assembling an emergency supplies kit.*
- *Always keep their own safety and the safety of their CERT team the top priority.*
- *Work with their employers, children's schools, civic groups and faith-based organizations to prepare for emergencies.*
- *Encourage community members to prepare for emergencies.*
- *Maintain response equipment.*
- *Attend regularly scheduled Upshur County CERT meetings.*
- *Maintain and improve their skills through training, drills and practice.*
- *Maintain situational awareness and make appropriate plans to respond if necessary.*
- *Operate only within their scope of work and level of training.*
- *Notify the CERT Director of any change in their business and/or residence addresses, telephone numbers, name or other emergency information as soon as possible.*

### **Article II. EQUIPMENT**

#### **Section 2.01 CERT Backpacks**

- (a) Upshur County CERT Team members are provided with a backpack containing basic supplies upon the successful completion of the initial CERT training course. Members can add to this equipment as they see fit in order to meet response needs. The following points are in relation to issued equipment:
- *Upshur County CERT Team members are responsible for replenishing their own supplies contained within their backpacks.*
  - *Persons participating in the Upshur County CERT program agree to and understand that equipment and supplies provided to them for training and/or activation is the property of the Upshur County Department of Homeland Security and Emergency Management.*

#### **Section 2.02 Equipment Use**

- (a) Members will use the equipment and supplies provided only for the Upshur County CERT training sessions and/or activations.
- (b) Members will maintain equipment and supplies in proper working condition.
- (c) Members will report damaged equipment and supplies to the Team Director or Team Leader immediately.
- (d) Equipment and supplies must be returned to the Team Director when a member:
  - *Resigns from the Upshur County CERT program*
  - *Is terminated from the Upshur County CERT program*
  - *Is physically unable to complete tasks*

### **Article III. TRAINING**

#### **Section 3.01 Initial Training**

- (a) To be considered a member of the Upshur County CERT program, individuals must first complete the recognized CERT basic training course and have received their training certificate, which is taught in accordance with the guidelines established by the Federal Emergency Management Agency.
- (b) CERT instructors have been trained by the Federal Emergency Management Agency (FEMA).
- (c) CERT instructors teach the CERT, along with local volunteers experienced in the fields that pertain to the training program according to the CERT Instructor and Participant Manuals promulgated by FEMA, and there is no topical variance from these manuals. Instructors should ensure that each student has demonstrated competencies in all topics of discussion.
- (d) CERT members are aware of the limits of operation as CERT volunteers.
- (e) CERT activates and deploy only as specified in this Standard Operating Procedures (SOP) manual.
- (f) CERT teams rehearse and train on a regular basis using skills taught in their basic training course.
- (g) CERT members learn to communicate all important issues to their leadership during the course of emergency operations, and that everything is documented appropriately.
- (h) Individuals applying for membership within the Upshur County CERT program and who have already completed this training are required to provide adequate documentation.

#### **Section 3.02 Ongoing training and activities**

- (a) CERT members will receive refresher/additional related training regarding the topics taught in the basic course at least once per year. The Upshur County CERT Team Director and Team Leader are responsible for scheduling and documenting training. Training in additional topics will be provided at scheduled CERT meetings throughout the year as well.
- (b) To complement classroom instruction, hands-on drills and exercises will be conducted. When possible, these will be performed with other CERT programs or pertinent agencies (e.g. law enforcement, emergency medical services, etc.).
- (c) In addition, on-line instruction is available on a number of topics related to CERT team efforts. These opportunities will be made available to members on an ongoing basis.
- (d) There are also a number of community activities in which Upshur County CERT will have a presence in. These may include, but are not limited to, the West Virginia Strawberry Festival, local homecomings, local parades, and other similar events.

### **Section 3.03 Specialized training**

- (a) Certain members will be assigned specific roles that require training pertinent to those positions. Individuals assuming these roles will receive additional specialized training related to the duties of specific CERT roles, whether they be administrative or within the command or general staff.
- (b) Additional training made available to CERT members by partner organizations is intended to increase their awareness, knowledge and abilities, but does not authorize members to work outside their role as CERT volunteers.
- (c) Membership, training or experience in other organizations does not allow the volunteer to work outside the CERT mission as a CERT volunteer.

### **Section 3.04 Training Documentation**

- (a) All training conducted for and by CERT will be documented.
- (b) Each class will receive documentation on: title, dates, times, locations, students completing, etc. This information will be maintained by Latah County for their use.
- (c) Each CERT member will have a file containing information on training received.

## **Article IV. TEAM STRUCTURE AND ADMINISTRATION**

### **Section 4.01 Chain of Command**

- (a) Chain of command is a critical function that maintains the continuity of the operations and ensures that there is a structured conduit for operational communications and decisions. It also establishes a line of succession for leadership of the organization.
- (b) All CERT activities will follow the principles of the National Incident Management System (NIMS) and the Incident Command System (ICS). For the overall disaster or emergency, ICS will be used to establish leadership and operational and support functions of the available resources.
- (c) CERT volunteers will report to the Incident Commander (IC) upon arrival and await assignment. All operations will fall within the established command structure and CERT volunteers will report for demobilization following their assignments.
- (d) At the scene, the IC will be in charge. Initially, the first person of competent authority may be the IC. This could be a professional public safety or emergency management official, or it could even be a CERT member.
- (e) As stated earlier in this document, Upshur County CERT may be called upon for a variety of non-emergency community functions. When the team is activated for these types of events, the same organizational structure and chain of command will be followed as previously outlined in these guidelines to ensure accountability and safety to all members and the public that we are assisting.
- (f) The Upshur County CERT program is structured in a way that clearly delineates all lines of authority and includes the following positions:
  - *Upshur County Administration*
  - *CERT Team Director (Upshur County Director of Homeland Security and Emergency Management)*
  - *CERT Team Leaders (Filled as membership allows)*
  - *CERT Team Members*

#### **Section 4.02 Specific administration positions**

- (a) Additionally, specific administration positions have been established in order to maintain the organization, operation and maintenance of the Upshur County CERT program. Positions will be comprised of trained Upshur County CERT members who have the ability and desire to fill such roles.
  - (i) **Team Director**
    - Serves as primary liaison between the Upshur County CERT program and county administration and agencies, as well as other related entities on city, county, state, and federal levels
    - Oversees all Upshur County CERT activities
    - Schedules and oversees team meetings
    - Assists Communications Leader in disseminating information to team members, media, or other intended audiences

- Maintains and tests communication links with team members
- Applies for grants and other funding sources. Ensures that funds are utilized and documented in an appropriate manner.
- Maintains Upshur County CERT database (applications, training, meeting minutes, etc.)
- Researches and pursues appropriate non-emergency activities for CERT team involvement
- Acts as primary incident commander for CERT operations when activated

(ii) **Team Leader**

- Keeps abreast of emerging training and educational opportunities and share with Upshur County CERT members
- Plans and implement all training activities
- Develops and maintain calendar for training and on-going training sessions
- Assists with planning and execution of all non-training activities
- Ensures that credentials for all Upshur County CERT members are current and remain current (valid photo ID, required training, etc.)
- Assumes Operations role when team is deployed
- The CERT Team Leader shall assist Team Director as needed, assuming responsibilities as delegated or completely if Team Director is unable

(iii) **Communications Leader**

- The Communications Team Leader shall assist in the areas of publicity and correspondence as they relate to team efforts.
- Media Publicity
  - a) Acts as liaison between Upshur County CERT and all media, including newspapers, radio, and television under the direction of the Team Director
  - b) Creates and posts announcements of events in advance
  - c) Creates and posts advisement of events after they occur (news articles, editorials, etc.)
  - d) Informs community at large of CERT events, openings, and opportunities, including those for new membership and community service
- Correspondence
  - a) Responsible for written correspondence, including thank-you notes and other general greetings
  - b) Prepares notices, agendas, or other pertinent documents for scheduled team meetings or activities
  - c) Records meeting minutes and distributes accordingly

(iv) **Police and Fire Liaisons**

- The Police and Fire Liaisons serve an instrumental role in fostering professional working relationships between the Upshur County CERT team and their respective agencies. Although not required to be a Upshur County CERT member, they will serve in the following capacity:



- a) Shall be an active member of one of the Upshur County Police and Fire Departments
- b) Serve as a liaison between the Upshur County CERT organization and their respective Chief and members at large
- c) Inform their department of the CERT program, its mission, capabilities, and the manner in which they can assist in emergency and non-emergency settings
- d) Deliver training and educational offerings where appropriate
- e) Attend team meetings and training sessions when possible

## **Article V. CONCEPT OF OPERATIONS**

### **Section 5.01 Response intentions**

- (a) Concerning emergency situations, Upshur County CERT is primarily intended for use during those disasters or large-scale local emergencies where firefighters, law enforcement officials and emergency medical services are overwhelmed. CERTs are not intended to be used for routine emergencies typically addressed by professional first responders. Therefore, the purpose of this section is to set forth the protocol under which Upshur County CERT volunteers respond to an emergency event or disaster. This policy will set forth the sequence CERT volunteers will follow in order to respond to, and mitigate the effects of an emergency or disaster.
- (b) Upshur County CERT members will only be used in situations for which they are trained and execute tasks within the scope of their training. This may include assisting public safety personnel by providing logistical and administrative support. They can operate in buildings with moderate to light damage as long as, in the judgment of the person in charge, the structure is safe. They can conduct light search and rescue (SAR), suppress small fires, conduct medical triage, conduct light medical treatment, and organize the area for relief by appropriate agencies when they arrive.
- (c) CERT teams should not be used for law enforcement, heavy fire fighting, heavy SAR, complex and technical medical treatment and procedures.
- (d) CERT teams may be used to assist professional public safety personnel in the logistical and administrative support. They may also be used in a non-disaster situation as public safety or emergency management resources of a low-risk nature.
- (e) When Upshur County CERT is deployed in support of local authorities, it will be documented with responding member names, time on the scene, locations, etc.

### **Section 5.02 Activation procedures**

- (a) Spontaneous Response
  - (i) Upshur County CERT recognizes that a volunteer may find themselves suddenly involved in an emergency that happens in their home, neighborhood, workplace or immediate area, or they

may come upon an emergency in the course of normal activities. In such spontaneous incidents, CERT volunteers:

- Upshur County CERT trained individuals will first act to aid their families and adjacent neighbors.
  - Once initial safety measures have been completed, team members are to assess damages and conduct a size-up of the overall situation.
  - Once this fundamental information has been acquired, members are to contact the Team Director and inform them of the situation, where a decision will be made concerning full team activation.
  - Upshur County CERT trained individuals should ensure that emergency response authorities have been contacted with accurate information.
  - Identify themselves as a CERT volunteer to 911 operators and emergency responders when appropriate.
  - May render assistance within their current training and abilities.
  - Shall relinquish command of the scene to proper authorities upon their arrival and may render assistance as requested by IC.
- (b) Inappropriate Self-Deployment: CERT volunteers are prohibited from self-deploying to routine emergencies in which they are not immediately involved nor requested. Such inappropriate self-deployment is a barrier to proper emergency response and may result in immediate suspension and termination.
- (i) Upshur County CERT trained individuals will first act to aid their families and adjacent neighbors. Once initial safety measures have been completed, team members are to assess damages and conduct a size-up of the overall situation.
- (ii) Once this fundamental information has been acquired, members are to contact the Team Director and inform them of the situation, where a decision will be made concerning full team activation.
- (c) Team Activation
- (i) Upshur County CERT will be activated by the Director of Homeland Security and Emergency Management when an emergency or other event requires additional human resources for assistance. Activations can be made based upon obvious situation at hand or when requested by county administration or other county agency representative (e.g., law enforcement or fire service).
- (ii) Team members will be notified of activation in various ways and in the following order:
- Nixle notification system
  - Text message
  - Direct phone call

- (iii) Message information will include nature of event, expected actions of team, and anticipated duration if known, as well as meeting location.
- (iv) All responding CERT personnel are to bring their assigned equipment, ID tag, cell phone, and any other equipment and clothing needed for the incident at hand.
- (v) Once team arrives at announced location, a briefing will be held between Team Director and members in order to assign pertinent roles and tasks. If established team leader is not present, a team leader will be chosen based upon nature of incident and experience and expertise of members present.
- (vi) Upshur County CERT will follow the command-and-control structure of the Incident Command System (ICS) for all emergency activations. This system establishes an incident commander who oversees the emergency operation and assigns positions within the command and general staff as appropriate.
- (vii) During those times when first responders arrive on scene or if CERT team reports to location where Incident Command Post has been established, CERT members will take instructions from the designated on-scene Incident Commander or their designee. These public safety officials have jurisdiction over disaster events. As such, Upshur County CERT members respond to an event:
  - *To assist and supplement public safety and City officials in their disaster recovery and assessment efforts.*
  - *Are not to become a hindrance or an obstacle in public safety efforts.*
  - *Shall not, by their failure to obey orders or their unwitting actions, become part of a larger problem.*
  - *Must exercise discipline and follow the specific orders they will be given from their CERT leaders or public safety officials.*
- (viii) Should CERT volunteers, while in the field and acting in official CERT capacity, receive orders from on-scene public safety responders that are designed to protect them from harm, they will follow those orders immediately and without delay.
- (ix) Should CERT volunteers receive conflicting orders from first responders/public safety officials while in the field, they will first obey the orders they receive from public safety personnel and then ascertain new direction from their Team leader.
- (d) The following steps are expected to be taken concerning any emergency activation:
  - (i) The team leader will provide for safety by assuring that all team members have the appropriate safety and other equipment necessary and are physically capable of performing the assigned tasks.
  - (ii) Team leader will set priorities and delegate responsibility and specific assignments for each team member.

- (iii) Teams will always have a minimum of two (2) members before activating, and those teammates shall stay together until reassigned.
- (iv) Team leader will be responsible for establishing and maintaining team communications with the Team Director and/or Incident Commander at the scene of deployment.
- (v) Team members will communicate only with the team leader as pre-instructed using NIMS/ICS span of control procedures.
- (vi) Team members must stay together as assigned and will not deviate from their assigned task.
- (vii) Team members will only perform tasks equal to their level of training, and at no time will they attempt to perform tasks beyond their scope of training and the assignment directive.
- (viii) Team leader and members will return to staging and wait for further instructions after they have completed their assigned task(s).

#### **Section 5.03 Deactivation Procedures**

- (a) Upon deactivation from the incident, each team will:
  - *Return to their predetermined staging location for possible reassignment.*
  - *Critique deployment and as soon as possible, contact the Team Director to convey the results of the team's critique of the deployment.*
  - *Inventory and replace equipment as needed and receive follow up instructions.*
- (b) Normally, CERT teams will be deactivated by the Upshur County Director of Homeland Security and Emergency Management, irrespective of how they are activated. This is to ensure all information has been passed, and that everyone has been accounted for.

#### **Section 5.04 Personnel Accountability**

- (a) In all CERT operations, training or actual emergency response, personnel accountability will be established and maintained. Leaders will always know the location and mission of their personnel. CERT teams conducting emergency operations (or training operations) will use the proper form in the ICS packet. This form will be maintained by the Team Leader.
- (b) Personnel accountability will be checked at the initiation of the emergency operations, at regular periods thereafter, and at the end of the CERT emergency operations. If a member is missing, the team will make every attempt to determine whereabouts and re-establish accountability.
- (c) Victims under control of the CERT team will also be carefully accounted for using the Victim Treatment Form. Victims will be listed in the Medical Triage and Medical Treatment areas. The list will be checked every 30 minutes to ensure victims are accounted for. All transfers to other locations or release to Emergency Medical Services (EMS) or ambulance will be documented.

- (d) Upshur County CERT volunteers will be readily identified by wearing the CERT green helmet, green vest, and photo ID badges. All public safety and emergency management organizations throughout the county will be made aware of these distinctive regalia. CERT volunteers will openly display the photo ID when in a duty status.

#### **Section 5.05 Search and rescue procedures**

##### **(a) Search**

- (i) CERT team members may conduct light search and rescue operations within their zone of activity using the techniques and methods taught during their CERT basic training course. Search means to seek victims in the disaster area using controlled and organized methods.
- (ii) Structures will receive a good external size-up prior to entry by CERT members. CERT members may only enter structures that, as a maximum, are moderately to lightly damaged. Structures judged as unsafe will not be searched.
- (iii) The size-up will include locating and de-energizing or turning off of utilities such as gas, electricity, and water.
- (iv) Utilities will be de-energized if, in the opinion of the person in charge and depending upon the situation on the scene, that the utility could pose a threat to life, limb, or property.
- (v) Once turned off, utilities will be marked at the shutoff point (valve or box) with the date, time, and person shutting it off. Gas lines will NOT be turned on by anyone other than gas company personnel.

##### **(b) Rescue**

- (i) CERT members may conduct light rescue. Rescue is to remove a victim from peril.
- (ii) Techniques for removal such as cribbing, cutting, lifting, clearing, carrying, etc. should not exceed the capabilities of the team, nor should they degrade the safety of all present.
  - *An example of degrading the safety of all present would be to change the structure integrity to extricate a victim. The structural change could cause the building to collapse.*

#### **Section 5.06 Emergency and non-emergency communications**

- (a) The manner in which Upshur County CERT members will communicate with one another in both emergency and non-emergency settings is extremely important, as it impacts our team's ability to operate in a safe and effective manner.

