

Upshur County Commission Meeting Agenda

Agenda packets are available electronically at 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: February 17, 2022
- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• February 10, 2022*
- 9:15 a.m. Swearing in of E-911 telecommunicators
- 9:45 a.m. Virgil D. Miller, Sheriff of Upshur County – Overview and tour of the Upshur County Sheriff's Department's completed remodel project

Items for Discussion / Action / Approval:

1. Approval and signature of the revised Procedure to Dispatch Wrecker Services effective March 1, 2022. The Procedures were originally discussed and tabled during the January 13, 2022 Commission Meeting.*
Pages 4-8
2. Approval and signature of letter of support for the Upshur County Board of Education's nomination of Art 26201 as the West Virginia Governor's Art Awards Organization of the Year. *
Page 9
3. Consider Application for Community Use of Buildings, Equipment and Grounds from the Foundation for Better Schools for consideration of placement of a fundraising thermometer at the Upshur County Courthouse from March 1st – April 5th 2022. *
Pages 10-11
4. Approval and signature of the FY2023 West Virginia Community Corrections Grant Program Application requesting the amount of \$448,955.00 in state funds to be used to provide alternate sentencing and re-entry services for eligible offenders. *
Pages 12-116
5. Correspondence from Mike Donato announcing his resignation from the Upshur County Parks & Recreation Advisory Board, effective immediately. *
Page 117
6. Correspondence from Bryan Hinkle, Prosecuting Attorney, requesting the employment of Rutheana Mills as Assistant Prosecuting Attorney, effective March 14, 2022.*
Under separate cover
7. Approval of Lewis-Upshur Animal Control Facility Volunteers*
Under separate cover
 - Ahmad Mosley
 - Easton Perry
 - Molly Milleson
8. 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, Remote Work Request(s).

For Your Information:

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

1. Correspondence from Jodie Akers, Director of Student Services / Transportation for the Upshur County Board of Education, requesting the use of the County's E911 Addressing and Mapping Arc GIS addressing and centerline shape files. The request has since been granted. **Page 118**
2. Public Notices:
 - a) Newsletters and/or Event Notifications:
 - Young Families Estate Planning Workshop February 24, 2022 **Page 119**
 - City of Buckhannon & Board of Education Candidate Forum March 16, 2022 **Page 120**
 - b) Agendas and/or Notice of Meetings:
 - Upshur County Senior Center February 9, 2022 **Page 121**
 - Buckhannon-Upshur Airport Authority Agenda February 14, 2022 **Page 122**
 - Buckhannon-Upshur Parks and Recreation Advisory Board February 14, 2022 **Page 123**
 - Upshur County Family Resource Network General Membership Meeting February 14, 2022 **Page 124**
 - Upshur County Farmland Protection Board February 17, 2022 **Page 125**
 - City Council of Buckhannon February 17, 2022 **Page 126**
 - Meeting Minutes:
 - Elkins Road PSD December 7, 2021 **Pages 127-128**
 - Elkins Road PSD January 4, 2022 **Pages 129-131**
 - Upshur County Solid Waste Authority January 10, 2022 **Pages 132-133**
 - Upshur County Parks & Recreation Advisory Board January 10, 2022 **Pages 134-135**
 - Upshur County Senior Center January 12, 2022 **Pages 136-137**
 - Tennerton Public Service District January 12, 2022 **Page 138**
 - Upshur County Safe Structures and Sites Enforcement Board January 13, 2022 **Page 139**
 - c) Meetings:
 - 02/08/22 5:00 p.m. Elkins Road PSD
 - 02/08/22 4:00 p.m. Hodgesville PSD
 - 02/03/22 7:00 p.m. Banks District VFD
 - 02/03/22 7:00 p.m. City Council of Buckhannon
 - 02/03/22 7:00 p.m. Selbyville VFD
 - 02/14/22 12:00 p.m. Upshur County Family Resource Network
 - 02/14/22 4:30 p.m. Upshur County Solid Waste Authority
 - 02/14/22 5:30 p.m. Buckhannon-Upshur Recreational Park Advisory Board
 - 02/07/22 6:00 p.m. Lewis-Upshur Community Corrections Board – Upshur Co
 - 02/08/22 7:30 p.m. Adrian VFD
 - 02/03/22 6:00 p.m. Buckhannon-Upshur Board of Health

- 02/08/22 7:00 a.m. Upshur County Development Authority – Executive Board
- 02/08/22 12:00 p.m. Upshur County Senior Center Board
- 02/09/22 3:00 p.m. Upshur County Conventions & Visitors Bureau
- 02/08/22 7:00 p.m. Warren District VFD
- 02/03/22 3:00 p.m. Adrian PSD
- 02/09/22 3:00 p.m. Tennerton PSD
- 02/10/22 3:00 p.m. Upshur County Safe Sites & Structures Enforcement Board
- 02/10/22 7:30 p.m. Buckhannon VFD
- 02/14/22 4:00 p.m. Buckhannon Upshur Airport Authority
- 02/17/22 6:30 p.m. Upshur County Youth Camp Board
- 02/13/22 6:00 p.m. Washington District VFD
- 02/09/22 12:00 p.m. Buckhannon-Upshur Chamber of Commerce
- 02/16/22 4:00 p.m. Upshur County Public Library Board
- 02/18/22 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development Council
- 02/15/22 6:30 p.m. Upshur County Fire Board, Inc.
- 02/22/22 3:00 p.m. UC Enhanced Emergency Telephone Advisory Board
- 02/09/22 7:00 p.m. Ellamore VFD
- 03/16/22 12:00 p.m. Lewis Upshur LEPC – Lewis Co.
- 02/17/22 6:00 p.m. Upshur County Farmland Protection Board
- 02/23/22 7:00 p.m. Upshur County Fire Fighters Association
- 02/09/22 6:00 p.m. Buckhannon River Watershed Association - Farm Bureau
- 02/28/22 10:00 a.m. Mountain CAP of WV, Inc.

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 trperry@upshurcounty.org. Upcoming term expirations are listed in this section of the agenda; however, letters of interest can be submitted at any time. Letters of interest for boards that do not currently have a vacancy will be held until a vacancy occurs. Please note that submitting a letter of interest does not guarantee appointment. ****

4. Budget Hearing Schedule

The Commission will hold budget hearings at the Upshur County Administrative Annex on the following dates. For a detailed list of meetings, please contact Carrie L. Wallace at clwallace@upshurcounty.org.

- Monday, March 14th beginning at 9:00 a.m.
- Tuesday, March 15th beginning at 9:00 a.m.
- Wednesday, March 16th beginning at 9:00 a.m.
- Thursday, March 17th beginning at 1:00 p.m.
- Friday, March 18th beginning at 9:00 a.m.
- Monday, March 21st beginning at 1:00 p.m.

Tabled Items

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

Next Regular Meeting of the Upshur County Commission
February 24, 2022 --- 9:00 a.m.
Upshur County Courthouse Annex

Procedures to Dispatch Wrecker Services

Effective March 1, 2022

In compliance with Chapter 24, Article 6, Section 12 of the Code of West Virginia, as amended, the County Commission of Upshur County does hereby establish a policy or procedure as outlined below to provide for the most prompt, fair, equitable and effective response to requests or dispatches for emergency towing services. Any type of request or call to the Upshur County E911 Communications Center for towing services will be considered as a request for emergency towing services and will be subject to these procedures.

The Upshur County E911 Communications Center will maintain a public record of towing services utilized and forward the same to the Office of the Upshur County Commission each month.

The Upshur County E911 Communications Center will only dispatch towing services based on the established alphabetized rotation list of available towing services located in Upshur County that are in compliance with these procedures, with the following exception. In the event that a large towing service is required, the Upshur County Communications Center will dispatch a large towing service outside of the normal rotation. Automatic dispatch of towing services will apply to all motor vehicle accidents (MVs).

Towing services may have up to two (2) telephone numbers on file with the Upshur County E911 Communications Center for dispatch requests. If the towing service company or operator does not answer the call to either phone number and confirm the availability of towing services, the towing service will forfeit and forego that call and be moved to the bottom of the established rotation list. The Upshur County E911 Communications Center will not alter the established rotation list for any missed call(s).

Once a towing service accepts a call, they must depart their location in no more than five (5) minutes. Notification with an estimated time of arrival (ETA) shall be made to the Upshur County E911 Communications Center once they are enroute. Once the Upshur County E911 Communications Center has dispatched the appropriate towing service and has received an ETA, E911 personnel shall notify responding law enforcement and fire department personnel that a towing service has been contacted and is enroute. If law enforcement arrives on scene and determines that a towing service is not necessary, the dispatched towing service will be cancelled and shall remain at the top of the rotation list.

The towing service dispatched from the rotation list shall handle all vehicles located at the scene. If necessary, the dispatched towing service or operator shall arrange for additional assistance. In order to provide for public safety, first responders located at the accident scene have the authority to direct the E911 Communications Center to contact more than one towing service. Other first responder requests for towing services will not be accepted.

A responding towing service shall accept all vehicle(s) on scene unless there is an equipment failure, or other circumstance outside of their control, that prohibits them from transporting the vehicle(s). If a towing service company or operator refuses a vehicle(s) for any other reason, they will be suspended from the established rotation list for a period of six (6) months.

If a towing service is the first to arrive on scene, they must stage away from the accident. No vehicle(s) at the scene shall be moved until the investigation has been completed and law enforcement personnel have authorized removal,

unless on scene emergency personnel need to move a vehicle(s) in order to provide necessary medical treatment and/or to preserve and protect human life.

To be included and remain on the established rotation list, towing service companies and/or operators shall be in compliance with all local, state and/or federal laws or regulations that govern such type of business. Local regulations will require (but are not limited to) the following:

1. Provide a copy of the following documents received on July 1st of each year to the Upshur County E911 Communications Center by July 15th of each year: valid universal cab card, insurance and registration for each unit, current medical examination card for each driver, current Class D or CDL operator's license for each driver.
2. Each towing service company shall respond to at least one (1) call and cannot refuse more than two (2) calls within a one (1) month time period, unless documentation proving they were on another call is provided to the E911 Communication Center. Offenses and penalties are as follows: 1st offense – removal for three (3) months, 2nd offense – removal for six (6) months, 3rd offense – removal for twelve (12) months. If removal begins mid-month, reinstatement will occur on the first of the following month so long as the wrecker service is in compliance with all other requirements of this policy.
3. The towing service dispatched from the rotation list is responsible for all vehicle debris clean-up on scene, excluding Hazardous Materials. Employees of the towing service are required to conform with all uniform safety requirements. It is the towing services responsibility to equip their response vehicles and employees in order to adequately and safely provide these services. If a towing service fails to meet regulations, first responders on scene shall notify the Upshur County E911 Communications Center for notation in the computer aided dispatch (CAD) system.

Towing service companies that fail to respond to the required calls and/or fail to provide the required documentation will be removed from the established rotation list until a letter of request to be added to the list is provided from the towing service company to the Office of the Upshur County Commission and required documentation is provided to the E911 Communications Center Director.

Approved and adopted by the County Commission of Upshur County, West Virginia on the 9th day of August 2001. Amended by the County Commission of Upshur County, West Virginia on the 16th day of March 2006. Reviewed and approved by the County Commission of Upshur County, West Virginia on the 26th day of February 2009. Amended by the County Commission of Upshur County, West Virginia on the 18th day of June 2015. Amended by the County Commission of Upshur County, West Virginia on the 29th day of September 2016. Amended by the County Commission of Upshur County, West Virginia on the 11th day of April, 2019. Amended by the County Commission of Upshur County West Virginia on the 19th day of September 2019. Amended by the County Commission of Upshur County West Virginia on the 26th day of August 2021. Amended by the County Commission of Upshur County West Virginia on the 17th day of February 2022.

Kristie G. Tenney, President

Procedures to Dispatch Wrecker Services

Effective ~~September~~ **March 1, 2022**

In compliance with Chapter 24, Article 6, Section 12 of the Code of West Virginia, as amended, the County Commission of Upshur County does hereby establish a policy or procedure as outlined below to provide for the most prompt, fair, equitable and effective response to requests or dispatches for emergency towing services. Any type of request or call to the Upshur County E911 Communications Center for towing services will be considered as a request for emergency towing services and will be subject to these procedures.

The Upshur County E911 Communications Center will maintain a public record of towing services utilized and forward the same to the Office of the Upshur County Commission each month.

The Upshur County E911 Communications Center will only dispatch towing services based on the established alphabetized rotation list of available towing services located in Upshur County that are in compliance with these procedures, with the following exception. In the event that a large towing service is required, the Upshur County Communications Center will dispatch a large towing service outside of the normal rotation. Automatic dispatch of towing services will apply to all motor vehicle accidents (MVAs).

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The Upshur County E911 Communications Center will automatically dispatch towing services for all motor vehicle accidents (MVA's). Once the Upshur County E911 Communications Center has dispatched the appropriate towing service and has received an ETA, E911 personnel are to notify responding law enforcement and fire department personnel that a towing service has been contacted and is enroute. If law enforcement arrives on scene and determines that a towing service is not necessary, the dispatched towing service will forfeit or forego their position on the rotation list.

If a towing service is the first to arrive on scene, they must stage away from the accident. No vehicle at the scene is to be moved until the investigation has been completed and law enforcement personnel have authorized removal, unless on scene emergency personnel need to move any vehicle in order to provide necessary medical treatment and/or to preserve and protect human life.

The Upshur County E911 Communications Center will follow an established alphabetized rotation list of available towing services located in Upshur County that are in compliance with these procedures. The Upshur County E911 Communications Center will maintain a public record of towing services utilized and forward the same to the Office of the Upshur County Commission each month.

The Upshur County E911 Communications Center will contact the next towing service or operator on the established rotation list to respond to the request or accident. Once a towing service accepts a call they must depart their location in no more than five (5) minutes. Notification with an estimated time of arrival (ETA) shall be made to the Upshur County E911 Communications Center once they are enroute.

Towing services may have up to two (2) telephone numbers on file with the Upshur County E911 Communications Center for dispatch requests. If the towing service company or operator does not answer the call to

~~either phone number from the E911 Communications Center~~ and confirm the availability of towing services, the towing service will forfeit and forego that call ~~and be moved to the bottom of the as-per the~~ established rotation list. The Upshur County E911 Communications Center will not alter the established rotation list for any missed call(s).

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~~Unless an operator or owner of a vehicle request is made for a particular vehicle at the scene, the~~ The towing service dispatched from the rotation list ~~shall will~~ handle all vehicles located at ~~the~~ scene. If necessary, the dispatched towing service or operator ~~should shall~~ arrange for additional assistance. In order to provide for public safety, first responders located at the accident scene have the authority to direct the E911 Communications Center to contact more than one towing service. ~~Other first responder requests for towing services will not be accepted.~~

A responding towing service ~~shall must~~ accept ~~all the~~ vehicle(s) ~~on scene~~ unless there is an equipment failure, or other circumstance outside of their control, that prohibits them from transporting the vehicle(s). If a towing service company or operator refuses a vehicle(s) for any other reason, they will be suspended from the established rotation list for a period of six (6) months.

~~If a towing service is the first to arrive on scene, they must stage away from the accident. No vehicle(s) at the scene shall be moved until the investigation has been completed and law enforcement personnel have authorized removal, unless on scene emergency personnel need to move a vehicle(s) in order to provide necessary medical treatment and/or to preserve and protect human life.~~

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To be included and remain on the established rotation list, towing service companies and/or operators ~~shall must~~ be in compliance with all local, state and/or federal laws or regulations that govern such type of business. ~~The towing service dispatched from the rotation list is responsible for all vehicle debris clean-up on scene, excluding Hazardous Materials. Employees of the towing service are required to conform with all uniform safety requirements. It is the towing services responsibility to equip their response vehicles and employees in order to adequately and safely provide these services. If a towing service fails to meet regulations, first responders on scene shall notify the Upshur County E911 Communications Center for notation in the computer-aided dispatch (CAD) system.~~

~~Local regulations will require (but are not limited to) the following:~~

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- ~~1. Provide a copy of the following documents received on July 1st of each year to the Upshur County E911 Communications Center by July 15th of each year: valid universal cab card, insurance and registration for each unit, current medical examination card for each driver, current Class D or CDL operator's license for each driver.~~
- ~~2. Each towing service company shall must respond to at least one (1) call and cannot refuse more than two (2) calls within a one (1) month time period, unless documentation proving they were on another call is provided to the E911 Communication Center. Offenses and penalties are as follows: 1st offense – removal for three (3) months, 2nd offense – removal for six (6) months, 3rd offense – removal for twelve (12) months. If removal begins mid-month, reinstatement will occur on the first of the following month so long as the wrecker service is in compliance with all other requirements of this policy.~~

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~~1. _____~~

~~Provide a copy of the following documents received on July 1st of each year to the Upshur County E911 Communications Center by July 15th of each year: valid universal cab card, insurance and registration for each unit, current medical examination card for each driver, current Class D or CDL operator's license for each driver.~~

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- ~~3. The towing service dispatched from the rotation list is responsible for all vehicle debris clean-up on scene, excluding Hazardous Materials. Employees of the towing service are required to conform with all uniform safety requirements. It is the towing services responsibility to equip their response vehicles and employees in order to adequately and safely provide these services. If a towing service fails to meet regulations, first responders on scene shall notify the Upshur County E911 Communications Center for notation in the computer aided dispatch~~

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(CAD) system.

2.

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Towing service companies that fail to respond to the required calls and/or fail to provide the required documentation will be removed from the established rotation list until a letter of request to be added to the list is provided from the towing service company to the Office of the Upshur County Commission and required documentation is provided to the E911 Communications Center Director.

The established rotation list will be followed subject to the following exceptions or deviations:

- The operators or owners of the vehicle(s) may request a specific towing service located in Upshur County. In order to maintain a fair and equitable procedure in the selection of a towing service, operators or owners should not receive any advice or assistance from law enforcement personnel or other emergency personnel located at the scene. The Upshur County E911 Communications Center will record the city and state that the vehicle is registered in and the officer on scene in the public record. Specific requests from an operator or owner will not cause a towing service to forfeit or forego their normal position in the established rotation list.
- In order to provide for the public safety and welfare, first responders located at the scene have the authority to override a request made by the operator or owner of a vehicle or make a request for the towing service company in closest proximity to be utilized. Any specific request under this circumstance will not cause a towing service to forfeit or forego their normal position in the established rotation list.

