

## Upshur County Commission Meeting Agenda

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Location of Meeting: Upshur County Courthouse Annex  
Date of Meeting: March 5, 2020

- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance  
Approval of Minutes:  
• February 27, 2020
- 9:15 a.m. Vanessa Strickland, Make-A-Wish Regional Coordinator – Overview of local project and request for funding
- 9:30 a.m. Cheyenne Troxell, Program Director for Community Corrections – 2019 Community Corrections Report  
  
Rodney Rolenson, Corporal and Home Confinement Supervisor – 2019 Home Confinement Report
- 10:00 a.m. Vivian Parsons, Public Entity Specialist -- Provide a general update on WV Counties Risk Pool
- 10:30 a.m. David H. Coffman, Upshur County Sheriff – Discussion of plan to create a third PRO Officer position in our school system and the implementation thereof

### Items for Discussion / Action / Approval:

1. Approval and signature of the FY 21 WV Community Corrections Grant Program Application requesting the amount of \$324,188 in state funds to be used to provide alternate sentencing and re-entry services for eligible offenders. \* Page 5-29
2. Approval and signature of the FY 21 WV Treatment Supervision Grant Program Application requesting the amount of \$85,182 in state funds to be used to provide alternate sentencing and re-entry services for eligible offenders. These funds are allocated for the payment of wages of a full-time counselor and two part-time peer recovery coaches. \* Page 30-52
3. Correspondence from Bethany Kirchberg, Tri-County Child Exchange & Visitation Program Coordinator, announcing the resignation of Alison Wagner, Monitor, effective February 22, 2020. \*  
Under separate cover  
*Item may lead to Executive Session per WV Code §6-9A-4*
4. Correspondence from Alexis Brockelman, Tri-County Child Exchange & Visitation Program Supervisor/Monitor, announcing her resignation, effective February 29, 2020. \*  
Under separate cover  
*Item may lead to Executive Session per WV Code §6-9A-4*
5. Correspondence from Patty Hardman, Tri-County Child Exchange & Visitation Program Site Supervisor, announcing her resignation, effective February 29, 2020. \*  
Under separate cover  
*Item may lead to Executive Session per WV Code §6-9A-4*
6. Correspondence from Bethany Kirchberg, Tri-County Child Exchange & Visitation Program Coordinator, requesting the employment of Tesla McCall, as part-time Program Monitor, at the pay wage rate of

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

7. Approval of Lewis–Upshur Animal Control Facility Volunteer Christina Kurzrock. \* Under separate cover
8. Approve Invoices for Payment, Purchase Card Invoices for Payment, Budget Revisions / Financial Reports or Information, Correction of Erroneous Assessments, Exonerations/Refunds, Grant Updates / Requests for Reimbursements, Final Settlements, Vacation Orders, Consolidation of Land Tracts, Facility Maintenance Concerns or Updates, Road Name Requests, Project Reports / Updates, Request to Attend Meetings, Request for Day(s) Off.

**For Your Information:**

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

1. Correspondence from Leroy E. Barker, Assistant Director of the Property Tax Division, State of WV Department of Revenue State Tax Department, providing a budget amount estimate in the sum of \$32,733 to assist in the task of preparing a FY 2020-2021 budget for the Statewide Computer Network, Account 408. Page 54
2. Upshur County Building Permits – February, 2020 Page 55-56
3. Upshur County E911 Communication Reports – February, 2020 Under separate cover
  - Monthly Department Summary Report
  - Monthly Wrecker Report
  - YTD Wrecker Report
4. Upshur County Mileage Reports – January, 2020 Page 57-67
  - Upshur 911
  - Maintenance
  - Emergency Management
  - Sheriff
  - Addressing and Mapping
  - Community Corrections
  - Dog Pound
5. Public Notices:
  - a) Newsletters and/or Event Notifications:
    - The Curry Courier: January – February 2020 Page 68-71
  - b) Agendas and/or Notice of Meetings:

• Elkins Road PSD	March 3, 2020	<u>Page 72</u>
• Hodgesville PSD	March 3, 2020	<u>Page 73</u>
• City Council of Buckhannon	March 5, 2020	<u>Page 74</u>
• Upshur County Solid Waste Authority	March 9, 2020	<u>Page 75</u>
  - c) Meeting Minutes:

• Upshur County ETAB	January 21, 2020	<u>Page 76</u>
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d) Meetings:

- 03/03/20 5:30 p.m. Elkins Road PSD
- 03/03/20 4:00 p.m. Hodgesville PSD
- 03/05/20 7:00 p.m. Banks District VFD
- 03/05/20 7:00 p.m. City Council of Buckhannon
- 03/05/20 7:00 p.m. Selbyville VFD
- 03/09/20 12:00 p.m. Upshur County Family Resource Network
- 03/09/20 4:30 p.m. Upshur County Solid Waste Authority
- 03/09/20 5:30 p.m. Buckhannon-Upshur Recreational Park Advisory Board
- 03/02/20 6:00 p.m. Lewis-Upshur Community Corrections Board -- Lewis Co.
- 03/10/20 7:30 p.m. Adrian VFD
- 03/05/20 6:00 p.m. Buckhannon-Upshur Board of Health
- 03/18/20 7:00 a.m. Upshur County Development Authority – Full Board
- 03/18/20 12:00 p.m. Upshur County Senior Center Board
- 03/11/20 3:00 p.m. Upshur County Conventions & Visitors Bureau
- 03/11/20 7:00 p.m. Warren District VFD
- 03/05/20 3:00 p.m. Adrian PSD
- 03/11/20 3:00 p.m. Tennerton PSD
- 03/12/20 4:00 p.m. Upshur County Safe Sites & Structures Enforcement Board
- 03/12/20 7:30 p.m. Buckhannon VFD
- 03/12/20 4:00 p.m. Buckhannon Upshur Airport Authority
- 03/19/20 6:30 p.m. Upshur County Youth Camp Board
- 03/15/20 6:00 p.m. Washington District VFD
- 03/02/20 6:00 p.m. Buckhannon-Upshur Chamber of Commerce – Annual Dinner
- 03/18/20 4:00 p.m. Upshur County Public Library Board
- 03/17/20 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development Council
- 03/17/20 6:30 p.m. Upshur County Fire Board, Inc.
- 03/24/20 5:00 p.m. UC Enhanced Emergency Telephone Advisory Board
- 03/11/20 7:00 p.m. Ellamore VFD
- 04/15/20 12:00 p.m. Lewis Upshur LEPC --- Upshur location
- 03/19/20 2:00 p.m. Upshur County Farmland Protection Board
- 03/25/20 10:00 a.m. James W. Curry Advisory Board
- 03/30/20 7:00 p.m. Upshur County Fire Fighters Association
- 03/11/20 6:00 p.m. Buckhannon River Watershed Association - Farm Bureau
- 03/13/20 11:00 a.m. Region VI Local Elected Officials

6. Appointments Needed or Upcoming:

7. Budget Hearing Schedule

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

- Monday, March 9<sup>th</sup> beginning at 9:00 a.m.
- Tuesday, March 10<sup>th</sup> beginning at 9:00 a.m.
- Wednesday, March 11<sup>th</sup> beginning at 9:00 a.m.
- Thursday, March 12<sup>th</sup> beginning at 1:00 p.m.
- Monday, March 16<sup>th</sup> beginning at 9:00 a.m.



Tabled Items

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

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

**Next Regular Meeting of the Upshur County Commission**

**March 12, 2020 --- 9:00 a.m.**

**Upshur County Courthouse Annex**

**\*\*The regularly scheduled Commission Meeting on March 19, 2020 is CANCELLED\*\***



## **Appendix B**

### FY 2021 West Virginia Community Corrections Grant Program Application Forms



**West Virginia Community Corrections  
Grant Program Application**

**General Administrative Information  
Page 1**

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<b><u>Applicant Agency:</u></b> Address: 91 W. Main Street, Suite 101 Buckhannon, WV 26201  Phone: 304-472- 9548 Fax Number: 304- 472-8735	<b><u>Type of Agency:</u></b> <input type="checkbox"/> Municipality  <input checked="" type="checkbox"/> County <b><u>Type of Application:</u></b> <input checked="" type="checkbox"/> For State Funds <input type="checkbox"/> No State Funds
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<b><u>Project Director:</u></b> PD Title: Cpl. Rodney Rolenson  Address: 43 WBUC Rd Buckhannon, WV 26201  Phone: 304-472-9548 Fax: 304-472-8735 Email: chevellegirl90@gmail.com	<b><u>Fiscal Officer:</u></b> FO Title: Carrie Wallace County Administrator Address: 91 W. Main Street, Suite 101 Buckhannon, WV 26201  Phone: 304-472-0535 Fax: 304-472-2399 Email: clwallace@upshurcounty.org
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State Funds Requested: 324,188.00 Amount Awarded:  
Local Funds Committed: 138,938.00 (for JCS use only)  
Project Period: July 1, 2020 – June 30, 2021

Number of years previously funded: 15 Previous Year Number admitted: 371  
Geographic Area(s) Served:  
Total Population: 41,250  
Project Title: 26th Judicial Circuit Community Corrections Day Report Center

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

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

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

**West Virginia Community Corrections  
Grant Program Application**

**Budget Summary  
Page 2**

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Applicant: **Upshur County Commission**

FEIN  
Number: 556000406

Budget Category	WV Community Corrections Requested Funds (A)	Local (Match) Funds (B)	Total Budget (A + B)
Personnel/Contractual	298,096.00	138,938.00	437,034.00
Travel/Training	1,092.00		1,092.00
Equipment			
Other	25,000.00		25,000.00
Totals	324,188.00	138,938.00	463,126.00

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

**Funding Strategy**

Funding Source(s)	Amount	Status
State Community Corrections Funds	324,188.00	P
Local Funds	138,938.00	C
Participant Fees	10,000.00	R
DHHR Fees	50,000.00	R
Total	523,126.00	

Funding Source - Separately list each source of funds that will be used in the program.

