

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica Carroll

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **January 17, 2019**

If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Interviews/Appointments to the Jefferson County Development Authority Board of Directors – three Citizen Representative terms ending April 5, 2019, 2020, and 2021 and one (1) Labor Representative term ending April 5, 2021 – Discussion/Action**

Please provide the County Commission with a description of your request or presentation, including any background information:

Is this a funding request? Y/N **NO**

If so, how much? \$

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed? Projector **Y/N** Internet/Wi Fi **Y/N** Telephone for conference call **Y/N**

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



City of Charles Town

101 East Washington Street, P.O. Box 14, Charles Town, WV 25414
Phone: (304) 725-2311 • Web: www.charlestownwv.us

January 2, 2019

MAYOR

Scott Rogers

**CITY
COUNCIL**

Ann Paonessa

Chet Hines

Bob Trainor

Michael Tolbert

Nick Zaglafa

Michael George

Mike Brittingham

Todd Coyle

City Manager

Daryl Hennessy

Ms. Stephanie Grove
County Administrator
124 E. Washington Street, P.O. Box 250
Charles Town, WV 25414

Dear Ms. Grove:

During this time of transition for the Jefferson County Development Authority ("Authority"), the Charles Town City Council has determined that its representative to the Authority should be an elected official, directly accountable to the people of Charles Town. Beyond the significant issues currently confronting the Authority, we know that the organization will soon begin a re-evaluation of its current goals and objectives and believe that a policy representative from the city is more appropriate at this time.

To that end, the Charles Town City Council is requesting that the Jefferson County Commission appoint either Michael Tolbert, Scott Rogers, or Michael Brittingham to serve as its representative through April 2019, the remaining term of our current representative. City Manager Daryl Hennessy has served as the city's representative since January 2018 and will step down once the appointment is confirmed. This will ensure the smoothest transition possible for the organization. Enclosed is also a letter from Mr. Hennessy confirming his resignation.

I have enclosed biographical information for each of the nominees. If you have any questions regarding our nominations or need any additional information to approve the appointment, please contact Daryl Hennessy by email at citymanager@charlestownwv.us or by phone at 304-725-2311.

Thank you for your assistance with this important matter.

Sincerely,

Scott Rogers
Mayor

Enclosures

c: Michael Tolbert, Charles Town City Councilman
Michael Brittingham, Charles Town City Councilman
Daryl Hennessy, City Manager



City of Charles Town

101 East Washington Street, P.O. Box 14, Charles Town, WV 25414
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Ms. Stephanie Grove
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124 E. Washington Street, P.O. Box 250
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Bob Trainor

Michael Tolbert

Nick Zaghsa

Michael George

Mike Brittingham

Todd Coyle

Dear Ms. Grove:

In a letter to you dated January 2, 2019, Mayor Scott Rogers submitted the names of three individuals to serve as the City of Charles Town's new representative to the Jefferson County Development Authority ("JCDA"). The mayor's letter notes my resignation effective immediately upon the selection of a new JCDA representative. Please accept this letter as confirmation of my resignation from the JCDA once a new individual has been selected by the County Commission.

If you have any questions regarding this letter or the city's request to name a new representative to the JCDA, please feel free to reach out to me. I can be contacted by phone at 304-725-2311 or by email at citymanager@charlestownwv.us.

Thank you for your assistance with this important matter.

City Manager

Daryl Hennessy

Regards,

Daryl Hennessy
Charles Town JCDA Representative

c: Scott Rogers, City of Charles Town Mayor

Michael E. Tolbert
858 West Washington Street
Charles Town, WV 25414
202-253-4387
miketolbertct@gmail.com

U.S. Food and Drug Administration, College Park, MD

Center for Food Safety and Applied Nutrition
Office of Compliance, Data Systems Integration Branch
March 2001 - Present

- **Program Analyst** - Layers “open-source” and “closed-source” data and information together. Analyzes international food safety data and information.

U.S. Equal Employment Opportunity Commission, Washington, DC

September 1992 – March 2001

- **Space Management Analyst** - Coordinated the renovation and reconfiguration of Agency’s field offices across the U.S.
- **Support Services Specialist** - Served as Commission’s field office relocation coordinator.
- **Research Analyst** – Performed legal, financial and social science research at Agency’s main law library.

U.S. Army National Guard, 1986-1987

U.S. Army Reserves, 1981-1985

Enlisted – Unit Supply Specialist – 76-Y
U.S. Army Quartermaster School, Ft. Lee, VA, 1982
U.S. Army Basic Training, Fort Leonard Wood, MO, 1981

Education

Master’s Certificate, Project Management

George Washington University, School of Business, 2014

Bachelor of Arts, Political Science

West Virginia University, 1984

Wrote research papers on American infrastructure deterioration, international organizations and strategic nuclear targeting.

Some Coursework Completed in Accounting

Strayer University, 1997 – 1999

Michael E. Tolbert

Activities, Associations and Interests

- Elected Charles Town City Council, Ward 1, May 2015. Serves on the Ordinance Committee, the Streets Committee, and the Vacant Structures Board.
- American Legion Post 102, Charles Town, WV.
- St. Philips Episcopal Church, Charles Town, WV.
- Board member - Friends of Happy Retreat, and the Partnership for Affordable Housing.
- Former Assistant Scoutmaster and Cubmaster, Washington DC.
Merit badge counselor for the three Citizenship merit badges, 1994 - 2007.
- Big Brothers/Big Sisters High-Risk Program, Washington, DC.
Awarded Big Brother of the Year, 1994.
- Former Contracting Officer's Representative – Level II.
Federal Acquisition Certification – Contracting Officer's Representative (FAC-COR).
- Former member – Project Management Institute, and the Washington International Trade Association.
- President, Jefferson High School Student Government, Shenandoah Junction, WV, 1979.
- Sixth generation of family to live in Charles Town.
- Backpacking and the study of history.

Scott Rogers
Linked-In Profile

Experience

Shenandoah Valley Discovery Museum, Museum Advancement Officer

The Shenandoah Valley Discovery Museum's mission is to spark curiosity & inspire learning through exploration & creative play. Since opening, the Museum's mission had been fulfilled far beyond the expectations of the three founders who spearheaded its development. The original five exhibits, constructed by committed community volunteers, instilled in children a sense of wonder and hunger for knowledge. In response to demand, additional galleries were added to allow room for special exhibits and activities. In 2014, the Museum moved to a newly renovated building. The 19,200 sq. foot expanse of space lends a bright and welcoming environment where over 70,000 people visit annually.

Balanced Budget Amendment Task Force, Executive Director

Accountable for managing all aspects of the political committee, including, strategic planning, survey research, polling, marketing, website development, online marketing and social networking plan, events, recruitment, conference calls, and general administration. Successfully managed relationships with state and federal legislators, national political organizations, grassroots organizations, and citizen activists.

University of Florida; Marketing and Enrollment Services Specialist

Processed and managed student enrollment and registrations for distance learning programs. Assisted with the implementation of newly approved Distance Learning Programs; including, setting up fiscal services, student services (admissions, registration, and enrollment systems), faculty requests, and other assistance as directed by the program proposal. Developed and initiated paid and social marketing campaigns for newly approved distance learning programs. Updated marketing websites hosted by the Distance Learning Unit. Designed and created ads for various print and online publications. Assisted the Director of Distance Learning with market analysis research related to potential distance learning opportunities.

University of Florida; Teaching Assistant

Graduate Teaching Assistant, Course: PHA 6269 Pharmaceutical Products and Public Policy. Supervised and guided graduate level class discussions, awarded grades for written assignments and class participation, managed attendance policy, and responded to student needs.

Merrill Lynch, Analyst/Specialist

Charged with precise management of complex financial transactions for high net-worth private wealth clients. Maintain open and positive lines of communication with clients and their representatives to analyze and process requests, vigilantly reviewing figures to swiftly pinpoint and resolve potential account discrepancies. Grant daily approvals of high-risk transactions guaranteeing payment of funds; provide informed and sensitive handling of exceptions. Monitor and maintain up-to-date records, ensuring error-free bookkeeping and consistently minimizing firm's financial exposure. Sustain an immaculate record of compliance with Regulation T requirements, NYSE regulations, and Merrill Lynch policies and directives.

Education

University of Florida; Master's Degree in Political Science/Public Affairs (2009)

Florida State University; Bachelor of Science Degree in Political Science (1995)

MICHAEL BRITTINGHAM
LINKED-IN PROFILE

Experience

Purcellville Children's Academy, Owner

Founded in 2008, the Purcellville Children's Academy (PCA) prides itself on being the premier child care center in Purcellville, Virginia. PCA provides high-quality preschool education with daycare amenities and services in a warm, nurturing environment. We understand that choosing the right center to fit a child's needs is an important decision and we strive to meet the expectations of every family we serve.

City Councilman, City of Charles Town

The City of Charles Town is home to approximately 5,700 residents and boasts a rich history with prominent historical sites and cultural assets. The city is located in Jefferson County and is near the Baltimore, Maryland and Washington, DC metropolitan areas. With a cost of living about 30% lower than similar metropolitan areas, Charles Town is an attractive home for residents commuting to northern Virginia and Maryland for work.

Electronic Transaction Systems; Relationship Manager

Electronic Transaction Systems Corporation (ETS) is an international corporation headquartered in Ashburn, Virginia, with satellite offices in Canada and Europe. As an innovator in the merchant processing field, ETS supports merchants across any market segment and has been an integral member of the processing industry for over twenty years. ETS develops state of the art products utilizing the latest technologies to service and enable all merchants with the most comprehensive processing solutions.

Maryland State Police, State Trooper

The Maryland State Police has served the citizens of Maryland since its inception in 1921. Our Troopers are among the finest law enforcement officers in the world and each one is sworn to uphold our core values of Integrity, Fairness and Service.

United States Marine Corps; Sergeant

The United States Marine Corps is a branch of the United States Armed Forces responsible for providing power projection, using the mobility of the United States Navy, by Congressional mandate, to deliver rapidly, combined-arms task forces on land, at sea, and in the air. The U.S. Marine Corps is one of four armed service branches in the U.S. Department of Defense and one of the seven uniformed services of the United States.

Education

University of Maryland University College

Jessica Carroll

From: Stephanie Grove
Sent: Monday, January 14, 2019 9:04 AM
To: Jessica Carroll
Subject: Fwd: Re: Letter to S. Grove re JCDA appointment for City of Charles Town

----- Forwarded message -----

From: Mike Brittingham <MBrittingham@charlestownwv.us>
Date: Jan 4, 2019 12:07 PM
Subject: Re: Letter to S. Grove re JCDA appointment for City of Charles Town
To: Stephanie Grove <sgrove@jeffersoncountywv.org>
Cc: Daryl Hennessy <dhennessy@charlestownwv.us>, Michael Tolbert <mtolbert@charlestownwv.us>, Scott Rogers <SRogers@charlestownwv.us>, "Vinemont.farm@gmail.com" <vinemont.farm@gmail.com>, commissionerpnoland@gmail.com, jjcompton05@gmail.com, calebhudsonforjeffersonwv@gmail.com, Ralph Lorenzetti <rlorenzetti@jeffersoncountywv.org>

Dear Ms. Grove,

As noted in the below email, the City of Charles Town has forwarded the resumes of Councilman Michael Tolbert, Mayor Scott Rogers, and myself for consideration to appointment to the Jefferson County Development Authority upon the resignation of our City Manager Daryl Hennessy.

The City Council forwarded these three names after a concern was made to the County Commission that State law required three submissions and historically municipalities including Charles Town had only sent one for consideration. I agreed to submit my name for consideration in order to assist the County Commission in complying with this interpretation of the State law.

If selected as the Charles Town representative to the JCDA I will perform those duties with the same commitment that I have given to all committees and boards that I have the pleasure of serving on and will always act in the best interests of the Citizens of Charles Town and Jefferson County. However, I would like to make it clear to the County Commission that I have no desire to be appointed to the JCDA. My current obligations to the City of Charles Town require a substantial time commitment that I believe is currently near the maximum I can offer. Also, given my recent criticism of the JCDA and more specifically the Rockwool project, I believe my presence on the JCDA could create an unnecessary distraction and hinder the work of the JCDA at a time when the work being completed there is more valuable to the County than ever before.

It is for these reasons I strongly recommend the Jefferson County Commission appoint Councilman Michael Tolbert to the JCDA. I have worked with Councilman Tolbert in our roles as City Councilmen as well as on the Charles Town Ordinance Committee. Councilman Tolbert possesses an immense knowledge of the history of Jefferson County, an understanding of economic development principles, a strong dedication to research, and an unwavering sense of duty to the Citizens of Charles Town and Jefferson County. He would be a great addition and asset to the Development Authority.

Thank You,

Mike Brittingham



Providing Raw Honey, Beekeeping Supplies, & Free Bee Education Since 2002.

December 29, 2018

Dear Jefferson County Commissioners,

In response to your posting for Jefferson County Development Authority's (JCDA) board openings, I am submitting my resume and application for your consideration.

The experiences and skills that I have obtained have given me a solid background in business (small to large), agriculture, and public relations. I am a leader and educator with strong practical business experience in the apiary community.

Being a small business owner for many years, I realize the obstacles small businesses face from day to day operations to government support. I have seen a disconnect between our small businesses and local/state government. If selected, my goal is to work on the needs of small businesses through direct communication and not only liaison their needs back to the JCDA board and your office, but actively work on fulfilling their needs.

My business, Eversweet Apiaries, is a beekeeping supply shop in Kearneysville and we maintain 50+ colonies all within Jefferson County. However, our main focus is free honeybee education to beekeepers and non-beekeepers. Eversweet was established in 2002 by my Father and I took ownership of the business in 2015. Honeybees are dependent upon our environment and agriculture. In order to be a successful beekeeper, one must be in sync with all three: bees, environment, and agriculture. Beekeepers are part entomologist, horticulturist, agriculturist, and botanist. Being a beekeeper has taught me the importance of symbiotic relationships and I intend on applying this concept within our community. We need to be able to coincide and function together in order to be a successful and happy community.

I have lived in Jefferson County most of my life and my ancestry here goes back many years. My 7th Great Grandfather was Nicholas Lemen. Nicholas was granted 570 acres of then Virginian land from Lord Fairfax in 1756. This land is now the Kearneysville area. I have deep pride and roots in Kearneysville and Jefferson County, its heritage, and its citizens. It would be an honor to serve them.

I feel that my extensive skills and experiences would make me the ideal candidate for a position on the JCDA's board. I would like to elaborate on my capabilities to the Commission in an interview at your convenience. Thank you for your time and consideration.

Sincerely,
Jennifer J. King /s/

Page 1 of 1

JENNIFER J. KING

Eversweet Apiaries, 85 Everhart Drive, Kearneysville, WV 25430, (304) 876-3832
info@eversweetapiaries.com

EMPLOYMENT HISTORY:

Owner, Eversweet Apiaries, Kearneysville, WV (04/15 - Present)

- ◆ Maintain 50+ honeybee colonies in Jefferson County
- ◆ Produce & sell honey & other hive related products to individuals & wholesalers
- ◆ Manufacture & maintain inventory for retail beekeeping supplies
- ◆ Assist customers with their beekeeping purchases
- ◆ Provide honeybee & related education by phone, email, social media & person to person to beekeepers & non-beekeepers
- ◆ Create & present educational honeybee topics to beekeeper organizations in WV, PA, VA, MD, & DC
- ◆ Volunteer honeybee education to schools
- ◆ Provide free workshops & seminars on honeybees & beginner beekeeping
- ◆ Create graphics & advertisements for company & handle all public relation matters including updating website & social media sites
- ◆ Maintain bookkeeping records & file taxes

Owner, King Works, Charles Town, WV (06/02 – 04/15)

- ◆ Prepare patent drawings using Illustrator, AutoCad & Adobe Acrobat on a contractor basis for Whitham, Curtis, Christofferson & Cook, P.C.
- ◆ Proofread all drawings before returning to secretaries
- ◆ Consult with inventors & lawyers, as needed, regarding patent drawings
- ◆ Web design & consultation
- ◆ Graphic & logo designs
- ◆ Editorial & document conversion services

Drafting Coordinator & Accounting Assistant, Whitham, Curtis, Christofferson & Cook, P.C., Reston, VA (11/01 - 06/02)

- ◆ Coordinated all patent drawings to send to outside graphic service
- ◆ Monitored due dates of patent drawings & consulted with graphic service regarding due dates
- ◆ Proofread all drawings returned by graphic service; returned formal drawings to secretaries for filing
- ◆ Corrected drawings, as needed, prepared by previous in-house draftspersons using AutoCad
- ◆ Performed all duties as described below as Accounting Assistant for the same firm

Owner, 4 Kings Creations, Charles Town, WV (08/00 - 10/01)

- ◆ Web design & consultation
- ◆ Graphic & logo designs
- ◆ Editorial & document conversion services

Accounting Assistant, Whitham, Curtis, & Whitham, PLC, Reston, VA (06/97 - 8/00)

- ◆ Monitored outstanding balances of clients' accounts, alerted attorneys of accounts outstanding over 60 days, prepared A/R summary spreadsheet for monthly Managing Member meetings, followed up with collection letters and prepared clients' statements
- ◆ Assisted with general ledger activities including monthly closings
- ◆ Maintained a direct line of communication with all clients to resolve billing and payment issues

JENNIFER J. KING

Eversweet Apiaries, 85 Everhart Drive, Kearneysville, WV 25430, (304) 876-3832
info@eversweetapiaries.com

Continued - Accounting Assistant, *Whitham, Curtis, & Whitham, PLC*

- ◆ Maintained client ledger files with billing and payment records maintained on accounting software and physical files
- ◆ Supervised invoice preparation and performed quality assurance on bills daily before they got mailed
- ◆ Prepared bank deposits; collected data for receipt postings; posted receipts
- ◆ Monitored Patent & Trademark Office deposit account for legitimate charges and requests for refunds as necessary, maintained adequate balance in account
- ◆ Managed the Accounts Payable process and maintained a direct line of communication with all vendors
- ◆ Maintained records of personal service contractors and collected data for 1099 MISC tax filings; prepared and disbursed 1099 MISC tax forms for personal service contractors
- ◆ Point of contact for auditor inquiries
- ◆ Assisted in the collection of data for tax returns, business licenses, insurance and other policies
- ◆ Assisted with special accounting projects throughout the year as directed by preparing reports or spreadsheets
- ◆ Determined earned escrow and tracking of specific clients' escrow funds; transferred clients' earned escrow as necessary
- ◆ Prepared interoffice memorandums which reminded or informed employees of changes to company's billing procedures
- ◆ Assisted with developing presentations, departmental procedures and training guidelines for company handbook
- ◆ Trained employees on accounting and software packages and company's billing procedures
- ◆ Resolved hardware or software difficulties for attorneys and support staff
- ◆ Configured LAN workstations and performed network backups
- ◆ Assisted in preparing financial reports & final preparations for firm's merger with McGuireWoods in Tyson's Corner, VA

Program Assistant, *Vredenburg, Reston, VA (10/95 - 06/97)*

- ◆ Maintained a file system for financial reports, funding documents, funding plans, and correspondence for Foreign Military Sales (FMS) systems
- ◆ Maintained, analyzed, and reconciled financial tracking for FMS and monitored Program's financial reports using Standard Accounting and Reporting System (STARS)
- ◆ Prepared and tracked FMS funding documents using Electronic Funds Transfer System (EFTS)
- ◆ Coordinated and acted as liaison with Naval Activities and Offices to track funding documents, resolve funding issues, and monitor funding requirements
- ◆ Maintained computer inventory, listings for deliverable files, and program phone list
- ◆ Assisted with editing / proofreading proposal materials
- ◆ Obtained and scheduled in-house training for staff meetings by serving as Training Coordinator

Technical Support / Customer Service Rep., *Kleinrock Publishing, Charles Town, WV (04/94 - 07/95)*

- ◆ Provided technical / software support to customers for all company products
- ◆ Assistant to Financial Director and Senior Editor
- ◆ Handled an average of 120 sales, billing, and technical calls a day on multi-line system
- ◆ Responsible for collection calls
- ◆ Responsible for shipping approximately 100 orders a day

JENNIFER J. KING

Eversweet Apiaries, 85 Everhart Drive, Kearneysville, WV 25430, (304) 876-3832
info@eversweetapiaries.com

Continued - Technical Support / Customer Service Rep., *Kleinrock Publishing*

- ◆ Maintained records of UPS shipping documentation
- ◆ Managed relations with UPS for lost and damaged shipments
- ◆ Responsible for collecting daily records of work productivity
- ◆ Assisted with optical scanning and prepared proofreading material for 17 people in WordPerfect
- ◆ Edited and proofread tax materials
- ◆ Assisted to establish new office in Georgia and trained employees

EDUCATION:

Computer Programming & Information Systems - Undergraduate Work,
Shepherd University, Shepherdstown, WV 1996-1999

Legal Secretary / Office Technology Certificate,
Valley College, Martinsburg, WV May 1994

CLUBS & ASSOCIATIONS:

Mountain State Beekeepers Association: Vice President, (2017-2018), President, (2015-2017)
Rural Agricultural Defenders: Co-Chair, (2018-Present)

Jefferson County Commission
Application for Boards, Committees or Commissions

Please type or print information

Name: Jennifer J. King

Home Telephone Number: 304-283-0032

Work Address: 85 Everhart Drive, Kearneysville, WV 25430

Work Phone Number: 304-876-3832

Mobile Phone Number: 304-283-0032

E-mail Address: info@eversweetapiaries.com

Party Affiliation: *(Building Commission and Health Department applicants)*
Independent

Occupation: Business Owner & Beekeeper

Education: High School Jefferson High

College Shepherd College

Trade/Business School Valley Training Center

Are you a United States citizen? Yes ✓ No

Are you a West Virginia resident? Yes ✓ No

Are you a resident of Jefferson County? Yes ✓ No

Are you able to produce verification of residency? Yes ✓ No

(Proof of paying personal property tax, voter registration, etc.)

Address:
22 Chaz Court, Charles Town, WV 25414

Magisterial District: Kabletown

List Qualifications for this Position and/or include a resume and cover letter that expresses your interest in serving:

Please see attached resume & cover letter.

Organization Memberships and Positions Held : _____

Mountain State Beekeepers Assoc., President (2015 - 2017), (Vice President (2017 - 2018)

Rural Agricultural Defenders, Co-Chair (2018 - Present)

Have you even been convicted of any felonies? If yes, please list. No

Date:	Offense:

Statement: Please see attached cover letter.

I hereby certify that the facts set forth in the above are true and complete to the best of my knowledge and authorize the Jefferson County Commission to verify their accuracy and to obtain reference information. I hereby release Jefferson County Commission from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an appointment decision based on such information.

I understand that falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for removal.

I understand that I will fully adhere to the policies, rules and regulations of this appointment, including reading, adhering and signing the County's Ethics Statement and adhering to Robert's Rules as provided in a packet to me when obtaining my Oath of Office or on the County's website. I understand I may also attend a free annual Board Training and Ethics Training meeting established by the Jefferson County Commission.

Signature:  Date: 11/29/2018

This application is good for and will be retained for two (2) years in accordance with the Administrative Policies and Procedures Policy. In order to be considered for appointment, a new application must be submitted.

January 1, 2019

Jefferson County Commission
PO Box 250
Charles Town, WV 25414

To Whom It May Concern:

I am writing to express my interest in filling on of the vacancies on the Jefferson County Development Authority Board of Directors. There are approximately five current vacancies, with varying terms of service length. I would like to serve any of these terms.

I am a lifelong Jefferson County resident. I have lived in Charles Town and currently reside in Harpers Ferry. I have watched the changes that have turned the county from primarily rural to a Washington DC bedroom community. Jefferson County has several areas of attraction and opportunities for improvement to attract business and tourists to the area. Jefferson County is currently at a crux; it must decide the business environment it wishes to cultivate and aggressively pursue. I would like to be part of that conversation.

I have worked in federal contracting for the majority of my career. My jobs have taken me to Berkeley County, Northern VA, and Washington DC. My expertise in project management and risk analysis will allow me to evaluate potential opportunities from a strategic and risk perspective, taking into consideration things that others may miss.

The JCDA should have citizens on its board that will listen to the will of the citizens of the county. I am active as a coach for Girls on the Run, a girl scout mom, and a member of a local running organization. I have opportunity to speak to a diverse section of county citizens, and will use my contacts to gain a sense of the direction the citizens would like to move.

If you have questions regarding my qualifications or interest, please contact me at 304-886-3296. I look forward to hearing from you in the near future.

Sincerely,

Jami Hadden

**Jami M. Hadden, PMP, CAP, SWP, ITIL Service
Design • 145 Cold Spring Drive • Harpers Ferry,
WV 25425 304-886-3296 • Jami.Hadden@gmail.com**

Project Manager

Summary

I am a PMP® certified Project Manager with over fifteen years' experience managing a variety of projects, including IT software releases, IT system security National Institute of Standards and Technology (NIST) assessments, and business process assessments. My experience and knowledge spans several swim lanes, including: Information Technology Infrastructure Library (ITIL) assessment of existing process; risk analysis; contingency and disaster recovery planning; IT security audit; strategic workforce planning; requirements analysis; and technical writing. I am familiar with the full ITIL lifecycle and the SDLC/SELC. I have operated at all levels of the SDLC, including requirements gathering and analysis, system development, system testing, and operations and maintenance. I have managed documentation, requirements, and software testing for a 24x7 Search and Rescue (SAR) system with little supervision. I have managed project tasking and deadlines with no supervision. I have also mentored junior staff and have peer review experience. While providing excellent service to my clients and employers is very important to me, so is giving back to my community. I continue to volunteer whenever opportunities present themselves, whether through my employers or my personal network.

Career Experience

July 2018 - Present, USmax, *Project Manager*

- Manage a team of 17 conducting Assessment and Authorization (A&A) activities for the United States Coast Guard (USCG)
- Manage workload and tasking for A&A efforts for 42 USCG IT systems
- Track status for all A&A works in progress
- Create and manage project plans for all work in progress
- Develop three-year forecast for all A&A efforts
- Oversee Disaster Recovery (DR) and Contingency Planning activities for 42 USCG IT systems
- Conduct employee reviews, including performance improvement plans and suggested salary increases
- Report status to USCG Division Directors and Operations Systems Center (OSC) Command

June 2014 – July 2018, Strategic Resolution Experts, Inc

August 2016 – August 2017, Project Manager (TSA)

- Managed the ITIL Assessment project for the Office of Intelligence and Analysis (OIA) Vetting as a Service (VaaS) offering.
- Tasked and managed workload of subcontractor staff; ensured subcontractor staff have the appropriate skillset for tasking.
- Led interviews with VaaS Stakeholders from various organizations within TSA to obtain information on VaaS processes; evaluated current processes against ITIL methodology, identified process strengths, and identified opportunities for improvement.
- Conducted interviews with VaaS leadership from OIA and the Office of Information Technology (OIT) to obtain their vision and long-term goals for the VaaS offering.
- Ensured completion of contract tasks, including the Current State Report, Market Analysis, and Future State Report. Reports were delivered on deadline 100% of the time.
- Created and updated the Project Management Plan (PMP); tracked deliverables against established due dates via the Project Schedule.
- Led the VaaS Integrated Project Team (IPT) weekly meeting, provided project status updates and tracked action items assigned to IPT members.
- Updated project dashboards and reports provided to the OIA Senior Leadership Team (SLT).

August 2017 - July 2018, June 2014 - August 2016, Subject Matter Expert (various Federal clients)

- Managed project tasking and deadlines for the Defense Threat Reduction Agency (DTRA) Functional Community Workforce Guide Development initiative.
- Served as Requirements and Process SME for the TSA Universal Credentialing Contact Center (UC3); within the initial 30 days of the contract, created the UC3 System Requirements Document, which was a consolidation of requirements from legacy (outdated) requirements and current To-Be process flows. This was the first contract deliverable. Document was delivered on deadline and accepted by the customer.
- Performed As-Is and To-Be process comparison, identified gaps, and recommended solutions for improvement.
- Using ITIL methodology, created new process documents for population onboarding.
- Served as the Assistant Project Manager; acted as lead for document review and provided status during meetings with the client (TSA).

October 2010 – August 2011, Senior Technical Writer (Verisign)

- Created a Gap Analysis to determine outstanding items in the System Security Plan (SSP).
- Served as the information security liaison for the Operations team.
- Reviewed Incident Response documents, process, and training material, and provide feedback to Incident Response staff. Tasks include creating a new Incident Response Process, Incident Response Plan, and incident response test scenarios.

August 2011 – July 2014, Verisign, *Business Systems Analyst*

- Managed several thousand requirements (non-functional, functional, and security requirements) for mission-critical Internet Top Level Domains (TLDs), including the .gov and .com TLDs.
- Created, managed, and tracked a peer review program for requirements.
- Implemented process guidelines based on ITIL methodology for requirements gathering processes.
- Performed gap analyses and identified areas for process improvements (in conjunction with the Business Resilience Office).
- Interviewed staff regarding business continuity activities. Documented responses to Business Impact Assessment (BIA), including identifying Recovery Time Objectives, Recovery Point Objectives, and outstanding risks. Assisted mission-critical teams in prioritizing critical business processes.
- Based on BIA and risk assessment interviews, created Business Continuity Plans for mission-critical teams.

March 2007 – October 2010, Digicon Corporation, *Security Analyst*

- Served as Project Lead for the successful FAA Office of Aviation Safety (AVS) project, which involved completing 37 Annual Management Assessments in eight weeks. Efforts included performing a 1/3 control evaluation per NIST guidelines; updating the SSPs, Contingency/Disaster Recovery Plans (CDRPs), and Annual Assessment Reports; conducting CDRP table-top exercises in conjunction with System Owners; identifying outstanding controls; and creating associated POA&Ms.
- Created initial and annual Security Assessment packages for the EBS, EBR, APPX and OPICNET systems at OPIC, as required.
- Tracked POA&M items via the OPIC SharePoint site. Presented status report at weekly Information Security meetings.
- Analyzed monthly and ad hoc Foundstone scan results and coordinated with Help Desk personnel to determine remediation plan and due dates.
- Managed the online Information Security awareness training for the OPIC agency. Responsibilities included ensuring new users completed initial training, existing employees completed annual training, and IT professionals completed role-based training. Reported completion rates to ISSO and CIO as requested.
- Conducted risk assessment activities related to the agency's use of Web 2.0 technologies within the environment. Created a social media guide from an information security perspective.

Education

Bachelor of Arts, *Magna cum Laude*, Shepherd University

Certifications

ISC(2) CAP

PMP®

Strategic Workforce Planner (SWP)

ITIL Service Design

ITIL v3 Foundations

Technical Training

Strategic Workforce Planning

PMP Boot Camp

ITIL Service Design

ITIL v3 Foundations

Awards and Citations

SRE Volunteer of the Year (2016)

Laura Anderson

Energetic, Enthusiastic, and Innovative Team Player

159 Pintail Ct, Harpers Ferry WV 25425
silverridge@frontier.com – 540-336-4707

WORK EXPERIENCE

New Homes Sales Assistant

Ryan Homes, Washington West Division, October 2017 – Present

The Sales Assistant is an integral part of the sales team; working on the front line in model homes; making sure they are stocked with brochures and that models are presented well. Sales Assistants communicate with customers, set appointments, answer telephone calls, send and respond to emails, and make follow-up calls. Sales Assistants show and answer questions about the model homes and building lots, and assist the Sales Rep as needed. Communication internally and with customers is extremely important. Many days, Sales Assistants are in the model homes alone, and must be able to work independently. They must be flexible enough to work in a variety of communities; and know about the amenities and floor plans that are offered in each. They generate monthly reports for the sales department and developers. Sales Assistants are responsible for opening and locking up at the end of the day.

Automotive Sales Consultant

Miller Automotive Group, Miller Honda and CrossPointe Motor Cars - March 2014 – September 2017

In the new car sales consultant with Miller Honda, position includes gathering fresh ups (customers) from the sales lot and service area on a daily basis; following up on internet leads from our internet sales office, and taking referral customers. Once positive communication and rapport are built with potential customers, the job entails consulting with customers to discover their desired new or used vehicle; creating value in the vehicles through knowledge, walk around, and demonstration test drives; trial closing new car purchases or lease deals, and then closing purchases/lease deals. Once closed, position also includes advising and selling additional accessories and warranties for the vehicle. Position also includes daily follow up via phone, internet, and texting with potential and past customers; as well as some cold calling of potential customers. Through Honda, candidate has accrued many hours of online specific vehicle training on Honda products and salesmanship; as well as Joe Verdi online sales training. Initially, candidate was selling previously owned cars of all makes for CrossPointe Motor Cars, and followed the same sales protocol as in the new car lot. Candidate attained Silver status with Honda for 2015, has been new car sales leader at Miller Honda 5 times, and overall sales leader for Honda/CrossPointe 4 times.

Administrative Support Tech

US Army Corps of Engineers - Winchester, VA - December 2008 - September 2013

As an integral part of the fast paced Army Materiel Command's Deployment Program team, candidate worked closely with AMC Operations Officers at the UDC; and assisted in the planning, reporting, and execution of UDC and AMC deployment operations. She participated in researching, and implementing policies and practices regarding the deployment process; and ensured compliance to these procedures.

Candidate is goal and detail oriented; and has excellent communication and time management skills. She proficiently works with deadlines; and prioritizes responsibilities and assignments. She has a track record of being flexible, and volunteers for additional responsibilities as needed. Candidate was a major contributor to the successful deployment of an average of 30 AMC deployees per week; downloading, printing, organizing, and reviewing their medical and training packets; and communicating with them to ensure compliance to requirements. She maintained and disseminated the UDC AMC deployment roster to the entire AMC deployment community. She conducted face-to-face, phone, and email communication with new deployees, supervisors, HR staff, returning deployees, and UDC staff daily.

Additional duties: Family Readiness Coordinator 1/2012 – September 2013

Candidate was selected by management to provide support as the Middle East District's Family Readiness Coordinator. She briefed MED deployees regarding family and personal readiness for deployment; outlining available support and services. Candidate ensured that each MED deployee and his/her family were prepared for the deployment, and that paperwork was in place before departure overseas. Candidate also delivered a weekly

classroom briefing to all Corps of Engineer new deployees about the role of the Family Readiness support network, and how their families were supported by the Army Community Services, Red Cross, and local community services while the deployee was overseas; making their deployment more successful by instilling knowledge and peace of mind to deployees and their families before, during, and after the deployment. As USACE deployees returned through the UDC from deployment, candidate also provided a Family Readiness Redeployment briefing on available support; and suggested best practices for reintegration, returning to the CONUS workplace, reconnection to the family, and dealing with physical or mental health concerns that may have come from their warzone experience.

Additional duties: CISM Peer Supporter 4/2010 – September 2013

In 2010, candidate was selected by UDC management to serve as one of four Critical Incident Stress Management team members at the UDC. Candidate received basic CISM training for Group and Individual Intervention at the UDC in 2010; advanced training in 2011, and mandatory refresher training was completed in March 2013. Specific training was geared toward mentally preparing individuals and family members for deployment; reintegration and normalization of returning deployees; as well as critical incident, crisis preparedness, and intervention for employees in the USACE workplace experiencing a critical incident or crisis.

Business Partner and Instructor

A Click Above LLC - Leesburg, VA - January 2001 - December 2009

Candidate worked as a business partner and instructor primarily in the evening hours for a highly successful and innovative dog training business specializing in Dog Agility. She has been training dogs for well over 25 years. She and her three partners planned, coordinated, and implemented the training for an average of 24 classes and over 300 students per week at their year-round indoor training facility; as well as occasional weekend special activities and seminars. This partnership also supported approximately 10 assistant and apprentice instructors. Candidate was responsible with other partners for designing individual class concepts, and curriculum; training schedules; and overall business goals. Candidate is extremely proficient at training dogs, teaching classes, mentoring assistants, and resolving personnel and student issues. Candidate previously taught classes as a volunteer, for adults and children.

