

**JEFFERSON COUNTY COMMISSION
FIRST QUARTERLY SESSION - APRIL-JUNE 2021
THURSDAY, APRIL 15, 2021
6:00 P.M.**

County Commission Meeting Room
located at the Old Charles Town Library
200 E. Washington Street, Charles Town, WV

*****This meeting will NOT be a LIVE broadcast on our website. Instead, it will be accessible live through GoToWebinar. Invites will be posted on Facebook and email alerts.***

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- **APRIL 1, 2021 - Regular Meeting**

APPROVAL OF REQUISITIONS

- **April 1, 2021**

APPROVAL OF ACCOUNTS PAYABLE

- **April 8, 2021**
- **April 15, 2021**

APPROVAL OF MANUAL CHECKS

- **April 9, 2021**
- **April 16, 2021**

APPROVAL OF PAYROLL

- **April 1, 2021**

ANNOUNCEMENTS

- **Report if there are changes in the agenda if applicable**

PUBLIC COMMENT

***** You may participate in public comment during the virtual meeting by raising your hand. Please submit comments via email to info@jeffersoncountywv.org. Your comments will be included in the minutes and agenda correspondence. Please include your name.***

PRESENTATIONS

1. 6:15 p.m. Tom Hansen, Sheriff
 - New Rank Creation - Discussion/Action
 - Promotions - informational - Discussion/Action
 - Possible designation of Animal Control Supervisor - Discussion/Action

2. 6:30 p.m. Michelle Gordon, Finance Director
 - Review and Approval of Equal Employment Opportunity Plan (EEOP) and EEOP Utilization Analysis as of 03/22/2021 - Discussion/Action
 - Review and Approval of WVCORP Insurance Renewal 2022 - Discussion/Action
 - Review of Highmark Medical Insurance Renewal Options and Selection of Plan for FY2022 - Discussion/Action

3. 6:45 p.m. Mark Dyck, Gordon
 - Request zoning map amendment, refer to Planning Commission for review of Comprehensive Plan consistency and to schedule a public hearing before the County Commission - Discussion/Action

4. 7:00 p.m. Interviews and Appointments to the following:
 - Jefferson County Board of Health - One unexpired term ending June 30, 2022 - Discussion/Action

 - Jefferson County Development Authority Board of Directors - One 3-year term for a Labor Representative and one 3-year term for a Citizen Representative, both ending April 5, 2024 - Discussion/Action

5. 7:15 p.m. Nathan Cochran, Assistant Prosecuting Attorney
 1. Report by counsel as previously assigned by Commission: creation of Jefferson County Fire Board, Jefferson County Emergency Ambulance Service Board, and organization of Jefferson County Emergency Services Agency; including potential structure, financial issues and matters related thereto - Discussion/Action
 2. Discussion of legal issues regarding proposed solar text amendment including bonding and related matters - Discussion/Action
 3. Discussion of possible agreement with the City of Ranson regarding storage of extra PPE items and related matters - Discussion/Action
 4. Discussion of Jefferson County Civil Action No.'s 2021-C-33 through 37 - Discussion/Action
 5. Discussion of issues regarding impact fees and proffers - Discussion/Action

UNFINISHED BUSINESS

6. Set date and time for joint meeting for the Jefferson County Fire and Rescue Association, Jefferson County Emergency Services Agency, and Jefferson County Commission - Discussion/Action

NEW BUSINESS

7. Reschedule Public Hearing - Repeal the County ATV Ordinance and revert to existing state law - Discussion/Action
8. Proclamation - April Fair Housing Month - Discussion/Action
9. Recognize that structures on parcels in the WV Division of Forestry managed timberland program be processed as agriculture - Discussion/Action (SS)

COUNTY ADMINISTRATOR REPORTS

- Legislative Updates

COUNTY COMMISSION REPORTS

10. **ADJOURN**

CORRESPONDENCE/INFORMATION

Notice of Special Session - Lay the Levy - April 20, 2021 at 9:30 a.m.

Minutes for February 12, 2021 received from the Harpers Ferry/Bolivar PSD.

At all times the County Commission reserves the right to rearrange agenda times because of time constraints and to accommodate the Commission schedule or the public.

Minutes

Jefferson County Commission

Thursday, April 1, 2021

A meeting of the Jefferson County Commission was held on Thursday, April 1, 2021 during the second quarterly session at 9:30 a.m. The meeting was held both in person and via GoToWebinar. Present were Commissioners Josh Compton, President, Steve Stolipher, Vice President, Caleb Hudson, Tricia Jackson, and Jane Tabb. Also present were Stephanie Grove, County Administrator and Sandy McDonald, Deputy County Administrator (The archived meeting of the Thursday, April 1, 2021 meeting is available on the Jefferson County Commission website.)

PLEDGE OF ALLEGIANCE

Commissioner Stolipher led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Mr. Stolipher to approve the minutes for the March 18, 2021 Regular Meeting as presented/with noted corrections. Motion seconded and unanimously approved.

APPROVAL OF REQUISITIONS

Motion by Mr. Compton to approve the Requisitions for April 1, 2021 in the amount of \$867,634.54 to include Requisition No. 21043, 21044, 21045, 21046, 21047, 21048, and 21049. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHECK#	VENDOR NAME	AMOUNT
84515	AHA-ARTS & HUMANITIES ALLIANCE	\$ 415.07
84516	ANGELA L BANKS	\$ 31.67
84517	BOLAND TRANE SERVICES INC	\$ 2,912.00
84518	BRYAN PERKINS	\$ 3,146.07
84519	CASTO & HARRIS INC	\$ 1,346.70