Amount - Enter the amount received or anticipated for each

Status - Indicate the status of each funding source as follows:

P – Projected grant, loan or donation

A – Application submitted (**apart from this CC Grant Application**) and under review

C – Funds Committed

R – Funds received, appropriated or on hand



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<b>West Virginia Community Corrections Grant Program Application</b>	<b>Budget Detail Page 3</b>
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Detailed Project Cost by Budget Category	Requested Community Corrections Funds	Local Funds Utilized	Grant Funds Approved
<b><u>Personnel / Contractual:</u></b>  <u>Attached are excel sheets with detailed budgets for grant and local funds</u>			(JCS Use Only)
<b><u>Travel / Training:</u></b>			
<b><u>Equipment (\$1,000/unit):</u></b>			
<b><u>Other:</u></b>			
Total Requested WVCC Funds			
Total Local Matching Funds			
Total Funds APPROVED for Project			(For JCS Only)

Please provide information that describes the proposed project. State clearly and in concise

**Justification for previously listed expense breakdown:**

The 26<sup>th</sup> Judicial Circuit Community Corrections Day Report Center is requesting **\$324,188.00** in grant funds to help cover the cost of some of our personnel, travel/training, and other expenses such as rent, utilities, etc. Our program needs this funding so we can better our program and day to day operations. The 26<sup>th</sup> Judicial circuit covers Lewis and Upshur counties and staff has very large caseloads. Both offices are run on a very minimal crew; with one Program Director over both counties; Lewis County consisting of two case managers and one case aide; and Upshur County consisting of one case manager and one case aide. We have two in house counselors; one is a contract counselor and the other is a part-time counselor. The Program Director oversees all day to day operations, budgets, financials, grant writing, invoicing, community outreach, etc., and oversees all staff members. The case managers manage all offender files, attend court hearings, supervise drug screens, perform data entry, and all other duties as needed. The case aides supervise drug screens, perform secretarial duties, provide offender transportation, and assist with community service projects. The counselors provide a wide array of services such as individual counseling, trauma counseling, IOP, relapse prevention, men's group, women's group, anger management, etc. All of our staff members play a vital role in our day to day operations and without them we would not be able to function. Having the grant to assist with employees costs would allow us to expand and offer more programs and services to our communities.

As always we strive to attend as much training as possible and due to our geographical location we always have to travel to attend trainings. We have requested a very small amount of grant funds to help us be able to attend trainings so we can offer more services to our offenders. Our program wouldn't be what it is today without the trainings we are able to continually attend.

Our final request for funds falls into the "other" category. The amount we have requested would help cover our rent, utilities, and fuel needed for transportation for both counties. This category is extremely important because it provides us with two offices (one for each county), utilities for each office, and fuel cost to transport offenders to check-ins, community service, counseling, rehabilitation centers, and other needs they may have. With both of our offices being in two large rural counties the need for transportation is extremely high; we have no public transportation of any kind available in our areas. As for our matching funds requirement, we have tons of other expenses that we pay to keep our program running smoothly. In both counties Home Confinement shares space with Community Corrections, along with sharing staff and helping assist in furthering the program's goals. The Batterer's Intervention and Prevention Facilitator provides our program with another service for our offenders and helps build relationships with Women's Aide and Crisis and HOPE. In the "other" category for matching funds we pay for all fees associated with the SCRAM alcohol monitoring system, drug screening equipment and lab fees, office supplies, and LSCM. Both offices screen their own offenders and Probation, Parole, DHHR, Drug Court, and Family Court referrals. The amount will be accounted for by screening devices and laboratory confirmation fees. These costs go towards Alere Toxicology, Redwood Toxicology, and Intrinsic Interventions. SCRAM provides us with another service for our offenders; our current rate for Alcohol Monitoring System is \$4.25 per day. Supplies cover general cleaning and office supplies such as paper towels, paper, ink, etc. for both offices. Estimating serving 200 plus clients our LSCMI invoices are expected to increase, due to the fact that Probation services are no longer conducting these assessments. Each offender is required to have an initial, re-evaluation, and discharge assessment. These assessments allow us to make custom treatment plans for our sentenced offenders to tailor to their specific needs.

The program does acquire additional funding by billing DHHR for drug testing, collecting offender fees, and Adult Drug Court Program reimbursements. The DHHR money collected goes toward paying for our in house counselors and drug screening equipment. Offender supervision fees collected go towards supplies costs, SCRAM fees, and facilitator wages not covered by the grant. The Adult Drug Court Program reimbursements go towards paying the Drug Court counselors for their services, fuel cost for transportation for Drug Court, and all other expenses from being the Adult Drug Court service provider.



Our program does not have an excess of finances, we just constantly shuffle our funds around to be able to pay for services for our offenders. Our program has been changed numerous times due to lack of grant funds and we still continue to provide the best services possible. Our staff are well trained and now have years of experience working in the program. We are hoping to receive more grant funding than our previous years so we can expand our program and offer more services to our communities.



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.

### **A: Problem Statement**

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

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



accept someone that is only addicted to Methamphetamine. This is a huge problem across our state and makes it much more challenging to help with the rehabilitation process.

In the year 2019 we received 371 Community Corrections referrals. This includes the number of clients we see from DHHR and the Family Courts which is minimal. Out of the 371 offenders referred to Community Corrections, 365 were drug related crimes or issues. Those drug related crimes range from possession with intent to deliver, possession of a controlled substance, manufacturing a controlled substance, or delivery of a controlled substance. For the DHHR and Family Court referrals were due to drug usage also. These numbers are alarming because this shows that over 90% of our referrals are drug related, but when an intake is completed the results are even more alarming because almost every crime was stemmed from substance abuse. Multiple barriers are formed for these individuals involved in the criminal justice system because of substance abuse. With the increase of drug related crimes, employment, education levels, and communities suffer. Family and marital situations are ultimately constrained due to drug usage which often leads to domestic violence.

Lewis and Upshur Counties have a low racial diversity rate with the majority of the population being Caucasian. In the year of 2019 our offices served 369 Caucasians and 2 African Americans. Of the 371 offenders we served 211 were males and 160 were females. With all of the statistics given, it shows that our target population was primarily young to middle aged male Caucasians.

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

Lewis and Upshur Counties are both very rural areas, this causes a huge geographical barrier for offenders and staff to face. This barrier causes transportation issues, greater distances from treatment locations, and fewer outsourcing services available to offenders. All though our counties are very rural both have main highways running through them, Interstate 79 and Route 33. Due to these highways an increase in illegal substances being brought in from other areas has directly affected our counties. Another barrier for our offenders is that we have no public transportation offered in either county and it makes it very difficult for offenders to attend treatment programs. Throughout the week our Case Aides help provide transportation to offenders, this helps lessen the geographical barrier we face. Our Case Aides and reliable vehicles are crucial to the treatment of many of our offenders, without them success would be unreachable.



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

The West Virginia Community Corrections Grant has allowed Lewis and Upshur Counties to successfully operate for many years now. We have been funded for 15 years and have seen significant growth to our programs. A steady increase in referrals each year leads to the need to increase staff, programming, and transportation for our successful growth. Without the opportunity to receive state assisted funding and financial support from our local counties, all of this would be nearly impossible. The support of Board Members, staff, judiciary, and the communities will help us dedicate noteworthy efforts to assist in reducing obstacles individuals in the criminal justice system encounter and help form a foundation for recovery even after they are no longer on our program. Our program has given many people a second chance in their lives to become productive members of society.

Implementation of the LSCMI allows case managers to make individualized treatment plans for offenders. Offenders risk needs being targeted is a crucial part of success in the program and when it's paired with a good case manager relationship success rates increase substantially. In 2019 we received 371 referrals including Family Court and Department of Health and Human Services. Lewis County received 192 referrals and Upshur received 179 referrals. These numbers serve as proof of huge caseloads for each Case Manager. Lewis County Case managers average 96 offenders each and Upshur County case managers average 90 offenders. These large numbers would be more manageable with extra staff members. A trend that has become prominent in our circuit is pre-trial condition of bond offenders. Out of our 371 referrals this year, 162 were bond offenders, that's close to half of our total referred. Continued funding will enable us to continue offering evidence based treatment and interventions for every offender referred to our program. Our program offers the same treatment to bond and sentenced offenders, the only difference between the two is the court process.

Collaboration between multiple agencies is crucial for successful programs. Community Corrections and the Adult Drug Court Program share a key component to success which is their service providers. Our experienced staff and Case Aides providing transportation helps accommodate the Adult Drug Court Program, without them that program would not be able to run smoothly. Lewis and Upshur Counties provide evidence based treatment to participants of drug court, it is essential we receive state funding to make this possible. Without collaboration of these two programs our communities would suffer. The Adult Drug Court program has had many successful completions over the years and continues to assist in changing the lives of so many.

Fully staffing both our Lewis and Upshur County offices would allow us to continue to meet each offender's specific needs. Allowing offenders to address substance abuse,



education, employment, and family and marital concerns is a crucial part for their success. When staff members have manageable caseloads it allows them to be able to spend more time one on one time with the offenders, which allows them to provide intense supervision and services to medium to high risk offenders who require less than institutional confinement based upon the standardization and validated risk needs assessment. Competitive wages are extremely crucial to maintaining reliable, experienced, and professional staff. Without adequate funding for staffing our programs would not exist because they are the main component to the entire program.

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

The Lewis/Upshur Community Corrections program continues to offer treatment such as individual counseling, substance abuse assessments and counseling, intensive outpatient program (IOP), Batterers Intervention Prevention Program (BIPP), family counseling, relapse prevention, financial management, assisting in in-patient treatment, job skills training, employment assistance, educational opportunities, and parenting skills, life skills, anger management, healthy relations, trauma services, men's recovery group, and a women's recovery group. Many of these classes have phases such as relapse prevention phase I, II, and III, which provide more in-depth treatment for offenders. These services are offered to all offenders regardless of their court status.

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

Community Corrections is always evolving to better accommodate our offenders to increase their rate of success. Our evidence based practices have made an impact on both Lewis and Upshur Counties with having 215 successful completions in 2019 with no known recidivating. In previous years, the funding of this project has helped expand and solidify this ever-growing program. Without financial assistance from the state and our counties, our goals would be impossible to achieve. As a well-established program



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we are continually expanding along with the Adult Drug Court Program and helping grow other services in our areas. The services we provide are a crucial element to helping fight the substance abuse crisis our state is currently facing, without the Community Corrections Programs our counties wouldn't be as safe, clean, or successful. Our programs have saved many lives over the years and have given children a second chance to live in drug free homes. Educating everyone is the best way we can try to prevent future addiction epidemics in our great state.

