

Upshur County Commission Meeting Agenda

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

Date of Meeting: February 18, 2021

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• February 11, 2021

9:30 a.m. Sheriff Virgil D. Miller - Discuss the "New Deputy Agreement" between the County Commission of Upshur County, the Sheriff of Upshur County, WV and newly hired non-certified Deputy Sheriffs of Upshur County, WV. This Agreement sets forth expectations of the Deputy with regards to (1) completion of training, (2) continuation of employment upon the completion of the Academy and his/her certification as a law enforcement officer in WV, and (3) procedures should the Deputy quit the program before completion of certification or failure to achieve certification. * Page 4-6

Items for Discussion / Action / Approval:

1. Correspondence from Kelley C. Tierney, Vice President of the Foundation for Better Schools in Upshur County, Inc., requesting permission to place a 4-foot by 8-foot sign on the Upshur County Courthouse property for the month of March, 2021. The sign will be a visual reminder of a fundraising initiative for the purpose of allowing the Upshur County Schools Backpack Program to remain self-supporting. * Page 7
2. Approval and signature of the FY2022 West Virginia Community Corrections Grant Program Application requesting the amount of \$345,896 in state funds to be used to provide alternate sentencing and re-entry services for eligible offenders. * Page 8-34
3. Correspondence from Sheriff Virgil D. Miller requesting the employment of Russ Warner as a fill-in Court Security Officer, effective March 1, 2021. * Under separate cover
4. Correspondence from Janella Cochran, Lewis-Upshur Animal Control Facility Director, requesting the part-time employment of Mariah Goldsmith as LUACF Attendant, effective February 21, 2021. Upon approval, Ms. Goldsmith will work no more than 19.5 hours per week. * Under separate cover
5. Approve Invoices for Payment, Purchase Card Invoices for Payment, Budget Revisions / Financial Reports or Information, Correction of Erroneous Assessments, Exonerations/Refunds, Grant Updates / Requests for Reimbursements, Final Settlements, Vacation Orders, Consolidation of Land Tracts, Facility Maintenance Concerns or Updates, Road Name Requests, Project Reports / Updates, Request to Attend Meetings, Request for Day(s) Off, Remote Work Request(s).

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

1. Proclamation by Governor Jim Justice, entered on February 16, 2021, declaring a State of Preparedness for 51 counties, including Upshur, to remain in effect for fifteen days unless terminated by subsequent Proclamation. Page 35-36

2. Upshur County Sheriff's Financial Statement for period ending January, 2021 Page 37-38

3. Public Notices:
 - a) Newsletters and/or Event Notifications:

 - b) Agendas and/or Notice of Meetings:

 - c) Meeting Minutes:
 - Adrian PSD January 7, 2021 Page 39

 - d) Meetings:

• 03/02/21	5:00 p.m.	Elkins Road PSD
• 03/02/21	4:00 p.m.	Hodgesville PSD
• 02/04/21	7:00 p.m.	Banks District VFD
• 02/04/21	7:00 p.m.	City Council of Buckhannon
• 02/04/21	7:00 p.m.	Selbyville VFD
• 02/08/21	12:00 p.m.	Upshur County Family Resource Network
• 02/08/21	4:30 p.m.	Upshur County Solid Waste Authority
• 02/08/21	5:30 p.m.	Buckhannon-Upshur Recreational Park Advisory Board
• 04/12/21	6:00 p.m.	Lewis-Upshur Community Corrections Board – Lewis Co.
• 02/09/21	7:30 p.m.	Adrian VFD
• 02/04/21	6:00 p.m.	Buckhannon-Upshur Board of Health
• 02/17/21	7:00 a.m.	Upshur County Development Authority – Executive Board
• 02/10/21	12:00 p.m.	Upshur County Senior Center Board
• 02/10/21	3:00 p.m.	Upshur County Conventions & Visitors Bureau
• 02/09/21	7:00 p.m.	Warren District VFD
• 02/04/21	3:00 p.m.	Adrian PSD
• 02/10/21	3:00 p.m.	Tennerton PSD
• 02/11/21	3:00 p.m.	Upshur County Safe Sites & Structures Enforcement Board
• 02/11/21	7:30 p.m.	Buckhannon VFD
• 02/08/21	4:00 p.m.	Buckhannon Upshur Airport Authority
• 02/18/21	6:30 p.m.	Upshur County Youth Camp Board
• 02/14/21	6:00 p.m.	Washington District VFD
• 02/15/21	12:00 p.m.	Buckhannon-Upshur Chamber of Commerce
• 02/17/21	4:00 p.m.	Upshur County Public Library Board
• 02/19/21	10:00 a.m.	Wes-Mon-Ty Resource Conservation & Development Council
• 02/23/21	6:30 p.m.	Upshur County Fire Board, Inc.
• 02/23/21	5:00 p.m.	UC Enhanced Emergency Telephone Advisory Board
• 02/10/21	7:00 p.m.	Ellamore VFD
• 02/17/21	12:00 p.m.	Lewis Upshur LEPC
• 02/10/21	1:15 p.m.	Upshur County Farmland Protection Board – CANCELLED

- 03/10/21 1:15 p.m. Upshur County Farmland Protection Board
- 02/22/21 7:00 p.m. Upshur County Fire Fighters Association
- 02/10/21 6:00 p.m. Buckhannon River Watershed Association - Farm Bureau
- 02/22/21 12:00 p.m. Region VII Planning and Development Council
- 02/22/21 10:00 a.m. Mountain CAP of WV, Inc.