Lead Radiology Technician, Departmental Supervisor

Marion DuPont Scott Equine Medical Center, VA, US - January 1987 - June 2003

Candidate was the lead radiology technician for the Radiology & Nuclear Medicine department. She performed diagnostic studies on horses; and trained other technicians along with rotating veterinary students in radiology techniques and protocol; to ensure compliance with prescribed standards. Candidate has vast experience in the execution of xrays, nuclear scintigraphy, surgical x-rays, and fluoroscopy. She was responsible for hardcopy xray records management; and implementation and maintenance of a computer database. Other duties included daily upkeep of the physical department; to include inventorying and maintaining supplies; and scheduling maintenance and repair of equipment. Candidate engaged in daily communication with clients, veterinary staff, referring veterinarians, and other hospital personnel. Candidate was responsible for prioritizing and accomplishing outpatient cases, emergencies, and in-house procedures; while working to maximize production of quality state of the art medical imaging.

Candidate initially worked in the veterinary nursing and accounts payable areas of the hospital; and gained skills to perform the lead radiology technician position through on the job training and hands on experience.

Executive Secretary

GTE Communications Systems - Reston, VA - April 1981 - May 1985

As Executive Secretary to the Senior Director of Business Systems R&D, duties included handling all communication to and from the office of the Senior Director; appointments and scheduling; clerical support; preparing corporate presentations; handling resumes and interview schedules; travel and vacation schedules/ reservations for Sr. Director and his staff of approximately six managers and their staff; interfacing with personnel of all levels within the Communications Systems. Also functioned as the Public Affairs Representative for the Reston Division. Responsibilities included publishing a monthly newsletter, holding a voter registration day and coordinating the United Way campaign for the Reston office. Candidate was laid off with severance package when division relocated to Phoenix, Arizona.

Recruiter, Office Manager

American Office Services, CAY Associates - Annandale, VA - January 1980 - April 1981

Position entailed search and recruitment for a company specializing in secretarial and support personnel placement on a fee-paid basis. This included cold-calling applicants; interviewing; testing; checking references; presenting

applicants to potential employers by phone; coordinating interviews; writing resumes; follow-up after interviews; presenting offers; coordination new-hire start dates. Candidate initially worked as office manager for an affiliate company which specialized in technical and professional recruitment.

EDUCATION

AA in General Studies, Business Emphasis, 3.65 GPA

Community and Technical College of Shepherd - Shepherdstown, WV
2003 to 2005

SKILLS

Candidate is Proficient in Microsoft Office Applications; to include Word, Excel, Power Point and Outlook. She has also worked in Access, Microsoft Publisher, Microsoft Money, Quicken, and TurboTax.

AWARDS

Leadership Development Program

Candidate was selected by USACE upper management for the Fall 2011 Leadership Development Program Tier 1, and graduated from the program in April 2012.

Achievement Medal for Civilian Service

Candidate received a medal and certificate for outstanding civilian service upon the end of her term in 2013. The award reflects her dedication to duty, loyalty, professionalism, and excellent customer service while working for the US Army Corps of Engineers.

CERTIFICATIONS and TRAINING

2010 - CISM training - Critical Incident Stress Management - trained in group and individual crisis intervention and peer support;

2011 - Advanced courses completed at CISM World Congress;

2013 - CISM Peer Supporter Mandatory Refresher Course

2013 - HIPAA certification

2013 - PII certification

2013 - SHARP training

Has been certified to access Med-Pros and Eng-link secure websites

ADDITIONAL INFORMATION

Previous Volunteer Positions:

President (3 years) of GRREAT, a Washington DC area non-profit Golden Retriever rescue organization which re-homes more than 200 Golden Retrievers per year and has hundreds of members/volunteers; serving as chief administrative officer for this large volunteer organization (non-paid position)

Secretary (3 years) of Loudoun Hunt Pony Club Horse Trials; responsible for administrative duties for this nationally recognized equine competition (non-paid position)

Instructed dog obedience classes for many years for the Dulles Gateway Obedience Training Club; including classes for the general public, 4-H classes, and a special socialization class for the Loudoun Hunt foxhounds (non-paid position)

Other Qualifications:

Candidate has 25+ years of hands on experience with family farming operations; previously foxhunted and whipped in with the Bull Run Hunt; raised and trained Thoroughbred horses, riding horses, and Welsh ponies. Currently raising Katahdin sheep for gourmet lamb, and an occasional litter of Border Collie pups.

Laura W Anderson

Physical address: 55 Clay St, Bolivar WV

Mailing Address: 159 Pintail Ct, Harpers Ferry WV 25425

Summary of Experience

- 1) I was raised in Fairfax County VA, and then married and lived in Loudoun County VA from 1980 – 2002. I first moved to West Virginia in 2002; initially in Jefferson County (Charles Town); then in Berkeley County (Bunker Hill); and now in Harpers Ferry/ Bolivar since December 2016. When deciding where to relocate, I chose Jefferson County again because of the proximity to the National Parks, the beautiful farmland, and the clean air and water – but with close proximity to my children and grandchild in Loudoun County.
- 2) Work Experience – I have experience working for small businesses, have been self-employed, have sold cars for a dealership in Winchester, and currently work for a National home builder. I have worked for the Federal Government (Department of Army), and for the State of Virginia (VA Tech) as a veterinary radiology tech for 17 years. I operated a horse breeding farm while in Loudoun; and currently raise sheep, which I've done since about 2004. I've also volunteered in many positions within dog rescue, Pony Club, and currently serve on the board of the Virginia Border Collie Association (WV member).
- 3) Education - I attended Shepherd College, and obtained an Associate's Degree with a business emphasis as an adult in 2005 from the Community and Technical College of Shepherd (rebranded Blue Ridge Technical School after Shepherd became a University).
- 4) Reason for Applying – I am a resident of Bolivar, and would be interested in representing my beautiful town if that position is to be filled. I am not a political activist, and I am not affiliated with any political party. I have always trusted our governing bodies to do what was in the best interest of the citizens and believed that most governing representatives (elected or volunteer) have our best interest mind. But I have realized over the past few years that citizens do need to pay attention and participate in discussion and decisions of their local and national governments. I feel I bring a broad spectrum of blue-collar experience in both business and agriculture, and have an open minded, innovative, and common sense approach to any work I am doing. I would look forward to participating as a volunteer to help shape Jefferson County to be the best it can be; while maintaining the character and qualities of this beautiful area of West Virginia.

Jefferson County Commission
Application for Boards, Committees or Commissions

Please type or print information

Name: Laura Whitmore Anderson

Home Telephone Number: 540-336-4707

Work Address: varies - Winchester area

Work Phone Number: cell 540-336-4707

Mobile Phone Number: 540-336-4707

E-mail Address: silveridge@frontier.com

Party Affiliation: (Building Commission and Health Department applicants)

N/A

Occupation: Sales assistant for Ryan Homes / Farming

Education: High School yes, graduated 1975, W T Woodson HS, Fairfax, VA

College Shepherd College ^{aka} (Blue Ridge Comm + Tech)

Trade/Business School 2 yri. degree (Associates) Comm + Tech College of Shepherd

Are you a United States citizen? Yes ☒ No ☐

Are you a West Virginia resident? Yes ☒ No ☐

Are you a resident of Jefferson County? Yes ☒ No ☐

Are you able to produce verification of residency? Yes ☒ No ☐

(Proof of paying personal property tax, voter registration, etc.)

Address: 55 Clay St, Bolivar (Harpers Ferry 25425)

(see back)

Magisterial District: Harpers Ferry

List Qualifications for this Position and/or include a resume and cover letter that expresses your interest in serving:

see attached Resume + Cover letter

Organization Memberships and Positions Held : _____

Have you even been convicted of any felonies? If yes, please list. NO

Date:	Offense:

Statement: _____

I hereby certify that the facts set forth in the above are true and complete to the best of my knowledge and authorize the Jefferson County Commission to verify their accuracy and to obtain reference information. I hereby release Jefferson County Commission from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an appointment decision based on such information.

I understand that falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for removal.

I understand that I will fully adhere to the policies, rules and regulations of this appointment, including reading, adhering and signing the County's Ethics Statement and adhering to Robert's Rules as provided in a packet to me when obtaining my Oath of Office or on the County's website. I understand I may also attend a free annual Board Training and Ethics Training meeting established by the Jefferson County Commission.

Signature: [Signature] Date: 12-26-18

This application is good for and will be retained for two (2) years in accordance with the Administrative Policies and Procedures Policy. In order to be considered for appointment, a new application must be submitted.

MORGAN SELL

**P.O. BOX 752 SHEPHERDSTOWN WV, 25443
(304) 671-8870**

JANUARY 11, 2019

Dear Jefferson County Commissioners,

I would like to take this opportunity to submit my application for a position on the Jefferson County Development Authority Board. I have lived in Jefferson County for 29 years and I am committed to the future development of this area. I am committed to see that the opinions of all the hard working citizens of Jefferson County are respected and considered in regards to future development of this county. I strongly believe that all development, large or small, should be done in a responsible and sound manner.

Please find my resume attached. Please feel free to contact me if you require any additional information and I look forward to your evaluation of my credentials.

**Sincerely,
Morgan Sell**

MORGAN SELL

P.O. BOX 752 SHEPHERDSTOWN, WV 25443 - (304) 671 8870 - MORGANSELL311@GMAIL.COM

YOUTH LEADER - ART EDUCATOR - FREELANCE ARTIST - COMMUNITY ORGANIZER - MOTHER

OBJECTIVE

Seeking a position on the Jefferson County Development Authority Board

EDUCATION

SHEPHERD UNIVERSITY

BACHELOR OF ARTS: Art Education (K-12)

BACHELOR OF FINE ARTS: Art Painting & Drawing

SHEPHERDSTOWN, WV

May 2013

May 2013

UNIVERSITY OF GEORGIA

COURSES IN ART & ART HISTORY

CORTONA, ITALY

SUMMER 2011

HONORS:

West Virginia Promise Scholar

Dean's List 2008-2013

Student Vice President: The Honor Society of Phi Kappa Phi, Shepherd University Chapter

Outstanding Art Major: C. Brown & Hazel Hendricks Scholarship, Shepherd University Foundation

PERMANENT PUBLIC COLLECTION

Scarborough Library, Shepherd University, Shepherdstown, WV

WORK EXPERIENCE

YOUTH LEADER:

2015-PRESENT

Shepherdstown Presbyterian Church

- Demonstrates to Youth (grades 6-12th) how to be stewards for the Congregation, Local Community, and our Planet Earth
- Leads Annual Mission Trips to The Center in Baltimore, The Pilgrimage in D.C. and Coalfield Development Program in Southern WV
- Organizes Community Clean Ups, Community Meals, & Community Service

SUBSTITUTE TEACHER:

August 2016-August 2018

Berkeley County Public Schools, Berkeley County, WV

ARTS BUSINESS MANAGEMENT:

Summer 2012

Contemporary American Theater Festival, Shepherd University, Shepherdstown WV.

STUDENT-TEACHER:

January 2013- April 2013

Visual Arts Instructor, Martinsburg South Middle School, Martinsburg, WV

Visual Arts Instructor, Potomack Intermediate School, Spring Mills, WV

PO BOX 752
SHEPHERDSTOWN WV
25443

Magisterial District: 34

List Qualifications for this Position and/or include a resume and cover letter that expresses your interest in serving:

ATTACHED

Organization Memberships and Positions Held : _____

Have you even been convicted of any felonies? If yes, please list.

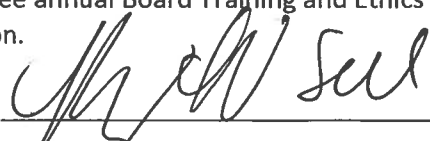
Date:	Offense:

Statement: _____

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Signature:  Date: 1/11/19

This application is good for and will be retained for two (2) years in accordance with the Administrative Policies and Procedures Policy. In order to be considered for appointment, a new application must be submitted.

Anastasya Tabb
PO Box 161
Shepherdstown, WV 25443
(304) 279-7710
SEvanisko@hotmail.com

Work Experience

Farmers & Mechanics Insurance

Martinsburg, WV

Systems Administrator

Jan 09 – April 12

Responsible for the technical design, implementation, and maintaining of the IT infrastructure. Provided technical support on systems for the F&M staff. Implemented companies first IT Disaster Recovery plan and improved efficiency by introducing virtual technology into the datacenter.

- Responsible for maintaining all Windows based servers and desktops.
- Implemented Cisco Call Manager system for the automated attendance system.
- Designed and installed VMWare Virtualization platform to replace stand-alone servers.
- Monitored and implemented vulnerability and patch managements systems to meet cyber security requirements.
- Provided support on all facets of IT including hardware, software, telephony, network, iSeries, and cyber security.

PNGI Charles Town Gaming LLC

Charles Town, WV

Applications Specialist

March 07 – Nov 08

Act as project and implementation manager on new installations and upgrades. Evaluate system functionality to determine the best configuration, optimize overall system effectiveness and revise business processes in order to help all departments maximize system potential. In addition, provide second tier application support for all users and Food and Beverage point of sale systems.

- Lead on property management system for new hotel that interfaces with casino, point of sale, door key locks, sales & catering and Avaya telecommunication systems.
- Installed and configured 30 self-service redemption and bill breaking terminals, along with 30 virtual pc's for the communication interface to casino database.
- Continued System Admin responsibilities including user administration, access permissions, system back-ups and performance & availability monitoring.

Systems Administrator

April 03 – March 07

Provided full spectrum of installation and support of the facility's Windows based server systems, Avaya communications platform, and associated client side components.

Performed user administration, applied group policies and structured user security model.

- Responsible for the maintenance and operation of 20+ Windows based servers in a 24x7 production environment.
- Implemented and support a multi node Windows cluster with fiber attached EMC SAN to support critical gaming applications.
- Managed the facility's migration to a corporate-wide Active Directory security model.
- Developed and executed system security policies & procedures to insure compliancy with

- Sarbanes-Oxley audit requirements. Accomplished 100% compliancy with no deficiencies.
- Supervised and assisted desktop support technicians.

Desktop Support Technician

Jan 01 – April 03

Provided user support related to desktop applications, hardware, networking and telephony.

Managed department operating and capital budget: purchasing and billing.

- Installation and maintenance of client side devices and software packages.
- Project leader of company telephony upgrade to Avaya Definity G3 switch, incorporating voice mail, call tracking and automated attendants.

Milton S. Hershey Medical Center

Hershey, PA

Workstation Analyst Associate

Feb 99 – May 00

Provided on-site software assistance and problem resolution to a network of 3,000+ users in several locations. Furnished and implemented software and hardware recommendations.

- Operating System and application installation, configuration, troubleshooting and support.
- Installation and end-user training of Cerner PowerChart: automated lab results system.

Help Desk Support Specialist

Aug 97 – Feb 99

Diagnosed and managed the resolution of calls on desktop software, hardware and mainframe applications at the Help Desk in response to user calls.

- Cross-trained on mainframe operations, processing billing and nightly batches using VTAM and VM/CMS.

Anastasya Tabb
PO Box 161
Shepherdstown, WV 25443

January 14, 2019

Jefferson County Commission
PO Box 250
Charles Town, WV 25414

Dear County Commissioners,


I am writing to request consideration of appointment to the Jefferson County Development Authority board as a Citizen Representative. As a resident of Jefferson County since 2001, I have watched it grow and prosper, but there is still more to come. I am at a point in my life, while focusing on raising my children, I have time to volunteer for the betterment of my community.

As you will see from the enclosed resume, my work experience is in the Information Technology field. I hope to transfer the skills that I've acquired over the years in daily administration of IT operations, as well as project planning and implementation towards supporting the growing IT demands. These could be applied to assist our community in achieving the strategic goals, such as a broadband expansion.

I would remain committed to emphasizing the County's strengths, for instance agriculture and tourism, and assist to encourage our small businesses that need support to be successful. If I were to be selected for the board, my additional contribution would be to focus on aiding our local entrepreneurs while incorporating the inevitable growth upon us.

I appreciate your time in considering my request.

Sincerely,

A handwritten signature in black ink, appearing to read 'A. Tabb', written in a cursive style.

Anastasya Tabb

Jefferson County Commission
Application for Boards, Committees or Commissions

Please type or print information

Name: Anastasya Tabb

Home Telephone Number: 304-279-7710

Work Address: _____

Work Phone Number: _____

Mobile Phone Number: _____

E-mail Address: Sevanisko@hotmail.com

Party Affiliation: *(Building Commission and Health Department applicants)*

Occupation: Homemaker

Education: High School Johnstown High School

College Pennsylvania State University

Trade/Business School _____

Are you a United States citizen? Yes X No

Are you a West Virginia resident? Yes X No

Are you a resident of Jefferson County? Yes X No

Are you able to produce verification of residency? Yes X No

(Proof of paying personal property tax, voter registration, etc.)

Address: 248 Willowdale Dr.
Shepherdstown, WV 25443

Magisterial District: Shepherdstown

List Qualifications for this Position and/or include a resume and cover letter that expresses your interest in serving:

Requesting to serve in one unexpired term for Citizen Representative ending either 2019, 2020 or 2021 on the Jefferson County Development Authority Board.

Organization Memberships and Positions Held : _____

None at this time.

Have you even been convicted of any felonies? If yes, please list.

No

Date:	Offense:

Statement: _____

I hereby certify that the facts set forth in the above are true and complete to the best of my knowledge and authorize the Jefferson County Commission to verify their accuracy and to obtain reference information. I hereby release Jefferson County Commission from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an appointment decision based on such information.

I understand that falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for removal.

I understand that I will fully adhere to the policies, rules and regulations of this appointment, including reading, adhering and signing the County's Ethics Statement and adhering to Robert's Rules as provided in a packet to me when obtaining my Oath of Office or on the County's website. I understand I may also attend a free annual Board Training and Ethics Training meeting established by the Jefferson County Commission.

Signature: A J Tabb Date: January 14, 2019

This application is good for and will be retained for two (2) years in accordance with the Administrative Policies and Procedures Policy. In order to be considered for appointment, a new application must be submitted.

SHILOH CITIZENS ASSOCIATION, From the President
274 Duncan Field Lane
Charles Town, WV 25414

December 17, 2018

Dear Jefferson County Commission,

On behalf of my fellow residents and pursuant to an official resolution passed by the duly elected Shiloh Citizens Association Board of Directors, I am requesting, in accordance with the provisions of W.Va. Code §7-12-3 "management and control of county authority vested in board; appointment and terms of members; vacancies; removal of members", which states "[o]ther persons, firms, unincorporated associations, and corporations, who reside, maintain offices, or have economic interests, as the case may be, in the county, shall be eligible to participate in and request the county commission to appoint members to the development authority as the said authority shall by its bylaws provide" that you resolve that a member of the JCDA be appointed from the Shiloh Citizens Association which is an incorporated association pursuant to W.Va. Code Chapter 36b Uniform Common Interest Ownership Act.

Shiloh Citizens Association is the only residential development bordering the Bardane Industrial Park which is owned by the JCDA. As an abutting neighbor Shiloh has a direct interest in the activities and decision made by the JCDA in this area. The decisions and activities of the JCDA on the surrounding area have already had a direct impact on the neighborhood and we would like to have a voice in the activities of the JCDA in relation to Bardane, but also because our position in the north of the County exposes us to other decision that JCDA is making relative to economic development particularly.

As a board we support deliberate and appropriate growth in the county and will appoint open minded and responsible residents who will participate in the deliberative process. At our most recent meeting our board resolved to request a seat on the JCDA as well as to appoint our secretary, Mr. Sean Feigo, as our representative, should you be gracious enough to grant our request. I have attached Mr. Feigo's application as well as his resume. You will see that Mr. Feigo is a highly qualified individual with law enforcement, fire safety, government contracting and project management capabilities. Mr Fiego has been an outstanding member of our board providing exceptionally organized service. He volunteers his time to personally upkeep the property of the development as well. He is in all ways a responsible, sober minded, and deliberative leader. I highly recommend him to your consideration. In the event that you do not grant our request to a Shiloh Citizen's Association seat, Mr. Feigo wishes to be considered as an individual appointment.

Thank you in advance for your kind and favorable consideration. Please contact me at 540-454-7780 if I can be of further service. Or by email at mike@donnellyclan.com.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael P. Donnelly". The signature is fluid and cursive, with a long horizontal stroke extending from the end.

Michael Donnelly

Shiloh Citizens Association President

SEAN D. FEIGO
167 Hornets Nest Court
Charles Town, WV 25414
Phone (240) 409-5131
Email sfeigo@gmail.com

Citizenship: USA
Veterans Preference: No
Security Clearance: Secret

PROFESSIONAL PROFILE

Outstanding Director of Business Development with 3+ years of sustained high performance and local, regional, and national-level experience in management, coordination, and control of complex programs and diverse quality management systems for both corporate and Government use. Strong written and verbal communication skills. Specific experience in Quality Control, Proposal Writing, Inventory Management, Emergency Management and Response, Property Controls and Logistics Management, Transportation Management, Warehouse Operations, Federal Government Sales, and Customer Service. Extensive first-responder experience as former paramedic, firefighter, and FEMA veteran. Proven ability to problem-solve and get the job done during stressful and emergency situations. Tested staff leadership and supervision ability. Expert background in property and inventory management practices and principles. Strong computer skills, specifically in MS Office, Minitab, Track-It, Logistics Inventory Management System (LIMS), and Total Property Management (TPM). Repeatedly proposes recommendations and solutions, implements procedural and policy improvements, analyzes diverse storage and maintenance activities. Decorated firefighter awarded unit citations, and the departmental Medal of Valor.

PROFESSIONAL EXPERIENCE

DIRECTOR of BUSINESS DEVELOPMENT, 10/2016- Present
Mission Solutions Group (formally Marshall Communications Corporation) Ashburn, VA.
Supervisor: Eric Newman, 703-727-4056, Can contact.

VALUE-ADDED RESELLER (VAR) DEVELOPMENT: Directs, manages, and oversees the identification and selection of all manufacturer and vendor partners. Negotiates reseller discounts and contracting fees for partnership agreements.

PRODUCT CATALOG DEVELOPMENT: Directs, manages, and oversees the identification, and selection of products to be listed on our GWAC contracts. Oversees discussions with companies for the white labeling of products under the Mission Solutions Group name and negotiates reseller discounts.

PROGRAM MANAGER, 05/2015- 10/2016

Marshall Communications Corporation, Ashburn, VA.

Hours per week: 40+. Supervisor: Michael McCormack, 571-223-2010, Can contact.

CONTRACT MANAGEMENT: Directs, manages, and oversees all actions related to the company's 2 (two) Government-wide Acquisition Contract (GWAC) vehicles; each with a ceiling value of \$20 Billion dollars. Supervise sales employees assigned to GWACs for day-to-day operations. Responsible for responding to numerous Requests for Quotes (RFQ) and performs and directs monthly, quarterly, and yearly accountability of all contract awards and quote responses.

CONTRACT LIASON: Primary contact for all GWAC related communications and concerns. Works directly with senior government contracting offices and DoD customers.

INSIDE SALES SPECIALIST, 11/2013- 05/2015

Marshall Communications Corporation, Ashburn, VA.

Hours per week: 40+. Supervisor: Courtney Brooks, 571-223-2010, Can contact.

BID RESPONSE: Responsible for working with existing customer base to establish current IT requirements. Address all customer concerns, and assist customers to generate RFQ solicitations, Statement of Work (SOW), and Performance Work Schedules (PWS). Prepares bid responses, quotes, and proposals.

COMMUNICATIONS: Maintain open communications with customers, contracting officials, and senior corporate executives. Track and disseminate monthly, quarterly, and yearly contracting statistics. Oversee award execution and deliverables.

SUPPLY CHAIN SPECIALIST, 11/2010- 11/2013

Marshall Communications Corporation, Ashburn, VA.

Hours per week: 40+. Supervisor: Keith Dyson, 571-223-2010, Can contact.

PROPERTY MANAGEMENT: Directs, manages, and oversees all inventory of company assets assigned to employees for day-to-day operations. Responsible for the identification, inventory, shipping and receiving, issuance, proper care, repairs, and disposal of all company assets. Performs and directs monthly, quarterly, and yearly inventory of all company assets.

INVENTORY MANAGEMENT OF GOVERNMENT EQUIPMENT: Oversees the identification, inventory, shipment and receipt, repair, and storage of Government furnish equipment (GFE) associated with the Seaport-e contract for use CONUS and OCONUS areas of response. Any equipment found in need of service is either repaired, or placed out of service, with recommendations provided to the Project Manager (PM). All out of service equipment is identified, removed from service and immediately reported to the PM.

CUSTOMER SERVICE: Provides outstanding customer service, to include internal, as well as external customers. Regularly communicates with the customers, in both written and verbal media, identifying needs and requirements for equipment and repairs. Often anticipates customer requirements based upon needs identified on weekly telecoms with the customer, and MASRHALL personnel in OCONUS. Provides timely CDRLs (Weekly/ Monthly) to the PM for dissemination to the end customer.

POLICIES AND PROCEDURES: Responsible for the creation, development, and constant review of Logistics procedures for Marshall Communications Corporation. As required, procedures are tested and altered to reflect the dynamic requirements of the company.

BUSINESS DEVELOPMENT: Under a Continuity of Operations (COO) matrix, assigned to assist in the Business Development Division of Marshall Communications Corporation for the past nine (9) months, for the purpose of assisting personnel with researching and preparing responses to Federal Government Request for Quotes (RFQs), Request for Proposals (RFPs), and Request for Information (RFI). In that period, assisted on numerous RFQs for both the MPO, as well as SPAWAR IDIQ contracts. Developed relationships with several of MARSHALL's OEMs and vendors. Participated on the Red Teams of both, the Seaport-e (FSR) and IRS re-competes. Expanded upon my knowledge, skills, and abilities to include the research and preparation of product workups, quotes for numerous customers, as well as understanding and identifying OEM and vendor terms and conditions. During this period, I maintained my role as Supply Chain Specialist.

USES MICROSOFT OFFICE AND SHAREPOINT and Track-it systems to track and update all assets, inventories, shipments, purchase orders, and Contract Data Requirements Lists (CDRLs) for the company. Participated on the Internal Project Team (IPT) for the implementation of a company Integrated Development Environment (IDE), to include creation of the CDRL reports for the SPAWAR IDIQ contract.

INVENTORY MANAGEMENT SPECIALIST, 12/2006- 11/2010. Department of Homeland Security, Federal Emergency Management Agency, Distribution Center Frederick, Frederick, MD. Grade: GS-2010-11. Hours per week: 40. Supervisor: Scott Cromwell, 301-874-4200, Can contact.

WAREHOUSE LEAD (NDMS Medical): Directs, manages, and oversees all day to day operations and projects of the warehouse and its staff, and reports directly to the Facility Chief and Deputy Chief. Manages, maintains, and oversees the NDMS medical operations at DC Frederick, including the facility inventory as well as the medical inventory and maintenance of several NDMS medical response programs.

ENSURES THAT ALL EQUIPMENT IS MAINTAINED AND MISSION READY. Performs and directs monthly, quarterly, and yearly inspection of all equipment. Regulates and verifies all cache inventories. Any equipment found in need of service is either repaired or placed out of service. All out of service equipment is identified, removed from service and immediately reported to the facility chief.

TRACKS MATERIALS AND FUNDING for all team caches, and projects replacement costs up to one year, using various automated spreadsheets. Monitors operational status of all life saving equipment and accurately reports its state of readiness. Performs daily quality assurance checks of the Warehouse Shipping and Receiving Reports checking for errors, additions and omissions, after which they are filed for future reference.

WORKS CLOSELY WITH THE ACCOUNTABLE PROPERTY OFFICER, using LIMS training, to implement property management policies and procedures, such as entering, bar coding, and tracking newly received items. Oversees the tracking and maintenance of all inventories in the facility and perform audits on a rotating quarterly basis. On a weekly basis, verifies the spreadsheets and reconciles them to both the inventories in LIMS and Daily Readiness Report. Identifies any discrepancies and rectifies them immediately. Maintains communication between the warehouse and Accountable Property Officer for all aspects of inventory control.

MANAGES THE BULK NDMS MEDICAL INVENTORY for the facility (up to 2,064 pallets of medical response materials). Ensures regular inspection and rotation of medical materials due to expiration dates and the potential for FDA Recalls. Uses inventory spreadsheets to identify the exact items, locations, expiration dates and quantities that needed rotation.

OVERSEES operations of teams sent to the facility to verify or rehabilitate cache inventories after extensive use. Maintains proper documentation of all inventory updates and changes and all inventory records. Requests materials needed to return the cache inventory to a mission readiness status in case of inventory short falls.

SUPERVISES cleaning, inspection, and inventorying of all equipment, including medical and logistical items, returning from the field. Ensures replacement of missing items.

DIRECTS WAREHOUSE PERSONNEL IN DAILY OPERATIONS at the facility. Attends daily staff meetings to discuss existing projects and any upcoming events, tasks or requirements. Communicates with warehouse personnel and disseminates information from staff meetings. Redirects warehouse staff's efforts as needed to effectively complete their required goals.

DURING DISASTER OPERATIONS, continuously reviews mission requirements and develops a plan of action to complete requirements in a timely manner. Consistently updates warehouse staffing to the constantly changing requirements, and revise our plan of action to accommodate those changes. In the event that facility needs to operate under a 24 hour schedule, ensures that each shift is effectively staffed and has the materials and equipment necessary to operate efficiently. Maintain communications between both shifts and the facility administrators.

USES MICROSOFT EXCEL AND TOTAL PARTNER MANAGEMENT system to track and update all inventories and resources for the facility's Initial Response Resources (IRR) and all specialty caches, such as Joint Field Offices (JFO), Material Handlers Equipment Kits (MHE), Home Recovery Kits (HRK) and Pre Positioned Disaster Supplies (PPDS).

KEY ACCOMPLISHMENTS:

- After receiving Forklift Operators Safety Instructors certification, led development of the Forklift Operators Safety Course at DC Frederick. Used various computer software applications, including Microsoft Word, Excel and Power Point, to create and developed training curriculum used today. Managed certification of personnel and the proper documentation of forklift training classes held. As well as classroom training, also conducted hands-on training on the proper inspection and operation of the forklift.
- Managed surge staffing sent to assist with disaster response operations, and ensured that they are trained in accordance to the operating procedures of the facility and aware of the particulars of DC Frederick. This included the shipping/ receiving processes, inventory procedures and the proper loading and unloading of trailers.
- Using strong computer and communication skills, developed and maintained inventory spreadsheets and pivot tables for all inventories located at the facility, and communicated information to Headquarters.
- Developed facility-specific warehouse SOPs pertaining to Inventory Control, Receiving, Shipping and Equipment Operations.
- Assisted in conversion process of Distribution Center Frederick to a 6S/ Lean facility. Participated in the conversion of inventory from an Excel format to a more automated system (Warehouse Manager), updating and streamlining the facility's operational procedures.
- Traveled to Atlanta, Ga. to participate in the User Acceptance Testing of an automated inventory system (Warehouse Manager)

INVENTORY MANAGEMENT SPECIALIST, 02/2006-12/2006. Department of Homeland Security, Federal Emergency Management Agency, Distribution Center Frederick, Frederick, MD. Grade GS-2010-9. Hours per week: 40. Supervisor: Scott Cromwell, 301-874-4200, may contact.

AS INVENTORY MANAGEMENT SPECIALIST, MAINTAINED AN ACCURATE INVENTORY of all commodities stored in the facility, and verified all commodities received into and sent out of the facility.

TRACKED AND INVENTORIED LIFE SAVING MATERIALS AND EQUIPMENT for the United States Army Medical Material Acquisitions (USAMMA) and Pre-Positioned Equipment Program (PPEP) programs. Performed multiple inventory audits and maintenance on the equipment.

VERIFIED AND UPGRADED inventories at several Distribution Centers across the country, together with personnel from Urban Search and Rescue (US&R), and replenished stock levels of Management Support Team (MST) vehicles.

OVERSAW specialty teams assigned to work at Distribution Center Frederick, due to my familiarity with all inventory and property management and accountability practices and principles currently in place at Frederick.

ENSURED resupply for all Disaster Medical Assistance Teams that were deployed or on field training exercises, including for 38 National Disaster Medical System (NDMS), Disaster Medical Assistance Teams (DMAT), 3 National Medical Response Teams (NMRT) and 5 National Veterinary Response Teams (NVRT).

LED the development, inventory and maintenance of several National Disaster Medical Systems caches, including DMAT Basic loads, VMAT caches, Strike Team kits, Airway bags, Defibrillator kits, and Mobile Intensive Care Units (MICU).

PARTICIPATED IN NUMEROUS HIGH PROFILE FEMA RESPONSES, including the 2003, 2004 and 2005 hurricane seasons, State of the Unions, Inaugurations, Presidential Funerals and the Papal Visit. During these missions, helped to ensure mission-ready supplies of logistical items, drinking water, meals, vehicles, and medical supplies.

LOGISTIC MANAGEMENT SPECIALIST, 09/2005-02/2006. Lockheed Martin, Distribution Center Frederick, Frederick, MD. Hours per week: 40. Supervisor: Scott Cromwell, 301-874-4200, may contact.

AS LOGISTIC MANAGEMENT SPECIALIST, oversaw essential warehouse operations and disaster support, and maintaining re-supply for 48 Disaster Medical Assistance Teams (DMAT), 2 Veterinary Medical Assistance Teams (VMAT) and 4 Management Support Teams (MST) caches. Managed and performed inventories and inventory audits of both the logistical and medical items staged at the Logistic Center.

SUPPORTED THE SHIPPING AND RECEIVING DEPARTMENT by tracking of cache supplies and materials being shipped and received, using Shipping/ Receiving spreadsheets I developed for this task.

DESIGNATED AS WAREHOUSE LEAD DURING HURRICANE KATRINA: Managed daily warehouse operations and surge staffing. Directed the actions of all warehouse personnel and surge staffing, and ensured inventory was performed accurately, and the shipping receiving department properly documented incoming and outgoing shipments. Participated in daily facility staff meetings and updated the facility chief on the status of the all current projects.

ASSISTED THE MEDICAL BUILD-OUT DIVISION of the facility with building and inventorying of medical caches including Patient Treatment Caches, Strike Teams, Thomas Packs, Airway Bags and Lifepack-12 Kits.

ASSISTED THE FACILITY ACCOUNTABLE PROPERTY OFFICER with the identification and bar coding of newly received items at the facility.

EMERGENCY MEDICAL TECHNICIAN, 05/2003-09/2006. National Disaster Medical System, Disaster Medical Assistance Team, PA-1, Pittsburgh, PA. Grade: GS-7. Hours per week: 40. Supervisor: Knox Walk, 412-398-1682, may contact.

MEMBER OF DISASTER MEDICAL ASSISTANCE TEAM PA-1: Worked with FEMA during disasters, including the 2004 and 2005 hurricane seasons. Deployed as logistic support to work with FEMA staff at their facility in Walkersville, trained in FEMA's Disaster Trailer Program a.k.a. Temporary Housing Unit (THU), National Disaster Medical Systems medical assets and DMAT Basic Loads and inventory management practices and principles. Obtained a working knowledge of the FEMA Automated Logistical Inventory Management System and property management practices. Performed warehouse duties, including shipping and receiving operations, inventory practices and property principals.