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

Data collection is essential for the community corrections programs, it allows us to track statistics and make changes to improve areas of our program. As an ever-changing program we strive to collect data from our current and past offenders. The results we collect are used to mold the program into what it is today. Case Managers, interns, and the Program Director are responsible for collecting and analyzing data that is collected from the offenders. This data is collected several different ways such as; surveys, discharge LSCMI, and staff to offender conversations. Our questioners were created and approved by West Virginia Wesleyan College's Department of Research. Our offices also have suggestion boxes which offenders can place anonymous surveys in. These surveys greatly help enhance our programs.

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

The LCCJB meets at least once every other month and acts on reports given by the Project and Program Directors. The LCCJB is kept up to date on financials, goals and objectives, and reviews the progress made towards them. The LCCJB oversees all decisions and acts accordingly. The Local Community Criminal Justice Board continues to be very diverse in background. The diversity of the board helps with offering new ideas and different outlooks on the programs.

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

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

Lewis and Upshur Counties have become highly dependent on the Community Corrections Program. The lack of state funds would cause a great strain on our communities and would require adjustments in revenue and expenditures in order to



insure quality services are still being provided. I believe the two counties would strive to continue the programs even if state funding was not allocated.

The need of office space would be provided without charge by both counties if the need would arise, but it would come with a lot of downsizing and I fear that we would not be able to run as smoothly if that were to happen. Downsizing would also cause our program to have to find space to conduct counseling services and groups and space large enough to do that could be very costly.

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

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

Lastly, we need to maintain a good working relationship with our county officials. We need to be involved in the counties long term planning so we can continually get assistance from their budgets. This would ensure that our need for long term funding will be imperative. It is my hope that the counties see how big of an asset these programs are to their communities. From the cost savings of the regional jail bills, to giving offenders a chance to be rehabilitated and adding community service programs to the counties, there is no negative aspect to having Community Corrections Programs in the state.

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

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



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

## ***Strategic Plan of Operation***

2020-2021:

The increase in numbers is projected to come from an influx of new drug related offenders and past drug offenders now parolees, being released from prison. I believe that we will peak financially this year with our continually growing program. A minimal cost of living raise will be budgeted for as our employees haven't received one in a few years. The Adult Drug Court Program is also well established in our judiciary circuit, which results in clientele increase also. I project an increase in our rent, utilities, and fuel due to inflation and the changes in our economy. I also foresee changes in our Health Insurance Plans as our County Commissions have made statements about the possible changes. Our local match budget would also be required to increase to help compensate for allotted state funds. We hope to see an increase of available rehabilitation centers closer to our area due to the continued drug crisis in our state.

**Attached the 2020-2021 proposed (Grant) budget**

2021-2022:

In 2021-2022, 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 2021-2022 purposed (Grant) budget**

2022-2023:

In 2022-2023, 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 another vehicle replacement will be eminent, due to the increase of clientele and the vehicles being old and unreliable. Our company vehicles are used but not limited to transporting clients to appointments, classes, job interviews, and community service.

**Attached the 2022-2023 purposed (Grant) budget**

## COOPERATIVE AGREEMENT

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

**Whereas**, The Upshur County Commission shall serve as the designated grantee for the grant submitted for the fiscal year 2020-2021 to the West Virginia Division of Justice and Community Service;

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

**Whereas**, That for the fiscal year 2020-2021 the Lewis County Commission shall pay the requested match amount unto the Lewis Upshur Community Corrections Day Report Center for the operation and maintenance of the Day Report Center.

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

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

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

Entered this 14 day of February, 2020.

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Upshur County Commission President



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Lewis Upshur LCCJB President





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

Effective: July 23, 2019

Revision History: N/A

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

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

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

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



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

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

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

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

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

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

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



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

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

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



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

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

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

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

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

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

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



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

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

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

Authorized Official [please print]: \_\_\_\_\_

Authorized Official Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**WEST VIRGINIA  
DIVISION OF ADMINISTRATIVE SERVICES  
JUSTICE AND COMMUNITY SERVICES**

**West Virginia Community Corrections Grant  
Program**

**SPECIAL CONDITIONS AND ASSURANCES**

**44. Public Availability of information:**

The sub grantee agrees to comply with the terms and condition of pertinent federal and state freedom of information acts, and to require its contractors to comply with these requirements

**45. CONSULTANTS / CONTRACTS:**

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

**46. REPORTING OF IRREGULARITIES:**

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

**47. VEHICLE PROCUREMENT:**

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

**48. COMMUNICATION EQUIPMENT:**

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

**49. ADDITIONAL SPECIAL CONDITIONS AND ASSURANCES:**

The Community Corrections Subcommittee may add additional special conditions and assurances after a submitted proposal application has been reviewed by the Subcommittee. Program approval and funding approval may be contingent on the applicant agreeing to comply with the additional special conditions and assurances.

**50. COMMUNITY CORRECTIONS INFORMATION SYSTEM (CCIS)  
and the WVSCA OFFENDER CASE MANAGEMENT SYSTEM  
(OCMS):**

The applicant shall agree to utilize the Division of Justice and Community Services CCIS database to input all parole, non-criminal justice (DHHR referred, etc.) and Treatment Supervision cases, maintain records and report case and summary information to JCS upon request. The applicant shall agree to utilize the WVSCA OCMS for all magistrate, circuit and/or probation referred or sentenced cases.

**51. LEVEL OF SERVICE/CASE MANAGEMENT INVENTORY AND  
MOTIVATIONAL INTERVIEWING**

The applicant agrees to utilize the online LS/CMI assessment instrument as required by the WV Community Corrections Subcommittee for all LS/CMI's conducted on cases that are not entered into the WVSCA OCMS.

All DRC staff who conduct LS/CMI assessments and/or work directly with offenders will complete both the Effective Practices in Community Supervision (EPICS) and Motivational Interviewing trainings in accordance with all DCJS Office of Research and Strategic Planning (ORSP) requirements.



<b>WEST VIRGINIA</b> <b>DIVISION OF ADMINISTRATIVE SERVICES</b> <b>JUSTICE AND COMMUNITY SERVICES</b>  <b>West Virginia Community Corrections Grant</b> <b>Program</b>	<b>SPECIAL CONDITIONS AND ASSURANCES</b>
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**52. QUALITY ASSURANCE:**

All DRC staff certified on the LS/CMI will participate in the Quality Assurance for Treatment Intervention Programs and Supervision (QA-TIPS) program through the WV JCS, ORSP.

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

**53. JUSTICE REINVESTMENT INITIATIVE TRAINING AGENDA:**

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

**54. QUARTERLY MEETINGS:**

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

**I certify that I have read all the standard and special conditions and assurances of this grant program and agree to comply with these requirements.**

X

\_\_\_\_\_  
 Authorized Official Signature (Original)

**West Virginia Treatment Supervision  
Grant Program Application**

**General Administrative Information  
Page 1**

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<b><u>Applicant Agency:</u></b> Address: 91 W. Main Street, Suite 101 Buckhannon, WV 26201  Phone:304- 472-9548 Fax Number:304- 472-8735	<b><u>Type of Agency:</u></b> <input type="checkbox"/> Non-Profit <input checked="" type="checkbox"/> County  <b><u>Type of Application:</u></b> <input checked="" type="checkbox"/> For State Funds <input type="checkbox"/> No State Funds
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<b><u>Project Director:</u></b> PD Title:Cpl. Rodney Rolenson  Address:43 WBUC Rd Buckhannon, WV 26201  Phone:304-472-9548 Fax:304-472-8735 Email:chevellegirl90@gmail.com	<b><u>Fiscal Officer:</u></b> FO Title:Carrie Wallace County Administrator Address:91 W. Main Street, Suite 101 Buckhannon, WV 26201  Phone:304-472-0535 Fax:304-472-2399 Email:clwallace@upshurcounty.org
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State Funds Requested: 85,182.00

Amount Awarded:

Local Funds Committed: 36,507.00

(for JCS use only)

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

Number of years previously funded: 0

Previous Year Number admitted: 371

Geographic Area(s) Served: Lewis and Upshur Counties

Total Population: 41,250

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

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

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

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



**West Virginia Treatment Supervision  
Grant Program Application**

**Budget Summary  
Page 2**

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Applicant: **Upshur County  
Commission**

FEIN  
Number: 556000406

Budget Category	WV Treatment Supervision Requested Funds (A)	Local (Match) Funds (B)	Total Budget (A + B)
Personnel/Contractual	85,182.00		85,182.00
Travel/Training			
Equipment			
Other		36,507.00	36,507.00
Totals	85,182.00	36,507.00	121,689.00

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

**Funding Strategy**

Funding Source(s)	Amount	Status
State Treatment Supervision Grant	85,182.00	P
Local Funds	36,507.00	C
Community Corrections Grant	324,188.00	A
Total	445,877.00	

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 JRI Grant Application**) and under review

C – Funds Committed

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R – Funds received, appropriated or on hand

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



**FY 2020-2021 WV Treatment Supervision "Grant"**

<b>Personnel/Grant</b>	<b>Job Title/Description</b>	<b>Base</b>	<b>FICA 6.20%</b>	<b>WC 3.19%</b>	<b>FMED 1.45%</b>	<b>U/E 1.50%</b>	<b>Total</b>
Additional Counselor	Full-Time Counselor	\$ 62,400.00					\$ 62,400.00
Peer Recovery Coach	Part-time	\$ 10,140.00	\$ 629.00	\$ 323.00	\$ 147.00	\$ 152.00	\$ 11,391.00
Peer Recovery Coach	Part-time	\$ 10,140.00	\$ 629.00	\$ 323.00	\$ 147.00	\$ 152.00	\$ 11,391.00
						<b>TOTAL</b>	<b>\$85,182.00</b>

<b>Total Award</b>						<b>TOTAL</b>	<b>\$85,182.00</b>
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FY 2020-2021 WV Treatment Supervision Budget Detail "Match"

Personnel/Match		
Contractual		
Travel/Training		
Equipment		
Other	36,507.00	
		Total-\$36,507.00
Total "Match"		\$ 36,507.00





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

**Personnel:**

Additional Counselor- full/time 40 hours, 52 weeks, Upshur and Lewis Counties  
DRC, \$30.00/hr  
Base-\$62,400.00  
Total-\$62,400.00

Peer Recovery Coach- part-time 19.5 hours, 52 weeks, Upshur County DRC,  
\$10.00/hr  
Base-\$10,140.00  
FICA 6.20%-\$629.00  
WC 3.19%-\$323.00  
FMED 1.45%-\$147.00  
U/E 1.50%-\$152.00  
TOTAL-\$11,391.00

Peer Recovery Coach- part-time 19.5 hours, 52 weeks, Lewis County DRC,  
\$10.00/hr  
Base-\$10,140.00  
FICA 6.20%-\$629.00  
WC 3.19%-\$323.00  
FMED 1.45%-\$147.00  
U/E 1.50%-\$152.00  
TOTAL-\$11,391.00

**Travel/Training:**

**Equipment:**

**Other:**

**TOTAL Funds Requested-\$85,182.00**

**Cash Match:**

**Total Match Obligation-\$36,507.00**

Upshur and Lewis counties total match obligation will be divided equally at \$18,253.00

**Other:**

This year we will be distributing \$36,507.00 among multiple categories SCRAM, Drug Testing, Utilities, Fuel, and Office Supplies. I have a detailed breakdown of how much will be allotted in these categories if needed. We plan to surpass this amount within six months from the beginning of the new fiscal year. The extra money will come from cash match and supervision fees that are collected in each office.