Approved and adopted by the County Commission of Upshur County, West Virginia on the 9th day of August 2001. Amended by the County Commission of Upshur County, West Virginia on the 16th day of March 2006. Reviewed and approved by the County Commission of Upshur County, West Virginia on the 26th day of February 2009. Amended by the County Commission of Upshur County, West Virginia on the 18th day of June 2015. Amended by the County Commission of Upshur County, West Virginia on the 29th day of September 2016. Amended by the County Commission of Upshur County, West Virginia on the 11th day of April, 2019. Amended by the County Commission of Upshur County West Virginia on the 19th day of September 2019. Amended by the County Commission of Upshur County West Virginia on the 26th day of August 2021. Amended by the County Commission of Upshur County West Virginia on the 17th day of February 2022.

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Kristie G. Tenney, 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

February 17, 2022

The Culture Center
1900 Kanawha Boulevard, East
Charleston, WV 25305

To Whom It May Concern:

It is our pleasure to fully support the nomination of Art 26201 for the Governor's Arts Organization of the Year. We are proud to support this outstanding organization that has worked tirelessly to promote the arts within the Buckhannon community and beyond.

Art is the basis of human expression. It is said that before a child can speak, they sing. Before they write, they paint. As soon as they stand, they dance. A leisurely stroll down main street Buckhannon is filled with artistic expression; from life-size wall murals, beautiful flower beds, local galleries and shops, music and delicious food, planned events, and classes. The footprint of ART26201 has saturated our beautiful city and entire community.

As an organization, Art 26201 exemplifies the meaning of communities in art and resoundingly reflects the values of our Governor and First Lady's love of art. Their collaborative efforts with our local board of education and the business community created a masterful resource for both our youth and adult artisans. Therefore, it is with much pleasure that we recommend and appreciate your consideration of Art 26201 of Buckhannon, WV as the Governor's Art Organization of the Year.

Sincerely,

Kristie G. Tenney
President

Terry B. Cutright
Commissioner

Samuel R. Nolte
Commissioner



304-439-0568 PO Box 35 Buckhannon, WV 26201
foundationforbetterschoolsucwv@gmail.com

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

February 14, 2022

Commissioners:

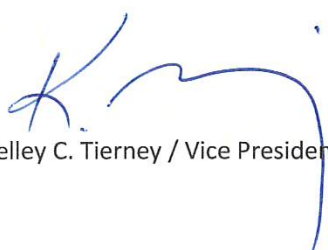
On behalf of the Foundation for Better Schools in Upshur County, I am requesting approval for a vinyl sign (4' x 8' vertical) to be placed (staked) on the Upshur County Courthouse property for the month of March 2022.

The Foundation launched an annual fundraising initiative last year in support of the Upshur County Schools' weekend Backpack Program, Go Wild...Feed a Child, with the purpose of it being the sole fundraiser for the Backpack Program to remain self-supporting. We were able to collect just shy of \$25,000 during March 2021, allowing the Go Wild...Feed a Child backpack program to continue to make sure no Upshur county student faces a hungry weekend.

As like last year, the sign we are asking to erect will be a visual reminder for all who pass the Courthouse and a daily gauge of the month long endeavor and the funds raised. Frankie Floyd, Floyd's Signs, and Sheri Gaudet worked together to make a tasteful, eye-catching design which will be again sued this year. Although this year's goal has been "dialed back", as a direct result of the Back Pack Program being awarded a \$25,000 Neighborhood Assist grant last fall, the need is still great and we hope this year's fundraising efforts are just as successful!

We appreciate your consideration of the Foundation's request. If further information or clarification is needed, please feel free to contact me from 8:30AM to 5PM, Monday through Friday @304-472-5552.

Thank you for your continued support of Upshur County students.



Kelley C. Tierney / Vice President

UPSHUR COUNTY ~ APPLICATION FOR COMMUNITY USE OF BUILDINGS, EQUIPMENT AND GROUNDS

INSTRUCTIONS:

1. All information must be furnished before application can be processed.
2. Application must be filed with the County not less than ten (10) working days before intended use.

Organization Foundation for Better Schools Location Requested Upshur County Courthouse
 Address Po Box 35 Buckhannon WV Date Application Filed 14 Feb 2022
 Contact Person Kelley Tiereny Office Phone 304-472-5552
 (Present Duration of Rental) _____
 Address E Main Street Buckhannon Home Phone 304-677-5033
 Date(s)/Time(s) of Activity 1 March 2022-5 April 2022
 Type of Activity Go Wild Feed a Child Campaign
 Special Equipment Desired: _____
 Names of Performing Groups (if not your group) _____

The undersigned and the above-named organization, jointly and severally, agree to be responsible for the terms of this agreement, including the payment of all expenses associated with the event, damages to premises and further agree to indemnify and hold Upshur County, its agents, servants, and employees harmless from any legal liability, injury or damage to any person or property in connection with the use of the County property. The undersigned certifies that he/she has read and understands the rules and regulations of the Upshur County for Community Use of County Property and that such rules and regulations will be enforced. The Upshur County must be named as an additional insured on the Organization's general liability policy with a minimum \$1,000,000 limit of general liability coverage. A Certificate of Insurance naming the Upshur County Commission as an "additional insured" must be provided with this application.

Foundation for Better Schools		Campaign Chair	2/15/22
Name of Group/Organization	Signature of Contact Person	Position	Date

Certificate of Insurance Attached Yes / No

County Named Add'l Insured Yes / No

Expiration Date _____

Following the activity, a facility/grounds inspection will occur. The renter is responsible for any damage or vandalism that did occur during the duration of the activity.

Approved _____ Disapproved _____

Approved By:

Appendix B

FY 2023 West Virginia Community Corrections Grant Program Application Forms



**West Virginia Community Corrections
Grant Program Application**
**General Administrative Information
Page 1**

<u>Applicant Agency:</u> Address: 91 W. Main Street, Suite 101 Buckhannon, WV 26201 Phone:304- 472-9548 Fax Number:304- 472-8735	<u>Type of Agency:</u> <input type="checkbox"/> Municipality <input checked="" type="checkbox"/> County <u>Type of Application:</u> <input checked="" type="checkbox"/> For State Funds <input type="checkbox"/> No State Funds
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<u>Project Director:</u> PD Title:Sgt. Rodney Rolenson Address:85 W. Main St. Buckhannon, WV 26201 Phone:304-472-9548 Fax:304-472-8735 Email: chevellegirl90@gmail.com	<u>Fiscal Officer:</u> FO Title: Carrie Wallace County Administrator Address: 91 W. Main Street, Suite 101 Buckhannon, WV 26201 Phone: 304-472-0535 Fax: 304-472-2399 Email: clwallace@upshurcounty.org
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 State Funds Requested: 448,955.00

Amount Awarded:

 Local Funds Committed: 192,409.00

(for JCS use only)

Project Period: July 1, 2022 – June 30, 2023

 Number of years previously funded: 17

 Previous Year Number admitted: 265

Geographic Area(s) Served: Lewis and Upshur Counties

 Total Population: 41,250

 Project Title: 26th 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>Authorized Official:</u> Address: 91 W. Main Street, Suite 101 Buckhannon, WV 26201 Signature:	<u>AO Title:</u> Phone:304-472-0535 Fax:304-472-2399 E-Mail: Date:
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West Virginia Community Corrections Grant Program Application	Budget Summary Page 2
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Applicant: Upshur County Commission	FEIN Number: 556000406
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Budget Category	WV Community Corrections Requested Funds (A)	Local (Match) Funds (B)	Total Budget (A + B)
Personnel/Contractual	448,955.00	192,409.00	641,364.00
Travel/Training			
Equipment			
Other			
Totals	448,955.00	192,409.00	641,364.00

**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	16,200.00	R
DHHR Fees	500,000.00	R
SIEEP Grant	120,000.00	R
Total	1,277,564.00	

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 (apart from this CC Grant Application) and under review

**West Virginia Community Corrections
Grant Program Application**
**Budget Detail
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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
<u>Personnel / Contractual:</u> <u>Attached are excel sheets with detailed budgets for grant and local funds</u>			(JCS Use Only)
<u>Travel / Training:</u>			
<u>Equipment (\$1,000/unit):</u>			
<u>Other:</u>			
Total Requested WVCC Funds			
Total Local Matching Funds			
Total Funds APPROVED for Project			(For JCS Only)

FY 2022-2023 Community Corrections Budget Detail "Local Funds"										
Personnel/Match	Job Title/Description	Base	FICA 7.65%	WC 2.64%	FMED 1.45%	U/E 1.50%	INS	RET 9%	TOTAL	
Randy Posey	Home Confinement UC	\$31,200.00	\$1,934.00				\$18,745.00	\$3,744.00	\$55,623.00	
Barry Row	Full-Time Counselor	\$104,000.00					n/a	n/a	\$104,000.00	
Andrew Pinkney	Part-Time Counselor	\$35,490.00	\$2,200.00	\$937.00	\$515.00	\$532.00	n/a	n/a	\$39,674.00	
New Life Counseling LLC	ROCCAS Counseling	\$19,500.00							\$19,500.00	
TOTAL								TOTAL	\$218,797.00	
Contractual										
Personnel/Match	Job Title/Description	Base	FICA 6.20%	WC 2.64%	FMED 1.45%	U/E 1.50%	INS	RET	TOTAL	
BIPP Facilitator	BIPP Facilitator	\$3,120.00	\$193.00	\$82.00	\$45.00	\$47.00	N/A	N/A	\$3,487.00	
TOTAL								TOTAL		
Travel/Training	N/A						\$0.00			
Equipment	N/A						\$0.00			
Other										
Rent/utilities/ drug testing								TOTAL	\$150,000.00	
TOTAL								TOTAL	\$372,284.00	
Match Obligation						TOTAL	\$192,409.00			

West Virginia Community Corrections Grant Program Application	Budget Justification Page 4
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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, \$25.10/hr

Base- \$52,208.00

FICA 6.20%-\$3,237.00

WC 2.64%-\$1,378.00

FMED 1.45%-\$757.00

U/E 1.50%-\$783.00

Health Insurance-\$15,960.00

Retirement 9%-\$4,699.00

TOTAL-\$79,022.00

Taylor Rolenson- Counselor, full time/ 40 hours, 52 weeks, Upshur and Lewis Counties DRC, \$22/hr

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-\$7,903.00

Retirement 9%-\$4,118.00

TOTAL-\$63,176.00

Tom Posey- Case Aide, part time up to 35 hours, 52 weeks, Upshur County DRC, \$19.75/hr

Base- \$35,945.00

FICA 6.20%-\$2,229.00

WC 2.64%-\$949.00

FMED 1.45%-\$521.00

U/E 1.50%-\$539.00

Health Insurance-24.00

Retirement 9%-

TOTAL-\$40,207.00

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Linda Barnhouse- Case Manager, full time/40 hours, 52 weeks, Lewis County

DRC, \$19.90/hr

Base- \$41,392.00

FICA 6.20%- \$2,566.00

WC 2.64%- \$1,093.00

FMED 1.45%- \$600.00

U/E 1.50%- \$621.00

Health Insurance- \$15,960.00

Retirement 9%- \$3,725.00

TOTAL- \$65,947.00

Chad Simmons- Case Manager, full time/ 40 hours, 52 weeks, Lewis County DRC,
\$19.90/hr

Base- \$41,392.00

FICA 6.20%- \$2,566.00

WC 2.64%- \$1,093.00

FMED 1.45%- \$600.00

U/E 1.50%- \$621.00

Health Insurance-\$13,857.00

Retirement 9%- \$3,725.00

TOTAL-\$63,854.00

Brooklyn Queen- Case Manager, full time/ 40 hours, 52 weeks, Lewis County DRC,
\$19.90/hr

Base- \$41,392.00

FICA 6.20%- \$2,566.00

WC 2.64%- \$1,093.00

FMED 1.45%- \$600.00

U/E 1.50%- \$621.00

Health Insurance-\$7,903.00

Retirement 9%- \$3,725.00

TOTAL-\$57,900.00

Cody Hannah- Case Manager, full time/ 40 hours, 52 weeks, Upshur County DRC,
\$19.90/hr

Base-\$41,392.00

FICA 6.20%-\$2,566.00

WC 2.64%-\$1,093.00

FMED 1.45%-\$600.00

U/E 1.50%-\$621.00

Health Insurance-\$7,903.00

Retirement 9%-\$3,725.00

TOTAL-\$57,900.00

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Kelly Bowyer- Case Aide, part time up to 19.5 hours, 52 weeks, Upshur County

DRC, \$18.48/hr

Base-\$18,739.00

FICA 6.20%-\$1,162.00

WC 2.64%-\$495.00

FMED 1.45%-\$272.00

U/E 1.50%-\$281.00

TOTAL-\$20,949.00

TOTAL-\$448,955.00

Travel/Training:

Equipment:

TOTAL-\$448,955.00

TOTAL Funds Requested-\$448,955.00

Cash Match:

Total Match Obligation-\$192,409.00

Upshur and Lewis counties total match obligation will be divided equally at \$96,205.00

Lewis County will be using the Home Confinement Officer's salary and benefit package again:

Randy Posey- 40 hours at 52 weeks Salary \$31,200.00

Base-\$31,200.00

FICA 6.20%-\$1,934.00

Health Insurance-\$18,745.00

Retirement 12%-\$3,744.00

TOTAL-\$55,623.00

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In both counties Home Confinement shares space with Community Corrections, along with share staff, and help assist in furthering the program's goals. Additionally, Lewis and Upshur Counties will provide cash to support their cash match obligation.

In addition to Home Confinement salaries being used as match: We will be paying the following employees from our cash match also:

BIPP Facilitator \$60.00 per class x1 class per week at 52 weeks

Base-\$3,120.00

FICA 6.20%-\$193.00

WC 2.64%-\$82.00

FMED 1.45%-\$45.00

U/E 1.50%-\$47.00

TOTAL-\$3,487.00

Barry Row Contract Counselor \$50.00 per hour 40 hours per week 52 weeks

Base- \$104,000.00

TOTAL-\$104,000.00

Andrew Pinkney Part- Time Counselor \$35.00 per hour 19.5 hours per week 52 weeks

Base-\$35,490.00

FICA 6.20%-\$2,200.00

WC 2.64%-\$937.00

FMED 1.45%-\$515.00

U/E 1.50%-\$532.00

Health Insurance-\$

Retirement 9%-\$

TOTAL-\$39,674.00

New Life Counseling LLC- Contract Counselors for ROCCAS zoom classes 13 classes per year \$1,500.00 per class

Base-19,500.00

TOTAL-\$19,500.00

TOTAL-\$222,284.00

Other:

This year we will be distributing \$150,000.00 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.

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TOTAL-\$372,284.00

TOTAL Cash Match-\$192,409.00

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 \$16,200.00 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 \$500,000.00 in DHHR fees all of which is used to pay the above listed expenses which total out to more than \$372,284.00 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.

Our office received its first SIEEP Grant in the amount of \$120,000.00 which will end in September of 2022. With that grant we have been able to work with Harmony and our telehealth coordinator to begin offering more services to our clients as the COVID 19 pandemic continues. This program has helped reduce and, in some cases, eliminate barriers for the participants with their therapy appointments. We hope that the grant will continue this year so we can keep offering these services. If not, all this expense will fall on our program and likely be its detriment as we just don't have the extra funding to support its weight yet. The entire 120,000.00 was for a two-year term and I have listed below the breakdown of how this funding is being used.

Samantha Ribeiro Matos- Full Time Treatment Coordinator \$20.90 per hour 40 hours per week 52 weeks

Base-\$43,472.00

FICA 6.20%-\$2,695.00

WC 2.64%-\$1,148.00

FMED 1.45%-\$630.00

U/E 1.50%-\$652.00

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Health Insurance-\$15,960.00

Retirement 9%-\$3,912.00

TOTAL-\$68,469.00

2 Yr. TOTAL-\$136,938.00

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.

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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 26th Judicial Circuit Community Corrections Day Report Center is requesting \$448,955.00 in grant funds to help cover the cost of some of our personnel expense. Our program needs this funding so we can better our program and day to day operations. We have been greatly affected by the COVID-19 pandemic and people need extensive services now more than ever. 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 unemployment numbers have skyrocketed causing more barriers for our offenders to face in these times along with lack of in-person appointments for services and a lag in the judiciary process it is leaving many people feeling like they just can't succeed. The 26th 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; Lewis County consisting of two case managers and one case aide; and Upshur County consisting of two case managers and one case aide. We have three in house counselors; one is a full-time counselor, one is a contract counselor and the other is a part-time counselor. 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 also started providing Telehealth services with our new telehealth grant which was \$120,000.00 this amount only covers our Telehealth coordinators salary we are hoping to expand on this grant as well in the future to hire an in-house nurse to administer Vivitrol injections. 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 trainings. Our program wouldn't be what it is today without the trainings we are able to continually attend.

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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 Facilitator provides 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 Alere Toxicology, Redwood Toxicology, and Intrinsic Interventions. SCRAM provides us with another service for our offenders; our current rate for Alcohol Monitoring System is \$4.25 per day. Supplies cover general cleaning and office supplies such as paper towels, paper, ink, etc. for both offices. Estimating serving 200 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. We are looking to expand our office spaces as our program continues to grow with the addition of telehealth services now becoming available in our area. Both offices are in dire need of more space, and it has become even more apparent with how confined we are since social distancing is now the new normal. 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, 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

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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 sixteen 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. 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 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.

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In the year 2021 we received 342 Community Corrections referrals. This includes the number of clients we see from DHHR which was 106. Out of the 342 offenders referred to Community Corrections, 335 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 was stemmed 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 the majority of the population being Caucasian. In the year of 2021 our offices served 340 Caucasians and 2 African Americans. Of the 342 offenders we served 200 were males and 142 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 and LSCMI 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 three 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. All though 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. 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.

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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 17 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. In 2021 we received 342 referrals including Family Court and Department of Health and Human Services. Lewis County received 222 referrals and Upshur received 120 referrals. These numbers serve as proof of huge caseloads for each Case Manager. Lewis County Case managers average 111 offenders each and Upshur County case managers average 60 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 342 referrals this year, 126 were bond offenders, that's a large portion our total referred. Continued funding will enable us to continue offering evidence-based treatment and interventions for every offender referred to our program. Our program offers the same treatment to bond and sentenced offenders, the only difference between the two is the court process.

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 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 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

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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. These services are offered to all offenders regardless of their court status. Our program has recently begun the process of offering Telehealth services to all offenders in hopes to remove all barriers of recovery.

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 151 successful completions in 2021 with no known recidivating. 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 areas. The services we provide are a crucial element to

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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 several different ways such as surveys, discharge LSCMI, 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.

