

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: April 21, 2022

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

- April 14, 2022*
- April 19, 2022 - Special Meeting *

1:00 p.m. ARPA Review at 91 W. Main Street Suite 101, Buckhannon, WV 26201 *

Items for Discussion / Action / Approval:

1. Approval and signature of letter of support for Upshur County Development Authority's WorkED UP project. * [Pages 5-6](#)
2. Approval and signature of the West Virginia SIEEP Grant Program Application for the 26th Judicial Circuit Community Corrections Program in the amount of \$123,414. If awarded, the funds will be used to provide psychiatric evaluations and medical assessments. * [Pages 7-33](#)
3. Pending Opioid Litigation: Review Settlement Agreement and designate Kristie G. Tenney, Commission President to execute the WV Local Government Election and Release Form between the WVAG and all WV Counties and Class 1 and 2 Cities and Endo Health Solutions, Inc.*
Item may lead to Executive Session per WV Code §6-9A-4
[Under Separate Cover](#)
4. Approval of "Requests for Bids" and Minimum Vehicle Specifications for one new Half Ton Truck for the Lewis-Upshur Community Corrections Program. Sealed proposals must be received no later than 4:00 p.m. on May 18, 2022 at the Administrative Annex located at 91 West Main Street, Suite 101. Proposals received by the deadline will be publicly opened, reviewed and read aloud by the Commission at 9:15 a.m. on Thursday, May 19, 2022. * [Pages 34-35](#)
5. Approval and signature of Federal Reserve Pledgee Agreement Form & Authorization List and Fedwire Securities Joint Custody Service Fed Mail Request Form for JPMorgan / Chase National Collateral Management Group (NCMG). * [Under Separate Cover](#)

6. Request for Employment of Derek Long as part-time Deputy DHSEM Director effective Immediately. This position is not to exceed 520 hours per calendar year, however weekly hours will vary significantly due to emergencies and trainings. *

Item may lead to Executive Session per WV Code §6-9A-4

[Under Separate Cover](#)

7. Approval of temporary Election Workers beginning April 27, 2022 and ending May 16, 2022.

Item may lead to Executive Session per WV Code §6-9A-4 (A)

[Under Separate Cover](#)

8. Correspondence from the Upshur County Firefighters Association requesting a Commission appointment to the newly created committee to address multiple critical issues the local fire departments are facing and assist in determining viable solutions. The committee will consist of two (2) private citizens; two (2) business representatives; and, two (2) elected officials, one (1) being from the Upshur County Commission and one (1) being from the Buckhannon City Council. *

[Pages 36](#)

9. Approve Invoices for Payment, Purchase Card Invoices for Payment, Budget Revisions / Financial Reports or Information, Correction of Erroneous Assessments, Exonerations/Refunds, Grant Updates / Requests for Reimbursements, Final Settlements, Vacation Orders, Consolidation of Land Tracts, Facility Maintenance Concerns or Updates, Road Name Requests, Project Reports / Updates, Request to Attend Meetings, Request for Day(s) Off, Remote Work Request(s).

For Your Information:

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

1. Upshur County Sheriff's Financial Statement for period ending March, 2022 [Pages 37-38](#)

2. Upshur County Fire Board, Inc. Financial Statement ending March 31, 2022 [Pages 39-52](#)

3. Public Notices:

a) Newsletters and/or Event Notifications:

b) Agendas and/or Notice of Meetings:

- | | | |
|--|----------------|-----------------------------|
| • Upshur County Fire Board, Incorporated | April 19, 2022 | Page 53 |
| • Lewis Upshur LEPC | April 20, 2022 | Page 54 |
| • Upshur County Farmland Protection Board *Special Meeting | April 21, 2022 | Pages 55-56 |
| • City Council of Buckhannon | April 21, 2022 | Page 57 |

Meeting Minutes:

- | | | |
|---|----------------|-----------------------------|
| • Tennerton PSD | March 9, 2022 | Page 58 |
| • Upshur County Safe Structures & Sites Enforcement Board | March 10, 2022 | Page 59 |
| • Upshur County Solid Waste Authority | March 14, 2022 | Pages 60-61 |

c) Meetings:

- | | |
|----------------------|----------------------------|
| • 04/05/22 5:00 p.m. | Elkins Road PSD |
| • 04/07/22 7:00 p.m. | Banks District VFD |
| • 04/07/22 7:00 p.m. | City Council of Buckhannon |
| • 04/07/22 7:00 p.m. | Selbyville VFD |

- 04/07/22 6:00 p.m. Buckhannon-Upshur Board of Health
- 04/07/22 3:00 p.m. Adrian PSD
- 04/11/22 6:00 p.m. Lewis-Upshur Community Corrections Board – Upshur Co
- 04/12/22 4:00 p.m. Hodgesville PSD
- 04/12/22 7:30 p.m. Adrian VFD
- 04/12/22 7:00 a.m. Upshur County Development Authority – Full Board
- 04/12/22 12:00 p.m. Upshur County Senior Center Board
- 04/12/22 7:00 p.m. Warren District VFD
- 04/13/22 3:00 p.m. Upshur County Conventions & Visitors Bureau
- 04/13/22 3:00 p.m. Tennerton PSD
- 04/13/22 12:00 p.m. Buckhannon-Upshur Chamber of Commerce
- 04/13/22 7:00 p.m. Ellamore VFD
- 04/13/22 6:00 p.m. Buckhannon River Watershed Association - Farm Bureau
- 04/14/22 7:00 a.m. Upshur County Development Authority *Executive Board
- 04/14/22 3:00 p.m. Upshur County Safe Sites & Structures Enforcement Board
- 04/14/22 7:30 p.m. Buckhannon VFD
- 04/10/22 6:00 p.m. Washington District VFD
- 04/11/22 12:00 p.m. Upshur County Family Resource Network
- 04/11/22 4:30 p.m. Upshur County Solid Waste Authority
- 04/11/22 5:30 p.m. Buckhannon-Upshur Recreational Park Advisory Board
- 04/11/22 4:00 p.m. Buckhannon Upshur Airport Authority
- 04/19/22 6:30 p.m. Upshur County Fire Board, Inc.
- 04/20/22 4:00 p.m. Upshur County Public Library Board
- 04/20/22 12:00 p.m. Lewis Upshur LEPC – Upshur Co.
- 04/21/22 6:30 p.m. Upshur County Youth Camp Board
- 04/21/22 5:00 p.m. Upshur County Farmland Protection Board
- 04/26/22 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development Council
- 04/26/22 3:00 p.m. UC Enhanced Emergency Telephone Advisory Board
- 04/27/22 7:00 p.m. Upshur County Fire Fighters Association

4. 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. ****

Newsletters and/or Event Notifications, Agendas and/or Notices of Meetings, Meeting Minutes and Scheduled Meetings can all be found by visiting: http://www.upshurcounty.org/agenda_and_minutes/index.php

Tabled Items

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

Next Regular Meeting of the Upshur County Commission
April 28, 2022 --- 9:00 a.m.
Upshur County Courthouse Annex

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

April 21, 2022

Federal Co-Chair Gayle Connelly Manchin and State Co-Chair Larry Hogan
Appalachian Regional Commission
1666 Connecticut Ave NW, Suite 700
Washington, DC 20009

Re: Upshur County Development Authority's WorkED UP project

Dear Mrs. Manchin and Governor Hogan,

This letter is to express our support for the Upshur County Development Authority's (UCDA) 2022 POWER proposal, "WorkED UP."

Businesses are struggling and West Virginians are out of work. Many who remain employed are experiencing changes to their day-to-day work and transformations in their industries that would have seemed unimaginable before the pandemic. For instance, remote digital collaborations are now a necessity and the trend toward businesses investing in new technologies and automation that was on-going before the pandemic is only accelerating. Workers across the economy now need to learn new skills for rapidly changing jobs, including digital literacy, to succeed in the new normal. With the digital transformation accelerating due to COVID-19 and so many experiencing job disruptions, we believe that additional federal investment in the long-term success of the workforce is critical, especially in rural Appalachia.

The mission of the Upshur County Commission is to provide superior public service and support which enables all county residents the opportunity to improve their quality of life, and enjoy the benefits of a safe, sustainable and progressive community in North Central West Virginia. Our commission and staff take an active part in our community and we know from serving on various boards and committees the struggle employers are encountering with workforce preparedness. We are also aware of the daily challenges citizens are facing to support themselves and their families. We are committed to helping workers thrive in the changing economic landscape. However, the scale of change is too large for industry to do this alone. Government investment is necessary to provide affordable, adequate workforce training which is why we are asking for your assistance.