Drug testing: Both offices screen for Probation, Parole, DHHR, Drug Court, and Family Court. The amount will be accounted for by screening devices and laboratory fees. These costs go towards Alere Toxicology, Redwood Toxicology, and Intrinsic Interventions.

SCRAM: Our current rate for Alcohol Monitoring System is \$4.25 per day

Office Supplies: This will cover general cleaning and office supplies such as paper towels, paper, ink, etc. The amount will cover costs for both offices.

Utilities: This will help cover the cost of utilities for both offices.

Fuel: This will help cover costs for fuel used for transporting offenders to check-ins, rehabilitation, and other counseling and group services.

**TOTAL-\$36,507.00**

**TOTAL Cash Match-\$36,507.00**



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.

### **A: Problem Statement**

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

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



get an offender into a rehabilitation center or detox center as most of them will not accept someone that is only addicted to Methamphetamine. This is a huge problem across our state and makes it much more challenging to help with the rehabilitation process. Our areas have very few resources for counseling and other drug related services. Without offering these services in-house the offenders would either have to travel to other counties or have extremely long wait times to be seen. This could be very detrimental to our counties.

In the year 2019 we received 371 Community Corrections referrals. This includes the number of clients we see from DHHR and the Family Courts which is minimal. Out of the 371 offenders referred to Community Corrections, 365 were drug related crimes or issues. Those drug related crimes range from possession with intent to deliver, possession of a controlled substance, manufacturing a controlled substance, or delivery of a controlled substance. For the DHHR and Family Court referrals were due to drug usage also. These numbers are alarming because this shows that over 90% of our referrals are drug related, but when an intake is completed the results are even more alarming because almost every crime was stemmed from substance abuse. Multiple barriers are formed for these individuals involved in the criminal justice system because of substance abuse. With the increase of drug related crimes, employment, education levels, and communities suffer. Family and marital situations are ultimately constrained due to drug usage which often leads to domestic violence.

Lewis and Upshur Counties have a low racial diversity rate with the majority of the population being Caucasian. In the year of 2019 our offices served 369 Caucasians and 2 African Americans. Of the 371 offenders we served 211 were males and 160 were females. With all of the statistics given, it shows that our target population was primarily young to middle aged male Caucasians.

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

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



Throughout the week our Case Aides help provide transportation to offenders, this helps lessen the geographical barrier we face. Our Case Aides and reliable vehicles are crucial to the treatment of many of our offenders, without them success would be unreachable.

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

The West Virginia Community Corrections Grant has allowed Lewis and Upshur Counties to successfully operate for many years now. We have been funded for 15 years and have seen significant growth to our programs. A steady increase in referrals each year leads to the need to increase staff, programming, and transportation for our successful growth. Without the opportunity to receive state assisted funding and financial support from our local counties, all of this would be nearly impossible. The support of Board Members, staff, judiciary, and the communities will help us dedicate noteworthy efforts to assist in reducing obstacles individuals in the criminal justice system encounter and help form a foundation for recovery even after they are no longer on our program. Our program has given many people a second chance in their lives to become productive members of society.

Implementation of the LSCMI allows case managers to make individualized treatment plans for offenders. Offenders risk needs being targeted is a crucial part of success in the program and when it's paired with a good case manager relationship success rates increase substantially. In 2019 we received 371 referrals including Family Court and Department of Health and Human Services. Lewis County received 192 referrals and Upshur received 179 referrals. These numbers serve as proof of huge caseloads for each Case Manager. Lewis County Case managers average 96 offenders each and Upshur County case managers average 90 offenders. These large numbers would be more manageable with extra staff members. A trend that has become prominent in our circuit is pre-trial condition of bond offenders. Out of our 371 referrals this year, 162 were bond offenders, that's close to half of our total referred. Continued funding will enable us to continue offering evidence based treatment and interventions for every offender referred to our program. Our program offers the same treatment to bond and sentenced offenders, the only difference between the two is the court process.

Collaboration between multiple agencies is crucial for successful programs. Community Corrections and the Adult Drug Court Program share a key component to success which is their service providers. Our experienced staff and Case Aides providing transportation helps accommodate the Adult Drug Court Program, without them that program would not be able to run smoothly. Lewis and Upshur Counties provide evidence based treatment to participants of drug court, it is essential we receive state funding to make this possible. Without collaboration of these two programs our



communities would suffer. The Adult Drug Court program has had many successful completions over the years and continues to assist in changing the lives of so many.

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

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

The Lewis/Upshur Community Corrections program continues to offer treatment such as individual counseling, substance abuse assessments and counseling, intensive outpatient program (IOP), Batterers Intervention Prevention Program (BIPP), family counseling, relapse prevention, financial management, assisting in in-patient treatment, job skills training, employment assistance, educational opportunities, and parenting skills, life skills, anger management, healthy relations, trauma services, men's recovery group, and a women's recovery group. Many of these classes have phases such as relapse prevention phase I, II, and III, which provide more in-depth treatment for offenders. These services are offered to all offenders regardless of their court status.

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



Community Corrections is always evolving to better accommodate our offenders to increase their rate of success. Our evidence based practices have made an impact on both Lewis and Upshur Counties with having 215 successful completions in 2019 with no known recidivating. In previous years, the funding of this project has helped expand and solidify this ever-growing program. Without financial assistance from the state and our counties, our goals would be impossible to achieve. As a well-established program we are continually expanding along with the Adult Drug Court Program and helping grow other services in our areas. The services we provide are a crucial element to helping fight the substance abuse crisis our state is currently facing, without the Community Corrections Programs our counties wouldn't be as safe, clean, or successful. Our programs have saved many lives over the years and have given children a second chance to live in drug free homes. Educating everyone is the best way we can try to prevent future addiction epidemics in our great state.

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

Data collection is essential for the community corrections programs, it allows us to track statistics and make changes to improve areas of our program. As an ever-changing program we strive to collect data from our current and past offenders. The results we collect are used to mold the program into what it is today. Case Managers, interns, and the Program Director are responsible for collecting and analyzing data that is collected from the offenders. This data is collected several different ways such as; surveys, discharge LSCMI, and staff to offender conversations. Our questioners were created and approved by West Virginia Wesleyan College's Department of Research. Our offices also have suggestion boxes which offenders can place anonymous surveys in. These surveys greatly help enhance our programs.

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

The LCCJB meets at least once every other month and acts on reports given by the Project and Program Directors. The LCCJB is kept up to date on financials, goals and objectives, and reviews the progress made towards them. The LCCJB oversees all decisions and acts accordingly. The Local Community Criminal Justice Board continues to be very diverse in background. The diversity of the board helps with offering new ideas and different outlooks on the programs.

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

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



for the Adult Drug Court Program I believe it would also hold weight with the importance of keeping our offices open.

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

The need of office space would be provided without charge by both counties if the need would arise, but it would come with a lot of downsizing and I fear that we would not be able to run as smoothly if that were to happen. Downsizing would also cause our program to have to find space to conduct counseling services and groups and space large enough to do that could be very costly.

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

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

Lastly, we need to maintain a good working relationship with our county officials. We need to be involved in the counties long term planning so we can continually get assistance from their budgets. This would ensure that our need for long term funding will be imperative. It is my hope that the counties see how big of an asset these programs are to their communities. From the cost savings of the regional jail bills, to giving offenders a chance to be rehabilitated and adding community service programs to the counties, there is no negative aspect to having Community Corrections Programs in the state.

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

Throughout their time on Community Corrections, we make a point to ask each individual offender about their questions or concerns about the program. As previously discussed in the Project Assessment/Evaluation section, all clients are given a survey at random and asked to explain the overall program. We receive feedback from them in many different ways; a suggestion box is always kept in our waiting area that surveys are placed in. All offenders are asked to remain anonymous in hopes of obtaining more honest answers, without any fear of consequences. The staff frequently asks offenders



about their opinions also. Clients are often most honest during their discharge LSCMI, I believe they are more open with giving feedback because they have no fear of consequences to their comments. We strive to make improvements to our program based off of the feedback given to us by the offenders. Over the years we have molded classes and transportation to better assist the needs of the offenders. Staff members work diligently in using proper balance of sanctions and incentives for the offenders.

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

## ***Strategic Plan of Operation***

2020-2021:

The increase in numbers is projected to come from an influx of new drug related offenders and past drug offenders now parolees, being released from prison. I believe that we will peak financially this year with our continually growing program. A minimal cost of living raise will be budgeted for as our employees haven't received one in a few years. The Adult Drug Court Program is also well established in our judiciary circuit, which results in clientele increase also. I project an increase in our rent, utilities, and fuel due to inflation and the changes in our economy. I also foresee changes in our Health Insurance Plans as our County Commissions have made statements about the possible changes. Our local match budget would also be required to increase to help compensate for allotted state funds. We hope to see an increase of available rehabilitation centers closer to our area due to the continued drug crisis in our state.

**Attached the 2020-2021 proposed (Grant) budget**

2021-2022:

In 2021-2022, 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 2021-2022 purposed (Grant) budget**

2022-2023:

In 2022-2023, 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 another vehicle replacement will be eminent, due to the increase of clientele and the vehicles being old and unreliable. Our company vehicles are used but not limited to transporting clients to appointments, classes, job interviews, and community service.