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 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 expenditures 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.

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The need of 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. With the expansion into Telehealth services our offices are already in dire need of more space.

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.

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.

**West Virginia Community Corrections
Grant Program Application****Project Narrative
Page 5**

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	Essay Assignments
Small Tangible Rewards	Journaling
Posted Accomplishments	Case Management Meetings
Fee Reduction	Shock Incarceration
Enhanced Client Status	Increased Community Service
Self-Improvement Services	Increased Supervision
Group Positive Feedback	Home Visits
Pictures that document progress	Terminate from Program
Early completion	
Travel Privileges	
Legal Incentives	
Encouragement	
Group Gatherings at DRC	
Certificates of completion	
Reduced drug screening	

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

West Virginia Community Corrections Grant Program Application	Grant Goals and Objectives Page 6
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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 and Time bound).
- Outcome Measure -** The data or tool used to measure achievement of the objective. How will data be collected, analyzed, and 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 end. **You must have a timeline for each activity.**

Goal Number:	<u>1</u>	To reduce recidivism of program participants within the grant funded counties during the current grant period.
--------------	----------	---

- | | | |
|--------------------------------|----------|--|
| Objective Number: | <u>1</u> | To operate programs that are specifically designed to meet 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: | <u>2</u> | 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 |
| 4. Relapse Prevention | | 4. As needed |

**West Virginia Community Corrections
Grant Program Application**
**Grant Goals and Objectives
Page 6a**

Goal Number:	2	To reduce substance abuse throughout Lewis and Upshur Counties by targeting individuals involved in the criminal justice system
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Objective Number:	<u>1</u>	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:	<u>2</u>	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 |

Goal Number:	3	To help individuals in the criminal justice system obtain/ maintain pro social relationships
--------------	----------	---

Objective Number:	<u>1</u>	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 |

**West Virginia Community Corrections
Grant Program Application**
**Grant Goals and Objectives
Page 6b**

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 |

Goal Number: <u>4</u>	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
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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:

- | | |
|--|---------------------|
| 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 |

Objective Number: 2 To provide individuals necessary skill sets required to seek employment and education

Outcome Measure: Reduction of education and employment risks as determined by the LSCMI

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 |

**West Virginia Community Corrections
Grant Program Application**
**Local Community Criminal Justice
Board Membership
Page 7**

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 MOU's 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	Virgil Miller Upshur County	38 W. Main st. Buckhann on	P: 304-472-1182 F: E: vdmiller@upshurcounty.org	January 2021
Chief of Police			P: F: E:	
Prosecutor	Christina Flanigan Lewis County	117 Court Ave Weston	P: 304-269-8240 F: 304-269-8250 E: cflanigan@lewiscountywv.org	January 2015
Public Defender	Brian Bailey Upshur County	117 Court Ave Weston	P: 304-473-7460 F: E: bwbaileylaw@gmail.com	Septembe r 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 Backgroun d	Laura McDaniel s Upshur County	78 Granville Ln. Buckhann on	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@hopeincwv.net	October 2021
Domestic Violence Advocate	Addie Helmick Upshur	38 W. Main St. Buckhann on	P: 304-473-0070 F: E: upshur@wvcav.org	January 2015

West Virginia Community Corrections Grant Program Application	Local Community Criminal Justice Board Membership Page 7
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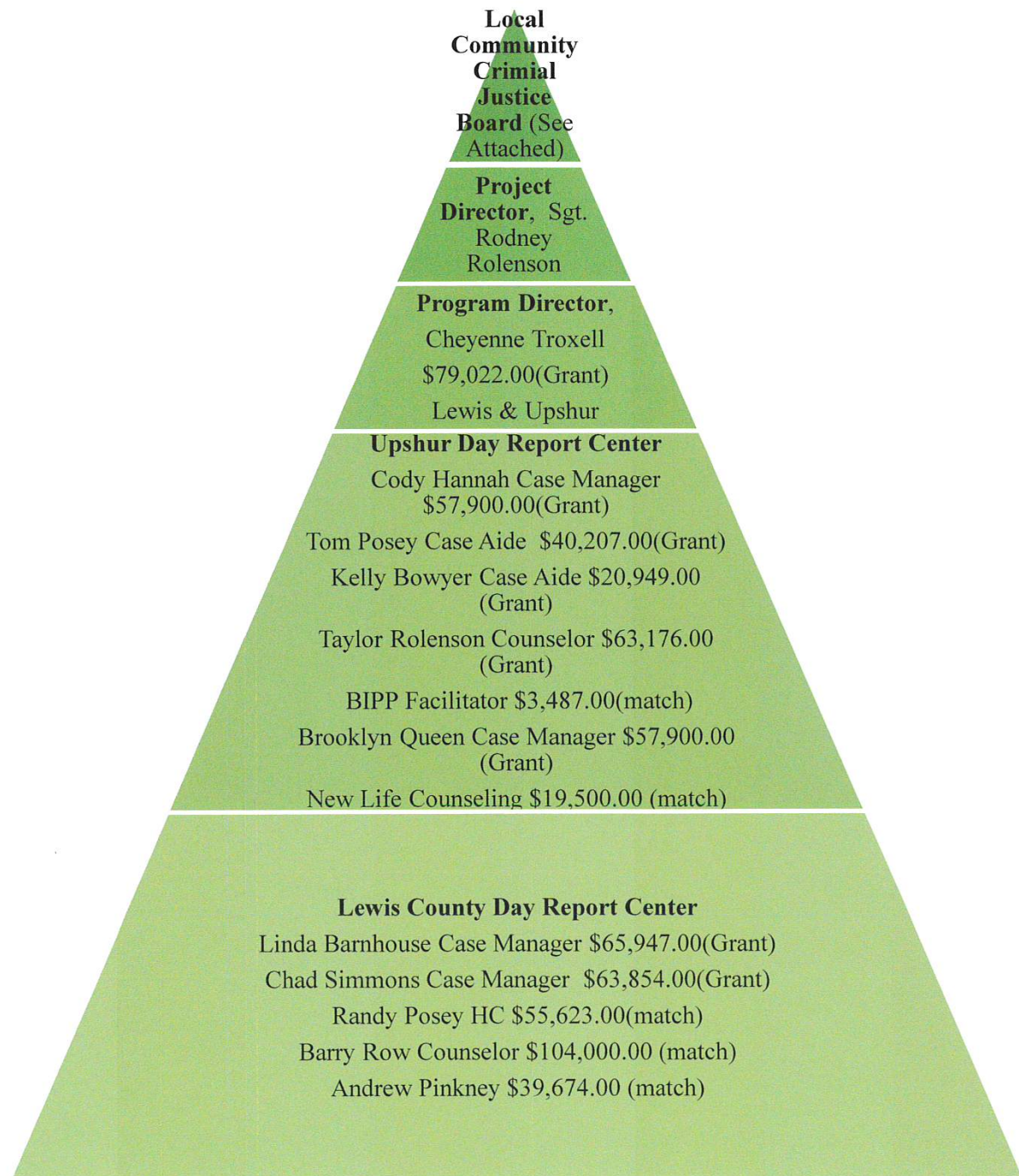
Substance Abuse Treatment Background	Jordan Hedrick Upshur County	38 W. Main St. Buckhannon	P: 304-613-0900 F: E: Jordan.hedrick@ymail.com	May 2018
At-Large	Gene Edwards Lewis County	338 Main Ave Weston	P: 304-997-9021 F: E: ghejr@frontier.com	July 2010
At-Large	Larry Williams Upshur County	10 Amelia Drive Buckhannon	P: 304-472-9160 F: 304-472-9161 E: drlarryew@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	Terry Cutright Upshur County	91 W Main St Buckhannon	P: 304-472-0535 F: 304-473-2802 E: terrybcutright@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

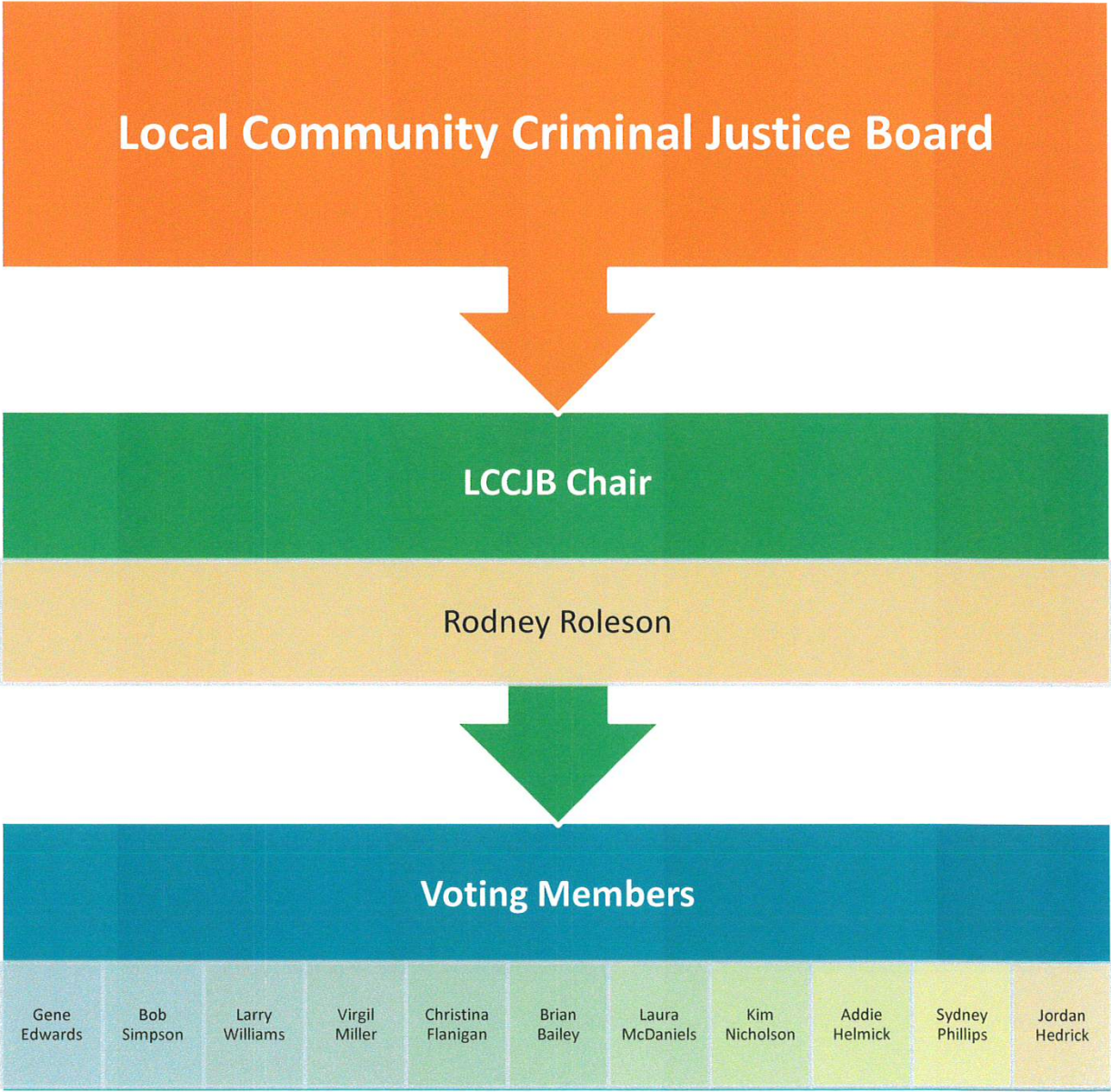
**West Virginia Community Corrections
Grant Program Application****Organizational Chart
Page 8**

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: Terry Cutright, Bobby Stewart, Jason Kelley, Brycen Williams, Judge Hall, Judge Reger

West Virginia Community Corrections Grant Program Application	Hiring Procedures, Job Descriptions and Resumes Page 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

RODNEY ROLENSON

587 Wagner Rd Buckhannon, WV 26201 · 304-613-8888
bpd497@hotmail.com

I HAVE A VAST KNOWLEDGE OF BOTH ON THE JOB EXPERIENCE AND IN THE CLASS ROOM. I HAVE EDUCATED STUDENTS FROM VARIOUS COUNTRIES AND BACKGROUNDS. I'VE HAD THE PLEASURE OF PASSING MY KNOWLEDGE AND EXPERIENCE ON TO STUDENTS WHO ARE PASSIONATE ABOUT THE CRIMINAL JUSTICE FIELD.

EXPERIENCE

1994 TO 2002

POLICE OFFICER, BUCKHANNON POLICE DEPARTMENT

2002 TO 2003

CORRECTIONAL OFFICER, FEDERAL BUREAU OF PRISONS

2003 TO PRESENT

SENIOR CORPORAL, UPSHUR COUNTY SHERIFF OFFICE

1999 TO 2003

ADJUNCT PROFESSOR, GLENVILLE STATE COLLEGE

2003 TO 2006

ADJUNCT PROFESSOR, FAIRMONT STATE COLLEGE

2006 TO PRESENT

ADJUNCT PROFESSOR, PIERPONT COMMUNITY AND TECHNICAL COLLEGE

2005 TO PRESENT

PROJECT DIRECTOR, LEWIS/UPSHUR/BRAXTON COMMUNITY CORRECTIONS

Supervise staff and ensure that the daily operating function of the Day Report Centers adhere to all guidelines set forth by the Division of Criminal Justice Services

MARCH 2018 TO PRESENT

MOUNTAIN LAKES DRUG AND VIOLENT CRIME TASK FORCE

CURRENT

CHAIRMAN, LEWIS/UPSHUR/BRAXTON COMMUNITY CORRECTIONS BOARD

CURRENT

CHAIRMAN, UPSHUR COUNTY EMERGENCY ELECTRONIC TELEPHONE ADVISORY BOARD

CURRENT

IN-SERVICE TRAINER, UPSHUR COUNTY BOARD OF EDUCATION

EDUCATION

1995

CERTIFIED POLICE OFFICER, WEST VIRGINIA STATE POLICE ACADEMY

2003

CERTIFIED CORRECTIONAL OFFICER, FEDERAL LAW ENFORCEMENT TRAINING CENTER

2007

CERTIFIED SWAT TRAINER, MID-ATLANTIC TRAINING

2008

ELECTRONIC SEARCH INSTRUCTOR, PROJECT LIFESAVER

2009

CERTIFIED LESS LEATHAL MUNITIONS INSTRUCTOR, MID-ATLANTIC TRAINING

2014

CERTIFIED HOSTAGE NEGOTIATION, FEDERAL BUREAU INVESTIGATION

1997 TO PRESENT

CERTIFIED FIREARMS INSTRUCTOR, NATIONAL RIFLE ASSOCIATION

2005 TO PRESENT

HOME CONFINEMENT SUPERVISOR, UPSHUR COUNTY

SKILLS

- I INTERACT WELL WITH STUDENTS AND BELIEVE HANDS ON TRAINING IS ESSENTIAL BOTH IN THE CLASSROOM AND IN THE WORK PLACE.
- I WORK WELL WITH OTHERS AND FEEL COMMUNICATION IS THE KEY TO GOOD WORK

RELATIONSHIPS.

- I HAVE A VAST KNOWLEDGE OF THE CRIMINAL JUSTICE AND JUDICIAL PROCESS AND ITS ORIGIN.
- I AM VERY COMFORTABLE LECTURING IN FRONT OF LARGE CROWDS

AWARDS

1997 OFFICER OF THE YEAR
2000 MERITORIOUS POLICE CONDUCT MEDAL
2000 SAFE DRIVING AWARD
2001 EXCELLENT POLICE DUTY MEDAL
2002 OUTSTANDING POLICE SERVICE MEDAL
2003 COMBAT MEDAL

ACTIVITIES

I LOVE THE OUTDOORS AND ALL IT HAS TO OFFER TO ONESELF. I ALSO AM A MEMBER OF MANY DIFFERENT BOARDS IN THE COMMUNITY TO HELP OUR CHILDREN GROW UP IN A WHOLESOME SOCIETY AND ENCOURAGE COMMUNITY INVOLVMENT. I AM PASSIONATE ABOUT KEEPING OUR LOCAL COMMUNITY BOTH SAFE AND DRUG FREE. I ASSISTED IN THE ORIGINATION OF THE DRUG COURT PROGRAM IN BOTH UPSHUR AND LEWIS COUNTY. I STRIVE TO ASSIST IN BOTH EDUCATION AND AWARENESS OF DRUG ADDICTION ALONG WITH PROVIDING THE AVAILABILITY OF COUSELING AND TREATMENT FOR INDIVIDUALS WITH SUBSTANCE ABUSE ISSUES.

COURSES INSTRUCTED

CRIMINAL EVIDENCE
CRIMINAL INVESTIGATION
CORRECTIONS MANAGEMENT
JUVENILE JUSTICE
CRIMINAL LAW
INTRO TO CORRECTIONS
INTRO TO POLICING
HOMICIDE INVESTIGATION

PROFESSIONAL REFERENCES

JEANI TRUE-HAWKINS
RETIRED DEAN OF REGIONAL ACADEMICS
PIERPONT COMMUNITY AND TECHNICAL COLLEGE
304-473-8101

MATTHEW GREGORY
CHIEF OF POLICE BUCKHANNON WV
304-472-5723

MICHAEL COFFMAN
UPSHUR COUNTY MAGISTRATE
304-472-2462

PERSONAL REFERENCES

MICA HITT-HARRIS
JANE LEW WEST VIRGINIA
304-476-8270

CHEYENNE WALTERS
BUCKHANNON WEST VIRGINIA
304-642-8217

VIRGIL MILLER
BUCKHANNON WEST VIRGINIA
304-613-4774

Linda Barnhouse

1612 South Davis Ave | Elkins, WV 26241 | 304-319-0021 | lovepink82@yahoo.com

Objective

To secure a Case Manager Position with the Day Report Center that seeks a goal orientated person. I have almost 11 years of experience in the related field and a Bachelor's Degree in Criminal Justice with Sociology.

Education

- Glenville State College Gilmer, WV 26351
 - Criminal Justice
 - Graduate December 2009

Experience

[July 2010] – [Present]

Youth Treatment Assistant | Elkins Mountain Schools | Elkins, WV 26241

Accompanied clients to medical appointments.

Monitored and reported clients' progress.

Provided primary resident care and assistance with daily living activities.

Supervised medication administration, personal hygiene and other activities of daily living.

Maintained clean and well-organized environment to promote client happiness and care.

Improved patient outlook and daily living through compassionate care.

Worked with Case Management with Goals.

Accompanied clients with Court hearings.