4. Appointments Needed or Upcoming:

- Upshur County Fire Board, Inc. (Linn Baxa – 6/30/2020) – Fire Association Representative
- Buckhannon-Upshur Airport Authority (unexpired term -- 6/30/2021) – City Representative
- Buckhannon-Upshur Parks and Recreation Advisory Board (unexpired term – 06/30/2021) – City Representative

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

5. Budget Hearing Schedule

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

- Monday, March 15th beginning at 9:00 a.m.
- Tuesday, March 16th beginning at 9:00 a.m.
- Wednesday, March 17th beginning at 9:00 a.m.
- Thursday, March 18th beginning at 1:00 p.m.
- Friday, March 19th beginning at 9:00 a.m.
- Monday, March 22nd beginning at 1:00 p.m.

Tabled Items

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

Next Regular Meeting of the Upshur County Commission
February 25, 2021 --- 9:00 a.m.
Upshur County Courthouse Annex

NEW DEPUTY AGREEMENT

THIS AGREEMENT entered into this _____ of _____, 20____, by and between the COUNTY COMMISSION OF UPSHUR COUNTY, WEST VIRGINIA, hereinafter referred to as COUNTY; the SHERIFF OF UPSHUR COUNTY, WEST VIRGINIA, hereinafter referred to as SHERIFF; and _____, hereinafter referred to as DEPUTY.

WHEREAS, the DEPUTY has been recently hired as a Deputy Sheriff of Upshur County, West Virginia, and

WHEREAS, the DEPUTY has not yet been certified but will be required to attend and complete training at the West Virginia State Police Academy in order to achieve certification as a law enforcement officer, and

WHEREAS, the parties desire to reduce to writing certain reimbursement provisions of the DEPUTY'S employment arrangement.

NOW THEREFORE WITNESSTH, that for and in consideration of the promises and conditions herein set forth, the parties do agree as follows:

1. The SHERIFF shall make the necessary arrangements to schedule the DEPUTY to attend the soonest possible training course provided by the West Virginia State Police Academy in order to achieve certification as a law enforcement officer in West Virginia.
2. The DEPUTY agrees to attend said training when scheduled and to successfully complete the course of training and to acquire the necessary certification. The DEPUTY understands and agrees that successful completion of the training program and achievement of certification are a critical aspect of the employment of the DEPUTY. In fact, if the DEPUTY does not complete the training and achieve certification, his/her employment would be terminated since certification is required by State Law in order for the DEPUTY to continue as a law enforcement officer.
3. During the period of time that the DEPUTY will be attending said Academy, the COUNTY agrees to pay the DEPUTY the salary as established for a non-certified deputy by the COUNTY or applicable Civil Service Rules; tuition and fees for said Academy; and travel expenses directly related to attendance at the Academy.
4. The DEPUTY agrees that he/she will successfully complete the training program and will achieve certification as a law enforcement officer in West Virginia.
5. The DEPUTY further agrees that he/she will continue employment as a DEPUTY for the COUNTY for a period of at least three (3) years following his/her completion of the Academy and his/her certification as a law enforcement officer, or he/she shall reimburse the COUNTY for all expenses incurred by the COUNTY of the total compensation including, but not limited to wages, benefits, tuition, fees, and expenses

incurred equal to that part of such time period that he/she has chosen not to remain employed as a Deputy Sheriff of the Upshur County Sheriff's Office.

6. The DEPUTY agrees that should he/she quit the program before completion of the certification or fail to achieve certification, then he/she shall reimburse the COUNTY for all expenses incurred by the COUNTY of the total compensation including, but not limited to wages, benefits, tuition, fees, and expenses incurred equal to that part of such time period that he/she has chosen not to remain employed as a Deputy Sheriff of the Upshur County Sheriff's Office.
7. The DEPUTY agrees that reimbursements set forth in Paragraph 5 and Paragraph 6 above shall be paid in full no later than six months following the discontinuation of employment as a Deputy.
8. All of the Parties hereto understand and agree that this is the total agreement with regard to the issue of reimbursement of training expenses related to the initial achievement of certification as a law enforcement officer in West Virginia.

The Parties in to this Agreement as of the _____ day of _____, 20____

By: Kristie G. Tenney, President, Upshur County Commission

Date

Taken, sworn to the subscribed before me by _____

This day of: _____

Notary Public for

_____ County, West Virginia

My commission expires: _____

By: Virgil D. Miller, Sheriff, Upshur County

Date

Taken, sworn to the subscribed before me by _____

This day of: _____

Notary Public for

_____ County, West Virginia

My commission expires: _____

By: Employee's Name (Printed)

Employee's Name (Signature)

Date

Taken, sworn to the subscribed before me by _____

This day of: _____

Notary Public for

_____ County, West Virginia

My commission expires: _____

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

02/11/2021

Commissioners:

On behalf of the Foundation for Better Schools in Upshur County, I am requesting approval for a vinyl sign (4' x8' vertical) to be placed (staked) on the Upshur County Courthouse property for the month of March 2021.

The Foundation is launching a fundraising initiative for the exclusive purpose of allowing the Upshur County Schools Backpack program to remain self-supporting. We plan on this being an annual event...and believe it can become the only fundraiser needed to continue to make sure no Upshur County School student goes hungry. Although the program was able to garner additional funds via a Pallottine Foundation grant for the current school year, the increase request/need for backpacks has strapped the program's coffers to a dangerously low level. And we know, even after the Covid pandemic and extra Covid funds have subsided, the need to provide for hungry students will not.

The sign in question, will be a visual reminder for all who pass the Courthouse, and a daily gauge of the month long endeavor and the funds raised...think the United Way thermometer. Frankie Floyd and Sheri Gaudet are working together to make a tasteful, eye-catching sign.

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

Thank you for your continued support of Upshur County students.

Kelley C. Tierney

Vice President

Foundation for Better Schools in Upshur County, Inc.