- (b) As was stated in an earlier section, the Nixle notification system will be the primary way in which members will be notified of an upcoming meeting, training effort or actual activation. This will be supplemented by placing phone calls to member as needed.
- (c) Once on the scene of an activation, it is imperative that the Team Director has direct contact with the Team Leader, as well as the Team Leader with the members under their supervision.
- (d) Telephonic
  - (i) Currently, the primary way for team members to communicate in this fashion will be by cellular phone. Therefore, it is imperative that team members ensure the Team Director has current and accurate information concerning these numbers and changes are forwarded as soon as possible.
  - (ii) Telephonic messages should contain name and location of sender, phone number of the sender, and the message. If the telephonic message is being taken by someone other than the intended receiver, the sender should ask that the message be read back.
  - (iii) If conditions are such that make cellular phones inoperable, operations will need to be conducted in a way that still maintains a communications link. An example would concern team members who have been given a specific task to perform. Upon the completion of this task, these members could report back to the Incident Command Post personally or by runner. Either way, communications with the Team Leader is maintained.
- (e) Radio
  - (i) Messages by radio should be brief and to the point so that the frequency will not be cluttered, and batteries can be conserved. When contact is established, the sender should ensure the receiver gets the following information: sender call sign / name, location, message. If the receiver is not the person intended, the receiver should be asked to read back the message for accuracy.
  - (ii) Until further notice, CERT members will use family system radios among the team members for internal communications.
  - (iii) To further enhance this capability in the future, Upshur County CERT looks to implement the usage of two-way and amateur radio equipment. This capability will be dependent upon issues such as funding for equipment and those members qualified to operate such equipment.
- (f) Written
  - (i) Sometimes, due to the situation, use of telephone, cell phone, or radio may be impossible. In these situations, a messenger and written message may be used. This method should be used only for required messages or urgent messages due to the risk to the messenger.



- (ii) Written operational communications between Upshur County and CERT members in operation will contain, as a minimum, the following: sender name and phone number, position, location, receiver name, position, location, date, time, message.

#### **Section 5.07 Non-Emergency Operations**

- (a) The CERT may be used for non-emergency operations as long as these operations are booths at fairs, assisting at first aid tents, CERT demonstrations, assisting in the installation of smoke alarms, etc. and are within the County limits.

### **Article VI. DOCUMENTATION**

#### **Section 6.01 Emergency Operations Documentation**

- (a) All CERT operations will be documented.
- (b) CERT leaders are responsible to furnish the CERT coordinator and/or appropriate officials on-scene (as necessary) documentation relating to the operation which includes such things as: how and when notified, how activated, arrival date and time, team members present, team organization, description of activities and results, visitations by others, logistical needs, problems encountered and solutions, date and time of stand-down order, after action report, etc.

#### **Section 6.02 CERT and ICS Forms**

- (a) Various forms have been produced by FEMA in order to facilitate documentation and information flow. The forms are consistent with the Incident Command System and the Upshur County CERT program will make every effort to utilize them when appropriate. Therefore, it is imperative that each team member become familiar with these documents and that efforts are made to implement them in training sessions and real-world events when appropriate.
- (b) Common forms are listed in the *"National Incident Management System Incident Command System ICS Forms Booklet FEMA 502-2 Version 3 September 2010"*.



February 21, 2024

Honorable Upshur County Commission: President Samuel Nolte  
40 W Main Street  
Buckhannon, WV 26201

Dear Upshur County Commission President Nolte and Commission,

I am writing to bring to your attention the significance of the West Virginia Strawberry Festival and to request your continued support for this cherished event.

The West Virginia Strawberry Festival has been a longstanding tradition in our community, bringing joy and a sense of unity to residents and visitors alike. Beyond its cultural importance, the festival also plays a crucial role in supporting local businesses and fostering economic and agricultural growth.

The West Virginia Strawberry Festival Association is requesting financial support in the amount of \$6,000.

In recent years, the festival has been on the rise, following a financially unstable and complacent time in its history, thus hindering its ability to fully realize its potential. Additional funding would allow for enhanced entertainment, improved infrastructure, and increased outreach, making the festival even more enjoyable and accessible to a broader audience.

I am confident that with your support, we can ensure the continued success and growth of the West Virginia Strawberry Festival, contributing positively to our community's well-being and economic vitality.

I would be grateful for the opportunity to discuss this matter further and provide any additional information you may require.

Thank you,

*Shane Jenkins*

*President*

*WV Strawberry Festival Board of Directors*



1 (304) 472-9036



PO Box 117 Buckhannon, WV 26201



Info@wvstrawberryfestival.com

February 21, 2024

Samuel Nolte  
President, Upshur County Commission  
91 West Main Street, Ste 101  
Buckhannon, WV 26201

Dear Commission President Nolte and Upshur County Commission,

Please note, the 2024 WVSF BOD is working closely with health officials and first responders to ensure a successful festival while keeping the community healthy and safe. Therefore, the following requests are subject to change. Changes to the current submission will be communicated to department/personnel as necessary.

The 2024 West Virginia Strawberry Festival Board of Directors requests the following use of county owned property and services during the 82<sup>nd</sup> annual event on May 11-19, 2024:

1. The use of the courthouse plaza (steps, entrance area) during the week (various entertainment throughout the week).
2. The use of the UC Sheriff's Department and associated services as necessary.
3. Assistance from and potential additional staffing to UC Communications Center and UCDHS/OEM services and county fire departments as necessary.

In addition to these above requests, we appreciate the normal customary activities the county performs during the week of the festival.

The Board of Directors would like to thank the county for their contributions, both monetary and otherwise, given to the festival and its board each year. Your partnership with the festival ensures its future and current success.

Thank You,  
Shane Jenkins, President  
81<sup>st</sup> WV Strawberry Festival BOD

February 21, 2024

Samuel Nolte, President  
Upshur County Commission  
91 West Main Street, Ste 101  
Buckhannon, WV 26201

Dear President Nolte and Upshur County Commission,

Inspira Financial  
PO BOX 2239  
OMAHA, NE 68103-2239



March 3, 2024

TABATHA PERRY  
Upshur County  
91 WEST MAIN STREET, SUITE 101  
BUCKHANNON, WV 26201

We at Inspira Financial appreciate your business and want to help you prepare for the renewal of your plan which is quickly approaching. The purpose of this letter is to:

- Verify information for the upcoming plan year with the enclosed (Renewal Verification Checklist).
- Identify what we need from you for the new plan year.

**Action Required for Upcoming Plan Year**

- If you require enrollment materials, they are available on [inspirafinancial.com](http://inspirafinancial.com). Select *Communications Center*, and then *Order Open Enrollment Materials*.
- Please review, sign and return your completed Renewal Verification Checklist 60 days prior to the start of your new plan year
  - If there are no changes to your plan this year, please sign the first page of the Renewal Verification Checklist and return that to me.
- Elections must be calculated on a per pay period basis and annual elections must be calculated *to the penny*.
- Enrollment information needs to be received one month prior to your plan year effective date in order to insure that your participants are enrolled by the first day of the new plan year.
- If you have any questions regarding the actions required for the upcoming plan year please notify me, your Account Manager, immediately.

Thank you for choosing Inspira to be your spending account administrator. We look forward to continuing to grow our relationship with you and your participants. We want your participants to receive the maximum benefit from this plan year! Participants can access their account information 24 hours a day, 7 days a week by visiting [inspirafinancial.com](http://inspirafinancial.com) or by calling our toll free Call Center, 800-284-4885. Please encourage your employees to file their claims promptly and not to wait until the end of your run-out period.

Sincerely,

JEAN HENRY  
Inspira Financial  
630-594-9609  
[jean.henry@payflex.com](mailto:jean.henry@payflex.com)

**Action Required:**

This checklist reflects the current setup in our system. Please review the information in this checklist and make changes as needed. Identify changes by marking the box on the left of the page and making the changes in the space provided at the right. Once you have completed the checklist, return it to your Account Manager via email.

☒ Please make changes listed below for our new plan year. Signed by: \_\_\_\_\_/date: \_\_\_\_\_

☐ No changes are required for the new plan year. Signed by: \_\_\_\_\_/date: \_\_\_\_\_

**General Employer Information:**

☐ Employer Name: **Upshur County** \_\_\_\_\_

☐ Employer Tax ID: **556000406** \_\_\_\_\_

☐ IRS Business Activity Code:  
([http://www.census.gov/eos/  
www/naics/](http://www.census.gov/eos/www/naics/)) \_\_\_\_\_

☐ Type of Entity: **State or Local Government** \_\_\_\_\_

**Employer Service:**

☐

Production Funding Method: **Electronic funds transfer (24 hours)** \_\_\_\_\_

Settlement Funding Method: **Electronic funds transfer (24 hours)** \_\_\_\_\_

Open Enrollment Source: **Electronic file** \_\_\_\_\_

Maintain Enrollment Source: **Electronic file** \_\_\_\_\_

Register Report Delivery Method: **E-mail** \_\_\_\_\_

Payroll Deposit Source: **Electronic file** \_\_\_\_\_

**Contact Information:**

☐ Name: **TABATHA PERRY** \_\_\_\_\_  
 Email: **tperry@upshurcounty.org** \_\_\_\_\_  
 Address: **91 WEST MAIN STREET, SUITE 101** \_\_\_\_\_  
 Address2: \_\_\_\_\_  
 City: **BUCKHANNON** \_\_\_\_\_ State: **WV** \_\_\_\_\_ Zip: **26201** \_\_\_\_\_  
 Phone: **304-472-0535 ext. 2** \_\_\_\_\_ Fax: \_\_\_\_\_  
 Roles: \_\_\_\_\_ *Check all that apply:*  
**Funding**  
**Electronic Data** [x] Executive [x] Billing [x] Funding [x] Electronic Data ☒ Website Administrator  
**Eligibility** [x] Reporting [ ] Broker [x] Eligibility [ ] Other  
**Communication**  
**Reporting**  
**Billing**  
**Executive**

☒ Name: **CAROL SMITH** \_\_\_\_\_  
 Email: **cjsmith@upshurcounty.org** \_\_\_\_\_  
 Address: **40 WEST MAIN ST, ROOM 101** \_\_\_\_\_  
 Address2: \_\_\_\_\_  
 City: **BUCKHANNON** \_\_\_\_\_ State: **WV** \_\_\_\_\_ Zip: **26201** \_\_\_\_\_  
 Phone: **304-472-0949** \_\_\_\_\_ Fax: **304-472-1029** \_\_\_\_\_  
 Roles: \_\_\_\_\_ *Check all that apply:*  
**Funding**  
**Reporting** ☒ Executive [x] Billing [x] Funding [x] Electronic Data ☒ Website Administrator  
**Eligibility** [x] Reporting [ ] Broker [x] Eligibility [ ] Other  
**Communication**  
**Billing**  
**Electronic Data** *add Executive's website admin.*

☒ Name: **PETE THACKSTON** *Remove / Delete* \_\_\_\_\_  
 Email: **pete.thackston@usi.com** \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Address2: \_\_\_\_\_



## Employer Renewal Verification Checklist

Inspira Financial

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: **304-638-7281** \_\_\_\_\_ Fax: \_\_\_\_\_

Roles: **Broker**

*Check all that apply:*

☐ Executive ☐ Billing ☐ Funding ☐ Electronic Data ☐ Website Administrator  
☐ Reporting ☒ Broker ☐ Eligibility ☐ Other

**Plan Information:**

<input type="checkbox"/> Number of Eligible Employees:	<b>100</b>			
<input type="checkbox"/> Plan Name:	<b>Upshur County HRA</b>			
<input type="checkbox"/> Plan Number:	<b>501</b>			
<input type="checkbox"/> Original Plan Effective Date:	<b>07/01/2020</b>			
<input type="checkbox"/> Employment Status:	<b>Full-time/Part-time</b>	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Full/Part Time
<input type="checkbox"/> Min. Hours per Week:	<b>30</b>			
<input type="checkbox"/> Waiting Period (days):	<b>1</b>			
<input type="checkbox"/> Eligibility Rule:	<b>First of Month</b>	<input type="checkbox"/> First Day	<input type="checkbox"/> First of Month	<input type="checkbox"/> Plan Year Start

**Account Information:**☐ **Healthcare (HRA)**

Maximum Election:	<b>\$0.00</b>		
Maximum Contribution:	<b>\$4,000.00</b>		
Reimbursement % Level:	<b>100</b>		
Run-Out Days:	<b>194</b>		
Rollover Rule Type:	<b>Percentage of Balance</b>		
Rollover Value:	<b>0</b>		
Contribution Schedule Type:	<b>Payroll</b>		
Debit Card:	<b>true</b>	<input type="checkbox"/> True	<input type="checkbox"/> False

☐ **Limited HRA**

Maximum Election:	<b>\$0.00</b>		
Maximum Contribution:	<b>\$4,000.00</b>		
Reimbursement % Level:	<b>100</b>		
Run-Out Days:	<b>194</b>		
Rollover Rule Type:	<b>Percentage of Balance</b>		
Rollover Value:	<b>0</b>		
Contribution Schedule Type:	<b>Payroll</b>		
Allowed Expense Type:	<b>Dental</b>		
Allowed Expense Type:	<b>Orthodontia</b>		
Allowed Expense Type:	<b>Vision</b>		
Debit Card:	<b>true</b>	<input type="checkbox"/> True	<input type="checkbox"/> False



## Employer Renewal Verification Checklist

Inspira Financial

**Payroll Schedules:**First payroll date of new plan year: **07/05/2024**☐ Change \_\_\_\_\_

Months of Year:	<b>All</b>
<input type="checkbox"/> Change	All Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Occurrence:	<b>Mthly 1st Fr All Months [07/01/2020-open ended]</b>	
<input type="checkbox"/> Change (Please indicate changes below)		
<input type="checkbox"/> Daily		
<input type="checkbox"/> Weekly	Day of Week:	Mo Tu We Th Fr Sa Su
	AND	
	Week of Month:	All 1st 2nd 3rd 4th Last
<input type="checkbox"/> Bi-Weekly 24 *No more than twice per month	Day of Week:	Mo Tu We Th Fr Sa Su
<input type="checkbox"/> Bi-Weekly 26 *All occurrences, typically 26/yr	Day of Week:	Mo Tu We Th Fr Sa Su
<input type="checkbox"/> Monthly	Day of Month:	Day of Month: _____
	-- OR --	
	Day of Week:	Mo Tu We Th Fr Sa Su
	AND	
	Week of Month:	1st 2nd 3rd 4th Last
<input type="checkbox"/> Semi-Monthly	Days of Month:	Day 1: _____ Day 2: _____

Holiday Rule:	<b>Prior business day</b>	<input type="checkbox"/> Change	<input type="checkbox"/> Same Day <input type="checkbox"/> Prior Business Day <input type="checkbox"/> Saturday Prior - Sunday Next Business Day	<input type="checkbox"/> Following Business Day <input type="checkbox"/> Saturday Ignore - Sunday Next Business Day
Saturday Rule:	<b>Prior business day</b>	<input type="checkbox"/> Change	<input type="checkbox"/> Same Day <input type="checkbox"/> Prior Business Day <input type="checkbox"/> Saturday Prior - Sunday Next Business Day	<input type="checkbox"/> Following Business Day <input type="checkbox"/> Saturday Ignore - Sunday Next Business Day
Sunday Rule:	<b>Prior business day</b>	<input type="checkbox"/> Change	<input type="checkbox"/> Same Day <input type="checkbox"/> Prior Business Day <input type="checkbox"/> Saturday Prior - Sunday Next Business Day	<input type="checkbox"/> Following Business Day <input type="checkbox"/> Saturday Ignore - Sunday Next Business Day
Exclude Standard Schedule Days:	<b>None</b>	<input type="checkbox"/> Change	_____	
Include Non-Standard Schedule Days:	<b>None</b>	<input type="checkbox"/> Change	_____	

**Co-Pay Information:**

Whole dollar copay amounts are used to program the debit card system for those employers electing the flex debit card. (Percentage based copay amounts or co-insurance percentages do not need to be provided). Amounts must be provided for each of the employer's health plans. (A summary plan description may be provided in lieu of a completed worksheet.) Please indicate changes below. If you have questions, please contact your Account Manager.