DURING HURRICAN KATRINA, helped to develop Patient Treatment caches and Strike Team kits, used for emergency medical response in numerous operational theaters. Inventoried and rehabilitated caches and returned then to mission ready status. Helped to maintain inventories of both medical and logistical supplies

FIREFIGHTER, 01/2002-09/2006. Wilkinsburg Borough, Wilkinsburg Bureau of Fire Wilkinsburg, PA. Hours per week: 40. Supervisor: Chief Owen MacAffee, 412-242-2930, may contact.

RESPONDED TO NUMEROUS EMERGENCY SITUATIONS, using training and prior planning to respond safely and affect a successful outcome.

PERFORMED INVENTORY OF EQUIPMENT, TOOLS AND MEDICATIONS at the start of every shift to ensure mission-ready status. Performed preventative maintenance on all life safety equipment and tools.

COMPLETED AND SUBMITTED WRITTEN REPORTS to the city and state after each incident. Participated in investigations of incidents involving loss of life or arson to determine the cause of the incident, in cooperation with Federal, state, and/or local officials.

MANAGED CONTRACTS for acquisition of new equipment, and tracked maintenance on all tools and equipment.

PERFORMED PUBLIC FIRE EDUCATION, and routinely performed residential and commercial building code inspections.

EVALUATED AND REVISED RESPONSE PROTOCOLS to various emergency incidents, to optimize our ability to respond in the best and safest manner. Reviewed current data and response times to determine what changes were needed.

COMMUNICATION SPECIALIST, 11/1999-09/2006. Edgewood Borough Police Department, Pittsburgh, PA. Hours per week: 40. Chief Paul Wood, (412) 242-9994, may contact.

USED written and oral communication skills to communicate with the public and with colleagues, including during emergencies. Observed all aspects of the situation and responded accordingly. Completed all after action reports for fire department responses. Reconciled end of month citations and violations and tracked payments made.

VERIFIED DATA entered into the Pennsylvania State Police Criminal database, and compiled statistical information for police and fire department activities. Oversaw inventory control procedures of police and fire department equipment.

DETERMINED CORRECT COURSE OF ACTION during emergency incidents. For example, in 2004, a local anti-war protest rally involved 1,000+ protesters who became unruly and who outnumbered law enforcement personnel on the scene. I contacted surrounding agencies for additional resources, including several K-9 patrols, called back off-duty personnel to cover the service area, and contacted the Chief of the Department. After several arrests were made, the incident was brought under control without any injuries, and the city presented all personnel with unit citations afterwards.

EMERGENCY MEDICAL TECHNICIAN, 08/1999-05/2003. Murrysville Emergency Medical Services, Murrysville PA. Hours per week: 40. Supervisor: Derrick Gerrano, (724) 327-1222, may contact.

RESPONDED TO EMERGENCY CALLS, AND PERFORMED INVENTORIES OF THE RESPONSE UNITS, including personal safety equipment, life saving equipment and medications.

PERFORMED MAINTENANCE ON ALL EQUIPMENT AND VEHICLES to make sure that they were mission-ready. Participated in acquisition process for new equipment and vehicles.

SERVED AS TEMPORARY SUPERVISOR of maintenance of all emergency response units until the vacancy was permanently staffed, along with my regular duties.

LED 14-month project to convert the medical response service over to a 911-based computer-assisted response service for a municipality of 20,000 residents covering more than 37 square miles. This included the mapping of response zones, units dispatch assignments and staffing requirements and operational protocol development. When completed, this project increased efficiency by centralizing the flow of information and eliminating the steps involved in dispatching emergency medical response units. The new service cost less and provided improved services to local taxpayers.

EDUCATION

BS- Quality Systems Management/ American Meridian University (AMU)/ 4.0GPA

APPOINTMENTS

12/2008- 1/2009	Combined Federal Campaign (CFC) Distribution Center Frederick Representative
1/10/02- 09/28/05	Export Borough, Emergency Management Agency Deputy Director
1/12/02 – 5/27/02	Wilkinsburg, PA, Wilkinsburg Fire Department Firefighter
5/27/02- 09/28/05	Wilkinsburg, PA, Wilkinsburg Fire Department Fire Fighter (Level 4) - Full Time
2/2/02- 09/28/05	F.E.M.A. / Department of Homeland Security Executive Appointment to PA-DMAT-Team One
2/2/02- 09/28/05	Export Borough Emergency Management Deputy Director

HONORS/ AWARDS

2005- Unit Citation- presented by the Wilkinsburg Fire Department to C- Platoon for the rescue of a female under severe smoke and fire conditions without the benefit of a hand line.

2005- Medal of Valor- presented by the Wilkinsburg Fire Department for actions taken at incident resulting in the rescue of a female trapped in heavy fire conditions.

2004- Departmental Citation- presented by the Borough of Edgewood Council for actions taken during an Anti-war Protest March that became disorderly.

2002- Departmental Citation- presented by the Edgewood Borough Council for actions taken during an extreme weather event that overwhelmed emergency services and caused extensive damage within the borough.

1997- Letter of Appreciation- presented by the Rhode Island State Police for advising them with medical response during their Recruitment Selection Process.

TRAINING/ CERTIFICATIONS

CERTIFIED Lean Six Sigma- Black Belt

CERTIFIED PROFESSIONAL PROPERTY SPECIALIST certification in the following

Property Management areas:

- Property Management
- Maintenance
- Acquisition
- Physical Inventory
- Receiving & Identification
- Utilization & Consumption
- Storage & Warehousing
- Property Disposition

Basic Property Management

Custodial Officer

Logistical Inventory Management System (LIMS)

Logistical Inventory Management System (LIMS) Mobile

Forklift Operational Safety Instructor

eTasker

Total Property Management (TPM)

Maryland Class- A Commercial Drivers License

COMPUTER SKILLS

Microsoft Office 2000- 2010

- Microsoft Word
- Microsoft Excel
- Microsoft Access
- Microsoft Power Point

LIMSiii Data Base

- LIMS Mobil

Logistics Supply Chain Management System (LSCMS)

- Warehouse Manager (WM)
- Trading Partner Management (TPM)

Microsoft Dynamics/ Navision

- Corporate Accounting and Management Software

PROFESSIONAL MEMBERSHIPS

National Property Management Association (NPMA)/ Harbor Lights Chapter, Baltimore MD

Jefferson County Commission
Application for Boards, Committees or Commissions

Please type or print information

Name: Sean D. Feigo

Home Telephone Number: 681-252-3577

Work Address: 717 Old Trolley Road, STE 6-275, Summerville SC 29485

Work Phone Number: 240.409.5131

Mobile Phone Number: 240.409.5131

E-mail Address: sfeigo@gmail.com

Party Affiliation: *(Building Commission and Health Department applicants)*

Occupation: Director of Business Dvelopment

Education: High School Pilgrim HS- Warwick RI/ General Studies

College American Meridian University (AMU)/ BS- Quality Systems Management

Trade/Business School _____

Are you a United States citizen? Yes X No__

Are you a West Virginia resident? Yes X No__

Are you a resident of Jefferson County? Yes X No__

Are you able to produce verification of residency? Yes X No__

(Proof of paying personal property tax, voter registration, etc.)

Address:
167 Hornets Nest Ct.
Charles Town, WV 25414

Magisterial District: 65

List Qualifications for this Position and/or include a resume and cover letter that expresses your interest in serving:

See attached resume

Organization Memberships and Positions Held : _____

Shiloh Citizens' Association/ Secretary

Have you even been convicted of any felonies? If yes, please list.

Date:	Offense:

Statement: _____

I hereby certify that the facts set forth in the above are true and complete to the best of my knowledge and authorize the Jefferson County Commission to verify their accuracy and to obtain reference information. I hereby release Jefferson County Commission from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an appointment decision based on such information.

I understand that falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for removal.

I understand that I will fully adhere to the policies, rules and regulations of this appointment, including reading, adhering and signing the County's Ethics Statement and adhering to Robert's Rules as provided in a packet to me when obtaining my Oath of Office or on the County's website. I understand I may also attend a free annual Board Training and Ethics Training meeting established by the Jefferson County Commission.

Signature: Sdfeigo Date: 12/13/2018

This application is good for and will be retained for two (2) years in accordance with the Administrative Policies and Procedures Policy. In order to be considered for appointment, a new application must be submitted.

Jefferson County Commission
Application for Boards, Committees or Commissions

Please type or print information

Name: Oscar C. Stine

Home Telephone Number: 304 876-2009

Work Address: University of Maryland Baltimore MD 21201

Work Phone Number: 410-706-1607

Mobile Phone Number: 410-

E-mail Address: OCS PHD @GMAIL.COM

Party Affiliation: (Building Commission and Health Department applicants)

Occupation: PROFESSOR

Education: High School _____

graduate school / College University of Virginia, Ph.D

Trade/Business School _____

Are you a United States citizen? Yes X No

Are you a West Virginia resident? Yes No

Are you a resident of Jefferson County? Yes No

Are you able to produce verification of residency? Yes No

(Proof of paying personal property tax, voter registration, etc.)

Address: 7633 Flowering Springs Road

Shepherdstown, WV 25443

YES, I own and operate
a 300 acre farm

Water Advisory Board
Macy Sell
asked if I would join

Magisterial District: _____

List Qualifications for this Position and/or include a resume and cover letter that expresses your interest in serving:

SEPARATE SUBMISSION

Organization Memberships and Positions Held : _____

Have you even been convicted of any felonies? If yes, please list. NO

Date:	Offense:

Statement: _____

I hereby certify that the facts set forth in the above are true and complete to the best of my knowledge and authorize the Jefferson County Commission to verify their accuracy and to obtain reference information. I hereby release Jefferson County Commission from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an appointment decision based on such information.

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Signature: Olivia Stone Date: 1/3/2019

This application is good for and will be retained for two (2) years in accordance with the Administrative Policies and Procedures Policy. In order to be considered for appointment, a new application must be submitted.

CHRISTOPHER J. GARCIA

AICP, ASSOC. AIA

December 13, 2018

Jefferson County Commission
P.O. Box 250
Charles Town, WV 25414

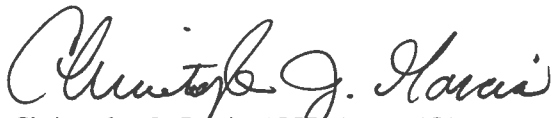
Dear Sir or Ma'am:

I am very pleased to present my letter of interest and professional resume to serve as a board member for the Jefferson County Development Authority. I am a certified professional planner with more than 18 years of experience in the field of planning and architectural design that includes experience in the following areas:

- ❖ long range community planning and community development,
- ❖ urban planning and design
- ❖ architectural conservation planning and historic preservation,
- ❖ zoning code development, review and administration
- ❖ technical construction plan review,
- ❖ military installation and facility planning,
- ❖ urban design and architecture,
- ❖ construction cost estimating and construction site management
- ❖ fiscal & economic impact analysis
- ❖ project management, among many other areas

I frequently work with economic development professionals to integrate land use planning, rural, suburban and urban design/development and public participation to achieve the best outcomes for complete and sustainable communities. I welcome the opportunity to further discuss my skills and experience with the Jefferson County Commission in the very near future. If you have questions, require any additional information, or would like to schedule an interview, please contact me by phone at (830)-237-1484 or by email at chrisgarcia_iniraq@hotmail.com. Thank you.

Very Respectfully,



Christopher J. Garcia, AICP, Assoc. AIA

CHRISTOPHER J. GARCIA

AICP, ASSOC. AIA

SUMMARY OF EXPERIENCE: Experienced management-level planner and architectural designer with a wide range of skills, knowledge and abilities in urban and community planning, urban & architectural design, facility planning and programming, historic preservation, zoning administration, project management, cost estimating, construction management, international development, leadership, and organizational management resulting in positive impacts and influence on intelligent, sustainable development of communities in challenging environments.

PROFESSIONAL EXPERIENCE

March 2018 – Present Town of Herndon Community Development Department, Herndon VA

Position Description: Community Design Planner; non-management-level zoning and design program position utilizing multi-disciplinary skills covering a wide range of activities including: local government zoning administration, historic preservation, urban design / urban planning, environmental planning, architectural design, legislative application review, zoning consultation, board/commission management and front-line customer service for small-sized, growing suburban and urbanizing community.

December 2015 – March 2018 Loudoun County Department of Planning and Zoning, Leesburg, VA

Position Description: Community Planning Program Manager; management-level project/program position utilizing multi-disciplinary skills covering a wide range of activities including: local government land planning, community outreach and engagement, coordination of transportation planning, environmental planning, architectural design, legislative application review, zoning consultation, technical consultant / sub-consultant and contract management, division-level budget management, and customer service for growing suburban and rural community.

Project Specific Experience:

Envision Loudoun – New Comprehensive Plan for Loudoun County

- Project manager for complex, multi-faceted countywide comprehensive plan update, including a new general plan and countywide transportation plan. Managed multiple teams of county employees, citizen stakeholders committees, and consultant / technical working groups.

Silver Line Metrorail Comprehensive Plan Amendment

- Project manager for technical planning project focusing on future land use planning, transportation planning, urban design guidelines, and related planning policy development to support the extension of two transit stations for the Washington Metrorail Service being constructed in the County.

May 2010 – January 2016 Government Services IPT, Largo, MD

Position Description: Planning Project Manager; mid-level project/program management position utilizing multi-disciplinary skills covering a wide range of activities including: federal installation planning, architectural design, facility programming and cost estimating, client account management, sub-contractor management, budget management and customer service for mid-sized architecture and planning firm.

Project Specific Experience:

Department of Defense – Military Construction (MILCON) Facilities Planning & Programming Studies

- Project manager for multiple planning charrettes and conceptual designs for the development of various military facilities; providing architectural-engineering services such as evaluation of DOD facility planning criteria and requirements, charrette facilitation, site investigations, preparation of concept plans and alternatives, facility cost estimates, and economic analyses completed on accelerated schedules. Recent project experience:
 - US Army, Carlisle Barracks, PA: US Army War College Academic Facility
 - US Army, Letterkenny Army Depot, Chambersburg, PA: Missile Maintenance Facility and Fire Station
 - US Army, Picatinny Arsenal, NJ: Installation Access Control Points
 - US Marine Corps, Marine Corps Base Quantico: Installation Access Control Point, Communications Officers Course Academic Building, Marine Corps Air Facility Communications Facility
 - US Marine Corps, Marine Corps Air Station Cherry Point, NC: Air Control Squadron Administration / Operations Building, UAV Squadron Administration / Operations Building, Communications Squadron Administration / Operations Building

US Army Corps of Engineers / State of Vermont – Dams Safety: Periodic Safety Inspection

- Project manager for technical engineering team tasked with periodic safety inspections for three dams owned and managed by the State of Vermont Environmental Protection Department via USACE administer civil works programs.

Picatinny Arsenal – Installation Design Guide

- Project manager for development of a comprehensive planning and architectural design guide book for standardizing design and development (functional and aesthetic) with the purpose of improving the quality of the total environment of the installation.

Ft. McNair / National Defense University, Washington, DC – Planning Charrette and Campus Development Plan Needs Assessment

- Project Manager for a planning charrette and conceptual design project for the development of a 1200 seat Auditorium and Conference Center and Campus Development Plan Needs Assessment to identify gaps in existing master planning documents for the National Defense University.

NASA Jet Propulsion Lab (JPL), Pasadena, CA – Parking Plan and Study

- Project manager leading development of a Parking Plan and Study to ensure current and future parking requirements are met, to reduce dependency on leased land and create traffic reduction on the JPL Campus.
- Project requirements included evaluating campus circulation, parking inventory and analysis, development of traffic projection data for anticipated increased site utilization, and development of feasibility analysis, and cost-benefit analysis of alternatives including carpooling, telecommuting, public and private off-site land leasing, high-density parking techniques, roadway realignments, and on-site parking structures.

January 2008 – May 2010 URS Corporation, Federal Planning Team, Gaithersburg, MD

Position Description: Senior Planner; junior-level project management position utilizing multi-disciplinary skills covering a wide range of activities in: federal installation planning, federal facility construction management, critical infrastructure protection, facility programming, client management and customer service.

Project Specific Experience:

DOD Pentagon Force Protection Agency, Washington, DC

- Served as technical support for facility planning and construction activities, to include capital improvements, contingency and temporary construction projects with a focus on physical security at the Pentagon Reservation.

Minot AFB Facility Planning Customer Concept Documents, Minot, ND

- Served as technical writer for development of facility programming and cost estimating documentation in support of increased strategic mission assigned to Minot AFB, ND.

Integrated Protective Measures Analysis, Confidential Client, NC

- Served as technical writer and researcher for Integrated Protective Measures Analysis for critical regional infrastructure in North Carolina, providing technical review of existing security conditions and provided recommendations for correction, modification and improvement of physical security and emergency response plans for protection of regional critical infrastructure.

MCB Quantico, VA – US Marine Corps OCS Temporary Facilities, Training & Education Command HQ Temporary Relocation, and USMC Information Operations Center Temporary Facilities

- Served as on-site supervisor for design-build construction of one modular building to support standup of new operational command); five new temporary barracks, one headquarters facility, one temporary training facility and one temporary messing facility at USMC Officer Candidate School; and re-location of Training & Education Command HQ Element into new temporary modular facilities with construction budgets of \$17 million.

Naval Support Activity New Orleans, LA - East Bank Redevelopment Plan

- Physical planner / designer of redevelopment options for future re-use of DOD property conveyed to the City of New Orleans for redevelopment resulting from BRAC re-alignments.

May 1999 - January 2008 Neighborhood & Urban Design Division, City of San Antonio Planning Department, San Antonio, TX

Position Description: Senior Planner; junior-level to mid-level project/program management position utilizing multi-disciplinary skills covering a wide range of activities including: neighborhood and community planning, local code development, plan review, code enforcement, customer service and public participation for a major metropolitan city serving over 1.2 million citizens.

- Managed Neighborhood Conservation Districts program, including: designation process, community involvement, code writing, plan review and coordinating enforcement activities with other city departments.

- Managed division planning teams to complete community/neighborhood planning efforts.
- Produced and integrated GIS/CAD products to validate and support planning efforts / projects.
- Produced quality urban and architectural design solutions for multiple development projects and proposals in order facilitate physical development, adhere to local development regulations and implement sound planning and design principles.
- Managed assigned master plan and zoning change cases to include plan review, code interpretation and case presentation before city boards and commissions.
- Planned, coordinated and conducted numerous public meetings in order to build neighborhood capacity, gather required community input, generate community/neighborhood plans, generate urban design ordinances, and integrate other local and state agencies into urban planning processes.

April 1996-May 1999 City Architect's Office, City of San Antonio Public Works Department, San Antonio, TX

Position Description: Intern Architect; part-time, entry-level architectural position utilizing architecture and planning skills covering a wide range of design and construction administration activities for a major metropolitan city serving over 1.2 million citizens.

- Provided assistance to staff architects with architectural project management and site inspections for capital improvement projects such as convention centers, fire stations, libraries and sports venues.
- Developed space planning and architectural design solutions for rehabilitation and space reorganizations in city-owned facilities.
- Performed plan reviews for city-funded design and capital improvement projects managed by other city departments and agencies.
- Assisted City Architect with production of conceptual urban design and architectural design solutions to design /planning problems.

PROFESSIONAL MILITARY EXPERIENCE

- United States Marine Corps, Retired Reserve, October 2015
- United States Marine Corps, Individual Ready Reserve, January 2013 – August 2015
- United States Marine Corps, 4th Civil Affairs Group, USMC, Washington, DC; Civil Affairs Detachment Chief / Group Operations Chief, October 2009 – January 2013
- United States Marine Corps, 'B' Company, 4th Light Armored Reconnaissance Battalion, 4th Marine Division, USMC, Frederick, MD; Radio Chief, Company Gunnery Sergeant. March 2008 – July 2009
- United States Marine Corps, 4th Reconnaissance Battalion, 4th Marine Division, USMCR, San Antonio, TX; Radio Chief, Company Gunnery Sergeant. August 1993 – March 2008
- United States Marine Corps, 4th Civil Affairs Group, USMC, Washington, DC; Civil Affairs Staff Noncommissioned Officer, April 2006 – May 2007 (Deployed to Al Anbar Province, Iraq in support of OIF 5)
- United States Marine Corps, D Company, 4th Reconnaissance Battalion, 4th Marine Division, USMC, Albuquerque, NM; Radio Chief. February 2003 – August 2003 (Deployed to Iraq in support of OIF I)
- United States Marine Corps, Reconnaissance Detachment, Marine Forces UNITAS, II Marine Expeditionary Force, USMC, Camp Lejeune, NC; Radio Chief. April 2002– December 2002 (Deployed to Central / South America with Special Purpose Marine Air-Ground Task Force)

EDUCATION

December 1998 University of Texas at San Antonio, San Antonio, TX

- **BS/Architecture**

August 2013 - Present Hood College, Frederick, MD

- **MS/Environmental Biology (Course work complete, awaiting thesis; anticipated graduation late 2019)**

PROFESSIONAL MEMBERSHIPS / CERTIFICATIONS

- American Planning Association, Virginia Chapter Member; National Member Feb. 2006-Present
- American Institute of Certified Planners, Cert. # 020838, July 2006 – Present
- American Institute of Architects, National/Virginia Assoc. Member #38012985, Sept. 2009 – Present
- URS Corporation – Associate Project Manager Certification, Sept. 2009
- LEED Green Associate, March 2010 to Present

VOLUNTEER ACTIVITIES

- Frederick, MD Hood College Center for Coastal and Watershed Studies; June 2015
- Harpers Ferry, WV Knights of Columbus Council #12036; June 2017 - Present
- Jefferson County Youth Soccer League Coach / Referee; August 2016 – Present

AWARDS RECEIVED

- 2008: Roxie Anderson Planning Excellence Award – American Planning Association, San Antonio, TX Chapter
- 2008: Letter of Appreciation – US Marine Corps Base Quantico, Public Works Department
- 1993 – 2015: US Marine Corps multiple individual, service, and unit awards
- 2015 – Present: Loudoun County EMPACT Awards for exceptional performance, multiple awards

12/19/2018

To Whom It May Concern -

I am interested in serving on the JCDA. Please find my application and resume attached. I have resided in Jefferson County for more than 30 years. My two children have attended schools here.

I have been active in following the ongoing Rock Wool developments since last spring. I have educated myself on the JCC and JCDA policies and procedures. I have studied the JC land use planning documents as well as the JCDA operating procedures. I believe I can be a value added resource on the JCDA and have the time to dedicate myself to it. I retired this past December.

Sincerely -
Bob Quatt

Robert C. Gillette, MBA, PMP

PROFESSIONAL PROFILE

Mr. Gillette has more than thirty years experience in government contract program operations management as well as current experience in working with both large and small firms in the opportunity identification, marketing and capture management areas. He has served as Capture Manager as well as primary proposal writer on more than 200 proposals. His assignments have covered the Departments of Homeland Security (DHS), State (DOS), Agriculture (USDA), Veterans Affairs (VA), Environmental Protection Agency (EPA), US Agency for International Development (USAID), Naval Air Systems Command (NAVAIR), National Aeronautics and Space Administration (NASA) and the National Institutes of Health (NIH). He is versed with many business development information systems including Deltek GovWin; InsideGov.Com; Federal Procurement Data System (FPDS); GovSpending; System for Award Management (SAM); and FedConnect. He has successfully established two joint ventures and is well versed in socio-economic policy and procedures.

SECURITY CLEARANCE –Top Secret 2009 (now inactive)

EDUCATION

print

Degree	Year	Major Field of Study	Institution
Project Management Professional (PMP)-			
	2007	Management	Project Management Institute
Certificate	2008	Advanced Proposal Pricing	Advantage Consulting, Inc.
Certificate	2002	Proposal Writing	Shipley Associates
MBA	1997	Finance	University of North Carolina
Certificate	1972	Appropriations Accounting	US Naval Supply Corps School
BA	1970	English/Naval Science	University of North Carolina

EXPERIENCE

6/05-2018 | Director of Corporate Business Development/Contracts | Communications Resource, Inc. (Woman Owned Small Business; graduated 8(a) firm), McLean, VA

Managed the CRI Business Development Corporate Program. Responsibilities included capture planning, proposal management, outreach and marketing materials development and dissemination. Created two 8(a) approved Joint Ventures following 8(a) graduation. Provided Subject Matter Expertise to a variety of projects in the areas of: OMB 300 development; CPIC; and Business Continuity. Responsible for the ongoing review and revision to CRI's strategic marketing plan. Developed and conducted multiple business development training webinars for in-house presentation. Conducted cost analysis for competitive purposes.

10/03-6/05 | Director of Business Solutions Group | Communications Resource, Inc. (8(a) firm), McLean, VA

He served as Project Manager (PM) for the design, drafting and review of the USDA Integrated Security and Standards Handbook encompassing USDA nationwide. Managed nationwide

simulation for First Responders as well as COOP Test, Training and Exercise efforts under contract to the Animal and Plant Health Inspection Services (APHIS). Led the CRI Rapid Response Enterprise Contingency Planning Project (R²ECP) to pilot the concept of facility level standardized contingency plan templates.

8/91-10/03 | Vice President | JORGE Scientific Corporation (JSC) (8(a) firm), Arlington, VA

Responsible for overall management of all JSC proposals. For six years, served as PM for JSC's technical support to NAVAIR, NASA, Resolution Trust Corporation (RTC) and USAID. From 8/91 to 9/93, served as PM on several international contracts providing pricing and technical proposal support on a variety of NAVAIR international sales programs. Developed action item tracking systems, asset tracking systems and financial analysis procedures for production programs. From 1/92-7/92, managed JSC's Environmental Clearinghouse support to the RTC and assisted in the design and implementation of several WEB Pages. For NASA, managed JSC's support in the design and implementation of NASA's web-based Peer Review evaluation system.

8/86-8/91 | Director | DUAL & Associates (8(a) firm)

Responsible for overall management of all DUAL proposals. From 1986-1988, provided analytical support on the E-6A/TACAMO Project Office (PMA-271) French ASTARTE program; the H2/H3 Helicopter Project Office (PMA-274); and, the H-46/H-53 Project Office (PMA-261). Directed both JSC and subcontractor personnel in a variety of project management tasks encompassing: MIS design, programming and implementation; reviews of financial and technical proposals. Developed program controls and management procedures. Supported a Safety Improvement Program which included oversight of all Engineering Change Proposals (ECPs).

From 1987-1988, served as PM to USAID's Honduras Mission. Responsible for the design and ongoing implementation of a major automated systems project developed to assist the Honduran government in the automation of their voter registry. Supervised a 25 person US staff in Tegucigalpa and over 500 nationals.

2/84-8/86 | Vice President | TRITON Corporation (8(a) firm)

Responsible for overall management of all TRITON DOD proposals. From 1984-1986, managed TRITON's support to NAVAIR on the E-2C aircraft FMS acquisition program encompassing research, development and production issues including engineering and logistic analyses. Completed the design, development, and implementation of an automated resource financial management/action item system which encompassed the ten year \$950 million Egyptian E-2C international project. Developed a Critical Path Method (CPM) plan covering five years of facility buildup managed by the US Army Corps of Engineers. Supported the Saudi Naval Expansion Project (PM-5) under contract to the Naval Supply Systems Command.

2/83-2/84 | Owner | Alexander, Stanton & Pace, Ltd.

Wrote all AS&P Proposals. From 1983-1984, AS&P Program Manager for support to the US Navy's F/A-18 Project Office (PMA-265); the F-14/A Class Desk; and, the Naval Sea Systems Command Iranian Project Office (PMS-377). Designed and delivered commercial training

covering all aspects of international defense acquisition programs focused on financial management. Worked under commercial contract to the General Electric Company in support of computer modeling requirements for GE's Computer Assisted Logistics System (CALS).

7/80-2/83 | Director, International Operations | RAIL Company (8(a) firm)

Provided proposal writing support for NAVAIR/NAVSUP proposals. From 1980-1983, assisted in the preparation of F/A-18 procurement plans for NAVAIR assisted in the drafting and processing of MOUs, MOAs, and waiver justifications related to the F/A-18 program. Developed a User's Manual for the MIS for International Logistics.

9/77-7/80 | Senior Analyst | Booz, Allen and Hamilton

Provided proposal writing support for NAVAIR/NAVSUP proposals. From 1977-1980, responsible for the financial, logistic, and delivery status reporting of the F-14A/Phoenix Missile Iranian Program and the Saudi Naval Expansion Program. Assisted the Defense Security Assistance Agency (DSAA) in a study of all delivery reporting systems used to monitor international deliveries by the Navy, Air Force, and Army.

6/70-6/75 | Line Officer; Supply Officer | U.S. NAVY

Various assignments including Procurement Officer and Disbursing Officer.

TECHNICAL TRAINING, CERTIFICATIONS AND CREDENTIALS

Cost, Schedule, Control Reporting Requirements Certification (now Earned Value Management)

PROFESSIONAL MEMBERSHIPS

Project Management Institute

Association of Proposal Management Professionals (APMP)

COMPUTER SKILLS

Experienced in Microsoft Office Professional; MS Project; Filemaker; ACCESS; Deltek GovWin; Federal Procurement Data System (FPDS); GovSpending; FedConnect

Jefferson County Commission
Application for Boards, Committees or Commissions
(JCDA Application)

Please type or print information

Name: Bob Gillette

Home Telephone Number: 240-305-4945

Work Address: P.O. Box 277 Shepherdstown, WV 25443

Work Phone Number: 240-305-4945

Mobile Phone Number: Same

E-mail Address: bgillette@frontiernet.net

Party Affiliation: (Building Commission and Health Department applicants)

N/A

Occupation: RETIRED

Education: High School Landon (Bethesda, MD)

College Univ. of North Carolina

Trade/Business School Univ. of North Carolina (MBA)

Are you a United States citizen?

Yes ☒

No ☐

Are you a West Virginia resident?

Yes ☒

No ☐

Are you a resident of Jefferson County?

Yes ☒

No ☐

Are you able to produce verification of residency?

Yes ☒

No ☐

(Proof of paying personal property tax, voter registration, etc.) - yes

Address:

1019 Turner Rd.
Shepherdstown WV 25443

Magisterial District: Shepherdstown (outside city limits)

List Qualifications for this Position and/or include a resume and cover letter that expresses your interest in serving:

See Attached

Organization Memberships and Positions Held : _____

Have you even been convicted of any felonies? If yes, please list. No

Date:	Offense:

Statement: _____

I hereby certify that the facts set forth in the above are true and complete to the best of my knowledge and authorize the Jefferson County Commission to verify their accuracy and to obtain reference information. I hereby release Jefferson County Commission from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an appointment decision based on such information.

I understand that falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for removal.

I understand that I will fully adhere to the policies, rules and regulations of this appointment, including reading, adhering and signing the County's Ethics Statement and adhering to Robert's Rules as provided in a packet to me when obtaining my Oath of Office or on the County's website. I understand I may also attend a free annual Board Training and Ethics Training meeting established by the Jefferson County Commission.

Signature:  Date: 12/16/2018

This application is good for and will be retained for two (2) years in accordance with the Administrative Policies and Procedures Policy. In order to be considered for appointment, a new application must be submitted.

SPENCER NEUFELD PE
32 Flag Court
Charles Town, West Virginia 25414
304-270-7529
Spence62@gmail.com

November 30 2018

Jefferson County Commission
PO Box 250
Charles Town, WV 25414

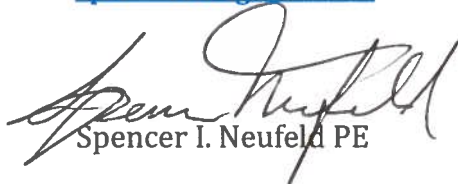
Gentlemen & Ladies,

Enclosed is my statement of experience and qualifications as requested for your review and consideration, for nomination as a Citizen Representative, to the Jefferson County Development Authority Board. I believe I would bring a considerable amount of professional experience and expertise in several areas not known to existent to this board previously.

I have spent most of my professional life involved in development and the construction industry, and I have continuously learned and observed developments and how they impact communities. From my involvements, I've accumulated firsthand knowledge that is invaluable in planning procedure and policy for communities. I believe I bring a fresh perspective in my approach to issues, and a higher sensitivity to the impacts of new developments within a community, and their surrounding areas.

I look forward to serving the Charles Town Community with a nomination to serve on this Board.

If there you have any additional questions, please call me at 304-270-7529, or email at spence62@gmail.com.



Spencer I. Neufeld PE

SPENCER NEUFELD PE

**32 Flag Court
Charles Town, WV 25414
Cell: 304-270-7529
Email: spence62@gmail.com**

Summary of Qualifications & References

I'm a 15 year resident of Jefferson County West Virginia, who is a licensed West Virginia Professional Engineer, that has some experience in municipal planning and development. I also hold Certifications as a Building Plan Review, Commercial Electrical Plan Review, and Commercial Electrical Inspector, by the International Building Council (IBC). I've been a Certified Peer Reviewer and Plan Reviewer by Fairfax County Virginia for over 16 years, where I helped develop their expedited permit review program. I am sensitive to the needs of the handicapped, with specific training in ADA requirements. I have a wealth of experience in working and developing project master plans. My experience is in designing, building and installing building systems and utilities. I have held Professional Engineer's Licenses in 26 States and the District of Columbia, over the course of my career.

COMMUNITY CIVIC PARTICIPATION

As a civic-minded professional, I have served and participated on multiple county boards, volunteer groups, and state associations in the areas I have lived. Those were primarily in: Cleveland Ohio, Orlando Florida, Chicago Illinois, Ashburn Virginia and Charles Town West Virginia. I've taught and instructed electrical systems installation, lighting design, electrical engineering, power systems engineering, low voltage design, building code analysis and electrical inspection. I have also served on local and regional sections of professional boards and executive committees for: The Illuminating Engineering Society (IES), IEEE, and the IAEI Eastern Seaboard region. I've acted as an educational instructor for statewide training of local electrical inspectors, and conducted seminars on code cycle changes in the Building Codes since the merger of the Codes back in the 1980's.

While in Florida I was a member of the Executive Board and a Committee Chairman of our Homeowners Association for 8 years; in Virginia, I served multiple terms in similar positions in both Cascades and Broadlands Subdivisions. I've served as President, Vice President, and Committee Chairman of several subcommittee posts. I've also served multiple terms as a member of Planning and Steering Committees for organizations. In Virginia I served as a member of Building Code Appeals for Loudoun County Virginia, and led an effort to write supplementary design standards and requirements for Fairfax Virginia, governmental building construction. I also established Fairfax County energy conservation requirements before the promulgation of the IBC Energy Code or ASHRAE 90.3. My work with generator systems has also made me knowledgeable in EPA requirements for emissions and pollution control.

While living in Florida, I was a member of the Regional Special Olympics Board of Directors and a County Volunteer Swim Coach. I also served as a Regional and a State Coach training members of the State team and its representation for the USA to the 1988 International Special Olympics Games held at Notre Dame University. I coached two athletes that won 3 gold medals for the USA, and who both participated in a relay team that won a bronze medal. In Virginia, I also volunteered as a Special Olympics Swim Coach, and I served on the Loudoun County Community Services Board for 4 years, writing policy for assisting the handicapped.

CURRENT COMMUNITY ACTIVITIES

This past summer I participated with the Jefferson High School Band Boosters, where I designed, and participated in the construction of renovating the High School Band Concession Stand. We provided a complete replacement of the building electrical infrastructure, along with repair of an exhaust fan, refrigeration units and a freezer. We replaced the serving counters and rollup doors, adding new counters and storage space and added a security system. This concession stand is an important source of revenue, as it assisted in providing funding for the group. The revenue from the concession stand assists in paying for the uniforms, transportation and equipment, enabling it to have 215 members and all the related supervision necessary. The funds raised are instrumental in enabling a superior musical education component to the High School Curriculum.