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

<u>Applicant Agency:</u> Address: 91 W. Main Street, Suite 101 Buckhannon, WV 26201 Phone: 304- 472-9548 Fax Number: 304- 472-8735	<u>Type of Agency:</u> <input type="checkbox"/> Municipality <input checked="" type="checkbox"/> County <u>Type of Application:</u> <input checked="" type="checkbox"/> For State Funds <input type="checkbox"/> No State Funds
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<u>Project Director:</u> PD Title: Sgt. Rodney Rolenson Address: 43 WBUC Rd Buckhannon, WV 26201 Phone: 304-472-9548 Fax: 304-472-8735 Email: chevellegirl90@gmail.com	<u>Fiscal Officer:</u> FO Title: Carrie Wallace County Administrator Address: 91 W. Main Street, Suite 101 Buckhannon, WV 26201 Phone: 304-472-0535 Fax: 304-472-2399 Email: clwallace@upshurcounty.org
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 State Funds Requested: 345,896.00

Amount Awarded:

 Local Funds Committed: 148,241.00

(for JCS use only)

 Project Period: July 1, 2021 – June 30, 2022

 Number of years previously funded: 16 Previous Year Number admitted: 238

Geographic Area(s) Served: Lewis and Upshur Counties

 Total Population: 41,250

 Project Title: 26th Judicial Circuit Community Corrections Day Report Center

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

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

<u>Authorized Official:</u> Address: 91 W. Main Street, Suite 101 Buckhannon, WV 26201	<u>AO Title:</u> 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
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Budget Category	WV Community Corrections Requested Funds (A)	Local (Match) Funds (B)	Total Budget (A + B)
Personnel/Contractual	320,896.00	148,241.00	469,137.00
Travel/Training	1,092.00		1,092.00
Equipment			
Other	25,000.00		25,000.00
Totals	345,896.00	148,241.00	494,137.00

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

Funding Strategy

Funding Source(s)	Amount	Status
State Community Corrections Fund	345,896.00	P
Local Funds	148,241.00	C
Participant Fees	17,927.00	R
DHHR Fees	400,000.00	R
Total	912,064.00	

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

**West Virginia Community Corrections
Grant Program Application**
**Budget Detail
Page 3**

Detailed Project Cost by Budget Category	Requested Community Corrections Funds	Local Funds Utilized	Grant Funds Approved
<u>Personnel / Contractual:</u> <u>Attached are excel sheets with detailed budgets for grant and local funds</u> <u>Travel / Training:</u> <u>Equipment (\$1,000/unit):</u> <u>Other:</u>			(JCS Use Only)
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 detail the purpose and direction of the project, including all components described in the project narrative section of the application instructions. All components must be addressed in the order listed in the instructions. Attach additional pages if necessary and label additional pages as 5a, 5b, 5c, etc.

Justification for previously listed expense breakdown:

The 26th Judicial Circuit Community Corrections Day Report Center is requesting **\$345,896.00** 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. We have been greatly affected by the COVID-19 pandemic and people need extensive services now more than ever. We have seen a spike in drug usage along with severed ties to social normalcy and this has created a much more in-depth problem for our communities. The unemployment numbers have skyrocketed causing more barriers for our offenders to face in these times along with lack of in-person appointments for services and a lag in the judiciary process it is leaving many people feeling like they just can't succeed. The 26th Judicial circuit covers Lewis and Upshur counties and staff has very large caseloads. Both offices are run on a very minimal crew; with one Program Director over both counties; Lewis County consisting of two case managers and one case aide; and Upshur County consisting of 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. We contract with New Life Counseling LLC which provides the ROCCAS program to our clients, it is basically an IOP by ZOOM meetings which takes 4 weeks at 5 days per week one-hour sessions per day to complete. We have also started providing Telehealth services with our new telehealth grant which was \$120,000.00 this amount only covers our Telehealth coordinators salary we are hoping to expand on this grant as well in the future to hire an in-house nurse to administer Vivitrol injections. The Program Director oversees all day to day operations, budgets, financials, grant writing, invoicing, community outreach, etc., and oversees all staff members. The case managers manage all offender files, attend court hearings, supervise drug screens, perform data entry, and all other duties as needed. The case aides supervise drug screens, perform secretarial duties, provide offender transportation, and assist with community service projects. The counselors provide a wide array of services such as individual counseling, trauma counseling, IOP, relapse prevention, men's group, women's group, anger management, etc. All our staff members play a vital role in our day to day operations and without them we would not be able to function. Having the grant to assist with employees' costs would allow us to expand and offer more programs and services to our communities.

As always, we strive to attend as much training as possible and due to our geographical location, we always must travel to attend trainings. 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, since Probation services are no longer conducting these assessments. Each offender is required to have an initial, re-evaluation, and discharge assessment. These assessments allow us to make custom treatment plans for our sentenced offenders to tailor to their specific needs.

The program does acquire additional funding by billing DHHR for drug testing, collecting offender fees, and Adult Drug Court Program reimbursements. The DHHR money collected goes toward paying for our in-house counselors, BIPP facilitator, excess grant salaries not covered, rent, utilities, and drug screening equipment. Offender supervision fees collected go towards supplies costs, SCRAM fees, and facilitator wages not covered by the grant. The Adult Drug Court Program reimbursements go towards paying the Drug Court counselors for their services, fuel cost for transportation for Drug Court, and all other expenses from being the Adult Drug Court service provider. Our program does not have an excess of finances, we just constantly shuffle our funds around to be able to pay for services for our offenders. We are looking to expand our office spaces as our program continues to grow with the addition of telehealth services now becoming available in our area. Both offices are in dire need of more space and it has become even more apparent with how confined we are since social distancing is now the new normal. Our program has been changed numerous times due to lack of grant funds and we continue to provide the best services

possible. Our staff are well trained and now have years of experience working in the program. We are hoping to receive more grant funding than our previous years so we can expand our program and offer more services to our communities.