<b>Carrier:</b>				<b>Plan:</b>			
Retail Pharmacy:	Generic Drug	\$__	Preferred Brand Drug	\$__	Non-preferred Brand Drug	\$__	
Mail-Order Pharmacy:	Generic Drug	\$__	Preferred Brand Drug	\$__	Non-preferred Brand Drug	\$__	
	Glucose Monitor	\$__	Eye Exam	\$__			
	Physician Office Visit	\$__	Specialist Office Visit	\$__	Maternity Office Visit	\$__	Routine Physical \$__
	Routine GYN	\$__	Well Baby Care	\$__	Allergy Services/Injections	\$__	Immunizations \$__
	Chiropractic Care	\$__	Physical Therapy	\$__	Speech Therapy	\$__	Occupational Therapy \$__
	Emergency Room	\$__	Urgent Care Center	\$__	Lab, Radiology, Imaging	\$__	Mental and Nervous \$__

<b>Carrier:</b>				<b>Plan:</b>			
Retail Pharmacy:	Generic Drug	\$__	Preferred Brand Drug	\$__	Non-preferred Brand Drug	\$__	
Mail-Order Pharmacy:	Generic Drug	\$__	Preferred Brand Drug	\$__	Non-preferred Brand Drug	\$__	
	Glucose Monitor	\$__	Eye Exam	\$__			
	Physician Office Visit	\$__	Specialist Office Visit	\$__	Maternity Office Visit	\$__	Routine Physical \$__
	Routine GYN	\$__	Well Baby Care	\$__	Allergy Services/Injections	\$__	Immunizations \$__
	Chiropractic Care	\$__	Physical Therapy	\$__	Speech Therapy	\$__	Occupational Therapy \$__
	Emergency Room	\$__	Urgent Care Center	\$__	Lab, Radiology, Imaging	\$__	Mental and Nervous \$__

<b>Carrier:</b>				<b>Plan:</b>			
Retail Pharmacy:	Generic Drug	\$__	Preferred Brand Drug	\$__	Non-preferred Brand Drug	\$__	
Mail-Order Pharmacy:	Generic Drug	\$__	Preferred Brand Drug	\$__	Non-preferred Brand Drug	\$__	
	Glucose Monitor	\$__	Eye Exam	\$__			
	Physician Office Visit	\$__	Specialist Office Visit	\$__	Maternity Office Visit	\$__	Routine Physical \$__
	Routine GYN	\$__	Well Baby Care	\$__	Allergy Services/Injections	\$__	Immunizations \$__
	Chiropractic Care	\$__	Physical Therapy	\$__	Speech Therapy	\$__	Occupational Therapy \$__
	Emergency Room	\$__	Urgent Care Center	\$__	Lab, Radiology, Imaging	\$__	Mental and Nervous \$__

## **Appendix B**

### **FY 2025 West Virginia Community Corrections Grant Program Application Forms**







<u><b>Applicant Agency:</b></u>  Address: Address: 91 W. Main Street, Suite 101 Buckhannon, WV 26201  Phone: 304- 472-9548  Fax Number: 304- 472-8735	<u><b>Type of Agency:</b></u>  <input type="checkbox"/> Municipality  <input checked="" type="checkbox"/> County <u><b>Type of Application:</b></u> <input checked="" type="checkbox"/> For State Funds  <input type="checkbox"/> No State Funds
---	--

<u><b>Project Director:</b></u>  PD Title: Sgt. Rodney Rolenson Address: 85 W. Main Street Buckhannon, WV 26201  Phone: 304-472-9548 Fax: 304-472-8735 Email: chevellegirl90@gmail.com	<u><b>Fiscal Officer:</b></u>  FO Title: Tabitha Perry County Administrator Address: 91 W. Main Street, Suite 101 Buckhannon, WV 26201  Phone: 304-472-0535 Fax: 304-472-2399 Email: trperry@upshurcounty.org
---	--

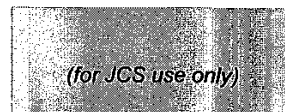
State Funds Requested: \$695,668.00

Amount  
Awarded:

Local Funds Committed: \$208,700.00

Project Period:

July 1, 2024 – June 30, 2025



Number of years previously funded: 19

Previous Year Number admitted: 399

Geographic Area(s) Served: Lewis and Upshur Counties

Total Population: 41,250

Project Title: 26<sup>th</sup> Judicial Circuit Community Corrections Day Report Center

Project Description: To provide an alternate sentencing and re-entry services for eligible offenders

*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.*

<u><b>Authorized Official:</b></u> Samuel R. Nolte  Address: 91 W. Main Street, Suite 101 Buckhannon, WV 26201  Signature:	<u><b>AO Title:</b></u> Commission President  Phone: 304-472-0535  Fax: 304-472-2399 E-Mail:  Date:
--	--



Applicant: Upshur County Commission	FEIN Number: 556000406
-------------------------------------	---------------------------

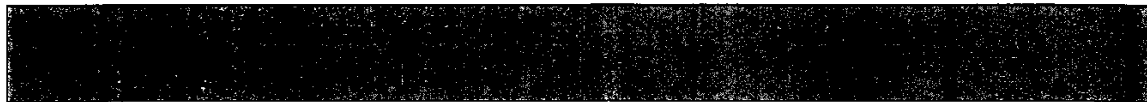
Budget Category	WV Community Corrections Requested Funds (A)	Local (Match) Funds (B)	Total Budget (A + B)
Personnel/Contractual	\$631,093.00	\$366,547.00	\$997,640.00
Travel/Training	\$5,000.00		\$5,000.00
Equipment	\$59,575.00		\$59,575.00
Other		\$250,000.00	\$250,000.00
Totals	\$695,668.00	\$616,547.00	\$1,312,215.00

*\*All funds must be rounded to the nearest whole dollar amount*

#### Funding Strategy

Funding Source(s)	Amount	Status
State Community Corrections Fund	448,955.00	P
Local Funds	192,409.00	C
Participant Fees	72,701.00	R
DHHR Fees	1,000,000.00	R
Total	1,714,065.00	

Funding Source - Separately list each source of funds that will be used in the program.  
 Amount - Enter the amount received or anticipated for each  
 Status - Indicate the status of each funding source as follows:  
 P – Projected grant, loan or donation  
 A – Application submitted and under review (apart from this CC Grant Application)  
 C – Funds Committed  
 R – Funds received, appropriated or on hand



Detailed Project Cost by Budget Category	Requested Community Corrections Funds	Local Funds Utilized	Grant Funds Approved
<b><u>Personnel / Contractual:</u></b> <u>Attached are excel sheets with detailed budgets for grant and local funds</u>			
<b><u>Travel / Training:</u></b>			
<b><u>Equipment (\$1,000/unit):</u></b>			
<b><u>Other:</u></b>			
Total Requested WCC Funds			
Total Local Matching Funds			
Total Funds APPROVED for Project			(For JCS Only)



FY 2023-2024 Community Corrections Budget Detail "Local Funds"									
Personnel/Match	Job Title/Description	Base	FICA 6.20%	WC 2.64%	FMED 1.45%	U/E 1.50%	INS	RET 10%	TOTAL
Samantha Ribeiro Matos	Treatment Coordinator	\$52,000.00	\$3,224.00	\$1,373.00	\$754.00	\$780.00	\$15,960.00	\$5,200.00	\$79,291.00
Willis Bentley	Part-Time Case Aide	\$18,252.00	\$1,132.00	\$482.00	\$265.00	\$274.00	NA	NA	\$20,405.00
Andrew Pinkney	Full- Time Counselor	\$72,800.00	\$4,514.00	\$1,922.00	\$1,056.00	\$1,092.00	\$15,960.00	\$7,280.00	\$104,624.00
Jessica Stanley	Part-Time Case Aide	\$18,252.00	\$1,132.00	\$482.00	\$265.00	\$274.00	NA	NA	\$20,405.00
Case Manager	Full-Time Case Manager	\$45,760.00	\$2,837.00	\$1,208.00	\$664.00	\$686.00	\$15,960.00	\$4,576.00	\$71,691.00
Delora Brown	Full-time secretary	\$30,160.00	\$1,870.00	\$796.00	\$437.00	\$452.00	\$15,960.00	\$3,016.00	\$52,691.00
<b>TOTAL</b>								<b>TOTAL</b>	<b>\$349,107.00</b>
<b>Contractual</b>									
Personnel/Match	Job Title/Description	Base	FICA 6.20%	WC 2.64%	FMED 1.45%	U/E 1.50%	INS	RET	TOTAL
BIPP Facilitator	BIPPS Facilitator	\$7,800.00	\$484.00	\$206.00	\$113.00	\$117.00	N/A	N/A	\$8,720.00
BIPP Facilitator	BIPPS Facilitator	\$7,800.00	\$484.00	\$206.00	\$113.00	\$117.00	NA	N/A	\$8,720.00
<b>TOTAL</b>								<b>TOTAL</b>	<b>\$17,440.00</b>
<b>Travel/Training</b>	<b>N/A</b>						\$0.00		
<b>Equipment</b>	<b>N/A</b>						\$0.00		
<b>Other</b>									
<b>Rent/utilities/ drug testing</b>								<b>TOTAL</b>	<b>\$250,000.00</b>
<b>TOTAL</b>								<b>TOTAL</b>	<b>\$616,547.00</b>
<b>Match Obligation</b>						<b>TOTAL</b>	<b>\$208,700.00</b>		



Provide specific information that explains each proposed expense for the project. State clearly and in concise detail the breakdown and justification of need for each item requested for funding in the Budget Detail pages. Also, provide an identified breakdown of matching funds. Be sure to label the breakdown of matching funds as such. Attach additional pages if necessary.

**Personnel:**

**Cheyenne Troxell- Program Director, full time/ 40 hours, 52 weeks, Upshur and Lewis Counties DRC, \$30.00/hr**

Base- \$62,400.00  
 FICA 7.65%-\$4,773.00  
 WC 2.42%-\$1,510.00  
 FMED 1.45%-\$905.00  
 U/E 1.50%-\$936.00  
 Health Insurance-\$15,960.00  
 Retirement 10%-\$6,240.00  
 TOTAL-\$92,724.00

**Taylor Hyre- Counselor, full time/ 40 hours, 52 weeks, Upshur and Lewis Counties DRC, \$35.00/hr**

Base- \$72,800.00  
 FICA 7.65%-\$5,569.00  
 WC 2.42%-\$1,762.00  
 FMED 1.45%-\$1,056.00  
 U/E 1.50%-\$1,092.00  
 Health Insurance-\$7,903.00  
 Retirement 10%-\$7,280.00  
 TOTAL-\$97,462.00

**Tom Posey- Case Aide, part time up to 35 hours, 52 weeks, Upshur County DRC, \$21.00/hr**

Base- \$38,220.00  
 FICA 7.65%-\$2,924.00  
 WC 2.42%-\$925.00  
 FMED 1.45%-\$554.00  
 U/E 1.50%-\$573.00  
 Health Insurance-24.00  
 Retirement 10%-3,822.00  
 TOTAL-\$47,042.00

West Virginia Community Corrections Grant Program Application	Budget Worksheet
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Linda Barnhouse- Case Manager, full time/40 hours, 52 weeks, Lewis County DRC, \$22.00/hr  
 Base- \$45,760.00  
 FICA 7.65%- \$3,501.00  
 WC 2.42%- \$1,108.00  
 FMED 1.45%- \$664.00  
 U/E 1.50%- \$686.00  
 Health Insurance- \$15,960.00  
 Retirement 10%- \$4,576.00  
 TOTAL- \$72,255.00

Chad Simmons- Case Manager, full time/ 40 hours, 52 weeks, Lewis County DRC, \$22.00/hr  
 Base- \$45,760.00  
 FICA 7.65%- \$3,501.00  
 WC 2.42%- \$1,108.00  
 FMED 1.45%- \$664.00  
 U/E 1.50%- \$686.00  
 Health Insurance- \$15,960.00  
 Retirement 10%- \$4,576.00  
 TOTAL- \$72,255.00

Brooklyn Queen- Case Manager, full time/ 40 hours, 52 weeks, Lewis County DRC, \$22.00/hr  
 Base- \$45,760.00  
 FICA 7.65%- \$3,501.00  
 WC 2.42%- \$1,108.00  
 FMED 1.45%- \$664.00  
 U/E 1.50%- \$686.00  
 Health Insurance- \$7,903.00  
 Retirement 10%- \$4,576.00  
 TOTAL- \$64,198.00

Cody Hannah- Case Manager, full time/ 40 hours, 52 weeks, Upshur County DRC, \$22.00/hr  
 Base- \$45,760.00  
 FICA 7.65%- \$3,501.00  
 WC 2.42%- \$1,108.00  
 FMED 1.45%- \$664.00  
 U/E 1.50%- \$686.00  
 Health Insurance- \$7,903.00  
 Retirement 10%- \$4,576.00  
 TOTAL- \$64,198.00





**Kelly Bowyer- Case Aide, part time up to 19.5 hours, 52 weeks, Upshur County DRC, \$20.00/hr**  
**Base-\$20,280.00**  
**FICA 6.20%-\$1,257.00**  
**WC 2.64%-\$535.00**  
**FMED 1.45%-\$294.00**  
**U/E 1.50%-\$304.00**  
**TOTAL-\$22,670.00**

**Suzie Herron Full-time Secretary \$14.50 per hour 40 hours per week 52 weeks**  
**Base-\$30,160.00**  
**FICA 6.20%-\$1,870.00**  
**WC 2.64%-\$796.00**  
**FMED 1.45%-\$437.00**  
**U/E 1.50%-\$452.00**  
**Health Insurance-\$15,960.00**  
**Retirement 10%-\$3,016.00**  
**TOTAL-\$52,691.00**

**Allison Harmon Full- Time Case Aide \$18.00 per hour 40 hours per week 52 weeks**  
**Base-\$37,440.00**  
**FICA 6.20%-\$2,321.00**  
**WC 2.64%-\$988.00**  
**FMED 1.45%-\$543.00**  
**U/E 1.50%-\$562.00**  
**Health Insurance-\$**  
**Retirement 10%-\$3,744.00**  
**TOTAL-\$45,598.00**

**TOTAL-\$631,093.00**

**Travel/Training:5,000.00 LSCMI training x5 staff members online \$1,000.00 each**

**Equipment: \$59,575.00 2023 Ford E-Transit XL Passenger Van needed for transportation of clients to treatment center, rehabs, counseling, meetings, etc**

**TOTAL-\$64,575.00**

**TOTAL Funds Requested-\$695,668.00**

**West Virginia Community Corrections  
Grant Program Application**

**Budget Information  
Section 4**

**Cash Match:**

**Total Match Obligation-\$208,700.00**

**Upshur and Lewis counties total match obligation will be divided equally at  
\$104,350.00**

**We will be paying the following employees from our cash match also:**

**Samantha Ribeiro Matos Full Time Treatment Coordinator \$25.00 per hour 40  
hours per week 52 weeks**

**Base-\$52,000.00**

**FICA 6.20%-\$3,224.00**

**WC 2.64%-\$1,373.00**

**FMED 1.45%-\$754.00**

**U/E 1.50%-\$780.00**

**Health Insurance-\$15,960.00**

**Retirement 10%-\$5,200.00**

**TOTAL-\$79,291.00**

**Willis Bentley Part-Time Case Aide Upshur County \$18.00 per hour 19.5 hours per  
week 52 weeks**

**Base-\$18,252.00**

**FICA 6.20%-\$1,132.00**

**WC 2.64%-\$482.00**

**FMED 1.45%-\$265.00**

**U/E 1.50%-\$274.00**

**Health Insurance-\$**

**Retirement 10%-\$**

**TOTAL-\$20,405.00**

**Jessica Stanley Part-Time Case Aide Lewis County \$18.00 per hour 19.5 hours  
per week 52 weeks**

**Base-\$18,252.00**

**FICA 6.20%-\$1,132.00**

**WC 2.64%-\$482.00**

**FMED 1.45%-\$265.00**

**U/E 1.50%-\$274.00**

**Health Insurance-\$**

**Retirement 10%-\$**

**TOTAL-\$20,405.00**

<b>West Virginia Community Corrections Grant Program Application</b>	<b>Budget Information Section 4</b>
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**BIPP Facilitator Men's group \$150.00 per class x1 class per week at 52 weeks**

**Base-\$7,800.00**

**FICA 6.20%-\$484.00**

**WC 2.64%-\$206.00**

**FMED 1.45%-\$113.00**

**U/E 1.50%-\$117.00**

**TOTAL-\$8,720.00**

**BIPP Facilitator Women's group \$150.00 per class x1 class per week at 52 weeks**

**Base-\$7,800.00**

**FICA 6.20%-\$484.00**

**WC 2.64%-\$206.00**

**FMED 1.45%-\$113.00**

**U/E 1.50%-\$117.00**

**TOTAL-\$8,720.00**

**Andrew Pinkney Full-Time Counselor \$35.00 per hour 40 hours per week 52 weeks**

**Base-\$72,800.00**

**FICA 6.20%-\$4,514.00**

**WC 2.64%-\$1,922.00**

**FMED 1.45%-\$1,056.00**

**U/E 1.50%-\$1,092.00**

**Health Insurance-\$15,960.00**

**Retirement 10%-\$7,280.00**

**TOTAL-\$104,624.00**

**Delora Brown Full-time Secretary \$14.50 per hour 40 hours per week 52 weeks**

**Base-\$30,160.00**

**FICA 6.20%-\$1,870.00**

**WC 2.64%-\$796.00**

**FMED 1.45%-\$437.00**

**U/E 1.50%-\$452.00**

**Health Insurance-\$15,960.00**

**Retirement 10%-\$3,016.00**

**TOTAL-\$52,691.00**

West Virginia Community Corrections Grant Program Application	Budget Justification Section 4
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Full-time Case Manager 22.00 per hour 40 hours per week 52 weeks

Base-\$45,760.00

FICA 6.20%-\$2,837.00

WC 2.64%-\$1,208.00

FMED 1.45%-\$664.00

U/E 1.50%-\$686.00

Health Insurance-\$15,960.00

Retirement 10%-\$4,576.00

TOTAL-\$71,691.00

TOTAL-\$366,547.00

Other:

This year we will be distributing \$250,000.00 among five categories, Supplies, Utilities, Drug testing equipment, Lab confirmation fees, and Fuel. I have a detailed breakdown of how much will be allotted in these three categories if needed. The all categories will cover both Upshur and Lewis Counties.

TOTAL-\$250,000.00

TOTAL Cash Match-\$616,547.00

Participant fees are used to offset the cost of supplies, rent and utilities, and exceeded wages of staff members not covered by our grant funding needed for both offices; in the previous year we collected \$72,701.00 in participant fees.

DHHR fees are used to cover the wages of all cash match employees, uncovered wages from grant employees, any excess supplies, rent, or utilities not covered in the grant award. In the previous year we collected \$1,000,000.00 in DHHR fees all of which is used to pay the above listed expenses which total out to more than \$616,547.00 per year on just the match expenses alone. This doesn't include the excess staff salaries that are not covered in the awarded grant funds. This number continually increases as we continue to add services and with the increasing cost of supplies, etc. If our grant award gets reduced in any way, we will be left with no options other than to condense our staff which will ultimately cause major distress on our program and instead of being able to grow and continually expand our services we will have to be limited on what we offer. This would cause extreme barriers for our participants and our geographical area is already severely struggling with lack of services all while spiraling into a severe opioid epidemic with Fentanyl use rapidly increasing.

West Virginia Community Corrections Grant Program Application	Budget Information Section 4
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All the excess salary expense is paid towards the cash match for this grant along with equipment cost/fees, utilities, supplies, etc. This is also paid for out of the DHHR drug testing fees, and supervision fees. Without access to this funding, we would not be able to grow and expand our services for participants. Our communities are seriously struggling with drug use, unemployment rates, and multiple barriers with lack of public transportation, etc. Our program needs more funding from the State now more than ever so we can try to help our communities. Our geographical areas have been deemed a hot spot for the past few years due to lack of available services, public transportation, increasing overdose deaths, and ever-growing opioid use rate.

West Virginia Community Corrections Grant Program Application	Project Narrative Page 5
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Please provide information that describes the proposed project. State clearly and in concise detail the purpose and direction of the project, including all components described in the project narrative section of the application instructions. **All components must be addressed in the order listed in the instructions.** Attach additional pages if necessary and label additional pages as 5a, 5b, 5c, etc.