SPENCER NEUFELD PE

EDUCATION

- BACHELOR OF SCIENCE IN ENGINEERING – ELECTRICAL OPTION, *Cleveland State University (1974)- Cleveland, Ohio*
- ASSOCIATE OF APPLIED SCIENCE IN ELECTRONICS TECHNOLOGY, *Ohio College of Applied Science (1966)- Cincinnati, Ohio*

PROFESSIONAL ACTIVITIES and EXPERIENCE (a sampling)

Supervisor—Electrical Project Management. My projects ranged from construction of Onsite Facilities at Epcot Center, Disney World to design and replacement of 2 large penthouse located electrical power generators at the Fairfax County Government Center, and a complete replacement of an outdated building infrastructure, including automatic transfer switches and circuit breaker distribution panels. I supervised infrastructure upgrades for over a dozen fire stations and recreational facilities.

Senior Electrical Design Engineer – As the Lead Electrical Engineer for a multi-disciplined engineering design organization, my projects ranged from school and hospital renovations, to mission critical data centers and Military Bases. I also managed designs and complete redesigns of Data Centers ranging from 50,000 SF to 200,000 SF. In addition to new hospital campus designs ranging up to 500,000SF. I also designed the initial central utilities plant, and several pavilions at Universal Studios, Orlando Florida.

Health Care Design Specialist – I designed a Brain Laboratory in Brooklyn New York for the VA, a replacement hospital for Orlando Regional Medical Center, a new wings for the Florida Hospital Chain, a new satellite hospital at Port Salerno Florida, completely new central plant and electrical infrastructure at Martin Memorial Hospital, and designed a completely new Hospital Campus for the VA in Orlando Florida

Higher Education Design – Master campus planning and design of the a new library at animal sciences building at Rollins College, Design of the Nematology/Entomology Building at University of Florida, Class Room Building and Theater Arts Building at University of Central Florida, Expansion of the Crummer Law College at Rollins College, Natatorium at Florida State University, Football Stadium expansion at the University of Florida.

Peer Review and Expedited Plan Review – When I was in Orlando Florida, I worked in a firm that was providing Plan Review and Inspection Services for the State of Florida. When I moved to Northern Virginia, I initiated a peer review and expedited permit program providing specialized services of expedited plan review services for Fairfax County, several other Northern Virginia Counties, the District of Columbia, and Prince Georges County, MD. In Shepherdstown WV I was asked to do a pre-permit application review of a Church to help expedite their permit process.

Electrical Inspector – I initiated a program and served as head of the 3rd Party Inspections group that performed that services throughout Northern Virginia, some parts of Maryland and West Virginia, as well as the District of Columbia.

Hazardous Material Abatement - Provided electrical design services for an environmental design and abatement firm. I applied engineering principles to interrelationships as they applied to Indoor Air Quality, energy consumption, asbestos abatement, hazardous material removal and other environmental issues.

SPENCER NEUFELD PE

Medical Construction Survey and Inspection Services - Under a State Agency contract for Health Care Administration (AHCA).

Theme Park Construction Management - Epcot Center at Walt Disney World Florida and at Universal Studios, Florida.

Military Construction – I worked on the design team that created a Master Plan and then designed a major portion of the entire Naval Submarine Base at Kings Bay Georgia, a new alert shelter at Homestead Airforce Base, a command center at Tyndal Airforce Base, a Hospital Wing at Jacksonville Naval Air Station with a decompression unit, and a new multi-services Hospital in Vicenza, Italy.

PROFESSIONAL RECOGNITION

- Consulting Engineering Firm's President's 2005 Award as "Engineer of the Year"
- Past President of a Section of the Illuminating Engineering Society (IES).
- Past Regional Chairman of IIDA Selection Committee (International Illumination and Design Lighting Awards).
- Former Board Member of an IAEI (International Association of Electrical Inspectors) Education Committee
- Winner of 2 National "Guth Awards" in Lighting Design Competition.
- Nominee and finalist for State of Florida NSPE Organization's "Engineer of the Year" in Engineer's Week Activities

Christine Edwards

112 Greenbriar Circle, Charles Town, WV 25414
(703) 349-1412 [office] (703) 593-7204 [cell]
Christine_Edwards@yahoo.com

Professional Summary:

Ms. Edwards has more than 20 years of office related skills. She is a highly motivated, goal-oriented achiever, team player, and leader, with the ability to work independently and prioritize multiple tasks in a recruiting environment. Her major professional skills include:

- Facilitating Problem Resolution
- Outplacement and Sourcing
- Interviewing and References Checks
- Screening, Training, and Organizational Development

Professional Experience:

CEO and Owner Edwards Management Consultants,
113 West Liberty Street Suite 202, Charles Town, WV 25414 2008 to Present

Christine is responsible for the day to day operations of the business and is a full time employee of Edwards Management Consultants. She works with clients and customers for Full Lifecycle recruiting from cradle to grave. Christine also does cold-calling for new business prospects and trains new hires and other sub-workers. She operates the business on a consistent basis and does all the IRS 940/941 forms as well as payroll for the business.

Senior Technical Recruiter (Contractor) for IT Momentum- Ed Baker 240-994-3775
Lockheed Martin, Hanover, MD September 2008 to March 2009

- Full Lifecycle Contract Recruiter for Operations and Planning Division
- Supported major programs for LMCO, ISS, SOFSA and LMMS.
- Joint National Integration Center, Research and Development Contract, Missile Defense Agency, USSTRATCOM, Combatant Commands, Joint Staff, and Allied Governments. Operational Space Services and Support, 50th Space Wing Mission Communications Operations USNORTHCOM, AFSPC and the Warfighter
- Homeland Defense Division, Office Assistant Secretary of Defense, Joint Force Headquarters, National Capital Region
- NORAD/USSPACECOM Missions and Architecture Support
- (N/UMAS,) NORAD and Joint Operations Support Divisions.
- Responsible for sourcing Secret and Top Secret with Poly clearance level employees using internet, warm/cold calling, referrals and job postings.
- Facilitate phone screens to assess initial candidate qualifications.
- Coordinate background/reference checks on all acceptable candidates.
- Discuss compensation and benefits to potential employees.
- Manage candidate interview process including scheduling and conducting interviews.
- Work closely with HR Managers, and Staffing Specialists.

Senior Technical Recruiter/Contingency Hire Program Manager – Willmott & Associates Jamie McNamara
General Dynamics, Chantilly, VA January 2005 to August 2008

- Responsible for staffing and hiring clearable candidates who possess a TS/SCI clearance as well as Full Lifestyle Polygraph clearances

Resume of Christine Edwards

- Recruits information technology/network specialists, such as project managers, engineers, Java J2EE, software engineers/testers, help desk personnel, etc.
- Contact and recruit potential candidates at colleges for IT positions at General Dynamics
- Provide prospective recruits with an overview of General Dynamics and its benefits
- Provide administrative assistance to recruits for government security clearances

Senior Technical Recruiter / Spherion Contractor – in McLean, VA

Spherion /Freddie Mac, McLean, VA February 2004 to January 2005

- Managed all recruitment activities for various technical positions
- Prescreened candidates and arranged onsite/offsite interviews
- Worked closely with hiring management to determine staffing needs
- Prepared weekly hiring status and call reports
- Developed strategic staffing plans
- Developed and maintained accurate job descriptions by coordinating employment ads and job fairs

Technical Recruiter -

WAM!NET Government Services, Inc. March 2003 to February 2004

- Responsible for full lifecycle recruiting for the Department of Defense (DoD) and Intelligence Community requiring active Secret, Top Secret (TS), TS/Single Scope Background Investigations (SSBI), TS/ SCI Secure Compartmented Information (SCI) with Counter Intelligence (CI) and Full-Scope Lifestyle polygraphs
- Recruited software, systems, and network engineers, intelligence analyst, linguists, database administrators, project/program managers, contracts administrators, and security specialists
- Attended Job Fairs; conducted in-house Career Invitational and Open Houses specific to the DoD and Intelligence Community
- Conducted new hire orientation and internal applicant tracking
- Conducted recruiting efforts in strict accordance to Office of Federal Contract Compliance Programs (OFCCP) regulations

Staffing Specialist – Team Lead – Kelly Bryan – 770-938-6191 or 770-855-1791

NCS Pearson June 2002 to March 2003

- Responsible for hiring of federal transportation security screeners for all U.S. airports in the Southeast Region as part of a Department of Transportation/Transportation Security Administration (TSA) contract
- Provided team lead leadership and Phase I&II candidate assessment processing for candidates for testing, file distribution, and management, then verified testing results
- Worked in the call center of ready pool applicants assuring they were available for new hire orientation
- Developed new strategies and procedures for hiring new personnel. Interviewed candidates for various new openings within TSA
- Conducted group presentations for new applicants, structural interviewing, and compensation negotiation, as well as data gathering of SF-85P applications for government security clearances
- Granted conditional and ready pool appointments to potential federal security screeners and periodically assisted with new hire orientation

Substitute Teacher

Loudoun County, VA Public Schools October 2001 to June 2002

- Provided substitute-teaching services at various schools throughout Loudoun County for kindergarten through 12th grade

Business Consultant

Self-employed March 2001 to October 2001

- Managed consulting projects for disadvantage 8A companies that required marketing and business planning for DoD and intelligence industry recruiting candidates for contracts requiring active government security clearances

Account Manager /Technical Recruiter

Immix Group, Inc. May 2000 to March 2001

- Developed new accounts and built relationships with clients
- Provided full-cycle recruiting for commercial and government clients, some of whom required active government security clearances for Secret, TS, TS/SCI with CI, and Full-Scope Lifestyle polygraphs
- Scheduled phone screens and onsite interviews
- Scheduled and conducted interviews and reference checks
- Coordinated and maintained accurate statistical data and report
- Recruited directors, senior level managers, software engineers, sales engineers, and network engineers
- Provided career counseling, conducted exit interviews, and provided other employee assistance

Account Manager/Technical Recruiter

TMSI/SPS Technologies, Inc. May to August 2000 (3-month contract)

- Provided full-cycle account management and recruiting for commercial and government customers that frequently required candidate to have Secret, TS, TS/SCI with CI and/or Lifestyle polygraphs
- Developed new account relationships with clients
- Facilitated start-to-finish applicant sourcing and screening processes
- Coordinated face-to-face, telephone, and other feedback interviews with clients and applicants

Technical Recruiter

Analysts International Inc. June 1999 to May 2000

- Provided technical recruiting support to the account manager by managing every aspect of the recruiting process from qualifying and determining job requirements to the retention of candidates
- Created, developed, and implemented strategies for recruiting well-qualified, high-profile candidates
- Developed new procedures to improve the company's value system and overall objective
- Utilized the Internet to recruit potential candidates for specialized job vacancies
- Evaluated resumes and recommend candidates based on qualifications
- Recruited, interviewed/checked references, and placed candidates in long-term, short-term, and permanent contracts for technical positions throughout the Washington, DC metropolitan area
- Selected candidates for private-sector and federal government contracts, some requiring high-level Security Clearances such as Secret, TS, TS/SCI and above
- Trained company administrators in the process of formatting/scanning resumes, correspondence, and updating the database
- Implemented strategies to increase the overall recruiting efforts

Technical Recruiter

Cook Systems International May 1998 to June 1999

- Recruited, interviewed, tested, hired, and placed applicants in long-term to permanent technical positions throughout the United States
- Performed sales, marketing, and contract negotiations for the company
- Served as company representative to the Society of Human Resource Management (SHRM)
- Utilized Internet to recruit and fill highly specialized job vacancies

Personnel Manager

Resume of Christine Edwards

Personnel Plus Temporary Services August 1996 to May 1998

- Recruited, hired, evaluated, tested, and supervised temporary employees at numerous client locations throughout the Southeastern United States
- Conducted job fairs, contract negotiations, and risk management assessments
- Served as primary human resource adviser to the president and vice-president of the company
- Increased client base and retention level by more than \$1.5 million over the projected revenue
- Selected as company emissary to SHRM
- Participated in corporate travel to client sites to train new employees 30 percent of the time and assisted in the administration of new employee orientation and employee counseling

Education:

- Concordia University St. Paul MN 2013 to Present Graduated in May 2016
Degree in Human Resources and Organizational Development
- University of Memphis School of Continuing Education, Memphis, TN
Diploma and Certificate of Advanced Study (Human Resource Management December 1998)
- Business Administration (Human Resource Management Concentration)
Shelby State Community College, Memphis, TN
- Certificate of Training: Secretarial Science April 1987
Southwest Area Vocational Center, Memphis, TN

Quick Overview

GARY P. DAVIS

- MARRIED
- RETIRED
- CHARLES TOWN RESIDENT
- AGE 77
- GOOD HEALTH

REASON TO SERVE

BRING BUSINESS THAT WILL PROVIDE

- ① BETTER THAN AVERAGE SALARIES
- ② MAKE JEFFERSON COUNTY A BETTER PLACE TO LIVE AND WORK
- ③ PROMOTE JEFFERSON COUNTY AS A PLACE TO RELOCATE BUSINESS
- ④ SEEK BUSINESS'S THAT ARE CLEAN, NON POLLUTING.
- ⑤ BUSINESS WITH EXPANSION EXPECTATIONS

WORK HISTORY

- STEEL COMPANY OF CANADA
 - * Metallurgical & Chemical labs
 - * Rod Mills & Open Heaths
- CARVETH Metallurgical
 - * Sales - lab designs
- Calibration Service of Canada (owner)
 - * Sales & Service of Physical Testing Equip.
- IBM - Rolm Division
 - * Voice Data Solutions
- GTE (Florida Operations)
 - * Design, manage large Voice/DATA Networks
 - * Manage account with \$1. million yearly revenue

RETIRED IN 2001

MOVED TO CHARLES TOWN IN 2008

Memberships / Positions

National Wild Turkey Federation

- * Chapter PRESIDENT / SPONSOR

TROUT UNLIMITED

- * SPONSOR

Quail UNLIMITED

- * SPONSOR

Ducks Unlimited

- * SPONSOR

- * DISTRICT CHAIRMAN

- * Chapter V.P.

- * AUCTIONEER

- * MAJOR FUND RAISER

- * MAJOR PRIZE RAISER

Jefferson County Commission
Application for Boards, Committees or Commissions

Please type or print information

Name: GARY P. DAVIS

Home Telephone Number: 304-724-2244

Work Address: N/A

Work Phone Number: N/A

Mobile Phone Number: 863-604-3030

E-mail Address: ii5id@FRONTIERNET.NET

Party Affiliation: (Building Commission and Health Department applicants)

Occupation: RETIRED

Education: High School Yes

College Some

Trade/Business School + MANY Certificates

Are you a United States citizen? Yes X No

Are you a West Virginia resident? Yes X No

Are you a resident of Jefferson County? Yes X No

Are you able to produce verification of residency? Yes X No

(Proof of paying personal property tax, voter registration, etc.)

Address: 425 PROSPECT HILL BLVD
CHARLES TOWN WV
25414

Magisterial District: _____

List Qualifications for this Position and/or include a resume and cover letter that expresses your interest in serving:

attached

Organization Memberships and Positions Held : _____

attached

Have you even been convicted of any felonies? If yes, please list.

Date:	Offense:
	/ NONE

Statement: _____

I hereby certify that the facts set forth in the above are true and complete to the best of my knowledge and authorize the Jefferson County Commission to verify their accuracy and to obtain reference information. I hereby release Jefferson County Commission from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an appointment decision based on such information.

I understand that falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for removal.

I understand that I will fully adhere to the policies, rules and regulations of this appointment, including reading, adhering and signing the County's Ethics Statement and adhering to Robert's Rules as provided in a packet to me when obtaining my Oath of Office or on the County's website. I understand I may also attend a free annual Board Training and Ethics Training meeting established by the Jefferson County Commission.

Signature: _____ Date: _____

This application is good for and will be retained for two (2) years in accordance with the Administrative Policies and Procedures Policy. In order to be considered for appointment, a new application must be submitted.

THOMAS L. TRUMBLE
SHENANDOAH OAKS FARM
2576 WARM SPRINGS RD.
SHENANDOAH JUNCTION, WV 25442
304-876-2161 (H)
304-582-1679 (C)
tltrumblesr@icloud.com

6 December 2018

To: Mr. Josh Compton
President, Jefferson County Commission

Please accept my application to serve on the Jefferson County Development Authority. As you will note on my attached resume, I have broad and significant experience in both senior management positions in private enterprise as well as senior positions in a wide range of Jefferson County boards and commissions.

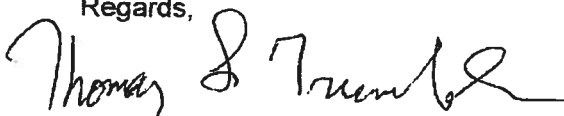
As a senior manager for three science and technology firms, I was responsible for not only managing STEM contracts but also for marketing STEM capabilities of the company to prospective STEM clients. I know their needs, I speak their language. This is a most valuable bundle of skills for attracting STEM companies, twenty-first century technology companies, to Jefferson County.

These STEM companies, and the jobs that they will bring and the jobs they will create, will help determine the future of our County. That is a major part of the mission of the JCDA. And not just the future in jobs or the environment or State-based economic incentives, but also in improving the quality of our schools and therefore our pool of skilled manpower, the types and quality of our infrastructure and, finally the types of amenities demanded by a high-tech work force.

In addition to recruiting high quality jobs to Jefferson County, it is absolutely necessary that the citizens of Jefferson County be informed of significant recruitment activities. This is not a one-way communication flow. The citizens must be active as well. However, as we have recently seen, when significant numbers of our citizens feel that the communication process failed, the recruitment process is in peril.

For that reason, I suggest that the JCDA, on an annual basis, review the Economic Development section of the County's Land-Use Comprehensive Plan, hold the review in an open meeting and at a time when most citizens may attend. Citizen support is the most important component of a successful a well-integrated plan to increase the wealth and well being of the County.

Regards,



Thomas L. Trumble

Jefferson County Commission
Application for Boards, Committees or Commissions

Please type or print information

Name: Thomas L. Trumble

Home Telephone Number: 304 876-2161

^{Home} Work Address: 2576 Warm Springs Rd, Shenandoah Jct, WV
25442

Work Phone Number: 304 876-2161

Mobile Phone Number: 304 582-1679

E-mail Address: tltrumblesr@icloud.com

Party Affiliation: (Building Commission and Health Department applicants)

Occupation: Retired

Education: High School Morris Hills Regional H.S.

College Rutgers, The State University B.A.

Trade/Business School _____

Are you a United States citizen? Yes X No

Are you a West Virginia resident? Yes X No

Are you a resident of Jefferson County? Yes X No

Are you able to produce verification of residency? Yes X No

(Proof of paying personal property tax, voter registration, etc.)

Address:
2576 Warm Springs Rd
Shenandoah Jct, WV 25442

Magisterial District: Shepherdstown

List Qualifications for this Position and/or include a resume and cover letter that expresses your interest in serving:

see Resume, Cover letter (attached)

Organization Memberships and Positions Held : _____

see Resume

Have you ever been convicted of any felonies? ^{No} If yes, please list.

Date:	Offense:

Statement: see Cover letter

I hereby certify that the facts set forth in the above are true and complete to the best of my knowledge and authorize the Jefferson County Commission to verify their accuracy and to obtain reference information. I hereby release Jefferson County Commission from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an appointment decision based on such information.

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Signature: Thomas Strunk Date: 6 December 2018

This application is good for and will be retained for two (2) years in accordance with the Administrative Policies and Procedures Policy. In order to be considered for appointment, a new application must be submitted.

THOMAS L. TRUMBLE

SUMMARY OF EMPLOYMENT:

Quantum Research Corporation, Vice-President for Science Information Systems, 1991 - 1998:

I managed large-scale statistical surveys funded by NSF and NIH, as well managing the development of web-based science information systems for NIH and NSF. I retired from QRC in 1998.

Capital Technology Information Systems, General Manager, Surveys and Statistical Analysis Group, 1990 - 1991:

I managed clinical trials for NIH.

Atlantic Research Corporation, Associate Program Director, 1986 - 1990:

I managed a survey of higher education in the United States for the U.S. Department of Education.

Arbitron, Inc., Field Manager, West Coast Radio Surveys, 1985

I managed the collection of radio diaries for the western U.S.

MILITARY SERVICE:

I was a Commissioned officer in the US Army from 1966 – 1987 with assignments in armored cavalry, logistical and, civil affairs units, with tours of duty in Viet Nam and Germany.

EDUCATION:

UNIVERSITY	DEGREE	FIELD OF STUDY	YEAR
The American University	M.A.	International Relations	1974
Rutgers-The State University	B.A.	Political Science	1966

COMMUNITY SERVICE:

Board of Health, Jefferson County, 2011 to 2016: Vice-Chair, 2012 to September 2013; Chair, October 2013 to March 2016.

Planning Commission, Jefferson County, 2009-2011: Secretary, March 2010; Vice President, April, 2010; President, January 2011.

The Rotary Club of Shepherdstown, 2004-present: Chair, Community Service Committee, 2005-2007; Vice-president, 2007-08; President, 2008-2009; Chair, Vocational Service Committee, 2009-2012; Paul Harris Fellow, 2010.

Board of Zoning Appeals, Jefferson County, 2003-2009: WV; Vice-chair, 2003-2007; Chair, 2007-2009.

November 26, 2018

Jefferson County Commission
P.O. Box 250
Charles Town, WV 25414

Dear Sir or Madam:

Attached is my application and focused resume for your consideration to fill a position as a Citizen Representative on the Jefferson County Development Authority Board.

Following a lifetime career in marketing, public relations and later, research, I retired to the Shepherdstown area. Attached is an abbreviated resume covering the last 20 years of my career.

My strengths include:

- Deep knowledge about site selection and corporate real estate development (particularly industrial, office and mixed-use projects).
- Experience in serving on boards, as well as managing boards that reported to me directly.
- Balanced views on development; believe that Jefferson County can be both pro-business and environmentally sustainable.

I look forward to talking with you more about my background and the work of the Development Authority Board.

Sincerely,

A handwritten signature in cursive script that reads "Sheila K. Vertino".

Sheila K. Vertino
591 Steamboat Run Road
Shepherdstown, WV 25443
571-277-4192
sheilavertino@yahoo.com

Sheila Kelly Vertino

591 Steamboat Run Road, Shepherdstown, WV 25443

sheilavertino@yahoo.com

571-277-4192

2012-present, Freelance Communicator

Copywriting, public relations and strategic communications projects for community organizations and corporations.

1996-2012, Vice President for Information and Research

NAIOP (formerly the National Association of Industrial and Office Properties)

National Headquarters, Herndon, VA

- Headed the Information and Research department.
- Served as Editor-in-chief of *Development* magazine, NAIOP's flagship publication.
- Created the award-winning NAIOP national Web site, www.naiop.org.
- Published books (notably, *Boomtown USA: 7 ½ Keys to Big Success in Small Towns*) and research projects for the NAIOP Research Foundation.
- Facilitated the Industry Trends Task Force (NAIOP's visionary "think tank"), as well as forming the Distinguished Fellows group for academics involved in the study of commercial real estate.

2001-2009 Mt. St. Mary's University, Board of Trustees

- Served on Land Use Committee, advising the university about developing 2,400 acres in a sustainable and financially successful manner. Plan included creating a wetlands mitigation area and selling wetlands mitigation credits to others; identifying areas best suited to foresting of hardwood timber on a rotating basis; conceptualizing what became a 220,000-panel solar farm in the state of Maryland, developed by Constellation Energy on the East Campus.
- Named to the Executive Committee, 2002-2006; Trustee Emerita.
- Awarded an Honorary Doctorate for my service to the university.

Eastern Panhandle Community Involvement

- Shepherd University Lifelong Learning, Advisory Board
- WISH (Women Investing in Shepherd), Grant Review Committee
- Shepherd University Common Reading Program, Planning Committee
- Entrepreneurs' Café, Eastern Panhandle, WV, co-director, 2012-2014
- *FLUENT* Magazine, (Regional Arts and Culture Magazine), associate editor, 2012-2016
- Artomatic@Jefferson, leadership team, 2013

- Identity Crisis (fundraising event for breast cancer), leadership team, 2013-2014; planning committee 2012-present,

Education

B.A., St. Joseph College, Emmitsburg, MD

Graduate Certificate in E-Commerce, University of Virginia

Honorary Doctorate, Mt. St. Mary's University, Emmitsburg, MD

Lifelong Learning Program, Shepherd University, Shepherdstown, WV

References

Karen Rice, Director, Shepherd University Lifelong Learning Program

krice@shepherd.edu

304-876-5135

Meredith Wait, Owner, Dickinson and Wait Craft Store, Shepherdstown, WV

meranddeb@frontiernet.net

304-876-0657

Thomas Powell, President, St. John's College Prep, Frederick, MD

Retired President, Mt. St. Mary's University, Emmitsburg, MD

tpowell@stjohnsprep.org

301-662-4210, x122

Thomas J. Bisacquino, President and CEO, NAIOP, Herndon, VA

bisacquino@naiop.org

703-904-7100

Jefferson County Commission
Application for Boards, Committees or Commissions

Please type or print information

Name: Sheila K. Vertino

Home Telephone Number: 571-277-4192

Work Address: 591 Steamboat Run Rd. Shepherdstown WV
25443

Work Phone Number: -

Mobile Phone Number: 571-277-4192

E-mail Address: sheilavertino@yahoo.com.

Party Affiliation: (Building Commission and Health Department applicants)

Occupation: Retired

Education: High School Our Lady of Mercy Academy, NY.

College St. Joseph College, MD.

Trade/Business School -

Are you a United States citizen?

Yes ☒

No ☐

Are you a West Virginia resident?

Yes ☒

No ☐

Are you a resident of Jefferson County?

Yes ☒

No ☐

Are you able to produce verification of residency?

Yes ☒

No ☐

(Proof of paying personal property tax, voter registration, etc.)

Address:

See above.

Magisterial District: Shepherdstown

List Qualifications for this Position and/or include a resume and cover letter that expresses your interest in serving:

Resume & cover letter attached.

Organization Memberships and Positions Held : _____

Have you even been convicted of any felonies? If yes, please list. No -

Date:	Offense:

Statement: _____

I hereby certify that the facts set forth in the above are true and complete to the best of my knowledge and authorize the Jefferson County Commission to verify their accuracy and to obtain reference information. I hereby release Jefferson County Commission from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an appointment decision based on such information.

I understand that falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for removal.

I understand that I will fully adhere to the policies, rules and regulations of this appointment, including reading, adhering and signing the County's Ethics Statement and adhering to Robert's Rules as provided in a packet to me when obtaining my Oath of Office or on the County's website. I understand I may also attend a free annual Board Training and Ethics Training meeting established by the Jefferson County Commission.

Signature: Shirley K. Vetter Date: 11/26/18.

This application is good for and will be retained for two (2) years in accordance with the Administrative Policies and Procedures Policy. In order to be considered for appointment, a new application must be submitted.

Michelle D. Sudduth
284 Edgewood School Road
Shenandoah Junction, WV 25442

December 3, 2018

The Honorable Josh Compton
Jefferson County Commission
P.O. Box 250
Charles Town, WV 25414

Dear Commissioner Compton:

Please accept the enclosed application to serve on the Jefferson County Development Authority.

I am a resident of Shenandoah Junction and own and operate Mission Point Consulting--a strategy, marketing, and communications firm. I have extensive experience in community and economic development, and I've worked nationally on countless high-impact stakeholder initiatives in higher education, workforce development, entrepreneurship, affordable housing, and the arts.

My organizational leadership experience includes new program and initiative development, strategic and business planning, marketing and communication, and fundraising. Prior to consulting, I worked at Leo Burnett Advertising. I later served as the Assistant Vice President for Civic Engagement and Strategic Initiatives at the University of Chicago, where I created and operationalized numerous outreach initiatives to advance the community and economic development priorities of this important anchor institution in the City of Chicago. I provided marketing and public relations support to real estate operation teams working to attract new retail and hotel businesses to Chicago's South Side. I developed and launched a local-hiring workforce development initiative, created one of the first "pop-up" city storefronts, and led cultural placemaking and destination marketing efforts—including co-founding the Hyde Park Jazz Festival.

In my role at the University as well as through client projects, I represented redevelopment teams and businesses on community relations efforts including community benefits agreements and negotiations to balance growth and development objectives with community priorities.

I have been a resident of Jefferson County for three years; I am its biggest fan! I enjoy getting to know the people and places that make this county great, and I believe strongly in its potential to attract and support necessary business growth.

I hold a BA from Lake Forest College, a master's in public policy from the School of Social Service Administration at University of Chicago, and an MBA from the University of Chicago Booth School of Business. I have served on the board or numerous nonprofit organizations, arts entities, and the Hyde Park Chamber of Commerce. I currently am a trustee of the Contemporary Arts Theater Festival and chair its strategic planning committee.

Thank you for the opportunity to be considered for this important position to serve Jefferson County.

Sincerely,



Michelle Sudduth

MICHELLE D. SUDDUTH

MICHELLEDUDDUTH@GMAIL.COM * 773-820-2565

SUMMARY

An accomplished, results-oriented, mission-driven executive with strong leadership and entrepreneurial drive. Significant experience in the higher education and nonprofit sectors creating transformational strategic plans, new resource development opportunities, innovative cross-sector programs and partnerships, and award-winning communication campaigns. Proven management capabilities building high-impact teams, managing budgets, raising funds, operationalizing new initiatives, and working collaboratively in complex environments. Uses a balance of analytical, practical, and creative skills to define the marketplace, unlock strategic opportunities, and launch market-facing initiatives that transform brands, organizations, and communities.

EXPERIENCE

MISSION POINT, Chicago, Illinois

President & Chief Strategist | **2012-CURRENT**

Founded firm providing market research, strategic planning, communications, and fundraising expertise for the nonprofit, philanthropic, and higher education sectors. Recent clients include the University of Chicago, CEOs for Cities, Hyde Park Alliance for Arts and Culture, the American Assembly, Kellogg Foundation, and the New Growth Innovation Network.

- Launched a national nonprofit organization focused on inclusive economic development funded by the Ford Foundation
- Created a market expansion strategy, including positioning and branding guidelines, channel strategy, and material and website development for a social impact organization in the adult education/alternative credentialing space.
- Led program development, raised over \$10M of new funding, and launched communication campaign to support an anchor institution workforce development initiative, a national college completion competition, a higher education/K-12 entrepreneurship collaboration, and a social impact innovation incubator.
- Conducted capital campaign feasibility study leading to new board of directors configuration and a comprehensive philanthropic engagement strategy.
- Produced audience segmentation study and delivered findings and recommendations to help an arts-based organization position, target, and communicate more effectively, leading to increased visibility, new program innovations, and a successful fundraising campaign launch.

UNIVERSITY OF CHICAGO, Chicago, Illinois | **2004-2012**

Assistant Vice President for Civic Partnerships | **2010-2012**

Appointed to new role as first institutional leader to spearhead building awareness of the University of Chicago's impact on urban economic development and community change, and create new opportunities for civic participation and knowledge-sharing.

- Collaborated with President, Deans, Trustees, and senior leaders to advance the University's strategic priorities related to urban issue engagement, community development, campus planning, state and local government relations, strategic communications, and fundraising.
- Led development and implementation of communication campaign to promote the University's economic impact, local civic engagement, and faculty contributions to societal challenges relevant to urban communities locally and around the globe.
- Built productive, long-term partnerships with government, corporate sector, alumni, and donors, as well as other colleges and universities to foster public support of education and promote state-level funding of scholarship programs, basic science research, and campus expansion projects.
- Contributed to University's centralized, integrated communications planning, tactical strategy, and tool development, including standardized branding and usage guidelines, crisis management planning, social media tool integration, and new website development geared to better meet needs of students, alumni, donors, and the community.
- Closely collaborated with development office to integrate community engagement priorities into fundraising plans and interest-aligned outreach efforts to alumni and donors.
- Managed senior project teams; mentored and trained more than 20 new employees; hired public relations, marketing, and political consultants; and managed departmental budgets exceeding \$10 million.
- Represented the University of Chicago in national community engagement forums, and served on K-12 education, student community service, alumni relations, arts and culture, and fundraising boards and advisory committees.

MICHELLE D. SUDDUTH

MICHELLED SUDDUTH@GMAIL.COM * 773-820-2565

UNIVERSITY OF CHICAGO

Director of Community and Government Affairs | 2004-2010

Directed development, implementation, and marketing of community-building projects, leveraging a \$17-million investment to advance University's goals while serving broader community needs, including program development to expand opportunities in K-12 education, workforce development, healthcare access, and cultural placemaking.

- Crafted University's first state-level legislative strategy, hired and supervised team of lobbyists to support education policies, and secured \$40 million in capital development funds to advance University's science, technology, and healthcare priorities.
- Conceived, launched, and implemented marketing and public relations campaign to improve University's relations with its local neighborhood and promote institution's civic leadership nationally, utilizing new website, social media tools, and launch of a community-directed magazine.
- Fostered collaboration and provided leadership as a member of several University strategic planning groups, including the Communications Strategy Council, Provost's Initiative for Minority Issues, President's Advisory Council, University's Reaccreditation Steering Committee, Sustainability Council, and Arts and Culture Leadership Group.
- Briefed and advised President, Vice Presidents, and University groups and committees on government relations, employee communications, community relations, program promotion, and crisis communications.
- Co-founded and led organizational growth and fundraising for the Hyde Park Alliance for Arts and Culture and its Hyde Park Jazz Festival, now regarded as an international model for neighborhood destination marketing.

ADDITIONAL EXPERIENCE

METROPOLITAN FAMILY SERVICES, Chicago, Illinois

Director of Marketing | 1996-2001

Managed marketing and communications department and \$5M budget, made hiring decisions, led strategic communications planning and multi-media implementation efforts to support fundraising and public policy departments. Staffed agency's Board of Directors and served as member of organization's leadership team.

THE NEW YORKER MAGAZINE, Chicago, Illinois

Account Director | 1994-1996

Managed high-level client relationships, presented communication strategies to advertisers, and managed Chicago office and staff of account executives. Negotiated and supported contracts with leading national advertisers through careful attention to relationship cultivation, leading to exceptional client base development and retention. Exceeded forecast on advertising sales by 20% for Midwest territory.

LEO BURNETT U.S.A., Chicago, Illinois

Media Director | Media Planner/Buyer | 1987-1994

Led media planning and buying function and provided strategic direction for leading national advertisers, including Procter and Gamble, Keebler, and Kellogg brands. Collaborated with research, strategy, and creative departments to create persuasive advertising campaigns and brand messaging through targeted print, radio, and broadcast media. Developed budgets, monitored outcomes, and tracked competitive activities to ensure campaign success. Recommended use of non-traditional media vehicles, contributing to significant increases in brand visibility and product sales.

EDUCATION

UNIVERSITY OF CHICAGO, Chicago, Illinois

Master of Business Administration | 2010

UNIVERSITY OF CHICAGO, Chicago, Illinois

Master of Arts in Social Service Administration, Concentration in Public Policy | 1996

LAKE FOREST COLLEGE, Lake Forest, Illinois

Bachelor of Arts, Concentration in Psychology | 1987

Jefferson County Commission
Application for Boards, Committees or Commissions

Please type or print information

Name: Michelle D. Sudduth

Home Telephone Number: 304-620-3007

Work Address: 303 W. Washington St. Charles Town, WV

Work Phone Number: 773-820-2565

Mobile Phone Number: 773-820-2565

E-mail Address: michelledsudduth@gmail.com

Party Affiliation: *(Building Commission and Health Department applicants)*

Occupation: Business and Marketing Consultant

Education: High School Modonna High School Chicago, IL

College Lake Forest College Lake Forest, IL

Trade/Business School University of Chicago , Booth School of Business (MBA)
University of Chicago, MA (Public Policy)

Are you a United States citizen? Yes X No__

Are you a West Virginia resident? Yes X No__

Are you a resident of Jefferson County? Yes X No__

Are you able to produce verification of residency? Yes X No__

(Proof of paying personal property tax, voter registration, etc.)