A: Problem Statement

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

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

In the year 2020 we received 238 Community Corrections referrals. This includes the number of clients we see from DHHR and the Family Courts which is minimal. Out of the 238 offenders referred to Community Corrections, 220 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 95% 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 2020 our offices served 236 Caucasians and 2 African Americans. Of the 238 offenders we served 144 were males and 94 were females. With all the statistics given, it shows that our target population was primarily young to middle aged male Caucasians.

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

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

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 16 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 2020 we received 238 referrals including Family Court and Department of Health and Human Services. Lewis County received 124 referrals and Upshur received 114 referrals. These numbers serve as proof of huge caseloads for each Case Manager. Lewis County Case managers average 62 offenders each and Upshur County case managers average 57 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 238 referrals this year, 107 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 their LSCMI scores. Offenders have an initial, re-evaluation, and discharge LSCMI completed throughout their time on the Community Corrections Program. Staff collaborates with Probation, Parole, and Drug Court Officers to generate a treatment plan that gives the offender a greater chance of succeeding. In designing a plan that is measurable, the anticipated impact on the target population will be the overall reduction of each offender's risk needs established by the LSCMI. Targeting this population may produce long term benefits for the offender and communities. The overall substance abuse crisis may be minimized, education and employment rates may increase, and domestic related arrest rates may decrease. We strive to see a reduction in recidivism rates which would result in an overall decrease of jail and prison overcrowding.

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

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 WOCMS 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 109 successful completions in 2020 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 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

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

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

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

Our offender supervision fees, and drug screening fees would be forced to increase to provide some financial security. I feel that having to increase fees would lead to less success in our programs as many offenders would just choose to serve their sentence 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 ways; a suggestion box is always kept in our waiting area that surveys are placed in. All offenders are asked to remain anonymous in hopes of obtaining more honest answers, without any fear of consequences. The staff frequently asks offenders about their opinions also. Clients are often most honest during their discharge LSCMI, I believe they are more open with giving feedback because they have no fear of consequences to their comments. We strive to make improvements to our program based off the feedback given to us by the offenders. Over the years we have molded

classes and transportation to better assist the needs of the offenders. Staff members work diligently in using proper balance of sanctions and incentives for the offenders.

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

Incentives	Sanctions
Verbal Praise	Verbal admonishments
Hand shake	Essay Assignments
Special Recognition	Daily Activity Log
Small Tangible Rewards	Journaling
Symbolic Rewards	Increase Community Restrictions
Posted Accomplishments	Case Management Meetings
Reduced Supervision Requirements	Increased Drug Screening
Fee Reduction	Shock Incarceration
Reduced Community Restrictions	Fines
Enhanced Client Status	Increased Community Service
Moderate Tangible Rewards	Electronic Monitoring or SCRAM
Self-Improvement Services	Increased Supervision
Supervised Social Gatherings	Individual Counseling
Group Positive Feedback	Home Visits
Job placement	Extend time on Community Corrections
Pictures that document progress	Terminate from Program
Get excused absence	
Early completion	
Supervised Day trips	
Travel Privileges	
Large Tangible rewards	
Legal Incentives	
Overall recognition of clean time	
Encouragement	
Appearance in court to recognize accomplishments	
Group Gatherings at DRC	
Reduction of Community Service	
Certificates of completion	
Reduced or Dismissed Charge	
Reduced drug screening	

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

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

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

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

Activities to meet objective:

Timeline for each activity:

1. Individual Counseling

1. Daily/ on going

2. Adult Life Skills

2. 1x per week

3. Relapse Prevention

3. As needed

4. Substance Abuse Assessments

4. As needed

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

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

Activities to meet objective:

Timeline for each activity:

1. Substance Abuse Assessments

1. As needed

2. Individual Substance Abuse Counseling

2. Daily/ on going

3. Intensive Outpatient Program (IOP)

3. 1 class per quarter

4. Relapse Prevention

4. As needed

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

Goal Number:	<u>2</u>	To reduce substance abuse throughout Lewis and Upshur Counties by targeting individuals involved in the criminal justice system
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Objective Number:	<u>1</u>	To provide evidence-based treatment as per recommendation of the LSCMI assessment
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Outcome Measure:	Reduction of drug and alcohol related factors as per LSCMI
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Activities to meet objective:

Timeline for each activity:

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

Objective Number:	<u>2</u>	To provide outreach programs for after care plans of offenders
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Outcome Measure:	Resources for community outreach programs to assist with maintaining sobriety
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Activities to meet objective:

Timeline for each activity:

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

Goal Number:	<u>3</u>	To help individuals in the criminal justice system obtain/ maintain pro social relationships
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Objective Number:	<u>1</u>	To offer evidence-based classes/ programs to help obtain or maintain healthy pro social relationships
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Outcome Measure:	Reduction of family and marital companion risks as determined by the LSCMI
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Activities to meet objective:

Timeline for each activity:

- | | |
|--------------------------|---------------------|
| 1. Parenting Class | 1. 1x per week |
| 2. Adult Life Skills | 2. 1x per week |
| 3. Healthy Relations | 3. 1x per week |
| 4. Individual Counseling | 4. Daily/ as needed |

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

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

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

Activities to meet objective:

Timeline for each activity:

- | | |
|---|---------------------|
| 1. Anger Management | 1. 1x per week |
| 2. Batters Intervention Prevention Program (BIPP) | 2. 1x per week |
| 3. Individual Substance Abuse Counseling | 3. Daily/ as needed |
| 4. Healthy Relations | 4. 1x per week |

Goal Number: 4 **To reduce the unemployment and under education rate within individuals involved in the criminal justice system. Focusing on, but not limited to Lewis and Upshur Counties**