**Justification for previously listed expense breakdown:**

The 26<sup>th</sup> Judicial Circuit Community Corrections Day Report Center is requesting \$695,668.00 in grant funds to help cover the cost of some of our personnel and equipment expenses. Our program needs this funding so we can better our program and day-to-day operations. This year our program is making a very large expansion in the form of a treatment and recovery center. This center comes with a lot of expense in supplies, staff, and equipment. We desperately need more funding this year to get this new program option off the ground. Our vision is to make a place that doesn't have the stigma that is tied to the Community Corrections program. All people will be welcome in this facility even if they do not have any form of criminal history. We are trying to focus on all stages of addiction. Prevention for the younger generation is going to be a key component to this program as we hope to help someone before they enter the legal system. This center is going to require a form of transportation to eliminate that barrier in our area as we do not have any public transportation available. More staff will be required to manage this facility such as a secretary, another counselor, and a transport staff. The COVID-19 pandemic has caused extensive damage and even after a couple years now we are still seeing the lasting effects. We have seen a spike in drug usage along with severed ties to social normalcy and this has created a much more in-depth problem for our communities. The changes in normalcy from COVID-19 have left employers desperate for employees but we are seeing many participants just refusing to gain employment. We are going to add some evidence-based classes to try to get people back into the workforce. The 26<sup>th</sup> Judicial circuit covers Lewis and Upshur counties, and staff has very large caseloads. Both offices are run on a very minimal crew; with one Program Director over both counties; one treatment coordinator over both counties; Lewis County consisting of two case managers and one case aide; and Upshur County consisting of two case managers and three case aides. We have two in-house counselors; both are full-time counselors. We contract with New Life Counseling LLC which provides the ROCCAS program to our clients, it is basically an IOP by ZOOM meetings which takes 4 weeks at 5 days per week one-hour sessions per day to complete. We have a partnership with Community Care of West Virginia, and they assist with MAT and overflow counseling needs for SUD. The Program Director oversees all day-to-day operations, budgets, financials, grant writing, invoicing, community outreach, etc., and oversees all staff members. The case managers manage all offender files, attend court hearings, supervise drug screens, perform data entry, and all other duties as needed. The case aides supervise drug screens, perform secretarial duties, provide offender transportation, and assist with community service projects. The counselors provide a wide array of services such as individual counseling, trauma counseling, IOP, relapse prevention, men's group, women's group, anger management,





etc. All our staff members play a vital role in our day-to-day operations and without them we would not be able to function. Having the grant to assist with employees' costs would allow us to expand and offer more programs and services to our communities.

As always, we strive to attend as much training as possible and due to our geographical location, we always must travel to attend training. Our program wouldn't be what it is today without the training we are able to continually attend.

As for our matching funds requirement, we have tons of other expenses that we pay to keep our program running smoothly. In both counties Home Confinement shares space with Community Corrections, along with sharing staff and helping assist in furthering the program's goals. The Batterer's Intervention and Prevention Facilitators provide our program with another service for our offenders and helps build relationships with Women's Aide and Crisis and HOPE. In the "other" category for matching funds we pay for all fees associated with the SCRAM alcohol monitoring system, drug screening equipment and lab fees, office supplies, and LSCMI. Both offices screen their own offenders and Probation, Parole, DHHR, Drug Court, and Family Court referrals. The amount will be accounted for by screening devices and laboratory confirmation fees. These costs go towards Micro Distributing and Cordant Health Solutions. SCRAM provides us with another service for our offenders; our current rate for Alcohol Monitoring System is \$4.25 per day per offender actively on the monitoring. Supplies cover general cleaning and office supplies such as paper towels, paper, ink, etc. for both offices. Estimating serving 800 plus clients our LSCMI invoices are expected to increase, since Probation services are no longer conducting these assessments. Each offender is required to have an initial, re-evaluation, and discharge assessment. These assessments allow us to make custom treatment plans for our sentenced offenders to tailor to their specific needs.

The program does acquire additional funding by billing DHHR for drug testing, collecting offender fees, and Adult Drug Court Program reimbursements. The DHHR money collected goes toward paying for our in-house counselors, BIPP facilitator, excess grant salaries not covered, rent, utilities, and drug screening equipment. Offender supervision fees collected go towards supplies costs, SCRAM fees, and facilitator wages not covered by the grant. The Adult Drug Court Program reimbursements go towards paying the Drug Court counselors for their services, fuel cost for transportation for Drug Court, and all other expenses from being the Adult Drug Court service provider. Our program does not have an excess of finances, we just constantly shuffle our funds around to be able to pay for services for our offenders. Our program has been changed numerous times due to lack of grant funds and we continue to provide the best services possible. Our staff are well trained and now have years of experience working in the program. We are hoping to receive more grant funding than our previous years so we can expand our program and offer more services to our communities. Our newest threat to our program is being able to offer a comparable wage to our employees as we require most staff to hold a bachelor's degree. The regular service industry has continually raised their wages and we are having trouble keeping our staff because they can make higher wages with an easier, less dangerous,



<b>West Virginia Community Corrections Grant Program Application</b>	<b>Project Narrative Page 15</b>
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job elsewhere. Our programs need to be able to retain qualified employees to provide services to the participants in our areas. Our CPC scoring is also based on how qualified our staff are along with the services that we are providing and if we can't meet these standards, we lose funding, so we are in a serious predicament when it comes to getting our grant funding cut and not being able to pay a fair wage to qualified employees.

### **A: Problem Statement**

The 26th Judicial Circuit Community Corrections Program has been serving Lewis and Upshur Counties for the past nineteen years. Whether it's assisting the judiciary system with providing a sentencing alternative for offenders or providing bond supervision for offenders, the Community Corrections program benefits everyone in Lewis and Upshur County. Creating positive community outreach and assisting with the current drug epidemic; Community Corrections plays a huge role in our area. In our counties Community Corrections is highly recognized for its efforts to keep our communities, streets, and roadways clean by removing litter and participating in the Adopt a Highway program. Offenders spend countless hours at our local animal shelter where they donate time and supplies to help maintain a clean facility for everyone to enjoy. Our programs are involved with numerous community service and outreach programs which are crucial to offenders getting re-involved in their communities. The programs have also had a huge impact on our counties providing services to help fight the drug epidemic, participating in community service projects, and giving some financial relief for the County Commissions. The programs strive to offer evidence-based treatment to individuals involved in the criminal justice system, in hopes that sobriety and crime free living will become a new way of life. The Lewis/ Upshur Community Corrections Programs strive to treat, prevent, and eliminate the substance abuse epidemic that has taken a huge toll on our communities. We have made a huge impact on our communities over the years and continue to grow and offer more help in every way possible.

The effects of substance abuse have affected almost every resident of Lewis and Upshur County directly or indirectly. This crisis is resulting in loss of employment, safe communities, social ties, and has even resulted in death for many. Our small communities have experienced more overdose deaths each year and the numbers continue to rise across the state. As you may already know West Virginia leads the country in overdose deaths. The opioid epidemic has consumed our state and has left many people feeling helpless and worried. Our state now has an even bigger problem with Methamphetamine and Fentanyl being the most used substances. The newest threat this year is Xylazine and its irreversible effects with Narcan. Our regional jails are overcrowded, and we have very limited access to rehabilitation centers in our area. Lack of funding has caused many programs to seek alternative routes of counseling, classes, and supervision. This is a huge obstacle we face in our area because many times our offenders have longer wait times to get into a rehabilitation center or may not be able to be seen as often by counselors as they need due to extreme high volumes of

West Virginia Community Corrections Grant Program Application	Project Narrative Page 5
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need with lack of staff. Many barriers are faced when trying to get an offender into a rehabilitation center or detox center as most of them will not accept someone that is only addicted to Methamphetamine. This is a huge problem across our state and makes it much more challenging to help with the rehabilitation process. We hope to eliminate these barriers by providing services in-house which will eliminate wait times and people being turned away from treatment.

In the year 2023 we received 741 Community Corrections referrals. This includes the number of clients we saw from DHHR, which was 166. Out of the 741 offenders referred to Community Corrections, 736 were drug related crimes or issues. Those drug related crimes range from possession with intent to deliver, possession of a controlled substance, manufacturing a controlled substance, or delivery of a controlled substance. For the DHHR and Family Court referrals were due to drug usage also. These numbers are alarming because this shows that over 98% of our referrals are drug related, but when an intake is completed, the results are even more alarming because almost every crime stems from substance abuse. Multiple barriers are formed for these individuals involved in the criminal justice system because of substance abuse. With the increase of drug related crimes, employment, education levels, and communities suffer. Family and marital situations are ultimately constrained due to drug usage, which often leads to domestic violence.

Lewis and Upshur Counties have a low racial diversity rate with most of the population being Caucasian. In the year of 2023 our offices served 735 Caucasians and 6 African Americans. Of the 741 offenders we served 469 were males and 272 were females. With all the statistics given, it shows that our target population was primarily young to middle aged male Caucasians.

All offenders sentenced to our program receive an LSCMI assessment to evaluate their individual need for services. All offenders referred to our program also receive an initial intake from their Case Manager; with large volumes of referrals this can be a challenge with the staff to offender ratio being very unbalanced. Another obstacle we have faced in the past is the lack of LSCMI classes provided; we still have at least five staff members that need their certification. An online course is now available, but it is very expensive and with continual budget cuts to our grant funding it makes it very hard to pay such a high rate.

Lewis and Upshur Counties are both very rural areas, this causes a huge geographical barrier for offenders and staff to face. This barrier causes transportation issues, greater distances from treatment locations, and fewer outsourcing services available to offenders. Although our counties are very rural both have main highways running through them, Interstate 79, and Route 33. Due to these highways an increase in illegal substances being brought in from other areas has directly affected our counties. Another barrier for our offenders is that we have no public transportation offered in either county and it makes it very difficult for offenders to attend treatment programs.

West Virginia Community Corrections Grant Program Application	Project Narrative Page 5
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Throughout the week our Case Aides help provide transportation to offenders, this helps lessen the geographical barrier we face. Our Case Aides and reliable vehicles are crucial to the treatment of many of our offenders, without them success would be unreachable. We are desperately in need of a larger passenger van so we can transport more clients at a time to different classes and treatment options.

## **B: Program Description/Solution to the Program**

The West Virginia Community Corrections Grant has allowed Lewis and Upshur Counties to successfully operate for many years now. We have been funded for 19 years and have seen significant growth to our programs. A steady increase in referrals each year leads to the need to increase staff, programming, and transportation for our successful growth. Without the opportunity to receive state assisted funding and financial support from our local counties, all of this would be nearly impossible. The support of Board Members, staff, judiciary, and the communities will help us dedicate noteworthy efforts to assist in reducing obstacles individuals in the criminal justice system encounter and help form a foundation for recovery even after they are no longer on our program. Our program has given many people a second chance in their lives to become productive members of society.

Implementation of the LSCMI allows case managers to make individualized treatment plans for offenders. Offenders' risk needs being targeted is a crucial part of success in the program and when it's paired with a good case manager relationship success rates increase substantially. We also provide drug and alcohol assessments and SASSI assessments to help target the needs of offenders. In 2023 we received 741 referrals including Family Court and Department of Health and Human Services. Lewis County received 198 referrals and Upshur received 543 referrals. These numbers serve as proof of huge caseloads for each Case Manager. Lewis County Case managers average 99 offenders each and Upshur County case managers average 272 offenders. These large numbers would be more manageable with extra staff members. A trend that has become prominent in our circuit is pre-trial condition of bond offenders. Out of our 741 referrals this year, 371 were bond offenders, that's a large portion of our total referred. Continued funding will enable us to continue offering evidence-based treatment and interventions for every offender referred to in our program. Our program offers the same treatment to bond and sentenced offenders, the only difference between the two is the court process. We also now provide services for DHHR clients such as counseling, groups, SCRAM monitoring, and assessments. This has never been done in the past but is proving to work and helping more families reconnect with their children after successfully completing their improvement periods.

Collaboration between multiple agencies is crucial for successful programs. Community Corrections and the Adult Drug Court Program share a key component to success which is their service providers. Our experienced staff and Case Aides providing

<p><b>West Virginia Community Corrections Grant Program Application</b></p>	<p><b>Project Narrative Page 5</b></p>
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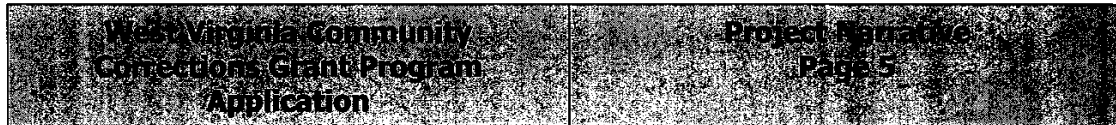
transportation helps accommodate the Adult Drug Court Program, without them that program would not be able to run smoothly. Lewis and Upshur Counties provide evidence-based treatment to participants of drug court, it is essential we receive state funding to make this possible. Without the collaboration of these two programs our communities would suffer. The Adult Drug Court program has had many successful completions over the years and continues to assist in changing the lives of so many.

Fully staffing both our Lewis and Upshur County offices would allow us to continue to meet each offender's specific needs. Allowing offenders to address substance abuse, education, employment, and family and marital concerns is a crucial part for their success. When staff members have manageable caseloads, it allows them to be able to spend more time one on one time with the offenders, which allows them to provide intense supervision and services to medium to high-risk offenders who require less than institutional confinement based upon the standardization and validated risk needs assessment. Competitive wages are extremely crucial to maintaining reliable, experienced, and professional staff. Without adequate funding for staffing our programs would not exist because they are the main component to the entire program.

Community Corrections mission of providing services in hopes of producing behavioral changes which include maintaining sobriety, building, and continuing healthy relations, obtaining employment and education is what sets our programs apart from others. Each offender has a case plan based off their LSCMI scores. Offenders have an initial, re-evaluation, and discharge LSCMI completed throughout their time on the Community Corrections Program. Staff collaborates with Probation, Parole, and Drug Court Officers to generate a treatment plan that gives the offender a greater chance of succeeding. In designing a plan that is measurable, the anticipated impact on the target population will be the overall reduction of each offender's risk needs established by the LSCMI. Targeting this population may produce long term benefits for the offender and communities. The overall substance abuse crisis may be minimized, education and employment rates may increase, and domestic related arrest rates may decrease. We strive to see a reduction in recidivism rates which would result in an overall decrease of jail and prison overcrowding.

The Lewis/Upshur Community Corrections program continues to offer treatment such as individual counseling, substance abuse assessments and counseling, intensive outpatient program (IOP), Batterers Intervention Prevention Program (BIPP), family counseling, relapse prevention, financial management, assisting in in-patient treatment, job skills training, employment assistance, educational opportunities, and parenting skills, life skills, anger management, healthy relations, trauma services, men's recovery group, and a women's recovery group. Many of these classes have phases such as relapse prevention phase I, II, and III, which provide more in-depth treatment for offenders. We have also added some new techniques such as yoga, aroma therapy, art therapy, meditation, Zumba, NA meetings, AA Meetings, SMART Recovery meetings,





sound healing and all have online attendance options via ZOOM. These services are offered to all offenders regardless of their court status.

To achieve our program goals, it is necessary to keep our staff trained as required and recommended, maintain consistent and accurate use of the LSCMI, provide consistent and accurate OIS documentation, and continue communication between all community and governmental agencies.

Community Corrections is always evolving to better accommodate our offenders to increase their rate of success. Our evidence-based practices have made an impact on both Lewis and Upshur Counties with having 326 successful completions in 2023 with only five known recidivating offenders. In previous years, the funding of this project has helped expand and solidify this ever-growing program. Without financial assistance from the state and our counties, our goals would be impossible to achieve. As a well-established program we are continually expanding along with the Adult Drug Court Program and helping grow other services in our area. The services we provide are a crucial element to helping fight the substance abuse crisis our state is currently facing, without the Community Corrections Programs our counties wouldn't be as safe, clean, or successful. Our programs have saved many lives over the years and have given children a second chance to live in drug free homes. Educating everyone is the best way we can try to prevent future addiction epidemics in our great state.

### **C: Project Assessment/ Evaluation**

Data collection is essential for the community corrections programs, it allows us to track statistics and make changes to improve areas of our program. As an ever-changing program we strive to collect data from our current and past offenders. The results we collect are used to mold the program into what it is today. Case Managers, interns, and the Program Director are responsible for collecting and analyzing data that is collected from the offenders. This data is collected in several different ways such as surveys, discharge LSCMI, our probation check in station kiosk, and staff to offender conversations. Our questioners were created and approved by West Virginia Wesleyan College's Department of Research. Our offices also have suggestion boxes which offenders can place anonymous surveys in. These surveys greatly help enhance our programs. Our kiosk asks personalized questions at every check in which allows offenders to be open and honest without having to tell staff members face to face. We try to reduce stigma of all forms as much as possible within our facilities.

### **D: Strategic Plan for Local Community Criminal Justice Board (LCCJB)**

The LCCJB meets at least once every other month and acts on reports given by the Project and Program Directors. The LCCJB is kept up to date on financials, goals, and objectives, and reviews the progress made towards them. The LCCJB oversees all

<b>West Virginia Community Corrections Grant Program Application</b>	<b>Project Narrative Page 15</b>
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decisions and acts accordingly. The Local Community Criminal Justice Board continues to be very diverse in background. The diversity of the board helps with offering new ideas and different outlooks on the programs.

### **E: Plan of Sustainability**

The Day Report Centers continue to provide services even when faced with new obstacles every year and often budget cuts. The County Commissions would help sustain the program, but I am unsure to what extent their budgets would allow. We heavily rely on data collection, which is beneficial when presenting the annual savings reports. The numbers visibly outline the need for Community Corrections, the data proves our worth if the grant ceases to exist. With our office being the service provider for the Adult Drug Court Program I believe it would also hold weight with the importance of keeping our offices open.

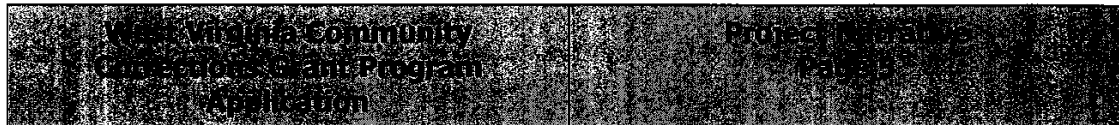
Lewis and Upshur Counties have become highly dependent on the Community Corrections Program. The lack of state funds would cause a great strain on our communities and would require adjustments in revenue and expenditure to ensure quality services are still being provided. I believe the two counties would strive to continue the programs even if state funding was not allocated.