UPSHUR COUNTY COMMISSION
Upshur County Administrative Annex
91 West Main Street, Suite 101 • Buckhannon, West Virginia 26201
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TDD Numbers
Business: 472-9550
Emergency: 911

In conclusion, the Upshur County Commission supports the Upshur County Development Authority and its POWER project. As a key partner for this POWER project, we remain committed to our support of the Upshur County Development Authority's mission through our service on the board and our annual contributions to this invaluable local organization.

We urge you to provide UCDA with Appalachian Regional Commission POWER funds to support their efforts in establishing a workforce training network in North Central West Virginia, which will undoubtedly lead to getting West Virginians back to work.

Sincerely,

Kristie G. Tenney
President

Terry B. Cutright
Commissioner

Samuel R. Nolte
Commissioner

Appendix C

FY 2023 Statewide Implementation, Enhancement, and Evaluation Projects (SIEEP) Applications Forms



West Virginia SIEEP Grant Program Application	Budget Summary Page 2
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Applicant: Upshur County Commission	FEIN Number: 556000406
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Budget Category	SIEEP Requested Funds (A)	Local (Match) Funds (B)	Total Budget (A + B)
Personnel/Contractual	96,254.00		96,254.00
Travel/Training	5,000.00		5,000.00
Equipment	14,160.00		14,160.00
Other	8,000.00	52,892.00	60,892.00
Totals	123,414.00	52,892.00	176,306.00

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

Funding Strategy

Funding Source(s)	Amount	Status
SIEEP Grant	123,414.00	P
Local Funds	52,892.00	C
Total	176,306.00	

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 Grant Application**) and under review

C – Funds Committed

R – Funds received, appropriated or on hand

West Virginia SIEEP Grant Program Application		Budget Detail Page 3	
Detailed Project Cost by Budget Category	Requested JCS Funds	Local Funds Utilized	Grant Funds Approved
<u>Personnel / Contractual:</u> <u>Attached are detailed Excel sheets with the exact breakdown of expenses</u> <u>Telehealth Coordinator</u> <u>Telehealth Assistant</u> <u>Travel / Training:</u> <u>Multiple Training Events</u> <u>Equipment (\$1,000/unit):</u> <u>Equipment Expenses</u> <u>Other:</u> <u>Program Supplies</u>			(JCS Use Only)
Total Requested JCS Funds	123,414.00		
Total Local Matching Funds		52,892.00	
Total Funds APPROVED for Project			(For JCS Only)

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

Problem Statement.

Description of the specific problem to be addressed by the project.

Substance and alcohol misuse are serious problems in Lewis and Upshur Counties. 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 about the future of their communities. Our state now has a new epidemic on the rise with the use of Fentanyl and Methamphetamine as they are the most used substances in our areas. Our regional jails are overcrowded, and we have very limited access to rehabilitation centers in our areas. 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 due to extreme high volumes of need with lack of staffing. 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 this 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. In 2010 West Virginia's drug overdose death rate was the highest in the country (Trust for America's Health, 2013.) Between 2001-2017, West Virginian's death rate from overdose increased 275 percent to 12.7 per 100,000 persons; in comparison, the national rate rose 180 percent to 12.7 per 100,000. Death by accidental poisoning was the leading cause of death for West Virginian's ages 25-44 in 2013 (world life expectancy, 2015), with the vast majority of these due to drug overdose (West Virginia Health Statistics Center, 2013). Lewis and Upshur Counties are both very rural areas, this causes transportation issues, greater distances to 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.

West Virginia SPCIP Grant Program Application	Project Narrative Page 5
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Description of target population to be served

The population of focus for this program is Lewis and Upshur Day Report clients, offenders who demonstrate high risk for re-offense coupled with a need for substance use or behavioral health treatment. Lewis and Upshur Counties have a low racial diversity rate with most of the population being Caucasian. In the year of 2021 our offices served 340 Caucasians and 2 African Americans. Of the 342 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.

Description of unique characteristics, barriers, or challenges of the applicant's locality as the relate to the identified problem

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.

Program Description and/or Solution to the Problem

Brief background summary of the program

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. We have made a huge impact on our communities over the years and continue to grow and offer more help in every way possible. Strategies that engage offenders with treatment needs, in the least restrictive

West Virginia SPCIP Grant Program Application	Project Narrative Page 5
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community-based environment, address the cycle of reoffending and improve the health and quality of life for the individual, their family, and the community. 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.

Description of how the proposed project will address the needs identified in the problem statement

The proposed project will remove numerous barriers that our clients face on a day-to-day basis by creating a therapeutic environment that supports personal change and recovery by utilizing accountability systems, evidence-based treatment interventions, and graduated sanctions and incentives to reinforce compliant behavior and successful completion of the 26th Judicial Circuit Community Corrections Program. The objective of the additional services for which funds are requested is to expand access to substance use disorder treatment, medication assisted treatment via telehealth and intensive case management. The delivery of treatment services by highly credentialed mental and behavioral health professionals provides justice agencies with sentencing alternatives that reinforce community-based treatment versus institutional custody. This would ultimately remove barriers like transportation, lack of treatment services, and lack of medication assisted treatment services.

Description of the program's anticipated impact on the target population

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. By utilizing telehealth technology, specialized providers are available within a short period of time resulting in less time to do intake and initiation services. Having shorter wait times allows providers to capitalize on criminal justice referrals and maximizes the external motivation provided by courts and other agents to engage patients in care, while under community supervision.

Describe the major activities necessary to implement the project

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.

<p align="center">West Virginia SPCIP Grant Program Application</p>	<p align="center">Project Narrative Page 5</p>
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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 arrests 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. The addition of intensive clinical case management provided through funding would support quicker engagement in care and service availability outside of the typical case manager's schedule. Other services that this program would be able to implement include the following:

- Clinical intake assessment conducted by a qualified substance abuse counselor or licensed behavioral professional
- Referrals to behavioral health providers for psychiatric or extended behavioral health services
- Referrals to the community health providers primary care as needed
- Assessments and treatment plan reviews at least every month to determine progress and adjust frequency of contact
- Psychoeducational and cognitive-behavioral groups with clinical oversight to ensure fidelity to evidence-based practice
- Training of clinical staff in evidence-based practices to ensure consistency and quality of care as well as training with nonclinical staff on topics of confidentiality, motivational interviewing, and trauma-informed interactions with patients.

Describe the evidence-based programs that will be offered

The supervised substance use treatment is delivered in the appropriate dose or level based on the need of the participant. The evidence-based practices of this project are specifically tailored to the target population with their needs in mind. The successful outcomes of the 26th Judicial Circuit Community Corrections Program have generated confidence in the program as it is reflected by our increasing referral numbers from local justice agencies. For those enrolled in programs provided through this funding, they will be met with trauma-informed care at every encounter and evidence-based trauma specific therapy which is available to them such as cognitive processing therapy and prolonged exposure. Evidence based programs include:

- Individual psychotherapy with licensed behavioral health providers and emphasis on cognitive-behavioral intervention and addressing criminogenic needs

West Virginia SPCIP Grant Program Application	Project Narrative Page 5
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- Drug and alcohol education group (Hazelton)
- 12-step facilitation (Hazelton)
- Relapse prevention group (Hazelton)
- Criminal and addictive thinking group (Hazelton)
- Socializing (Hazelton)
- Cognitive-behavioral substance abuse treatment (University of Cincinnati Corrections Institute, 2014)
- Recovering families parenting group
- T4C Thinking for Change
- Anger Management
- Batter's Intervention and Prevention Program BIPP
- Wellness groups including tobacco cessation
- Medication for substance use disorder (Vivitrol)
- Psychiatric consultation for other behavioral health disorders
- Multimodal drug screening procedures

Project Assessments/Evaluation

Data to be collected

The information collected provides sound assessment and evaluation of the program effectiveness to determine the need for changes to the program curriculum and dosage. Demographic information, admissions, discharges, and other relevant factors (e.g., substance use, employment, housing, length of sobriety, medications) are some of the forms of information we collect.

Methodology for data collection

Data collection is done by the Day Report Center staff through the initial intake process, file review, LSCMI, WVOCMS, OIS, and mental health assessments would be administered by substance use treatment specialists or mental health clinicians.

Who will be responsible for performing the assessment?

Providers engage in monthly peer review ratings to ensure quality of care and effective documentation. Immediate feedback is provided to each provider and corrections, or consultations are recommended as needed. Summary memos are created by the clinical supervisor and provided to the Project Director monthly with aggregate findings.

West Virginia SPCIP Grant Program Application	Project Narrative Page 5
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How the results will be used to enhance the project

The overall goal of the project evaluation is to monitor services and interventions for quality and fidelity as well as identify opportunities for improving program outcomes.

Plan of Sustainability

Illustrate the willingness and capacity to continue the project after grant funds are no longer available

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. Our offices would work together to apply for any additional grant funding to continue operations beyond the grant funding period.