Volunteered with Community Service hours.

Kept clients on track with goals and behaviors.

Daily Group and Individual Supportive Counseling.

References

Available upon request

FROM:LEWIS COUNTY DAY REPORT TO:UPSHUR DRC 02/07/2022 11:16:10 #332 P.001/001

Brooklyn A. Queen
210 J.S.K. Dr Weston, WV 26452
304-517-5407 - queen.brooklyn@gmail.com

SKILLS:

- Possesses a strong work ethic and exceptional time management.
- Proficient computer skills, organizational skills, and writing efficient reports.
- Trustworthy, responsible, flexible, and reliable
- First-Aid/CPR certified

WORK EXPERIENCE:

Admissions Assistant: William R. Sharpe Jr Hospital: Weston, W.V. (December 2020-current)
Perform assessments. Finding placement for clients in need by working with resources and facilities across the state. Maintain accurate records for each client. Full compliance with confidentiality and HIPPA laws. Read and enforce with court orders. Utilized computer skills.

Student Worker: Glenville State College: Glenville, W.V. (November 2017-December 2020)
Maintained accurate records. Responsible for financial transactions during shifts. Utilized computer skills. Responsible for safety of all patrons. Responsible for training staff as requested.

Lifeguard: Lewis County Park: Weston, W.V. (May 2014-August 2019)
Interaction with all types of community members. Responsible for safety of all patrons. Responsible for financial transactions during shifts.

Internship: Gilmer County Prosecuting Attorney's Office: Gilmer County, W.V. (August 2019-December 2019)
Maintain accurate records for each client. Full compliance with confidentiality. Attended court hearings. Organized case files. Assisted on criminal, civil, abuse and neglect cases as well as others. Utilized computer skills.

EDUCATION:

Glenville State College: Bachelor's Degree in Criminal Justice, 2020. Member of Alpha Phi Sigma National Criminal Justice Honor Society.

REFERENCES:

Jason Yeager: Vice President of Enrollment: Glenville State College
(859) 421-2278 - Jason.Yeager@glenville.edu

Donald Hardin: Assistant Criminal Justice Professor: Glenville State College
(304) 462-6287 - Donald.Hardin@glenville.edu

Gerald B. Hough: Gilmer County Prosecuting Attorney
(304) 462-7007- gilmerwvprosecutor@hotmail.com

Kathy Gilbert: Director, Aquatics and Recreation: Glenville State College
(304) 462-6441 - Kathy.Gilbert@glenville.edu

Chad C. Simmons
71 Knaggs Ln. Beverly, WV 26253
304-801-4375 – Chadsimmons85@icloud.com

SKILLS:

1. Willing to learn and Strong work ethic
2. Hard working, Reliable, Flexible and Trustworthy
3. First Aid/ CPR and PCI certified

WORK EXPERIENCE:

1. Rec Staff/YTA: Elkins Mountain Schools: Elkins, WV (June 2013-current)

As a Staff I set up community service and took community service to multiple places, I took clients to court and on home passes, set up activities for clients and assigned staff to the activities, help with crisis situations, over seen the activities assigned and help with the operations of the facility and did I Individual Supporting Consuleing.

2. Adult Care Worker: Appalachian Community Health Center: (June 2018-current)

As a Staff I helped client with basic skills, life skills and interaction with the community.

3. Correctional Officer II: Huttonsville Correctional Center: (October 2006-March 2008)

I preferred security and safety to the community, had to preformed multiple counts throughout the day and preformed multiple security checks with the assigned post. Had pepper spray training, mechanical restraint training and self defense training. Graduate from the correctional officer academy.

EDUCATION:

Ashworth University: Associates Degree in Criminal Justice. Currently a student.

High School Graduate: Tygarts Valley High School: Mill Creek, WV (1997-2003)

REFERENCES:

Cody Hannah: Case Manager at 26th Judicial Circuit Community Corrections
(304) 472-9548 – 26judicialcccc@gmail.com

Linda Barnhouse: Case Manager at 26th Judicial Circuit Community Corrections
(304) 269-9162 – 26judicialcccc@gmail.com

Christian Scott: Shift Manager at Elkins Mountain Schools
(304) 704-5378 – cscott1123@gmail.com

Kelly Bowyer

161 Greathouse Road| Buckhannon, WV 26201| 304-642-7199|
kjervin925@gmail.com

Objective:

To retain employment with your organization. I am detail oriented, have many years' experience in an office setting, have the ability to work with the public in a professional manner and understand the importance of HIPPA and privacy policies.

Education:

Diploma Lewis County High School Class of 1977
Glennville State College 1977-78

Experience:

November 2017 to present- 26th Judicial Circuit Community Corrections as a Case Aide
My duties are as follows but not limited to:

- supervising drug screenings and documentation of results
- data entry in to OCMS software of activity and billing of offenders and DHHR clients
- filing, operating offices machines, answering the phone as well as making calls of a various nature
- using Microsoft Word to compose letters and documents
- reporting to the Court for drug screening and/or testifying concerning offenders
- providing transportation for offenders and overseeing their community service
- janitorial duties with in the office

May 1990 to 2009- Dental Assistant for Michael J. Miller D.D. S.

My duties were as follows:

- assist the dentist in operatory dental and lab procedures
- maintain proper OSHA practices for dental offices and served as the compliance officer
- office manager responsible for all aspects of the front desk such as scheduling appointments, answering phone calls, operating office machines and being proficient in Easy dental software program as well as other office software programs such as Microsoft Word. I also was responsible for all inventory and ordering of supplies and supervising and hiring of personnel.

References:

Available upon request

Cody Hannah

Case Manager

(217)-799-4007 • codyhannah48@gmail.com

Summary

An energetic, driven, optimistic, people-person with a passion for helping others and community engagement. Highly capable, team-oriented leader who possesses a desire to help others strive for and reach their best versions of themselves.

Key Skills

Organization
Creativity
Adaptability
Customer Service
Communication

Hobbies

Exercising
Hiking
Kayaking
Reading

References

Dario Verga
Shift Manager
Elkins Mountain School
(304)-637-8000

Kenny Pingley
Instructor/Coach
Tygarts Valley High School
(304)-335-2797

Education

Concord University • Athens, WV

Fall 2009 – Spring 2014

- BS in Business Management
- Football team, utility linebacker
- TKE Fraternity, member
- Classes in Business, Marketing, Communications, Pre-Law

Tygarts Valley High School • Mill Creek, WV

Fall 2006 – Spring 2009

- Varsity football team, captain
- Varsity track team, shot put and discus
- Future Business Leaders of America, member
- Fellowship of Christian Athletes, member

Experience

Elkins Mountain School – Youth Treatment Assistant

April 2015 – Present • Elkins, WV

Provided supervision and treatment services to clients in a residential setting. Followed goals and objectives established by treatment team.

Hoots Bar and Grill – Supervisor

December 2014 – March 2015 • Snowshoe, WV

Provided management and quality services in a restaurant/bar environment while upholding the guideless of the company.

Casey Industrial – Hand

June 2009 – July 2014 • Denver, CO

Worked with construction team during June and July 2009, 2010, 2012, 2013, and 2014 to fulfil requisitions for different structures and maintained safety measures.

Andrew Morrison Pinkney
420 Ridge View Apt 203 Bridgeport, WV 26330
Phone: 304-627-5690
andrewpdcdr@gmail.com

EDUCATION:

West Virginia University, Morgantown, WV
Bachelor of Science, Civil Engineering (Graduation Date- December 2009)
Grand Canyon University, Arizona
Masters' Program in Addiction Counseling (Projected Graduation 2019)

CERTIFICATIONS:

SBIRT

Recovery Coach Academy Certificate (Feb 2018)
Cognitive behavior intervention (CBI)
LS/CMI Certificate (October 2016)
Motivational Interviewing Certificate (MI) (December 2016)
OSHA 30 (2013)
OSHA 10 (2013)

WORK EXPERIENCE:

Ascensions Recovery Solutions Internship:(Graduate with Masters in D and A Counseling)
Drug and Alcohol Counselor (June 2019-Present)

- Conduct individual counseling sessions
- Conduct Family counseling sessions
- Participant in supervision, treatment planning and assessments
- Participant in billing procedure

Community Corrections Case Manager

Focus on Substance abuse (August 2015-Present)

- Conduct individual sessions with clients concerning substance abuse and goals
- Conduct group sessions concerning substance abuse and goals
- Conduct CBI classes regarding substance abuse
- Conduct intake
- Assist Probation in conducting assessments and reassessments
- Proficient in CCIS and OCMS

Anchor Recovery Case Manager

Working side by side with clients developing recovery plans (January 2018-Present)

- One on one recovery meetings to help develop healthy goals
- Weekly check in for drug screen and accountability
- Network through rehab and courts to develop new relations and referrals

BOB Mays Recovery Center (United Summit Center)

Behavior Health Technician (July 2014-October 2015)

- Mediate clients with substance abuse problems
- Coordinate recovery meeting and observe meetings
- Observe interactions on a daily basis
- Conducted routine checks in living quarters

USWS (US Well Services) Oil and Gas

Associate Technical Professional (September 2013 – March 2014) (Left to take Care of father)

- Field Engineer
- Proficient in FracPro and Data Frac
- Organized and produced daily stage reports for each Frac
- Tracked chemicals delivered to and from frac site
- Test chemical and water samples in the field
- Track and maintain the amount of sand used per stage.

Universal Supply Services (US&S) (Charleston SC Federal Complex DOS Building 644 Renovation)

Quality Control Manager for main project (\$10.5 million dollars) (2010 through 2011, April 2012 – September 2013)

- Safety Engineer and superintendent of the last stage
- Safety Inspector
- Daily PPE meeting conducted
- Daily Walk through construction sites to monitor work and environment
- Supervised safety training for new employees first on site
- Conducted annual meeting every Thursday with COE and assorted Companies
- Daily reports and schedule monitoring

LIDS Inc Blacksburg Mall in Spartanburg SC

Assistant Manager (2011-2012)

- Daily responsibilities meeting goals and numbers
- Conduct opening of store location
- Conduct closing of store location
- In charge of daily deposits
- Conduct interviews for new hires
- Make weekly schedule for employees

West Virginia Department of Highways

Various summer internships in multiple positions. (Summers of 2006-2009)

Included Sign management, Roadway Development, Core samples and Concrete Testing

ORGANIZATIONAL AND WORK-RELATED SKILLS:

- QSC Program (Quality Control System) daily log for daily reports
- Proficient in Micro Station, RISA, and Office
- Served as Historian for American Society of Civil Engineers at WVU
- Contributed in an extracurricular concrete design project for ASCE
- Trained in SCRAM

VOLUNTEER WORK AND ACTIVITIES:

- Habitat for Humanities
- Adopt a Highway Program
- Triune Mercy Center Food Bank
- Big Brother Big Sister out-reach Program
- Community Outreach in Doddridge County, WV

Work References are available upon request

TOMMY POSEY

1371 Abbott Road Buckhannon, WV 26201

(304)-613-7080

EXPERIENCE

2008-PRESENT

CASE AIDE, 26TH JUDICIAL CIRCUIT COMMUNITY CORRECTIONS

Assist Case Managers in everyday operations. Provide transportation, assist in drug screening, and administrative duties.

BUS DRIVER, UPSHUR COUNTY SCHOOLS, UPSHUR HEAD START

Provide transportation in a safe and efficient manner to students of Upshur County (12 years) and Upshur Head Start (3 years)

EDUCATION

1967

DIPLOMA, BUCKHANNON UPSHUR HIGH SCHOOL

Buckhannon, WV

SKILLS

- Reliable, always willing to help out
- Flexible, ability to adapt to changing situations

OBJECTIVE

EMPLOYMENT

EDUCATION

[2009- Present] Fairmont State University
Fairmont, WV *Bachelor of Science in Criminal Justice*
Member of Alpha Phi Sigma (Criminal Justice Honor Society) and Pi
Gamma Mu (International Honor Society for Social Sciences).
Graduated Cum Laude.

[2007-2009] West Virginia Wesleyan College
Buckhannon, WV *Bachelor of Science in Criminal Justice*
Received the Presidential academic scholarship.

[2003-2007] Lewis County High School
Weston, WV *Diploma - Law*
[Graduated sixth in my class with honors, and was
member of the National Honor Society and the Foreign
Language Club. Four year member and two year co-captain
of the Marching Minutemen Band Color Guard. Received the
PROMISE scholarship.]

VOLUNTEER OPPORTUNITIES

[2002- Present] Weston Volunteer Fire Department
Weston, WV

Assisted in many fundraisers, including their annual Fourth of July Celebration. I have also assisted with Fire Prevention Week each October, traveling to the schools with the firefighters to promote fire safety and awareness. I also volunteer my time do photography for them as needed.

[2011-2012] Girl Scout Troop Leader

Served for one year, prior to moving as a Girl Scout Troop Leader, a role in which I was responsible for fundraising, organizing trips, activities, and meetings for approximately fifteen girls.

REFERENCES

Amy Flesher (304) - 276 - 7006 (Work)
Jessica DeRico (304) - 516 - 1576 (Personal)
Betsy Shaw (304) - 657 - 9518 (Educational)

Taylor Rolenson

304.613.9609 | tmr0043@mix.wvu.edu

SUMMARY

Recent graduate eagerly looking to serve my community and begin my counseling career in the addictions field.

KEY ASSETS

Attentive, Effective Communication Skills, Professional Behavior, Willingness to Learn, Client Confidentiality, Adaptive communication working with clients and with professional staff.

EDUCATION

MASTER OF ARTS IN COUNSELING | WEST VIRGINIA UNIVERSITY | AUGUST 2019- MAY 2021
4.0 CUM GPA | Clinical Mental Health Track

BACHELOR OF ARTS IN PSYCHOLOGY | WEST VIRGINIA WESLEYAN COLLEGE | AUGUST 2015- MAY 2019
3.8 CUM GPA | Criminal Justice Minor | Sociology Minor

CERTIFICATIONS AND PROFESSIONAL AFFILIATIONS

AMERICAN COUNSELING ASSOCIATION | MEMBER | AUGUST 2020

A professional and educational organization which represents professional counselors in various settings.

NATIONAL BOARD OF CERTIFIED COUNSELORS | NATIONALLY CERTIFIED COUNSELOR | JULY 2021

Standards include earning a degree from a (CACREP) Counseling Program, passing the national counseling exam, documenting work and supervision requirements, and subscribing to highest ethical and practice standards.

WORK EXPERIENCE

INTERNSHIP | WEST VIRGINIA WESLEYAN COLLEGE COUNSELING CENTER | JANUARY 2021- MAY 2021

Provided individual and group psychotherapy to students, 40 hours a week for 16 weeks. Documented individual case notes and created treatment plans | Worked alongside a supervisor to ensure quality of care.

PRACTICUM | WEST VIRGINIA WESLEYAN COLLEGE COUNSELING CENTER | AUGUST 2020- DECEMBER 2020

Provided individual and group psychotherapy, 8 hours a week for 15 weeks. Documented individual case note and created treatment plans | Worked alongside a supervisor to ensure quality of care.

DUI CLASS FACILITATOR | BUCKHANNON, WV | JANUARY 2020- MAY 2021

Educated students on issues related to DUI offense, consequences, and decision making. Analyzed breath alcohol test and urinalysis. Reported student completion to West Virginia Division of Motors.

STYLIST | MAURICES | BRIDGEPORT, WV | AUGUST 2019- JUNE 2020

Provide customers with assistance, operated register, assisted with inventory and change of sales.

INTERN | UPSHUR COUNTY DAY REPORT CENTER | BUCKHANNON, WV | AUGUST 2018- MAY 2019

Worked alongside staff to manage client confidential information, provided rehabilitative services, and observed group counseling sessions. Provided assistance to the director, supervised urinalysis, and analyzed toxicology reports.

SALES ASSOCIATE | MERLE NORMAN AND THE PINK HYDRANGEA | BUCKHANNON, WV | MAY 2014- AUGUST 2019

Customer service to promote return sales, ordered and priced inventory, opened and closed shop. Cosmetic Consultant duties included creating and applying makeup for brides, formal occasions, and daily use.

Barry L. Row
120 Mountainview Cemetery Road
Belington, WV 26250
304-614-0031

Education

Seventy-three hours post-Masters coursework in Counseling Psychology at West Virginia University, 1986-1989

Master of Science, 1978, Radford College (now, University), Major in Psychology with concentration in Clinical Practice and minor in Counseling

Bachelor of Arts, Cum Laude, 1976, Concord College (now, University), Major in Psychology with minor in Social Work

Current Designations and Certifications

General Practice

(West Virginia) Licensed Professional Counselor #431

(West Virginia) Licensed Psychologist #1026

Trauma

(International) Certified Clinical Trauma Professional

(National) AMHCA Diplomate and Mental Health Specialist in Trauma Counseling

Substance Abuse and Addictive Processes

(International) Advanced Alcohol and Drug Counselor #13-303

(National) AMHCA Diplomate and Mental Health Specialist in Substance Abuse and Co-Morbid Disorders

(National) Master Addiction Counselor #508400

(National: Urine Drug Screening) Instant Technology Inc, Drug Test Instructional Program

Supervision

(West Virginia) Approved Licensed Professional Supervisor #431

(National) Approved Clinical Supervisor #ACS00275

Other Areas (West Virginia) Gerontology Practitioner

Past Designations

West Virginia Certified Social Worker

Tennessee Licensed Psychological Examiner (In both Clinical and Counseling Psychology)

Tennessee Certified HIV Counselor

Diplomate in Forensic Counseling

National Certified Gerontological Counselor

Certified Sexual Offender Treatment Specialist

National Certified Counselor

Teaching Experience

Teaching experience at WVU (undergraduate gerontology classes, supervised gerontology field work, also co-taught graduate level course in group therapy techniques), University of Missouri at Columbia (supervision of advanced practica), West Virginia College of Graduate Studies (Diagnosis), Fairmont State University (Introduction to Psychology, Social Psychology), Alderson-Broadus College (Gerontology), and Davis and Elkins College (Social Psychology).

Work Experience

May 8, 2017 to July 13, 2018, **Treatment Director** at Elkins Mountain Schools in Elkins, WV. Provided treatment program design, individual psychotherapy, and clinical supervision of four licensed mental health professionals. Left to re-establish private practice.

December 2013 to May 2017, **Licensed Professional Counselor** at William R. Sharpe Jr. Hospital in Weston WV and **Faculty Member of the West Virginia University Department of Behavioral Medicine and Psychiatry**. Member of the hospital treatment team, provided clinical supervision and both individual and group psychotherapies to a mixed in-patient population of Probable Cause and Criminally Adjudicated adult male and female clients. Also, co-director of Young Adult Unit at Sharpe Hospital from December 2013 until June 2015. Left for work-site closer to my home.