Address:
284 Edgewood School Road
Shenandoah Junction, WV 25442

Magisterial District: Shepherdstown, WV

List Qualifications for this Position and/or include a resume and cover letter that expresses your interest in serving:

See enclosed cover letter and resume

Organization Memberships and Positions Held : _____

Have you even been convicted of any felonies? If yes, please list.

Date:	Offense:

Statement: _____

I hereby certify that the facts set forth in the above are true and complete to the best of my knowledge and authorize the Jefferson County Commission to verify their accuracy and to obtain reference information. I hereby release Jefferson County Commission from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an appointment decision based on such information.

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Signature: Michelle Sudbuth Date: 12-3-2018

This application is good for and will be retained for two (2) years in accordance with the Administrative Policies and Procedures Policy. In order to be considered for appointment, a new application must be submitted.

Dec. 3 2018

Douglas Allmond
590 Alta Vista Dr.
Harpers Ferry, WV 25425

Jefferson County Commission
124 E. Washington St.
Charles Town, WV 25414

Re: Application for JCDA volunteer position

Greetings:

My name is Douglas Allmond. I am resident of Jefferson County and live in Shannondale. I am applying for consideration to one of recently vacated volunteer positions on the Jefferson County Development Authority.

I have a background in volunteer service to my community. I have held volunteer positions with several Federal and local agencies along with paid positions that involved negotiating contracts, providing customer service to citizens, technical assistance, and training.

As a volunteer I have served as the "first contact" person for the National Park Service, serving as a Camp Host in seven locations throughout the country. I did detailed scientific nautical surveys on behalf of the National Ocean Service. I trained people on boat safety. I have been an official photographer and a volunteer telescope operator at a local observatory.

In my career, I was a Network Television News Cameraman with the ABC News Washington Bureau for 33 years. During my time there I covered seven Presidents, two Olympics, dozens of demonstrations, several military exercises, and a host of other stories. I was an eyewitness to many historic events.

I was also active in my Union. I held several volunteer positions and was elected to negotiating committees and Local President. During my tenure I was a member of negotiation committees that signed contracts with ABC, NBC, PBS, NPR, WJLA, WHMM and others.

But the most important reason for my applying for a position is my deep connection to Jefferson County. My family became members of Shannondale in the 60's when it was a weekend place. We were here every time we had the opportunity. My parents were one of the first families to move here permanently in the late 60's. My brothers attended Jefferson County schools and lived here until my father was transferred to Georgia.

I met my wife in Shannondale when we were teenagers. We were married in 1971 in Harpers Ferry. We had our reception at Hilltop House. We chose those locations because we wanted to share our love of each other with the love we have for this wonderful area. Now after 47 years of marriage we are permanent residents and have retired here. We live in our family's place in Shannondale that was built in the 60's and plan to spend the rest of our lives here.

Volunteering has always been an important part of my life. Now that I have the privilege of living in Jefferson County, I hope to continue serving my community in any way I can.

Respectfully,


Douglas Allmond

Douglas Allmond

590 Alta Vista Dr. Harpers Ferry, WV 25425

PROFILE

Retired Professional Television News Cameraman with over 30 years of covering major news events. Avid volunteer with several national and local organizations.

VOLUNTEER EXPERIENCE:

2018-present: National Weather Service

Skywarn Storm Spotter. Recently qualified to report local adverse weather conditions to the Sterling Va. Weather Center.

2006-2016: National Ocean Service

Local Chair of the Co-operative Charting Committee performing surveys that included identifying and reporting hazards to navigation.

2009-2013: National Park Service

Camp Host at Parks in Virginia, Colorado, and Michigan. Providing essential public liaison services to park visitors in seven different locations.

1999: National Park Service

Served as the White House News Photographer Association's television representative on the National Park Service Committee for the Comprehensive Design for the White House.

EMPLOYMENT EXPERIENCE:

1970-2003: Technical Director, Electronic News Gathering, ABC News; Washington News Bureau

Responsible for the technical coverage of national interest news and special events.

2000-2002: Local President, National Association of Broadcast Employees and Technicians, Local 31 Washington DC.

Local Union President covering contracts with ABC, NBC, PBS, NPR, WJLA, WHMU, The House Recording Studio and freelance members of the union.

EDUCATION:

Montgomery College AA, Electronic Technology

SKILLS:

Experienced in contract negotiating with major corporations. Understands procedures for reporting and evaluating issues as a journalist. Interacting with the public in a positive manner. Lifelong interest in a wide range of disciplines including, astronomy, wildlife management, ecology, navigation, physical sciences, electronics and technical evaluation.

Jefferson County Commission
Application for Boards, Committees or Commissions

Please type or print information

Name: Douglas Allmond

Home Telephone Number: 304 725 8337

Work Address: Retired

Work Phone Number: N/A

Mobile Phone Number: 304 550 8119 or 301 906 1101

E-mail Address: allmond@mac.com

Party Affiliation: *(Building Commission and Health Department applicants)*

Occupation: Retired Television Camerman and active Volunteer

Education: High School Robert E. Peary HS Rockville Md

College Montgomery College MD

Trade/Business School _____

Are you a United States citizen? Yes X No

Are you a West Virginia resident? Yes X No

Are you a resident of Jefferson County? Yes X No

Are you able to produce verification of residency? Yes X No

(Proof of paying personal property tax, voter registration, etc.)

Address: 590 Alta Vista Dr.
Harpers Ferry WV 25425

Magisterial District: Kabletown

List Qualifications for this Position and/or include a resume and cover letter that expresses your interest in serving:

See attached Resume

Organization Memberships and Positions Held : See attached cover letter

Have you even been convicted of any felonies? If yes, please list. **No**

Date:	Offense:

Statement: _____

Volunteering has always been an important part of my life. Now that I have the privilege of living in Jefferson County, I hope to continue serving my community in any way I can.

I hereby certify that the facts set forth in the above are true and complete to the best of my knowledge and authorize the Jefferson County Commission to verify their accuracy and to obtain reference information. I hereby release Jefferson County Commission from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an appointment decision based on such information.

I understand that falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for removal.

I understand that I will fully adhere to the policies, rules and regulations of this appointment, including reading, adhering and signing the County's Ethics Statement and adhering to Robert's Rules as provided in a packet to me when obtaining my Oath of Office or on the County's website. I understand I may also attend a free annual Board Training and Ethics Training meeting established by the Jefferson County Commission.

Signature:  Date: 12/3/18

This application is good for and will be retained for two (2) years in accordance with the Administrative Policies and Procedures Policy. In order to be considered for appointment, a new application must be submitted.

SUMMARY: Data management professional with over 20 years industry experience. A great communicator with strong multi-tasking skills and detail oriented. A highly organized leader with solid customer service, problem solving, analytical and creative writing skills.

Professional Experience

VERTEX PHARMACEUTICALS, Boston, MA

2016-Present

Senior Data Management Associate *Home-based/Remote* (2016-Present)

Develops, or plans and oversees development of edit check specifications, CRF completion guidelines or data entry guidelines, data management plan, data review guidelines, SAE reconciliation plan, cross-functional data review plan – all with input from cross-functional study team. Plans and oversees execution of User Acceptance Testing. Defines electronic data transfer specifications. Ensures study compliance with SOPs and regulations, developing study-specific training for internal and external study teams. Reviews clinical study protocols and provides input. Works with a CDISC library standards group to ensure that database builds were CDISC standard compliant. Works with SDTM programmers to ensure data transfers and tables were formatted and programmed per CDISC/SDTM standards. Manages the vendor's development of clinical trial database. Reviews vendor RFIs, RFPs, proposals and contracts and provide input. Prepares and delivers presentations at internal and external meetings. Evaluates and mitigates risks to timelines and quality. Reviews clinical data for accuracy and consistency or data and generate or follow issues through the query management process until resolution. Responsible for all aspects of the CDM study deliverables. Works cross functionally to ensure that all efficacy and endpoint data is reported correctly in EDC for major deliverables and analysis. Approves and provisions final study deliverables. Ensures all required documentation is completed and appropriately archived via an electronic trial master file (as well as via wet ink archival). Provides status updates to internal clinical study teams and acted as an interface between the Study Execution Team and the CRO partner and EDC vendor. Participates in the development and maintenance of Standard Operating Procedures (SOPs) and Work Instructions (WIs) related to data management activities. Work in Oracle Inform 6.1.

INFINITY PHARMACEUTICALS, Cambridge, MA

2015-2016

Senior Data Management Associate *Home-based/Remote*

Provides leadership and functional area expertise in the strategic delivery of Clinical Data Management deliverables governed by appropriate SOPs. Oversees external CDM vendors. Serves as the expert in CDM to provide oversight and advice to clinical project team regarding CDM activities and deliverables. Provide CDM business expertise and consultancy in the selection and use of software systems and vendors. Stays on top of industry standards and developments and oversees and develops standards and processes base on best practices. Oversees data quality across therapeutic area. Leads CRF standards initiative by engaging cross functional team members. Provides high level expertise in the contract process for any CDM related activity.

MEDIMMUNE, Gaithersburg, MD

2002-2015

Senior Data Management Project Lead (2014-2015)

Provides leadership and functional area expertise in the strategic delivery of Clinical Data Management deliverables. Oversees internal and external CDM vendors, while ensuring compliance to global and project standards. Represents the CDM function on all levels and can act as designee of the Head of CDM. Serves as the expert in CDM to provide oversight and advice to clinical project team regarding CDM activities and deliverables. Represents CDM during activities associated with regulatory inspections/audits. Provide CDM business expertise and consultancy in the selection and use of software systems and vendors. Stays on top of industry standards and developments and oversees and develops standards and processes base on best practices. Oversees quality across therapeutic areas. Leads Standards Project (CDASH). Provides high level expertise in the contract process for any CDM related activity. Assess CDM needs and areas of improvement and recommend changes to the operating model.

Data Management Project Lead (2009-2014)

Lead, coordinate and ensure transparency and consistency of clinical study team to outsourcing partner activities. Provide expert Data Management advice to the clinical project team regarding all Data Management activities and deliverables. Serve as Chair of the Standard CRF Committee. Coordinate the development of product level and therapeutic area Data Management standards. Provide input to the development and improvement on Data Management standards and procedures. Provide Data Management business expertise and consultancy in the selection and use of software systems as appropriate.

Associate Director (*interim head of CDM*), Clinical Data Management (2012-2013)--Held concurrently while maintaining DMPL duties.

Plans, directs, and coordinates the activities of the Data Management Project Leads ensuring timely delivery of all milestones using knowledge of database management techniques to ensure the accuracy and integrity of clinical data. Participates in the development of data management strategies for multi-center/global studies of highest complexity. Participates in the alignment of processes with parent company, AstraZeneca, by participating in task forces as a Clinical Data Management representative for the definition of new or revised processes, problem solving, training, etc. Provides internal best practices information for study and program enhancement. Resolves complex team/data management issues utilizing key resources to facilitate problem resolution:

- Communicates milestones and practices with respect to team members and management.
- Liaises between CDM and other Clinical Biologics departments as needed for CDM study related activities.
- Meets regularly with AstraZeneca leadership and DMC functional DM heads to discuss and resolve issues.
- Provides back up support or act as a Data Management Project Lead for studies, if required.

Utilizes presentation skills to make professional, clear presentations to groups internally and occasionally externally. Helps to create department goals and ensures linkage to personnel goals in support of the corporate and department goals. Monitors the activities of staff and provides them reliable guidance to succeed and grow. Proactively makes recommendations to appropriate business units regarding the development of new tools and goals that further support and strengthen MedImmune's development capabilities. Oversees effective project management of the development and/or enhancement of policies and SOPs. Interacts with subordinates, outside customers and functional peer groups at various management levels inside and outside of MedImmune. Works on complex problems where analysis of situation or data requires ability to quickly and accurately review all identifiable factors. Assists in planning and adapting resources as needed, to ensure key goals are met on time.

Manager, Clinical Data Management (2007-2009)

Manage quality of assigned projects or functions through accurate and timely communication with appropriate project team members and other external customers. Ensure project milestones are met according to timelines. Lead, manage and train a team of Data Management staff. Provide expert review and guidance for production of Data Management deliverables. Participate in the development and implementation of new processes and technology. Coordinate the development of standards by serving as Chair of the Standard Case Report Form Committee. Participate in vendor selection process.

Manager, Clinical Data Processing and Quality Control (2005-2007)

Lead, manage and develop a team of Clinical Data Processors and Quality Control Analysts. Oversee and manage CRF design activities to ensure centralized control and standardization. Serve as an active member on the Standard CRF Committee and Rapid Change Team for the EDC Initiative. Contribute toward the development and maintenance of an infrastructure to support accurate and efficient CRF design, and quality control that meets Good Clinical Practice (GCP), the standards of regulatory agencies, data processing and analysis requirements. Review, write and identify the need for SOPs and/ WPDs for Clinical Data Processing and Clinical Quality Control functions. Ensure effective management of assigned projects or functions through accurate and timely communication with appropriate project team members and other customers. Direct the entry and verification process to ensure proper prioritization and timeline compliance.

Clinical Data Coordinator III (2002-2005)

Lead Data Manager for in-house and outsourced studies. Participate in the development of data management strategies for multicenter/global studies of highest complexity. Review and assist in the review/development of SOPs/WPDs. Provide data management planning and coordination of Clinical Data Management (CDM) activities for multiple projects using knowledge of database management techniques to ensure the accuracy and integrity of clinical data. Prepare, present and train the sites, CRAs and Investigators on CRFs at Investigator Meetings. Serve on task forces as DM representative for the definition of new or revised processes. Act as a resource for CDCI and CDCII, providing technical expertise and training.

CATO RESEARCH, Rockville, MD

1999 –2002

Clinical Data Specialist II (2000-2002)

Serve as Primary Lead on 15 protocols. Manage the data review and data cleaning process. Review and approve CRFs against protocol. Annotate CRFs and build databases using ClinTrial 3.3, 4.1 and 4.2. Manage and oversee responsibilities of the Data Entry and temporary staff. Responsible for review and management of monthly budget reports and process out of scope work orders. Responsible for entry of SAE data in Clintrace 2.8 database. Responsible for decision making and problem solving in accordance with GCP.

Clinical Data Specialist I (1999-2000)

Serve as Secondary Lead on 6 protocols. Assist with data review and database build. Generate data clarification forms. Execute and research validation reports. Assist with developing CRFs.

Data Technician II (1998-1999)

Maintain communication with participating sites by ensuring appropriate site payments are made in accordance with subject visits. Perform data review and generate data clarification forms. Review monthly and annual data analysis reports. Train and serve as resource and prioritize workload for Data Technician I.

Data Technician I (1997-1998)

Responsible for organizing, editing, verifying and tracking CRFs and DCFs. Generate data clarification forms.

Education and Certification

West Virginia University: Bachelor of Arts-Psychology

Certified Clinical Data Manager: 2014

Affiliations

Society of Clinical Data Management (SCDM), member since 2002

Community Service

Volunteer at The Frederick Rescue Mission, Frederick, MD August 2015 – present
Carriage Park Home Owner’s Association Board (secretary), Harpers Ferry, WV October 2017-present
League of Women Voters of Jefferson County *Application pending*

Jefferson County Commission
Application for Boards, Committees or Commissions

Please type or print information

Name: Tina Sinnett

Home Telephone Number: Not applicable

Work Address: 50 Northern Avenue, Boston, MA

Work Phone Number: 617-961-1346

Mobile Phone Number: 240-315-6000

E-mail Address: tina9674@gmail.com

Party Affiliation: *(Building Commission and Health Department applicants)*

Occupation: Clinical Data Management

Education: High School Bridgeport HS, Bridgeport, WV

College West Virginia University, Morgantown, WV

Trade/Business School Not applicable

Are you a United States citizen? Yes X No

Are you a West Virginia resident? Yes X No

Are you a resident of Jefferson County? Yes X No

Are you able to produce verification of residency? Yes X No

(Proof of paying personal property tax, voter registration, etc.)

Address:

33 Jenny Lind Drive
Harpers Ferry, WV 25425

Magisterial District: 13

List Qualifications for this Position and/or include a resume and cover letter that expresses your interest in serving:

See resume. JCDA Board-Citizen Representative

I would be interested in any position where my work/personal experience would benefit Jefferson County.

Organization Memberships and Positions Held : _____

See resume.

Have you even been convicted of any felonies? If yes, please list.

Date:	Offense:

Statement: Not applicable: Never accused or convicted of any felonies

I hereby certify that the facts set forth in the above are true and complete to the best of my knowledge and authorize the Jefferson County Commission to verify their accuracy and to obtain reference information. I hereby release Jefferson County Commission from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an appointment decision based on such information.

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Signature: Jana M. Swinett Date: 28 Nov 2018

This application is good for and will be retained for two (2) years in accordance with the Administrative Policies and Procedures Policy. In order to be considered for appointment, a new application must be submitted.

November 26, 2018

Jefferson County Commission
PO Box 250
Charles Town WV 25414

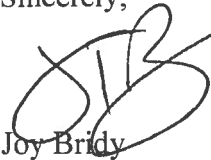
Dear Jefferson County Commissioners,

I write to you today to formally apply for a board position on the Jefferson County Development Authority. As the owner of a small business and cottage industry, I bring the voice of small businesses in our region to the table. As a steering committee member of the Over the Mountain Studio Tour, I bring a strong voice for arts and tourism to the table.

I believe that Jefferson County is in a unique position to grow and develop into the 21st Century, and I am able to make meetings regularly.

I look forward to talking with you further.

Sincerely,

A handwritten signature in black ink, appearing to read 'JB' or 'Joy Bridy', with a long, sweeping horizontal line extending to the right.

Joy Bridy
2533 Warm Springs Road
Shenandoah Junction WV 25442
304.876.0750

Incl: application and brief CV

Joy Bridy
2533 Warm Springs Road
Shenandoah Junction WV 25442
304.876.0750
joybridy@yahoo.com
www.joybridy.com

Education

BA, Indiana University, Bloomington IN 1993
Studio Art

WV Business Experience

Joy Bridy Pottery Since 2009
Shenandoah Junction WV

Community Experience

Over the Mountain Studio Tour, Steering Committee, WV
Since 2009
Potomac Valley Audubon Society Master Naturalist
Since 2016
Historic Burr House Bread Baking Guild
Since 2012
Jefferson Arts Council, gallerist for Fire Hall Gallery
2015-2017
American Craft Week, Coordinator, CraftWorks, Charles Town WV
Oct 2014
Kiln Club of Washington, Vice President, Washington DC
2005-2008
National Museum of Women in the Arts, Docent, Washington DC
2006-2008
Rotary International Group Cultural Exchange, South Korea
April 2004
Empty Bowls Projects: IN, PA, WA, VA, MD, DC, WV
Continually

Jefferson County Commission
Application for Boards, Committees or Commissions

Please type or print information

Name: Joy Bridy

Home Telephone Number: 304. 876. 0750

Work Address: 2533 Warm Springs Road, Shenandoah Jct.

Work Phone Number: same

Mobile Phone Number: N/A

E-mail Address: joybridy@yahoo.com

Party Affiliation: (Building Commission and Health Department applicants)

Occupation: Artist / Potter

Education: High School Merrillville High School IN 1989

College Indiana University, Bloomington IN 1993

Trade/Business School N/A

Are you a United States citizen?

Yes ☒

No ☐

Are you a West Virginia resident?

Yes ☒

No ☐

Are you a resident of Jefferson County?

Yes ☒

No ☐

Are you able to produce verification of residency?

Yes ☒

No ☐

(Proof of paying personal property tax, voter registration, etc.)

Address:

2533 Warm Springs Rd
Shenandoah Junction WV
25462

Magisterial District: _____

List Qualifications for this Position and/or include a resume and cover letter that expresses your interest in serving:

see attached

Organization Memberships and Positions Held:

Over the Mountain Studio Tour: Steering Committee

Have you even been convicted of any felonies? If yes, please list. no

Date:	Offense:

Statement: N/A

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Signature:  Date: 11/26/2018

This application is good for and will be retained for two (2) years in accordance with the Administrative Policies and Procedures Policy. In order to be considered for appointment, a new application must be submitted.

Jessie Molina
304-620-2534

To: Jefferson County Commission

I'm sending this letter to inform you of my interest to serve the Jefferson county government. I fully believe my skills could benefit and assist in helping your county meet its long-term goals.

I believe my 25 years of nursing and community health makes me an excellent candidate for this position and I would like to become a part of the team. My skills include the following:

- I have excellent leadership, communication and analytical skills.
- I have experience researching and determining the needs and issues of the community, then finding sound and reasonable solutions to these problems.
- Preparing reports, budgets and designing ways to keep the public interest stimulated and focused on the good of the community is also part of my expertise.
- Community outreach and public speaking

Please contact anytime for an interview or if you need more information at (304) 620-2534. I can also be reached by email at [email] I'll be looking forward to your response.

Best regards,

Jessie Molina

JESSIE MOLINA

HARPERS PERRY WV | (C) 304-620-2534 (E): JESSIEK_MOLINA@YAHOO.COM

Over five years of experience working in as a community health nurse. Recent experiences include planning and executing community health programs for my assigned community. Hands on experience in providing primary care for acute and chronic diseases and teaching patients the symptoms of the disease.

SPECIFIC SKILLS AREAS

- 25 year experience in the healthcare
- ADPII Security Clearance (Active)
- Active Multi-State nursing license #31894
- Fully Bilingual (English-Spanish)
- Microsoft Certified Professional
- Knowledge of public health issues

PROFESSIONAL EXPERIENCE

Jefferson County Health Department Public Health Nurse, 3/2015 to Present

Collaborated with the Quality Improvement Division and several Department of Public Health (DPH) programs to initiate and develop the performance measures document for the Jefferson County and other counties in the state of West Virginia. Control and Prevent diseases and influenza pandemic in a timely manner to protect the community.

- Provide expert case management for patients with infectious diseases according to program priorities and nursing standards
- Conduct disease case investigation and prepare report
- Plan and execute health promotional programs
- Provide care and treatment of clients Sexually Transmitted Disease clinic
- Assessed immunization statuses, administered vaccines/immunizations and performed annual immunization audits for schools in Jefferson County
- Instruct health education classes to the public for the promotion and maintenance of health and wellness
- Screen and referred patients to other community service providers, as well as state and federal programs
- Educate clients about vaccines, their benefits, side effects, and complications
- Investigate and reported communicable diseases to the state
- Provide disease counseling to patients and initiated control measures when necessary
- Ensure patients received proper treatment for communicable disease and infection control
- Investigate infection outbreaks and submit reports to the appropriate agency
-

American Red Cross (Easter Panhandle Division)
Disaster Response Nurse-2016 to Present

- Develop public disaster educational programs designed to spread community awareness
- Identify target population groups, developed and implemented programs to reach those groups
- Assist in building the capacity of the chapter to respond to disasters through the development of independent shelter teams to support mass care functions
- Contribute continuous efforts in streamlining the importance of medical health-care

Blueridge Community and Technical College
Adjunct Technology Instructor, 01/15-06/17
Microsoft Applications

- Utilized variety of technologies and instructional methodologies such as Blackboard ® to keep courses fresh and engaging
- Worked with individual students to improve understanding and course grades
- Helped students develop talent through range of exercises readings and discussions
- Developed lesson plans that met varied student needs, evaluated and assessed student's development, and implemented study methodologies to enhance student's progress
- Incorporated higher-level learning and assisted the students to develop information literacy and problem-solving skills
- Organized, prepared and revised/updated course materials.
- Developed policies to disseminate the course content
- Ensured that the content and level of material asked in exams are adequately covered in classroom teaching

West Virginia University Health Care
LPN Lead, 12/2015 to 4/2016

- Led the daily operations of fifteen nurses to achieve quality performance and continuous, efficient functioning through exceptional nursing services
- Led informative and engaging clinical training; conducted educational sessions instructing nursing and physician teams on the use, safety and efficacy of medical-device products
- Evaluated individual performance of team members, which included written annual performance appraisals and performance improvement plans
- Managed and collaborated with county entities to resolve human resource, labor relations, employee and department safety, and risk management issues
- Conducted regular medical records review and audits to assure quality measures were being followed and maintained
- Wrote and developed department policies and procedures
- Developed tracking and assessment tools to help prioritize workflow to insure timely provision of nursing services

- Maintained the clinic QC/QA standards and ensure all protocols are been followed
- Scheduled, supervise and counsel nursing staff. Write policies and procedures enhancing ambulatory care operations

Menocal Family Practice**Lead Nurse, 11/2011 to 11/2014**

- Supervised a team of five Medical Assistants and two LPN.
- Provided professional care to patients and delivered skilled nursing care in routine/stressful periods at the highest standards of excellence
- Developed and implemented standards and evidence-based practice in coordinating the management of care and the care environment
- Developed and implemented patient-focused care plan
- Coordinated with nursing professionals, healthcare providers, and agencies to spread information about the outbreak of H1N1 virus, and prevention measures
- Counseled families in areas of nutrition, diet maintenance, healthy development stages of infants, children, and pregnant women
- Participated in mass vaccination programs for community, and educating them about the measures to be taken for a healthier living
- Coordinated with administration department to schedule follow-up appointments for long-term patients, and making appropriate referrals in case of complications during treatment

Army Medical Command**Sr. Medical Writer, Military Applications, 10/2008 to 8/2010**

- Developed administrator and user's guides for the Military Health System (AHLTA) for the Iraqi Freedom and Noble Eagle operation
- Created new material based on functional specifications, marketing requirements, and interviewed with subject matter experts
- Participated in producing various reports based on client specific guidelines
- Reviewed the department of Defense documentation, ensures reports, summary statements, and other documents meet established client specifications, and follows the standards for quality, format, and style of the U.S Department of Defense (DoD)
- Developed Use Cases, System Designs documents and other medical documentation to be included with the software delivery to DoD
- Provided feedback to engineering on the user interface to improve product usability

U.S Department of Justice (DOJ)**Sr. Trainer - 01/2008 to 10/2008**

- Analyzed business needs, recommend procedural changes/software customizations, and adapt training program content and level for specific end-user training requirements
- Assisted management to identify training need for the U.S Department of Justice
- Developed and maintained the department's software troubleshooting guides
- Determined course content and student learning objectives.
- Worked with internal software developers to keep apprised of changes
- Oversee course design, development, and implementation for courses

- Analyzed training material for accuracy and implement changes as needed it
- Classroom setup, equipment testing and troubleshooting to ensure high quality training session

Llaurador Family Practice**Public Health Nurse 03/2000 to 12/2006**

- Educated new mothers about the proper care of infants, and mentored their anxiety issues by suggesting appropriate referrals within the medical center
- Conducted analysis of epidemic diseases, and organized seminars to inform citizens about prevention to be taken for communicable diseases
- Collaborated with the team to organize various programs related to school health, women's health, STDs, and occupational safety hazards
- Coordinated for the scheduling of different tests like MRI's, CT scans, Bronchoscopes, and other suggested methods as mentioned in the patient's prescription
- Trained and educated intern nurses to disclose sensitive information to the patient's families regarding complications in cases of juvenile diabetes, obesity problems, and other lifestyle-related issues

LICENSED AND EDUCATION

- License Practical Nurse (Multi-State License #31894)
- BLS Certification
- BS Public Health-APUS (In Progress)
- Associate degree Allied Health Science.
- Member of West Virginia Public Health Nurse Association
- Microsoft Certified Professional (MCP)
- Member of the International Society of Infectious Diseases (ProMED)

Jefferson County Commission
Application for Boards, Committees or Commissions

Please type or print information

Name: Jessie K. Molina

Home Telephone Number: _____

Work Address: 1948 Wiltshire Rd, Kearneysville WV 25430

Work Phone Number: _____

Mobile Phone Number: 304-620-2534

E-mail Address: Jessiek_molina@yahoo.com

Party Affiliation: *(Building Commission and Health Department applicants)*

Occupation: Nurse

Education: High School Holy Rosary School

College UNIV. OF P.R. / American Public University

Trade/Business School _____

Are you a United States citizen?

Yes ☒

No ☐

Are you a West Virginia resident?

Yes ☒

No ☐

Are you a resident of Jefferson County?

Yes ☒

No ☐

Are you able to produce verification of residency?

Yes ☒

No ☐

(Proof of paying personal property tax, voter registration, etc.)

Address:

54 General Semmes Ct
Harpers Ferry WV 25425

Magisterial District: _____

List Qualifications for this Position and/or include a resume and cover letter that expresses your interest in serving:

Organization Memberships and Positions Held : _____

Have you even been convicted of any felonies? If yes, please list. **NO**

Date:	Offense:

Statement: _____

I hereby certify that the facts set forth in the above are true and complete to the best of my knowledge and authorize the Jefferson County Commission to verify their accuracy and to obtain reference information. I hereby release Jefferson County Commission from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an appointment decision based on such information.

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Commission.

Signature: _____

Date: _____

12/10/18

This application is good for and will be retained for two (2) years in accordance with the Administrative Policies and Procedures Policy. In order to be considered for appointment, a new application must be submitted.


November 23, 2018

To: President, Jefferson County Commission
Jefferson County Commission
PO Box 250, Charles Town, WV 25414

Dear Sir/Ms,

Included with this letter is my application to serve as a volunteer for an open position on the JCDA. I am forwarding this application with the hope that my technical, international and UN administrative experience will provide a more balanced review board when evaluating perspective industries who are considering locating in Jefferson County. Please feel free to contact me if additional info is needed., or for any other reason. Thanks.

Sincerely,


Roger Ethier MS, Director Engineers w/o Borders Int
PO Box 1392, Sheoherdstown, WV 25443
engnerswobord@hotmail.com/(304)433-0357

Date: November 23, 2018

To: Gavin Perry <gavarch@gmail.com>

Subject: Cover Letter

Last year, in October a new Kiwanis Club formed, the Kiwanis of Blue Ridge that immediately targeted the kids of North Jefferson Elementary School, Kearneysville, WV, and a Title One School for assistance. I was designated Team Leader because of my experience in small agriculture garden sustainability, project management, and for my genuine appreciation of kids.

Then, without warning, in early July the Rockwool bomb dropped! I was on distribution list of a letter from the Sierra Club to the WV DEP that referenced a permit "for the Roxul/Rockwool planned mineral wool site in Ranson, WV". The site is located just across the old Route 9 highway from the NJES School, the school that Kiwanis had targeted to help with an outdoor classroom.

Today the county is in chaos and near open revolt against the leaders of Jefferson County. If common sense had ruled and political transparency had prevailed, **and if the JCDA had been infused with members who were professionally and technically savvy in air, water, soil and small agriculture sustainability and management, danger areas would immediately have surfaced that would have been a balance against the JCDA existing business interest/and apparent jobs-only and at any cost mentality that prevailed.**

These specific areas - professional and technical savvy in air, water, soil and small agriculture sustainability and management, together with extensive international work at many levels of industry and government are the reasons I believe I am eminently qualified to serve on the Jefferson County Development Authority. Thanks,

Sincerely,

Roger Ethier MS Engineer (Agriculture)
PO Box 1392
Shepherdstown, WV 25443
engnerswobord@hotmail.com/(304)433-0357

Jefferson County Commission Application for Boards, Committees or Commissions

Please type or print information

Name: Roger Ethier

Home Telephone Number: (304)433-0357

Work Address: 2048 Kabletown Dr, Charles Town, WV 25414

Work Phone Number: (304) 433-0357

Mobile Phone Number: (304)433-0357

E-mail Address: engnerswobord@hotmail.com; (donortable.org)

Party Affiliation: (Building Commission and Health Department applicants)

Occupation: Sustainability Technologist, Engineer

Education: High School St Bernards High, Fitchburg, Ma

College Univ. of Mass; Univ of Calif, Davis

Trade/Business School USN Electronic Technition

Are you a United States citizen? Yes X No

Are you a West Virginia resident? Yes X No

Are you a resident of Jefferson County? Yes X No

Are you able to produce verification of residency? Yes X No (Proof of paying personal property tax, voter registration, etc.) Address: Magisterial District: voter Registration 000231551

List Qualifications for this Position and/or include a resume and cover letter that expresses your interest in serving:

Roger R. Ethier, Sustainable Technologist – 1980 – 2018 MS Agricultural Engineer, Co-Founder and Technical Director of Engineers without Borders International, Shepherdstown, WV, USA, (donortable.org) for 30 years. Most recent projects were the design and installation of a replacement water pumping and distribution system at a 1000 child orphanage in SW Uganda that reduced storage tank filling rates from 2 ½ days to 4 hrs., designed and fabricated the extensive solar, rainwater, drip irrigation system at the Community Gardens, Ranson, WV, and developed and patented (pending) the Lil Sprout Solar Portable Water Pump. Director, Water Advisor Committee, Jefferson County for 5 years and member for 10 years.. Currently, Team Leader, Kiwanis of Blue Ridge for North Jefferson Elementary Outdoor Classroom and Edible Schoolyards.

Project.- Developing Outdoor Education Center with Edible Schoolyards at North Jefferson Elementary and three other Title One Elementary Schools in Jefferson County. Designed and built the solar, rainwater Irrigation system at Ranson Community Gardens. and developed many other water related, solar related and Agricultural projects in 26 different non developed countries..

Organization Memberships and Positions Held :Director Jefferson County, Water Advisory Committee (2008 – 2013);
Member Jefferson County Water Advisory Committee (2008 to present).

Have you even been convicted of any felonies? No

If yes, please list. Date: Offense: Statement:

I hereby certify that the facts set forth in the above are true and complete to the best of my knowledge and authorize the Jefferson County Commission to verify their accuracy and to obtain reference information.

I hereby release Jefferson County Commission from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an appointment decision based on such information.

I understand that falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for removal. I understand that I will fully adhere to the policies, rules and regulations of this appointment, including reading, adhering and signing the County's Ethics Statement and adhering to Robert's Rules as provided in a packet to me when obtaining my Oath of Office or on the County's website. I understand I may also attend a free annual Board Training and Ethics Training meeting established by the Jefferson County Commission.

Signature: Roger Ethier Date: November 22, 2018

This application is good for and will be retained for two (2) years in accordance with the Administrative Policies and Procedures Policy. In order to be considered for appointment, a new application must be submitted.

Jefferson County Commission
Application for Boards, Committees or Commissions

Please type or print information

Name: ROBERT McEachern

Home Telephone Number: 304 268-2164

Work Address: PO 282 Harpers Ferry, WV 25425

Work Phone Number: 304 268-2164

Mobile Phone Number: 304 268-2164

E-mail Address: rmceachern2009@gmail.com

Party Affiliation: *(Building Commission and Health Department applicants)*

Occupation: UNION ACTOR (SCREEN ACTORS GUILD/SAG AFTRA)
#00604283

Education: High School _____

College UCBERKELY

Trade/Business School _____

Are you a United States citizen? Yes X No

Are you a West Virginia resident? Yes X No

Are you a resident of Jefferson County? Yes X No

Are you able to produce verification of residency? Yes X No

(Proof of paying personal property tax, voter registration, etc.)