**Attached the 2022-2023 purposed (Grant) budget**





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

Effective: July 23, 2019

Revision History: N/A

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

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

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

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

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

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

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

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

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

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



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



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



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

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



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

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

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

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

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



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

**36. COLLABORATION W/OTHER FEDERAL AND STATE GRANTS:** Where warranted, this initiative/grantee shall make every effort to support or assist other federally funded or State grant programs in any manner, including but not limited to, providing personnel, supplies, equipment, and any other resources deemed necessary by JCS.

**37. USE OF DATA/EXCHANGE OF INFORMATION:** With respect to programs related to criminal justice information systems, the grantee agrees to comply with the provisions of 28 CFR, Part 20 governing the protection of the individual privacy and the insurance of integrity and accuracy of data collection. The grantee further agrees:

- a. That all computer programs (software produced under this grant) will be made available to JCS for transfer to authorized users in the criminal justice community without cost other than that directly associated with the transfer. The software will be documented in sufficient detail to enable potential users to adapt the system, or portions thereof, to usage on a computer of similar size and configuration.
- b. To provide a complete copy of the computer programs and documentation, upon requests, to JCS. The documentation will include, but not be limited to, system description, operating instruction, program maintenance instructions, input forms, file descriptions, report formats, program listings, and flow charts for the system and programs.
- c. That whenever possible all application programs will be written in standardized programming languages or will adhere to Open Database Connectivity format for use on general operating systems that can be utilized on at least three different manufacturers of computer hardware with similar size and configuration capabilities.
- d. To avail itself, to the maximum extent possible, of computer software already produced and available without charge. The Criminal Justice Systems Clearinghouse (916-392-2550) should be contacted to determine availability of software prior to any development effort.

**38. NATIONAL AND STATE EVALUATION EFFORTS:** The grantee agrees to cooperate with any national and/or state evaluation efforts directly or indirectly related to this program as requested.

**39. EQUAL EMPLOYMENT OPPORTUNITY PLAN:** The grantee will provide an Equal Employment Opportunity Plan (EEOP) to the Office for Civil Rights, Office of Justice Programs (OCR) and JCS. Each grantee certifies that it has executed and has on file an Equal Employment Opportunity Plan which conforms with the provisions of 28 CFR Section 42.301, et. seq., Subpart E; or that in conformity with the foregoing regulations, no Equal Employment Opportunity Plan is required. The grantee further certifies that it has filed an EEOP Certification form and, if required, an EEOP Utilization Report, through the EEO Reporting Tool at <https://ojp.gov/about/ocr/eeop.htm>.

**40. VETERANS PREFERENCE:** This program includes a provision that grantees utilizing funds to hire additional personnel, to the extent possible, give suitable preference in employment to military veterans. JCS defines "suitable preference" as the requirement that a grantee agency

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

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



**Tri-County Child Exchange & Visitation Program**

P.O. Box 724 Weston, WV 26452

Phone (304) 269-8247

[tricitychildwv@hotmail.com](mailto:tricitychildwv@hotmail.com)

Contact: Bethany Kirchberg, Program Coordinator

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March 2, 2020

To whom it may concern,

This letter is to provide insight to the purpose for hiring Tesla McCall to Tri-County Child Exchange & Visitation Program staff. Ms. McCall was approved by the Tri-County Child Exchange & Visitation Program Board of Directors for hire on 3/2/20. This employee will not be permitted to work over 19 hours per week, will be assigned the position of program monitor with a pay wage rate of (minimum wage) \$8.75/hour. Employment for Ms. McCall to be effective March 6, 2020 pending background check results.

If you have any questions, please contact our office.

Thank you.  
Bethany Kirchberg  
Program Coordinator

**Dave Hardy**  
Secretary of Revenue



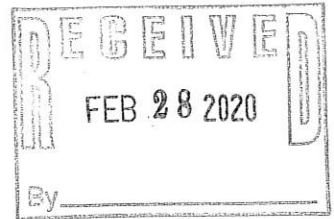
**STATE TAX DEPARTMENT**

**Dale W. Steager**  
State Tax Commissioner

54

February 24, 2020

Honorable Members of the  
Upshur County Commission  
Upshur County Courthouse  
91 West Main Street, Suite 101  
Buckhannon, West Virginia 26201



Dear Commissioners:

The following budget amount estimate is provided to assist you in your task of preparing a FY2020-2021 budget for the Statewide Computer Network, Account #408.

Upshur County	\$32,733
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You should consult with your county assessor to determine if he or she plans a higher level than usual of data processing activity for the coming year. If a higher level of activity is anticipated, you should revise the above figure upward to account for that activity. Our staff can help you to determine an appropriate dollar amount for such a revision.

As always, you can be assured that the staff of our Property Tax Division will continue to do all in its power to ensure that costs concerning the administration of the network are held to a minimum. Our efforts during the upcoming fiscal year will be focused on ensuring that actual costs come under budget amounts as much as possible.

Should you have questions regarding this information, please feel free to contact Cassandra Tabor at 304-558-0774.

Sincerely,

A handwritten signature in black ink, appearing to read "Leroy Barker".

Leroy E. Barker  
Assistant Director  
Property Tax Division

LB/cgt

cc: Assessor of Upshur County



**UPSHUR COUNTY BUILDING PERMITS  
FEBRUARY 1, 2020 - FEBRUARY 15, 2020**

DATE ISSUED	PERMIT NUMBER	UID NUMBER	APPLICANT NAME	APPLICANT ADDRESS	ESTIMATED PROJECT COST	BUILDING PERMIT PAID	FLOODPLAIN PERMIT PAID	CHECK, CASH, COUNTY CLERK OR ONLINE	DESCRIPTION OF PROJECT	CONTRACTOR OR PROPERTY OWNER	FLOODPLAIN
2/4/2020	8037	81877	NETHKEN, BRIDGETTE	4 SNOWED IN LN, ROCK CAVE WV 26234	\$3,700.00	\$15.00		CASH	14' X 48' TRAILER	SELF	
2/4/2020	8038	10165	YAKUBOFF, KATHY	3830 ALEXANDER RD, FRENCH CREEK, WV 26218	\$6,300.00	\$15.00		OL	10' X 12' SHED; 10 BASEMENT WINDOWS AND 2 STORM DOORS	PINEVIEW BUILDERS OF WESTON, 1052 US HWY 33W, WESTON, WV 26452	
2/5/2020	8039	9787	RUSSELL, NELSON	1842 CUTRIGHT CHAPEL RD, TALLMANSVILLE, WV 26237	\$3,000.00	\$15.00		CASH	14' X 62' ROOF OVER SINGLE WIDE	SELF	
2/5/2020	8040	5644	PATTERSON, JEFF	4036 BRUSHY FORK RD, BUCKHANNON, WV 26201	\$4,000.00	\$15.00		CHECK	14' X 24' PATIO	SELF	
2/10/2020	8041	5685	WOOD, ANDREW M	111 GLADY FORK RD, BUCKHANNON, WV 26201	\$221,100.00	\$15.00		CHECK	41' X 66' MODULAR HOME	MIDDLETOWN HOMES, 53 MIDDLETOWN RD, FAIRMONT, WV 26554	
2/10/2020	8042	9732	HOOVER, RICHARD AND REBECCA	498 LAUREL RUN RD, TALLMANSVILLE, WV 26237	\$97,988.00	\$15.00		CASH	56' X 28' 3 BEDROOM 2 BATH DOUBLE WIDE	MIDDLETOWN HOMES OF BUCKHANNON, 8 COMMERCE BLVD, BUCKHANNON, WV 26201	
2/13/2020	8043	1449	EBY, JASON	55 POPPYSEED LN, BUCKHANNON, WV 26201	\$3,000.00	\$15.00		CASH	12' X 24' SHED	SELF	
2/10/2020	8044	NEW	WHISTON, ABIA J	328 WILDWOOD DR, HORNER, WV 26372	\$217,000.00	\$15.00		CHECK	1,951 SQ FT NEW HOME WITH ATTACHED GARAGE	MIDDLETOWN HOME SALES, 53 MIDDLETOWN RD, FAIRMONT, WV 26554	
					<b>TOTAL</b>	<b>TOTAL</b>	<b>TOTAL</b>				
					<b>\$556,088.00</b>	<b>\$120.00</b>	<b>\$0.00</b>				