March 2010 to December 2014, **Owner and Operator of New Path Counseling llc**, a private counseling practice with offices in Elkins and Barbour County. My clientele consisted of clients having simple and complex trauma histories (In addition to on-going addiction issues) and general private practice clients (having anxiety, relationship/marital issues, depression, etc.). Left to resume work with treatment team approach instead of private practice.

December 2004 to October 2009, **Therapist and Supervised Psychologist** at Youth Health Services in Elkins, WV. Performed psychological assessment, designed my own and signed off on treatment plans developed by others, provided both individual and group counseling with a focus on substance-addicted children or adolescents. My clinical supervisor throughout this period was Susie Mullens, MS, LPC, Licensed Psychologist. I left when a major grant was not renewed and the agency was restructured by out-sourcing psychological services.

March 1993 to December 2005, **Owner and Operator of Mountainside Services, llc**, a private counseling practice in Barbour County, WV. Clientele consisted of general practice clients and clients struggling with addiction(s). I also maintained on-going contracts with: a child and adolescent treatment facility in Buckhannon, WV; a community-based mental health treatment agency in Philippi, WV; employee assistance, consultation and treatment of clients in a local hospice agency; provision of clinical services to a Level I child and adolescent group home in Philippi, WV and to a Level II child and adolescent group home in Weston, WV; and, consultation to a private counseling practice in Morgantown, WV. During this period of time I formed and participated in an informal peer consultation group of counselors, social workers, and psychologists, from this geographical area and Morgantown.

September 1991 to January 1993, **Therapist** at Elkins Mountain School in Elkins, WV. Provided clinical evaluation, intensive individual therapy, and psycho-educational groups at this (then) Level II adolescent treatment facility. All residents were court referred and most had substance abuse and trauma histories. I had no formal clinical supervision but my administrative supervisor was Carolyn Yokum,

LCSW, LPC, who was then working as the facility's clinical director. I left when the agency was re-structured and several positions were terminated.

October 1989 to August 1991, **Licensed Psychological Examiner** at Child and Family Services in Knoxville and Maryville, TN. I worked primarily with children and adolescents, although I sometimes treated adults also. I completed clinical assessments and psychological evaluations, provided individual therapy to children and adolescents, provided family therapy, couples therapy, and group therapy to adults. I became a certified HIV counselor but rarely used these particular skills. I was clinically supervised by Karen Josvanger, Ph.D., and Leonard Miller, Ph.D. I left to return to West Virginia to help provide care to my aging parents.

August 1988 to August 1989, **Intern Psychologist** at University of Missouri at Columbia Counseling Services, an APA-approved internship site. I provided individual, couples, and group psychotherapy, clinical supervision intakes, consultation with the Counseling Services and the University at large; career counseling and supervision within the Career Planning and Placement Center; counseling within the Missouri Career Options Program, and co-teaching of advanced practica. Direct Supervisors: Richard Caple, Ed.D., Helen Roehlke, Ed.D., P. Paul Hepner, Ph.D., Robert Dolliver PhD., and Jane Domke, Ph.D., A.B.P.P.

August 1987 to May 1988, **Teaching Assistant** at WVU Gerontology Center. Taught two undergraduate gerontology classes, was involved in program planning, and assisted with curriculum development. Supervisor: Rick Briggs, Ph.D.

February 1984 to August 1986 **Psychologist II (Supervised)** with Seneca Mental Health in Lewisburg WV. Provided individual and group psychotherapy (child and adult), did psychological evaluation (child and adult), and provided clinical supervision staff training and consultation to the Anger Control Project at the Family Refuge Center Lewisburg WV. My caseload consisted of both acutely and chronically mentally ill. My clinical supervisor was Beverly McBride MA, Licensed Psychologist. I left to begin a doctoral program at WVU.

March to September 1982, **Psychologist (Supervised)** with Holston Mental Health in Norton, Va. Provided individual and group psychotherapy (child and adult), psychological evaluation (child and adult), extensive consultation with the Wise County Juvenile and Domestic Courts, Big Stone Gap Sheltered Workshop and a local support network for battered women. Therapy caseload consisted exclusively of families in acute conflict or distress (sexually and physically abuse children and their abusive parents). My clinical supervisor was Donna Limburg, MS, who was located in another state (Tennessee). This was my first experience of clinical mental health and after a short stay I briefly left the field---having become disillusioned with community mental health---to travel and pursue other interests.

December 1980 to December 1981, **Executive Director** of Barbour County Sheltered Workshop in Tacy, WV. Provided supervision of staff and clients, staff training, contract procurement, budget preparation, etc. Clients were developmentally delayed, cognitively impaired, or chronically mentally ill. I was supervised by a Board of Directors and left after political changes on the national level diverted funds from rehabilitation programming.

August 1978 to August 1980, **Counselor** with the Upward Bound Program at Concord College in Athens, WV. I provided individual therapy, couples therapy, vocational testing, vocational counseling, and outreach services to high schools in a three-county catchment area. I also worked closely with school counselors and probation officers in those three counties. My administrative supervisor was James Constantino, MS.

Honors

Various college, professional regional and national honors (Blue Key, Alpha Chi, Who's Who in the South, Who's Who in American Science, etc.).

Recent Presentations

March 25, 2018, Sandtray Therapy and Trauma Resolution, co-presented with Tina Hawkins, LICSW, at Oak Ridge facility in Elkins, WV

March 2, 2018, Trauma Therapies, an Overview, at Oak Ridge facility in Elkins, WV

February 2, 2018, Trauma-Informed Best Practices, Oak Ridge facility in Elkins, WV

November 10, 2016, Sand Tray Therapy, co-presented with Tina Hawkins, Grand Rounds Presentation, William R. Sharpe, Jr. Hospital, Weston, WV

June 30, 2016, Trauma-Informed Best Practices, Grand Rounds Presentation, William R. Sharpe, Jr Hospital, Weston, WV

April 4, 2016, Trauma Therapy Techniques, Chestnut Ridge Hospital, Morgantown, WV

June 18, 2015, Treating Traumatized Addicts and Alcoholics, co-presented with Erica Morris, LPC, MAC, West Virginia Association of Drug and Alcohol Counselors, Canaan, WV

June 11, 2015, The Basics of Trauma Work, Grand Rounds Presentation, William R. Sharpe, Jr. Hospital, Weston, WV

October 3, 2014, Supervisors, Supervisees---Humans, West Virginia Counseling Association, Flatwoods, WV

Current Professional Memberships

American Mental Health Counselors Association
West Virginia Association of Professional Psychologists
International Association of Trauma Professionals

Current Professional Interests

Developmental Psychopathology Trajectories (especially ADHD to Conduct Disorder to Adult Antisocial Behavior or Antisocial Personality Disorder)

Substance Use Disorders and Addictive Processes (especially in response to childhood trauma)

Trauma work (Simple, Complex, Developmental/Attachment)

Clinical Supervision

References---Available upon request

Cheyenne Walters

3304 Old Elkins Rd
Buckhannon, WV 26201
(H):(304)642-8217
(C):(304)642-8217
chevellegirl90@gmail.com

September 14, 2015
Office of the Upshur County Commission
38 West Main Street
Buckhannon, WV 26201

Community Corrections Coordinator

To whom it may concern,

I read with interest your posting for the community corrections coordinator position. I believe I possess the necessary skills and experience you are seeking and would make a valuable addition to your company.

As my resume indicates, I possess more than four years of progressive experience in the criminal justice field. My professional history includes positions such as Youth Treatment Assistant at the Elkins Mountain School and assistant manager at Rock Cave IGA.

Most recently, my responsibilities as Youth Treatment Assistant at Elkins Mountain School match the qualifications you are seeking. As a Youth Treatment Assistant my responsibilities include supervising clients, transporting clients to court hearings, MDT meetings, and treatment passes. I also complete adaptive behavior documentation, individual supportive counseling, group supportive counseling, and teach Casey Life Skills groups. My supervisor also relies on my ability to make quick rational decisions, communicate with others, and proofread documentation.

I have attached my resume for you review and look forward to speaking with you further regarding your available position.

Sincerely,
Cheyenne Walters

FAITH MELLIA
 6 Upper Mesa Road
 Monterville, WV 26282
 (304)339-6576
FMM976@aol.com

EDUCATION

Masters of Art/ Forensic Psychology John Jay College of Criminal Justice New York, New York	1991
Bachelor of Art/ Forensic Psychology (Cum Laude) John Jay College of Criminal Justice New York, New York	1991
Associates of Art/Liberal Arts (Behavioral Science Award) Kingsborough Community College Brooklyn, New York	1986

EMPLOYMENT

New York State Department of Corrections and Community Supervision
Poughkeepsie Area Office
 Poughkeepsie, New York

PAROLE OFFICER

07/2003 – Present

Case management of up to 85 individuals on parole; individual counseling, home, employment and program visits, arrest investigations, revocation hearings, extraditions, apprehensions, program referrals, substance abuse monitoring, and daily contact with various agencies within the criminal justice system.

New York State Division of Parole
Joint Absconder Warrant Squad (J.A.W.S.)
 New York, New York

PAROLE OFFICER – (Chairman's Achievement Award 1998)

09/1998 – 07/2003

Working on a task force of NYS Troopers, and NYPD Detectives, conducted investigations to locate and apprehend violent felony fugitives from Parole, armed extraditions on commercial airlines, debriefed prisoners for information on weapons, controlled substances and locations of other fugitives.

Prison Health Service Rikers Island
 Rikers Island, New York

MENTAL HEALTH SPECIALIST – Part Time

01/1999 – 09/2001

Psychological evaluations of adolescent detainees; diagnoses, and level of follow up care, evaluations for court ordered special, and suicide watch, and monitoring of clinical treatment of convicted adult inmates on psychotropic medication.

St. Barnabas Correctional Health Service
 New York, New York

MENTAL HEALTH SPECIALIST

01/1998 – 09/1998

Duties included all of the above; in addition, monitored a caseload of adolescent patients housed on the Mental Observation Units. Provided long term clinical treatment; individual, group, art, and sports therapy, gang violence intervention and education.

Montefiore Rikers Island Health Service – Central Punitive Segregation Unit (C.P.S.U.)
Rikers Island, New York

MENTAL HEALTH SPECIALIST– (Director's Award 1995)

09/1993 – 12/1997

Psychological evaluations of adult inmates serving sentences in solitary confinement for disciplinary infractions. Risk assessment, monitoring and treatment of assault and self-injurious behavior. Provided daily mental health crisis intervention for a 450 cell unit.

Executive Health Group
Spofford Juvenile Center
New York, New York

M.A. PSYCHOLOGIST

09/1992 – 09/1993

Psychological evaluations for juvenile offenders ages 10-15 years. Monitored court ordered special watch, individual and group therapy, crisis intervention, and NYC Board of Education Individual Education Plan counseling for special education students.

U.S. Department of Commerce
Bureau of the Census
New York, New York

CLINICAL INTERVIEWER

03/1992 – 09/1992

After NYS Psychiatric Institute training, administered the Structural Clinical Interview of the DSM III-R (alcohol/drug version) to populations in N.Y. and N.J. Data was obtained for the National Longitudinal Alcohol Epidemiological Survey.

Sheepshead Nursing Home
New York, New York

SOCIAL WORKER

04/1991 – 04/1992

Psycho-social evaluations follow up assessments, group and family counseling, entitlements, program development, and discharge planning for long term care patients.

New York State Department of Corrections
Alternative to Incarceration, Bail Re-Evaluation Program
New York, New York

POLICE SCIENCE INTERN

09/1990 – 04/1991

Advocated bail reductions for a targeted population of non-violent offenders, examined criminal histories (rap sheets), the current compliant, and CJA interviews. Present in court with a written report.

Kings County Hospital
Forensic Psychiatry Unit
New York, New York

EXTERN PSYCHOLOGIST

10/1989 – 02/1990

Psychological evaluation and treatment of adult defendants with acute psychiatric diagnoses; psychological testing, crisis intervention, short term counseling and group therapy.

New York City Department of Corrections
Volunteer Visit Program
New York, New York

EXTERN PSYCHOLOGIST

07/1986 – 02/1987

Assisted program director in organizing volunteers who would visit adolescent detainees at risk for suicide, and who otherwise had no visitors. Conducted weekly visit session, researched and planned program events.

James G. Wilson
206 Williamson Avenue
Belington, WV 26250
(304) 823-1444
jgwilson66@gmail.com

Objective: I am interested in part-time employment while completing my degree through Marshall University. At that time, I expect to return to my profession while attending graduate school.

Highlight of services I have offered in my profession include substance abuse assessments, individual and group counseling, smoking cessation programs, domestic violence offender programs and DOT SAP ? services.

Professional Summary: I have over 20 years of proven professional experience in providing quality substance abuse treatment services in a wide range of delivery settings.

Qualifications:

- *Licensed Independent Chemical Dependency Counselor (LICDC) in Ohio
- *Internationally Certified Alcohol and Drug Counselor (ICADC)
- *Internationally Certified Clinical Supervisor (ICCS)
- *Certified Alcohol and Drug Counselor (CADAC II) in Indiana
- *Certified Start S.M.A.R.T. Facilitator
- *Trained and approved Cooper-Clayton Facilitator
- *DOT approved SAP Provider

Education:

- | | |
|-------------------------------|-----------|
| *High Point College | 1984-1987 |
| *Northern Kentucky University | 1988-1989 |
| *Marshall University | 1989-1990 |
| *Marshall University | Present |

Employment:

Special Care Hospital Management Corporation	2007-2008
New Vision Service at Dearborn County Hospital	
Lawrenceburg, Indiana 47025	
Title: Intake Coordinator	

Responsibilities: To effectively screen patients in need of medical stabilization services. Accurately assess withdrawal symptoms by utilizing appropriate withdrawal/toxicity scales to confirm criteria for admission. Accurately provide patient reports to Medical Director. Complete chart audits. Perform Insurance/Payer Source eligibility and pre-certification tasks. Secure appropriate patient discharge placement and conduct follow-up activities.

The Alcoholism Council of the Cincinnati Area, NCADD
Cincinnati, Ohio 45219

2005-2007

Title: Post-Discharge Outcomes Coordinator

Responsibilities: Collect, submit and manage client data in the Hamilton County ADAS System for those clients assessed through the RHAC Program. Prepare and present reports to the county ADAS Board. Perform client follow-up and reporting tasks. Clinically, I provided full 5-axis diagnostic assessments and facilitated a Relapse Prevention Group.

Prospect House, Inc.
Cincinnati, Ohio 45205

2000-2005

Title: Primary Counselor

Responsibilities: Maintain a caseload of 15 clients in a long-term residential alcohol and drug treatment program. Administer diagnostic tests and provide assessments. Write treatment plans. Provide individual and group counseling. Teach educational classes. Developed and implemented a smoking cessation program, which eventually led the facility to go "smoke-free".

Addiction Counseling and Consultation Services
Elkins, WV 26241

1998-2000

Title: Owner/ Counselor

Responsibilities: Individual and group counseling. Developed, implemented and facilitated a group for perpetrators of domestic violence as well as a smoking cessation program. Provided DOT SAP services.

Straight Gate, Inc.
Monterville, WV 26282

1994-1998

Title: Board President

Responsibilities: This endeavor was an attempt to start a long-term residential treatment program for indigent alcoholic and chemically dependent men in the state of West Virginia. Networked with multiple State, Federal and social service agencies.

Prospect House, Inc.
Cincinnati, Ohio 45205

1991-1994

Title: Primary Counselor

Responsibilities: Maintain a caseload of 15 clients in a residential treatment program. Write assessments and treatment plans. Provide individual and group counseling. Developed, implemented and facilitated a group for clients with chronic relapse issues.

Local Community Corrections Programs and Operations	Operational Budget Attachment A
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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.

Strategic Plan of Operation

2022-2023:

I believe that we will peak financially this year with our continually growing program. A minimal cost of living raise will be budgeted for as we are seeing this trend across the US with the idea of minimum wage increasing substantially. The Adult Drug Court Program is also well established in our judiciary circuit, which results in clientele increase also. I project an increase in our rent, utilities, and fuel due to inflation and the changes in our economy. I also foresee changes in our Health Insurance Plans as our County Commissions have made statements about the possible changes. Our local match budget would also be required to increase to help compensate for allotted state funds. We hope to see an increase of available rehabilitation centers closer to our area due to the continued drug crisis in our state.

Attached the 2022-2023 proposed (Grant) budget

2023-2024:

In 2023-2024, we expect to continually grow programmatically. We do not anticipate a large increase in clientele. Though activities will be added and modified to meet changing needs, there should not be a drastic dollar amount involved. This will insure our individual counties that there will be a continuity of services which can be maintained by a foreseeable amount of match funds. Services will remain high quality and focused on evidence based practices.

Attached the 2023-2024 purposed (Grant) budget

2024-2025:

In 2024-2025, we expect a lot of growth within our program. I foresee wages spiking as we will need to stay comparable to the current economic standards and growth. With all the wage increases I see our health insurance plans increasing as well. We do not anticipate a large increase in clientele but expect to remain having large caseloads as we have in our previous years. I foresee more evidence based practices being implemented by our staff as to their caseloads will be more manageable. Services will remain high quality and our partnerships with other programs will be fully established and functioning well together. This will ensure our individual counties that there will be a continuity of services which can be maintained by a foreseeable amount of match funds.

Attached the 2024-2025 purposed (Grant) budget

[illegible]

[illegible]

West Virginia Community Corrections Grant Program Application	Commitment Letters/MOU Local Board Members Attachment B
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Please attach in this section commitment letters received from all members of the Local Community Corrections Board which indicates their willingness and understanding of serving 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 2022-2023 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, 2023 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 *Gene Edwards* Date *2/2/22*

Honorable Kurt Hall _____ Date _____

Bob Simpson *Bob Simpson* Date *07 FEB 22*

Sidney Phillips *Sidney Phillips* Date *2-6-22*

Jason Kelley _____ Date _____

Virgil Miller _____ Date _____

Addie Helmick _____ Date _____

Kim Nicholson _____ Date _____

Christina Flanigan _____ Date _____

Larry Williams *Larry Williams* Date *2/6/22*

Brian Bailey _____ Date _____

Terry Cutright _____ Date _____

Bobby Stewart _____ Date _____

Laura McDaniels _____ Date _____

Jordan Hedrick _____ Date _____

West Virginia Community Corrections Grant Program Application	Other Required Program Information Attachment C
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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 2022-2023 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 2022-2023 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.