The need for office space would be provided without charge by both counties if the need would arise, but it would come with a lot of downsizing, and I fear that we would not be able to run as smoothly if that were to happen. Downsizing would also cause our program to have to find space to conduct counseling services and groups and space large enough to do that could be very costly. We would also lose all our support groups which cannot be directly tied to the center due to stigma and their rules.

It is highly unlikely that Community Corrections can be totally self-sufficient. Therefore, we will still have to seek additional grants. We would work closely with other state and county agencies to help us find funding.

Our offender supervision fees, and drug screening fees would be forced to increase to provide some financial security. I feel that having to increase fees would lead to less success in our programs as many offenders would just choose to serve their sentence to avoid a large debt. We have a good relationship with the Department of Health and Human Resources (DHHR) and I believe it would remain strong, this would provide some additional funding to our program.

Lastly, we need to maintain a good working relationship with our county officials. We need to be involved in the counties' long-term planning so we can continually get assistance from their budgets. This would ensure that our need for long-term funding will be imperative. It is my hope that the counties see how big of an asset these



programs are to their communities. From the cost savings of the regional jail bills, to giving offenders a chance to be rehabilitated and adding community service programs to the counties, there is no negative aspect to having Community Corrections Programs in the state. Community Corrections is so much more than most people think and we are starting to participate in more community engagement activities to spread the word. The more we educate people about SUD, MAT, addictions, and recovery the more our programs will be accepted and valued.

#### **F: Graduated Sanctions, Incentives, and Client Feedback**

Throughout their time on Community Corrections, we make a point to ask each individual offender about their questions or concerns about the program. As previously discussed in the Project Assessment/Evaluation section, all clients are given a survey at random and asked to explain the overall program. We receive feedback from them in many ways; a suggestion box is always kept in our waiting area that surveys are placed in. All offenders are asked to remain anonymous in hopes of obtaining more honest answers, without any fear of consequences. The staff frequently asks offenders about their opinions also. Clients are often most honest during their discharge LSCMI, I believe they are more open with giving feedback because they have no fear of consequences to their comments. We strive to make improvements to our program based off the feedback given to us by the offenders. Over the years we have molded classes and transportation to better assist the needs of the offenders. Staff members work diligently in using proper balance of sanctions and incentives for the offenders.

Attached are a range of incentives and sanctions our program uses. Staff strives for a 4:1 ratio of rewards to consequences. Sanctions and incentives are used to promote, recognize, or reinforce behavioral change. Staff members are trained and continue to receive the most up to date training in the value of rewards and punishment of offenders.

Incentives	Sanctions
Hand shake	Verbal admonishments
Small Tangible Rewards	Essay Assignments
Posted Accomplishments	Daily Activity Log
Reduced Supervision Requirements	Journaling
Fee Reduction	Increase Community Restrictions
Enhanced Client Status	Case Management Meetings
Self-Improvement Services	Increased Drug Screening
Group Positive Feedback	Shock Incarceration
Pictures that document progress	Fines
Early completion	Increased Community Service
Travel Privileges	Electronic Monitoring or SCRAM
Legal Incentives	Increased Supervision
Encouragement	Individual Counseling
Group Gatherings at DRC	Home Visits
Certificates of completion	Extend time on Community Corrections
Reduced drug screening	Terminate from Program

These are just a select few of the sanctions and rewards used within our program.



<b>West Virginia Community Corrections Grant Program Application</b>	<b>Grant Goals and Objectives Section 6</b>
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- Goal -** Broad statement about what the program intends to accomplish. This statement should state the long-term desired impact of the program, set scope or foundation state long-range target or purpose, identify target population, and state the condition to be changed.
- Objective -** A specific statement of the desired short-term, immediate outcome of the program which will show accomplishment of the goal. Each objective must be **S.M.A.R.T.** (Specific, Measurable, Attainable, Results oriented & Time bound).
- Outcome Measure -** The data or tool used to measure achievement of the objective. Also, how will data be collected, analyzed, and the results shared.
- Activities -** What will be done and who will accomplish it.  
**You must have at least one (1) activity per objective.**
- Timeline -** When will the activity begin and when will it end.  
**You must have a timeline for each activity.**

Goal Number:	<u>1</u>	<b>To reduce recidivism of program participants within the grant funded counties during the current grant period.</b>
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Objective Number: 1      To operate programs that are specifically designed to meet the treatment needs of offenders.

Outcome Measure:      Reduce recidivism rates by using LSCMI to create specific plans for each offender.

Activities to meet objective:	Timeline for each activity:
1. Individual Counseling	1. Daily/ on going
2. Adult Life Skills	2. 1x per week
3. Relapse Prevention	3. As needed
4. Substance Abuse Assessments	4. As needed

Objective Number: 2      To reduce substance abuse and relapse which ultimately causes recidivism, by offering more services

Outcome Measure:      Reduce substance abuse with treatment plans specifically designed for each offender

Activities to meet objective:	Timeline for each activity:
1. Substance Abuse Assessments	1. As needed
2. Individual Substance Abuse Counseling	2. Daily/ on going
3. Intensive Outpatient Program (IOP)	3. 1 class per quarter

Virginia Community Corrections Grant Program Application	Grant Goals and Objectives Section 6
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4. Relapse Prevention

4. As needed

Goal Number: 2	<b>To help individuals in the criminal justice system obtain/ maintain pro social relationships</b>
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Objective Number: 1 To offer evidence-based classes/ programs to help obtain or maintain healthy pro social relationships

Outcome Measure: Reduction of family and marital companion risks as determined by the LSCMI

Activities to meet objective:	Timeline for each activity:
1. Parenting Class	1. 1x per week
2. Adult Life Skills	2. 1x per week
3. Healthy Relations	3. 1x per week
4. Individual Counseling	4. Daily/ as needed

Objective Number: 2 To offer evidence-based classes/ programs to clients with domestic violence tendencies

Outcome Measure: Reduction of domestic violence tendencies and substance abuse tendencies that may relate to each other

Activities to meet objective:	Timeline for each activity:
1. Anger Management	1. 1x per week
2. Batters Intervention Prevention Program (BIPP)	2. 1x per week
3. Individual Substance Abuse Counseling	3. Daily/ as needed
4. Healthy Relations	4. 1x per week

<b>West Virginia Community Corrections Grant Program Application</b>	<b>Grant Goals and Objectives Section 6</b>
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<b>Goal Number:3</b>	<b>To reduce substance abuse throughout Lewis and Upshur Counties by targeting individuals involved in the criminal justice system</b>
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Objective  
Number:1                      To provide evidence-based treatment as per  
recommendation of the LSCMI assessment

Outcome  
Measure:                      Reduction of drug and alcohol related factors as per  
LSCMI

Activities to meet objective:                      Timeline for each activity:

- |  |                        |
|--|------------------------|
| 1. Substance Abuse Assessments           | 1. As needed           |
| 2. Intensive Outpatient Program (IOP)    | 2. 1 class per quarter |
| 3. Relapse Prevention                    | 3. As needed           |
| 4. Individual Substance Abuse Counseling | 4. Daily/ on going     |

Objective  
Number:2                      To provide outreach programs for after care plans of  
offenders

Outcome  
Measure:                      Resources for community outreach programs to assist  
with maintaining sobriety

Activities to meet objective:                      Timeline for each activity:

- |                          |                    |
|--------------------------|--------------------|
| 1. Relapse Prevention    | 1. As needed       |
| 2. Adult Life Skills     | 2. 1x per week     |
| 3. Healthy Relations     | 3. 1x per week     |
| 4. Individual Counseling | 4. Daily/ on going |

<b>Goal Number:4</b>	<b>To reduce the unemployment and under education rate within individuals involved in the criminal justice system. Focusing on, but not limited to Lewis and Upshur Counties</b>
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Objective  
Number:1                      To help individuals maintain their current employment

Outcome  
Measure:                      Reduction of substance abuse and relapse risks as  
determined by the LSCMI

Activities to meet objective:                      Timeline for each activity:

Program Description/Components Grant Program Application	Grant Goals and Objectives Section 6
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- |  |                     |
|--|---------------------|
| 1. Adult Life Skills                     | 1. 1x per week      |
| 2. Job Skills Training                   | 2. 1x per week      |
| 3. Relapse Prevention                    | 3. As needed        |
| 4. Individual Substance Abuse Counseling | 4. Daily/ as needed |

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Objective Number:2	To provide individuals necessary skill sets required to seek employment and education
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Outcome Measure:	Reduction of education and employment risks as determined by the LSCMI
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Activities to meet objective:	Timeline for each activity:
1. Job Skills Training	1. 1x per week
2. GED Classes	2. On going
3. Financial Management	3. 1x per week
4. Adult Life Skills	4. 1x per week

<b>West Virginia Community Corrections Grant Program Application</b>	<b>Local Community Crime Prevention Board Membership - Section 2</b>
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Provide a membership list of the LCCJB (as defined from §62-11C-6 in the WV State Code), including title, name, agency affiliation, mailing address, telephone number, fax number, email address, Board Position (i.e. – President, Vice-President, etc.), and amount of time on the board for each member. *Letters of commitment or MOUs from each board member, reflecting their understanding of the requirements of the Board will be required for Attachment C of this grant application.*

Title	Name & Agency Affiliation	Address	Phone/Fax/Email	Board Position (if applicable) & Time on Board
Sheriff	Mike Coffman Upshur County	38 W. Main st. Buckhannon	P:304-472-1182 F: E:jmcoffman@u pshurcounty.org	April 2023
Chief of Police			P: F: E:	
Prosecutor	Bryan Hinkle Upshur County	38 W. Main st. Buckhannon	P:304-472-9699 F: E:bshinkle@ups hurcounty.org	September 2023
Public Defender	Brian Bailey Upshur County	117 Court Ave Weston	P:304-473-7460 F: E:bwbaileylaw@ gmail.com	September 2020
Board of Education	Bob Simpson Lewis County	223 Old Rt 33 Weston	P:304-439-5591 F: E:bbsimpson02 @aol.com	July 2005
Mental Health Background	Laura McDaniels Upshur County	78 Granville Ln. Buckhannon	P:304-613-6851 F: E:lauranoelwv@ gmail.com	March 2017
Victim Advocate	Kim Nicholson Lewis County	117 Court Ave Weston	P:304-614-5364 F: E:knicholson@h opeincwv.net	October 2021
Domestic Violence Advocate	Addie Helmick Upshur	38 W. Main St. Buckhannon	P:304-473-0070 F: E:upshur@wvca v.org	January 2015

<b>West Virginia Community Corrections Grant Program Application</b>	<b>Local Community Corrections Board Board Membership - Section 7</b>
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Substance Abuse Treatment Background	Jordan Hedrick Upshur County	38 W. Main St. Buckhannon	P:304-613-0900 F: E:Jordan.hedrick@gmail.com	May 2018
At-Large	Gene Edwards Lewis County	338 Main Ave Weston	P:304-997-9021 F: E:ghejr@frontier.com	July 2010

At-Large	Larry Williams Upshur County	10 Amelia Drive Buckhannon	P:304-472-9160 F: E:dlarryew@hotmail.com	October 2009
At-Large	Sidney Phillips Upshur County	50 N Locust st. Buckhannon	P:304-472-1101 F:304-472-5617 E:mail4sidney@gmail.com	July 2014
Ex-officio	Doug Bush Upshur County	91 W Main St Buckhannon	P:304-472-0535 F:304-473-2802 E:dkbush@upshurcounty.org	January 2019
Ex-officio	Bobby Stewart Lewis County	110 Court Ave Weston	P:304-269-8200 F:304-269-2416 E:bstewart@lewiscountywv.org	January 2021
Ex-officio	Jason Kelley Upshur County	38 W Main St Buckhannon	P:304-472-0177 F:304-472-8599 E:Jason.kelley@courtsww.gov	January 2011
Ex-officio	Jacob Reger Upshur County	38 W Main St Buckhannon	P:304-472-5556 F:304-472-2892 E:Jacob.reger@courtsww.gov	January 2015
Ex-officio	Kurt Hall Lewis County	110 Court Ave Weston	P:304-269-8229 F:304-269-2520 E:kurt.hall@courtsww.gov	February 2017

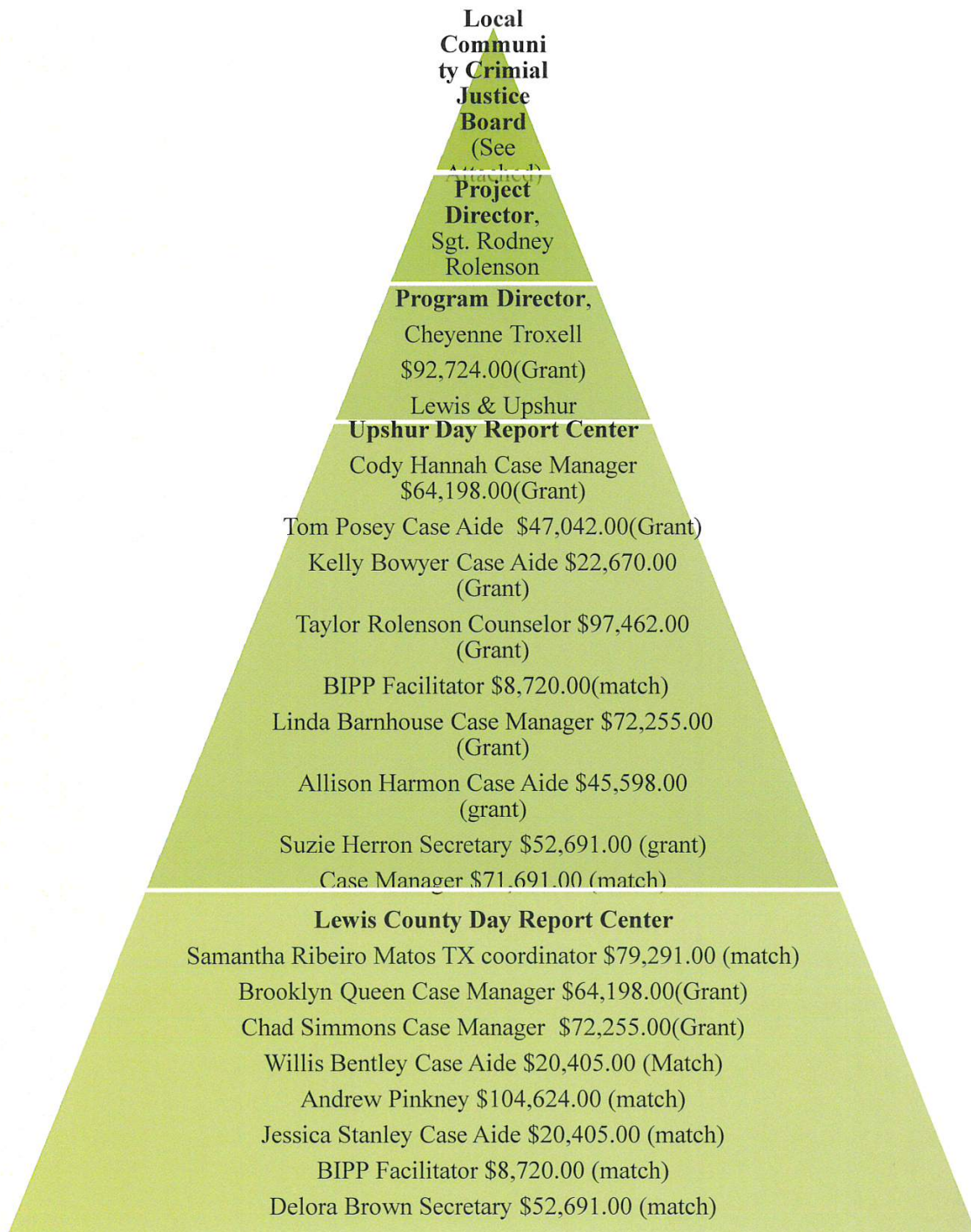
North Carolina Community Corrections Grant Program Application	Organizational Chart Section 8
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Please use this page to provide (or attach a copy of) the program's organizational chart which includes the proposed funded positions for this project. Please list all staff members, position titles, salaries, and funding source for salaries. Additionally, provide an organizational chart of the applying agency. This chart should include members of the governing board of the applying agency, titles, and term length.

Organizational Chart Attached



### Organizational Chart







**EX-Officio Members:** Doug Bush, Bobby Stewart, Jason Kelley, Brycen Williams, Judge Hall, Judge Reger

West Virginia Community Corrections Grant Program Application	Hiring Procedures, Job Descriptions and Resumes - Section 9
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Provide a brief statement outlining the program agency's procedures for hiring employees who are funded under this grant. Include with this application a job description and qualifications for the position(s) proposed under the grant. If position(s) are currently filled, then include a resume for each position filled.

The appointment procedures for Upshur County are attached, as well as the job descriptions and resumes of the filled positions.


## **APPOINTMENT PROCEDURES**

Any elected official or department head who wishes to fill any position shall arrange for advertisements in the local paper(s) on three separate dates in the format approved by the Office of the Upshur County Commission. (\*\*\*) Any exceptions to this procedure must be approved by the Upshur County Commission. (\*\*\*\*) An elected official or department head shall utilize the current employment application form as provided by the Upshur County Commission. (\*\*\*) All applicants will be subject to background investigation(s) to be coordinated or administered by the Office of the Upshur County Commission. (\*\*\*) Before an individual commences employment, the elected official or department head shall inform and seek the advice and consent of the Upshur County Commission.

**Employees of Upshur County serve in an “at will” employment relationship as outlined in the introduction section of this handbook. Due to the “at will” nature of the employment relationship an employee may resign at any time and the employer may discharge an employee at any time with or without cause. (\*)**

## **JOB PERFORMANCE EVALUATION**

Job Performance Evaluation Section was deleted with revision of January 22, 2004



**Attach the operational budget for the local community corrections program along with a brief 3-year strategic financial and programmatic plan of operation. An operational budget must be submitted for each county with a physical program site; however, only one 3-year plan is required as long as all counties included in the application is sufficiently covered in the plan.**

**The operational budget should include ALL funds to support the program.**

Attached is the operational budget along with three year strategic financial and programmatic plan of operation.