Describe any working relationships that would be maintained because of the prior grant funding

The 26th Judicial Circuit Community Corrections Program has established contracts with the WV DHHR and is currently funded by the West Virginia Community Corrections Grant Program. We have maintained very successful working relationships with these organizations for the past 17 years as an effort to return funding to the program through billing and reimbursable services.

Strategic Plan of Operation

2022-2023:

I believe that we will peak financially this year with our continually growing program. In starting a new program we will also have to budget for an additional staff member to coordinate the telehealth services, that person will need a laptop, scanner, and cell phone for constant availability. Our offices will require new equipment such as desktops with webcams, medical equipment to check vitals, and numerous office supplies to be able to provide telehealth services. We will be adding remote drug testing and blood drug testing to our program which requires a lot of funding and PPE to keep our staff and clients safe. The increase in numbers is projected to come from and influx of new drug related offenders and past drug offenders now parolees, being released from prison. The Adult Drug Court Program is also well established in our judiciary circuit, which results in clientele increase also. The COVID-19 pandemic is also causing an influx of offenders as to depopulate the jails and SUD in clients is increasing due to different circumstances in our area.

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. 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 insure our individual counties that there will be a continuity of services which can be maintained by a foreseeable amount of match funds. I foresee needing additional equipment or equipment upgrades at this point.

Attached the 2024-2025 purposed (Grant) budget



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

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

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

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

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

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

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

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

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

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

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

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

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

The Federal clearing house is as follows:
Federal Audit Clearinghouse
Bureau of the Census

1201 E. 10th Street
Jeffersonville, IN 47132

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

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

National Environmental Policy Act of 1969 (NEPA).
National Historic Preservation Act of 1966.
Flood Disaster Protection Act of 1973.
Clean Air Act and Federal Water Pollution Control Act Amendments of 1972.
Control Act Amendments of 1972.
Safe Drinking Water Act.
Endangered Species Act of 1973.
Wild and Scenic Rivers Act.
Fish and Wildlife Coordination Act.
Historical and Archaeological Data Preservation.
Coastal Zone Management Act of 1979.
Animal Welfare Act of 1970.
Impoundment Control Act of 1974.
Uniform Relation Assistance and Real Property Acquisitions Policies Act of 1970.
Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended
Death in Custody Act of 2000.

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

Authorized Official [please print]: _____

Authorized Official Signature: _____

Date: _____



**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 (EEO Plan) 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 EEO Plan Certification form and, if required, an EEO Plan 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: _____



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a

public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about—

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check ☐ If there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check ☐ If the State has elected to complete OJP Form 4061/7.

DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620—

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 810 Seventh Street NW., Washington, DC 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date

CERTIFICATION FORM**Compliance with the Equal Employment Opportunity Plan (EEOP) Requirements**

Please read carefully the Instructions (see below) and then complete Section A or Section B or Section C, not all three. If recipient completes Section A or C and sub-grants a single award over \$500,000, in addition, please complete Section D.

Recipient's Name:		
Address:		
Is agency a; <input type="checkbox"/> Direct or <input type="checkbox"/> Sub recipient of OJP, OVW or COPS funding?		Law Enforcement Agency? <input type="checkbox"/> Yes <input type="checkbox"/> No
DUNS Number:	Vendor Number (only if direct recipient)	
Name and Title of Contact Person:		
Telephone Number:	E-Mail Address:	

Section A—Declaration Claiming Complete Exemption from the EEOP Requirement

Please check all the following boxes that apply.

<input type="checkbox"/> Less than fifty employees.	<input type="checkbox"/> Indian Tribe	<input type="checkbox"/> Medical Institution.
<input type="checkbox"/> Nonprofit Organization	<input type="checkbox"/> Educational Institution	<input type="checkbox"/> Receiving a single award(s) less than \$25,000.

I, _____ [responsible official], certify that _____ [recipient] is not required to prepare an EEOP for the reason(s) checked above, pursuant to 28 C.F.R § 42.302. I further certify that _____ [recipient] will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

If recipient sub-grants a single award over \$500,000, in addition, please complete Section D

Print or Type Name and Title	Signature	Date
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Section B—Declaration Claiming Exemption from the EEOP Submission Requirement and Certifying That an EEOP Is on File for Review

If a recipient agency has fifty or more employees and is receiving a single award or, subaward, of \$25,000 or more, but less than \$500,000, then the recipient agency does not have to submit an EEOP to the OCR for review as long as it certifies the following (42 C.F.R. § 42.305):

I, _____ [responsible official], certify that _____ [recipient], which has fifty or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E. I further certify that within the last twenty-four months, the proper authority has formulated and signed into effect the EEOP and, as required by applicable federal law, it is available for review by the public, employees, the appropriate state planning agency, and the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice. The EEOP is on file at the following office:

_____ [organization],

_____ [address].

Print or Type Name and Title	Signature	Date
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Section C—Declaration Stating that an EEOP Short Form Has Been Submitted to the Office for Civil Rights for Review

If a recipient agency has fifty or more employees and is receiving a single award, or subaward, of \$500,000 or more, then the recipient agency must send an EEOP Short Form to the OCR for review.

I, _____ [responsible official], certify that _____ [recipient], which has fifty or more employees and is receiving a single award of \$500,000 or more, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E, and sent it for review on _____ [date] to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

If recipient sub-grants a single award over \$500,000, in addition, please complete Section D

Print or Type Name and Title	Signature	Date
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INSTRUCTIONS

Completing the Certification Form Compliance with the Equal Employment Opportunity Plan (EEOP) Requirements

The federal regulations implementing the Omnibus Crime Control and Safe Streets Act (Safe Streets Act) of 1968, as amended, require some recipients of financial assistance from the U.S. Department of Justice subject to the statute's administrative provisions to create, keep on file, submit to the Office for Civil Rights (OCR) at the Office of Justice Programs (OJP) for review, and implement an Equal Employment Opportunity Plan (EEOP). *See* 28 C.F.R. pt. 42, subpt. E. All awards from the Office of Community Oriented Policing Services (COPS) are subject to the EEOP requirements; many awards from OJP, including awards from the Bureau of Justice Assistance (BJA), the Office of Juvenile Justice and Delinquency Prevention (OJJDP), and the Office for Victims of Crime (OVC) are subject to the EEOP requirements; and many awards from the Office on Violence Against Women (OVW) are also subject to the EEOP requirements. If you have any questions as to whether your award from the U.S. Department of Justice is subject to the Safe Streets Act's EEOP requirements, please consult your grant award document, your program manager, or the OCR.

Recipients should complete *either* Section A *or* Section B *or* Section C, not all three. If recipient completes Section A *or* C and sub-grants a single award over \$500,000, in addition, please complete Section D.

Section A

The regulations exempt some recipients from all of the EEOP requirements. Your organization may claim an exemption from all of the EEOP requirements if it meets any of the following criteria: it is a nonprofit organization, an educational institution, a medical institution, or an Indian tribe; *or* it received an award under \$25,000; *or* it has less than fifty employees. To claim the complete exemption from the EEOP requirements, complete Section A.

Section B

Although the regulations require some recipients to create, maintain on file, and implement an EEOP, the regulations allow some recipients to forego submitting the EEOP to the OCR for review. Recipients that (1) are a unit of state or local government, an agency of state or local government, or a private business; *and* (2) have fifty or more employees; *and* (3) have received a single grant award of \$25,000 or more, but less than \$500,000, may claim the limited exemption from the submission requirement by completing Section B. In completing Section B, the recipient should note that the EEOP on file has been prepared within twenty-four months of the date of the most recent grant award.

Section C

Recipients that (1) are a unit of state or local government, an agency of state or local government, or a private business, *and* (2) have fifty or more employees, *and* (3) have received a single grant award of \$500,000 or more, must prepare, maintain on file, *submit to the OCR for review*, and implement an EEOP. Recipients that have submitted an EEOP Utilization Report (or in the process of submitting one) to the OCR, should complete Section C.

Section D

Recipients that (1) receive a single award over \$500,000; *and* (2) subaward a single award of \$500,000 or more must provide a list; including, name, address and DUNS # of each such sub-recipient by completing Section D.

Submission Process

Recipients should download the online Certification Form, complete required sections, have the appropriate official sign it, electronically scan the signed document, and then send the signed document to the following e-mail address: EEOPForms@usdoj.gov. *The document must have the following title: EEOP Certification.* If you have questions about completing or submitting the Certification Form, please contact the Office for Civil Rights, Office of Justice Programs, 810 7th Street, NW, Washington, DC 20531 (Telephone: (202) 307-0690 and TTY: (202) 307-2027).