Objective Number: 1 To help individuals maintain their current employment

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

Activities to meet objective:

Timeline for each activity:

- | | |
|--|---------------------|
| 1. Adult Life Skills | 1. 1x per week |
| 2. Job Skills Training | 2. 1x per week |
| 3. Relapse Prevention | 3. As needed |
| 4. Individual Substance Abuse Counseling | 4. Daily/ as needed |

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

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

Activities to meet objective:

Timeline for each activity:

- | | |
|-------------------------|----------------|
| 1. Job Skills Training | 1. 1x per week |
| 2. GED Classes | 2. On going |
| 3. Financial Management | 3. 1x per week |
| 4. Adult Life Skills | 4. 1x per week |

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 2021-2022 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 2021-2022 the Lewis County Commission shall pay the requested match amount unto the Lewis Upshur Community Corrections Day Report Center for the operation and maintenance of the Day Report Center.

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

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

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

Entered this 8 day of February, 2021.

Upshur County Commission President

Lewis Upshur LCCJB President



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

44. **PUBLIC AVAILABILITY OF INFORMATION:** The sub-grantee agrees to comply with the terms and 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 JCS 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 (LS/CMI) AND MOTIVATIONAL INTERVIEWING (MI):** The applicant agrees to utilize the online LS/CMI assessment

instrument as required by the WV Community Corrections Subcommittee for all LS/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 JCS Office of Research and Strategic Planning (ORSP) requirements.

- 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 ORSP.

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

- 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.

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

Authorized Official [please print]: _____

Authorized Official Signature: _____

Date: _____



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

Effective: July 23, 2019

Revision History: N/A

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Authorized Official [please print]: _____

Authorized Official Signature: _____

Date: _____

STATE OF WEST VIRGINIA
EXECUTIVE DEPARTMENT

At Charleston

A PROCLAMATION

By the Governor

WHEREAS, beginning on the tenth day of February, Two Thousand Twenty-one, a severe winter storm caused power outages and road blockages in certain western counties including Cabell, Lincoln, Putnam, and Wayne counties; and

WHEREAS, the effects of the storm pose a severe and continuing threat to the health, safety, welfare and property of the citizens of West Virginia; and

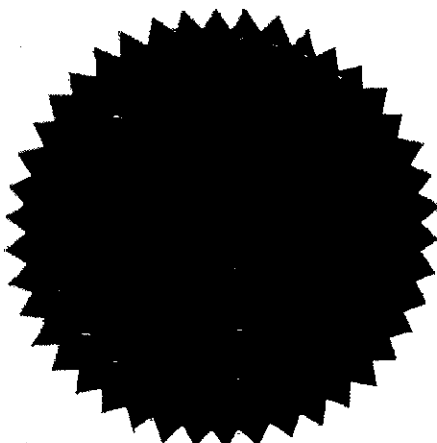
WHEREAS, further severe winter storms are expected in the coming days to cause further outages and road blockages throughout West Virginia; and

WHEREAS, in accordance with my authority as Governor, I have declared a State of Emergency for Cabell, Lincoln, Putnam, and Wayne counties, and a State of Preparedness for all other counties in the State of West Virginia on the sixteenth day of February, Two Thousand Twenty-one.

NOW, THEREFORE, I, JIM JUSTICE, by virtue of the authority vested in me as the Governor of the State of West Virginia, and in view of the foregoing, do hereby **FIND AND DECLARE** that a State of Emergency exists and continues throughout Cabell, Lincoln, Putnam, and Wayne Counties of West Virginia, said State of Emergency to remain in effect for thirty days unless terminated by subsequent Proclamation. In response to this State of Emergency, I have **INVOKED** the emergency powers set forth in section six, article five chapter fifteen of the Code of West Virginia; **UTILIZED** the Emergency Operations Plan, as necessary; **ORDERED** appropriate personnel and resources to mobilize and respond to the emergency; and **DELEGATED** certain administrative powers to the Director of the West Virginia Emergency Management Division, as necessary, to facilitate the provision of essential emergency services.

FURTHER, I do hereby **FIND AND DECLARE** that a large-scale threat of major proportions may be imminent, necessitating a State of Preparedness in Barbour, Berkeley, Boone, Braxton, Brooke, Calhoun, Clay, Doddridge, Fayette, Gilmer, Grant, Greenbrier, Hampshire, Hancock, Hardy, Harrison, Jackson, Jefferson, Kanawha, Lewis, Logan, Marion, Marshall, Mason, McDowell, Mercer, Mineral, Mingo, Monongalia, Monroe, Morgan, Nicholas, Ohio, Pendleton, Pleasants, Pocahontas, Preston, Raleigh, Randolph, Ritchie, Roane, Summers, Taylor, Tucker, Tyler, Upshur, Webster, Wetzel, Wirt, Wood, and Wyoming Counties of West Virginia, said State of Preparedness to remain in effect for fifteen days unless terminated by subsequent Proclamation. I therefore **INVOKE** the emergency powers set forth in section six, article five, chapter fifteen of the Code of West Virginia, **ACTIVATE** the Emergency Operations Center and Emergency Operations Plan, and **ORDER** appropriate personnel and resources to mobilize and prepare for the imminent emergency. Further, I hereby **DIRECT** the inhabitants of the aforementioned counties to prepare for the imminent emergency by, among other things, ensuring they have sufficient food and water for at least forty-eight hours, together with blankets, flashlights, and contingency plans in case of flooding or electrical outages. Finally, I hereby **ORDER** that it is unlawful for any person, business, or other entity to sell any food items, essential consumer items, and emergency supplies in a manner that violates the provisions of section three, article six J, chapter forty-six A of the Code of West Virginia.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of West Virginia to be affixed.