West Virginia Community Corrections Grant Program Application	Commitment Letters Local Board Members
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Please attach in this section commitment letters received from all members of the Local Community Corrections Board which indicate their willingness and understanding to serve on the local board. A Memorandum of Understanding (MOU) that details member expectations and responsibilities signed by each board member will suffice for individual commitment letters.

A Memorandum of Understanding is attached and signed by all Board Members



# **Memorandum of Understanding**

## **For**

### **Local Community Criminal Justice Board**

#### **ARTICLE I - BACKGROUND AND OBJECTIVES**

##### **A. Authority:**

This Memorandum of Understanding is entered into by a requirement of the West Virginia Division of Criminal Justice Services for the 2024-2025 grant proposal, in order to acknowledge the purpose and expectations of the project and the individual board members.

##### **B. Public Purpose:**

The public purpose of this project or assistance is to further the goals of the West Virginia Community Corrections Act (Chapter 6, Article 11C of the West Virginia State Code), which seeks to provide the judicial system with sentencing alternatives for those adult offenders who may require less than institutional custody.

##### **C. Specific objectives of the project includes:**

1. Allowing the Lewis-Upshur Community Corrections to assist in offering greater flexibility and involvement in responding to the problems of crime.
2. Providing increased opportunities for offenders to make restitution to victims of crime.
3. Allowing the counties a sentencing alternative that promotes accountability of offenders in their own community.
4. Diverting offenders from regional correctional facilities by punishing them with community-based sanctions thereby reserving regional jail facilities for those offenders who are deemed to be most dangerous to the community.
5. Allowing Day Report Center staff to provide programs that are specifically designed to meet the rehabilitative needs of offenders.

## **ARTICLE II - STATEMENT OF WORK**

Board members agree to:

1. Encourage judicial personnel to utilize the Community Corrections program.
2. Regularly attend scheduled meetings of the board.
3. Promote public awareness and support of the Community Corrections program.
4. Abide by the bylaws.
5. Provide a good faith effort to assist in implementation and evaluation of the goals and objectives.

## **ARTICLE III - TERM OF AGREEMENT**





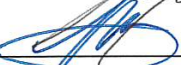


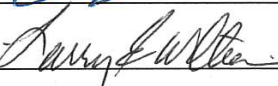
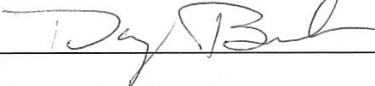
This Agreement will commence upon the date of the final signature and will be in effect until June 30, 2025 unless if otherwise provided in Article IV. The Agreement may be renewed on a yearly basis coinciding with the grant application.

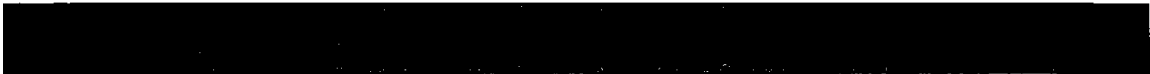
## ARTICLE IV - TERMINATION AND MODIFICATION

In order for a member to withdraw from the project, he/she must notify the Local Community Criminal Justice Board.

The agreement may be amended by written mutual consent of the parties.

### Board members:

Honorable Jacob Reger _____	Date _____
Brycen Williams _____	Date _____
Gene Edwards 	Date <u>2/27/24</u>
Honorable Kurt Hall 	Date <u>2/27/24</u>
Bob Simpson 	Date <u>27 FEB 24</u>
Sidney Phillips 	Date <u>2-27-24</u>
Jason Kelley 	Date <u>2/27/24</u>
Michael Coffman 	Date <u>2/27/2024</u>
Addie Helmick _____	Date _____
Kim Nicholson _____	Date _____
Bryan Hinkle 	Date <u>2/27/24</u>
Larry Williams 	Date <u>2/27/24</u>
Brian Bailey _____	Date _____
Doug Bush 	Date <u>2/27/24</u>
Bobby Stewart _____	Date <u>27 Feb 24</u>
Laura McDaniels _____	Date _____
Jordan Hedrick _____	Date _____



A signed Memorandum of Understanding between the local criminal justice board and the county commission must be submitted. This MOU shall contain a cooperative agreement indicating the county's willingness to collaborate and describing in detail the role of the county as the fiscal agent and the role of the criminal justice board as the body responsible for the overall direction and operation of the program.

A signed Memorandum of Understanding between the LCCJB and the Upshur County Commission is attached

### COOPERATIVE AGREEMENT

Whereas, funding is being requested through a State Grant for the operation of a Community Corrections Program within Lewis and Upshur Counties, West Virginia; and

**Whereas,** The Upshur County Commission shall serve as the designated grantee for the grant submitted for the fiscal year 2024-2025 to the West Virginia Division of Justice and Community Service;

**Whereas,** All employees of the Lewis Upshur Community Corrections Day Report Center shall be co-employees of the Lewis Upshur Day Report Center and Upshur County Commission. As such, all reimbursable employee payments, withholdings, matching taxes, fringe benefits, and insurance shall be paid by and through Upshur County Commission; All employees will follow policies set forth in the Upshur County Commission Handbook of Personnel Guidelines.

**Whereas,** That for the fiscal year 2024-2025 the Lewis County Commission shall pay the requested match amount unto the Lewis Upshur Community Corrections Day Report Center for the operation and maintenance of the Day Report Center.

**Whereas,** A Local Community Criminal Justice Board shall be established for the Lewis Upshur Community Corrections Day Report Center pursuant to West Virginia Code § 62-11C-6 and shall meet bi-monthly and/or as needed;

**Whereas,** The Lewis Upshur Local Community Criminal Justice Board is charged with overseeing the operations of the Lewis Upshur Community Corrections Day Report Center. In addition, the Local Community Criminal Justice Board will collaborate with the Upshur County Commission on those issues that commonly represent the overall operations and management of the Community Corrections Program for Lewis and Upshur Counties; and the local Community Criminal Justice Board will issue recommendations to the Upshur County Commission pertaining to the hiring or firing of a Director and other staff for the Upshur County Community Corrections Day Report Center;

**Now, Therefore,** be it resolved that the undersigned for and on behalf of the County Commission of Upshur County and Lewis Upshur Local Community Criminal Justice Board do hereby agree to this cooperative agreement in consideration of the receipt of state grant funds and for the benefit of its Day Report Center.

Entered this 26 day of February, 2024.

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Upshur County Commission President



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Lewis Upshur LCCJB President



West Virginia Community Corrections Grant Program Application	Other Required Program Information Attachment D
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A copy of the following information **must be submitted** with this attachment in order for the application to be complete. Please refer to page xvii of the application instructions for more details:

1. List of referral sources and number of clients admitted from each source for the previous fiscal year;
2. Program Mission approved by local criminal justice board;
3. Approved by-laws of local criminal justice board (including date of last revision);
4. Certification Letter regarding Program Policy/Procedure Manual;
5. Schedule of services offered by the program;
6. Brief description of each service provided by the program; and
7. Detailed list of changes made to the program as a result of the recommendations made on the program's Correctional Program Checklist (CPC) assessment. Be advised that these changes will be verified during standard monitoring visits and CPC reassessments.

Attached are all requested attachments, D-1 through D-7 and multiple letters of support for our program.

Referral Source	Referred	Admitted	Drug Screen Only	Assessment Only
Magistrate Court	441	441		
Circuit Court	84	84		
Family Court	18		18	
State Drug Court	7	7		
Federal Drug Court	0			
Bond	371	371		
Self-referral	0			
Parole	3	3		
DHHR/CPS	166	166		
<b>Total</b>	<b>741</b>	<b>723</b>	<b>18</b>	

\*Table should cover statistics for the following period: July 1, 2022 through June 30, 2023.

Total number of individuals receiving services at time of application: 274

Discharges For Reporting Period (July 1, 2022 through June 30, 2023)		
<b>Successful Completions:</b>		326
<b>Unsuccessful Completions:</b>		59
<i>Breakdown of Unsuccessful Completions</i>		
Revoked	59	
Absconded/Capias	10	
Sentenced		
Transferred		
Case Dismissed		
*Other (specify reason below)		
<b>Total Discharges:</b>		<b>385</b>

\* Please specify reason for "other" unsuccessful completions:

West Virginia Community Corrections  
Grant Program Application

Other Required Program Information  
**Attachment D-2**

The 26<sup>th</sup> Judicial Circuit Community Corrections program only maintains one LCCJB. Therefore, there is only one set of by-laws, one mission statement, one set of services (though schedules vary between DRCs) and one Policy/Procedure Manual.

**1.**

**MISSION**

*To provide a mechanism for multi-county collaboration that provides the judicial system with a sentencing alternative for adult offenders who may require less than institutional custody. While responding to crime, Community Corrections stands for flexibility within the counties, community protection, affordable rehabilitative programs and offender accountability. A reduction in recidivism and behavioral change are long term goals.*

This mission statement was formally adopted at the March 15<sup>th</sup> 2010 regularly scheduled Board meeting.



2017

## **BYLAWS**

### **26<sup>th</sup> Judicial Circuit Community Criminal Justice Board**

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#### **Article I – Name**

The name of the organization shall be 26<sup>th</sup> Judicial Circuit Community Criminal Justice Board (Board).

#### **Article II- Purpose**

The Board is organized pursuant to Chapter 62, Article 11C, Section 6(a) of the West Virginia Code (§62-11C-6(a)) for the purpose of developing, establishing, and maintaining community-based corrections programs to provide the judicial system with sentencing alternatives who may require less than institutional care.

#### **Article III – Membership**

Membership shall consist only of the members of the Board.

#### **Article IV – Meetings**

Section 4.1 Regular Meetings: The Board shall, beginning with the month of July of each year, meet at least every other month. The Board shall set the date, time and location of regular meetings.

2017

Section 4.2 Special Meetings: Special Meetings of the Board may be called by the Project Director or upon written request by one-third of the entire Board. Such meetings shall be held at a location designated by the Project Director.

Section 4.3 Notice: Notice of all special meetings of the Board and of all regular meetings shall be given to each member by five working days prior service of the same by mail, telephone, or personally by either the Project Director or his designee. If mailed, the notice shall be deemed to have been delivered when deposited in the United States mail, addressed to the addressee at his or her last known address in the records of the Board, postage prepaid. Such notices need not specify the business to be transacted, or the purpose of the meeting. Notice to public will be given according to the open meetings law.

Section 4.4 Quorum: A majority of the voting members, not including, ex-officio, non-voting members, shall be necessary and sufficient at all meetings to constitute a quorum for the transaction of business. In the event a quorum cannot be met, voting members may be allowed to attend and vote via conference call with other members present.

Section 4.5 Manner of Conducting Business: All meetings shall be conducted in accordance with *Roberts Rules of Order, Newly Revised*; to the extent these rules do not contradict the bylaws of the McDowell County Community Corrections Board.

Section 4.6 Manner of Holding Executive Sessions: The Board may hold an executive session during any regular or special meeting in accordance with provisions in §6-9A-4 of the West Virginia Code.

#### Article V – Board Members

2017

Section 5.1 Board Composition and Size: The Board shall be comprised of the members established in §6(d)(1)-(7) of the West Virginia Code . The Board shall consist of no more than 15 **voting** members.

The Board may, at the discretion of the West Virginia Supreme Court of Appeals, also include ex-officio, non-voting members as provided for in §62-11C-6(e)(1)-(3).

The Board shall review and comply with §62-1C-7(g) to ensure fair representation when multiple counties are represented.

Section 5.2 Board Role and Compensation: The Board's role includes the duties delineated in §62-11C-6(f)(1)-(4). The Board receives no compensation.

Section 5.3 Terms: Board Members serve by virtue of their offices, employment and at the discretion of the appointing agency. Terms of Board Members that are appointed shall run for a period of one year or the remainder of the unexpired term of previous member by virtue of offices, employment and at the discretion of the appointing agency.

Section 5.4 Resignation, Termination and Absences: Resignation from the Board must be in writing and received by the Project Director. A board member may be removed for attendance problems if any of the following conditions exist in regard to a board member's attendance of board meetings:

- A. The member has (2) two un-notified absences in a row (un-notified means the member did not give prior notice to the Project Director or another board member that he/she would not be able to attend);

2017

- B. The member has three notified absences in a row; or
- C. The member misses one-third of the total number of Board meetings in a twelve-month period.
- D. By a vote of the Board for removal of a member for good cause.

Section 5.5 Vacancies: Vacancies on the Board are to be filled by the Board as set forth in § 62-11C-6(d)(1)-(7) or §62-11C-6(e)(1)-(3).

#### Article VI Officers and Duties

Section 6.1 Officers and Duties: If officers are desired, there shall be not more than four officers of the Board consisting of Chair (Project Director), Vice-Chair, Secretary and/or Treasurer. The Board elects all officers for terms of one calendar year beginning July 1 or at the appointed time of remainder of unexpired term.

Section 6.2 Chair/Project Director: The Project Director shall preside at all Board meetings, shall have general supervision of the affairs of the Board, and shall perform such other duties as are incident to the office or are properly required of the Project Director by the Board. In the event the Project Director is unable to attend a meeting, he/she shall arrange for the Program Director/Case Manager to preside at the meeting.

2017

Section 6.3 Vice-Chair: The Vice-Chair may chair committees/meetings at the discretion of the Chair in his or her absence or as otherwise deemed necessary by the Board in absence of the Chair.

Section 6.4 Secretary/Treasurer: The Secretary /Treasurer shall perform those duties that are incident to the office or are properly required by the Board. The same individual may hold the office of Secretary/ Treasurer.

Section 6.5 Program Director/Case Manager: The Program Director/Case Manager shall be responsible for the administration and conduct of the business and affairs of the Board pursuant to guidelines established by the Board. The Program Director/Case Manager will attend all Board meetings, report on the progress of the organization, and answer questions of the Board members. The Board shall determine the job duties and salary.

Section 6.6 Officer Vacancies: Vacancies in any office, arising from any cause, may be filled by the Board at any regular or special meeting of the Board. The appointee will serve out the remainder of the unexpired term only.

Section 6.7 Term - Removal: The officers of the Board shall hold office until their successors are chosen. Any officer may be removed at any time, with just cause , by the affirmative vote of a majority of the Board. Any officer who no longer supports the best interest of the program will be recommended for removal from the Board.

#### Article VII- Committees

Section 7.1 Executive and Other Committees: The Board may appoint, from time to time, from its own number standing or temporary committees consisting each of no fewer than (2) two members. Such committees may be vested with such powers as

2017

the Board may determine by resolution passed by a majority of the full Board, provided however, that no such committee shall have the authority of the Board in reference to:

- A. Amending, altering or repealing these Bylaws;
- B. Electing, appointing, or removing any officer of the Board;
- C. Authorizing the sale, lease exchange or mortgage, of all or substantially all of the property and assets of the Board;
- D. Authorizing the voluntary dissolution of the Board or revoking proceeds therefore; or
- E. Amending, altering or repealing any resolution of the Board which by its term provides that it shall not be amended, altered or repealed by such committee.

All committees so appointed shall keep regular minutes of the transactions of their meetings and shall cause them to be recorded in the books kept for that purpose in the office of the Board. The designation of any such committee and the delegation of authority thereto, shall not relieve the Board of any responsibility imposed by law.

Section 7.2 Executive Committee: If officers are elected, they shall serve as members of the Executive Committee. The Executive Committee shall have such powers as the Board deems appropriate and shall report its recommendation to the full Board for approval.

#### Article VIII- Fiscal Year

2017

The fiscal year shall run from July 1 to June 30 of the following year.

**Article IX- Books and Records**

The Board shall keep accurate and complete books and records and shall keep minutes of its proceedings and a record of its members, including names and addresses.

**Article X- Amendments**

These Bylaws may be amended when necessary by a majority vote of the Board. Proposed amendments must be submitted to the Project Director to be placed on the Board's agenda.

*Revised & Approved by  
Community Criminal Justice  
Board  
November 6, 2017*



West Virginia Community Corrections  
Grant Program Application

Other Required Program Information  
**Attachment D-4**

February 26, 2024

Marty Hatfield  
Community Corrections Programs Specialist  
West Virginia Division of Justice and Community Services (DJCS)  
1124 Smith Street Suite 3100  
Charleston WV 25301-2900

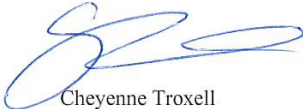
**RE: CERTIFICATION LETTER REGARDING POLICY/PROCEDURE MANUAL**

Mr. Hatfield,

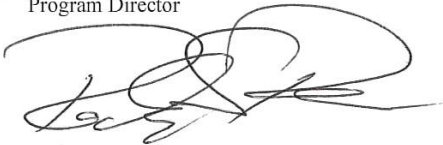
This letter serves as notification that the 26<sup>th</sup> Judicial Circuit Community Corrections has adopted the Upshur County Employee's Policy manual. Additionally, the program is currently working on an additional manual specific to the Day Report Center. When that is completed, it will be available for your review.

The manual will be maintained in each Day Report Center and will be available upon request by WVDCJS.