Public Reporting Burden Statement

Paperwork Reduction Act Notice. Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a current valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated minimum average time to complete and file this application is 20 minutes per form. If you have any comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write to the Office of Justice Programs, 810 7th Street, N.W., Washington, D.C. 20531.

Request for Bids

Community Corrections Vehicle – 1 New Half Ton Truck

The Office of the Upshur County Commission is requesting sealed bid proposals for the above referenced purchase located at the Lewis-Upshur Community Corrections Office, 25 W. Main Street, Buckhannon, located in Upshur County, West Virginia. Minimum specifications for bid are available upon request to trperry@upshurcounty.org. Bid must specify anticipated vehicle delivery date.

The Upshur County Commission and/or Lewis Upshur Community Corrections reserves the right to award the bid for the vehicle based upon certain criteria, including but not limited to, submitted bid price, estimated delivery date, proximity to the Upshur County Courthouse, references and/or any other factor determined to be in the best interest for the purchase of the vehicle.

**Any and all sealed bids must be received no later than 4 p.m. on
May 18, 2022 at the following address:**

Office of the Upshur County Commission
Sealed Bid – Community Corrections Vehicle
91 W Main Street, Suite 101
Buckhannon, WV 26201

Sealed bids received by the above deadline will be opened, reviewed, and read aloud by the Upshur County Commission at 9:15 a.m. on Thursday, May 19, 2022 .

The Upshur County Commission reserves the right to reject any and all bids, in whole or in part, and waive any informality during the bidding process.

Publish 4/26/2022, 5/3/2022

COMMUNITY CORRECTIONS VEHICLE MINIMUM SPECIFICATIONS

Half Ton Truck

- Super Crew Cab
- Short Bed with Liner
- 4 Wheel Drive
- 6 or 8 Cylinder Engine (Gasoline/ Non-Diesel)
- Automatic Transmission
- Power Steering
- Tow Package
- Air Conditioning
- Power Windows
- Power Door Locks
- Tilt/Telescoping Steering Column
- Cloth Front Seat with Vinyl Rear Bench
- Rubber or Carpet Floor
- Rear View Camera
- Remote Keyless Entry
- Remote Start Capability
- Anti-Theft System
- All Terrain Tires
- Exterior Color: Black, Silver, White or Grey

To: Upshur County Commission
From: Upshur County Firefighters Association
Date: April 8th, 2022



Greetings,

At the most recent regular monthly business meeting of the Upshur County Firefighters Association (UCFFA), held March 30, 2022, our membership conducted its general business and held a town hall style discussion with local residents regarding the volunteer shortages in Upshur County and specifically the urgent need of recruiting new members to the local fire departments.

The UCFFA voted to create a committee that will consist of two (2) volunteer fire department representatives; two (2) private citizens; two (2) business representatives; and, two (2) elected officials, one (1) being from the Upshur County Commission and one (1) being from the Buckhannon City Council.

The committee will be tasked to help assist the local fire departments with multiple critical issues that our departments are facing in today's times and help with determining viable solutions. We are officially requesting that the Upshur County Commission provide a representative to serve on this committee.

Please let us know your thoughts on this request and, if you agree to participate, who the representative will be. We look forward to your response.

Respectfully submitted,



Upshur County Sheriff's Financial Statement

For Period Ending : **March 2022**

FUND NAME	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
FUND - 001 GENERAL COUNTY FUND	\$ 1,796,530.52	\$ 686,686.68	\$ (861,950.89)	\$ 1,621,266.31
FUND - 002 COAL SEVERANCE TAX FUND	\$ 47,754.96	\$ 2.03	\$ -	\$ 47,756.99
FUND - 003 DOG AND KENNEL FUND	\$ 45,547.42	\$ 1,705.90	\$ (3,886.98)	\$ 43,366.34
FUND - 004 GENERAL SCHOOL FUND	\$ 5,025.20	\$ 5,561.23	\$ -	\$ 10,586.43
FUND - 005 MAGISTRATE COURT FUND	\$ 8,426.54	\$ 1,217.70	\$ -	\$ 9,644.24
FUND - 006 WORTHLESS CHECK FUND	\$ 125,615.15	\$ 5.34	\$ -	\$ 125,620.49
FUND - 007 E-911 FUND	\$ 1,162,025.04	\$ 32,719.95	\$ (8,064.86)	\$ 1,186,680.13
FUND - 008 HOME CONFINEMENT FUND	\$ 23,084.20	\$ 7,792.43	\$ (2,102.21)	\$ 28,774.42
FUND - 013 CURRY PARK FUND	\$ 26,882.04	\$ 243.19	\$ (425.10)	\$ 26,700.13
FUND - 015 CURRY LIBRARY FUND	\$ 24,008.67	\$ 35.79	\$ (1,423.04)	\$ 22,621.42
FUND - 018 AIRPORT CONSTRUCTION FUND	\$ -	\$ -	\$ -	\$ -
FUND - 019 UPSHUR COUNTY FIRE FEE FUND	\$ 7,447.13	\$ 12,346.02	\$ (7,358.35)	\$ 12,434.80
FUND - 021 EE HEALTH CARE REIMBURSEMENT FUND	\$ 42,278.31	\$ 11,448.32	\$ (16,781.81)	\$ 36,944.82
FUND - 039 COAL REALLOCATION FUND	\$ 0.35	\$ -	\$ -	\$ 0.35
FUND - 052 EMPLOYEE BENEFITS FUND	\$ 927,761.05	\$ 39.26	\$ (12,623.32)	\$ 915,176.99
FUND - 056 ASSESSOR'S VALUATION FUND	\$ 278,491.89	\$ 25,352.23	\$ (2,583.24)	\$ 301,260.88
FUND - 058 UP.CO.FIN.STBL.FUND	\$ 1,620,937.22	\$ 1,101.35	\$ -	\$ 1,622,038.57
FUND - 059 CONCEALED WEAPONS FUND	\$ 24,743.55	\$ 776.06	\$ (150.00)	\$ 25,369.61
FUND - 063 VOTER'S REGISTRATION FUND	\$ 976.84	\$ -	\$ -	\$ 976.84
FUND - 071 JURY FUND	\$ 15,080.36	\$ -	\$ -	\$ 15,080.36
FUND - 073 SPECIAL LAW ENFRMCT INVESTIGATION FUND	\$ 2,487.21	\$ 0.11	\$ -	\$ 2,487.32
FUND - 078 CHILD EXCHANGE & VISITATION FUND	\$ 42,115.34	\$ 4,715.08	\$ -	\$ 46,830.42
FUND - 079 SPAYING & NEUTERING FUND	\$ 39,986.78	\$ 700.00	\$ (1,195.15)	\$ 39,491.63
FUND - 080 COMM. CORR. FUND	\$ 641,892.75	\$ 270,945.02	\$ (93,115.04)	\$ 819,722.73
FUND - 102 AIRPORT IMP. PROJECT FUND	\$ -	\$ -	\$ -	\$ -
FUND - 104 ELKINS ROAD PSD FUND	\$ -	\$ 163.86	\$ (163.86)	\$ -
FUND - 105 ADRIAN PSD WATERLINE PHASE VI FUND	\$ -	\$ -	\$ -	\$ -
FUND - 245 UPSHUR COUNTY WELLNESS COMPLEX FUND	\$ 4,760.00	\$ -	\$ -	\$ 4,760.00
FUND - 248 IND. PARK SEWER FUND	\$ -	\$ -	\$ -	\$ -
FUND - 311 DMV LICENSE FUND	\$ -	\$ 58,107.00	\$ (58,107.00)	\$ -
FUND - 312 CRIMINAL CHARGES FUND	\$ 15.00	\$ 1,804.76	\$ (1,774.76)	\$ 45.00
FUND - 313 COURT REPORTER FUND	\$ -	\$ 100.00	\$ (100.00)	\$ -
FUND - 314 STATE FINES FUND	\$ -	\$ -	\$ -	\$ -
FUND - 315 STATE POLICE FUND	\$ 5.00	\$ 935.00	\$ (885.00)	\$ 55.00
FUND - 316 STATE CURRENT FUND	\$ -	\$ 7,379.12	\$ (7,379.12)	\$ -
FUND - 317 COURTHOUSE FACILITIES IMPROVEMENT FUND	\$ -	\$ -	\$ -	\$ -
FUND - 364 TAX LIEN FUND	\$ 218,245.71	\$ 14,229.27	\$ (37,298.11)	\$ 195,176.87
FUND - 365 DELQ & NONENT LAND	\$ 1,665.22	\$ -	\$ -	\$ 1,665.22
FUND - 366 BOARD OF HEALTH FUND	\$ 483,790.66	\$ 24,869.06	\$ (44,855.06)	\$ 463,804.66
FUND - 369 WV DEPUTY SHERIFF'S RETIREMENT FUND	\$ 508.50	\$ 383.50	\$ (508.50)	\$ 383.50
FUND - 373 SCHOOL CURRENT FUND	\$ -	\$ 775,664.13	\$ (775,664.13)	\$ -
FUND - 374 SCHOOL EXCESS LEVY FUND	\$ -	\$ 393,003.47	\$ (393,003.47)	\$ -
FUND - 375 SCHOOL BOND FUND	\$ -	\$ -	\$ -	\$ -
FUND - 378 CITY CURRENT FUND	\$ -	\$ 90,261.32	\$ (90,261.32)	\$ -
FUND - 379 CITY VOTED LIBRARY FUND	\$ -	\$ 10,831.32	\$ (10,831.32)	\$ -
FUND - 206 COVID 19 FUND	\$ -	\$ -	\$ -	\$ -
FUND - 207 AMERICAN RECOVERY FUND	\$ 2,302,327.35	\$ 97.77	\$ -	\$ 2,302,425.12
FINAL TOTALS	\$ 9,920,415.96	\$ 2,441,223.27	\$ (2,432,491.64)	\$ 9,929,147.59
BALANCE IN COUNTY DEPOSITORIES AT END OF MONTH:	\$ 11,198,021.27	\$ -	\$ -	\$ -
ORDERS/DEBITS OUTSTANDING:	\$ (2,149,882.69)			
DEPOSITS/CREDITS OUTSTANDING:	\$ 879,259.01			
NET BANK BALANCE	\$ 9,927,397.59			
PETTY CASH / CASH DRAWERS	\$ 1,750.00			
CASH SPECIAL INVESTIGATION FUND	\$ -			
ADJUSTMENT	\$ -			
TOTAL IN COUNTY DEPOSITORIES AND OFFICE:	\$ 9,929,147.59			