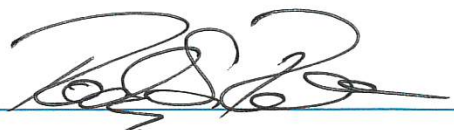
Whereas, A Local Community Criminal Justice Board shall be established for the Lewis Upshur Community Corrections Day Report Center pursuant to West Virginia Code § 62-11C-6 and shall meet bi-monthly and/or as needed;

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 8 day of February, 2022.

Upshur County Commission President



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
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
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Referral Source	Referred	Admitted	Drug Screen Only	Assessment Only
Magistrate Court	153	153		
Circuit Court	25	25		
Family Court	6	6	6	
State Drug Court	5	5		
Federal Drug Court	0			
Bond	126	126		
Self-referral	0			
Parole	5	5		
DHHR/CPS	106	106	106	
Total				

*Table should cover statistics for the following period: July 1, 2020 through June 30, 2021.

Total number of individuals receiving services at time of application:128

Total number of discharges for reporting period (July 1, 2020 through June 30, 2021):208

Successful completions:151

Unsuccessful completions:57

West Virginia Community Corrections
Grant Program Application

Other Required Program Information
Attachment D-2

The 26th 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 15th 2010 regularly scheduled Board meeting.

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BYLAWS

26th Judicial Circuit Community Criminal Justice Board

Article I – Name

The name of the organization shall be 26th 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.

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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

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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);

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- 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.

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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

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of no fewer than (2) two members. Such committees may be vested with such powers as 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 keep 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

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powers as the Board deems appropriate and shall report its recommendation to the full Board for approval.

Article VIII- Fiscal Year

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 8, 2022

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 26th 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. ScheduleOther Required Program Information
Attachment D-5**Upshur County Day Report Center**

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

*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 once a month on Thursday evening..

Lewis County Day Report Center

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

*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 once a month on Thursday evenings.

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 three 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.



**WEST VIRGINIA DIVISION OF ADMINISTRATIVE SERVICES
JUSTICE & COMMUNITY SERVICES SECTION
WEST VIRGINIA COMMUNITY CORRECTIONS GRANT PROGRAM
SPECIAL CONDITIONS & ASSURANCES**

- 44. PUBLIC AVAILABILITY OF INFORMATION:** The sub-grantee agrees to comply with the terms and conditions of pertinent federal and state freedom of information acts, and to require its contractors to comply with these requirements.

- 45. CONSULTANTS/CONTRACTS:** No contract or agreement may be entered into by the sub-grantee for the execution of project activities or provision of service that is not incorporated in the approved grant, and without prior written approval of JCS. Grant approval by JCS does not constitute consultant/contract approval.

- 46. REPORTING OF IRREGULARITIES:** Sub-grantees are responsible for reporting promptly to JCS the nature and circumstances surrounding any fiscal irregularities discovered. Failure to report known irregularities may result in suspension of the grant or other remedial action.

- 47. VEHICLE PROCUREMENT:** Applicants purchasing vehicles with West Virginia Community Corrections funds are required to adhere to the established bidding procedures for their respective units of government. To ensure reputable vendors are obtained, applicants may consider utilizing the current applicable state contract.

- 48. COMMUNICATION EQUIPMENT:** All portable communication equipment purchased utilizing West Virginia Community Corrections funds must be compatible with programmable hand-held units, available through purchase via state contract.

- 49. OFFENDER INFORMATION SYSTEM (OIS) and the SUPREME COURT OF APPEALS OF WEST VIRGINIA'S OFFENDER CASE MANAGEMENT SYSTEM (OCMS):** The applicant shall agree to utilize the OIS database to input all participants regardless of referral source including, but not limited to, probation, parole, and Treatment Supervision cases. Additionally, the applicant shall agree to utilize the OCMS database to input all drug court participants. Non-criminal justice participants, such as those referred by the West Virginia Department of Health and Human Resources (DHHR), should **not** be entered into either database.

- 50. LEVEL OF SERVICE/CASE MANAGEMENT INVENTORY (LS/CMI) AND MOTIVATIONAL INTERVIEWING (MI):** The applicant agrees to utilize the online LS/CMI assessment instrument as required by the WV Community Corrections Subcommittee for all LS/CMIs conducted on cases that are not entered into the WVSCA OCMS.

All DRC staff who conduct LS/CMI assessments and/or work directly with offenders will complete both the Effective Practices in Community Supervision (EPICS) and Motivational

Interviewing trainings in accordance with all JCS Office of Research and Strategic Planning (ORSP) requirements.

- 51. QUALITY ASSURANCE:** All DRC staff certified on the LS/CMI will participate in the Quality Assurance for Treatment Intervention Programs and Supervision (QA-TIPS) program through the ORSP.

All DRC directors and staff will register with the Online Learning Management System (OLMS) and utilize the system for course registration and certification tracking as instructed by the ORSP.

- 52. JUSTICE REINVESTMENT INITIATIVE TRAINING AGENDA:** All DRC Directors, staff, and DRC contractors responsible for the delivery of group interventions will be certified in the Cognitive Behavioral Intervention for Substance Abuse (CBI-SA) and Thinking for a Change (T4C) curricula at the earliest opportunity and as seats are available. For information on the trainings offered, please contact the ORSP.

- 53. REFERRALS TO STATE RECOVERY RESIDENCES:** The applicant shall agree to comply with West Virginia Code §16-54-3. When referring participants to statewide recovery residences, programs must ensure that the recovery residence holds a valid certificate of compliance. A list of certified residences is maintained by the West Virginia Alliance of Recovery Residences (WVARR).

- 54. QUARTERLY MEETINGS:** The applicant shall agree to have in attendance the Project Director and/or Program Director at quarterly meetings. These meetings will be located throughout the State. Each Community Corrections program will host a quarterly meeting, with a listing of the host sites being published by JCS with each new funding cycle. When hosting a meeting it is the responsibility of the Program Director to make all necessary contacts, set the agenda, and facilitate the meetings.

- 55. ADDITIONAL SPECIAL CONDITIONS AND ASSURANCES:** The Community Corrections Subcommittee may add additional special conditions and assurances after a submitted proposal application has been reviewed by the Subcommittee. Program approval and funding approval may be contingent on the applicant agreeing to comply with the additional special conditions and assurances.

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



Authorized Official [please print]: _____

Authorized Official Signature: _____

Date: _____



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

Effective: July 23, 2019
Revision History: N/A

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

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

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

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

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

5. **OPERATIONAL WITHIN 90 DAYS:** If the project is not operational within 90 days of the specified project starting date, the grantee must submit a second statement to JCS explaining the delay in implementation.

6. **SUSPENSION OF FUNDING:** The grantee acknowledges that acceptance of an award is not a guarantee of funds. Further, by accepting this award, the grantee acknowledges and agrees that JCS may suspend in whole or in part, terminate, or impose other sanctions on any grantee funds for the following reasons:

- Failure to adhere to the requirements, standard conditions, or special conditions and assurances of this program;
- 60 or more days late in submitting reports;
- Failure to submit reports;
- High Risk Grantee as determined by the JCS High Risk Assessment; or
- Any other cause shown.

7. **SANCTIONS FOR NONCOMPLIANCE:** In the event of the grantee's noncompliance with the terms, conditions, covenants, rules, or regulations of this grant, JCS shall impose such contract sanctions, as it may deem appropriate, including but not limited to:

- Withholding of payments to the grantee until the grantee complies or, if reports are more than 60 days late, the funding for that month is forfeited and may not be recouped or remedied;
- Cancellation, termination or suspension of the contract, in whole or in part;
- Refraining from extending any further assistance to the grantee until satisfactory assurance of future compliance has been received;
- If the grantee is receiving funds on an upfront basis, JCS can commute the transfer of funds mechanism to a reimbursement only process for the remainder of the grant period;
- If the grantee is receiving funds on an upfront basis and a determination is made by JCS that funds were intentionally or unintentionally misused, misappropriated, misspent or otherwise not consistent with the intents and purpose of the grant, the grantee automatically forfeits any remaining funds from the grant program, and any other awarded funds from any other program, until a satisfactory resolution has been achieved;
- If a grantee is indebted to JCS for any amount of funds at the close of an applicable quarter, semi-annual or end of a grant period, and the debt is not resolved within 30 days following the close of those periods, the grantee acknowledges and agrees that it is automatically ineligible to receive or apply for funds from JCS for any grant program; and
- Grantee agrees and acknowledges that under no circumstances may it commute a debt to be applied as matching funds; or, will JCS reduce a future quarterly or semi-annual allotment or future award as repayment of the debt. Repayment must be from a general account or an account unrelated to the grant award.

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

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

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

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

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

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

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

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

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

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

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

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

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

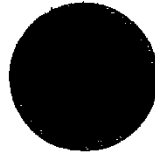
To the best of my knowledge the applicant has and will comply with all of the attached Standard Conditions and Assurances.



Authorized Official [please print]: _____

Authorized Official Signature: _____

Date: _____



TWENTY-SIXTH JUDICIAL CIRCUIT

JACOB E. REGER
CHIEF JUDGE

UPSHUR COUNTY
UPSHUR COUNTY COURTHOUSE
POST OFFICE BOX 57
40 WEST MAIN STREET
BUCKHANNON, WEST VIRGINIA 26201
(304) 472-5556
FAX (304) 472-2892

February 5, 2021

LEWIS COUNTY
LEWIS COUNTY COURTHOUSE
117 COURT AVENUE
WESTON, WEST VIRGINIA 26452
304-269-9155
FAX 304-269-2520

Upshur/Lewis Community Corrections

Re: Community Corrections Grant

TO WHOM IT MAY CONCERN:

As Circuit Judge for the 26th Judicial Circuit, I often utilize our Community Corrections program both as a sentencing option and for bond supervision. The Community Corrections program is as important as any program we have in our community.

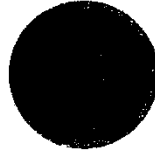
Sentencing alternatives are important for not only the future productivity of the offenders, but also for controlling expenditures in our counties. Both of these goals are important and the Community Corrections program helps to reach each of them. In addition, with the high percentage of drug related offenses we deal with on a daily basis, Community Corrections offers some real hope for these offenders.

Thank you for the previous funding that brought this program to our area. Please consider this current request so that Community Corrections can continue its growth.

Very truly yours,

Jacob E. Reger, Chief Judge
26th Judicial Circuit

JER:cp



TWENTY-SIXTH JUDICIAL CIRCUIT

KURT W. HALL
JUDGE

UPSHUR COUNTY
UPSHUR COUNTY COURTHOUSE
POST OFFICE BOX 67
40 WEST MAIN STREET
BUCKHANNON, WEST VIRGINIA 26201
(304) 472-0195
FAX (304) 472-0194

February 5, 2021

LEWIS COUNTY
LEWIS COUNTY COURTHOUSE
117 COURT AVENUE
WESTON, WEST VIRGINIA 26452
(304) 269-8229
FAX (304) 269-2520

RE: West Virginia Community Corrections Grant Program

TO WHOM IT MAY CONCERN:

I am writing to support the grant application of the Upshur Lewis Community Corrections Program.

This program is beneficial in many ways. It provides a sentencing alternative that seeks to respond to crime by requiring offender accountability, it allows clients to maintain a reporting schedule so that they may be supervised within the community and it also lessens the amount of tax dollars it costs to house non-violent offenders in jail, while encouraging them to be productive citizens.

Not only is this program a cost saver to the community, but it is very beneficial in the health and well-being of its citizens. I believe that the program needs to continue fully funded to meet the potential needs of the participants referred there.

I feel the Upshur Lewis Community Corrections Program is necessary and I would encourage your approval.

Very truly yours,

A handwritten signature in black ink, appearing to read "Kurt W. Hall", is written above the printed name.

Kurt W. Hall, Judge
26th Judicial Circuit

KWH/rl

COUNTY COMMISSION OF LEWIS COUNTY

110 Center Avenue
Weston, WV 26452
Phone: (304)269-8200
Fax: (304) 269-2416
Email: lewiscountycommission@lewiscountywv.org
Website: lewiscountywv.org



COMMISSIONERS:

Agnes Queen
President
Rod Wyman
Commissioner
Bobby Stewart
Commissioner

January 14, 2022

This letter is in support of the 26th Judicial Circuit Community Corrections Day Report Centers. Our office works with both Lewis and Upshur County offices on a regular basis and is grateful for the services they can provide to our mutual clients. The cooperation between offices is imperative to offender success and the reduction of recidivism rates. Grant funding is an essential resource for the Day Report Centers to continue operating at maximum efficiency and to be able to assist the continuously growing number of offenders and substance abuse issues.

Sincerely,

Agnes Queen, President
Lewis County Commission

An Equal Opportunity Employer

STATE OF WEST VIRGINIA



Brycen Williams, Magistrate
Phone: (304) 269-8232
Fax: (304) 269-8253

L. J. McCue, Magistrate
Phone: (304) 269-8231
Fax: (304) 269-8253

Lewis County Magistrate Court
Rachel Buzzo, Clerk
117 Court Avenue, Room 143
Weston, West Virginia 26452

To Whom it May Concern,

The purpose of this letter is to illustrate the importance of the Community Corrections program in the 26th Judicial Circuit. As Magistrates in Lewis County, we benefit greatly from utilizing the Community Corrections program when our Court deems necessary. This program has services and utilities that can improve the community greatly. It is the Court's hope that the 26th Judicial Circuit Community Corrections Day Report Center can continue operating so these services can continue to be administered within our community.

Respectfully,

A handwritten signature of Brycen S. Williams in cursive script, written over a horizontal line.

Brycen S. Williams

A handwritten signature of L.J. McCue in cursive script, written over a horizontal line.

L.J. McCue



**TWENTY-SIXTH JUDICIAL CIRCUIT
PROBATION DEPARTMENT**

Upshur County Probation
P.O. Box 737
Buckhannon, WV 26201
(304) 472-0177
Fax (304) 472-8599

Emilee R. Bodkins
Probation Officer

Joseph T. Perry
Probation Officer

JACOB E. REGER, JUDGE
KURT W. HALL, JUDGE

Jason A. Kelley
Chief Probation Officer

Erika A. Morris
Adult Drug Court Probation Officer

January 14, 2022

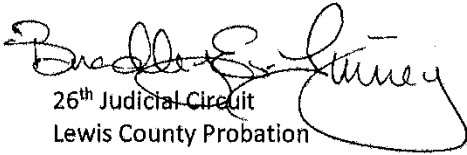
Lewis County Probation
P.O. Box 526
Weston, WV 26452
(304) 269-8237
Fax (304) 269-8217

Angela D. Mullens
Probation Officer

Bradley E. Tinney
Probation Officer

To whom it may concern,

This letter is in support of the 26th Judicial Circuit Community Corrections Day Report Centers. Our office works with both Lewis and Upshur County offices on a regular basis and is grateful for the services they can provide to our mutual clients. The cooperation between offices is imperative to offender success and the reduction of recidivism rates. Grant funding is an essential resource for the Day Report Centers to continue operating at maximum efficiency and to be able to assist the continuously growing number of offenders and substance abuse issues.


26th Judicial Circuit
Lewis County Probation
Mr. Bradley Tinney, Probation Officer
P: (304)-269-8237
F: (304)-269 - 8217



BETSY C. JIVIDEN
COMMISSIONER

STATE OF WEST VIRGINIA
DEPARTMENT OF HOMELAND SECURITY
DIVISION OF CORRECTIONS
AND REHABILITATION



JEFF S. SANDY, CAMS, CFE
CABINET SECRETARY

Elkins Parole Office
1513 Harrison Avenue, Unit 27
Elkins, WV 26241
304-637-0379 Telephone
304-637-2804 Fax

January 20, 2022

To Whom It May Concern,

I am writing this letter in support of the Lewis County Community Corrections Day Report Center. This organization is a valuable entity in Lewis County that is currently being utilized by West Virginia Division of Corrections and Rehabilitation parolees and out of state offenders that have transferred to West Virginia that may be on probation and parole from other jurisdictions. The center has assisted the Division of Corrections and Rehabilitation in providing services for offenders who have been released on supervision that may have limited resources to obtain essential after care treatment. In many instances people are being released into our community that has had little or no program completions when they were incarcerated and often need to be referred for services. The program offers fast assistance for offenders to obtain needed services to correct behavior problems. The program offers a place for offenders to attend substance abuse counseling sessions, group therapy, substance abuse classes, DUI/Relapse Prevention, referral for substance abuse treatment, referrals to community resources, transportation for services, and drug testing.

It is the opinion of this officer that due to the professional and cooperative demeanor of the staff at the Center many offenders are changing their thoughts about law enforcement and preconceived notions that there is no hope for them when they are released.

In closing, I would respectfully recommend the Lewis County Community Corrections Day Report Center for any funding assistance that will enable them to continue to provide professional, courteous services for the public.

Sincerely,

Shari Wince

Shari Wince,
Probation/Parole Officer II
WV Division of Corrections and Rehabilitation Parole Services

From: WVSP Weston

3042690431

01/18/2022 08:57

#825 P.001/001



West Virginia State Police
86 Gladly Fork Road
Weston, WV 26452
Weston Detachment

Colonel Jan Cahill
Superintendent

REF: Support of the Lewis County Day Report Program

To whom it may concern:

This letter is in reference to the support of the Lewis County Day Report Program. I am the current Detachment Commander of the Weston Detachment in Lewis County and a 17-year member of the West Virginia State Police. I can speak directly to the positive impact this program has on our community. This program provides its participants with the necessary tools and services to transition to a safe, healthy lifestyle to become a productive member of our community. Without the Day Report Program, Lewis County would see a rise in crime; most notably drug related crimes. I respectfully encourage the funding to continue to support the mission of the Lewis County Day Report Program.

Respectfully,

A handwritten signature in black ink, appearing to read "Sgt. J.R. Wince".

Sgt. J.R. Wince
Weston Detachment Commander
Troop 3/ District 2

Integrity Fairness Respect Honesty Courage Compassion

www.wvsp.gov



Lewis County Sheriff's Department
State of West Virginia
D.B. Gosa, Sheriff



Tax Department

Phone: (304) 269-8222

Fax: (304) 269-8698

Law Enforcement

Phone: (304) 269-8251

Fax: (304) 269-2644

January 14, 2022

This letter is in support of the 26th Judicial Circuit Community Corrections Day Report Centers. Our office works with both Lewis and Upshur County offices on a regular basis and is grateful for the services they can provide to our mutual clients. The cooperation between offices is imperative to offender success and the reduction of recidivism rates. Grant funding is an essential resource for the day Report Centers to continue operating at maximum efficiency and to be able to assist the continuously growing number of offenders and substance abuse issues.