**UPSHUR COUNTY BUILDING PERMITS**  
**FEBRUARY 16, 2020 - FEBRUARY 29, 2020**

DATE ISSUED	PERMIT NUMBER	UID NUMBER	APPLICANT NAME	APPLICANT ADDRESS	ESTIMATED PROJECT COST	BUILDING PERMIT PAID	FLOODPLAIN PERMIT PAID	CHECK, CASH, COUNTY CLERK OR ONLINE	DESCRIPTION OF PROJECT	CONTRACTOR OR PROPERTY OWNER	
2/24/2020	8045	NEW	HATFIELD, DONALD L JR	191 WABASH AVE, BUCKHANNON, WV 26201	\$30,000.00	\$15.00		CASH	70' X 30' DOUBLE WIDE	CUSTOM TRANSPORTING & EXCAVATION, 112 ONNAS LN, BELINGTON, WV 26250	
2/18/2020	8046	8190	OATES, GWENDA	PO BOX 2564, BUCKHANNON, WV 26201	\$2,300.00	\$15.00		CASH	2 CARPORTS	SELF	
2/18/2020	8047	632	HOOVER, ROBERT	740 THREE LICK RD, BUCKHANNON, WV 26201	\$1,300.00	\$15.00		OL	12' X 16' OUT BUILDING	SELF	
2/19/2020	8048	80367	WARD, JENNA	4649 LITTLE SAND RUN RD, BUCKHANNON, WV 26201	\$300.00	\$15.00		CHECK	10' X 8' 3 SIDED ANIMAL SHELTER	SELF	
2/21/2020	8049	2021	POSEY, ANGELA MARIE AND HOWARD NEAL	7849 GEORGETOWN RD, WALKERSVILLE, WV 26447	\$3,200.00	\$15.00		CASH	14' X 60' MOBILE HOME	SELF	
2/24/2020	8050	7785	ABEL, VICKI	319 VICKSBURG RD, BUCKHANNON, WV 26201	\$2,500.00	\$15.00		CASH	8' X 10' BUILDING	SELF	
2/24/2020	8051	7440	PATTERSON, LINDA	3506 TALLMANSVILLE RD, BUCKHANNON, WV 26201	\$1,000.00	\$15.00		CASH	10' X 12' STORAGE BUILDING	SELF	
2/24/2020	8052	11578	HANIFAN, JERRY AND PAMELA	379 IVANHOE RD, BUCKHANNON, WV 26201	\$1,500.00	\$15.00		CASH	PRIVACY FENCE	SELF	
2/25/2020	8053	9721	ORSBURN, KENNETH AND CARLA	13 GOODWIN RD, TALLMANSVILLE, WV 26237	\$5,300.00	\$15.00		CHECK	10' X 20' AMISH BUILDING AND ENCLOSING FRONT PORCH	SELF	
2/25/2020	8054	NEW	MILLIGAN, STEVEN AND SHANNON	724 BRYAN FOSTER RD, BUCKHANNON, WV 26201	\$6,000.00	\$15.00		OL	14' X 70' MOBILE HOME	SELF	
2/27/2020	8055	6805	WILSON, DENVER	53 MORRIS ST, BUCKHANNON, WV 26201	\$4,000.00	\$15.00	\$225.00	CC / CHECK	23'10" X 19'7" CARPORT	MCWILLIAMS BUILDINGS & CONSTRUCTION, 680 BEVERLY PIKE, ELKINS, WV 26241	FLOODPLAIN
2/27/2020	8056	NEW	TAYLOR, BONNIE	35 SPRUCE POND, DR, BUCKHANNON, WV 26201	\$130,000.00	\$15.00		OL	56' X 26'8" FACTORY HOME WITH 3 DECKS	MIDDLETOWN HOME SALES INC, 53 MIDDLETOWN RD, FAIRMONT, WV 26554	
2/27/2020	8057	10999	REED, DANA	1025 DEMOCRAT RIDGE RD, TALLMANSVILLE, WV 26237	\$48,500.00	\$15.00		OL	32' X 72' BARN /GARAGE	SELF	
					<b>TOTAL</b> \$235,900.00	<b>TOTAL</b> \$195.00	<b>TOTAL</b> \$225.00				
					<b>GRAND</b> <b>PROJECT</b> <b>TOTAL</b> \$791,988.00	<b>GRAND BP</b> <b>TOTAL</b> \$315.00	<b>GRAND FP</b> <b>TOTAL</b> \$225.00				



1851

# U P S H U R

County, West Virginia Bellevue

# UPSHUR COUNTY COMMISSION

## MONTHLY MILEAGE LOG

**DEPARTMENT: Upshur 911**

**MONTH / YEAR:** January 2020

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
Doyle Cutright II	2005 Chev Equinox	2CNDL73F556160712	122203	122641	438	21.5
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
			GRAND TOTALS		438	21.5

# UPSHUR

County, West Virginia

## UPSHUR COUNTY COMMISSION

### MONTHLY MILEAGE LOG

DEPARTMENT:

Maintenance

MONTH / YEAR:

JAN. 2020

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
GREG HARRIS	2008 Toyota Tundra	5TBBV541B8551	81,588	82,102	514	15.65
Chris Rikine		4917			0	17.00
Mike Haler					0	16.50
Loretta Koone					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
GRAND TOTALS					514	49.15 0



# UPSHUR

## UPSHUR COUNTY COMMISSION

### MONTHLY MILEAGE LOG

DEPARTMENT: Maintenance

MONTH / YEAR: Jan. 2020

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
GREG HARRIS	2019 Ford F-250	1FDBFZB69KEC81	3958	4,088	130	22.0
Chris Aikine		902			0	
Mike Hale					0	
Louisa Koone					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
GRAND TOTALS					130	22 0

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
Greg Harris	2010 Ford F-150	1FTFW1EV1AFC7	109,357	109,610	253	24.0
Chris Alkire		9153			0	
Mike Haller					0	
Loretta Kanne					0	
					0	
					0	
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					0	
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					0	
					0	
GRAND TOTALS					253	24.0



EST.  1955

U P S H U R  
County, West Virginia

# UPSHUR COUNTY COMMISSION

## MONTHLY MILEAGE LOG

DEPARTMENT: DHSEM

MONTH / Year Jan 2020

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
B Shreves	2019 Chevy 2500	2GC2KREG1121064	3798	3926	128	28
			GRAND TOTALS		238	

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**Sold Dec. 2017**



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U P S H U R

County, West Virginia 26411

# UPSHUR COUNTY COMMISSION

## MONTHLY MILEAGE LOG

DEPARTMENT: Asm

MONTH / YEAR: Jan 2020

[illegible]



U P S H U R

CONFIDENTIAL

# UPSHUR COUNTY COMMISSION

## MONTHLY MILEAGE LOG

DEPARTMENT: Ford Van  
Comm. corr.

MONTH / YEAR: Jan. 2020

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal)
Ribeiro Matos Upshur	Ford Van		38198	38214	16	0
			38214	38228	14	0
					0	0
					0	0
					0	0
					0	0
					0	0
					0	0
					0	0
					0	0
					0	0
					0	0
					0	0
					0	0
					0	0
					0	0
					0	0
					0	0
					0	0
					0	0
			GRAND TOTALS		0	0



[illegible]

# U S H U R

## DEPARTMENT:

MONTHLY  
Common Corrections

MONTH / YEAR: Sept - Jan - 2020

[illegible]



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# U P S H U R

## UPSHUR COUNTY COMMISSION MONTHLY MILEAGE LOG

Department: Dog Pound

Jan-20

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
Jan Cochran	F250 Ford Truck	1FTSX21598EB86131	103,029	103,036	7	
Jason Knicely	F250 Ford Truck	1FTSX21598EB86131	103,036	103,038	2	
Jan Cochran	F250 Ford Truck	1FTSX21598EB86131	103,038	103,043	5	
Jan Cochran	F250 Ford Truck	1FTSX21598EB86131	103,043	103,044	1	
Jan Cochran	F250 Ford Truck	1FTSX21598EB86131	103,044	103,050	6	
Jan Cochran	F250 Ford Truck	1FTSX21598EB86131	103,050	103,052	2	
GRAND TOTALS					23	0



"There are worse crimes than  
burning books. One of them is  
not reading them."

—Ray Bradbury

# The Curry Courier

"You don't have to burn books  
to destroy a culture. Just get  
people to stop reading them."

—Ray Bradbury



VOLUME 5

JANUARY – FEBRUARY 2020

NUMBERS 3 & 4

## BY THE NUMBERS:

### JANUARY 2020

#### LIBRARY/PARK DEPOSITS

Copies: \$64.45  
Faxes: \$1.00  
Fines: \$0.00  
Donations: \$0.00  
Total Library: \$65.45

Special Donation from  
Band of Brothers \$500.00  
Wolf Run Mines \$400.00

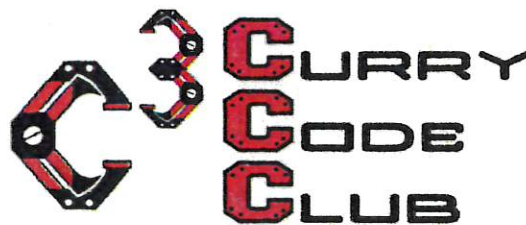
Camp receipts: \$180.00  
Vending Machines: NA  
Total Park: \$180.00

#### STATISTICAL REPORT

Users: 194  
133 Adults  
61 Children  
Computer Users: 14  
Wireless Users: 63  
Circulation: 234  
Reference:  
In House: 33  
Phone: 49  
Internet: 25  
Campsites: 0  
Pavilions: 0  
Copies: 819  
Faxes: 7  
Library Cards: 0  
Hunting Permits: 0  
Items cataloged:  
This period 86  
Deselected 58  
Total cataloged 8804

(continues on page 2)

## CODING COMES TO CURRY



Dominion grant operated seamlessly with the Prenda software as coders established accounts, created user names and passwords, and set off on a coding journey with the Hour of Code.

Coders aren't limited to the actual code club meetings if they want to advance their coding. The Prenda software can be used anywhere there is internet access after the initial account is set up. We aren't limiting coding opportunities to Thursday evenings, either. Any of our coders who wish to, may code anytime they visit the library during non-program hours.

Coders are also not limited by age. Anyone interested, young or not so young, is welcome to come by the library during regular hours and set up an account. The Prenda software is self-paced with tons of video instruction that allow anyone to learn how to build an app, a website, or a game.

Our stats are looking good so far: we have 10 registered coders ranging in age from 4 - 63 years old, that have racked up 15.2 hours of coding in the Prenda software. Our actual hours of coding are somewhat higher as the youngest coders are using

C<sup>3</sup> (C cubed) Curry Code Club kicked off on Thursday, February 6<sup>th</sup> with 6 children and 3 adults. Higher attendance was anticipated, but several families were unable to participate due to the flu. The 4 new chromebooks acquired with fund from the ACP/



ScratchJr requiring a separate login. We hope to see continued growth as milder weather returns, flu season abates, and school workloads lighten. Our goal remains to master enough coding and acquire the necessary infrastructure to support a competitive robotics team in the near future.

### ROBOTICS — A SANCTIONED SPORT?

In the not too distant future, a student will be able to letter in robotics. Yes, it is true. While attending a Hydrogen Car training at the NASA IV&V (continues on page 2)

### MEET THE NEW BOARD MEMBER: SARA L. COLLINS

Sara Collins, whom I meet early on in my tenure, and her daughter Brooklyn have come to the library nearly every Tuesday evening for the past 6 years. She has been a true asset to our programming. (continues on page 2)





## BY THE NUMBERS:

(from page 1)

### FEBRUARY 2020

#### LIBRARY/PARK DEPOSITS

Copies: \$76.95  
Faxes: \$5.00  
Fines: \$0.00  
Donations: \$0.00  
Total Library: \$81.95

Camp receipts: \$20.00  
Vending Machines: NA  
Total Park: \$20.00

#### STATISTICAL REPORTS

Users: 323  
    215 Adults  
    108 Children  
Computer Users: 42  
Wireless Users: 109  
Circulation: 347  
Reference:  
    In House: 76  
    Phone: 70  
    Internet: 48  
Campsites: 1  
Pavilions: 0  
Copies: 625  
Faxes: 14  
Library Cards: 0  
Hunting Permits: 0  
Items cataloged:  
    This period 83  
    Deselected 74  
Total cataloged 8887

#### ROBOTICS (from page 1)

ERC recently the topic of competitive robotics came up. We were told that soon, possibly this year, robotics would become a sanctioned sport. As mentioned in our last publication, a robotics program has been a topic of interest for our community and we are taking steps to bring that to fruition. In speaking with Erika Klose of the WV State Board of Education I learned that this is indeed true and we are on our way. On April 11<sup>th</sup> NASA'S Robotics Alliance will sponsor a tournament with a minimum of 32 unique teams to demonstrate feasibility. If this succeeds, the WVSSAC (West Virginia Secondary School Activities Commission) will vote to sanction Robotics. This will provide a tremendous opportunity for success to children for whom more traditional sports are not an option...and we will be ready!