I, Virgil D. Miller, Sheriff of Upshur County do solemnly swear that the foregoing is a true and correct statement to the best of my knowledge.

Virgil D. Miller
Sheriff & Treasurer, Upshur County

4/14/2022



Upshur County Sheriff's Financial Statement

For Period Ending: **March 2022**

Bank Balance Listing

BANK NAME	ACCOUNT NAME	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
FIRST COMMUNITY BANK					
	CURRY LIBRARY-MMA	\$ 194.34	\$ -	\$ -	\$ 194.34
	BOARD OF HEALTH-MMA	\$ 6,348.88	\$ -	\$ -	\$ 6,348.88
	BOARD OF HEALTH-CKNG	\$ 100.00	\$ -	\$ -	\$ 100.00
	BANK TOTAL	\$ 6,643.22	\$ -	\$ -	\$ 6,643.22
CITIZENS BANK OF WEST VIRGINIA					
	GENERAL COUNTY FUND - IBCK	\$ 769,639.32	\$ -	\$ 570,093.30	\$ 1,339,732.62
	COAL SEVERANCE - IBCK	\$ 47,756.99	\$ -	\$ -	\$ 47,756.99
	E-911 - IBCK	\$ 1,186,680.13	\$ -	\$ -	\$ 1,186,680.13
	CURRY PARK - IBCK	\$ 26,700.13	\$ -	\$ -	\$ 26,700.13
	CURRY LIBRARY - IBCK	\$ 22,427.08	\$ -	\$ -	\$ 22,427.08
	ASSESSOR'S VALUATION - IBCK	\$ 276,325.22	\$ -	\$ 24,935.66	\$ 301,260.88
	UP. CO. FIN. STAB. FUND - IBCK	\$ 1,622,038.57	\$ -	\$ -	\$ 1,622,038.57
	CONCEALED WEAPONS - IBCK	\$ 25,259.61	\$ (75.00)	\$ 185.00	\$ 25,369.61
	GENERAL TAX - IBCK	\$ 1,599,608.77	\$ (1,851,219.18)	\$ 251,610.41	\$ -
	BOARD OF HEALTH FUND - IBCK	\$ 445,831.75	\$ -	\$ 315.58	\$ 446,147.33
	OASIS CLEARING - CKNG	\$ -	\$ -	\$ -	\$ -
	UPSHUR CO. FIRE FEE - IBCK	\$ 25,151.02	\$ (12,716.22)	\$ -	\$ 12,434.80
	UP CO COAL REALLOCATION - IBCK	\$ 0.35	\$ -	\$ -	\$ 0.35
	EMPLOYEE BENEFITS - IBCK	\$ 915,176.99	\$ -	\$ -	\$ 915,176.99
	SP LAW ENF INVESTIGATION - IBCK	\$ 2,487.32	\$ -	\$ -	\$ 2,487.32
	COMMUNITY CORRECTIONS - IBCK	\$ 820,027.04	\$ (304.31)	\$ -	\$ 819,722.73
	PARKS/REC CLEARING - CKNG	\$ 1,200.00	\$ (1,200.00)	\$ -	\$ -
	ADDRESSING/MAPPING CLEARING	\$ 90.00	\$ (90.00)	\$ -	\$ -
	TAX CLEARING - CKNG	\$ 157,817.94	\$ (185,010.00)	\$ 27,192.06	\$ -
	BOARD OF HEALTH PAYROLL - CKNG	\$ 8,962.79	\$ (4,005.32)	\$ -	\$ 4,957.47
	GENERAL COUNTY OPERATING - CKNG	\$ 290,526.28	\$ (10,742.59)	\$ -	\$ 279,783.69
	DOG & KENNEL - CKNG	\$ 43,366.34	\$ -	\$ -	\$ 43,366.34
	GENERAL COUNTY MISC -CKNG	\$ 20,230.67	\$ -	\$ -	\$ 20,230.67
	WORTHLESS CHECK - IBCK	\$ 125,620.49	\$ -	\$ -	\$ 125,620.49
	HOME CONFINEMENT - IBCK	\$ 28,774.42	\$ -	\$ -	\$ 28,774.42
	EE HEALTH CARE REIMB - IBCK	\$ 37,266.44	\$ (321.62)	\$ -	\$ 36,944.82
	VOTER'S REGISTRATION - IBCK	\$ 976.84	\$ -	\$ -	\$ 976.84
	JURY - CKNG	\$ 15,176.04	\$ (95.68)	\$ -	\$ 15,080.36
	CHILD EXCHG & VISITATION - CKNG	\$ 46,830.42	\$ -	\$ -	\$ 46,830.42
	SPAY & NEUTER - CKNG	\$ 39,445.63	\$ (200.00)	\$ 246.00	\$ 39,491.63
	ELKINS ROAD PSD - CKNG	\$ -	\$ -	\$ -	\$ -
	AMERICAN RECOVERY FUND - IBCK	\$ 2,302,425.12	\$ -	\$ -	\$ 2,302,425.12
	WELLNESS COMPLEX - CKNG	\$ 4,760.00	\$ -	\$ -	\$ 4,760.00
	DMV LICENSE - CKNG	\$ 53,723.00	\$ (58,107.00)	\$ 4,384.00	\$ -
	STATE CLEARING - CKNG	\$ 45.00	\$ -	\$ -	\$ 45.00
	STATE POLICE - CKNG	\$ 835.00	\$ (905.00)	\$ 125.00	\$ 55.00
	TAX LEIN - CKNG	\$ 212,917.35	\$ (17,740.48)	\$ -	\$ 195,176.87
	DELQ & NON-ENTERED LAND - CKNG	\$ 1,665.22	\$ -	\$ -	\$ 1,665.22
	BOARD OF HEALTH OPERATING - CKNG	\$ 13,401.27	\$ (7,150.29)	\$ -	\$ 6,250.98
	WVDSRF - CKNG	\$ 211.50	\$ -	\$ 172.00	\$ 383.50
	BANK TOTAL	\$ 11,191,378.05	\$ (2,149,882.69)	\$ 879,259.01	\$ 9,920,754.37
SUMMARY:					
	TOTAL ALL BANKS	\$ 11,198,021.27	\$ (2,149,882.69)	\$ 879,259.01	\$ 9,927,397.59
	PETTY CASH / CASH DRAWERS				\$ 1,750.00
	CASH SPECIAL INVESTIGATION FUND				\$ -
	GRAND TOTAL				\$ 9,929,147.59