Thank you,


Lewis County Sheriff D.B. Gosa

117 Court Avenue Room 104
Weston, WV 26452

BETH A. BURKHART
LEWIS COUNTY
CIRCUIT AND FAMILY COURT CLERK
117 COURT AVENUE
WESTON, WV 26452

(304) 269-8210
FAX (304) 269-8249

TWENTY-SIXTH JUDICIAL CIRCUIT
THE HONORABLE Judge Jacob E. Reger
THE HONORABLE Judge Kurt W. Hall
(304) 472-5556 / (304) 269-8229
SEVENTEENTH FAMILY COURT CIRCUIT
THE HONORABLE Theresa Cogar Turner
(304) 269-0432

TERMS OF CIRCUIT COURT

FIRST MONDAY IN MARCH
SECOND MONDAY IN JULY
FIRST MONDAY IN NOVEMBER

January 14, 2022

To: 26th Judicial Circuit Community Corrections Day Report Center

Reference: West Virginia Community Corrections Grant Program

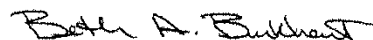
To Whom It May Concern:

Please accept this letter of support for the 26th Judicial Circuit Community Corrections Day Report Center. As Circuit Clerk, my office works with both the Lewis and Upshur County offices daily and can validate how important their program services are to our shared clients.

Our West Virginia communities are being plagued with drugs and crime that are destroying towns and local families. The 26th Judicial Circuit Community Corrections Day Report Center is a vital link to help combat this widespread epidemic by maintaining personal accountability for offender success, providing positive rehabilitation options for the offender, and adding an additional level of safety for our citizens. Grant funding is imperative for the 26th Judicial Circuit Community Corrections Day Report Center program to continue to maintain efficiency for the ongoing growth of participants and maintain maximum productivity of services.

Thank you for the funds that have been provided in previous years. I humbly ask for your approval for funding, with any additional increase that could be included, to help the expansion of the program. I know how essential the 26th Judicial Circuit Community Corrections Day Report Center is to Lewis and Upshur Counties and encourage you to help us positively impact the lives of offenders to reduce recidivism rates and continue to keep our West Virginia families and communities safe.

Respectfully,



Beth A. Burkhardt
Lewis County Circuit Clerk

Fairmont
304-367-1100

Lewis
304-269-8233

Gilmer
304-462-5352

Doddridge
304-873-1416



Harrison
304-624-9835

26th Judicial Circuit Community Corrections
C/O Cheyenne Troxell
46 WBUC Road
Buckhannon, WV 26201

To whom it may concern,

We are writing this letter in support of our Community Corrections program. We have been pleased to work with them since May 2016. Our organization HOPE Inc provides advocacy for domestic violence and sexual assault victims in Lewis County and our Community Corrections program facilitates The Batterers Intervention Prevention Program (BIPP), which is a program designed with the WV division of Corrections and provides batterers with educational components designed to intervene in the cycle of violence, power and control. The BIPP program promotes accountability, which is a very important tool in the process of ending abusive behavior.

We feel Community Corrections has been successful in Lewis County. Supervisor Kim Nicholson is a member of the Community Corrections Board and feels it is imperative that their work continue. HOPE inc also supports the Telehealth Program. Having the availability of Telehealth services for clients is important both now and pre-pandemic. The option for Telehealth keeps clients and Staff safe from with wide spread of COVID-19, we also feel that it may benefit less fortunate clients who are unable to come in for visits. Funding is a very important part of that process and we request you continue funding for this program, as it has made a big difference in many areas of the criminal justice system in our county.

Sincerely,

Kelsey Johnson (She/ Her)
Sexual violence services coordinator/Advocate
Hope, Inc.

PHONE: 304.269.8233
FAX: 304.269.8662





Lewis County Health Department

125 Court Avenue
Weston, WV 26452

Phone: 304-269-8218
Fax: 304-269-8220

January 18th, 2022

To whom it may concern,

This letter is in support of the 26th Judicial Community Corrections Day Report Centers. Our office works with both Lewis and Upshur County offices on a regular basis and is grateful for the services they can provide to our mutual clients. The cooperation between offices is imperative to offender success and the reductions of recidivism rates. Grant funding is an essential resource for the Day Report Centers to continue operating at maximum efficiency and to be able to assist the continuously growing number of offenders and substance abuse issues. Offices like the day report in Lewis County are one of the tools we have to fight the horrible epidemic of substance abuse in our state and country, the services they provide are essential in helping curb that epidemic.

Sincerely,

A handwritten signature in cursive script that reads "David Whittaker".

David Whittaker
Lewis County Health Department- Administrator



Upshur Lewis Community Corrections <26judicialcccc@gmail.com>

DRC Grant

1 message

Larry Williams <drlarryew@hotmail.com>

Fri, Jan 14, 2022 at 1:09 PM

To: Upshur Lewis Community Corrections <26judicialcccc@gmail.com>

To whom it may concern;

This letter is in support of the 26th Judicial Circuit Community Corrections Day Report Centers. Grant funding is an essential resource for the Day Report Centers to continue operating at maximum efficiency and to be able to assist the continuously growing number of offenders and substance abuse issues. I urge the continued support and funding of this vital and important program.

Sincerely,

Larry E. Williams, OD
Upshur Lewis Community Corrections Board Member



LEWIS COUNTY HOME CONFINEMENT

Sheriff's Department



RANDY POSEY, SUPERVISOR

117 COURT AVE ♦ WESTON, WEST VIRGINIA 26452
PHONE (304) 269-9166 ♦ FAX (304) 269-2644

To whom it may concern,

The Lewis county Day Report Center has been an essential life changing organization that has helped countless individuals with drug related issues. They meet the challenges head on and formulate a plan to help these individuals with their drug use and recovery. This vital component to our court system and community is important to helping the people seek treatment for their addictions, to help offenders successfully complete their obligations to the court and to supervise offenders to help cut the recidivism rate. This program has helped many of the offenders find jobs and become productive citizens of our society. The Lewis county Day Report Center has helped many non violent offenders sentenced to DRC with counseling, helped them attend various classes and have them perform community services. The Lewis county Day Report Center employees are responsible for helping to rehabilitate countless people who were placed on their program.

A handwritten signature in cursive script, appearing to read "Randy Posey".

Randy Posey

Lewis county Home Confinement Supervisor

02/14/22

To Whom It May Concern:

I hereby resign my position as a board member of Upshur County Parks and Recreation. Unfortunately, I do not have the time necessary to fulfill my duties and attend meetings. Thank you for the opportunity.

A handwritten signature in black ink, appearing to read 'Michael Donato', with a long horizontal stroke extending to the right.

Michael Donato

RE: Request for County Commission -GSI data

Terri Jo Bennett <tjb@upshurcounty.org>

Thu 2/10/2022 9:45 AM

To: 'Jodie Akers' <jakers@k12.wv.us>; trperry <trperry@upshurcounty.org>;

Cc: 'Stephanie Bennett' <stbennet@k12.wv.us>;

Good morning Jodie and Stephanie! The Commission approved the 911 data request this morning during their regular meeting. The County Commission is excited to partner with the Upshur County BOE on this project.

My next step, I will wait until I hear from Joe and Justin that they are ready for the shapefiles. If you need anything additional, please feel free to contact me. Glad to help! Terri Jo

Terri Jo Bennett, CFM

Upshur County Building Permit, Floodplain and Addressing and Mapping Coordinator

[38 West Main Street, Room 303](#)
[Buckhannon, WV 26201](#)

tjb@upshurcounty.org

P: 304.472.1673

C: 304.678.8076

F: 304.473.2801

<http://www.upshurcounty.org>

 Please consider the environment before printing this email.

From: Jodie Akers <jakers@k12.wv.us>

Sent: Tuesday, February 01, 2022 10:03 AM

To: Terri Jo Bennett <tjb@upshurcounty.org>

Cc: Stephanie Bennett <stbennet@k12.wv.us>

Subject: Request for County Commission -GSI data

Hi Terri Jo,

We are excited to announce that we have selected Transfinder as our Routing System software company. As we discussed earlier, to start this process we are requesting the 911 address and mapping data (GSI) to start our groundwork. We look forward to collaborating and building a more efficient bus routing schedule for our community.

[Jodie Akers](#)

[Director of Student Services/Transportation](#)

304-472-5480 ext. 1020

Young Families Estate Planning Workshop

Thursday, February 24, 2022

6:00 to 7:00 PM

Upshur County Library

Join local attorney Kyle Nuttall for a one hour free workshop at the Upshur County Library. This workshop will be focused on what young families need to do to make sure their kids are taken care of in the event of an emergency.

Mr. Nuttall will walk you through the process of choosing guardians for your minor children and provide fillable guardianship forms for your children. These forms are essential for making sure that if something goes wrong and you can't make it home one night, *your* kids will be taken care of by the people *you* choose.

You will leave the workshop with *finished* paperwork which establishes your guardians.

We'll be putting together a Temporary Guardianship form, a Permanent Guardianship form, and instructions to give to the people that you choose as temporary and permanent guardians. All of this will be *free*.

We will also talk briefly about Medical Powers of Attorney, General Powers of Attorney, Wills, Trusts, and Beneficiary Designations.

We're doing this as a service to the community because we think it is extremely important that children get taken care of the way their parents want when something goes wrong.

Don't leave your kids in the wrong hands. Take one hour on Thursday and ensure they'll be in the right hands.

Join us for

City of Buckhannon & BOE

CANDIDATE FORUM

★ March 16, 2022 | 7:00 P.M. ★

Sponsored By:

 **STUDENT SENATE**

 **Buckhannon-Upshur**
Chamber of Commerce

 **BUCKHANNON**

UPSHUR COUNTY SENIOR CENTER

TO: Upshur County Senior Center Board of Directors

FROM: Tracie Thompson/Ransom Hackett

MEETING: Senior Center Board of Directors

DATE: February 9th, 2022

TIME: 12:00 PM

PLACE: Conference Room, UCSC

Minutes Attached

Director's Report Attached

Financial Report Attached

AGENDA

Call to Order

Roll Call

Approval of Minutes

Directors Report

Financial Report

Previous Business

New Business

Next Meeting

Adjournment

Buckhannon-Upshur Airport Authority Agenda

Buckhannon-Upshur Airport Authority-W22 Upshur Regional Airport Terminal Building as well as Virtually via Telephony or ZOOM ¹

Monday, February 14, 2022 at 4:00 pm

-
- A. Call to order
 - B. Recognized guests and public comment period
 - C. Officer/Committee/Consultant Reports:
 - President's Report – Tom O'Neill
 - Upcoming hangar lease renewals
 - Treasurer's Report – Phil Loftis, Treasurer
 - Draft budget review
 - Approval to pay Raven Rock Invoice #6384; \$340.00
 - Secretary's Report – Brian Huffman, Secretary
 - Engineering Reports – Chapman Technical
 - Operations – Jamie Wilt, Jennifer Powers
 - Jamie**
 - J & N has started clearing the fence
 - AV gas order (refresh)
 - D. Consent Agenda:
 - Approval of Minutes
 - Approval of Treasurer's Report
 - Authorization for payment of the bills
 - E. Items Removed from the Consent Agenda for discussion and vote:
 - F. Old Business:
 - Hangar space requests/applications/updates
 - G. New Business:
 - H. Board Member Comments and Announcements
 - I. Adjournment

Notice: This (and possible future meetings) are being held using a conference call and the electronic application 'Zoom'. Should you desire to attend this meeting electronically you will need to contact the Authority (treasurer@flyw22.com or 304-613-9321) at least one hour prior to the meeting to gain the necessary information to join the meeting. All meetings of the Authority are open to the public and shall return to the Airport facilities when deemed safe for all participants. Thank you for your understanding.

¹ Due to Covid-19 concerns and per WV Code 6-9A-2(5) "Meeting" means the convening of a governing body of a public agency for which a quorum is required in order to make a decision or to deliberate toward a decision on any matter which results in an official action. Meetings may be held by telephone conference or other electronic means.

Notice of Meeting
Buckhannon-Upshur Parks and Recreation Advisory Board

Date: February 14, 2022

Time: 5:30 PM

Location: Administrative Annex, 91 West Main Street, Buckhannon

Agenda

1. Approval of minutes from Jan. meeting
2. Financial Report
3. Trails update
4. Introduction of new Park and Recreation Director
5. Discussion on ideas for budget hearing request
6. Signs discussion and or approval for directional Disc Golf Signs
7. Discussion on Park and Rec. Sign
8. Public Comments

Adjournment

Next Meeting: 5:30 PM, March 14, 2022



PO Box 2115 / 79 East Main Street, Buckhannon, WV 26201
(304) 473.1051 upshurfrn@yahoo.com

UCFRN General Membership Meeting ~ Zoom

February 14, 2022 12:00 PM

Agenda Topics

- Introduction and opening prayer
- Updates:
 - Community Baby Shower – June 11th – time and place TBA
 - Flyer for bus safety
 - Updates on socials and Healthy Grandfamilies
- Speaker:
 - Dannie Stiles – Quality Insights
- Any other information Lori or board forgot
- Information Sharing

Next meeting Monday, March 14, 2022 at 12:00pm - Zoom



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

Location: Upshur County Administrative Annex
91 W Main Street, Suite 101
Buckhannon, WV 26201
Date: February 17, 2022
Time: 6:00 p.m.

AGENDA

CALL MEETING TO ORDER / ROLL CALL

PUBLIC QUESTIONS / COMMENT PERIOD

APPROVAL OF MINUTES: December 2021

BUSINESS ITEMS – Discussion/Update/Action

- Ranking Sheet- Wording (Working Farm)
 - o Soil greater than
- Queen easement – Status update:
 - Update on next step
- FY22 Applications for Funding Consideration

FINANCIAL MATTERS – Discussion/Update/Action

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

OTHER BUSINESS –

DATE OF NEXT MEETING –

ADJOURNMENT

**City Council of Buckhannon – 7:00 pm at the Public Safety Complex
Two Friendly Way, Buckhannon, WV 26201
Meeting Agenda for Thursday, February 17, 2022**

Channel 3 is Live Streaming our City Council Meetings at <https://www.facebook.com/ch3buckhannon/> Please send public comments to buckhannon@buckhannonwv.org via email or drop them in the mail, or drop box behind City Hall.

Please join the meeting from your computer, tablet or smartphone <https://global.gotomeeting.com/join/804282709>
You can also dial in using your phone United States: +1 (872) 240-3212 Access Code: 804-282-709

A. Call to Order

- A.1 Moment of Silence
- A.2 Pledge to the Flag of the United States of America

B. Recognized Guests

- B.1

C. Department & Board Reports

- C.1 Public Works Director- Jerry Arnold
- C.2 Finance Director- Amberle Jenkins
- C.3 Police Chief- Matthew Gregory
- C.4 City Attorney- Tom O'Neill

D. Correspondence & Information

- D.1 Letter from Office of the State Fire Marshal RE: Approval of Boundary Changes for Buckhannon, Ellamore, Warren and Washington Districts Fire Departments
- D.2 CityPR: Demolition of 23-23B East Main Street
- D.3 CityPR: Vacant Structure Erupts into Flames Behind Zeno Street
- D.4 Notice of Special Joint Working Session of City Council & Planning Commission on 02/23/22 7PM RE: Parks & Recreation Operations in the City of Buckhannon
- D.5 Notice of Special Public Meeting of the Buckhannon Historic Landmarks Commission on 04/05/22 6PM RE: Information, Grant Opportunities, Design Criteria Guidelines for Buckhannon Historic Districts
- D.6 Letter from Charles Town Police Department RE: Thank you for Assistance in Preparation with CALEA
- D.7 Charles Gibson Library Director's Report February 2022
- D.8 Notice of Special Session #1 of City Council 02/25/2022 9AM RE: Financial-Budget for FY 2022/23
- D.9 Notice of Special Session #2 of City Council 03/02/2022 4PM RE: Financial-Budget for FY 2022/23

E. Consent Agenda

- E.1 Approval of Minutes -Regular Meeting 01/06/22; 01/20/22; 02/03/22; Special Meeting 01/27/22
- E.2 Approval of Building and Wiring Permits
- E.3 Approval of Payment of the Bills

F. Strategic Issues for Discussion and/or Vote

- F.1 Approval Ordinance No. 454 Parade Route Parking Plan 3rd/Final Reading
- F.2 Approval of Amendment to the Property Purchase Sales Agreement 10 East Lincoln Street
- F.3 Frontier WV Communications Request Letter of Support for Grant from the Major Broadband Project Strategies Program to expand broadband to Buckhannon and surrounding communities
- F.4 UCBOE Request Letter of Support for Nomination of WV Governor's Arts Organization of the Year Award

G. Comments and Announcements

- G.1 Pamela Bucklew
- G.2 C J Rylands
- G.3 David Thomas
- G.4 Jack Reger
- G.5 Shelia Lewis-Sines
- G.6 Randall Sanders

H. Mayor's Comments and Announcements

I. Adjournment

Posted 02/14/2022
Revised 02/15/2022

Next Regular Scheduled City Council Meeting Thursday, March 3, 2022

FEB-15-2022 09:25 AM ELKINSROADPSD

3044722028

P. 02/05

Elkins Road Public Service District
Board of Directors' Regular Meeting
December 7, 2021

The regular monthly meeting of the Elkins Road Public Service District (ERPSD) Board of Directors was held on Tuesday, December 7, 2021.

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-Larry Heater and Board Member-David Burr

Staff Present were: Office Manager-Carolyn Douglas; Billing Specialist-Linzy Wilson; System Operator-David Wamsley (absent)

Phone in participants: Greg Belcher, CTG and Cary Smith, Region VII

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

Recognize that two (2) customers were present.

APPROVAL OF MINUTES

Minutes of November 2, 2021 Regular Monthly Meeting and October 26, 2021 Special Meeting were presented for approval. **Larry Heater made a motion to approve the minutes. David Burr seconded. Motion carried**

APPROVAL OF FINANCIAL REPORTS/BILLS TO DATE

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

QUICK DAMAGE CLAIM

No updates

PHASE III EXTENSION PROJECT

Cary Smith with Region VII presented SCBG Request # 18 in the amount of \$14,620.00 for SCBG and \$16,128.85 for IJDC for a total of \$30,748.85. **David Burr made a motion to approve and make payments. Larry Heater seconded. Motion carried**

Greg Belcher presented the Board with an amendment to his Owner-Engineer Agreement in the amount of \$34,440.00. **Carey Wagner made a motion to approve and sign the amendment. Seconded by David Burr. Motion carried**

FEB-15-2022 09:25 AM ELKINSROADPSD

3044722028

P. 03/05

Elkins Road Public Service District
Board of Directors' Regular Meeting
December 7, 2021

PHASE III EXTENSION PROJECT con't.