84520		CITY OF CHARLES TOWN	\$ 46.00
84521		COMMERCIAL PRESS INC	\$ 2,662.00
84522		DOUBLE RADIUS	\$ 60.78
84523		EDITH COOPER	\$ 2,890.55
84524		ESRI	\$ 12,347.26
84525		FRANKLIN & PROKOPIK P.C.	\$ 7,087.50
84526		GUTTMAN OIL CO	\$ 3,891.19
84527		JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION	\$ 614.62
84528		JEFFERSON CO CONVENTION AND VISITORS BUREAU	\$ 10,376.77
84529		JEFF CO PARKS & RECREATION COMMISSION	\$ 9,347.08
84530		JOSEPH MURPHY	\$ 227.34
84531		LANGUAGE LINE SERVICES	\$ 50.65
84532		MONICA BENNETT	\$ 30.42
84533		REBECCA HALL	\$ 214.62
84534		SPECIALTY BUSINESS SUPPLIES	\$ 35.00
84535		WV ASSOCIATION OF CIRCUIT CLERK	\$ 300.00
84536		XEROX CORPORATION	\$ 2,334.50
84537		ZEDA MEDICAL LLC	\$ 2,800.00
TOTAL			\$ 63,167.79

Motion by Mr. Compton to approve the Accounts Payable for March 25, 2021 in the amount of \$63,167.79. Motion seconded and unanimously approved.

CHECK#		VENDOR NAME	AMOUNT
84539		BOLIVAR / HARPERS FERRY PUBLIC LIBRARY	\$ 20,625.00
84540		BUREAU OF CHILD SUPPORT	\$ 502.16
84541		COLONIAL LIFE	\$ 95.68
84542		DEBBIE LOWE	\$ 809.77
84543		DELTA DENTAL OF WV	\$ 6,570.76
84544		DESIGN NINE INC	\$ 28,575.00
84545		DOING BETTER BUSINES	\$ 213.32
84546		DR. ROBERT E JONES III	\$ 1,000.00
84547		EFTPS IRS TAXES	\$ 92,642.10
84548		EMPOWER RETIREMENT	\$ 5,325.55
84549		EPTA-EASTERN PANHANDLE TRANSIT AUTHORITY	\$ 15,666.00
84550		EWVRAA-EASTERN WV REGIONAL AIRPORT AUTHORITY	\$ 14,334.00
84551		HIGHMARK WV	\$ 202,223.59
84552		JEFFERSON CO EMERGENCY SERVICES AGENCY	\$ 655,711.75
84553		JEFFERSON COUNTY DEVELOPMENT AUTHORITY	\$ 26,500.00
84554		JEFF CO PARKS & RECREATION COMMISSION	\$ 67,195.00
84555		JEFFERSON DAY REPORT CENTER	\$ 37,502.50

84556		JEFFERSON SECURITY BANK	\$ 4,409.00
84557		LAURA L KUHN	\$ 329.00
84558		MARY K THOMPSON	\$ 1,724.29
84559		MILLENIUM INSURANCE GROUP	\$ 900.00
84560		NATIONAL BAND & TAG CO	\$ 1,950.00
84561		NATIONAL VISION ADMIN.	\$ 1,773.84
84562		NATIONWIDE RETIREMENT SOLUTIONS	\$ 834.00
84563		OLD CHARLES TOWN LIBRARY	\$ 22,125.00
84564		SHEPHERDSTOWN PUB LIBRARY	\$ 20,625.00
84565		SOUTH JEFFERSON PUBLIC LIBRARY	\$ 20,625.00
84566		STATE TAX DEPARTMENT	\$ 808.52
84567		THE HARTFORD	\$ 2,400.30
84568		THE HARTFORD	\$ 3,494.36
84569		WV DEPUTY SHERIFF RETIREMENT SYSTEM	\$ 16,065.43
84570		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	\$ 45,139.45
84571		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	\$ 166.49
84572		WVCORP WV COUNTIES SELF INSURANCE RISK POOL	\$ 31,323.25
84573		WVU WEST VIRGINIA UNIVERSITY	\$ 3,700.00
84574		XEROX FINANCIAL SERVICES	\$ 249.81
84575		ERGOFLEX SYSTEMS INC	\$ 8,117.72
84576	AM/053	JEFFERSON CO EMERGENCY SERVICES AGENCY	\$ 235,000.00
84577	AM/053	TYLER TECH	\$ 652.00
TOTAL			\$ 1,597,904.64

Motion by Mr. Compton to approve the Accounts Payable for April 1, 2021 in the amount of \$1,597,904.64. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

Check#	Fund	VENDOR	Amount
524	CS/2	EASTRIDGE HEALTH SYSTEM	\$ 3,000.00
525	CS/2	EPTA-EASTERN PANHANDLE TRANSIT	\$ 3,583.50
526	CS/2	JEFF CO COMMUNITY MINISTRIES	\$ 3,000.00
870	AV/56	AWVA-ASSOC OF WV ASSESSORS	\$ 700.00
871	AV/56	MARK THOMPSON	\$ 137.50
872	AV/56	PRINT-O-STAT	\$ 190.00

TOTAL				\$ 10,611.00
-------	--	--	--	--------------

Motion by Mr. Compton to approve the Manual Checks for April 2, 2021 in the amount of \$10,611.00. Motion seconded and unanimously approved.

PAYROLL APPROVAL

Motion by Mr. Compton to approve the Payroll for March 18, 2021 in the amount of \$273,086.73. Motion seconded and unanimously approved.

PUBLIC COMMENT

No public comment was received during this meeting.

Please refer to the archived meetings on the jeffersoncountywv.org website to listen to public comment.

PRESENTATIONS

1. Angie Banks, Assessor – requested approval of employment.
 - **Motion by Mr. Compton to approve the employment of Mark Thompson as an Appraiser within the Assessor’s office at a salary of \$40,000, effective March 29, 2021. Motion seconded and unanimously approved.**

2. Michelle Gordon, Finance Director and Tom Hansen, Sheriff - Requested approval to release Capital Outlay Funding for Emergency Purchase of Accident Reconstruction Software
 - **Motion by Mr. Compton to approve the \$34, 190 for the purchase of replacement accident reconstruction software with funding from the Capital Outlay Fund that is contingent upon grant approval for this emergency purchase. Motion seconded and unanimously approved.**

3. Lee Thorne - District 3 District Manager for the WVDOHWVDOH - Governor’s SWAT Program and Driveway Entrance Permit Procedures – this presentation was cancelled due to a time conflict with Mr. Thorne.