**Upshur County Fire
Board, Inc.
2021 Fire Fee
Financial Statement
Ending
March 31, 2022**

Fire Board Financial Report 2021 - 2022

CARRYOVER BALANCE: \$34,962.63

Item / Date Amount Financial Institution / Payee Description / Source

DEPOSITS

Sheriff of Upshur County	\$53,055.01	First Community Bank	Fire Fee Collections through 7/31/2021
Sheriff of Upshur County	\$104,739.62	First Community Bank	Fire Fee Collections through 8/31/2021
Sheriff of Upshur County	\$30,860.12	First Community Bank	Fire Fee Collections through 9/30/2021
Sheriff of Upshur County	\$14,137.05	First Community Bank	Fire Fee Collections through 10/31/2021
Sheriff of Upshur County	\$5,111.56	First Community Bank	Fire Fee Collections through 11/30/2021
Sheriff of Upshur County	\$2,895.72	First Community Bank	Fire Fee Collections through 12/31/2021
Sheriff of Upshur County	\$8,595.76	First Community Bank	Fire Fee Collections through 01/31/2022
Sheriff of Upshur County	\$7,347.13	First Community Bank	Fire Fee Collections through 02/28/2022
Sheriff of Upshur County	\$12,334.80	First Community Bank	Fire Fee Collections through 03/31/2022
Sheriff of Upshur County		First Community Bank	Fire Fee Collections through 04/30/2022
Sheriff of Upshur County		First Community Bank	Fire Fee Collections through 05/31/2022
Sheriff of Upshur County		First Community Bank	Fire Fee Collections through 06/30/2022

Total Deposits: \$239,076.77

Plus Carryover: \$274,039.40

Total:

EXPENDITURES

<u>DATE</u>	<u>Amount</u>	<u>Check #</u>	<u>Payee</u>	<u>Description</u>
July 20, 2021	\$228.00	1045	SOFTWARE SYSTEMS	INVOICE 35110
July 20, 2021	\$6,478.83	1046	UPSHUR COUNTY COMMISSION	PAYROLL REIMBURSEMENT
July 20, 2021	\$72.73	1047	UPSHUR COUNTY COMMISSION	POSTAGE REIMBURSEMENT
July 20, 2021	\$2,696.82	1048	RALSTON PRESS	INVOICE 89766
July 20, 2021	\$7.14	1049	UPSHUR COUNTY COMMISSION	POSTAGE REIMBURSEMENT
September 21, 2021	\$635.50	1050	SOFTWARE SYSTEMS	Invoices 35329 & 35244
September 21, 2021	\$233.52	1051	UPSHUR COUNTY COMMISSION	Supplies P card purchases
October 19, 2021	\$211.00	1052	SOFTWARE SYSTEMS	Invoice #35424

October 19, 2021		\$4,202.87	1053	UPSHUR COUNTY COMMISSION	Reimbursement Postage
November 16, 2021		\$211.00	1054	SOFTWARE SYSTEMS	Invoice # 35521
November 16, 2021		\$2,200.00	1055	Ferrari & Associates	Invoice# 0001274
November 16, 2021		\$5,707.92	1056	UPSHUR COUNTY COMMISSION	Reimbursement Payroll
November 16, 2021		\$7.38	1057	UPSHUR COUNTY COMMISSION	Reimbursement Certified letter
November 16, 2021		\$74.11	1058	Record Delta	Acct #3149 Class 1 Legal Ad
November 16, 2021		\$20,000.00	1059	Banks District VFD	1st 2021 FF Disbursement
November 16, 2021		\$20,000.00	1060	Buckhannon VFD	1st 2021 FF Disbursement
November 16, 2021		\$20,000.00	1061	Selbyville VFD	1st 2021 FF Disbursement
November 16, 2021		\$20,000.00	1062	Washington District VFD	1st 2021 FF Disbursement
December 21, 2021	(New Checks for new Bank)	\$211.00	1100	SOFTWARE SYSTEMS	Invoice #35620
December 21, 2021		\$20,000.00	1101	Adrian VFD	1st 2021 FF Disbursement
December 21, 2021		\$20,000.00	1102	Ellamore VFD	1st 2021 FF Disbursement
December 21, 2021		\$20,000.00	1103	Warren District VFD	1st 2021 FF Disbursement
January 25, 2022		\$211.00	1104	SOFTWARE SYSTEMS	Invoice # 35720
January 25, 2022		\$6,405.97	1105	UPSHUR COUNTY COMMISSION	Reimbursement Payroll
January 25, 2022		\$270.83	1106	UPSHUR COUNTY COMMISSION	Reimbursement supplies
January 25, 2022		\$56.29	1107	UPSHUR COUNTY COMMISSION	Reimbursement postage
February 15, 2022		\$211.00	1108	SOFTWARE SYSTEMS	Invoice # 35822
February 15, 2022		\$99.16	1109	UPSHUR COUNTY COMMISSION	Reimbursement P-card supplies
March 22, 2022		\$5,500.00	1110	Adrian VFD	2nd 2021 disbursement
March 22, 2022		\$5,500.00	1111	Banks District VFD	2nd 2021 disbursement
March 22, 2022		\$5,500.00	1112	Buckhannon VFD	2nd 2021 disbursement
March 22, 2022		\$5,500.00	1113	Ellamore VFD	2nd 2021 disbursement
March 22, 2022		\$5,500.00	1114	Selbyville VFD	2nd 2021 disbursement
March 22, 2022		\$5,500.00	1115	Warren District VFD	2nd 2021 disbursement
March 22, 2022		\$5,500.00	1116	Washington District VFD	2nd 2021 disbursement
March 22, 2022		\$211.00	1117	SOFTWARE SYSTEMS	Invoice 35972
March 22, 2022		\$94.95	1118	UPSHUR COUNTY COMMISSION	Reimbursement P-card supplies

DATE: 4/16/22

CUMULATIVE POSITION REPORT
7/01/2021 - 3/31/2022
COUNTY SUMMARY

PAGE: 1

	REAL	PERSONAL	TOTAL	CHARGE AMOUNT	DISCOUNT	INTEREST	PUB FEE	DIFFERENCE	COLLECTION
REGULAR CHARGES	38160.00	.00	38160.00	233845.00	.00	.00	.00	.00	233845.00
SUPPLEMENTAL CHARGES	.00	.00	.00	.00	.00	.00	.00	.00	.00
TOTAL CURRENT CHARGES	38160.00	.00	38160.00	233845.00	.00	.00	.00	.00	233845.00
PERCENTAGE OF UNPAID & PAID CHARGES			014%	086%					
PRIOR YEAR REAL	200840.00	.00	.00	9875.00	.00	.00	.00	.00	17140.00
PRIOR YEAR PERSONAL	.00	.00	.00	.00	.00	.00	.00	.00	.00
CANCELLATIONS	.00	.00	.00						

DATE: 4/16/22

CUMULATIVE POSITION REPORT
7/01/2021 - 3/31/2022
DISTRICT:

PAGE: 1

	REAL	PERSONAL	TOTAL	CHARGE AMOUNT	DISCOUNT	INTEREST	PUB FEE	DIFFERENCE	COLLECTION
REGULAR CHARGES	.00	.00	.00	.00	.00	.00	.00	.00	.00
SUPPLEMENTAL CHARGES	.00	.00	.00	.00	.00	.00	.00	.00	.00
TOTAL CURRENT CHARGES	.00	.00	.00	.00	.00	.00	.00	.00	.00
PERCENTAGE OF UNPAID & PAID CHARGES			000%	000%					
PRIOR YEAR REAL	50.00	.00	.00	.00	.00	.00	.00	.00	.00
PRIOR YEAR PERSONAL	.00	.00	.00	.00	.00	.00	.00	.00	.00
CANCELLATIONS	.00	.00	.00						

DATE: 4/16/22

CUMULATIVE POSITION REPORT
7/01/2021 - 3/31/2022
DISTRICT: BANKS

PAGE: 2

	REAL	PERSONAL	TOTAL	CHARGE AMOUNT	DISCOUNT	INTEREST	PUB FEE	DIFFERENCE	COLLECTION
REGULAR CHARGES	5450.00	.00	5450.00	33160.00	.00	.00	.00	.00	33160.00
SUPPLEMENTAL CHARGES	.00	.00	.00	.00					.00
TOTAL CURRENT CHARGES	5450.00	.00	5450.00	33160.00	.00	.00	.00	.00	33160.00
PERCENTAGE OF UNPAID & PAID CHARGES			014%	086%					
PRIOR YEAR REAL	27445.00	.00	.00	1195.00	.00	.00	.00	.00	2050.00
PRIOR YEAR PERSONAL	.00	.00	.00	.00	.00	.00	.00	.00	.00
CANCELLATIONS	.00	.00	.00						

-----UNPAID - CHARGES----- | -----YEAR - TO - DATE - TAXES - PAID----- |

DATE: 4/16/22

CUMULATIVE POSITION REPORT
7/01/2021 - 3/31/2022

PAGE: 4

DISTRICT:

	REAL	PERSONAL	TOTAL	CHARGE AMOUNT	DISCOUNT	INTEREST	PUB FEE	DIFFERENCE	COLLECTION
REGULAR CHARGES	.00	.00	.00	.00	.00	.00	.00	.00	.00
SUPPLEMENTAL CHARGES	.00	.00	.00	.00					.00
TOTAL CURRENT CHARGES	.00	.00	.00	.00	.00	.00	.00	.00	.00
PERCENTAGE OF UNPAID & PAID CHARGES			000%	000%					
PRIOR YEAR REAL	.00	.00	.00	.00	.00	.00	.00	.00	.00
PRIOR YEAR PERSONAL	.00	.00	.00	.00	.00	.00	.00	.00	.00
CANCELLATIONS	.00	.00	.00						

DATE: 4/16/22

CUMULATIVE POSITION REPORT
7/01/2021 - 3/31/2022
DISTRICT: UNION

PAGE: 6

UNPAID - CHARGES		YEAR - TO - DATE - TAXES - PAID						
REAL	PERSONAL	TOTAL	CHARGE AMOUNT	DISCOUNT	INTEREST	PUB FEE	DIFFERENCE	COLLECTION
REGULAR CHARGES	8575.00	.00	8575.00	51860.00	.00	.00	.00	51860.00
SUPPLEMENTAL CHARGES	.00	.00	.00	.00	.00	.00	.00	.00
TOTAL CURRENT CHARGES	8575.00	.00	8575.00	51860.00	.00	.00	.00	51860.00
PERCENTAGE OF UNPAID & PAID CHARGES		014%		086%				
PRIOR YEAR REAL	42700.00	.00	.00	2825.00	.00	.00	.00	4790.00
PRIOR YEAR PERSONAL	.00	.00	.00	.00	.00	.00	.00	.00
CANCELLATIONS	.00	.00	.00					

DATE: 4/16/22

CUMULATIVE POSITION REPORT
7/01/2021 - 3/31/2022
DISTRICT: WARREN

PAGE: 7

UNPAID - CHARGES		YEAR - TO - DATE - TAXES - PAID						
REAL	PERSONAL	TOTAL	CHARGE AMOUNT	DISCOUNT	INTEREST	PUB FEE	DIFFERENCE	COLLECTION
REGULAR CHARGES	4195.00	.00	4195.00	22675.00	.00	.00	.00	22675.00
SUPPLEMENTAL CHARGES	.00	.00	.00	.00	.00	.00	.00	.00
TOTAL CURRENT CHARGES	4195.00	.00	4195.00	22675.00	.00	.00	.00	22675.00
PERCENTAGE OF UNPAID & PAID CHARGES			015%	085%				
PRIOR YEAR REAL	22335.00	.00	.00	755.00	.00	.00	.00	1150.00
PRIOR YEAR PERSONAL	.00	.00	.00	.00	.00	.00	.00	.00
CANCELLATIONS	.00	.00	.00					

DATE: 4/16/22

CUMULATIVE POSITION REPORT
7/01/2021 - 3/31/2022
DISTRICT: WASHINGTON

PAGE: 8

UNPAID - CHARGES		YEAR - TO - DATE - TAXES - PAID						
REAL	PERSONAL	TOTAL	CHARGE AMOUNT	DISCOUNT	INTEREST	PUB FEE	DIFFERENCE	COLLECTION
REGULAR CHARGES	5500.00							
SUPPLEMENTAL CHARGES	.00	5500.00	36775.00	.00	.00	.00	.00	36775.00
TOTAL CURRENT CHARGES	5500.00	5500.00	36775.00	.00	.00	.00	.00	36775.00
PERCENTAGE OF UNPAID & PAID CHARGES		012%	088%					
PRIOR YEAR REAL	28420.00	.00	1260.00	.00	.00	.00	.00	2240.00
PRIOR YEAR PERSONAL	.00	.00	.00	.00	.00	.00	.00	.00
CANCELLATIONS	.00	.00						

DATE: 4/16/22

CUMULATIVE POSITION REPORT
7/01/2021 - 3/31/2022
DISTRICT: UPSHUR COUNTY DIST 8

PAGE: 9

	REAL	PERSONAL	TOTAL	CHARGE AMOUNT	DISCOUNT	INTEREST	PUB FEE	DIFFERENCE	COLLECTION
REGULAR CHARGES	.00	.00	.00	.00	.00	.00	.00	.00	.00
SUPPLEMENTAL CHARGES	.00	.00	.00	.00	.00	.00	.00	.00	.00
TOTAL CURRENT CHARGES	.00	.00	.00	.00	.00	.00	.00	.00	.00
PERCENTAGE OF UNPAID & PAID CHARGES			000%	000%					
PRIOR YEAR REAL	.00	.00	.00	.00	.00	.00	.00	.00	.00
PRIOR YEAR PERSONAL	.00	.00	.00	.00	.00	.00	.00	.00	.00
CANCELLATIONS	.00	.00	.00						

Notice of Meeting

for

Upshur County Fire Board, Incorporated

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

Location: Upshur County Administrative Annex, Suite 101, 91 W. Main Street
Date: Tuesday, April 19, 2022
Time: 6:30 p.m.

AGENDA

Call Meeting to Order

Approval of Minutes---March 22, 2022

Public Questions/Comment Period

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

- Cumulative report

Financial Matters/Items

- Bank Statement---Checking Account Balance as of 03/31/2022---\$58,852.85 (*note Buckhannon VFD had not cashed the \$5,500.00 as of this statement*)
- Disbursement from Chief Tax Deputy for March---TBD prior to the meeting

Payment of Bills/Invoices

*Software Systems---monthly maintenance---Invoice #36030---\$211.00

Discussion/approval of establishment of parameters to file civil suits

Review and Approval of Corrective Tickets and Exoneration requests

Other Items/Matters to Consider

Date of Next Meeting---May 17, 2022---Adjournment

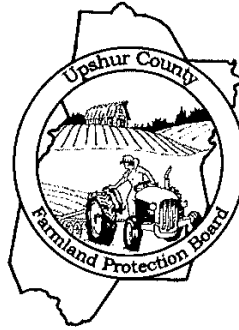
AGENDA

LEWIS/UPSHUR LEPC

April 20, 2022

- 1 MEETING CALL TO ORDER
- 2 WELCOME AND INTRODUCTION OF GUESTS
- 3 MINUTES OF PREVIOUS MEETING
- 4 TREASURER'S REPORT
- 5 UNFINISHED BUSINESS
 - A On Site Emergency Plans
 - B JH Consulting contract for Commodity Flow Study
 - C Web Site update
 - D Membership update
- 6 NEW BUSINESS
 - A Standing Committee appointments
 - B Assignments to Committees
 - C Annual Exercise
 - D Misc.

Adjournment



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

Location: Upshur County Development Authority
21 E Main St, Conference Room First Floor
Buckhannon, WV 26201
Date: April 21, 2022
Time: 4:00 p.m.

AGENDA

CALL MEETING TO ORDER / ROLL CALL

PUBLIC QUESTIONS / COMMENT PERIOD

APPROVAL OF MINUTES: March

BUSINESS ITEMS – Discussion/Update/Action

ANNUAL MEETING REQUIREMENTS:

BUSINESS ITEMS – Discussion/Update/Action

- Easements closed in 2021
- Partner funds obtained in 2021

FINANCIAL MATTERS – Discussion/Update/Action

- Transfer tax collected in 2021
- Balance on hand January 31, 2021

PROGRAM REVIEW

- Re-affirm the Program as presently stated.
- Re-affirm Bylaws V20
- Re-affirm Program Document V20

OFFICER REVIEW

Lowell Peterson - Chairman – 2nd term ends June 2023
Todd Payne- Vice Chairman – 2nd terms ends June 2023
John Sencindiver - Treasurer – 2nd term ends June 2023
Arley Robinson - Secretary – 2nd term ends June 2025

ELECTION OF OFFICERS

- Queen easement – Status update:



- Discussion of current easement applications after visits
- Review job duties of Mimi Riffle and Amy Moloney

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 in Council Chambers
Meeting Agenda for Thursday, April 21, 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](tel:+18722403212) 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 Jeffery W. Harvey, DEL,CEM, PCP, Owner, JH Consulting, LLC
- B.2 Upshur County Development Authority-Executive Director Jennifer M. Tanner-Bostian, MBA

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 Proclamation-Child Abuse Prevention & Awareness Month 2022
- D.2 Notice Suddenlink Business is becoming Optimum Business
- D.3 Charles Gibson Library Director's Report April 2022
- D.4 Report of Cat & Dog Activity –Upshur County Commission-January, February & March 2022
- D.5 A&T Enterprises, LLC- Zoning Form to ABCA
- D.6 Letter to WVEMD RE: Line Item Money Transfer Request for Contract #1 DHS/FEMA Region III HMGP Emergency Power Generators
- D.7 Bid Tabulation-Tennerton Tank Painting-Bid Opening April 7, 2022
- D.8 Mayor's Letter of Support RE: WV Army National Guard, Buckhannon Brushy Fork Armory ADD/ALT Project RE: Additions & Upgrades