Sincerely,



Cheyenne Troxell  
Program Director



Rodney Rolenson  
Project Director/Board Chair

**1. Schedule**

Other Required Program Information  
Attachment D-5

**Upshur County Day Report Center**

Monday	Tuesday	Wednesday	Thursday	Friday
<ul style="list-style-type: none"> <li>• Drug Testing 8:00-4:00</li> <li>• LSCMI</li> <li>• Community Service</li> <li>• Case management</li> <li>• Substance Abuse Assessments</li> <li>• Individual Counseling</li> </ul>	<ul style="list-style-type: none"> <li>• Drug Testing 8:00-4:00</li> <li>• LSCMI</li> <li>• Community Service</li> <li>• Case Management</li> <li>• Substance Abuse Assessments</li> <li>• Individual Counseling</li> </ul>	<ul style="list-style-type: none"> <li>• Drug Testing 8:00-4:00</li> <li>• Individual Counseling</li> <li>• LSCMI</li> <li>• Substance Abuse Assessments</li> <li>• Community Service</li> <li>• Case Management</li> </ul>	<ul style="list-style-type: none"> <li>• Drug Testing 8:00-4:00</li> <li>• BIPPS 5:30</li> <li>• LSCMI</li> <li>• Community Service</li> <li>• Case Management</li> <li>• Substance Abuse Assessments</li> <li>• Individual Counseling</li> </ul>	<ul style="list-style-type: none"> <li>• Drug Testing 8:00-4:00</li> <li>• LSCMI</li> <li>• Community Service</li> <li>• Case Management</li> <li>• Substance Abuse Assessments</li> <li>• Individual Counseling</li> </ul>

\*The following are scheduled as an as-needed basis: Parenting, DUI Awareness, Anger Management, Victim Impact Awareness, Intensive Outpatient Program, Life skills, and Relapse Prevention.

\* Parenting for the WV Supreme Court of Appeals is done online.

**Lewis County Day Report Center**

Monday	Tuesday	Wednesday	Thursday	Friday
<ul style="list-style-type: none"> <li>• Drug Testing 8:00-4:00</li> <li>• LSCMI</li> <li>• Community Service</li> <li>• Case Management</li> <li>• Individual Counseling</li> <li>• Substance Abuse Assessments</li> </ul>	<ul style="list-style-type: none"> <li>• Drug Testing 8:00-4:00</li> <li>• LSCMI</li> <li>• Community Service</li> <li>• Individual Counseling</li> <li>• Substance Abuse Assessments</li> <li>• Case Management</li> </ul>	<ul style="list-style-type: none"> <li>• Drug Testing 8:00-4:00</li> <li>• LSCMI</li> <li>• Community Service</li> <li>• Substance Abuse Assessments</li> <li>• Case Management</li> <li>• Individual Counseling</li> </ul>	<ul style="list-style-type: none"> <li>• Drug Testing 8:00-4:00</li> <li>• LSCMI</li> <li>• Community Service</li> <li>• Individual Counseling</li> <li>• Case Management</li> <li>• Substance Abuse Assessments</li> </ul>	<ul style="list-style-type: none"> <li>• Drug Testing 8:00-4:00</li> <li>• LSCMI</li> <li>• Community Service</li> <li>• Individual Counseling</li> <li>• Case Management</li> <li>• Substance Abuse Assessments</li> </ul>

\*The following are scheduled as an as-needed basis: Parenting, DUI Awareness, Anger Management, Victim Impact Awareness, Intensive Outpatient Program, Life skills, and Relapse Prevention.

\* Parenting for the WV Supreme Court of Appeals is done online.

West Virginia Community Corrections  
Grant Program Application

Other Required Program Information  
**Attachment D-6**

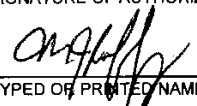
## **2. Services Provided by the Day Report Center**

- Drug testing
- Home visits
- GED prep work and testing
- Parenting classes for WV Supreme Court of Appeals
- 4-week Parenting Course
- Individual Substance Abuse Counseling
- Assistance in obtaining employment (resume building, interviewing techniques, computer skills)
- DUI Awareness (educational videos, discussion, and guest speakers; many DUI 1 and 2 offenders are sent here just for this service)
- Batterer's Intervention/Prevention Program (licensed 32 week course for domestic battery offenders)
- SCRAM – Secure, continuous, remote, alcohol monitoring system (an ankle bracelet similar to home confinement unit that monitors ethanol vapors leaving the skin)
- LS/CMI Assessment – Level of Service/Case Management. This tool is an assessment that helps us determine the client's areas of need, the level of supervision necessary, and the likelihood he/she will offend again without intervention.
- Community Service
- Women's Group – Focus on anger management and how to handle conflict in relationships
- Job/Life Skills
- Anger Management
- Victim Impact Awareness Group
- Driving Responsibly Course
- Intensive Outpatient Program (6 week course, 9 hr/week)
- Referrals to NA or AA
- Referrals to short and long term treatment facilities
- Relapse Prevention
- Substance Abuse Assessments
- DHHR and Family Court Drug Testing

## Attachment D-7

**Detailed list of changes made to the program as a result of the recommendations made on the program's Correctional Program Checklist (CPC) assessment. Be advised that these changes will be verified during standard monitoring visits and CPC reassessments.**

1. Since our CPC visit we have improved our use of the LSCMI and filling procedure of our LSCMI, we have provided more staff with the LSCMI training by using the online course since it is so difficult to find training classes.
2. We have brought in two in-house counselors which allow us to provide more services to our offenders; previously we had been outsourcing our services due to budget cuts from our grants.
3. We have more staff members working on continuing their education to help improve in that category, the main barrier we face with this is once they have a higher education they usually leave for a higher paying job, since we have such a limited budget our rate of pay isn't very competitive.
4. Our office is working on a computer program to help track statistics and recidivism rates which will allow us to try to follow up with offenders once they have completed the program.

OUTLAY REPORT AND REQUEST FOR REIMBURSEMENT FOR CONSTRUCTION PROGRAMS		OMB Number 4040-0011 Expiration Date: 01/31/2025		
3. FEDERAL SPONSORING AGENCY AND ORGANIZATIONAL ELEMENT TO WHICH THIS REPORT IS SUBMITTED  <b>Federal Aviation Administration</b>		1. TYPE OF REQUEST <input type="checkbox"/> FINAL <input checked="" type="checkbox"/> PARTIAL	2. BASIS OF REQUEST <input checked="" type="checkbox"/> CASH <input type="checkbox"/> ACCRUAL	
6. EMPLOYER IDENTIFICATION NUMBER <b>30-0733276</b>		8. PERIOD COVERED BY THIS REPORT FROM: (MONTH / DAY / YEAR) <b>February 13, 2024</b> TO: (MONTH / DAY / YEAR) <b>March 11, 2024</b>		
9. RECIPIENT ORGANIZATION <b>Name: Buckhannon Upshur Airport Authority</b> <b>No. and Street: Post Office Box 1042</b> <b>City, State and ZIP Code: Buckhannon, West Virginia 26201-1042</b>		10. PAYEE (Where check should be sent if different than item 9) <b>Name:</b> <b>No. and Street:</b> <b>City, State and ZIP Code:</b>		
11. COMPUTATION OF AMOUNT OF REIMBURSEMENT / ADVANCES REQUESTED				
PROGRAMS / FUNCTIONS / ACTIVITIES	(a) Budget	(b) Total to Date	(c) Previously Requested	Total This Period
a. Administrative expense	\$10,000.00	\$7,488.38	\$7,488.38	\$0.00
b. Preliminary Expense	\$0.00	\$0.00	\$0.00	\$0.00
c. Land, structures, right-of-way	\$0.00	\$0.00	\$0.00	\$0.00
d. Architectural engineering basic fees	\$77,793.00	\$73,094.15	\$72,594.15	\$500.00
e. Other Architectural engineering fees	\$72,365.00	\$61,246.00	\$61,246.00	\$0.00
f. Project Inspection fees	\$2,597.00	\$315.08	\$315.08	\$0.00
g. Land Development	\$0.00	\$0.00	\$0.00	\$0.00
h. Relocation expenses	\$0.00	\$0.00	\$0.00	\$0.00
i. Relocation payments to individuals and businesses	\$0.00	\$0.00	\$0.00	\$0.00
j. Demolition and removal	\$0.00	\$0.00	\$0.00	\$0.00
k. Construction and project improvement costs	\$57,000.00	\$0.00	\$0.00	\$0.00
l. Equipment	\$0.00	\$0.00	\$0.00	\$0.00
m. Miscellaneous cost	\$0.00	\$0.00	\$0.00	\$0.00
n. Total Cumulative to Date (sum of line a. through line m.)	\$219,755.00	\$142,143.61	\$141,643.61	\$500.00
o. Deductions for program income				
p. Net cumulative to date (line n. minus line o.)				
q. Federal share to date				
r. Rehabilitation grants (100% reimbursement)				
s. Total Federal Share (line q. plus line r.)	\$197,779.00	\$127,929.25		
t. Federal payments previously requested		\$127,479.25		
u. Amount requested for reimbursement				\$450.00
v. Percentage of physical completion of project		65%		
12. CERTIFICATION				
I certify that to the best of my knowledge and belief the billed costs or disbursements are in accordance with the terms of the project and that the reimbursement represents the Federal share due which has not been previously requested and that an inspection has been performed and all work is in accordance with the terms of the award.	RECIPIENT	SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	DATE REPORT SUBMITTED 3/11/2024	
		TYPED OR PRINTED NAME AND TITLE Michael Ruffing President, Buckhannon Upshur Airport Authority	TELEPHONE 412-812-2757	
	Representative certifying to line 11v.	SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	DATE SIGNED	
		TYPED OR PRINTED NAME AND TITLE Samuel R. Nolte President, Upshur County Commission	TELEPHONE 304-472-0535	

**BUCKHANNON UPSHUR AIRPORT AUTHORITY**  
**SUMMARY OF SPONSOR INVOICE # W22-039-R6**  
**GRANT # 3-54-0039-039-2023**

Contractor/Consultant Name	Contractor Invoice #	Invoice Date	Due Date	Billed Amount	AIP Costs (90%)	Non-AIP Costs	Worksite Name	Short Summary of Services/Materials
Chapman Technical Group	23005-20870	2-29-23	N/A	\$ 500.00	\$ 450.00	\$ 50.00	Upshur County Regional Airport	Basic Engineering and Resident Observation Fees for Install Perimeter Fencing
TOTAL REQUESTED					\$ 450.00			

# INVOICE

February 29, 2024

Buckhannon Upshur Airport Authority  
Attn: Jennifer Powers, Airport Manager  
P.O. Box 1042  
Buckhannon, WV 26201

Re: Install Perimeter Fencing  
FAA AIP No. 3-54-0039-039-2023

## INVOICE NO. 20870

Professional Engineering Services from January 21, 2024 through February 17, 2024.

	Phase	Contract Amount	% Comp	Amount Earned to Date	Amount Previously Invoiced	Balance Remaining	Amount this Invoice	
01	Design Development	\$ 14,669.00	100%	\$ 14,669.00	\$ 14,669.00	\$ -	\$ -	
02	Construction Documents	7,781.00	100%	\$ 7,781.00	\$ 7,781.00	\$ -	\$ -	
03	Bidding & Constructing	6,820.00	100%	\$ 6,820.00	\$ 6,820.00	\$ -	\$ -	
04	Construction Administration	11,553.00	59%	\$ 6,854.15	\$ 6,354.15	\$ 4,698.85	\$ 500.00	
05	Resident Observation	2,597.00	12%	\$ 315.08	\$ 315.08	\$ 2,281.92	\$ -	Hrly
06	Surveying Services	1,801.00	100%	\$ 1,801.00	\$ 1,801.00	\$ -	\$ -	Hrly
07	Additional Services-Geotechnical	51,000.00	90%	\$ 45,645.00	\$ 45,645.00	\$ 5,355.00	\$ -	
<b>Totals:</b>		<b>\$ 96,221.00</b>		<b>\$ 83,885.23</b>	<b>\$ 83,385.23</b>	<b>\$ 12,335.77</b>	<b>\$ 500.00</b>	
<b>TOTAL AMOUNT DUE THIS INVOICE</b>							<b>\$ 500.00</b>	

PLEASE REMIT TO:  
Chapman Technical Group LTD  
c/o GRW Engineers  
801 Corporate Dr.  
Lexington, KY 40503  
304.727.5501  
[www.chaptech.com](http://www.chaptech.com)

*Thank you for your business!*  
Chapman Technical Group/GRW | engineering | architecture | landscape architecture | geospatial



UPSHUR COUNTY COMMISSION  
Upshur County Administrative Annex  
91 West Main Street, Suite 101 • Buckhannon, West Virginia 26201  
*Equal Opportunity Employer (EOE)*

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

TDD Numbers  
Business: 472-9550

March 11, 2024

Robbie Skinner  
Executive Director  
Upshur County Development Authority  
21 East Main Street, Suite 101  
Buckhannon, WV 26201

Dear Mr. Skinner:

The Upshur County Commission desires to offer this statement of support as the Upshur County Development Authority seeks funding for the Build WV initiative to focus on bringing development and housing opportunities to West Virginia.

The counties within our region; Randolph, Lewis and Upshur all have a need for adequate housing. Upshur County, in particular, is experiencing a housing shortage for all levels of income and need. We are a progressive thinking small town that has a thriving downtown, robust economy, job opportunities, lovely parks and recreation, and a desire to grow. The vision for Upshur County is to expand and attract young families to want to make Upshur County their home. Adequate housing choices; defined as townhomes for rental or purchase, smaller one-bedroom units, single family homes, etc. are essential to attract and retain upcoming professionals and their families. Particularly, single family housing developments are an area that Upshur County lacks and where an opportunity exists to redefine our housing market.

The benefit of optional housing opportunities to families will also further strengthen this community and its ability to adapt to the changing environments of rural living. Right now, locating affordable, adequate apartment rentals, homes to purchase or rent is a daunting task in Upshur County. We fear that we are currently losing the appeal to live in Upshur County to other surrounding Counties because of the lack of housing choices.

We greatly support this endeavor and hope that you will give consideration of this application. Please feel free to contact our office if you have further questions.

Sincerely,

Samuel R. Nolte  
Upshur County Commission President

**UPSHUR COUNTY COMMISSION**

Upshur County Administrative Annex  
91 West Main Street, Suite 101 • Buckhannon, West Virginia 26201  
*Equal Opportunity Employer (EOE)*

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

TDD Numbers  
Business: 472-9550

March 11, 2024

The Honorable Joe Manchin  
U.S. Senate  
SH306  
Washington, DC 20510

The Honorable Shelley Moore Capito  
U.S. Senate  
SR 172  
Washington, DC 20510

Dear Senators Manchin and Capito:

I am writing to request your full support for the Randolph, Upshur, and Wyoming County Sheriff's Departments Fiscal Year 2025 request for a community project in the Commerce, Justice, Science Appropriations Bill.

The ability of law enforcement officers to be able to communicate and interoperate is a critical officer safety issue that also impacts the citizens they serve. As three rural and mountainous counties, Randolph, Upshur, and Wyoming each have struggled to provide county-wide interoperable communications to their deputies. The requested funding will make investments in satellite communication technologies that will allow each of these departments to communicate more efficiently.

I hope that you can support this important request and please feel free to contact our office if you have further questions.

Sincerely,

Samuel R. Nolte  
Upshur County Commission President

## UPSHUR COUNTY COMMISSION

Upshur County Administrative Annex  
91 West Main Street, Suite 101 ▪ Buckhannon, West Virginia 26201  
*Equal Opportunity Employer (EOE)*

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

TDD Numbers  
Business: 472-9550  
Emergency: 911

March 12, 2024

US Senator Joe Manchin  
900 Pennsylvania Avenue, Suite 629  
Charleston, WV 25302

Dear Senator Manchin,

This correspondence serves as our official support of the Buckhannon Upshur Airport Authority's proposed t-hangar expansion project. The Upshur County Regional Airport is the only regional airport in the area and is vital to continued economic growth in Upshur and surrounding counties.

Buckhannon-Upshur Airport Authority is seeking funding to construct an eight-unit t-hangar. The airport is showing a steady increase in operations and have requests for t-hangars, of which, they cannot accommodate. They currently have three commercial hangars and a six-unit t-hangar. Unfortunately, just because of the nature of the commercial industry, those tenants do not always offer a based aircraft and with the existing t-hangars being full, the lack of space caused the temporary loss of NPIAS eligibility and two years of AIP funding. They have since regained NPIAS eligibility but are looking for long-term solutions to the space issue.

Upshur County Regional Airport is growing but the lack of hangar space is creating a significant barrier to exponential growth. KCI Aviation is conducting business on the airfield as well as HealthNet Aeromedical Services, Inc. The new General Manager has implemented a hangar program that is generating good revenue and bringing workers from the aircraft industry into our downtown area. The airport also offers a courtesy car program that allows patrons to come here to work, stay in our local hotels and enjoy everything that Upshur County has to offer. The t-hangar project would allow the airport to address the urgent need for based aircraft and also provide additional space to house an aircraft maintenance business or flight instructor, on site, for future growth and expansion. Upshur County is centered in the heart of West Virginia with easy access to both Corridor H and I-79. The nearing completion of Corridor H coupled with the expansion of the Upshur Regional Airport's t-hangar availability is vital for the growth in this area of Appalachia.

We greatly appreciate your interest and consideration of this project. If you have any questions, or would like to discuss the expansion further, please feel free to contact our office at any time.

Sincerely,

Samuel R. Nolte  
Upshur County Commission President

UPSHUR COUNTY COMMISSION  
Upshur County Administrative Annex  
91 West Main Street, Suite 101 ▪ Buckhannon, West Virginia 26201  
*Equal Opportunity Employer (EOE)*

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

TDD Numbers  
Business: 472-9550

March 8, 2024

26<sup>th</sup> Judicial Community Corrections  
c/o Cheyenne Walters  
85 West Main Street  
Buckhannon, WV 26201

To whom it may concern:

The Upshur County Commission is grateful for their partnership with the 26<sup>th</sup> Judicial Circuit Community Corrections Day Report Center and its effectiveness within the County.

This program saves Upshur County thousands of dollars each year. Considering the Per Diem Rate increase that went into effect July 2024, the Community Corrections Day Report Center will continue to be vitally important to lessen the financial burden impacting Upshur County. This year, the Day Report Center handled 741 referrals between Upshur and Lewis County, not including DHHR referrals. Grant funding continues to be an essential resource for the Day Report Center to continue operating at maximum efficiency and to be able to assist the continuously growing number of offenders and substance abuse issues. Without these services and grant funding we are certain there would be an increase in offender recidivism resulting in an even further increase in the regional jail bill that would have a devastating impact on the taxpayers of this County.

This Commission continues to support the hard work and dedication of Cheyenne Troxell and her staff. Continued funding of the above referenced program will be greatly appreciated.