4. Robert M. Trainor, Mayor and Daryl Hennessy, City Administrator, City of Charles Town – requested the review and approval of a City of Charles Town Annexation.
 - **Motion by Mr. Compton to approve the proposed order approving and confirming the Annexation to the City of Charles Town a parcel of real estate containing 1.2724 acres of land, presently located in the Charels Town District, Jefferson County, West Virginia, conveyed by Mary R. Kline and others and now owned by Arcadia Land, Inc., as provided by West Virginia Code 8-6-4 and 8-6-4a (Annexation**

without an Election). Motion seconded and unanimously approved.

5. Interviews and Appointments to the following:

a. Jefferson County Planning Commission - Two 3-year terms ending March 31, 2024

- **Motion by Mr. Stolipher to reappoint Matt Knott and Mike Shepp to the Jefferson County Planning Commission each for a three-year term ending March 31, 2024. Motion seconded and unanimously approved.**

b. Jefferson County Historic Landmarks Commission - Three 3-year terms ending March 31, 2024

- **Motion by Mr. Stolipher to reappoint Martin Burke and John Demer and appoint Addison Reese to the Jefferson County Historic Landmarks Commission each for a three-year term ending March 31, 2024. Motion seconded and unanimously approved.**

6. Lynn Fields, Probate Office – requested review and approval of the quarterly review.

- **Motion by Mr. Hudson to convene as a Fiduciary Reivew Board. Motion seconded and unanimously approved.**
- **Motion by Mr. Compton to approve the quarterly review as presented by Ms. Fields. Motion seconded and unanimously approved.**
- **Motion by Mr. Hudson to reconvene as a County Commission. Motion seconded and unanimously approved.**

7. Roger Goodwin, Chief County Engineer

a. Request Approval to amend Law Enforcement Impact Fees - FY 2021 and FY 2022 Capital Improvement Plans

- **Motion by Mr. Compton to approve the Law Enforcement FY2021 Capital Improvement Plan – Law Enforcement Amendment No. 1, as presented. Motion seconded and unanimously approved.**

b. Presentation of the Solar Facilities Decommissioning Bond and Surety Policy

- It was the consensus of the Commission to delay action on this item until after the public hearing on the Solar Energy Facilities text amendmet (ZTA #19-03) on Monday, April 12, 2021.

8. Nathan Cochran, Assistant Prosecuting Attorney

- a. Report by counsel as previously assigned by Commission: creation of Jefferson County Fire Board, Jefferson County Emergency Ambulance Service Board, and organization of Jefferson County Emergency Services Agency; including potential structure, financial issues and matters related thereto
 - b. Discussion of legal issues regarding proposed solar text amendment including bonding and related matters
 - c. Discussion of possible agreement with the City of Ranson regarding storage of extra PPE items and related matters
 - d. Discussion of issues regarding impact fees and proffers
- **Motion by Mr. Stolipher agree to the proposal with the City of Ranson regarding storage of extra PPE items and related matters. Motion seconded and unanimously approved.**
 - **Motion by Mr. Compton to enter into Executive Session to receive legal advice regarding items a, b, and d as listed above. Motion seconded and unanimously approved.**
 - **Motion by Mr. Compton to come out of Executive Session. Motion seconded and unanimously approved.**
 - **Motion by Mr. Stolipher to develop an RFP to hire an outside consultant to determine Fire and ESA funding and staffing needs in Jefferson County. Motion seconded and unanimously approved.**