By the State

DONE at the Capitol in the City of Charleston, State of West Virginia, this Sixteenth day of February, in the year of our Lord, Two Thousand Twenty-one, in the One Hundred Fifty-eighth year of the State.

James E. McGraw
GOVERNOR

Mac Warner
SECRETARY OF STATE



Upshur County Sheriff's Financial Statement

For Period Ending : **January 2021**

FUND NAME	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
FUND - 001 GENERAL COUNTY FUND	\$ 2,190,048.07	\$ 326,267.85	\$ (463,821.81)	\$ 2,052,494.11
FUND - 002 COAL SEVERANCE TAX FUND	\$ 168.25	\$ 9,444.24	\$ -	\$ 9,612.49
FUND - 003 DOG AND KENNEL FUND	\$ 38,456.20	\$ 2,548.90	\$ (1,689.99)	\$ 39,315.11
FUND - 004 GENERAL SCHOOL FUND	\$ -	\$ 1,927.05	\$ -	\$ 1,927.05
FUND - 005 MAGISTRATE COURT FUND	\$ 4,909.57	\$ 766.50	\$ (54.97)	\$ 5,621.10
FUND - 006 WORTHLESS CHECK FUND	\$ 128,411.21	\$ 30.45	\$ -	\$ 128,441.66
FUND - 007 E-911 FUND	\$ 1,035,801.44	\$ 80,797.56	\$ (4,873.83)	\$ 1,111,725.17
FUND - 008 HOME CONFINEMENT FUND	\$ 29,017.34	\$ 5,441.55	\$ (2,044.79)	\$ 32,414.10
FUND - 013 CURRY PARK FUND	\$ 9,980.76	\$ 19,423.37	\$ (1,580.41)	\$ 27,823.72
FUND - 015 CURRY LIBRARY FUND	\$ 5,121.18	\$ 21,241.48	\$ (1,005.71)	\$ 25,356.95
FUND - 018 AIRPORT CONSTRUCTION FUND	\$ 0.10	\$ -	\$ -	\$ 0.10
FUND - 019 UPSHUR COUNTY FIRE FEE FUND	\$ 2,655.12	\$ 2,100.03	\$ (2,580.12)	\$ 2,175.03
FUND - 021 EE HEALTH CARE REIMBURSEMENT FUND	\$ 48,640.04	\$ -	\$ (5,628.29)	\$ 43,011.75
FUND - 039 COAL REALLOCATION FUND	\$ 19,127.68	\$ 0.33	\$ -	\$ 19,128.01
FUND - 052 EMPLOYEE BENEFITS FUND	\$ 556,223.60	\$ 23.62	\$ (5,086.59)	\$ 551,160.63
FUND - 056 ASSESSOR'S VALUATION FUND	\$ 254,129.70	\$ 5,361.60	\$ (3,045.39)	\$ 256,445.91
FUND - 058 UP.CO.FIN.STBL.FUND	\$ 709,256.10	\$ -	\$ -	\$ 709,256.10
FUND - 059 CONCEALED WEAPONS FUND	\$ 22,954.02	\$ 1,325.57	\$ (3,051.95)	\$ 21,227.64
FUND - 063 VOTER'S REGISTRATION FUND	\$ 678.90	\$ 95.00	\$ -	\$ 773.90
FUND - 071 JURY FUND	\$ 8,512.66	\$ 6,527.34	\$ (741.92)	\$ 14,298.08
FUND - 073 SPECIAL LAW ENFRMT INVESTIGATION FUND	\$ 2,486.33	\$ 0.02	\$ -	\$ 2,486.35
FUND - 078 CHILD EXCHANGE & VISITATION FUND	\$ 39,672.60	\$ -	\$ -	\$ 39,672.60
FUND - 079 SPAYING & NEUTERING FUND	\$ 44,162.05	\$ 250.00	\$ (550.00)	\$ 43,862.05
FUND - 080 COMM. CORR. FUND	\$ 494,755.51	\$ 136,324.50	\$ (6,934.28)	\$ 624,145.73
FUND - 102 AIRPORT IMP. PROJECT FUND	\$ -	\$ -	\$ -	\$ -
FUND - 104 ELKINS ROAD PSD FUND	\$ -	\$ -	\$ -	\$ -
FUND - 105 ADRIAN PSD WATERLINE PHASE VI FUND	\$ -	\$ -	\$ -	\$ -
FUND - 245 UPSHUR COUNTY WELLNESS COMPLEX FUND	\$ 4,760.00	\$ -	\$ -	\$ 4,760.00
FUND - 248 IND. PARK SEWER FUND	\$ 1.00	\$ -	\$ -	\$ 1.00
FUND - 311 DMV LICENSE FUND	\$ -	\$ 35,195.00	\$ (35,195.00)	\$ -
FUND - 312 CRIMINAL CHARGES FUND	\$ -	\$ 800.00	\$ (800.00)	\$ -
FUND - 313 COURT REPORTER FUND	\$ -	\$ 125.00	\$ (125.00)	\$ -
FUND - 314 STATE FINES FUND	\$ -	\$ 200.00	\$ (200.00)	\$ -
FUND - 315 STATE POLICE FUND	\$ 5.00	\$ 1,495.00	\$ (1,495.00)	\$ 5.00
FUND - 316 STATE CURRENT FUND	\$ -	\$ 1,353.90	\$ (1,353.90)	\$ -
FUND - 317 COURTHOUSE FACILITIES IMPROVEMENT FUND	\$ -	\$ -	\$ -	\$ -
FUND - 364 TAX LIEN FUND	\$ 147,328.71	\$ -	\$ -	\$ 147,328.71
FUND - 365 DELQ & NONENT LAND	\$ 100.00	\$ -	\$ -	\$ 100.00
FUND - 366 BOARD OF HEALTH FUND	\$ 376,774.95	\$ 93,950.85	\$ (47,527.71)	\$ 423,198.09
FUND - 369 WV DEPUTY SHERIFF'S RETIREMENT FUND	\$ 444.50	\$ 515.00	\$ (959.50)	\$ -
FUND - 373 SCHOOL CURRENT FUND	\$ -	\$ 105,445.39	\$ (105,445.39)	\$ -
FUND - 374 SCHOOL EXCESS LEVY FUND	\$ -	\$ 53,429.00	\$ (53,429.00)	\$ -
FUND - 375 SCHOOL BOND FUND	\$ -	\$ -	\$ -	\$ -
FUND - 378 CITY CURRENT FUND	\$ -	\$ 17,772.54	\$ (17,772.54)	\$ -
FUND - 379 CITY VOTED LIBRARY FUND	\$ -	\$ 2,132.65	\$ (2,132.65)	\$ -
FUND - 206 COVID 19 FUND	\$ 15,135.95	\$ -	\$ (4,011.05)	\$ 11,124.90
FINAL TOTALS	\$ 6,189,718.54	\$ 932,311.29	\$ (773,136.79)	\$ 6,348,893.04
BALANCE IN COUNTY DEPOSITORIES AT END OF MONTH:	\$ 6,603,893.26	\$ -	\$ -	\$ -
ORDERS/DEBITS OUTSTANDING:	\$ (771,098.68)			
DEPOSITS/CREDITS OUTSTANDING:	\$ 514,348.46			
NET BANK BALANCE	\$ 6,347,143.04			
PETTY CASH / CASH DRAWERS	\$ 1,750.00			
CASH SPECIAL INVESTIGATION FUND	\$ -			
ADJUSTMENT	\$ -			
TOTAL IN COUNTY DEPOSITORIES AND OFFICE:	\$ 6,348,893.04			