Sincerely,



Douglas K. Bush  
Commissioner



## ***CITY OF BUCKHANNON, WEST VIRGINIA, 26201***

***70 East Main Street, Buckhannon, WV 26201 • 304.472.1651***

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March 7, 2024

Upshur County Commission  
38 West Main Street  
Buckhannon WV 26201

### **NOTICE OF PUBLIC HEARING FOR A ZONING VARIANCE**

To Whom It May Concern:

The Zoning Board of Appeals is hereby notifying area property owners that Citizens Bank of West Virginia has filed with the Zoning Board of Appeals an appeal to install (3) 3' x 13.67' signs (for a total of 123.03 sq ft) on (3) sides of the newly renovated façade located at 66 West Main Street in the City of Buckhannon. Citizens Bank of West Virginia has been denied a permit, since the application fails to meet Zoning Ordinance 244, Section 507 B-2a, 2b & 2c, which states in part, " Signs are permitted as follows:

- a. Signs directly relating to a use conducted upon the premises provided that the cumulative square footage of all of such signs shall not exceed in square footage one-half (1/2) of the lineal feet of street frontage, but provided further, however, that any single sign shall not exceed forty square feet (40').
- b. No sign shall exceed the height of the principal structure, or twenty-five feet (25'), whichever is greater.
- c. No more than one (1) of such signs may be of a free-standing kind, and all other signs shall be attached to the principal building, the business of which said signs are identifying, and further shall not extend from the surface of said building more than twelve inches (12")."

A Public Hearing in connection with the petition shall be held at City Hall, 70 East Main Street on **Wednesday, April 3, 2024 at 5:30 p.m. o'clock**, and all interested parties may appear and be heard.

If you wish to comment or have questions regarding the proposed variance, you are welcome to attend the public hearing. Or, if desired, you may send a signed, written comment concerning this proposed variance to: Zoning Board of Appeals, Buckhannon City Hall, 70 East Main Street, Buckhannon, WV 26201, ATTN: Zoning Officer.

Further, any person aggrieved by any decision of the Zoning Board of Appeals may appeal, within thirty days to the Circuit Court of Upshur County as provided by the laws of the State of West Virginia. If you have questions concerning zoning requirements or the information presented in this notice, please contact City Hall.

Vincent Smith  
Building Code Enforcement Officer



In compliance with West Virginia's Public Meeting Law, the 26<sup>th</sup> Judicial Circuit Community Corrections Program special board meeting will be held March 11, 2024 at 6:00pm at the Upshur County Day Report Center in Upshur County. The public is invited to attend and learn more about our program, serving Lewis and Upshur Counties.

**COMMUNITY CORRECTIONS  
Special Board Meeting Agenda  
March 11, 2024**

**Upshur County Day Report Center 6:00 P.M.**

**I. Handouts**

- Sign in sheets
- Agenda, Previous Meeting Minutes
- Budget report

**II. New Business**

- 1) Batterer's Intervention Prevention Class Update
- 2) Home Confinement Update- Lewis-18 Upshur-30
- 3) Community Corrections Update
  - Referrals received since July 1, 2022, Upshur-199 Lewis-123 Total-322
  - Discuss possible purchase of new building
  - Counselor position update

\*Agenda subject to change

**III. Next Meeting**

- **April 30, 2024 at the Lewis/Upshur Community Recovery Center time to be determined**

UPSHUR COUNTY SAFE STRUCTURES AND SITES  
ENFORCEMENT BOARD

**Meeting Agenda**

Upshur County Administrative Annex

Thursday, March 14, 2024

3:00 p.m.

\*\*\*\*\*

- I. Call meeting to order
- II. Recognition of Guests
- III. Public Comment
- IV. Approval of previous meeting(s) minutes
  - February 8, 2024
- VI. Report and/or action on Pending Cases
  - 121322-01 (Tenney)
  - 060823-01 (Sipe)
  - 101223-01 (Rowland)
  - 101223-03 (Ervin)
  - 101223-04 (Robinson)
  - 101223-05 (Hasaflook)
  - 110923-01 (Kenny)
  - 121423-01 (Grose)
  - 011124-02 (Bevins)
  - 020824-01 (B. Tenney)
  - 020824-02 (Bailey)
  - 020824-03 (Cutright)
- VII. Consider requests to establish new cases that were received on or before 3/11/2024.
- VIII. Adjournment

The next Safe Structures & Sites Board Meeting will be held on Thursday, April 11, 2024 beginning at 3:00 p.m. at the Upshur County Administrative Annex, 91 West Main Street, Suite 101, Buckhannon, WV.



## Notice of Meeting

\*\*\*\*\*

for

**Upshur County Fire Board, Incorporated**

(Statutory Corporation per Chapter 7 Article 17 of the WV Code)

**Location: Upshur County Administrative Annex, Suite 101, 91 W. Main Street**

**Date: Tuesday, March 19, 2024, at the Warren District VFD, Hodgesville, WV**

**Time: 6:30 p.m.**

### AGENDA

Call Meeting to Order

Roll Call

Approval of Minutes---February 20, 2024

Public Questions/Comment Period

Report from Fire Fee Clerk on Collections and/or Operational Procedures

- Cumulative report

Financial Matters/Items

- Bank Statement---Checking Account Balance as of 2/29/2024---\$84,290.49
- Disbursement from Chief Tax Deputy for February---TBD prior to the meeting

Payment of Bills/Invoices

- \*Software Systems---monthly maintenance---Invoice #38366---\$237.00
- \*Upshur County Commission---Reimbursement---P-card---Supplies(envelopes)---\$151.24

Tabled Item: Discussion/approval of the list of suggestions of usage of the state funding provided to the Upshur County Commission for VFDs

Tabled item: Review of Ellamore Financial Statement/with update of the meeting with the CPA

Approve/determine amount of an April distribution of Fire Fee funds to the VFDs.

Review/approval of Corrective Tickets and Exoneration requests

Other Items/Matters to Consider

Date of Next Meeting---Tuesday, April 16, 2024, at the Administrative Annex-91 W. Main St. Buckhannon, WV-  
--Adjournment



**Notice of Special Meeting  
Upshur County Farmland Protection Board**

\*\*\*\*\*

Location: Upshur County Extension Office Conference Room  
91 W Main Street, Ste 102  
Buckhannon, WV 26201  
Date: March 19, 2024  
Time: 6:00 pm

**AGENDA**

CALL MEETING TO ORDER / ROLL CALL

PUBLIC QUESTIONS / COMMENT PERIOD

PRESENTATION OF PLAQUES TO PAST MEMBERS

APPROVAL OF MINUTES: February 6, 2024

BUSINESS ITEMS – Discussion/Update/Action

- Queen Easement Update
- Tabled item follow up: Review Applications for January 1, 2024, application cycle
  - Hicks

FINANCIAL MATTERS – Discussion/Update/Action

- Financial Report- Financial Spreadsheet
  - Payment of Bills /Invoices -Turtley For You Consulting, etc

OTHER BUSINESS –

Tabled Business: Hinkle Easement- next steps of deed review and baseline documents

DATE OF NEXT MEETING –

ADJOURNMENT



**Adrian Public Service District**  
**February 1, 2024**  
 Monthly Board Meeting

Present from Adrian PSD: **Paul Spencer**, *Chairman*; **Carolyn Douglas**, *Vice Chairman*; **Kelly Arnold**, *Sec./Treas.*; **Eric Brunn**, *Chief Water Operator*; **Norma Woody**, *Manager* and **Alicia Wright**, *Assistant Manager*.

All motions were unanimous unless otherwise noted.

The meeting was called to order at 3:00 pm by Paul Spencer, Chairman.

**Minutes** of the **January 4, 2023** board meeting were read. Kelly made a motion to approve the minutes and Paul seconded. Motion carried.

**Minutes** of the **January 17, 2023 project meeting** were read. Kelly made a motion to approve the minutes and Paul seconded. Motion carried.

Invoices were presented. A motion was made to pay by Carolyn, seconded by Paul. Motion carried.

**Old Business**

- None

**New Business**

- None

**Items for Discussion/Action/Approval**

- None

**Maintenance Report**

- None

**Office Report**

- Public Service Commission Audit/19-A rate increase scheduled for February 5-9, 2024.

**Adjournment**


The meeting adjourned at 4:00 pm.

The next **board meeting** will be **March 7, 2024 at 3:00 pm**.

The next **project meeting** will be **February 21, 2024 at 3:00 pm**.

Board of Directors

  
 Paul Spencer, Chairman

  
 Carolyn Douglas, Vice Chairman

  
 Kelly Arnold, Sec., Treas.

**Adrian Public Service District**  
**February 21, 2024**  
Monthly Board Meeting

Present from Adrian PSD: *Paul Spencer, Chairman; Carolyn Douglas, Vice Chairman ; Kelly Arnold, Sec./Treas. and Norma Woody, Manager*

All motions were unanimous unless otherwise noted.

The meeting was called to order at 3:00 pm by Paul Spencer, Chairman.

**Items for Discussion/Action/Approval**

- **Alicia D. Wright, Assistant Manager and Jared Bentley, Water Operator passed their licensing examination for Water Distribution Operators in the State of West Virginia.** Norma advised the board of Alicia and Jared obtaining their license and requested the board to apply **\$1.00 hourly wage increase** to each employee, as Adrian Public Service District has done for all employees past for earning their license. Paul made a motion to approve, and Kelly seconded the motion. Motion carried. The raise will appear on said employees next paycheck dated 02/23/2024.


**Adjournment**


The meeting adjourned at 4:00 pm.

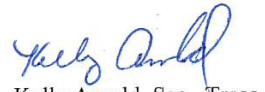
The next board meeting will be **March 7, 2024 at 3:00 pm.**

The next project meeting will be **March 20, 2024 at 3:00 pm.**

Board of Directors

  
Paul Spencer, Chairman

  
Carolyn Douglas, Vice Chairman

  
Kelly Arnold, Sec., Treas.

Elkins Road Public Service District  
Board of Directors' Regular Meeting  
February 6, 2024

The regular monthly meeting of the Elkins Road Public Service District (ERPSD) Board of Directors was held on Monday, February 6, 2024.

Chair, Carey Wagner, called the meeting to order at 5:00 p.m. and led the group in the Pledge of Allegiance.

Members Present were: Chair-Carey Wagner, Secretary-David Burr and Board Member-Wendell Grose

Staff Present were: Office Manager-Carolyn Douglas; Billing Clerk-Linzy Wilson; System Operator-David Wamsley

Phone in participants: None

Unless otherwise stated all motions passed by vote 3-0.

Recognize that four (4) customers were present.

**APPROVAL OF MINUTES**

Minutes of January 9, 2024 Regular Monthly Meeting were presented for approval. **David Burr made a motion to approve the minutes. Wendell Grose seconded. Motion carried**

**APPROVAL OF FINANCIAL REPORTS/BILLS TO DATE**

Carey Wagner presented the Financial Report. **David Burr made a motion to approve the financial report and pay the bills to date. Seconded by Wendell Grose. Motion carried**

**JOEY LOUDIN-DEVELOPMENT UPPER CHILDERS RUN RD-ADDED TODAY**

Joey Loudin brought engineering drawings of a proposed development on Upper Childers Run Rd Phase I to ask the Board what steps were needed to proceed. After some discussion it was decided that due to the elevation a pressure and flow test would need to be done. They will meet again at the next meeting after test is completed to discuss the findings before moving forward.

Elkins Road Public Service District  
Board of Directors' Regular Meeting  
February 6, 2024

**PHASE III EXTENSION PROJECT**

GIS of System – Stacey McDaniel was sick and this has been postponed until March meeting.

Greg Belcher called in to assist with any questions he could answer for the Loudin development.

Nothing to discuss on the Phase III project.

**MAINTENANCE**

Dave Wamsley gave the January Maintenance Report. The water loss came up a little due to the cold weather and busted lines but has since gone back down to where we need it.

There being no further business, **the meeting adjourned on motion made by David Burr and seconded by Wendell Grose.** Meeting adjourned at 6:00 p.m.


The next meeting will be held on Tuesday, March 5, 2024 at 5:00 p.m.


Respectfully submitted:


ERPSD Board of Directors Secretary, David Burr//CD

Attachments: Agenda  
Sign In Sheet

Approved By:

  
Board Chair/Treasurer  
Carey Wagner

  
Secretary  
David A. Burr

  
Board Member  
Wendell R. Grose

# ELKINS ROAD PUBLIC SERVICE DISTRICT Agenda

<b>Meeting</b>	<i>Regular Monthly Meeting</i>	<b>Start Time</b>	<i>5:00 PM</i>
<b>Date</b>	<i>Tuesday, February 6, 2024</i>	<b>Place</b>	<i>P.S.D. Office 133 Fallen Road, Buckhannon</i>

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Meeting Called to Order by Chairperson 5:00 PM  
Pledge of Allegiance  
Roll Call Introduce Board of Directors  
Chair/Treasurer-Carey Wagner, Secretary-David Burr, Board Member-Wendell Grose  
Introduce Office Staff - Office Manager, Carolyn Douglas; Billing Clerk - Linzy Wilson;  
System Operator-David Wamsley  
Recognize Current Customers  
Approval of Minutes -January 9, 2024 Regular Monthly Meeting **Vote**  
Treasurer Report/Payment of Bills for February/bal of January Invoices **Vote**

## ITEMS FOR DISCUSSION

*Joey Louder Development  
Upper Chicago Run Discussion*

**Phase III Extension Project Update** **Vote**  
Project Underruns & Proposed Use  
Change Orders  
GIS of System -Agreement Signed 4/4/23  
Progress Reports & Discussion

**Maintenance Report**  
Maintenance Issues (if any)  
Maintenance/Garage/Building **Vote**  
Generators  
Gormley Booster Electric-BFD's

**Date & Time of March 2024 Meeting - Tuesday, March 5, 2024 @ 5:00 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!!!! ☺)*



ELKINS ROAD PSD  
REGULAR MONTHLY MEETING  
TUESDAY, FEBRUARY 6, 2024

**HODGESVILLE PUBLIC SERVICE DISTRICT****February 6, 2024/4pm**

The Hodgesville Public Service District monthly meeting was held at the district office located at 188 Fayette St., Buckhannon, WV, on the above date and time.

In attendance:

Robert Wright-Chairman

Roger Ward-Secretary

Howard Cutright-Member

Terry Gould-Manager

Barbara Curry-UBS, Inc.

Guests:

Carrie Wallace/Lisa Karickhoff of Region VII

Zach Musgrove/Thrasher Engineering

Rob Hoover/AJ Burke Contracting

The minutes of the previous meeting held January 2<sup>nd</sup>, 2024 were read and approved.

Terry Gould held an election of officers for the new year. This was missed at the January 2024 meeting. Howard Cutright made a motion to leave officers as is and this was seconded by Roger Ward.

Terry Gould gave the financial report for the month. A motion was made by Robert Wright and seconded by Roger Ward to approve and pay the bills.

A motion to approve the credit memos was made by Howard Cutright and seconded by Roger Ward.

The Board reviewed the customer shut off list and amount collected for the previous month.

Maintenance completed by Ringers, Inc. included the following:

Marking a few lines, changing a busted regulator and inspecting pump stations for any repairs. No major repairs for the month of January.

Other matters discussed included the following:

A brief update meeting on the Murphy Station Project with all in attendance above was held at 3:30pm just before the regular meeting. Rob Hoover, contractor, stated that weather permitting he hoped to finished in 2 weeks. Hopefully tie in next Tuesday the 13<sup>th</sup>, pressure test the 14<sup>th</sup> and chlorine testing after that. Ringers need to locate blowoff for them. Contractor will put meters in and the meters have pressure reducing valves. Terry's office will contact Ringers and Alan Westfall to set up meetings for testing and locating valve. Shooting for a completion date of the 20<sup>th</sup>.

Zach gave an update on the project and that is attached and made part of these minutes. Hopefully a possible June bid date.

A motion by Howard Cutright and seconded by Robert Wright to approve the pay requisition to AJ Burke and Region VII on the Murphy Station Project.

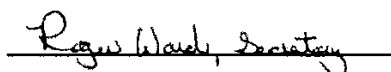
Barbara Curry reported that Hodgesville has now paid the deficiency of one of the two bonds that is in arrears. The other bond should be paid by July if we continue at the same payment amount. Sara Rogers from the Bond Commission called to congratulate Hodgesville on paying the deficiency.

City gave notification of a possible April meeting of the PSDs.

Terry reported that readings were estimated for the last billing.

Abia Whiston, Developer of the Brushy Fork Sauls Run area needs to get with Thrasher on developing plans.

There being no further business to discuss the meeting adjourned at 4:55pm.



Roger Ward, Secretary



ARCHITECTURE  
ENGINEERING  
FIELD SERVICES

**HODGESVILLE PSD  
PROJECT STATUS & UPDATES  
(010-1094)**

**February 6th, 2024**

**Critical Needs Project:**

- **Murphy Station Road Water Line Extension – Critical Needs**
  - Construction resumed January 4<sup>th</sup>, 2024.
    - Construction Progress Meeting held today, at 3:30 PM.
      - Contractor provided updated Construction Schedule.
      - Approximately 75% of Pipe has been Installed.
  - Pay Application #2 has been submitted for review.

**Water System Improvements Project:**

- **General:**
  - Preliminary Design is Complete.
    - Reaching out to DOH to set up field review of Plans.
    - Anticipate submitting to DEP this week.
    - We can Submit Binding Commitment Request after DEP approval.
  - Contract #2 Property Acquisition
    - ROW Agent has talked with property owner at Route 33 Booster Station to discuss property acquisition.
      - ROW Agent expects no conflicts.
    - Thrasher and ROW Agent have been unable to contact the Tank Property Owners to discuss property acquisition.
  - Easements
    - ROW Agent has approximately 33% of easements signed.
    - ROW Agent is working with Attorney to address properties that have changed ownership.
  - Two quotes received for PRV.
    - Cla-Val quote was \$44,035.
    - GA Industries Quote was \$51,400.
    - Awaiting quote from Ross Valve
    - Price does not include Vault
  - Categorical Exclusion Received for Environmental Review.
  - Team Project Calls have been initiated.