9. The Commission recessed for lunch at 12:30 pm.
The Commission reconvened at 1:30 pm.

~~~~~ AFTERNOON SESSION ~~~~~

10. Robert Glenn, Esq, on behalf of Lowes Hospitality Group, LLC –  
Administrative Appeal of Impact Fee Coordinator decision that the Conversion of the 51 unit Quality Inn Hotel (near Shepherdstown) into 20 onebedroom and efficiency apartment with first floor retail require full payment of Impact Fees. Property is described as Parcel 15.8 on Map 8 in the Shepherdstown Tax District

- **Motion by Mr. Stolipher to exempt the applicant from the requirement of full payment of Impact Fees for the conversion of the 51 unit Quality Inn Hotel (near Shepherdstown) into 20 one bedroom and efficiency apartments, described as Parcel 15.8 on May 8 in the Shepherdstown Tax District. Motion seconded and fails on a vote of 1-4 with Commissioners Compton, Hudson, Jackson, and Tabb opposing.**
- **Motion by Mr. Compton to deny the administrative appeal presented by Robert Glenn, Esq. on behalf of Lowes Hospitality Group, LLC regarding the payment of Impact Fees for the conversion of Quality Inn Hotel from a 51 unit hotel to a 20 one-bedroom and efficiency unit apartment building. Motion seconded and passes on a vote of 4-1 with Commissioner Stolipher opposing.**

11. Jeff Polczynski, Director, Jefferson County Communications; Russell Burgess, Director, Jefferson County IT Department, and Tom Reilly, IT Consultant - NextGen 911 Phone System Upgrade

- **Motion by Mr. Compton to approve the purchase of the NG9-1-1 Phone System Upgrade from Motorola in the amount of \$509,622.25**
- **Motion by Mr. Compton to approve the purchase of the CommandPost Component of NG9-1-1 System in the amount of \$67,976.00. Motion seconded and unanimously approved.**

## **NEW BUSINESS**

12. Discuss Policies and Procedures concerning the conduct of Public Hearings and Commission Meetings

- It was the consensus of the Commission to vote on future public hearings the day or night of the hearing instead of leaving the comment period open for an additional two weeks.

13. Discuss waiving permitting fees for new businesses in Jefferson County for a set period of time

- Ms. Gordon, Finance Director, stated this topic should be tabled until the Commission has received legal guidance and perhaps researched how to implement a formal application process regarding the waiver of permitting fees for new businesses in Jefferson County.

## COUNTY ADMINISTRATOR REPORTS

- Marc Train Funding – Ms. Grove informed the Commission that the State decided to end MARC train funding effective March 31, 2021, and all municipalities were waiting to learn more.
  - Extension of COVID-19 Employee Policies
    - **Motion by Ms. Tabb to extend the COVID-19 Employee Policies through the end of June 2021 and reevaluate at that time. Motion dies for lack of second.**
  - Discussion of Funding allocated to Jefferson County in American Rescue Plan COVID Relief Bill – Ms. Grove stated she was still waiting to receive better guidance concerning how the Commission would be permitted to utilize these funds but noted most municipalities were using it to fill budget holes created as a result of COVID.
  - Sheriff Request to move Home Confinement Office to Saint Margaret’s Second Floor
    - The Commission provided unanimous consent to allow the Sheriff to temporarily move the Home Confinement Office to the second floor of the Saint Margaret’s building.
  - Review of Purchasing Policy
    - The Commission provided unanimous consent to allow Stephanie to send a memo to Department Heads and Elected Officials reminding them of the Purchasing Policy
  - Ambulance Fee Collection Policy
    - It was the consensus of the Commission to direct Ms. Grove to work with Ms. Gordon, Finance Director, to create a plan for possibly transitioning the ambulance fee collections to the Tax Office and how the current employee could be used and would be funded as an administrative assistant within the Commission Office.
  - Rt. 340 Expansion Project - Broadband
  - Legislative Updates – Ms. Grove provided updates regarding bills of note that could potentially affect the Commission.
14. There being no further business, a motion by Mr. Compton was made to adjourn at 3:47pm. Motion was seconded and unanimously approved.

---

Joshua J. Compton, PRESIDENT

Respectfully submitted  
Jessica Carroll  
Executive Administrative Assistant



**REQUISITIONS TO BE APPROVED**

**April 15, 2021**

| DEPARTMENT         | Requisition No. | AMOUNT              | VENDOR             | DESCRIPTION              |
|--------------------|-----------------|---------------------|--------------------|--------------------------|
|                    |                 |                     |                    |                          |
| IT/DATA PROCESSING | 21050           | \$ 31,097.71        | Tyler Technologies | Support Update Licensing |
|                    |                 |                     |                    |                          |
| <b>GRAND TOTAL</b> |                 | <b>\$ 31,097.71</b> |                    |                          |



# Requisitions



- Back
- Add
- Excel
- Mass Allocate
- Duplicate
- Custom Interface
- Notes
- Actions/ Approvers
- Release
- Activate
- My Approvals
- Attach (1)

## Requisition: 2021/21050

Released, Russell Burgess, 04/05/2021

Total Cost: \$31,097.71

### Requisition

Vendor Quotes (0) General Notes (0)

Fiscal Year\* 2021 Requisition Number\* 21050 Created Date\* 04/05/2021

Type (N) NORMAL

Department\* (428) IT DATA PROCESSING ... View

Purchase order

Commodity ... View

Review

Description Tyler Technologies Support Update Licensing

Needed by 04/29/2021

Buyer ...

PO Expiration

- Project Accounts Applied
  - Notify Originator When Converted or Rejected
  - Notify Originator of Overages
  - Receive by Amount
  - Three Way Match Required
  - Inspection Required
- by

### Items (1)

Add Item

| Line | Description                                 | Qty  | Unit Price     | Line Total  | GL Account                                |
|------|---------------------------------------------|------|----------------|-------------|-------------------------------------------|
| 1    | Tyler Technologies Support Update Licensing | 1.00 | \$31,097.71000 | \$31,097.71 | E (001428-435600) LICENSE AND ANNUAL FEES |

Notifications (1) Save Cancel





**Remittance:**  
 Tyler Technologies, Inc.  
 (FEIN 75-2303920)  
 P.O. Box 203556  
 Dallas, TX 75320-3556

# Invoice

|                   |             |             |
|-------------------|-------------|-------------|
| <b>Invoice No</b> | <b>Date</b> | <b>Page</b> |
| 045-332811        | 04/01/2021  | 1 of 1      |

**Questions:**  
 Tyler Technologies - ERP & Schools  
 Phone: 1-800-772-2260 Press 2, then 1  
 Email: ar@tylertech.com



Bill To: Jefferson County  
 County Courthouse  
 124 East Washington Street  
 Charles Town, WV 25414

Ship To: Jefferson County  
 County Courthouse  
 124 East Washington Street  
 Charles Town, WV 25414

|                               |               |                  |                 |              |                 |
|-------------------------------|---------------|------------------|-----------------|--------------|-----------------|
| <b>Cust No.-BillTo-ShipTo</b> | <b>Ord No</b> | <b>PO Number</b> | <b>Currency</b> | <b>Terms</b> | <b>Due Date</b> |
| 48822 - MAIN - MAIN           | 153431        |                  | USD             | NET45        | 05/16/2021      |

| Date                               | Description                                              | Units | Rate     | Extended Price |