#### NEW BOARD MEMBER (from page 1)

A member of the Selbyville community for 28 years, Sara was a junior member of the Selbyville Volunteer Fire Department from 2000 until she joined as a regular member in 2008. She has served as their secretary for 3 years, and has been an active member of their fund raising group.

Mrs. Collins also has training and experience in early literacy and day care. She has freely shared her expertise with us and was a tremendous help with our Beginning Links and Little Learners programs developing lesson plans and executing programs.

Sara is very involved at the Rock Cave Elementary School where she regularly reads to kindergarten and first grades there as well as supporting their fund raising projects.

Sara has been a member of our fund raising team since its inception. She brings with her a wealth of knowledge about what has and hasn't worked in our community and a genuinely cheerful, positive attitude. She is always willing to help and not afraid to step in if or when a need arises.

Husband Mitchell, daughter Brooklyn and Sara frequent the library often regularly attending Family Storytime, supporting and participating in our Summer Reading and Santa's Workshop programs, actively involved in the design and execution of our quilting program and actively rolling up her sleeves to make our fund raising efforts a success.

Please welcome Sara to our Advisory Board!

### STAFF REPORT

January and February have flown by. The milder weather of January kept the library a buzz with activity with quilters and little ones, exercise enthusiasts, and our regular storytimers coming and going. Four (4) Family Storytime programs in January served 29 children and 19 adults. Fifteen (15) quilters and 13 children worked at hand quilting the strawberry quilt to be raffled off July 25<sup>th</sup> at the Brooks Hill Fair. Beverly Fantasia coached 7 Callanetics classes for 20 participants. Also notable in January and very much appreciated were 2 significant donations towards our coding and robotics programs. Terry Cutright accepted a \$500.00 donation from the Band of Brothers on behalf of the library due to a scheduling conflict. The Wolf Run Mining Company LLC donated \$400.00 also toward the hardware required for these programs. The library used the money donated by ACP last year to purchase 4 Chromebooks to get the C<sup>3</sup> (C cubed – Curry Code Club) up and running February 6<sup>th</sup>. Also in the "tech" vein, Frontier Communications visited the library and park to prepare a feasibility study for improved WiFi service in the campground.

February saw our focus shift to organizing and managing the new code club in addition to our regular programming. Our attendance, 323 users, is significantly up over both last month's 194 and 2019's 178 for the same reporting period. Five (5) Family Storytimes served 57 children and 34 adults. We enjoyed visits from families we haven't seen in sometime. We are averaging around 15 individuals on Tuesday nights and have had as many as 29 which makes for a very full house. 25 quilters and 13 children enjoyed the library offerings while working on the strawberry quilt. The hand-quilting is about 2/3<sup>rd</sup>s done and raffle tickets went on sale on Valentine's day. On-line sales will hopefully be available soon. Beverly Fantasia coached 11 Callanetics classes for 29 participants. She also supplied masks and beautiful themed cookies for our Mardi Gras celebration on Fat Tuesday. The Coding Club met 4 times with 17 children and 13 adults in attendance. One of our coders comes 46 miles from Elkins to participate. WiFi and computer use jumped significantly, in part due to the coding club usage as well as tax time. Circulation is consistent with the time of year and up slightly over last month (3471234). February saw the addition of 3 new users and the campground saw its first camper of the year over Fasnacht.

Upcoming events include the resumption of Advisory Board meetings

(continued on page 3)

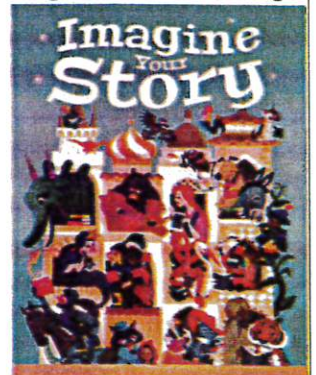


## STAFF REPORT (from page 2)

on the 4<sup>th</sup> Wednesday of the month at 10 am at the library beginning in March, resumption of the Fund Raising Committee meetings on the 4<sup>th</sup> Wednesday of the month at 11:30 am beginning in March, the WVLA Spring Fling conference April 2<sup>nd</sup> and 3<sup>rd</sup> in South Charleston, our 4<sup>th</sup> Annual "Opoly Fest" on Saturday, April 4<sup>th</sup> in celebration of Money Smart Week (promoting financial literacy), NASA trainings on March 26<sup>th</sup> (Globe: Soils and Heat) and May 8<sup>th</sup> (Basic Rocketry), and the 2020 "Imagine Your Story" Summer Reading Program.



In the interest of reducing waste and keeping things fresh, interesting and meaningful, we will be using theme specific "brag tags" as incentives for our in-library activities on Tuesday evenings. With a view to encouraging our older readers and keeping a level playing field with regards to prizes, we will be switching over from counting the number of books read each week to a timed reading



format with readers being awarded tickets based upon specified amounts of time spent reading. This will encourage readers of varying speeds and those who are moving up to longer chapter books to read more age and ability appropriate materials. An equipment request has gone in to NASA for the Lego Education WeDo 2.0 robots for mid-July to satisfy the request for a "night of the living robots" library lock in event. Also on the books is a "Very Merry Un-birthday" (hat tip to the Mad Hatter) family evening with a story trial, outdoor activities, and summer refreshments (s'mores, snow cones, etc). Back again this year by popular demand is the grand finale Skating Party which our families feel best accommodates the wide age range we have.

Several acquisitions have been made at the behest of the Fund Raising Committee for the Festival of Lights Christmas Lights on Brooks Hill event to take place Friday and Saturday, December 11<sup>th</sup> and 12<sup>th</sup>. We have purchased a 7 foot inflatable nutcracker and a Santa on a 4-wheeler in post-Christmas sales to add to the inflatables being donated for the event by individuals. We continue to collect strings of Christmas lights as they are available from World Vision. Also from World Vision Essential Distribution we have gotten 2 large lighted wreaths, a 7 foot lighted snowman, and a lighted sleigh and reindeer lawn ornament.

Work has begun on a rack card for the Park and Library under the CVB Advertising Grant we were awarded. A draft was sent to the CVB as part of the grant application and the CVB is utilizing its resources and expertise to create a rack card and possibly a logo to improve advertising for the park and library, and tourism in southern Upshur County.

## Why You Should Encourage Your Child's Love of Graphic Novels

By Sarah Lindenfeld Hall

Are graphic novels really hurting children's reading skills? And should kids just stick to the classics? Experts explain why it's time we end the graphic novel stigma for good.

My 10-year-old's pet-sitting earnings were burning a hole in her pocket, and the only place she wanted—no, "needed to go," she told me—was our local independent bookstore to pick up more graphic novels. At the store, as she held up her selections, I half-heartedly gestured to the other shelves filled with the kinds of books I read as a child. "How about one of those?" I asked, muttering something about the importance of developing the stamina to read longer books with more words. My daughter opted to do her part to build her growing graphic novel collection instead. She bought three.

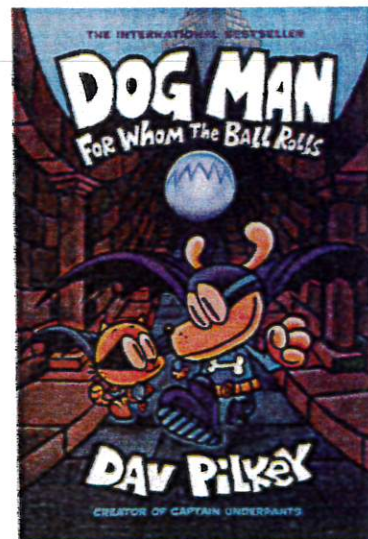
I'm not the first person to fret over their child's choices in the aisles of our favorite bookstore, Quail Ridge Books in Raleigh, North Carolina. Amber Brown, assistant general manager, says the shop's booksellers often find themselves easing adults' concerns about kids' love of graphic novels. Parents worry kids won't read anything else or develop the skills to read longer books. In fact the opposite is true. Kids who read graphic novels are more likely to develop a love of reading. But well-meaning teachers steer students away from the picture-filled books, pushing the classics they grew up with instead. "It's getting better as we go on," says Brown, "but we do still get parents and teachers saying, 'But I want them to read real books.'"

Despite their popularity, graphic novels have long carried a stigma. That was sparked, in part, by the once widely read 1954 book, *Seduction of the Innocent*, where author Fredric Wertham detailed now refuted evidence that reading comics causes juvenile delinquency. But authors and readers pressed on, and by the early 2000s, graphic novels were gaining ground. In 2005, Scholastic's Graphix became the first publisher imprint dedicated to children's graphic novels. It now churns out popular series like *Bone*, *Amulet*, and *The Baby-Sitters Club*, which will become a Netflix show.

Sales of comics and graphic novels in the U.S. and Canada hit an all-time high in 2018, according to ICv2 and Comichron, totaling more than \$1.09 billion in sales, up \$80 million from 2017. And 2019 continues to be a big year for the genre. Dav Pilkey's latest in the *Dog Man* series, *Dog Man: For Whom the Ball Rolls*, sold more than 775,000 copies since its August release. Raina Telgemeier's much-anticipated *Guts* shot to No. 1 in its first week on sale on USA Today's best-selling list, which counts sales for all types of books. And now there's a new way to chart the growing popularity of graphic novels with the recent return of The New York Times' monthly graphic novel best-seller list.