Change Order No. 4 for Contract 4 Chojnacki

A change order for an increase in the amount of \$4,398.54 to cover additional charges. **Larry Heather made a motion to approve and sign the change order. David Burr seconded. Motion carried**

Greg also said that Mark Place had once again confirmed a ship date of 12/29/21 for the Kesling Ridge Booster Station Electrical Panel. Greg said that the only thing left on Contract 3 was the electrical panel. The only thing left on Contract 4 is the start up for both portable generators and locks for the load banks. Contract 3 has been extended to 1/30/22 and Contract 4 has been extended to 1/27/22.

MAINTENANCE

Dave Wamsley, who was absent, left his November Maintenance Report for review by the Board. The City water bill was down another \$1463.00 this month which is a good thing. Although the daily average has been coming back up a little (some of this due to Thanksgiving) we will continue to try and locate any leaks within our system as always.

PERSONNEL

The Board entered into executive session on a motion made by **Carey Wagner under WV Code 6-9A-4**. No decisions were made during executive session. The Board approved giving the employees, contract maintenance and one other a Christmas Appreciation Gift for all of their hard work during the move from one building to another when relocating.

There being no further business, **the meeting adjourned on motion made by David Burr and seconded by Larry Heater**. Meeting adjourned at 6:15 p.m.

The next meeting will be held on Tuesday, January 4, 2022 at 5:00 p.m.


Respectfully submitted:

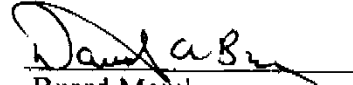
ERPSD Board of Directors Secretary, Larry J Heater//CD

Attachments: Agenda
Sign In Sheet

Approved By:


Board Chair/Treasurer
Carey Wagner


Secretary
Larry Heater


Board Member
David Burr

FEB-15-2022 09:30 AM ELKINSROADPSD

3044722028

P. 02/06

Elkins Road Public Service District
Board of Directors' Regular Meeting
January 4, 2022

The regular monthly meeting of the Elkins Road Public Service District (ERPSD) Board of Directors was held on Tuesday, January 4, 2022.

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-Larry Heater (absent) and Board Member-David Burr

Staff Present were: Office Manager-Carolyn Douglas; Billing Specialist-Linzy Wilson; System Operator-David Wamsley (Phone in)

Phone in participants: Greg Belcher, CTG and Cary Smith, Region VII

Unless otherwise stated all motions passed by vote 2-0.

Recognize that two (2) customers were present.

APPROVAL OF MINUTES

Minutes of December 7, 2021 Regular Monthly Meeting and October 26, 2021 Special Meeting were presented for approval. **David Burr made a motion to approve the minutes. Carey Wagner 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 Carey Wagner. Motion carried**

KEITH CARR – DEVELOPMENTS ON EVERSON AND MIDDLE FORK

Keith Carr attended the meeting to find out what he needed to do in order to develop property he owns on Everson Road and along the Middle Fork River. He was given paperwork on Alternative Line Extensions along with Water Rule 5.5 from the PSC to review. The Board explained to him that anything over a thousand feet had to be engineered and drawn up so that it could be reviewed by the Board and then if it is possible to approve the development would be sent to the PSC for approval.

Keith said he was just in the beginning stages and knew there was a lot he needed to do in order to be able to do these developments and would return when he had more information available to present for review.

FEB-15-2022 09:31 AM ELKINSROADPSD

3044722028

P. 03/06

Elkins Road Public Service District
Board of Directors' Regular Meeting
January 4, 2022

QUICK DAMAGE CLAIM

Tiffany Durst, Esq. attended the meeting and the Board went into Executive Session with a motion made by **Carey Wagner under WV Code 6-9A-4. The Board came out of executive session at 7:05 p.m. by a motion made by David Burr.** No decisions were made in executive session.

ELECTION OF OFFICERS

Postponed until next month due to one Board member being absent.

2022 HOLIDAY SCHEDULE

Since no holiday schedule has been approved by the Upshur County Commission yet this was postponed until next month. **Carey Wagner made a motion to approve January 17th as a paid holiday. David Burr seconded. Motion carried**

PHASE III EXTENSION PROJECT

Cary Smith with Region VII presented SCBG Request # 19 in the amount of \$3,481.04 for SCBG and \$80,007.16 for IJDC for a total of \$83,488.20. **David Burr made a motion to approve and make payments. Carey Wagner seconded. Motion carried**

Greg Belcher was ask to give updates on the remaining items to be completed under Phase III Extension. He said that the Kesling Ridge Booster Station panel which was scheduled to ship 12/29/21 had to be pushed back due to scratches on panel door. It should ship the first or second week of January.

Greg had also presented pricing on a light for the Kesling Ridge Booster for the Board to review and discuss the best way to approach the problem.

Change Order No. 6 for A. J. Burk LLC – Contract 3

A change order for an increase in the amount of \$101,880.00 to cover additional charges. **David Burr made a motion to approve and sign the change order. Carey Wagner seconded. Motion carried**

MAINTENANCE

Dave Wamsley, who was absent, gave the December Maintenance Report by phone. There was only one tap installed by Atlas this month and no leaks were detected.

There being no further business, **the meeting adjourned on motion made by David Burr and seconded by Carey Wagner.** Meeting adjourned at 7:45 p.m.

FEB-15-2022 09:32 AM ELKINSROADPSD

3044722028

P. 04/06

Elkins Road Public Service District
Board of Directors' Regular Meeting
January 4, 2022

The next meeting will be held on Tuesday, February 1, 2022 at 5:00 p.m.

Respectfully submitted:

ERPSD Board of Directors Secretary, Larry J Heater//CD

Attachments: Agenda
Sign In Sheet

Approved By:


Board Chair/Treasurer
Carey Wagner


Secretary
Larry Heater


Board Member
David Burr

UPSHUR COUNTY SOLID WASTE AUTHORITY
BOARD OF DIRECTORS MEETING
MINUTES

Monday, January 10, 2022

Chair Joyce Harris-Thacker called the regularly scheduled meeting of the Upshur County Solid Waste Authority to order in the Conference Room of the UCSWA (located at 380 Mudlick Road, Suite 102, Buckhannon, WV 26201) at 4:38 p.m. on January 10, 2022.

Present at the meeting were: Joyce Harris-Thacker, James S. "Jay" Hollen III, Jackie McDaniels, Paula Stone, Mary Gower and Director Belinda Lewis. A quorum was present. There were no guests.

The minutes of the December 13, 2021 meeting had been previously sent to the members. Jay made a motion to approve the minutes. Seconded by Paula. Motion carried.

The Financial Reports for December were presented by the Treasurer Jay. Register reports for the four bank accounts with First Community Bank covering December 2021 were presented. The ending balances for the accounts are as follows:

	<u>November</u>	<u>December</u>
• REAP Account	\$ 100.00	\$ 100.00
• SWMB Account	\$10,530.00	\$10,530.00
• Money Market Account	\$19,568.55	\$19,569.05
• Operating Account	\$19,937.83	\$22,703.99

A motion to accept by Jackie and seconded by Mary. Motion carried.

After receiving a budget modification approval from the SWMB and obtaining several quotes, Director Belinda Lewis determined that the best price for the purchase of curbside recycling bins was received from RecycleAway. Jay made a motion to purchase the needed curbside recycling bins from RecycleAway. Seconded by Mary. Motion carried.

Belinda reported that the final process in the 5-year update of the Upshur County Comprehensive Litter and Solid Waste Control Plan is to submit the plan to the WV SWMB for its approval. Jackie made a motion to submit the updated plan to the State. Seconded by Paula. Motion carried.

A discussion was held about the April Free Paper Shred Event. Mary made a motion to solicit quotes from various shredding companies and to attempt to schedule the event on April 23, 2022. Seconded by Jackie. Motion carried.

The Every Door Direct Mailing Brochure (EDDM) was discussed. Paul made a motion for the director to prepare the brochure for distribution in April 2022. Seconded by Jay. Motion carried.

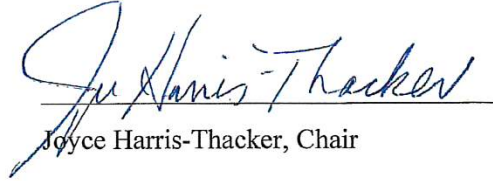
With no further business, the meeting was adjourned at 5:04 p.m.

Respectfully Submitted:



Belinda Lewis, Director

January 10, 2022



Joyce Harris-Thacker, Chair

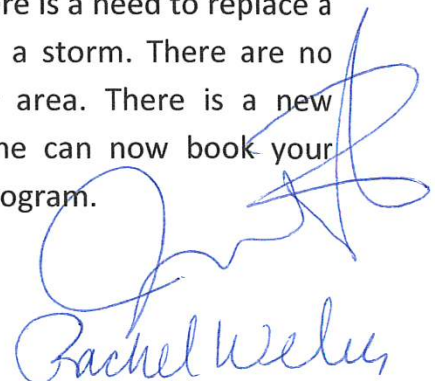
(Signature copy to be maintained in the UCSWA Office)

**REVISED MINUTES FOR
THE UPSHUR COUNTY
PARKS & RECREATION
ADVISORY BOARD**

President Hinchman called the meeting to order at 5:30 PM on 10 January 2022. The meeting was held at the Upshur County Commission Office. The minutes from 11 October 2021 were read and passed with a motion and second. The financial report was read and passed with a motion and second. Those records are on file.

It was reported that the November trail day did not spend all the money allocated for that event. A grant added more funds for a new section. It was also reported that it was a fun day with a rented mini excavator. Two workers put in over 70 hours which was sun up to sun down for nine days. The work went well over one mile of new trail, which finished that section except for a bridge. There were thanks given to "Appalachian Dirt". The test ride went well thanks to a hard freeze. It was noted that the gravel parking lot near the State Police Post has WAY TOO MANY cigarette butts! There was a discussion about littering (with fines) or butt kits. Rachel Weber suggested that there be more signs. She also reported that the trails have now reported 979.5 hours' work on the trails.

A letter from Eric Hawkinberry of the cycling league mentioned that he thinks the trails look promising and he wants a second look soon. The rest rooms at the pavilion have been closed for the winter and will open back up in the spring. New diving boards have been ordered. The pool will get a new coat of paint in the spring and work was performed on the pool filters this winter as well. Extra signage for disc golf will need to be installed to complete the course. There also will be a new kiosk coming soon for kayaking, and there is a need to replace a rack card holder on a kiosk because it was damaged in a storm. There are no updates to provide at this time for the amphitheater area. There is a new program called "Recreation Desk" that is complete. One can now book your upcoming pool passes, parties and swim lessons on this program.



Rachel Weber

Ideas for the upcoming budget were discussed with no decisions made. There was discussion for a possible fundraiser in the spring or summer. One idea considered was for a race of some sort.

Dennis brought up the mission that he had been given last year concerning the signs that would be visible from the highway. He gave a report that gave the history of this project and then a recommendation. He recommended a large sign (4x8) on the grass at the entrance to the high school parking lot. This sign would incorporate a red arrow showing which direction the park is. After a good discussion it is agreed that we can change the design of the sign and add more arrows pointing in more than one direction depending on whether the guest wants the park or a trail. This topic will be on the next agenda.

With nothing more on the agenda President Hinchman adjourned the meeting.

Respectfully submitted by

Dennis P. Cortes

UPSHUR COUNTY SENIOR CENTER

UPSHUR COUNTY SENIOR CENTER

BOARD OF DIRECTORS

MINUTES: January 12th, 2022

CALL TO ORDER: President Ransom Hackett called the meeting to order at 12:00PM.

THOSE ATTENDING: Tracie Thompson, Tim Rock, Ransom Hackett, Heather Powell, Terry Cutright, Larry Williams, Courtney Wilt, Shauna Jones, Scott Gossard, Laura Ward

APPROVAL OF MINUTES: President Ransom Hackett asked for a motion to approve the December minutes. Tim Rock made a motion to approve the minutes. Heather Powell seconded the motion. Motion passed unanimously. President Ransom Hackett asked a motion to approve the Special Budget meeting minutes for December. Tim Rock made a motion to approve the minutes. Heather Powell seconded the motion. Motion passed unanimously.

GUEST PRESENTER: Laura Ward, Director of the Randolph County Senior Center presented a report on Country Roads Transit. She presented all the ridership numbers for Upshur County and also presented the new contract to renew between Country Roads Transit and the Upshur County Senior Center. Tim Rock motioned to renew Country Roads Transit agreement. Heather Powell seconded the motion. Motion passed unanimously.

DIRECTOR'S REPORT: Action needed for the new bank accounts and signatures for the new accounts. Larry Williams motioned to approve Executive Director, Tracie Thompson, President Ransom Hackett, Vice President Tim Rock, and Treasurer Courtney Wilt authorized signatures for all accounts. Shauna Jones seconded the motion. Motion passed unanimously.

PUBLIC COMMENTS:

- None

FINANCIAL REPORT:

- Director Thompson presented the financial reports for November 2021. Discussion occurred. Larry Williams made a motion to approve the financials for November. Heather Powell seconded the motion. Motion passed unanimously.

PREVIOUS BUSINESS:

None

NEW BUSINESS:

Scott Gossard, Director from Region Eight, presented a board training.

PERSONNEL:

Director Thompson reported that there are four positions posted and receiving applicants for each one. The following are the four positions, Receptionist, Office Administrator, Full time cook, and a Full Time Resident Nurse. All four positions are slated to be filled by end of January or early February.

Director Thompson also reported that Donna Hebb resigned her Resident Nurse position on Monday, January 14, 2022.

NEXT MEETING: The next board meeting will be February 9th, 2022 at 12 PM.

ADJOURNMENT: Tim Rock made a motion to adjourn. Courtney Wilt seconded the motion. Adjourned at 1:35 PM.

Tennerton Public Service District
Monthly Meeting
January 12, 2022

The regular monthly meeting of the Tennerton Public Service District was held at the district office at 188 Fayette Street, Buckhannon West Virginia on Wednesday J2, 2022

In attendance were Joe Tenney, John Barnes, Terry Gould, and Vickie Dean

The meeting was called to order promptly at 2:00 pm by Joe Tenney chairman. The minutes of the previous meeting held on , December 8, 2021 were read, there being no corrections or additions, motion to approve was made by Joe Tenney, seconded by John Barnes.

Terry Gould presented the monthly financial reports and the bills to be paid. A motion to pay the invoices was made by John Barnes and seconded by Joe Tenney.

The board reviewed and approved the previous month's credit memos. No shutoffs this month.

Terry Gould reported on the following:

*City's bill has decreased from \$158,000.00 last June to \$38,000.00.

*We received a call from Curt Wendling questioning why we had Thrashers up there. It was at our request to make sure everything was being done correctly.

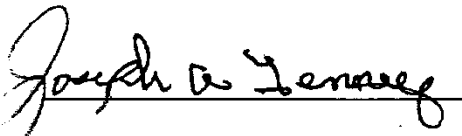
*Jimmy Keslings yard was messed up due to the direct result from the Wendlings project leaving a pig causing a problem that blocked an outflow line. Motion was made by John Barnes to send Wendlings a bill for half of Ringer's fee, seconded by Joe Tenney.

*Deer Creek: 3 houses had a total block due to when Ralph Knicely installed lines and crossed road. Ringers Inc. has corrected the problem. We'll probably have more problems due to the original groundwork of Knicely.

*Country Club / Colony Oaks: We have an air release valve on Hole #4 on the riverbank. The valve is leaking. The emergency situation is getting equipment in. It is a logistics problem. We are trying to determine what kind of valve it can be replaced with. Joe asked about prevention of this problem once the new valve is put in. Terry responded that we would try to do more maintenance for prevention.

There being no other business to discuss, motion was made by Joe Tenney to adjourn and seconded by John Barnes.

Approved

A handwritten signature in black ink, appearing to read "Joseph A. Tenney", is written over a horizontal line.

Upshur County Safe Structures and Sites Enforcement Board
January 13, 2022

Members present: Greg Harris, Chris Cook, Chris Alkire, Chris Garrett, JB Kimble
Members absent: none
Others present: Tabatha Perry, James Arhvidese, Rhett Dusenbury

The meeting was called to order at 3:00 p.m. by Greg Harris.

The December 15, 2021 meeting minutes were reviewed. On Motion by Chris Alkire, seconded by Chris Cook, the meeting minutes were approved with one revision changing "extension" to "required date" in the Hughes case.

The Enforcement Board reviewed the following cases:

021121-01 (Chapman) No action. Next hearing in Magistrate Court is 2/3/22.
 111021-01 (Hughes) No action.

The Enforcement Board reviewed the following new cases:

011322-01 (Bailey) Located on Claypool Hollow Road. Chris Garrett reported the septic was dye tested on 1/12/22, results will be forthcoming. There is a camper with broken windows and household garbage. On motion by JB Kimble, seconded by Chris Alkire, the Board moved to open an investigation and send the property owner a letter of intent to visit the property to photograph.

Public Comment:

Tabatha reported that Yancy Carr sold his property to his neighbors and the Commission provided them with an extension until 9/30/22 to bring the property into compliance.

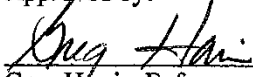
Other Business:

During the Commission Meeting earlier today, Rick Harlow's resignation as Fire Chief representative was approved and James B. Kimble was approved to fill this vacancy.

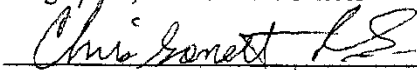
The next meeting will be held on Thursday, February 10, 2022 at 3:00 p.m. in the Upshur County Commission Administrative Annex, 91 West Main Street, Suite 101, Buckhannon, WV.

By consensus of the Board, the meeting adjourned at 3:25 p.m.

Approved by:


 Greg Harris, Enforcement Officer

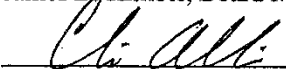
02-10-22
 Date


 Chris Garrett, Board Member

2-10-22
 Date

James B. Kimble, Board Member

 Date


 Chris Alkire, Board Member

02-10-22
 Date


 Chris Cook, Board Member

02-10-22
 Date