|------------------------------------|----------------------------------------------------------|-------|----------|----------------|
| Contract No : JEFFERSON COUNTY, WV |                                                          |       |          |                |
|                                    | SUPPORT & UPDATE LICENSING - MUNIS ANALYTICS & REPORTING | 1     | 5,709.41 | 5,709.41       |
|                                    | Maintenance: Start: 21/May/2021, End: 20/May/2022        |       |          |                |
|                                    | SUPPORT & UPDATE LICENSING - ACCTG/GLBUDGET/AP           | 1     | 6,042.80 | 6,042.80       |
|                                    | Maintenance: Start: 21/May/2021, End: 20/May/2022        |       |          |                |
|                                    | SUPPORT & UPDATE LICENSING - CAPITAL ASSETS              | 1     | 1,604.47 | 1,604.47       |
|                                    | Maintenance: Start: 21/May/2021, End: 20/May/2022        |       |          |                |
|                                    | SUPPORT & UPDATE LICENSING - PROJECT & GRANT ACCOUNTING  | 1     | 1,250.24 | 1,250.24       |
|                                    | Maintenance: Start: 21/May/2021, End: 20/May/2022        |       |          |                |
|                                    | SUPPORT & UPDATE LICENSING - CASH MANAGEMENT             | 1     | 1,041.86 | 1,041.86       |
|                                    | Maintenance: Start: 21/May/2021, End: 20/May/2022        |       |          |                |
|                                    | SUPPORT & UPDATE LICENSING - PURCHASING                  | 1     | 2,646.34 | 2,646.34       |
|                                    | Maintenance: Start: 21/May/2021, End: 20/May/2022        |       |          |                |
|                                    | SUPPORT & UPDATE LICENSING - HUMAN RESOURCES MANAGEMENT  | 1     | 1,604.47 | 1,604.47       |
|                                    | Maintenance: Start: 21/May/2021, End: 20/May/2022        |       |          |                |
|                                    | SUPPORT & UPDATE LICENSING - PAYROLL W/ESS               | 1     | 3,354.80 | 3,354.80       |
|                                    | Maintenance: Start: 21/May/2021, End: 20/May/2022        |       |          |                |
|                                    | SUPPORT & UPDATE LICENSING - ACCOUNTS RECEIVABLE         | 1     | 1,375.26 | 1,375.26       |
|                                    | Maintenance: Start: 21/May/2021, End: 20/May/2022        |       |          |                |
|                                    | SUPPORT & UPDATE LICENSING - TYLER FORMS PROCESSING      | 1     | 1,736.44 | 1,736.44       |
|                                    | Maintenance: Start: 21/May/2021, End: 20/May/2022        |       |          |                |
|                                    | SUPPORT & UPDATE LICENSING - GENERAL BILLING             | 1     | 567.00   | 567.00         |
|                                    | Maintenance: Start: 21/May/2021, End: 20/May/2022        |       |          |                |
|                                    | SUPPORT & UPDATE LICENSING - CITIZEN SELF SERVICE        | 1     | 1,247.40 | 1,247.40       |
|                                    | Maintenance: Start: 21/May/2021, End: 20/May/2022        |       |          |                |
|                                    | Maintenance: Start: 21/May/2021, End: 20/May/2022        |       |          |                |
|                                    | Tyler Content Manager Annual Fees                        | 1     |          | \$2,917.22     |
|                                    | SUPPORT & UPDATE LICENSING - TYLER CONTENT MANAGER SE    |       |          |                |

**\*\*ATTENTION\*\***  
 Order your checks and forms from  
 Tyler Business Forms at 877-749-2090 or  
 tylerbusinessforms.com to guarantee  
 100% compliance with your software.

|               |           |
|---------------|-----------|
| Subtotal      | 31,097.71 |
| Sales Tax     | 0.00      |
| Invoice Total | 31,097.71 |



| DESCRIPTION                 | FUND 001 CO.  |        | TOTAL        |
|-----------------------------|---------------|--------|--------------|
| Gross Wages                 | \$399,623.96  |        | \$399,623.96 |
|                             |               |        |              |
| 6.2% Tax Payable OASDI      | \$23,634.85   |        | \$23,634.85  |
| 1.45% Tax Payable HI        | \$5,527.53    |        | \$5,527.53   |
| Fed Withholding             | \$34,317.34   |        | \$34,317.34  |
| WV State Withholding        | \$16,306.33   |        | \$16,306.33  |
| PERS Retirement Deduct 4.5% | \$9,608.00    |        | \$9,608.00   |
| PERS Retirement Deduct 6%   | \$5,317.67    |        | \$5,317.67   |
| Hosp. Pre-Taxed             | \$15,916.00   |        | \$15,916.00  |
| Cancer/ICU Pre-Taxed        | \$583.26      |        | \$583.26     |
| Cancer/ICU Not Pre-Taxed    | \$867.10      |        | \$867.10     |
| Optional Life Not Pre Taxed | \$1,730.68    |        | \$1,730.68   |
| Christmas Club              | \$4,409.00    |        | \$4,409.00   |
| Wage Attach #1              | \$502.16      |        | \$502.16     |
| Wage Attach #2              | \$975.01      |        | \$975.01     |
| Wage Attach #3              |               |        | \$0.00       |
| DSRS Retirement Deduct 8.5% | \$6,661.26    |        | \$6,661.26   |
| 457 - Nationwide            | \$834.00      |        | \$834.00     |
| 457I - Empower              | \$4,580.55    |        | \$4,580.55   |
| 457R - Roth                 | \$745.00      |        | \$745.00     |
| MD State Tax                | \$840.67      |        | \$840.67     |
| D/VF                        | \$1,917.49    |        | \$1,917.49   |
| VA State Tax                | \$156.60      |        | \$156.60     |
| Colonial(Plus)              | \$47.84       |        | \$47.84      |
| Uniforms                    |               |        | \$0.00       |
| Total Deductions            | \$135,478.34  | \$0.00 | \$135,478.34 |
|                             |               |        |              |
| Net Wages Total             | \$264,145.62  | \$0.00 | \$264,145.62 |
|                             |               |        |              |
| Payroll Date                | April 1, 2021 |        |              |



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Sheriff Hansen

Department or Organization: Sheriff's Office

Estimation of amount of time needed for appointment: 5 to 10 minutes

Date Requested – 1<sup>st</sup> Choice: **Next Meeting**

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

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*): **New Rank Creation**  
**Promotions - informational**  
**Possible designation of Animal Control Supervisor**

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

**The Civil Service Commission approved the creation of the rank of Captain. Funding for this promotion for the remainder of this year can be absorbed in my current budget and was provided for in next year's budget; however, since the rank does not currently exist, I also need County Commission approval**

**With the internal designation of a Chief Deputy and the promotion to Captain, there is a need to back fill those positions. Funding for those positions for the remainder of this year can be absorbed within the current budget and were provided for in next year's budget.**

**Since there is not a designated "Supervisor" at Animal Control only a "Senior ACO", it seems to be creating some confusion/turmoil within the department. I am requesting permission to recreate the Animal Control Supervisor position if I cannot otherwise resolve these issues. This would be a designation of a current Animal Control employee. Any funds needed to offset for this designation can be absorbed within their budget.**

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*):