Pilkey, whose *Dog Man* series has more than 26 million copies in print since launching in 2016, said the combination of words and pictures explain part of the popularity, but it goes deeper than that. He remembers reading Charlie Brown comics as a kid and feeling drawn to more than just the storylines. "I developed an emotional attachment to the characters I was reading about, especially if pictures were involved," says Pilkey, also the author behind the *Captain Underpants* series. While a quick look at book covers with cartoonish characters might indicate these novels cover breezy topics, it's far from the reality. Pilkey's *Dog Man* books continue a running storyline about a shared custody arrangement. In the autobiographical *Guts*, Telgemeier dives into mental health issues, describing the experience of a panic attack with words and pictures—an experience kids struggle with more often these days. At the same time, the books also require a different level of reading comprehension than a traditional novel as kids decipher a story with not just the words, but also the plot captured in the images, says Telgemeier. That's a skill becoming more important in a world where we distill both words and images on our smartphones and other screens.



And it's one reason why kids speed through the books on first read—and then read them over and over again. They're capturing the main points of the story the first time and then diving into all its nuances when they open it up again. "It really puts the reader into the driver's seat," says Telgemeier. "They have to do the work. They have to see and think and wonder and look for clues and become a visual detective to understand the full story." But, for parents and teachers, it can seem like kids are missing out. Shana Frazin, a senior staff developer at the Reading and Writing Project at Teachers College, Columbia University, says they need to embrace their kids or students' interests—and bone up on the research. "It's not that comics are lacking in sophistication," Frazin told a packed room of teachers at a recent talk on how to teach graphic novels. "It's that we teachers are lacking in the practice of seeing the complexity in these texts."

So is it OK if a kid only wants to read graphic novels? Experts say yes.

Research from the University of Oregon found that comic books averaged 53.5 rare, or more complex, words per 1,000. That's more than children's books which average 30.9 and even adult books at 52.7. One study found that graphic texts promote learning and better recall. Another found that students had the best reading comprehension and enjoyed reading the most when they read graphic novels. They also motivate reluctant readers to pick up a book. "It's not what they read, but how they read and how often they read that's going to improve literacy," says Emily Pendergrass, Ph.D., director of the Reading Education Program at Vanderbilt University. Pushing children to read things they don't want to read, she adds, often leads them to not read at all. The goal, says Dr. Pendergrass, is to raise a child who identifies as a reader and feels confident picking up any book—whether it's a graphic novel, a Shakespeare play, or a biology textbook.

When I asked my 10-year-old if she's a reader, her answer was a resounding, "Yes." Despite misgivings, I've always let her read whatever she wants, and she's proven any of my worries about her reading stamina wrong. She recently finished all 870 pages of *Harry Potter and the Order of the Phoenix*. And then she picked up a graphic novel.



## STRAWBERRY QUILT TICKETS ON SALE

Raffle tickets are on sale now for the Strawberry Quilt being made by the community in support of children's programming. Photo at left shows the quilt top designed and assembled by children and adults in our Family Storytime and others. The quilt with its batting and forest green backing is on the frame. It is being hand quilted by many volunteers and is about 2/3<sup>rd</sup>s finished. It will be raffled off at the Brooks Hill Fair on Saturday, July 25<sup>th</sup> around 3 pm. Tickets are \$1.00 each or 6 for \$5.00. Online sales will be available again this year soon. Funds go to support our Summer Reading Programs and our Santa's Workshop Christmas program.

Other fund raising plans include concession and stuffed animal sale at the Brooks Hill Fair, a used book sale during the Pickin' on the Hill Bluegrass Festival, a School's Over Glow Stick Party, and Festival of Lights Christmas Lights at Curry Park in December. Fund raising for the expansion of the Library to create space for our growing programs will be on the agenda for the coming year.



# ELKINS ROAD PUBLIC SERVICE DISTRICT

## Agenda



**Meeting** Regular Monthly Meeting

**Start Time** 5:30 PM

**Date** Tuesday, March 3, 2020

**Place** P.S.D. Office  
4536 Old Elkins Rd, Buckhannon

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Meeting Called to Order by Chairperson 5:30 PM  
Pledge of Allegiance  
Roll Call Introduce Board of Directors  
Chair/Treasurer-Carey Wagner, Secretary-Larry Heater, Board Member-Sonny Matthews  
Introduce Office Staff - Office Manager, Carolyn Douglas; Billing Clerk - Linzy Wilson;  
System Operator-David Wamsley  
Recognize Current Customers  
Approval of Minutes - February 4, 2020 Regular Monthly Meeting **Vote**  
Treasurer Report/Payment of Bills for March/bal of Febraury Invoices **Vote**

### ITEMS FOR DISCUSSION

**PSC General Order No. 183.11** **Vote**  
Addressing Cash Working Capital Requirements or CWCR

**Phase III Extension Project Update** **Vote**  
Invoice payment approval  
Update on Project  
Prebid Meeting 3/5/20 1:00 PM (Kesling Mill Lions Club)  
Bid Date 3/19/20 @ 1:30 (Kesling Mill Lions Club)

**Maintenance Report**  
In-house Meter Reading  
Unaccounted for Water Loss  
Spring Planning  
Valves  
  
Webside/Online Bill Pay (ASI)  
Update Linzy

**Date & Time of Special Meeting: March 5, 2020 @ 1:00 PM**  
**Date & Time of Special Meeting: March 19, 2020 @ 1:30 PM**  
**Date & Time of April 2020 Meeting - Tuesday, April 7, 2020 @ 5:30 pm**

**Adjournment** **Vote**

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

*Rough Draft Prepared by Office Manager February 14, 2020  
Prepared by Board Chair and Office Manager February 20, 2020  
Posted and Available to the Public on February 28, 2020*



**Hodgesville PSD**  
**Meeting Agenda**  
**March 3, 2020**  
**4:00 pm**

- A. Call meeting to order.
- B. Reading/correction/approval of February Minutes.
- C. Financial Report and approval of bill payments.
- D. HPSPD leak and repair report.
- E. New Service Report
- F. Shut off Report
- G. Customer leaks and adjustments.
- H. Customer complaints.
- I. Discussion of Improvement Project/Rule 42 received
- J. Adjournment

**City Council of Buckhannon – 7:00 pm in Council Chambers**  
**Meeting Agenda for Thursday, March 5, 2020**

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**A. Call to Order**

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

**B. Recognized Guests**

- B.1 Leah Barbor-WV Field Consultant-Moms Clean Air Force
- B.2 Women's History Month Celebration-Honoring Joyce Stockert
- B.3 Sandra Bennett- West Virginia Strawberry Festival

**C. Department & Board Reports**

- C.1 Information Coordinator/Grant Researcher- Callie Cronin Sams
- C.2 SYCC Director-Debra Brockleman
- C.3 Public Works Director- Jerry Arnold
- C.4 Finance Director- Amberle Jenkins
- C.5 Fire Chief-J.B. Kimble
- C.6 City Attorney- Tom O'Neill

**D. Correspondence & Information**

- D.1 Letter of Support for Medical Cannabis Companies
- D.2 Notice Special City Council Working Session-Budget FY 2020-2021 on 03/13/2020 at 5:30pm
- D.3 Notice Advertisement for Bids-Gateway West Phase II Light Pole Assemblies & Globes Bid
- D.4 County Roads Transit-Van Statistics & Request Financial Support
- D.5 Whistle Stop Grill-Zoning Compliance Video Lottery Form
- D.6 SYCC Donor Model & Recognition Status/Naming Rights Criteria and SYCC Origins/Narrative
- D.7 MOU with Citizen's Bank of West Virginia, Inc.

**E. Consent Agenda**

- E.1 Approval of Minutes-Regular meeting 02/20/2020
- E.2 Approval of Building and Wiring Permits
- E.3 Approval of Payment of the Bills

**F. Strategic Issues for Discussion and/or Vote**

- F.1 Approval Letter of Request West Virginia Strawberry Festival Parades & Events
- F.2 Approval to Submit BFD FEMA Assistance to Firefighters Grant Application
- F.3 Recommendation from Planning Commission for Zoning Change of Property Owner A&T Enterprises LLC-Property on Brushy Fork Road from Military District to C2 Highway Commercial District
- F.4 Recommendation from Planning Commission for Zoning Change of Property Owner UCDA-Property on Brushy Fork Road from Military District to Industrial District
- F.5 15 Madison St Property 1.03 Acres, from Citizen's Bank, Authorizing Execution of Purchase Agreement
- F.6 Formal Acceptance of \$100,000 Gift from Citizen's Bank for Naming Rights of New Arena at SYCC
- F.7 Ordinance No. 443 Authorizing Purchase of Property 15 Madison Street-1<sup>st</sup> Reading

**G. Comments and Announcements**

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

**H. Mayor's Comments and Announcements**

**I. Adjournment**



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***AGENDA***  
**UPSHUR COUNTY SOLID WASTE AUTHORITY**  
**BOARD OF DIRECTORS MEETING**  
**Monday, March 9, 2020**

Time: 4:30 PM

Place: UCSWA Office, 380 Mudlick Rd, Suite 102, Buckhannon, WV 26201

1. Call to Order
2. Determine Quorum
3. Minutes of February 10, 2020 Meeting
4. Monthly Financial Report, February, 2020 —Treasurer
5. Director's Report – Burl Smith
6. Recognition of Guests

**Old Business:**

1. **Personnel, Director Replacement (possible executive session & possible decision) ---**
2. **April Make-It-Shine Planning & Brochure Planning ---**
3. \_\_\_\_\_

**New Business:**

1. **FY 2021 SWMB Grant Application----**
2. **Junior Conservation Camp Sponsorships, 6/15-19/20, Cedar Lakes—**
3. **B-U Middle School Spring Poster Contest –**
4. \_\_\_\_\_

**Board Member Comments:**

**Meeting Adjournment:**

**NEXT MEETING: April 13, 2020 – (Regular Schedule)**

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## Uphsur County ETAB Meeting

A meeting of the Uphsur County ETAB was held at 5:00pm January 21, 2020. Present were McKisic, Tenney, Bennett, Rolenson, Burnside, Cutright. Absent was Shreve.

### **Director Report:**

Director Cutright reported on the EMD update and the new Medical Director. Update to cards will follow. Discussion followed.

### **By-Laws:**

After distribution of a copy of the By-Laws, the Board agreed to change the By-Laws to show a quorum as three (3). It also agreed to include "at least " in specified membership.

The Board agreed for normally scheduled meetings on 4<sup>th</sup> Tuesday monthly.

Tenney nominated Burnside as Secretary and so elected.

Burnside nominated Rolenson as Chair. Tenney seconded. Rolenson elected.

Next meeting February 25<sup>th</sup>.

Meeting adjourned.