E. Consent Agenda

- E.1 Approval of Minutes -Regular Meeting-03/17/22, 04/07/22; Special Meeting 04/04/22, 04/19/22
- E.2 Approval of Building and Wiring Permits
- E.3 Approval of Payment of the Bills
- E.4 Accept Resignation of City Appointment Larry Carpenter-Upshur County Board of Health
- E.5 Approval of City Appointment Dr. John Mathias-Upshur County Board of Health (Carpenter's Unexpired Term)

F. Strategic Issues for Discussion and/or Vote

- F.1 Discussion Emergency Services Study Update
- F.2 City's Letter of Support RE: UCDA ARC POWER Planning Grant –Workforce Training Network-WorkED UP Project
- F.3 Approval to Authorize the Elimination of Rental Fees Paid by the Waste Collection Board for the Use of Space at the 395 Mudlick Road Public Works Facility
- F.4 Approval Mutual Aid Agreement between Buckhannon Police Department & Elkins PD, Philippi PD, Randolph County Sheriff's Dept., Upshur County Sheriff's Dept., Barbour County Sheriff's Dept. & Tucker County Sheriff's Dept.
- F.5 Approval Ordinance No. 456 Establishment of the Buckhannon Parks and Recreation Commission 2nd/Final Reading

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 04/18/2022

Next Regular Scheduled City Council Meeting Thursday, May 5, 2022

Tennerton Public Service District
Monthly Meeting
March 9, 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 March 9, 2022

In attendance were Joe Tenney, John Barnes, Bob Heater, 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 , February 8, 2022 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 recommended Robert Heater to fill Elmer Tenney's seat on the board. John Barnes made the motion to approve, and Joe Tenney seconded the motion.

Terry Gould reported on the following:

*The pump station at Wendlings was backed up, solids were running out. Ringers fixed and cleaned out. It happened again; debris had clogged the pump. Seal was broken on one pump. This will need to be fixed.

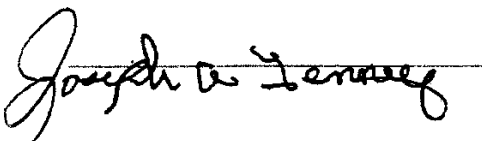
*Whitaker Drive: sewer back up again. Ringers ran a camera, there was a swag on the customers side causing the problem.

*Raymond Samples Trailer Court: went from having 4 trailers to 8 trailers. He run sewer lines to the central manhole, reported a lot of sewer. The manhole had fractured and stopped up. Ringers corrected.

*Regarding the new project, Thrasher Engineering is waiting on an agreement between TPSD and the city of Buckhannon for the city to treat sewer before they can continue.

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", written over a horizontal line.

Upshur County Safe Structures and Sites Enforcement Board
March 10, 2022

Members present: Chris Cook, Chris Alkire, and Chris Garrett (via telephone)
Members absent: JB Kimble, Greg Harris **Others present:** Tabatha Perry

The meeting was called to order at 3:00 p.m. by Chris Alkire.

The February 10, 2022 meeting minutes were reviewed. On Motion by Chris Cook, seconded by Chris Garrett, the meeting minutes were approved as presented.

The Enforcement Board reviewed the following cases:

021121-01 (Chapman) No action. Hearing in Magistrate Court scheduled for April 2022.

111021-01 (Hughes) Reviewed photographs of property and noted no progress has been made. On motion by Chris Cook, seconded by Chris Garrett, the Board moved to provide the owner with a 30-day extension to bring the property into compliance with the Ordinance. The deadline is April 10, 2022.

011322-01 (Bailey) No action, deadline is April 13, 2022.

The Enforcement Board reviewed the following new cases:

031022-01 (George): After reviewing the complaint, on Motion by Chris Cook, seconded by Chris Garrett, the Board moved to open this case and send the property owner a letter of investigation.

051321-01 (Hyre / Valusia Ventures LLC): On Motion by Chris Cook, seconded by Chris Garrett, the Board moved to reopen this case and serve a letter of investigation on the new property owner, Valusia Ventures, LLC. This property was purchased by Valusia Ventures on April 1, 2021.

Public Comment: None

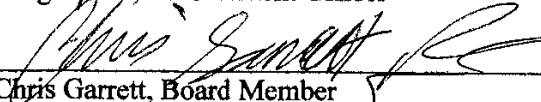
Other Business:

The next meeting will be held on Thursday, April 14, 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 3:20 p.m.

Approved by:


 Greg Harris, Enforcement Officer

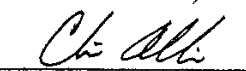
04/14/22
 Date


 Chris Garrett, Board Member

4/14/2022
 Date

James B. Kimble, Board Member

 Date


 Chris Alkire, Board Member

4/14/22
 Date

Chris Cook, Board Member

 Date

**UPSHUR COUNTY SOLID WASTE AUTHORITY
BOARD OF DIRECTORS MEETING
MINUTES**

Monday, March 14, 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 4:31 p.m. on March 14, 2022.

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

The minutes of the February 14, 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 February were presented by the Treasurer Jay. Register reports for the four bank accounts with First Community Bank covering February 2022 were presented. The ending balances for the accounts are as follows:

	<u>February</u>	<u>March</u>
• REAP Account	\$ 100.00	\$ 1,199.15
• SWMB Account	\$9,130.00	\$ 9,086.93
• Money Market Account	\$19,569.55	\$19,570.00
• Operating Account	\$26,214.71	\$22,732.36

A motion to accept by Paula and seconded by Joyce. Motion carried.

Belinda reported that she has been in constant contact with Sunrise Sanitation about the April 23rd Paper Shred Event. She completed the SWMB semi-annual report and printed out the application for the 2023 grant.

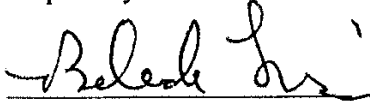
A discussion was held about the upcoming Paper Shred Event. Paula, Jay and Jackie volunteered to help with the event on Saturday, April 23rd from 9:00 a.m. to 12:00 noon.

The Every Door Direct Mailing Brochure (EDDM) was discussed. Belinda distributed paperwork about the changes. Jay made a motion to approve the brochure, with changes. Seconded by Paula.

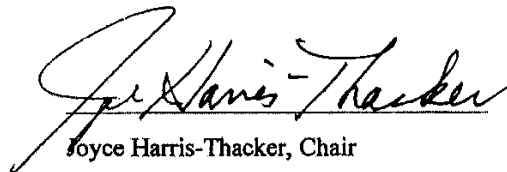
The 2023 application for the SWMB Grant was discussed. It was determined to ask for the same items as last year.

With no further business, the meeting was adjourned at 5:10 p.m.

Respectfully Submitted:



Belinda Lewis, Director



Joyce Harris-Thacker, Chair

February 14, 2022

(Signature copy to be maintained in the UCSWA Office)

Upshur County Solid Waste Authority

DIRECTOR'S REPORT— Belinda Lewis

Period from February 15th through March 14th, 2022

Activities included:

- Prepared and distributed by email the minutes of the 2/14/2022 meeting.
- Checked upshurwa@yahoo.com email daily.
- Checked mail at Post Office every day.
- Recorded four deposits in the Operating Account and as per the auditor's suggestion, recorded them in the receipt book. The amounts were \$19,948.55; \$337.13, \$153.89 and \$200 (Magistrate's Office)
- After the February meeting, made copies of checks and mailed them and scanned the approved minutes for the county.
- Received monthly bank statements on the four accounts and reconciled balances for February. I printed Register Reports for the bank accounts showing current month transactions for the Operating and Money Market accounts and all transactions for REAP and SWMB accounts for the current grants.
- Prepared checks for payment of bills for the March meeting.
- Prepared agenda and packets for March 14th Board Meeting and emailed a copy of the agenda to members, Ms. Phillips, My Buckhannon and the Record Delta.
- Cleaned office.
- Fielded many calls on my cellphone about recycling and the Free Paper Shred Event.
- Provided SWMB with additional information for the semi-annual report.,
- Typed the minutes of the February 14th meeting and sent copies to the Board Members.
- Sent weekly email updates to the Board Members.
- Printed out the 2023 application for the SWMB grant.
- I have been staying in contact with Sunrise Sanitation about the Free Paper Shred Event.
- Working on getting the yard signs and advertisements ready for the Free Paper Shred Event.
- Contacted the Upshur County elementary schools about April field trips to the Transfer Station. So far, I have had 4 schools who are interested. (I will be planning these field trips around my full-time job).

Thanks—Belinda