**I move to approve the creation of the rank of Captain.**

**I move to approve the designation of an Animal Control Supervisor at the discretion of the Sheriff.**

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

**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Michelle Gordon, Finance Director

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: 30 minutes

Date Requested – 1<sup>st</sup> Choice: **April 15, 2021**

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

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*):

- Review and Approval of Equal Employment Opportunity Plan (EEOP) and EEOP Utilization Analysis as of 03/22/2021
- Review and Approval of WVCORP Insurance Renewal for FY2022
- Review of Highmark Medical Insurance Renewal Options and Selection of Plan for FY2022

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

- Review and approval of the County's Equal Employment Opportunity Plan and the EEOP Utilization Analysis for the period covering FY21 and FY22. Review is needed in order to maintain compliance with Grant requirements.
- Review and approval of County liability insurance and employee medical and dental insurance plans for FY2022. Review of Health insurance renewals for FY2022

**INFORMATION ONLY-NO ACTION NEEDED:**

- The County's insurance broker is currently seeking proposals for the potential purchase of short term disability and / or long term disability. This topic will be brought back to the Commission once quotes have been received.
- The County's life insurance policy with Hartford Life expires 06/30/2021. The renewal package has not been received and is expected in May 2021.
- Delta Dental –dental insurance plan is currently active with a 2 year contract covering FY20/21 and FY21/22, expiring 6/30/2022.
- National Vision Administrators-vision insurance plan is currently active with a 4 year contract covering FY19/20, FY20/21, FY21/22, and FY22/23, expiring 6/30/2023.

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

If so, how much? \$ **NA**

Provide exact financial impact/request:

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

- Motion to approve the EEOP and the EEOP Utilization Analysis.
- Motion to accept the FY22 risk and workers' compensation plan renewal from WVCorp Risk Pool (Select 1) with / without additional Cyber Risk liability Option \_\_\_\_\_
- Motion to accept Highmark of West Virginia health insurance renewal for FY2022 with a temporary hold on increasing the employee portion of insurance premiums for FY2022 only.

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

If not attached, explain:

Is equipment needed? Projector **Y/N NO** Internet/Wi Fi **Y/N NO** Telephone for conference call **Y/N NO**

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

**JEFFERSON COUNTY GOVERNMENT  
EQUAL EMPLOYMENT OPPORTUNITY PLAN**

Date and Duration of EEOP: FY2020-2021 and FY2021-2022  
(July 1, 2020 - June 30, 2022)

Grantee: Jefferson County Commission  
124 E. Washington Street  
Charles Town, WV 25414

Contact Information: Michelle Gordon, Finance Director 304-724-8425  
Stephanie Grove, County Administrator 304-728-3284

**POLICY STATEMENT**

It is the policy and responsibility of the County Commission Office of Jefferson County, West Virginia to provide equal employment opportunity which will affect all employment practices including, but not limited to recruitment, hiring, transfer, promotion, training, compensation, benefits, layoffs and terminations without regard to gender, race, color, religious creed, national origin, ancestry, disability, sexual orientation, gender identification or expression, military service, political affiliation, veteran status, genetic information, age or any characteristic protected under state or federal law not specifically listed. This policy applies to civil service as well as non civil service personnel. The County bases employment decisions on objective standards so much as possible in the furtherance of equal employment opportunity. The Equal Employment Opportunity Plan (EEOP) is the method by which the County will ensure diversity through fair and equal opportunity and treatment to all employees and applicants for employment. The County is committed to maintaining a work environment that is free of illegal discriminatory behavior, including without limitation, harassment because of or about an individual's protected characteristics (discriminatory harassment). These statements commit the personnel of the Jefferson County Commission to work to promote and achieve equal employment opportunity and a work environment free of discrimination or discriminatory harassment within each specific department, and becomes a part of all Personnel Policies within the County.

**EQUAL EMPLOYMENT OPPORTUNITY PLAN**

The Equal Employment Opportunity Plan (EEOP) is issued in compliance with Federal Guidelines prescribing that agencies acceptance of Federal financial assistance must complete an EEOP. This Plan follows the Seven-Step Guide published by the Office of Civil Rights (OCR), Office of Justice Programs, United States Department of Justice. The authority and responsibility for ensuring the County's compliance with the Equal Employment Opportunity Plan lies with the County Administrator. The EEOP will be implemented, monitored and revised by the County Administrator or the Finance Director. The County Administrator and Finance Director will annually review the EEOP with respect to progress toward goals, and revisions will be proposed to continue to meet specific goals. This EEOP's effective duration is July 1, 2020 through June 30, 2022 (FY2021 and FY2022).

Following is the federal grant information pertinent to this EEOP:

Grant Number: 18-VA-035  
VOCA GRANT PROGRAM  
Grant Period 10/01/2020 – 09/30/2021  
The project director is Debra Young and the fiscal officer the Finance Director.



# Jefferson County Commission

## Utilization Analysis (Data as of 03/22/2021)

Data for the community labor statistics data was obtained from the website American FactFinder which contains data from the U.S. Census Bureau. This specific data which was obtained was gathered by the U.S. Census Bureau from the American Community Survey. As of March 22, 2021, the U.S. Census Bureau had not released estimated census and labor force data for the 2020 census; therefore, data was used from the survey that was conducted in 2010 and the EEO tabulations data published for 2014-2018 (5-year ACS Data). The community labor statistic (CLS) data used in the preparation of this report represents data solely for Jefferson County, WV and is listed as "CLS" on the attached chart. The Jefferson County employer data was obtained from the county's payroll system and is listed as "County" on the attached chart.

Overall totals on the attached chart do not show significant statistical variances. The final County totals show that the Commission's policy and commitment to equal opportunity employment practices are being followed by County hiring staff. Statistics showing significant under or over utilization may be evidence of employment discrimination. In summary, overall totals show that based on the available labor pool in Jefferson County, the Commission should focus on improving recruitment of white males (-5.35% under utilized). Doing so may correct the over utilization of white females (11.92% over utilized).