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


 Virgil D. Miller
 Sheriff & Treasurer, Upshur County

2/12/2021



Upshur County Sheriff's Financial Statement

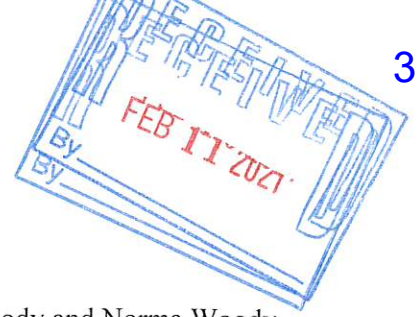
For Period Ending: **January 2021**

Bank Balance Listing

BANK NAME	ACCOUNT NAME	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
FIRST COMMUNITY BANK					
	GENERAL COUNTY -MMA	\$ 1,769,091.66	\$ -	\$ 169,120.95	\$ 1,938,212.61
	COAL SEVERANCE-MMA	\$ 9,612.49	\$ -	\$ -	\$ 9,612.49
	E-911 -MMA	\$ 1,100,385.49	\$ -	\$ -	\$ 1,100,385.49
	CURRY PARK-MMA	\$ 24,837.01	\$ -	\$ -	\$ 24,837.01
	CURRY LIBRARY-MMA	\$ 21,484.41	\$ -	\$ -	\$ 21,484.41
	AIRPORT CONSTRUCTION-MMA	\$ -	\$ -	\$ -	\$ -
	ASSESSOR'S VALUATION-MMA	\$ 248,663.07	\$ -	\$ 4,471.05	\$ 253,134.12
	CONCEALED WEAPONS	\$ 21,037.21	\$ -	\$ 190.43	\$ 21,227.64
	GENERAL TAX ACCOUNT-MMA	\$ 197,126.56	\$ (259,483.47)	\$ 62,356.91	\$ -
	BOARD OF HEALTH-MMA	\$ 176,365.51	\$ -	\$ 3,421.72	\$ 179,787.23
	UPSHUR CO. FIRE FEE-IBCK	\$ 2,408.05	\$ (263.02)	\$ 30.00	\$ 2,175.03
	UP CO COAL REALLOCAT-IBCK	\$ 19,128.01	\$ -	\$ -	\$ 19,128.01
	EMPLOYEE BENEFITS-IBCK	\$ 556,247.22	\$ (5,086.59)	\$ -	\$ 551,160.63
	SP.LAW ENF.INVESTIG.-IBCK	\$ 2,486.35	\$ -	\$ -	\$ 2,486.35
	COMMUNITY CORR. FUND-IBCK	\$ 631,703.33	\$ (7,557.60)	\$ -	\$ 624,145.73
	PARKS/REC CLEARING ACCT	\$ -	\$ -	\$ -	\$ -
	ADDRESSING/MAPPING CLEARING	\$ 195.00	\$ (195.00)	\$ -	\$ -
	GENERAL COUNTY PAYROLL-CK	\$ 46,638.72	\$ (713.62)	\$ 713.62	\$ 46,638.72
	TAX CLEARING ACCOUNT	\$ 52,222.50	\$ (64,931.88)	\$ 12,709.38	\$ -
	BOARD OF HEALTH-PAYROLL	\$ 22,805.25	\$ (2,805.25)	\$ -	\$ 20,000.00
	GENERAL COUNTY-CKNG	\$ 205,261.57	\$ (139,368.79)	\$ -	\$ 65,892.78
	COAL SEVERANCE-CKNG	\$ -	\$ -	\$ -	\$ -
	DOG & KENNEL-CKNG	\$ 41,579.61	\$ (2,264.50)	\$ -	\$ 39,315.11
	GEN. CO. MISC-CKNG	\$ 7,548.15	\$ -	\$ -	\$ 7,548.15
	WORTHLESS CHECK FUND-CKNG	\$ 128,441.66	\$ -	\$ -	\$ 128,441.66
	E-911 -CKNG	\$ 11,409.68	\$ (70.00)	\$ -	\$ 11,339.68
	HOME DETENTION-IBCK	\$ 32,113.30	\$ -	\$ 300.80	\$ 32,414.10
	CURRY PARK-CKNG	\$ 4,168.43	\$ (1,181.72)	\$ -	\$ 2,986.71
	CURRY LIBRARY-CKNG	\$ 3,872.54	\$ -	\$ -	\$ 3,872.54
	AIRPORT CONSTRUCTION-CKNG	\$ 0.10	\$ -	\$ -	\$ 0.10
	ASSESSOR'S VALUATION-CKNG	\$ 6,811.79	\$ (3,500.00)	\$ -	\$ 3,311.79
	VOTER'S REGISTRATION-IBCK	\$ 773.90	\$ -	\$ -	\$ 773.90
	JURY-CKNG	\$ 15,187.06	\$ (888.98)	\$ -	\$ 14,298.08
	SPAY.& NEUTER. DEP. FUND	\$ 44,062.05	\$ (200.00)	\$ -	\$ 43,862.05
	AIRPORT IMP. PROJECT-CKNG	\$ -	\$ -	\$ -	\$ -
	ELKINS ROAD PSD	\$ -	\$ -	\$ -	\$ -
	ADRIAN PSD WATERLINE PHASE VI	\$ -	\$ -	\$ -	\$ -
	WELLNESS COMPLEX FUND	\$ 4,760.00	\$ -	\$ -	\$ 4,760.00
	INDUSTRIAL PARK SEWER-CKG	\$ 1.00	\$ -	\$ -	\$ 1.00
	DMV LICENSE FUND-CKNG	\$ 12,566.39	\$ (13,745.00)	\$ 1,178.61	\$ -