Address: 108 CLAY ST APT B (PO 282)
BOLIVAR WV
25425

Magisterial District: HARPERS FERRY - BOLIVAR

List Qualifications for this Position and/or include a resume and cover letter that expresses your interest in serving:

RESIDED IN JEFF. CO SINCE 1959, 40 YEARS AS A
FOODSERVICE CHEF CONSULTANT, AFSCME SHOP STEWARD,
6 YEARS IN SOLAR SALES, ANNUAL VOLUNTEER IDENTITY CRISES

Organization Memberships and Positions Held : ELKS B.P.O.E MARTINSBURG
SAG AFTRA MANHATTAN BOROUGH LABOR REP, COMMERCIAL CONTRACTS
AFSCME SHOP STEWARD AFL-CIO

Have you even been convicted of any felonies? If yes, please list.

Date:	Offense:
	NO

Statement: _____

I hereby certify that the facts set forth in the above are true and complete to the best of my knowledge and authorize the Jefferson County Commission to verify their accuracy and to obtain reference information. I hereby release Jefferson County Commission from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an appointment decision based on such information.

I understand that falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for removal.

I understand that I will fully adhere to the policies, rules and regulations of this appointment, including reading, adhering and signing the County's Ethics Statement and adhering to Robert's Rules as provided in a packet to me when obtaining my Oath of Office or on the County's website. I understand I may also attend a free annual Board Training and Ethics Training meeting established by the Jefferson County Commission.

Signature: Robert McEachern Date: 11-30-18

This application is good for and will be retained for two (2) years in accordance with the Administrative Policies and Procedures Policy. In order to be considered for appointment, a new application must be submitted.

November 26, 2018

Subject: Request for Appointment to JCDA
Two Year Term
Marketing Committee/ Business Development

Jefferson County Commissioners

I would like to thank you for reviewing and considering my letter of consideration for appointment to the JCDA Committee.

With an appointment to the JCDA I feel I would represent numerous avenues that have helped hundreds of low income and first generations succeed at higher levels of employment.

In order to maintain a flourishing momentum, we need to secure a solid foundation of support from Jefferson County and The State of West Virginia. I welcome working with all members of the JCDA to discuss issues that will be of impact to our county. It is of utmost importance to ensure the growth of our county.

My strong interpersonal skills within the business management and marketing strategies along with my work ethic of over twenty five years' experience of working directly with real estate rental property for all ages . I have a very diverse background from marketing and research of contractual construction engineers of multi-million dollar ground up builds to tenant in place rehabilitation of over 200 apartments.

Accreditation relevant to the open position on the JCDA other than my multifaceted career in rental Real Estate I have lived in a unincorporated area of Jefferson County for over Fifty plus years.

My greatest strengths are my ability to establish a good working unit.
I possess the aptitude to establish a good rapport with all, as well as ensuring the right guidance and motivation to succeed to the best of my ability.

My goal as a member of the JCDA will be to combine my skills and abilities to be enthusiastic, compassionate and an intelligent contributor with others, to be a positive impact to the economic growth of Jefferson County.

It is of the utmost importance to work together as a group to encourage businesses to locate in Jefferson County through marketing strategies that will improve the overall economic improvement and impact to the entire county. Being a resident of the Village of Kearneysville, I am particularly devoted to the development of the land within the county and outside of Town and City limits.

Sincerely,

Sharon Wilt
SW25442@aol.com
(304)582-2201

Sharon Wilt

Objective

Currently Retired (Past Resume)

2011-2012 Millennia Housing Management Cleveland Oh.

Property Manager Senior Towers Apartments

- .Accounting and bookkeeping. Preparation of Budgets
- Supervised office and maintenance staff.
- Training of Maintenance and Office staff.
- All Marketing aspects of Property for Leasing.
- Weekly and Monthly Staff and Vendor Scheduling
- Installed computer programs and trained all staff on use.
- Prepared payroll.
- Accounts receivable and account payable.
- Reviewed and approved contracts for apartment complexes.
- Criminal background investigations.
- Credit Checks.
- All court and legal procedures as warranted. I.E. Eviction, Safety Issues,
Supervise office and field staff, including: purchasing department, maintenance staff, and A/C department.
Prepared All HUD transmissions monthly
Overseen a tenant in place rehab of 125 units seven story Senior Apartment Complex.
Fire safety Inspections
Compliance with All State and Government Regulations.

Experience

2009-2010 Grapevine Business Park LLC Martinsburg, WV

Property Manager

- All accounting and bookkeeping for the Business Park
- All Marketing which included Storage Units, Apartments, Restaurant, Auto Garage Boat & Car Storage.
- Background Checks
- Court and Legal procedures as warranted.

- Reviewed and approved contracts for leasing.
- Designed Ads and Marketing material as needed.

2003-2008 Habitat America LLC Manassas, Va
Senior Property Manager Baltimore , Md

- .Accounting and bookkeeping for seven apartment communities.
- Supervised Property Managers, office and maintenance staff.
- Training of Property Managers and office staff.
- All Marketing aspects of Property for Leasing.
- Weekly and Monthly Staff and Vendor Scheduling
- Installed computer programs and trained all staff on use.
- Prepared payroll.
- Accounts receivable and account payable.
- Reviewed and approved contracts for apartment complexes.
- Criminal background investigations.
- Credit Checks.

Receivership by Court Appointed Judgements on Foreclosures

All Life Health Safety Issues addressed upon takeover of Property.

Fire Safety, Health Department , Local Police,,HUD Housing , Pest Control Sanitization, Elevator Inspection, Fire and Emergency Call Systems

2002-2003 Habitat America LLC/ Silverwood Management.
Ranson, WV

Property Manager

- Overseeing the daily operations of 3 Apartment Complexes totaling 167 apartments. With over four hundred residents.
- Improved occupancies from 84 percent to 98 percent.
- Supervised office and maintenance staff.
- Staff Scheduling
- Criminal background investigations.
- Credit Checks.
- All court and legal procedures as warranted.

1999–2001 Quantum Property Management Ashburn, Va.

Assistance Resident Manager of a Senior Apartment Complex

- Initiated all paper work to verify resident for move-in.
- Installed Jenark computer system at all Quantum Properties, as well as assisted in training of employees on system.
- Obtained Certification of Tax Credit Specialist through National Center of Housing Management.
- Supervised maintenance staff.
- Planned and implemented daily actives for all residents.
- Monthly Actives Calendar and Newsletter for Senior Actives.
- Scheduling of Meals on Wheels Lunch Program.

1994–1996 Rodberg Property Management West Palm Beach FL
Property Manager

- Supervise office and field staff, including: purchasing department, maintenance staff, A/C department and accounting department.
- Scheduling of Maintenance calls to residents.
- Scheduling and overseeing of all Vendors.
- Received all monies for rent and handled all banking transactions.
- Handled high-pressure phone calls.
- Criminal background checks.
- Credit Reports.
- Legal proceeding pertaining to evictions.

Education

1971–1974 Jefferson High School Shen. Jct., WV.
1999 Housing Management Licenses
1999 National Center for Housing Management for Tax Credit.
2000 V.H.D.A. Basic Compliance Training Workshop.
2004 Certification in Microsoft Excel
2004 Certification in Microsoft Office
2006 Certification in Supervisor Version Conflict Resolution
2006 Certification in Customer Service
2006 Fair Housing
2006 Sexual Harassment
2006 Preventing Sexual Harassment
2006 Mold Awareness, Curb Appeal, Internet Leasing
2007 Traffic Generation and Customer/Resident Retention, Leasing for a Living
2012 Refresher courses in Fair Housing, Tax Credit, Customer Service and Bed Bug training classes.
2012 Dealing with Difficult People
2012 Customer Relationship Management
2013 Basic Electrical
2013 Cortication of Commercial Pool Operations

Interests

All sports, gardening, fishing, computers, and my four grandsons and two granddaughters.

9/26/18

Jefferson County Commission
PO Box 250
Charles Town, WV 25414

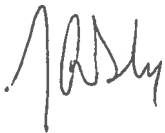
To Whom It May Concern:

I am interested in serving on the Jefferson County Development Authority for the three year term ending April 5, 2021. I have lived in Jefferson County since 2002 and currently reside in Shepherdstown (but in the County) with my wife and 2 teenage sons. I have owned 4 State Real Estate since 2006 and have grown it to be a large independent player in the local real estate market, currently employing 16 agents out of our office located at 201 N. George St. Suite 101 Charles Town, WV.

My background in residential and commercial real estate will assist in my understanding of local codes, politics, and public perception of Jefferson County, WV as a location to operate business. Additionally, my connections in the commercial real estate market will assist in my reach for businesses we wish to pursue as a county.

My personality is very balanced with regards to understanding public perception and property rights, thus allowing me to keep an unbiased position with regards to businesses looking to make Jefferson County home. I would be honored to serve the County as a Development Authority Board Member and understand, wholeheartedly, the time and commitment involved in such a venture. If you have any questions, please do not hesitate to contact me at 240-405-5575 or through email at 4StateRealEstate@gmail.com. Thank you for the opportunity to be of service.

Respectfully,

A handwritten signature in black ink, appearing to read 'J. Shively' or similar, with a stylized, cursive-like script.

Jonathan "ADAM" Shively

Jonathan “Adam” Shively

201 N. George St. #101 Charles Town, WV 25414

Office Phone: 304-885-8304 Cell Phone: 240-405-5575 E-mail: 4StateRealEstate@gmail.com

OBJECTIVES

- To procure a position as a Jefferson County Development Authority Board Member

WORK HISTORY

4 State Real Estate LLC/The 4 State Gallery, October 2015-Present

Owner/Agent

- Owner and operator of 4 State Real Estate LLC, independent Real Estate Office and Art Gallery
- Lead Listing Agent with team of 15-18 Licensed Agents
- Produce over \$18,000,000 in sales volume annually
- Manage and Direct Real Estate Shop and Art Gallery

Keller Williams Rice Realty/Keller Williams Realty Centre--4 State Real Estate LLC, April 2007-2015

Agent/Owner

- Managed all sales and marketing activities for land development projects, luxury lot and home sales, and commercial projects in the tri-state area
- Maintained sales budgets while meeting and exceeding sales goals in all categories
- Led Keller Williams Real Estate Agents through Associate Leadership Council
- Balanced duties of Real Estate Agent, Community Sales Director, and Recruitment coordinator

Portrait Homes Mid-Atlantic Division, March 2006-April 2007 (Reduction in force due to market condition)

Vice President of Sales

- Created and managed training agenda for newly hired sales representatives
- Completed Annual Plan 2007 and maintained all sales related budgets
- Researched and Created Advertising \$4 Million Advertising Budget for Mid-Atlantic Division
- Maintained Advertising budget and cut large scale advertising to meet budget restrictions of start-up division

Ryan Homes Washington Tri-State Division, 2002-2006

Sales and Marketing Representative

- Marketed and sold average of twenty million dollars in sales volume each year
- Managed numerous sites with customer service ratings in the 90% range over two year period
- Trained and assisted in the promotions of 8 different Sales Consultants over 4 year period
- Maintained community marketing budget of \$24,000 monthly

Montgomery County Public Schools, 1998-2002

World Studies Teacher/Varsity Basketball/Lacrosse Coach

- Met the needs of various learning styles and a diverse clientele while in charge of 120 students
- Developed and monitored a teacher mentoring program for 40 at-risk youth
- Managed operations of basketball program at Varsity High School level
- Managed operations of lacrosse program at Varsity High School level

EDUCATION

Frostburg State University

- BS in Social Science and Certification in Secondary Social Science Education
- Overall GPA: 3.60, Major GPA: 3.54, Cum Laude

Real Estate Licenses

- West Virginia, Maryland, and Pennsylvania

RELATED ACTIVITIES AND RECOGNITIONS

- Topped \$18 Million in 2013, 2014, 2015, 2016, 2017 Individual Sales
- Top 1000 Agents in United States according to Real Trends
- Topped \$80 Million in 2014, 2015, 2016 and 2017 Company Sales
- Top Producer 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017
- Keller Williams Regional Top Producing Team 2008-2015
- SRES Real Estate Designation (Senior Real Estate Specialist)
- Certified Distressed Property Expert
- Residential Land Specialist Designation
- Board Member, Local School Improvement Committee Shepherdstown Elementary School
- Chair Local School Improvement Committee Shepherdstown Middle School
- Business Partner, Shepherdstown Elementary School
- Business Partner, Shepherdstown Middle School
- Business Partner, Jefferson High School
- Head Coach 8th Grade Runnin' Rebels AAU Basketball Program
- Youth Basketball Coach with Jefferson County Parks and Recreation/Ranson Parks and Recreation
- Financial Supporter of Jefferson High School and Washington High School Athletic Departments

COMPUTER EXPERIENCE

- Word, Works, Word Perfect, Outlook, Excel, PowerPoint, Publisher, Lotus Notes, PC based applications
- Professional and Social Networking via Facebook, Twitter, Linked In, Branch Out

PERSONALITY CHARACTERISTICS

- | | |
|-------------------------|-------------------|
| ➤ Organized | ➤ Confident |
| ➤ Forward Thinking | ➤ Creative |
| ➤ Looks for the Win-Win | ➤ Focused |
| ➤ Encouraging | ➤ Entrepreneurial |
| ➤ Positive | ➤ Action Oriented |
| ➤ Outgoing | ➤ Responsive |
| ➤ Motivating | ➤ Decisive |
| ➤ Self-Motivated | ➤ Prepared |

Eric C Vance
39 Mountaineer Ct.
Charles Town, WV 25414
(304)-839-8858

Jefferson County Commission:
Re: Intent to Apply for Jefferson County Development Authority board

Hello Commissioners,

I write to you, to submit my intent, to be a citizen representative for the Jefferson County Development Authority (JCDA) board. Particularly for the seat ending on 04/05/2020, but not limited to said seat(s). I believe that I could provide a unique, articulate, and wholesome approach to the board.

First and foremost, I grew up in Jefferson county, and continue to want to be a resident for the long term. I would love for my son to have the same delights, and opportunities that I was able to enjoy growing up here. So the vision of a long term, stable, and thriving economy, is a passionate topic for myself. Secondly, I can provide a unique perspective to the board. My full time job with Potomac Edison is blue collar work, in a corporate company, while spending nearly fifty percent of my work time within the boarders of Jefferson county(Other fifty percent in neighboring counties). I interact with the public daily and see the successes of the county and the areas in need of improvement and investment. Then to add another fold of thought, I have worked in the tourism industry in Jefferson county since 2005. Being a whitewater guide, I have personally escorted thousands of individuals down the Shenandoah river and by Harper's Ferry. Educationally, I have specific course work with local geology and urban development. I certainly have a multidisciplinary approach to successful development.

I would certainly like to thank the commission for taking the time to read this and also the possibility of consideration to this board. It would be a joy to serve my community. Attached will be my resume and best regards.

Eric C. Vance

Address: 39 Mountaineer Ct.

Charles Town, WV 25414

Phone: (304)-839-8858

email: evancelwv@gmail.com

Education

Shepherd University (December 2016)

Regent Bachelors of Arts

West Virginia University (2006-2011)

128 hours

Curriculum highlights: Watershed Management, Watershed Hydrology, Physical Hydrogeology, Physical Oceanography, Environmental Ethics, Geographical Data Analysis, Urban Geography, Geology of West Virginia, Geology of National Parks, Geomorphology, General Biology, Calculus, Social Problems in Contemporary America, Punishment and Social Control, Sociology and Law, Criminal Procedure, Criminal Justice System

Jefferson High School (Shenandoah Junction, WV)

Graduated in June of 2006

Employment

Potomac Edison, Martinsburg, WV (September 2013-present)

Meter Reader

Reading electric meters at business partners homes, properties, and businesses. Inform supervisors of abnormalities to metering. Using decisive decision making and a questioning mindset to preserve safety of others and myself. Maintaining an accuracy/error rate to exceed the company's goal. Also

achieving read rates, production, and other standards for meter readers at/or above satisfactory for the company. Continually using safe driving techniques while driving twenty to one hundred and fifty miles daily. Exposure to all environmental conditions and various terrain. Moving with agility around environmental and physical objects. Excellent customer service skills for business partners while in the field. Damage assessment duties when needed due to storms and other factors. Customer service exchanges while out in the field. Safety committee member and chair person for service center in 2015-2016. Company CPR instructor

Harpers Ferry Adventure Center(Formerly BTI Whitewater), Purcellville, VA (June 2005– current date(part time/seasonal))

Guide(2005-present)

Responsible for providing a safe, informative, and exciting trip for the customers on the Shenandoah River. Exhibiting an excellent safety skill set to ensure everyone has a safe trip. The use of decisive decision making and problem solving. Have charted over a thousand trips down the Shenandoah. Have also had considerable kayak and rafting experience on many other rivers, levels, and sections of the Shenandoah. Excellent boat control, stream analysis, swift water rescue abilities

Guide Managing(2010-2011) general

Responsible for logistical coordination of employees throughout a daily operation. Needed for quick problem solving and in "good will" decisions. Also responsible for state regulation compliance, policy adherence, and discipline.

K12, Herndon, VA (April 2013 – September 2013):

Personal Admissions Liaison

Responsible for assisting families enrolling their children into online-public schools, live customer service phone calls, emailing, and the use of online databases. Strong Microsoft office and call center skills.

Utility Metering Solutions, Ashburn, VA (Sep 2012- April 2013)

Meter Installer and Telemetry technician

Responsible for installing and uploading new water meters to updated data base, new billing system, GPS location services, as well as data collection.

Anything Interior, Harpers Ferry, WV (Oct 2011- May 2012)

Carpenter Assistant

Aided in custom kitchen and bathroom remodeling and finish trim work. Familiar with building codes and procedures

Activities/Organizations/ Certifications

CPR for the professional rescue exp. 4/19

First Aid certified exp. 4/19

Swift water rescue technician and instructor

Volunteer for Harpers Ferry Outdoor festival

Trained with Friends of the Shenandoah water sampling

Christopher Petrella

26 November 2018

Jefferson County Commission
Commissioner Josh Compton
124 E. Washington Street
Charles Town, WV 25414

Dear Commissioner Compton:

Thank you for considering my candidacy as a non-labor citizen representative of the Jefferson County Development Authority Board (JCDA). I am open to filling any vacancy whose term ends in 2020 or 2021.

As a resident of Jefferson County—as well as a father, husband, educator, entrepreneur, and institution builder—my professional experiences and aptitudes closely align with the advertised obligations of this appointed position.

Relative newcomers to Jefferson County, my wife, son, and recently bought a home in Shepherdstown. We feel fortunate to live in a county that places a premium on values like preservation, innovation, and deliberation.

From Maine to California, I have had the good fortune of residing in many corners of the country. Moving to West Virginia, though, represents a bit of a homecoming for me, as my father's family emigrated from Italy to Tucker County at the turn of the 20th century to work in the coal mines and on the coke ovens. In one form or another, my family has been here ever since. I can say with unblinking clarity that there is no state I would more like to see flourish than West Virginia. I, of course, extend the same wish to Jefferson County.

Steady and sustainable development, in my view, is predicated on building strong communities. I believe that strong communities—those grounded in shared governance, fiscal creativity, full resident participation, transparency, and fairness—yields strong development. Further, I believe that development and basic socioeconomic fairness are mutually reinforcing and synergistic. At its best, growth ought to be inclusion-centered, as this is the recipe necessary for diversifying the tax base of Jefferson County and providing new employment opportunities through business attraction, retention, and expansion, workforce enhancement, small business incubation, and community development.

Should I have the honor of serving on the JCDA, I will be particularly attentive to ensuring that all people—especially those from historically marginalized communities by virtue of class, race, immigrant-status, education-level, language, and/or disability—have meaningful opportunities to contribute to economic decision-making and development in Jefferson County.

I am a fierce advocate of community, democracy, and fairness; I am also fiercely non-partisan. My friends say that I am thoughtful, principled, broad-minded, and always willing to work with those with whom I may disagree. If appointed to the JCDA, I vow to nurture a space in which all ideas are heard, respected, and thoroughly considered.

I am methodical in my evaluation of proposed partnerships, systematic in my design of institutions and campaigns of change, and am indefatigably inquisitive. Perhaps it will come as no surprise, then, that I am an educator and policymaker by training. I am also an entrepreneur.

I currently serve as Director of Advocacy & Strategic Partnerships for the Antiracist Research & Policy Center at American University (AU) in Washington D.C. I also teach in AU's Department of History where I specialize in 19th and 20th century U.S. cultural history. My 90-minute commute to Washington D.C. multiple times per week is a small sacrifice to make for the privilege of living in Jefferson County.

I am an institution builder and a self-starter, as my current job requires that I engage multiple stakeholders and funders—often with divergent worldviews—in order to design projects, policies, and programs that advance the cause of fairness in democracy. To this end, I design campaigns of change, fundraise for our Center, and draft policy papers designed to engage the general public.

I am the first in my family to earn a four-year degree. The recipient of financial aid in the form of scholarships and work-study assistance, I have had the honor of attending and graduating from some of the most highly respected schools in the country. I have earned degrees from Bates College (B.A.), Harvard University (M.A.), and the University of California, Berkeley (Ph.D.).

I also happen to be a certified nutritional coach and from 2013-2017 owned and operated Excelsior Wellness Collective, a small business dedicated to personal health and wellness. I founded the company in 2013 while in graduate school and by 2017 we had grown to over 300 clients. I decided to dissolve the enterprise in 2017 in order to spend more time with my growing family.

I am convinced that my broad experiences and aptitudes will be an asset to the JCDA. As a proud resident of Jefferson County, I would be honored to have the opportunity to ensure the future wellbeing, growth, and prosperity of this great county. Should questions arise, please do not hesitate to reach out to me at christopherfrancispetrella@gmail.com or 860.874.2990.

Respectfully yours,

Christopher Petrella

Jefferson County Commission
Application for Boards, Committees or Commissions

Name: Christopher Petrella

Phone number: (c):

Employer Address:

American University

Washington, DC 20016

E-mail Address:

Occupation: Professor, Department of History, American University

Director of Advocacy & Strategic Partnerships, Antiracist Research & Policy Center, American University

Residency Questions:

I am a U.S. citizen.

I am a resident of Jefferson County.

I am able to produce verification of residency.

Home Address:

I **have not** been convicted of any felonies.

I hereby certify that the facts set forth in the above are true and complete to the best of my knowledge and authorize the Jefferson County Commission to verify their accuracy and to obtain reference information. I

hereby release Jefferson County Commission from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an appointment decision based on such information. I understand that falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for removal. I understand that I will fully adhere to the policies, rules and regulations of this appointment, including reading, adhering and signing the County's Ethics Statement and adhering to Robert's Rules as provided in a packet to me when obtaining my Oath of Office or on the County's website. I understand I may also attend a free annual Board Training and Ethics Training meeting established by the Jefferson County Commission.

Signature: _____CPI_____ Date: _____28 November 2018_____

This application is good for and will be retained for two (2) years in accordance with the Administrative Policies and Procedures Policy. In order to be considered for appointment, a new application must be submitted.

CHRISTOPHER F. PETRELLA

EMPLOYMENT

American University

Director of Advocacy & Strategic Partnerships, Antiracist Research & Policy Center (January 2018-present)
Professor, Department of History (January 2018-present)

Bates College

Lecturer, American Cultural Studies (September 2016-January 2018)
Associate Director, Office of Equity and Diversity (January 2017-January 2018)

Excelsior Wellness Collective

Founder & Principal Nutritionist (June 2013-February 2017)

EDUCATION

University of California, Berkeley

Ph.D. African Diaspora Studies (May 2016)

University of California, Berkeley

M.A. African Diaspora Studies (December 2011)

Harvard University

M.A. Religion, Ethics, and Politics (June 2008)

Bates College

B.A. Religious Studies (May 2006)

SERVICE

Grassroots Leadership

Board Member (August 2014-September 2017)

San Quentin State Penitentiary

Volunteer instructor in the social sciences (January 2010-May 2013)

AWARDS & FELLOWSHIPS

Atlantic Fellows for Racial Equity Fellowship (2017-2018) Sponsored by Atlantic Philanthropies, Columbia University, U.C. Berkeley, the NAACP, and the Nelson Mandela Foundation.

Haas Diversity Research Center Educational Policy Fellow (2012-2013)

David Levine

November 27, 2018

Mr. Josh Compton, President
Jefferson County Commission
124 E Washington St.
Charles Town, WV 25414

Re: Jefferson County Development Authority (JCDA) Board Letter of Interest

Mr. Compton,

Thank you for encouraging me and our fellow Jefferson County citizens to apply for appointment to the JCDA Board of Directors. Jefferson County has an amazing economic future if we set a clear direction for making the county business friendly by both recruiting industry and developing our own entrepreneurial culture.

I moved my first company, a web development studio, to Jefferson County from Baltimore twenty-three years ago. Since then, I have built several other companies and worked in the West Virginia Development Office recruiting tech companies to the state.

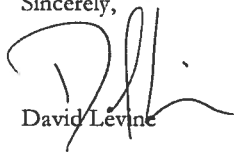
There are significant challenges here for business, and I hope to contribute my experience to improving the business climate for all our sectors, including small businesses, services, tourism, education, agriculture and manufacturing.

The Amazon HQ2 in Northern Virginia represents a unique opportunity to build related business clusters in logistics, packaging, software and marketing.

I have served on several non-profit boards, such as the Children's Home Society of West Virginia, as well as public entities like the Interstate Commission on the Potomac River Basin. I formed and led the Sustainable Business Working Group of Vision Shared, an organization chartered by Governor Wise in 2000. I have also served as an advisor and director to several technology companies, and hope to help mentor business leaders and help recruit new business to the state.

I appreciate your service to Jefferson County, and I hope to support you, the Jefferson County Commission and all the citizens and businesses of Jefferson County.

Sincerely,



David Levine

David Levine
2426 Steamboat Run Road
Shepherdstown, WV 25443

cell: 304-283-9609
email: moto@ind.eco
<https://www.linkedin.com/in/motodave/>

David Levine is a career technology executive and entrepreneur focused on consumer web and mobile applications, corporate risk, geospatial analysis, distributed computing and applications in the energy, government, infrastructure, health, entertainment and natural resource sectors. As the founder and CEO of HuskyLabs, one of the first web development firms, Ultraprise, a loan trading platform, Gamebryo, video game technology infrastructure, and Geostellar, solar energy modeling and simulations, Mr. Levine was responsible for product development, customer acquisition, product/market fit, revenue generation, profitability, capitalization and overall operations. Mr. Levine also served as Vice President, Business Development for Lanworth, a natural resources intelligence company, Vice President, Geospatial Solutions for Sewall, an EPC (engineering, procurement and construction) firm, and Senior Vice President, Corporate Development for Imagetree, a LiDAR-based forest inventory platform.

Mr. Levine has been engaged by a wide variety of organizations for professional development, market strategy and technology innovation services. In February 2005, Mr. Levine was appointed by West Virginia Governor Joe Manchin to establish an office of Technology-based Economic Development within the West Virginia Department of Commerce. He has also served as the Executive Director of the Robert C. Byrd National Technology Transfer Center and as a Commissioner on the Potomac River Basin Commission. He has presented papers and participated on panels at such landmark events as the First International Conference on the World Wide Web at CERN Particle Physics Lab and the first Business on the Internet Panel at COMDEX. Mr. Levine authored one of the first books on the Java programming language and has been awarded patents in financial technology and solar energy modeling.

Education and Training

BA-Philosophy, Yale University, 1988
Rackham Memorial Fellow in Poetry, University of Michigan, 1989
Graduate work in Media Psychology, Fielding University, 2006

Professional Experience

Founding CEO, Indeco Union (November 2017 – current)

Formed Indeco Union to develop a new asset class for solar energy finance. Gained interest of other start-ups, built platform for security token issuers and investors. Raised \$500K in security token pre-sales.

Founding CEO, Geostellar (February 2010 – January 2018)

Led the design and development of Geostellar's big-data geomatics platform and formulated applications for utility-, commercial- and residential-scale solar power development. Closed initial sales to major project developers, led pilot customer engagements, launched platform to significant press coverage and rapid adoption. Raised over \$20M in equity finance.

Senior Vice President, Sales & Business Development, Lanworth (March 2009 to September 2009)

Repositioned satellite-based corn, soy and wheat acreage and yield model to serve consumer packaged goods (CPG) companies and hedge funds for soft commodities trading, procurement and risk management. Closed deals with Dean Foods, Smithfield, Pepsi, Kraft and other major customers.

Vice President, Geospatial Solutions, Sewall (January 2007 to February 2009)

Led the operating unit with full P&L responsibility for GIS (geographic information systems), enterprise systems engineering and integration, renewable energy siting, utilities infrastructure information management, cadastral dataset production and forest cover-type mapping.

Senior Vice President, Sales & Corporate Development, Imagetree (September 2006 to January 2007)

Closed the first sales of highly accurate forest inventories based on remote sensing and probabilistic sampling models to TIMOs (Timber Investment Management Organizations), REITs (Real Estate Investment Trusts), state forestry organizations and the USDA. Raised second round of venture capital.

Executive Director, National Technology Transfer Center (August 2005 to August 2006)

Supported the commercialization of technologies originated within NASA, EPA, NOAA, DOJ and other federal agencies and departments.

Director, Technology-based Economic Development, West Virginia Department of Commerce (February 2005 to July 2006)

Grew research and development activities at the major state research universities, assisted small business and start-ups in capitalization, marketing and development, recruited technology companies to establish operations in West Virginia, led economic development, telecommunications, energy and technology policy efforts of the administration.

Founding CEO, Gamebryo (August 2000 to January 2005)

Founded the company as Butterfly.net to provide the systems infrastructure for networked games. Brought the platform to the video game industry as well as government markets, where it served defense, homeland security, diplomacy and education efforts. Developed strategic alliances with cisco, IBM, Intel, MCI and Sony. Purchased company with the leading 3D engine and game development toolkit to become the leading game technology platform the major game consoles and the PC gaming market.

Founding CEO, Ultraprise (July 1998 to July 2000)

Developed the first trading platform for whole loan portfolios with risk management, bidding and underwriting tools. Raised \$30,000,000 from strategic investors such as GE Capital, Citigroup, First Union and FBR. Gained important customers such as Fannie Mae, Freddie Mac, Chase and Washington Mutual.

Founding CEO, HuskyLabs (February 1993 to July 1998)

Created first Web integration, design and development company. Part of DARPA's VIRTUE team focused on commercializing the Internet. Built systems for The Coca-Cola Company, NPR, Times Mirror Corporation and many other major government and commercial customers.

Analyst, Communications Development, Inc. (March 1989 to January 1993)

Edited economics books for the World Bank, build and designed electronic publishing systems, created the World Bank's first Web site.

Publications

Live Java: Database to Cyberspace. Morgan Kaufmann Publishers (September 1996)

Patents granted for Internet-based whole loan exchange and risk management system, 1999, and solar energy simulation engine, 2016.

"The Virtual Reconstruction of the US Holocaust Memorial Museum." Paper presented at First International Conference of the World Wide Web, CERN Particle Physics Lab, 1993.

Synergistic Activities

Advisor and director of several technology start-ups

Young Gun profile: <http://www.wvexecutive.com/david-levine/>

Select Press

Security Tokens

- <https://www.youtube.com/watch?v=2axI1lckodU>
- <https://www.coindesk.com/whats-former-cia-lawyer-crypto-structuring-compliant-icos>

Solar Energy

- <https://www.nytimes.com/2014/10/23/business/solar-energy-discounts-become-employee-perk-in-new-program.html>
- <https://www.forbes.com/forbes/2011/0509/entrepreneurs-david-levine-solar-energy-geostellar-sun-king.html#388d2bae4531>
- <https://pando.com/2012/12/12/from-post-punk-to-post-coal-david-levines-geostellar-shines-a-light-for-solar/>

Video Game Technology

- <https://www.nytimes.com/2003/02/27/business/technology-sony-is-venturing-into-online-games-for-multitudes.html>
- <https://www.wsj.com/articles/SB1046310634698178583>

Financial Technology

- <https://books.google.com/books?id=uw585IuUZqEC&pg=PA15&lpg=PA15&dq=ultraprise+levine&source=bl&ots=NHmqvhZMIu&sig=bFoQJa76KFiC7xn4OQGEijUMirc&hl=en&sa=X&ved=2ahUKEwiOyYfK0OXcAhXKpFkKHbHRAM0Q6AEwCHoECAIQAAQ#v=onepage&q=ultraprise%20levine&f=false>
- https://www.washingtonpost.com/archive/business/2000/08/07/ultraprise-founder-gives-up-ceo-post/497f3f8e-ee8c-4c1a-8dec-d2ce82ccd5a0/?utm_term=.5207e5efd7ca
- <http://www.freepatentsonline.com/6233566.html>

Web development

- http://articles.baltimoresun.com/1995-10-08/business/1995281199_1_husky-wide-web-web-sites
- http://articles.baltimoresun.com/1995-12-06/business/1995340052_1_husky-cyberspace-hampden

Entrepreneur contributions: <https://www.entrepreneur.com/author/david-larson-levine>

Forbes contributions: <https://www.forbes.com/sites/davidlevine/#2900b2f37785>

David C. Tabb
107 Tabb Lane
Harpers Ferry, WV 25425
(304)676-5976
sssi27@yahoo.com

The Jefferson County Commission
124 East Washington Street
P O Box 250
Charles Town, WV 25414

November 15, 2018

Dear Commissioners;

I recently became aware of an upcoming need for a Board Member for the Jefferson County Development Authority. I am very interested in this position. As a lifelong resident, tax payer, farmer, local business owner and self-proclaimed overseer of the affairs of Jefferson County, I believe this position is a perfect match for both my skills and my experiences.

I have included my resume which contains additional information on my experiences and skills. I would appreciate the opportunity to serve on the Jefferson County Development Authority and upon request, can provide further information. I can be reached anytime at the above provided address, telephone, and email.

Thank you for your time and consideration. I look forward to hearing from you about this opportunity.

Sincerely,



David C. Tabb

Received
NOV 20 2018
Jefferson County Commission

David C. Tabb

107 Tabb Lane
Harpers Ferry, WV 25425
(304)676-5976
sssi27@yahoo.com

Summary:

I am the Vice-President of a local Corporation with extensive professional experience and significant leadership accomplishments in business. I have strong diplomatic skills and the natural ability to strategically analyze a situation and create a solution for the best interest of all concerned. I apply the qualities of integrity, credibility and a passion for progress, while maintaining the best interest of all concerned.

Skill Areas

- Monitoring and evaluating
- Financial planning & management
- Information technology
- Business
- Communication
- Organizational strategy
- Strategic planning
- Procedural improvement
- Extensive knowledge of law

Experience

- Created and formed Shenandoah Sales & Service, Inc., since 1982; acting as current Vice-President
- Created and formed Shenandoah Sales & Service, Ag. Division, since 2010
- Licensed CDL driver
- West Virginia State Inspector
- DOT Inspector
- Licensed Contractor
- Numerous Licenses in the Auto/Truck repair field
- Served on the Jefferson County Planning Committee for the Route 340 Corridor project for two years
- Served as member of the Jefferson County School of Agriculture Department Advisory Board
- Served as State Vice-President for the Eastern Panhandle FFA from 1973-1974
- Served as member of Jefferson County Young Farmers

- Served as member of Berryville Virginia Young Farmers
- Served as member of the Farm Bureau Board
- Served as member of VICA
- Served as member of 4-H

Key Accomplishments:

- Numerous awards of accomplishment in FFA; including the American Farmers Award/Degree
- Numerous nonmember Certificates of Appreciation for Service from several Jefferson County Volunteer Fire Departments
- Many Certificates of Appreciation from local charities
- The daily "Thanks" form people who my wife and I help every day (these are the best)

Education:

- Graduate of Jefferson High School in Shenandoah Junction West Virginia
- Graduate of James Rumsey Technical Institute (VICA) Agricultural Mechanics Degree
- Graduate of the Nashville Auto/Diesel and Welding College
- Certificates of Education in numerous specialized automotive and equipment educational classes

November 17, 2018

Jefferson County Commission

P.O. Box 250

Charles Town, WV 25414

Dear Commissioners,

Enclosed is my application for appointment to one of the unexpired Citizen Representative positions to the Jefferson County Development Authority ending April 5, 2019 or April 5, 2020 and my resume. In addition to meeting all requirements for citizenship you will see that I have a broad range of experience in management, leadership, communications and contracting. In order to effectively perform in all of these endeavors I have had extensive training in all of them as well as in-depth ethics training. There should be no doubt that I have the experience to work well with groups of any size towards common goals and can communicate effectively orally and in writing.