For the purposes of this analysis, variances greater than 10% under or over utilization will be outlined:

- *Officials/Administrators:* Based on the available labor pool in Jefferson County, the Commission should focus on improving recruitment of white females (-6.82% under utilized). Doing so may correct the over utilization of white males and Hispanic females in this category (6.36% and 10.36% over utilized respectively).
- *Professionals:* No variances exceeded 10% over or under the available labor pool in Jefferson County.
- *Technicians:* Based on the available labor pool in Jefferson County, the Commission should focus on improving recruitment of white males (-8.37% under utilized). Doing so may correct the over utilization of white females in this category (25.94% over utilized).
- *Protective Services:* No variances exceeded 10% over or under the available labor pool in Jefferson County.
- *Administrative Services:* Similar to the *Technician* category, based on the available labor pool in Jefferson County, the Commission should focus on improving recruitment of white males (-18.28% under utilized). Doing so may correct the over utilization of white females in this category (24.07% over utilized).
- *Skilled / Semi-skilled Craft:* Based on the available labor pool in Jefferson County, the Commission should focus on improving recruitment of Hispanic males and white females (-5.30% and -8.64% under utilized respectively). Doing so may correct the over utilization of white males and black males in this category (12.56% and 6.72% over utilized respectively). Lastly,
- *Service Maintenance:* Workforce numbers indicated that improvements should be made to recruit more black males and black females (-5.15% under utilized and -5.74% under utilized respectively), and less Hispanic females (16.71% over utilized).

The County will continue efforts to recruit, hire and retain a diverse base of employees at all levels. The County will continue to foster relationships with local associations, colleges and workforce groups to recruit candidates and ensure that diverse candidates are being fairly considered. The County will continue to assess whether any step in the recruitment and selection process creates a significant impact on screening out minorities and protected groups, and based on results, will consider modifying its candidate selection process.

The County will continue to seek out new opportunities to support diversity for employees interested in advancing to leadership positions.

The County will use social media to reach a broader, more diverse selection of applicants with the intent to attract more underutilized applicants. Lastly, to ensure the County is an employer of choice, the County will continue its commitment to maintaining a work environment free of illegal discriminatory behavior, including discriminatory harassment, and will take appropriate steps to eliminate such behavior.

*Internal Dissemination:*

- The EEOP plan and utilization report will be posted on the County's intranet site, an internal electronic communication network for all employees.
- A County-wide email with a link to the reports will be sent notifying employees that the reports are available on the intranet and that a physical copy is located in human resources.
- The reports will be distributed to all Department Heads and Elected Officials.
- All employees will be notified that the County is committed to providing equal employment opportunities and that the County is actively seeking to increase the diversity of its workforce.

*External Dissemination:*

- The Jefferson County Equal Employment Opportunity statement and Utilization Report are posted on the County's external website, and notice is provided that the report is located in the County Administrator's office on file.
- Language is included in all job postings and advertisements of the County's ongoing commitment to providing equal employment opportunities, and diversifying its' workforce.
- The County will make every effort to notify vendors and contractors through provisions in requests for quotes or requests for proposals that the EEOP Utilization report available for review.

| Jefferson County WV<br>Labor Statistics as of 3/22/2021<br><small>(Source: US DOL Labor Statistics 2006-2010 Data)</small> |        | Male    |        |          |          |        |        | Female |        |          |          |        |        |       |       |
|----------------------------------------------------------------------------------------------------------------------------|--------|---------|--------|----------|----------|--------|--------|--------|--------|----------|----------|--------|--------|-------|-------|
|                                                                                                                            |        | Totals  |        | American |          |        |        |        |        | American |          |        |        |       |       |
|                                                                                                                            |        |         |        | White    | Hispanic | Black  | Indian | Asian  | Other  | White    | Hispanic | Black  | Indian | Asian | Other |
| <b>Officials/Administrators</b>                                                                                            |        |         |        |          |          |        |        |        |        |          |          |        |        |       |       |
| County #                                                                                                                   | 9      | 5       | -      | -        | -        | -      | -      | 3      | 1      | -        | -        | -      | -      |       |       |
| County %                                                                                                                   | 4.2%   | 55.6%   | 0.0%   | 0.0%     | 0.0%     | 0.0%   | 0.0%   | 33.3%  | 11.1%  | 0.0%     | 0.0%     | 0.0%   | 0.0%   |       |       |
| CLS #                                                                                                                      | 4,645  | 2,285   | 90     | 115      | -        | 20     | 35     | 1,865  | 35     | 155      | -        | 35     | 10     |       |       |
| CLS %                                                                                                                      | 17.6%  | 49.2%   | 1.9%   | 2.5%     | 0.0%     | 0.4%   | 0.8%   | 40.2%  | 0.8%   | 3.3%     | 0.0%     | 0.8%   | 0.2%   |       |       |
| Utilization %                                                                                                              | -13.4% | 6.36%   | -1.94% | -2.48%   | 0.00%    | -0.43% | -0.75% | -6.82% | 10.36% | -3.34%   | 0.00%    | -0.75% | -0.22% |       |       |
| <b>Professionals</b>                                                                                                       |        |         |        |          |          |        |        |        |        |          |          |        |        |       |       |
| County #                                                                                                                   | 37     | 14      | 2      | -        | -        | -      | -      | 18     | -      | 3        | -        | -      | -      |       |       |