	STATE CLEARING ACCOUNT-CK	\$ 135.00	\$ (135.00)	\$ -	\$ -
	STATE POLICE FUND-CKNG	\$ 1,342.66	\$ (1,495.00)	\$ 157.34	\$ 5.00
	GENERAL TAX ACCOUNT-CKNG	\$ 695.99	\$ (260,179.46)	\$ 259,483.47	\$ -
	TAX LEIN FUND-CKNG	\$ 147,988.54	\$ (659.83)	\$ -	\$ 147,328.71
	DELQ & NON-ENTERED LAND	\$ 100.00	\$ -	\$ -	\$ 100.00
	BOARD OF HEALTH-CKNG	\$ 25,475.32	\$ (5,475.32)	\$ -	\$ 20,000.00
	WVDSRF-CKNG	\$ 300.82	\$ (515.00)	\$ 214.18	\$ -
	COVID 19 -CKNG	\$ 11,124.90	\$ -	\$ -	\$ 11,124.90
	BANK TOTAL	\$ 5,608,158.30	\$ (770,715.03)	\$ 514,348.46	\$ 5,351,791.73
PROGRESSIVE BANK					
	UP.CO.FIN.STBL.FUND-SV	\$ 709,256.10	\$ -	\$ -	\$ 709,256.10
	EE HEALTH CARE REIMB FUND	\$ 43,395.40	\$ (383.65)	\$ -	\$ 43,011.75
	UP.CO.FIN.STBL.FUND-CKNG	\$ -	\$ -	\$ -	\$ -
	CHILD EXCHG & VISIT CTR	\$ 39,672.60	\$ -	\$ -	\$ 39,672.60
	BANK TOTAL	\$ 792,324.10	\$ (383.65)	\$ -	\$ 791,940.45
FREEDOM BANK					
	BOARD OF HEALTH-CD 1	\$ 101,705.43	\$ -	\$ -	\$ 101,705.43
	BOARD OF HEALTH-CD 2	\$ 101,705.43	\$ -	\$ -	\$ 101,705.43
	BANK TOTAL	\$ 203,410.86	\$ -	\$ -	\$ 203,410.86
SUMMARY:					
	TOTAL ALL BANKS	\$ 6,603,893.26	\$ (771,098.68)	\$ 514,348.46	\$ 6,347,143.04
	PETTY CASH / CASH DRAWERS				\$ 1,750.00
	CASH SPECIAL INVESTIGATION FUND				\$ -
	GRAND TOTAL				\$ 6,348,893.04

Adrian Public Service District

January 7, 2020
Monthly Board Meeting



Present from Adrian PSD: Paul Spencer, Kelly Arnold, Carolyn Douglas, Lindsey Woody and Norma Woody.

Visitors: Morgan Haymond, Land Consultant.

All motions were unanimous unless otherwise noted.

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

Morgan Haymond provided an update concerning rights of way, and easements obtained for the Phase VIII/Pickens project.

Minutes of the December 3rd meeting were read. Carolyn made the motion to approve the minutes and Kelly second.

Invoices were presented. Motion to pay by Kelly, second by Carolyn.

Old Business

- Phase VIII/Pickens extension proceeding forward.

New Business

- none

Items for Discussion/Action/Approval

- none

Maintenance – Eric

- Water main break on Rt. 20 at the French Creek Elementary School.
- Water main break at the Utility Office by water salesman.
- Installed three new taps.
- Two heaters were repaired at pump stations by Comfort Tech.
- Installing a new pump at the Wilsontown Pump Station.

Office Report

- Step 1 Rates were approved by the PSC to stay in effect.
- W-2s & 1099s were completed along with all end of year payroll tax filings.

The meeting adjourned at 4:00 pm. Next regular meeting will be February 4th at 3:00 pm.

Board of Directors

Paul Spencer

Paul Spencer, Chairman

Carolyn Douglas, Vice Chairman

Carolyn Douglas

Kelly Arnold, Sec., Treas.

Kelly Arnold