Being qualified, and being willing and able are completely different things. I have been happily retired for over six years now, but recent events have shown me that I still have skills and abilities that can not only help my community but are needed. I have been content allowing others to do the work to keep our county functioning, but I have seen that the work has not always been done well and I have spoken out. I am a firm believer in the axiom, "Put up or shut up." I will not be silent so I have no choice but to offer my skills on behalf of my fellow citizens. I have attended enough meetings and served on enough committees for two lifetimes; they are not my favorite things to do, but often times we have to do what we might not like to do, because of what we love. I love Jefferson County and its citizens and want to help them.

I would serve by doing what is best based upon the vision for the county that has been well described in numerous documents. I would approach each issue by considering the risks, costs and potential benefits based upon facts. I recognize that our citizens have knowledge that is broad as well as deep and I would access that knowledge. I would not only focus on what economic development we can create or attract to our county, but explore what could be done for businesses that already exist here.

I have no axes to grind, no personal agendas to promote and I don't owe anyone anything. Some might call me "Anti-Rockwool" but they would be wrong. I am not anti-anything. I am pro-Jefferson County.

You have the opportunity to create something new and dynamic, not only for Jefferson County but for West Virginia as well. I wish you great success and if you think I can assist you I will do my best.

Sincerely,



Timothy Ross

1853 Flowing Springs Road

Charles Town, WV 25414

304 724-7612

Tim Ross
1853 Flowing Springs Rd
Charles Town, WV 25414

Redross44@yahoo.com

304-724-7612

A Retired National Weather Service employee (GS-14) with over 35 years of meteorological, communication and leadership experience at all levels of the NWS as well as at NOAA headquarters and the DOC. Award winning skills recognized as an individual and team member. A unique combination of technical and communication skills allow me to flourish and contribute no matter the task or setting.

Skills

- Weather Forecasting and Observing
- Writing and Editing
- Developing requirements and policy
- Writing and monitoring contracts
- Leadership and Management
- Program and Project Management
- WORD, Excel and other management and budgeting software

Experience and Accomplishments

- Deputy Director of National Weather Service (NWS) Office of Communications (June 2007 to November 2012)
 - Led the establishment of the NWS Social Media presence
 - Key participant in NWS WeatherReady Program
 - Participant in planning and rollout of NWS internal web magazine
 - Recreated NWS Executive Affairs Unit
 - Prepared speeches for Director and Deputy Director
- Acting NWS Chief of Staff (June to Nov 2007)
 - Managed day-to-day operations of Office of the Director
 - Led transition of new leadership team
- Special Assignment to Office of the Federal Coordinator for Meteorological Services (Oct 2006 to May 2007)
 - Carried out research on warning effectiveness
- Deputy Director of NWS Cooperative Observing Modernization Program (Aug 2004 to Aug 2006)
 - Developed and wrote policy, procedures and MOAs
 - Negotiated siting of equipment
 - Briefed NWS and NOAA leadership on program
 - Prepared and tracked \$4.38M budget and expenditures
 - Used Earned Value Management System
 - Prepared and maintained OMB Exhibit 300
 - Led team on preparation of Cost and Operational Effective Analysis
 - Directed contractors supporting the program

Tim Ross
1853 Flowing Springs Rd
Charles Town, WV 25414

Redross44@yahoo.com

304-724-7612

- Program Coordination Office NOAA HQ (June 2003 to Jul 2004)
 - Supported NOAA Leadership on policy, speeches and activities
 - Prepared and edited correspondence for leadership
 - Supported other line offices as NWS expert
- Surface Weather Observing Program manager (Oct 1998 to June 2003)
 - Created Policy and Procedures
 - Expert on Automated Service Observing System (ASOS) Configuration and change management
 - Negotiated transfer of ASOS augmentation from NWS to FAA
 - Established policy for non-standard observing data usage by NWS
 - Contract Officers Technical Representative (COTR) for multi-agency Lightning Data Acquisition contract
- Automated Surface Observing Systems (ASOS) program manager, NWS, Western Region, (Aug 1994 to Oct 1998)
 - Commissioned the majority of ASOS in the Western Region
 - Negotiated policies and procedures with FAA
 - Wrote statement of work and served as COTR for dozens of observing contracts
- Meteorologist in Charge, NWS Helena MT, (Aug 1990 to Aug 1994)
 - Trained, managed and led staff of five
- Meteorological Technician Havre and Kalispell MT (June 1982 to Aug 1990)
- Enlisted weather observer and forecaster, USAF (Oct 1973 to Jan 1982)

Further details on above information and references are available on request.

Jefferson County Commission
Application for Boards, Committees or Commissions

Please type or print information

Name: Timothy L. Ross

Home Telephone Number: 304 724-7612

Work Address: Retired

Work Phone Number: N/A

Mobile Phone Number: 304 582 - 4430

E-mail Address: Redross44@yahoo.com

Party Affiliation: (Building Commission and Health Department applicants)

Occupation: Retired meteorologist/communication specialist

Education: High School Yes

College Yes

Trade/Business School _____

Are you a United States citizen?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Are you a West Virginia resident?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Are you a resident of Jefferson County?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Are you able to produce verification of residency?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

(Proof of paying personal property tax, voter registration, etc.)

Address:
1853 Flowing Springs Road
Charles Town WV 25414

Magisterial District: Middleway

List Qualifications for this Position and/or include a resume and cover letter that expresses your interest in serving:

See attached

Organization Memberships and Positions Held : _____

Have you even been convicted of any felonies? If yes, please list.

Date:	Offense:

Statement: _____

I hereby certify that the facts set forth in the above are true and complete to the best of my knowledge and authorize the Jefferson County Commission to verify their accuracy and to obtain reference information. I hereby release Jefferson County Commission from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an appointment decision based on such information.

I understand that falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for removal.

I understand that I will fully adhere to the policies, rules and regulations of this appointment, including reading, adhering and signing the County's Ethics Statement and adhering to Robert's Rules as provided in a packet to me when obtaining my Oath of Office or on the County's website. I understand I may also attend a free annual Board Training and Ethics Training meeting established by the Jefferson County Commission.

Signature: Timothy L. Ross Date: November 18, 2018

This application is good for and will be retained for two (2) years in accordance with the Administrative Policies and Procedures Policy. In order to be considered for appointment, a new application must be submitted.

Jessica Carroll

From: Daniel Lutz <p.lutz007@gmail.com>
Sent: Tuesday, November 27, 2018 12:26 PM
To: Jessica Carroll
Subject: Fwd: Application for Jefferson County Development Authority Representative.

Forwarding request for appointment to Jefferson County Development Authority.

Danny Lutz

----- Forwarded message -----

From: Daniel Lutz <p.lutz007@gmail.com>
Date: Tue, Nov 20, 2018 at 2:22 PM
Subject: Application for Jefferson County Development Authority Representative.
To: Daniel Lutz <p.lutz007@gmail.com>

TO: The Jefferson County Commission
Charles Town, WV 25414

FROM: Daniel P. Lutz, Jr.
175 Wheatland Road
Charles Town, WV 25414

DATE: 20 November 2018

SUBJECT: Appointment to Jefferson County Development Authority Board of Directors

COMMISSIONERS:

I should like to be considered for an appointment to the Jefferson County Development Authority Board of Directors. I seek either the Labor Representative Position, or a citizen position.

I am a native resident of Jefferson County, having spent the greater part of my lifetime here, save for the time I was in college, in the U S Air Force, and working for Allis Chalmers Corporation.

I am a graduate of West Virginia University, Majors in Animal Science and Economics, and have done graduate work in Economics at The American University, Washington, D C. As a result of these studies, I have developed connections "inside the Beltway," which often serve me well. The result of some of these connections will be apparent when I testify before the Commission on 29 November 2018 at or about 7:30 P M.

Presently, I am one of two Jefferson County Conservation District Supervisors on the Eastern Panhandle Conservation District, one of 14 such Districts in West Virginia. I was elected District Supervisor in May 2016 and took office 1 July 2016. This is a voluntary position.

The Eastern Panhandle Conservation District manages an annual budget of millions of dollars, for everything from liming and pasture rseeding, soil conservation, and Chesapeake Bay cleanup. West Virginia is leading the way in reducing point source and non point source contaminants entering the lower Potomac Water Basin.

I am also a Trustee of the Eastern Panhandle Central Labor Council. As such, I am responsible for the social and political interactions between political entities, organized labor groups and working women and men. This is a volunteer position.

I have working relationships with:

The Eastern Economic Association

The American Economic Association

West Virginia American Federation of Labor/Congress of Industrial Organizations

American Federation of Labor/Congress of Industrial Organizations. International

Pennsylvania Association for Sustainable Agriculture

Sierra Club

Moderator, The Jefferson Forum

as well as numerous fraternal and social organizations.

I ask your consideration for one of the twelve positions which you are tasked to fill.

All the best,

Danny Lutz

Brandon Fisher

81 Belview Winds Lane Charles Town WV 25414 · 425-293-4813 · bfisher2005@hotmail.com

November 28, 2018

Jefferson County Commission
124 E. Washington Street
Charles Town, WV 25414

Dear County Commissioners,

My name is Brandon Fisher and I am an 8-year resident of the Eastern Panhandle of WV and have lived in Jefferson County a little over a year now. I currently live in the Kabletown area with my wife and son. I am a High Voltage Electrical Lineman by trade (represented by the IBEW union) and my wife is a Registered Nurse.

I am seeking the advertised appointment of "Labor Representative" on the Jefferson County Development Authority. I believe I am at a point in my life where I have the available time and experience to begin volunteering my time to give back to my community. After seeing the announcement for this position, I realized I was a great example of a typical labor worker in Jefferson County. I am a 12-year Electrical Lineman, with a growing family, and an investment in Jefferson County and its development and success. As my first choice for appointment to the JCDA would be for the Labor Representative position I would also like to be considered for a Citizen Representative position.

I have worked on many infrastructure reliability upgrades and a vast number of new construction projects, including residential, commercial, and industrial. These projects have allowed me to learn various jurisdictional procedures all over the country, including the States of Washington, New York, Montana and specifically West Virginia, Virginia, Maryland, and the District of Columbia.

I am an active member of the International Brotherhood of Electrical Workers (IBEW). The IBEW represents approximately 750,000 active and retired members from a wide variety of fields including utilities, construction, telecommunications, manufacturing, railroads, broadcasting and government.

I believe I would be a great representative of Jefferson County labor workers on the JCDA and can lend my expertise in many aspects of County Development. I hope you will consider appointing me to this position and wish you the best in your decision-making.

Sincerely,

Brandon Fisher

Brandon Fisher

81 Belview Winds Lane
Charles Town, WV 25414
(425)-293-4813
bfisher2005@hotmail.com

Various IBEW Contractors DC, Maryland, Penn., NY, WV 10/2017- Present

Line refurbish and infrastructure upgrade projects in several areas, mostly DC/MD and WV. Have taken part in hurricane restoration events that left millions without power across the south east US. Sub-station refurbishments for non-profit electrical cooperatives throughout Virginia.

Seattle City Light Seattle, WA 11/2016-10/2017

Performed maintenance on overhead powerlines in the Seattle metro area and worked inside hydroelectric dams and substations to improve infrastructure reliability. Assisted with the installation of new cell phone sites on company transmission towers.

Various IBEW Contractors Montana, WV, Maryland, and D.C. 11/2015-11/2016

Installing High Voltage underground lines to new residential customers. Performing maintenance on 230,000+ volt electrical lines. Several circuit replacement and upgrades in the DC/Maryland metro area.

Bonneville Power Admin. (Department of Energy) Kent, WA 07/2015-11/2015

Primarily worked on major refurbish and reliability electrical grid projects. Projects were performed to strict NERC and FERC safety and specification standards.

Dominion Energy Leesburg, VA 07/2006-06/2015

Completed four year apprenticeship in 2010.

Worked as a Journeyman Lineman/Troubleman 2011-2015.

Key roles where active participation in new construction projects ranging in size from new residential subdivisions to Amazon Data centers and the Metro Silver Line expansion.

Brandon Fisher

81 Belview Winds Lane
Charles Town, WV 25414
(425)-293-4813
bfisher2005@hotmail.com

Various IBEW Contractors DC, Maryland, Penn., NY, WV 10/2017- Present

Line refurbish and infrastructure upgrade projects in several areas, mostly DC/MD and WV. Have taken part in hurricane restoration events that left millions without power across the south east US. Sub-station refurbishments for non-profit electrical cooperatives throughout Virginia.

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Completed four year apprenticeship in 2010.

Worked as a Journeyman Lineman/Troubleman 2011-2015.

Key roles where active participation in new construction projects ranging in size from new residential subdivisions to Amazon Data centers and the Metro Silver Line expansion.

Education

Northwest Lineman College

7600 S Meridian Rd

Meridian, ID 83642

Completed April 2006

Training/Certifications

Lineman Apprentiship with Dominion Energy completed 12/2010

OSHA 10hr General construction 12/2015

OSHA 10hr T&D 11/2018

First Aid, CPR, AED 10/2018

Class A CDL 03/2006

Confined space, Pole top and bucket rescue 03/2006

Climbing wood poles and steel towers 02/2006

ROGER SNAMAN

(301-575-4326)

Rsnaman56@gmail.com

11/28/2018

To: Jefferson County WV Commission

Subject: Presentation of qualification for JCDA

Jefferson County Commissioners,

Please review my qualification for the Jefferson County Development Authority. My expertise is not in a business function, but in driving results. It's my Project management experience.

We all know of the tumultuous summer and fall that Jefferson County has experienced, but I refuse to accept it was all in vain. Yes, Rockwool may be built, and it will emit what it emits.

BUT a more important aspect is the community involvement. Moms, Dads, Red, Blue and other all have weighed in on the Rockwool plant. Many of us have not seen such community involvement anywhere we have lived. It is amazing, regardless of the outcome. Time to harness that energy.

I have been active on Facebook opposing the Rockwool plant. But this plant is symptomatic of a broken business development system. One that allows the tail to wag the dog. Never more should this be allowed

The call is for members of representative industries to apply; to provide expertise that will supplement the knowledge of the Executive Director. I'm not a specialist. I represent no specific industry. However, I am and understand:

1. **Pragmatic**-we need commercial and industrial revenue of offset the residential growth which is accepted as a revenue loser. Appropriate business is welcome. TeMa is appropriate
2. **Smart**- I don't know everything and enjoy looking into new industries and what they can offer the citizens of JeffCo. As a son of a librarian, I embrace the library that is now the Internet.
3. **Facilities**- This has been my major occupation for the past 20 years. Understand utility usage, and the way companies operate. All the operational information.
4. **Citizen Participation**-This single step, to involve citizens will both improve the JDCA and make the job of the Executive Director more difficult. Lack of citizen involvement is what caused this crisis. Sub Committees formed as SMEs can be a useful tool to gather specialized information and support.
5. **Jefferson County Commission**-Every development takes place within the boundry of Jefferson County. EVERY taxpayer supported development project, regardless of jurisdiction should be presented to the JCC for an up or down vote. The vote may be non-binding,, but the JCC has been informed and allowed to participate in the selection of companies.
6. **Transparency**- Much needs to be accomplished in order to make the JCDA credible again. Meeting times, meeting minutes as video recordings, and the Board of Directors actually directing are low hanging fruit.
7. **Fairness**-For too many hours, I have continued a dialog on Rockwool and the future of Jefferson Co. Many opinions are contrary to mine, but I am an eager listener and a team builder. There is always a compromise position. Whether it is chosen is the challenge.
8. **Life Experiences**-Not a native. NoVa raised, WVU, Richmond, Winchester, Inwood, Columbus OH, Frederick and Shannondale. Every stop a learning experience, every stop a chance to share experiences.

The old JCDA Board of Directors, those that chose to resign, has put us in a great position. We have been given an open slate. Develop Jefferson County as the citizens want, as the market allows. It's more difficult to increase involvement (the cabal was efficient in decision making) but the decisions will be more acceptable. The JCDA works for the people of Jefferson County. The JCC needs to reassert its authority, even if outside of the WV code to make sure the decisions made by the JCDA are in the best interest of Jefferson County, West Virginia.

Jessica Carroll

From: Stephanie Grove
Sent: Thursday, November 29, 2018 2:03 PM
To: Jessica Carroll
Subject: FW: JCDA membership requested

Here is another application for JCDA.

Stephanie F. Grove
County Administrator
County Commission of Jefferson County, WV
Post Office Box 250
124 East Washington Street
Charles Town, WV 25414
Office: (304) 728-3284
www.jeffersoncountywv.org

Notice of Confidentiality:

The information contained in this email message is intended for the use of the individual or entity named above and may contain information that is privileged, confidential, exempt or protected from disclosure by law. If the reader of this message is not the intended recipient, you are hereby notified that any disclosure, dissemination, distribution, or copy of the communication is strictly prohibited. If you have received this message in error, please notify the sender immediately and destroy all content and attachments included with the original message.

From: Christy Huddle [mailto:huddlec@yahoo.com]
Sent: Thursday, November 29, 2018 2:01 PM
To: Stephanie Grove <sgrove@jeffersoncountywv.org>
Subject: JCDA membership requested

With this submittal I am requesting that I be considered for the Jefferson County Development Authority.

I'm a retired city planner. My work experience was in Northern California and Montgomery County, Maryland, all for public agencies. In both areas, I observed how some policies made by local officials were short-sighted, harming the opportunity for future growth as recommended in the adopted general plans. The general plans were prepared with wide community input and should be used in guiding decision-making.

I have lived in Jefferson County for 28 years and have traveled over every part of the county. I learned a great deal about the County also while serving several terms on the County Board of Zoning Appeals.

I believe Jefferson County's primary focus should be on tourism. The County already has much to offer: natural beauty of its rivers and mountains, charming historic towns and farmlands, its place in our country's expansion west and Civil War actions, and it is close to large populations that seek out these attractions. Existing attributes should be protected and featured in attracting supportive business and industry.

During my (paid) working years, I took off over two years to live in southern France. France was particularly good at designing their towns and cities to attract tourists. I have also traveled all over Europe and observed what the countries did to encourage tourism.

My travels also took me to Canada, India and Nepal, Hong Kong, Brazil, Singapore, Malaysia, Thailand, Colombia, Venezuela, Guatemala, and Mexico. All of these countries had major tourist attractions that did much to raise the local standard of living.

I still make long trips around the US and Canada (on my motorcycle), keeping my eye open for what works to attract tourists and what doesn't work.

Thank you for your consideration in appointing me to the Jefferson County Development Authority.

Christy Huddle

1220 W. Ridge St.
Harpers Ferry, WV 25425
Cell: 304 997 9779
email: huddlec@yahoo.com

Marty E. Bakken

151 Volney Hill Road, Shenandoah Junction, WV 25442
703-463-7517
martybakken@gmail.com

November 29, 2018

Jefferson County Commissioners
124 E Washington St
Charles Town, WV 25414

Please accept the attached resume for consideration for a position on the Jefferson Country Development Authority (JCDA). As my resume will indicate, I bring an established history of performance working on large Federal programs (FAA) and & managing in a unionized workforce while ensuring mission success.

My family & I have been Jefferson County residents for the past nine years. We expect to remain Jefferson County residents indefinitely. I would like to be a voice on the mission of where the county moves in regards to development.

Thank you for your consideration

Sincerely,
Marty E. Bakken

Marty E. Bakken

♦ Shenandoah Junction, WV ♦ T: 703-463-7517 ♦ marty.e.bakken@leidos.com

Johann von Goethe - Knowing is not enough; we must apply. Willing is not enough; we must do

Professional Experience

Leidos Flight Service 2014 - present

Director - Air Operations

Washington HUB

- Responsible and accountable for operational and service outcomes of the Federal Aviation Administrations Automated Flight Service Station (AFSS) facilities as well as the oversight of the AFSS Service Areas.
- Professional interface and engagement with customers and system users.
- Direct all aspects of individual AFSS operations to include the integrations of support functions with operations, setting staff priorities and accomplishing facility reporting.
- Accountable for all employee actions such as recruitment, promotion, suspension, termination and performance improvement planning.
- Responsible for facility financials performance such as operating expenditures, overtime and leave usage.
- Responsible for identifying procedures, operations, and equipment necessary for the success of the AFSS Program.

Lockheed-Martin Flight Services 2011 - 2014

Deputy Air Operations Manager

Washington HUB

- Recruited to improve facility performance in all operational aspects ensuring mission success.
- Responsible for performance and development of a workforce of 175 Air Traffic Controllers in a unionized environment, 11 Associate Air Operations Manager,
- Developed professional working relationship with unionized labor delegates.
- Successfully mentored subordinates, multiple candidates selected for the Lockheed Martin Emerging Leaders Program.
- Responsible for facility financials performance such as operating expenditures, overtime and leave usage.

Lockheed-Martin Flight Services 2010 - 2011

Air Operations Associate Manger

Washington HUB

- Recruited to realign and lead the operational group in managing product delivery, quality and accountability. Results included an increase in customer satisfaction and contract performance.
- Supervised and developed a workforce of 175 Air Traffic professionals. Tasked to conduct oversight and coordination with Lockheed-Martin engineering to ensure added specialist needs and system improvements are accomplished.

Selected Achievements

- Selected to lead the Internal Full Facility Evaluation (IFFE) process. This process is designed to identify and nullify future OE/OD events as well as system performance.
- Designed and implemented performance improvement processes and procedures which hold Operations Supervisors accountable for Acceptable Performance Level (APL) failures.
- Developed a magnitude of operational procedures. (Defense VFR / System Non Operational / Military Flight Planning / NOTAM Validation)
- Developed and implemented current version of PTFR Survival Guides (Graphical Depiction)
- 100% success rate for ATCS specialists required obtaining ICAO briefing certification.
- Selected to Lead Operations Supervisor Position
- Selected to serve as Acting Deputy Operations Manager
- Developed and implemented training tracking to ensure facility goals are met.
- Implemented supervisory performance tracking.
- Improved cooperative working relationship with workforce representation (IAM).
- Instilled a team atmosphere across LMFS work groups.
- Demonstrated ability to improve / maintain facility Performance Measure results.
- In progress development of Strategic Planning tool for future performance enhancement.

Lockheed-Martin Flight Services 2008-2010

Plans & Procedures Specialist

Washington HUB / St Petersburg, FL, AFSS Selected Achievements

- Served as subject matter expert (SME) for all Air Traffic procedures developed by Lockheed- Martin Flight Service (LMFS).
- Ensured compliance with system wide procedure for NOTAM (Notices to Airman) validation and coordination and publication.
- Served as Flight Service software evaluator for software development.
Selected to serves as OS for EAA Lakeland Sun-N-Fun temporary Flight Service Station OS on multiple occasions.
- Served on Joint Requirement & Oversight Committee (JROC).
- Served on FAAO 7110.10 rewrite committee.
- Served on multiple Safety Risk Management (SFM) panels.

Lockheed-Martin Flight Services

Quality Assurance Specialist

St. Petersburg Automated Flight Service Station (AFSS)

- Served as Quality Assurance Specialist
- Served as Plans & Procedures Specialist
- Served as Operations Supervisor

Selected Achievements

2005 – 2008

- SME for ICAO briefing certification
- SME for Operational Error/ Operational Deviation processing.
- SME for the completion of FAA Accident/Incident packages for incidents/accidents
- Developed and launched ICAO briefing training for Lockheed-Martin Flight Services (LMFS) specialists at PIE AFSS.

Federal Aviation Administration 1987– 2005

Air Traffic Control Specialist

St. Petersburg Automated Flight Service Station (AFSS)/Fort Dodge AFSS

- Served as Quality Assurance Specialist
- Served as Plans & Procedures Specialist \
- Served as Operations Supervisor
- Served as Training Specialist
- Served as Assistant Manager for Training
- FAA Mascot “AIR BEAR” for 8 years
- Operation Raincheck coordinator
- NBAA convention selectee for 5 terms
- Quality Assurance Specialist – 1 year
- Training Specialist – 1 year
- ICAO rated Pilot Weather Briefer
- Adopt-An-Airport Coordinator
- Facility Instructor Training (FIT) rated
- On The Job Trainer (OJT) rate

Education / Certifications

- **A. A. – Accounting** – Anoka Ramsey
- **A. A. – Aviation Administration** – Anoka Ramsey
- **Certificate: Pilot Weather Briefer (NWS)**
- **Enroute Flight Advisory Certificate (EFAS)**

Affiliations

- **Foundation for Youth Development Tampa Bay – Board of Directors (2002-2009)**
- **Pop Warner Youth Football & Cheerleading - Organization Founder (2002-2009)**
- **West Pasco Prowlers Youth Football/Cheerleading – (2002-2009) Tampa Bay**
- **Jefferson County Youth Football League (JCYFL) –(2009 – 2015) Head Coach Junior Varsity Football**
- **National Youth Advocate Program (NYAP)- (2011 – Present) – Licensed Foster Parents for the State of West Virginia**

Nicholas Bradford Bajada
321 Peace Ridge Road, Harpers Ferry, WV 25425 USA
1-609-312-8283 | nickbajada@gmail.com

Resume

Education

2019	Shepherd University	Master of Business Administration: Healthcare Administration	2019
2010	University of Alaska Fairbanks	Bachelor of Science: Interdisciplinary Studies: Biomedical Studies	3.27

Training and Experience

2008-2010	Laboratory Techniques: Fluoroscopy, immunohistochemistry, microscopic neuro-dissection for live preparation. Medical Laboratory Sample Preparation and Analysis: Centrifugal fecal float, fecal smear, urine sample preparation and microscopic analysis, ear cytology, blood smear, manual complete blood count, leukocyte identification, reticulocyte analysis, tissue sample preparation.
2008-2011, 2016-2018	Veterinary Medicine: Veterinary reception and technician. Client care and communication, animal restraint, husbandry, phlebotomy, laboratory protocols, radiology, surgical assistant, surgical technician, multi-specie experience with small animal, large animal, reptiles, avian, and rodents/'pocket pets'.
2011-2015 2012-2016	Human Nursing: Trained and worked at the capacity of a registered nurse in the US Navy. Worked on medical ward, surgical/transplant/neurology ward, internal medicine outpatient clinic. Patient hygiene, medication administration, monitoring IV machines and equipment, placement and monitoring of indwelling urethral catheters, nasogastric tubes, and rectal tubes. Recognized subject matter expert in intravenous catheter placement, phlebotomy, and

laboratory specimen collection. Wound care specialist. Supply ordering and par level audits. Medical equipment maintenance, medical equipment purchases and contracting.

2013-2016

Ultrasound Guided Peripheral Intravenous Catheter Placement Expert: utilized to place peripheral catheters in special patient cohort consisting of pediatrics, chronically ill, severely wounded, elderly, obese patients where commonly used practices for peripheral intravenous catheter placement was either unsuccessful, or not feasible for inpatient and outpatient settings. As an expert, conducted bi-weekly trainings and authorized competencies for professional staff in hospital setting.

2014-2016

Wound Care Specialist: Conducted wound management for all patients receiving chronic wound care treatment. Assessed wound stages, referred patients for surgical consult, established wound care treatment and protocols.

2016

Performance Improvement Project Manager: Developed by-laws and guidelines for performance improvement council for outpatient clinics and conducted hospital wide training on the new project. Initiated performance improvement councils in 33 outpatient clinics, facilitated 33 outpatient clinic's performance improvement councils monthly meetings, trained and instructed high level hospital management personnel on performance improvement councils, and future performance improvement council facilitators.

2016

Lean Six Sigma- Green Belt: Underwent 40 hours of training and conducted two reports for performance improvement under the Lean Six Sigma Green Belt philosophy, led by two Master Black Belts.

Employment

2018

**Crossroads Animal Referral and Emergency Hospital Full
Emergency Department Lead Veterinarian Technician Time**

Team of over 20 technicians and 12 veterinarians for a 24/7 emergency animal hospital. Lead veterinarian technician for the Emergency Department. Conduct scheduling, client communication, staff trainings,

developing SOPs, inventory audits, staff recruiting, achieving patient care excellence.

2016- 2018

Blue Ridge Veterinary Associates
Veterinarian Technician

Full
Time

This employment has given me exposure to unique opportunities working with diverse veterinarian professionals. As one of the largest veterinarian hospitals in the region, we see all species: house pets, farm animals, wildlife, and exotics as well as emergencies. This environment provided me with exposure to diseases and treatments I am not familiar with. I have seen and treated patients with zoonotic diseases, newly founded cancer medications, and novel surgical techniques.

2011-2016

United States Navy
Hospital Corpsman

Full
Time

2011

Military Training and Hospital Corpsman Training

8 weeks basic naval training, and 16 weeks nursing and emergency medicine training.

2012

32 Bed Inpatient Medical Ward

First assignment at the President's Hospital. Only corpsman to complete all required and optional training and done so during initial 3 months. Examples of training included urinary catheter placement/removal and maintenance (male and female), nasogastric tube placement, intravenous catheter placement, medication administration (oral, intravenous, dermal, suppository), patient hygiene, medical documentation, and end of life care. During this period, I was also introduced to ultrasound-guided IV catheter placements.

2013

24 Bed Inpatient Neurosurgical and Surgical Ward

During this rotation as an experienced hospital corpsman, I was noticed for my keen perception of medicine, exceptional bedside manner, and ability to work with acute, chronic, and high acuity patients, and teamwork. I was assigned the responsibility of taking on up to 3 patients at a time during my shifts. I also was established as an expert in ultrasound-guided peripheral IV catheter placements and participated in training over 175 doctors and nurses in the skill.

2014

Primary Care/Internal Medicine Outpatient Clinic

My responsibilities included but were not limited to screening patients for their appointment, obtaining a medical history, vitals, collecting any required laboratory specimens, writing and maintaining patient health records, and relaying all information to my assigned physician. I was assigned Team Lead and developed the clinics for SOP for triaging patients for the clinic's urgent care. I collaborated with team physicians, nurses, corpsman and leadership to establish the final document. I worked closely with a sports medicine physician. This was a great benefit because I learned about rheumatology and was able to participate in minor dermal operations and administer joint injections.

During this time, I was also the officer for supply. I successfully audited and redesigned the entire clinic's medical and office standing supply, and future ordering queue saving the clinic over \$10,000 instantly, and additionally over time as the clinic reduced its expired product waste. By the second intention, the hospital saved over \$100,000 by relocating unused medical equipment to different departments in need. Normally, such equipment would be written off and sent to DRMO (federal auction).

2015-2016

Project Manager: Performance/Quality Improvement Council for Ambulatory Medicine and Ancillary Services (33 Clinics and Services)

My last duty was a special assignment to develop, implement, and oversee a new hospital initiative for ambulatory medicine. During this period, I was trained in Lean Six Sigma and underwent 40 hours of official green belt training. I successfully established over 30 performance improvement councils in all outpatient clinics and ancillary services. Examples of such clinics included: internal medicine, immunology, psychiatry, general surgery, dental, and pharmacy. This assignment was very challenging, as I needed to run private conferences with very high ranking military officials for the hospital and each individual clinic and write a standard operating procedure for the hospital that all councils/clinics were to abide by, and develop by-laws for each charter. I greatly improved my public speaking, self-confidence, teamwork, performance and quality improvement knowledge for national hospital standards.

2010-2011

**Toms River Animal Hospital
Veterinarian Assistant**

**Full
Time**

As an employee here, I learned the greatest amount in pharmaceuticals. My main role was as a pharmacy technician. I became knowledgeable in over 100 medications used in veterinary medicine. Upon leaving this employer, I was offered a manager position had I ever wished to return.

2008-2010

Mt. McKinley Animal Hospital
Veterinarian Technician

Full
Time

My first experience in veterinarian medicine was very important as I became exposed to medical techniques that I would not be able to learn in human medicine until I entered medical school. Here I first learned how to: draw blood samples, take radiographs, use an ultrasound probe, perform and interpret laboratory tests, and prepare and analyze tissue, fecal, and urine specimens for microscopy. Additional experiences included basic patient care, doctor-patient(client) interactions, sanitary procedures, surgical tools and preparation, and anesthesia monitoring. The most benefit I received from this experience was that I was also enrolled in Human Anatomy and Physiology courses and laboratory sections. This allowed me to take my classroom lessons and directly apply them to my work to get a deeper understanding of the material.

Avocation
2008-2010

Research

Sudden infant death syndrome (SIDS) and fetal alcohol syndrome were very prevalent in the Alaskan population. This laboratory's mission was to evaluate causes of SIDS and studied how nicotine and alcohol cause a depressed hypercapnic response. Our preparation was an electrophysiological quantization of the neuronal signaling output via cranial nerves VII and XII on an isolated brain stem preparation of a frog. I had the idea that cannabis may play a role. I developed a deep passion for medical research through this experience, and an appreciation for the time and effort it takes to acquire, analyze and compose the data that is obtained. My experiments were developing interesting results. Thus, my professor assigned me my own laboratory where I continued to create and execute my own experiments and protocols.

2009-2010

University of Alaska Pre-Medical Society
Public Relations Officer for the University of Alaska Fairbanks Pre-Medical Society. My role consisted of creating and

maintaining relationships with people and organizations in the university and within the city. I developed strong relations with the UAF Biology and Chemistry departments, and a new relationship with the local community hospital; Fairbanks Memorial Hospital.

Our relationship with the hospital provided students with access to shadowing and volunteer opportunities and allowed us to coordinate many different community projects. One of which was the reestablishment of the Alaskan Medical Mission, an operation to provide underprivileged countries with clean, unused medical supplies.

Projects I directed: a health care discussion panel, reinstating UAF as a location for the Medical College Admission Test (MCAT), collaboration with the English department to design a new graduate-level personal statement course, created an MCAT review course for spring break, and brought in Deans from prestigious national medical universities to address our university's students.

Projects I participated: Alaskan Medical Mission (a medical supply redistribution program for under-privileged countries), a community fundraiser for HIV/AIDS with a silent auction and wine tasting, and a day of community outreach to educate residents about SIDS.

2009-2010

Fairbanks Rescue Mission

This was the first community project I joined as a member of the Pre-Medical Society. Several students visited the local homeless shelter every other Sunday to provide activities to the people such as board games, card games, baked goods, and movies. We have been told by the director that the people looked forward to our visits, and were very disappointed on the occasion we had to reschedule.

2009

Healthcare Discussion Panel

This community outreach project was done with a purpose of informing the local community on our national health care policy, known today as Obama Care. I created a panel designed to incorporate respectful, intelligent, professional, and reliable prime resources that the community could directly engage directly and receive immediate feedback. Our panel consisted of two professors from the university two state

congressmen, a physician from the local community hospital as well as the CEO of the hospital. The project had a large attendance and was deemed a success by the university, community and panel members.

2009

Physician Shadowing

32 hours shadowing an emergency medical physician at our local emergency department during the summer to gain exposure to human medicine. This was an exhilarating and gainful experience. I learned a lot about emergency medicine in rural America and received my first experience in human medicine.

David R. Morreale

404 Starkey's Landing, Shepherdstown, WV U.S.A. • 410.446.6326
davidmorreale@comcast.net

OBJECTIVE

I am a passionate and dedicated educator currently seeking a position that would allow me to use my skills and education in a positive, dynamic, alternative, and rigorous setting.

EDUCATION

- B.S. Middle School Education, Towson University, Towson, Maryland, (Graduated May, 2013)
- Certification areas,
 - Social Studies, Grades 4-9 (Will be certified in Social Studies/History 4-12 by beginning of 2018/2019 school year)
 - English, Grades 4-12

ACCOMPLISHMENTS

- Undergraduate Student Speaker, Towson University Commencement, 2013
- GPA - 3.63
- Dean's List – 2010-2013
- Recipient: "Mr. & Mrs. Allan Gaddis Award" for excellence in student teaching
- In 2016, created and implemented the Round Table Advisory, a daily advisory for over 1700 students, administered by over 100 teachers, in order to improve the tenor of Parkville High School using restorative practices, while supporting students in academics and in social skills.

EDUCATOR EXPERIENCE

2018- Present – Lead Teacher, Morgan Academy High School, Shepherdstown, WV

- *Lead Teacher*
 - *Assisting administration in supporting the aims of other content-area educators.*
- *9 - 12 Grade English, American Literature, Social Studies Educator.*
 - *Instructing heterogeneous mix of 130-150 students in standard and Honors English and American Literature.*
 - *Design and implementation of quarterly and yearly unit plans and daily lesson plans*

2014- 2018 – Parkville High School, Baltimore, MD

- *9th and 11th Grade English and American Literature Educator.*
 - *Instructing heterogeneous mix of 130-150 students in standard and Honors English and American Literature.*
 - *Design and implementation of quarterly and yearly unit plans and daily lesson plans*
- *Honors Film Criticism and Appreciation.*
 - *Designed and created curriculum for grades 11 and 12 Honors-level students.*
 - *Design and implementation of quarterly and yearly unit plans and daily lesson plans*
- *Round Table Advisory*
 - *Designed and implemented school-wide Academic Advisory for all students.*
 - *Employs restorative practices and academic support for all students.*

2013- 2014 - Magnolia Middle School, Joppatowne, MD

- *6th Grade ILA (Integrated Language Arts) Educator.*
- *Instructed heterogeneous mix of 90 – 100 students, approximately half of which required intervention reading and writing instruction.*

STUDENT FIELD EXPERIENCE**2012- 2013 - Middle River Middle School, Middle River, MD**

- *Instructed students using Maryland State Standards, while introducing Maryland Common Core State Curriculum and Standards into lessons.*
- *Instructed and assessed students in both English and social studies content areas for Gifted and Talented and diverse students in 6th and 7th grades.*
- *Differentiated social studies and language arts lessons for diverse classrooms, as well as Gifted and Talented to ensure challenging lessons for all students.*
- *Designed and implemented directed reading lessons in social studies and language arts in order to establish interdisciplinary reading and vocabulary skills.*
- *Employed project-based learning in both social studies and language arts/English 6th, 7th, and 8th grade, standard and Gifted and Talented, classrooms.*
- *Incorporated use of technology in the classroom through use of Promethean Smartboard, Microsoft Office, National Geographic educational videos, and interactive maps, Wordle, Prezi and multiple other web tools.*

1990-Present – Freelance writer/Photographer

- *Frederick Magazine.*
- *The Frederick News Post.*
- *Promotional writing and music reviews for a variety of publications.*

RELATED EXPERIENCE**2010 – 2011 - Let There Be Rock School, Columbia**

- *Initiated curriculum for Music Education Program.*
- *Instructed guitar and vocal students from the ages of 8-17.*
- *Instructed in Performance Program.*

2005-2010 – Supervisor, Event Tech

- *Supervised crews of up to 100 technicians in the set up of temporary staging for concerts and corporate events, (2008 Presidential Inaugural Concert, Congressional Black Caucus Awards Presentation to Barack Obama, and more).*

1980-2013 - Self-employed, Singer/Songwriter, Bandleader

- *Recorded and released two compact discs of my own music.*
 - *“From The Dirt,” 2005 release, charted on the Folk-DJ charts at #24 in April, 2005, and #23 in May, 2005.*
 - *Toured approximately 30,000 miles per year.*
 - *Career culminated in the 2006 “Two-Wheeled Tour” which raised money to support families of children with Cystic Fibrosis at John’s Hopkins University Hospital.*
- *Performed over 250 dates per year, as soloist and bandleader.*

OTHER SKILLS/ACTIVITIES

- *Freelance writer, songwriter, musician, public speaker, educator.*

REFERENCES

- *Available upon request.*

RELATED INFORMATION

- *I was invited to present my paper, *The Redemptive Pomp and Power of The Waterboys; This Is The Sea* at the PCA/ACA National Conference in New Orleans, April 1-4, 2015.*
- *Currently a Graduate Student in Loyola University Baltimore, Liberal Studies Program.*

Ilsa Gregg

417 Maple Ave. Harpers Ferry, WV 25425
720-261-3601 greggilsa@yahoo.com

November 28, 2018

President Josh Compton
Jefferson County Commission
124 E. Washington Street
P.O. Box 250
Charles Town, WV 25414

I am submitting my application for an appointment to the Jefferson County Development Authority.

In 2013, my husband got a job in Washington, DC and my family moved from Centennial, Colorado to Bakerton, WV. My son soon followed after college and is currently teaching at Musselman Middle School. We are thankful to live in such a beautiful and historical place.

We purchased an existing home on an 8-acre farm. We have been developing that farm since with many products. I continue to take classes through the county extension office to learn about small acre farming and business opportunities.

Small acre farms are highly desirable, not only for retirees, but also for families who wish to live a rural lifestyle, but still maintain jobs and access to big city amenities. Large tracts of farmland for sale could be developed into small farm communities, attracting a diverse and educated population from cities, with a desire for conservation of the land, protection of the environment and a desire to join the farming heritage of Jefferson County for themselves and their children.

The county extension office is already set up to handle the educational needs of these numerous and diverse types of small agricultural businesses, and could easily be promoted by the Jefferson County Development Authority.

Thank you for your consideration,

Ilsa Gregg

Ilsa Gregg

417 Maple Ave. Harpers Ferry, WV 25425
720-261-3601 greggilsa@yahoo.com

Education

- *Arapahoe Community College* 2012
5900 South Santa Fe Drive, Littleton, Colorado 80120-1801 | 303.797.4222
- Associate of Applied Science - Business Administration
- Certificate - Human Resources Specialist

Employment

Walnut Hills Newsletter – Centennial, CO June 2006 to present

Editor/Publisher Remote – 2013 - present

Editor/Publisher/Photographer/Accounting – 2 years

Distribution Manager – 7 years

- Offset black and white newspaper printed 6 times per year - 1600 distribution
- Responsible for all aspects of publishing the Walnut Hills Newsletter including communications with printer, payment of bills, management of 75 volunteers and staff of six
- Volunteer delivery routes managed in Excel
- Designing and editing for art and content
- Creating advertisements for clients
- Resolving customer service issues related to newsletter content, placement, changes, complaints and client compensation
- Maintain written communications with Walnut Hills Board members, Walnut Hills Scholarship Board Members, contributing writers, readers and advertisers
- Attendance at all community events and board meetings
- Photography of all community events
- Desktop Publishing and design using Adobe Creative Suites
- Accounting for the newsletter – Financial Reports to the Walnut Hills Civic Association
- Community outreach for articles and advertisements using networking, phone, emails, and Power Point presentations
- Newsletters available online at walnuthillscolorado.org

MedQuist - Mount Laurel, NJ

September 1994 to July 2009

Virtual Employee - Medical Transcriptionist/Medical Editor/Quality Specialist

Quality Assurance Specialist - 2 years

Medical/editor transcriptionist - 13 years with promotion to Quality Assurance Specialist

- Production typing of 20,000 lines per month
- Skilled in all report types, ESL accents, and specialties
- Meeting HIPAA requirements, speed, accuracy, and document integrity

Capabilities and Skills

- Self-directed worker, meeting deadlines and production requirements without supervision, as required for virtual employees and Editor/Publisher positions
- Excellent verbal and written communication skills
- Productive in a flexible environment
- Observing the highest ethics concerning privacy and discretion in regards to personal information, as required by medical HIPPA law and privacy issues as Editor

Ilsa Gregg

417 Maple Ave. Harpers Ferry, WV 25425
720-261-3601 greggilsa@yahoo.com

Work References

Donna Senn - Sales / Distribution Manager Walnut Hills Newsletter - 7138 S. Ulster Street Centennial, CO 80112
Phone 303-522-8384 (cell) 303-741-2065 (home) senn.family@comcast.net

Jesse J Alcorta - Photographer Walnut Hills Newsletter - 7564 E. Easter Way Centennial, CO 80112 Phone -303-689-9212 (home) [720-207-3757](tel:720-207-3757) (cell) Email alcortje@pcisys.net

John Fuller – Walnut Hills Scholarship Committee – 7219 S. Tamarac Ct. Centennial, CO 80112 Phone 303-771-2838 john.fuller@du.edu

Jefferson County Commission
Application for Boards, Committees or Commissions

Please type or print information

Name: Ilsa Gregg

Home Telephone Number: 720-261-3601

Work Address: 417 Maple Ave. Harpers Ferry, WV 25425

Work Phone Number: 720-261-3601

Mobile Phone Number: 720-261-3601

E-mail Address: greggilsa@yahoo.com

Party Affiliation: *(Building Commission and Health Department applicants)*

Occupation: Farmer

Education: High School Eldorado High School Albuquerque, NM

College Arapahoe Community College Littleton, CO

Trade/Business School _____

Are you a United States citizen? Yes X No

Are you a West Virginia resident? Yes X No

Are you a resident of Jefferson County? Yes X No

Are you able to produce verification of residency? Yes X No

(Proof of paying personal property tax, voter registration, etc.)

Address:
417 Maple Ave.
Harpers Ferry, WV 25425

Magisterial District: Jefferson County

List Qualifications for this Position and/or include a resume and cover letter that expresses your interest in serving:

See cover letter

See resume

Organization Memberships and Positions Held : Colorado Beekeepers Association
Eastern Panhandle Beekeepers Association

Have you even been convicted of any felonies? If yes, please list.

Date:	Offense:
	None

Statement: _____

I hereby certify that the facts set forth in the above are true and complete to the best of my knowledge and authorize the Jefferson County Commission to verify their accuracy and to obtain reference information. I hereby release Jefferson County Commission from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an appointment decision based on such information.

I understand that falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for removal.

I understand that I will fully adhere to the policies, rules and regulations of this appointment, including reading, adhering and signing the County's Ethics Statement and adhering to Robert's Rules as provided in a packet to me when obtaining my Oath of Office or on the County's website. I understand I may also attend a free annual Board Training and Ethics Training meeting established by the Jefferson County Commission.

Signature: Ilsa Gregg Date: 11/28/18

This application is good for and will be retained for two (2) years in accordance with the Administrative Policies and Procedures Policy. In order to be considered for appointment, a new application must be submitted.

Gregory L. Mason

1895 Trough Road

Shepherdstown, WV 25443

Qualification Profile

Proven ability and Demonstrated Results in:

- Manufacturing Vice President for 80 employees working 21 hours per day, 2 shifts per day, 4 days a week production and 7 days a week sheet metal producing snack, cold drink, food and inventory control vending machines for International Corporation. Supervising, Plant Manager, Service, Shipping and Receiving Manager, Metal Manager, four Team Coordinators, and seven Team Leaders.
 - Direct a multicultural diverse work force in compliance with Federal and State Mandates to include: Recognizing value differences, understanding the impact of workplace changes, focus on job satisfaction, and appreciating experience.
 - Maintenance cost control program to include: reduction in overtime, high-productivity, using Preventive Maintenance to reduce tardiness and absenteeism.
 - Conduct Training and Orientation for new workers to include: Quality, Production, and Safety goals and requirements. Assess training & coaching skills for Managers/Supervisors and promote continuing education among all employees.
 - Conduct interviews for prospective employees to include: planning and conducting interviews, discipline interviews, employee safety violation interviews, job promotions, and exit interviews.
 - Conduct performance based appraisals to include: job descriptions, performance based planning, setting performance base objectives, developing performance standards, develop employee negotiation standards, conduct overall performance evaluations, and utilized formal documentation for effective record keeping.
 - Conduct staff planning to include: determine skills and talents needed to meet company goals, developed a planning outline how and when needed skills/talents will be acquired, and identified recruitment needs.
-

Work History

Automated Merchandising Systems Inc. - Kearneysville, WV. February 1997- to present.

Senior Vice President of Production & Operations

Royal Venders, Inc. - Plant Superintendent 1988 to February 1997

Responsible for 1,000 employees.

Dixie-Narco, Inc. 1976 – 1988 Department Supervisor

Education

- Graduated Berkeley Springs High School 1976
 - James Rumsey Technical Institute 1975-1976
 - National Safety Council Supervisor's Develop Training 1992
 - Bureau of Business Practice Standard Manual for Supervisors 1993
 - Workers' Compensation for Employers 1994
 - Effective Supervision in the Workplace 1995
 - Managing Assertively 1996
 - Hazard Communication, Personal Protective Equipment, Machine Guarding, Blood borne Pathogens, Ergonomics, Occupation Noise, Lockout/Tagout, Means of Egress and Fire Protection 2003
 - Accounting 101 2004 Hagerstown Community College
 - Accounting 102 2005 Hagerstown Community College
 - Introduction to Job Instruction 2013
-

Jefferson County Commission
Application for Boards, Committees or Commissions

Please type or print information

Name: Gregory L. Mason

Home Telephone Number: None

Work Address: 255 West Burr Blvd. Kearneysville, WV 25430

Work Phone Number: (304) 725-6921 Ext. 243

Mobile Phone Number: (304) 279-1052

E-mail Address: greg.mason@amsvendors.com

Party Affiliation: *(Building Commission and Health Department applicants)*

Occupation: Senior VP of Production and Operations at AMS

Education: High School Berkeley Springs High School

College A few classes at Hagerstown Community College

Trade/Business School James Rumsey Vocational School

Are you a United States citizen?

Yes ☒

No ☐

Are you a West Virginia resident?

Yes ☒

No ☐

Are you a resident of Jefferson County?

Yes ☒

No ☐

Are you able to produce verification of residency?

Yes ☒

No ☐

(Proof of paying personal property tax, voter registration, etc.)

Address:

1895 Trough Road

Shepherdstown, WV 25443

Magisterial District: Jefferson County

List Qualifications for this Position and/or include a resume and cover letter that expresses your interest in serving:
See attached.

Organization Memberships and Positions Held : None

Have you even been convicted of any felonies? If yes, please list.

Date:	Offense:

Statement: _____

I hereby certify that the facts set forth in the above are true and complete to the best of my knowledge and authorize the Jefferson County Commission to verify their accuracy and to obtain reference information. I hereby release Jefferson County Commission from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an appointment decision based on such information.

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I understand that I will fully adhere to the policies, rules and regulations of this appointment, including reading, adhering and signing the County's Ethics Statement and adhering to Robert's Rules as provided in a packet to me when obtaining my Oath of Office or on the County's website. I understand I may also attend a free annual Board Training and Ethics Training meeting established by the Jefferson County Commission.

Signature: Suey L. Mason Date: 1/24/19

This application is good for and will be retained for two (2) years in accordance with the Administrative Policies and Procedures Policy. In order to be considered for appointment, a new application must be submitted.

Katherine Walsh Ryan
304.283.8878 kwryan@me.com
564 Steamboat Run Road, Shepherdstown, WV 25443-4195
<https://www.linkedin.com/in/katherine-walsh-ryan-29abb42a>

February 18, 2019

Mr. Nicolas H. Diehl
Executive Director
Jefferson County Development Authority
PO Box 237, Charles Town, WV 25414
nic@jcda.net

Dear Nic,

It was a pleasure discussing JCDA with you recently. Joining the JCDA Board of Directors sounds intriguing. I'd like to explore all that this entails with you again soon.

You may recall that I've worked in agribusiness and health care in Indianapolis, and have launched consulting businesses in Indiana and West Virginia. Additionally, I have assisted with establishing private medical practices for Dr. Ryan in both states.

Ryan Film Institute emerged from original market research on successful U.S. Arts youth programs for my M.S. in Strategic Leadership; while Ryan Consulting Services utilized my Corporate Communications and Marketing background to help non-profits and organizations develop image branding and messaging. Along with earning a B.A. in Journalism, I attained Accredited Business Communicator certification from International Association of Business Communicators. Our Coalition for Reinstating Film Tax Credits is gaining traction in Charleston. I am a graduate of both Leadership Jefferson and Leadership Berkeley programs through the Chamber of Commerce.

Last summer, I was recruited to teach Broadcast Journalism at Washington High School, Charles Town, through Jefferson County Schools. I would be available to attend Tuesday afternoon meetings at the JCDA. Looking forward to meeting the other board members. Many thanks for your consideration.

Sincerely,

Katherine Walsh Ryan

Katherine Walsh Ryan
304.283.8878 kwryan@me.com
564 Steamboat Run Road, Shepherdstown, WV 25443-4195
<https://www.linkedin.com/in/katherine-walsh-ryan-29abb42a>

Profile

- Experienced educator and journalist who teaches broadcast journalism, short filmmaking, and photography to Eastern Panhandle teens in preparation for work in those industries
- Senior-level corporate communications, marketing and crisis communications professional with experience in creating results-oriented, internal and external strategic campaigns
- Innovator specializing in developing Blue Ocean Strategies to benefit organizations

Education

Master of Science, Strategic Leadership, Mountain State University, Martinsburg, WV, 2006
Bachelor of Arts, School of Journalism, Indiana University, Bloomington, IN, 1977

Certifications

EPIC Substitute Teacher Certification, Eastern Panhandle Instructional Cooperative, 2018
Accredited Business Communicator, Int'l Assn. of Business Communicators, San Francisco, 1990

Experience

Jefferson County Schools, *Broadcast Journalism* ~ Recruited to modernize and teach program at Washington High School, to include setting up a live TV studio, and working on location. Executive Producer for student productions of video/TV/web ads. Assignment Editor for students covering Board of Education events. Link students to pros working in the industry, 2018-present.

Ryan Film Institute, *Founder/President* ~ Launched quad-state's first Teen Filmmakers' Workshop to teach short films, docs, TV/web ads, and photography. Taught in studio (MSU, Shepherd U), and on location. Executive Producer for >60 student films. Organized Student Short Film Fest to highlight youth achievements. Wrote/directed/produced two scholarship fundraiser shows per year, 2007-16.

Ryan Consulting Services, *Founder/President* ~ Performed location scouting and still photography for "Men Who Built America" and "Making of the Mob: Chicago." Directed short films: "WV Teachers' Strike" "Salute to Sen. Byrd" "Rainbow Bridge" "Emirate Road 100" "Stinky Little Buggers" and others. Recruited talent/crew for TV ads, series, films in IN and WV, 1991-present.

IU Health-Methodist Hospital, *Director of Marketing* ~ Producer/Moderator for "Methodist Health Line" a live, call-in cable program. Initiated Emmy-nominated documentary, "Roger 9" to promote organ donation. Developed first U.S. hospital TV advertising campaign. Secured international media coverage for Implantable Insulin Pump. Executed crisis communications plans. Pioneered video news releases of athletes injured at Indianapolis 500-Mile Race and Pan-American Games, 1982-91.

Volunteer

Apollo Civic Theatre, *Executive Committee* ~ Led marketing for historic community theatre, and facilitated school partnerships, "A Christmas Story." Appeared on live broadcasts to promote shows and fundraisers, Haunted Theatre and "Arts News" segment on WEPM Radio. Shot and released photos/videos of productions to Arts editors. Director, "Ghosts of The Apollo Theatre," 2004-08.

Katherine Walsh Ryan

Skills

Proficient in Microsoft Suite, Apple iMac, iPad, MacBook Pro, iPhone products and software, Final Cut Pro X editing software, Digital video cameras: HD JVC, Sony, Canon, and Nikon

Memberships

WV Filmmakers Guild, WVFG.org The Student Press Law Center, SPLC.org
Front Page-Journalism Education Association, JEA.org
Jefferson County Chamber of Commerce, www.jeffersoncountywvchamber.org

Activities

Coalition to Reinstate WV Film Tax Credits, Eastern Panhandle, WV 2018-
Tri-City Tourism Summit, EP Film Office/Tax Credits, JC CVB, Shepherdstown, WV, 2018
55 Strong~55 United, WV Teachers Strike, national news coverage, Charles Town, WV, 2018
Women Investing in Shepherd University (WISH), Shepherdstown, WV, 2014-18
Cotillion Club of Eastern Panhandle, Planning Committee, 2013- present
Garden Tour, and Cemetery Reenactor, Steamboat Run Neighborhood, Shepherdstown, WV, 2017
Leadership Jefferson, Jefferson County Chamber of Commerce, Charles Town, WV, 2016
Advisory Council, Girl Scouts of the Nation's Capitol, Eastern Panhandle of WV, 2010-15
Berkeley Co. Democratic Women's Club, President, 2005-07
Leadership Berkeley, Berkeley County Chamber of Commerce, Martinsburg, WV, 2005

Achievements

Judge, Cut to the Chase Film Fest, Opera House Live, Shepherdstown, WV, 2017
Director, "Surviving Ceausescu's Communism" filmed in Romania, 2007-19
Director, "Escape from Transylvania" shot in Romania with reenactments in six U.S. states, 2007-19
Finalist, Director of official selections shown at: West Virginia FILMmakers Fest, Cut To The Chase Film Fest, Shepherdstown Film Fest, and Ryan Film Institute's Student Short Film Fest, 2007-16
Creator/Director, Dinner with Dracula, Teen Filmmakers' Workshop scholarship fundraiser, 2006-14
Creator/Director, Vampire's Ball, Shepherdstown Community Club fundraiser, 2013-
Director, "WV Sesquicentennial" filmed in Eastern Panhandle, WV, 2013
Director/Writer, "Donn Marshall for WV Delegate" for YouTube, social media, broadcast, 2012
Associate Producer/Actor, "Ai Means Love" feature movie filmed in Eastern Panhandle, WV, 2011
First Place and Best of Show, photography exhibit, The Arts Centre & ArtBerkeley, WV, 2008
Founding Board Member and Vice President, ArtBerkeley, Martinsburg, WV, 2006-08
Yearbook Editor, scholastic publisher's 1st Place Award, Spring Mill School, Indianapolis, 2000-03
Director, Readers' Theatre, Spring Mill Elementary School, Indianapolis, IN, 2000-03
Master Gardener, Purdue University and Marion Co. (IN) Cooperative Extension Service, 1995
Tree Master, Purdue University and Indiana Dept. of Natural Resources, Div. of Forestry, 1995
Featured Extra, "Eight Men Out" Director John Sayles, feature movie, Indianapolis, IN, 1987
First Place awarded for: communications programs, corporate magazines, annual reports, or newsletters by Int'l Assn of Business Communicators (IABC), Society of Professional Journalists-Sigma Delta Chi (SPJ-SDX), Indianapolis Chapter of IABC, Advertising Club of Indianapolis, Potlatch Corporation, CASE Council for Advancement and Support of Education, 1981-91

Jefferson County Commission
Application for Boards, Committees or Commissions

Please type or print information

Name: Katherine Walsh Ryan

Home Telephone Number: _____

Work Address: Washington High School, 300 Washington Patriot Drive
Charles Town, WV 25414

Work Phone Number: 304.885.5110

Mobile Phone Number: * 304.283.8878 best contact*

E-mail Address: kwryan@me.com

Party Affiliation: *(Building Commission and Health Department applicants)*

Occupation: Broadcast Journalism educator

Education: High School William A. Wirt High School for Performing Arts, Lake Co., IN

College Indiana University, Bloomington, IN, B.A., Journalism

Trade/Business School Mountain State University, M.S., Strategic Leadership

Are you a United States citizen? Yes X No

Are you a West Virginia resident? Yes X No

Are you a resident of Jefferson County? Yes X No

Are you able to produce verification of residency? Yes X No

(Proof of paying personal property tax, voter registration, etc.)

Address: 564 Steamboat Run Road
Shepherdstown, WV 25443

Magisterial District: Shepherdstown, precinct 35 B

List Qualifications for this Position and/or include a resume and cover letter that expresses your interest in serving:

Business start ups in Eastern Panhandle, WV: Diabetes, Endocrinology & Lipidology
Center, Ryan Film Institute, and Ryan Consulting Services
Indianapolis, IN: IU Health-Methodist Hospital, Director of Marketing: Diabetes,
Endocrinology & Metabolic Disorders, Marketing Director

Organization Memberships and Positions Held :

WV Filmmakers Guild; WISH (Women Investing in Shepherd) founding member; Cotillion
Club of Eastern Panhandle, ArtBerkeley founding Vice President; Apollo Civic Theatre,
Executive Committee; Leadership Jefferson X, Leadership Berkeley, Chamber of Commerce

Have you even been convicted of any felonies? If yes, please list.

Date:	Offense:

Statement: No

I hereby certify that the facts set forth in the above are true and complete to the best of my knowledge and authorize the Jefferson County Commission to verify their accuracy and to obtain reference information. I hereby release Jefferson County Commission from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an appointment decision based on such information.

I understand that falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for removal.

I understand that I will fully adhere to the policies, rules and regulations of this appointment, including reading, adhering and signing the County's Ethics Statement and adhering to Robert's Rules as provided in a packet to me when obtaining my Oath of Office or on the County's website. I understand I may also attend a free annual Board Training and Ethics Training meeting established by the Jefferson County Commission.

Signature: Katherine Wald Ryan Date: February 18, 2019

This application is good for and will be retained for two (2) years in accordance with the Administrative Policies and Procedures Policy. In order to be considered for appointment, a new application must be submitted.

Jefferson County Commission
Application for Boards, Committees or Commissions

Please type or print information

Name: Chris Gaidrich

Home Telephone Number: 304.263.7367

Work Address: Ranson, WV

Work Phone Number: 800.488.8474

Mobile Phone Number: 301.346.2968

E-mail Address: C Gaidrich@UFPI.com

Party Affiliation: (Building Commission and Health Department applicants)

Occupation: SENIOR ACCOUNT MANAGER

Education: High School BETHEL PARK SENIOR HIGH SCHOOL

College ALDERSON-BROADDUS UNIVERSITY BA

~~GRADUATE SCHOOL~~ WEST VIRGINIA UNIVERSITY MA

~~Trade/Business School~~

Are you a United States citizen? Yes ☒ No ☐

Are you a West Virginia resident? Yes ☒ No ☐

Are you a resident of Jefferson County? Yes ☐ No ☒

Are you able to produce verification of residency? Yes ☒ No ☐

(Proof of paying personal property tax, voter registration, etc.)

Address: 829 HONEYSUCKLE DR
MARIANSBURG WV 25401

Magisterial District: _____

List Qualifications for this Position and/or include a resume and cover letter that expresses your interest in serving:

35 YEARS EXPERIENCE IN BUILDING MATERIALS
BUSINESS.

15 OF THOSE YEARS SELLING B2B.

MANUFACTURING & LEAN MFG EXP
Organization Memberships and Positions Held : _____

Have you even been convicted of any felonies? If yes, please list.

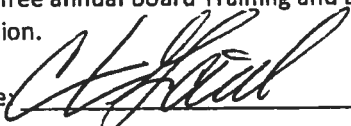
Date:	Offense:

Statement: _____

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Signature:  Date: 1/15/2019

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Jefferson County Commission
Application for Boards, Committees or Commissions

Please type or print information

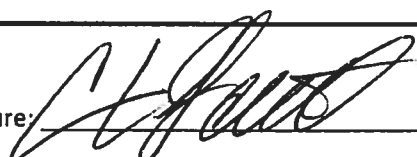
NAME: CHRIS GAIDRICH
HOME ADDRESS: 829 HONEYSUCKLE DR.
HOME TELEPHONE NUMBER: 304.263.7367
WORK ADDRESS: WFP RANSON, WV
WORK PHONE NUMBER: 800.488.8474
MOBILE PHONE NUMBER: 301.346.2968
E-MAIL ADDRESS: C.GAIDRICH@WFP1.COM
MAGISTERIAL DISTRICT: _____
PARTY AFFILIATION (Building Commission applicants only) _____
OCCUPATION: SENIOR ACCOUNT MANAGER
LENGTH OF RESIDENCY IN JEFFERSON COUNTY: 0
EDUCATION: HIGH SCHOOL BRHS
COLLEGE ALDERSON BROADDUS
GRAD TRADE OR BUSINESS SCHOOL WVU

LIST QUALIFICATIONS FOR THIS POSITION:

35 YEARS IN BUILDING INDUSTRY
15 YEARS SELLING TO MANUFACTURERS.
MANAGER OF 2 MANUFACTURING PLANTS.

NAME OF BOARD, COMMITTEE OR COMMISSION APPLYING FOR:

ORGANIZATION MEMBERSHIPS & POSITIONS HELD: _____

Signature:  Date: _____

This application is good for and will be retained for two (2) years in accordance with the Administrative Policies and Procedures Policy. In order to be considered for appointment, a new application must be submitted.

Lucas Ingram Cade

10802 Bower Avenue
Williamsport, MD 21795
240-343-0015

lcade@firstenergycorp.com

OBJECTIVE

To facilitate revenue growth via economic development and customer support initiatives, including but not limited to, proactive marketing, active participation in local, regional and state agencies, and acting as a liaison between the company and existing and prospective customers.

EXPERIENCE

First Energy Corporation, Akron, OH 2016 – Present
Senior Economic Development Advisor, Economic Development

Responsible for developing and implementing FirstEnergy's economic development efforts in Maryland and West Virginia. Works extensively with both Government and Regulatory Affairs teams to provide a seamless network of support for local and state economic development partners.

FirstEnergy Corporation, Akron, OH 2011 – 2016
Senior Business Analyst, Energy Efficiency Implementation

Program Implementation Manager for all Commercial & Industrial (C&I) Energy Efficiency programs in Maryland and West Virginia. Responsible for RFP development and subsequent contractual arrangements between chosen program implementation vendors, as well as complete oversight of all MD and WV C&I programs.

Pages of the Past, LLC, Gettysburg, PA 2010 – 2014

Researched, developed and opened a history-themed bookstore in Gettysburg, Pennsylvania.

Allegheny Power, Hagerstown, MD 2002 – June 2010
Specialist, Commissions

Responsible for managing the process of gathering information used to settle disputes between the Company and its customers via the various State Regulatory Commissions. Served as a professional liaison between Allegheny Power and all regulated state commissions.

- Conducted field investigations of disputes including new service connections, rights-of-way, reliability, and fraud; worked with a cross section of field operations, managers and directors, legal and executive staff.
- Interpreted, reviewed and communicated multi-jurisdictional rules and regulations to Company personnel, (MD, VA and WV)
- Assisted with development of written training material and corporate standard operating procedures; maintained Excel database of all disputes for monitoring trends and areas of critical concern.

Allegheny Power, Hagerstown, MD 1990-2002
Economic Development Manager

Responsible for Industrial Recruitment and Business Expansion in the 30,000 square mile territory of Allegheny Power by way of a variety of marketing initiatives.

- Developed Corporate Economic Development objectives designed to maximize kilowatt-hour sales to new and/or expanding business.
- Maintained a database of all prominent system-wide industrial sites, especially those sites that would maximize existing company infrastructure.
- Developed an interactive Business Resource Center designed to give business prospects a comprehensive overview of Allegheny Power Service territory.
- Assembled integrated marketing teams that utilized local, regional and state officials and accompanied these teams on targeted industry recruitment ventures.
- Directly responsible for and/or assisted in the location of industrial and commercial companies including KRAFT Foods, Kohl's, Guardian Fiberglass, Target, Toys-R-Us, Hershey Pasta, H.P. Hood and Quad Graphics.
- Fostered direct relationships with various engineering/design, real estate and site location firms including Carter-Burgess, RTKL, KPMG, Austin Mayfield, and C.B. Richard Ellis.
- Designed and implemented a comprehensive development plan for Allegheny Power's Friendship Technology Park in Hagerstown, MD, which included restrictive covenants, planning and zoning approvals and additional land acquisitions.
- Co-developed and operated the department on an annual \$250,000 budget.

Hagerstown/Washington County Economic Development Commission,
Hagerstown, MD 1989-1990
Economic Development Coordinator

Coordinated and implemented Industrial and Commercial Development activities in Hagerstown and Washington County, Maryland.

- Hosted new business prospects and provided information pertinent to their site location decisions.

- Compiled and updated available industrial and commercial properties lists.
- Acted as a liaison between the Economic Development Commission and existing businesses within Washington County.

ADDITIONAL SKILLS/EXPERIENCE

- Researched and developed Target Marketing studies for Allegheny Power and Washington County, Maryland utilizing the principles of industrial location analysis and market segmentation.
- Designed and implemented an Economic Impact Study of the International Air Service at Hartsfield International Airport, Atlanta, Georgia, 1988.
- Proficient in Microsoft Word, Excel, SMS Storms, Adobe Acrobat, Quest Customer Management Database.
- Current member of the Maryland Economic Developers Association (MEDA), the West Virginia Economic Development Council (WVEDC), and past member of the Virginia Economic Developers Association (VEDA), the Pennsylvania Economic Developers Association (PEDA), and Corenet Global.
- Graduate of the Economic Development Institute, Norman, OK, 1991

EDUCATION

M.S., Economic Development, University of Southern Mississippi, Hattiesburg, Mississippi, 1988

B.S., Ed., Social Science, Troy State University, Troy, Alabama, 1986

REFERENCES

Mr. Kirk J. Bradley
Chairman, President & CEO
Lee-Moore Capital Company
102 Steele Street, Suite 201
Drawer 9
Sanford, NC 27331
919-895-6001

Mr. Gregory I. Snook
President-Elect, CHIEF
Hagerstown-Washington County Industrial Development Foundation, Inc.
25 East Franklin Street
Hagerstown, MD 21740
301-223-8656

Jefferson County Commission
Application for Boards, Committees or Commissions

Please type or print information

Name: LUCAS I. CADE

Home Telephone Number: 301-491-1765

Work Address: 10802 BOWER AVENUE, WILLIAMS PORT, MD 21795

Work Phone Number: 301-582-5235

Mobile Phone Number: 240-343-0015

E-mail Address: lcade@firstenergycorp.com

Party Affiliation: (Building Commission and Health Department applicants)

NONE

Occupation: SR. ECONOMIC DEVELOPMENT ADVISOR

Education: High School DIPLOMA

College B.S. ed ; M.S.

Trade/Business School _____

Are you a United States citizen?

Yes ☒

No ☐

Are you a West Virginia resident?

Yes ☐

No ☒

Are you a resident of Jefferson County?

Yes ☐

No ☒

Are you able to produce verification of residency?

Yes ☒

No ☐

(Proof of paying personal property tax, voter registration, etc.)

Address:

Magisterial District: N/A

List Qualifications for this Position and/or include a resume and cover letter that expresses your interest in serving:

SEE ATTACHED RESUME

Organization Memberships and Positions Held : WEST VIRGINIA ECONOMIC DEVELOPMENT COUNCIL (WVDEC); MARYLAND ECONOMIC DEVELOPERS ASSOCIATION; SOUTHERN ECONOMIC DEVELOPMENT COUNCIL (SEDC)

Have you even been convicted of any felonies? If yes, please list. NONE

Date:	Offense:

Statement: _____

I hereby certify that the facts set forth in the above are true and complete to the best of my knowledge and authorize the Jefferson County Commission to verify their accuracy and to obtain reference information. I hereby release Jefferson County Commission from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an appointment decision based on such information.

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Signature: Lucan A. Cade Date: 2-18-19

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