| County %                                                                                                                   | 17.2%  | 37.8%   | 5.4%   | 0.0%     | 0.0%     | 0.0%   | 0.0%   | 48.6%  | 0.0%   | 8.1%     | 0.0%     | 0.0%   | 0.0%   |       |       |
| CLS #                                                                                                                      | 6,037  | 2,635   | 185    | 114      | -        | 60     | 105    | 2,580  | 110    | 85       | 4        | 95     | 64     |       |       |
| CLS %                                                                                                                      | 22.9%  | 43.6%   | 3.1%   | 1.9%     | 0.0%     | 1.0%   | 1.7%   | 42.7%  | 1.8%   | 1.4%     | 0.1%     | 1.6%   | 1.1%   |       |       |
| Utilization %                                                                                                              | -5.7%  | -5.81%  | 2.34%  | -1.89%   | 0.00%    | -0.99% | -1.74% | 5.91%  | -1.82% | 6.70%    | -0.07%   | -1.57% | -1.06% |       |       |
| <b>Technicians</b>                                                                                                         |        |         |        |          |          |        |        |        |        |          |          |        |        |       |       |
| County #                                                                                                                   | 31     | 9       | -      | 1        | -        | -      | -      | 21     | -      | -        | -        | -      | -      |       |       |
| County %                                                                                                                   | 14.4%  | 29.0%   | 0.0%   | 3.2%     | 0.0%     | 0.0%   | 0.0%   | 67.7%  | 0.0%   | 0.0%     | 0.0%     | 0.0%   | 0.0%   |       |       |
| CLS #                                                                                                                      | 909    | 340     | 35     | 40       | -        | 4      | 30     | 380    | 35     | 35       | -        | 10     | -      |       |       |
| CLS %                                                                                                                      | 3.5%   | 37.4%   | 3.9%   | 4.4%     | 0.0%     | 0.4%   | 3.3%   | 41.8%  | 3.9%   | 3.9%     | 0.0%     | 1.1%   | 0.0%   |       |       |
| Utilization %                                                                                                              | 11.0%  | -8.37%  | -3.85% | -1.17%   | 0.00%    | -0.44% | -3.30% | 25.94% | -3.85% | -3.85%   | 0.00%    | -1.10% | 0.00%  |       |       |
| <b>Protective Services</b>                                                                                                 |        |         |        |          |          |        |        |        |        |          |          |        |        |       |       |
| <i>Prot Svcs: Sworn</i>                                                                                                    | 32     | 29      | -      | -        | -        | 1      | -      | 2      | -      | -        | -        | -      | -      |       |       |
| <i>Prot Svcs: Non-Sworn</i>                                                                                                | 30     | 19      | 1      | 2        | 1        | -      | -      | 6      | -      | -        | -        | -      | 1      |       |       |
| County #                                                                                                                   | 62     | 48      | 1      | 2        | 1        | 1      | -      | 8      | -      | -        | -        | -      | 1      |       |       |
| County %                                                                                                                   | 28.8%  | 77.4%   | 1.6%   | 3.2%     | 1.6%     | 1.6%   | 0.0%   | 12.9%  | 0.0%   | 0.0%     | 0.0%     | 0.0%   | 1.6%   |       |       |
| CLS #                                                                                                                      | 938    | 665     | 55     | 30       | -        | 4      | 35     | 135    | 4      | -        | -        | -      | 10     |       |       |
| CLS %                                                                                                                      | 3.6%   | 70.9%   | 5.9%   | 3.2%     | 0.0%     | 0.4%   | 3.7%   | 14.4%  | 0.4%   | 0.0%     | 0.0%     | 0.0%   | 1.1%   |       |       |
| Utilization %                                                                                                              | 25.3%  | 6.52%   | -4.25% | 0.03%    | 1.61%    | 1.19%  | -3.73% | -1.49% | -0.43% | 0.00%    | 0.00%    | 0.00%  | 0.55%  |       |       |
| <b>Administrative Support</b>                                                                                              |        |         |        |          |          |        |        |        |        |          |          |        |        |       |       |
| County #                                                                                                                   | 64     | 3       | -      | -        | -        | -      | -      | 55     | 1      | 5        | -        | -      | -      |       |       |
| County %                                                                                                                   | 29.8%  | 4.7%    | 0.0%   | 0.0%     | 0.0%     | 0.0%   | 0.0%   | 85.9%  | 1.6%   | 7.8%     | 0.0%     | 0.0%   | 0.0%   |       |       |
| CLS #                                                                                                                      | 3,265  | 750     | 30     | 35       | -        | 20     | -      | 2,020  | 165    | 195      | -        | 25     | 25     |       |       |
| CLS %                                                                                                                      | 12.4%  | 23.0%   | 0.9%   | 1.1%     | 0.0%     | 0.6%   | 0.0%   | 61.9%  | 5.1%   | 6.0%     | 0.0%     | 0.8%   | 0.8%   |       |       |
| Utilization %                                                                                                              | 17.4%  | -18.28% | -0.92% | -1.07%   | 0.00%    | -0.61% | 0.00%  | 24.07% | -3.49% | 1.84%    | 0.00%    | -0.77% | -0.77% |       |       |
| <b>Skilled Craft</b>                                                                                                       |        |         |        |          |          |        |        |        |        |          |          |        |        |       |       |
| County #                                                                                                                   | 7      | 6       | -      | 1        | -        | -      | -      | -      | -      | -        | -        | -      | -      |       |       |
| County %                                                                                                                   | 3.3%   | 85.7%   | 0.0%   | 14.3%    | 0.0%     | 0.0%   | 0.0%   | 0.0%   | 0.0%   | 0.0%     | 0.0%     | 0.0%   | 0.0%   |       |       |
| CLS #                                                                                                                      | 4,627  | 3,385   | 245    | 350      | -        | 23     | 49     | 400    | 60     | 40       | 60       | 15     | -      |       |       |
| CLS %                                                                                                                      | 17.6%  | 73.2%   | 5.3%   | 7.6%     | 0.0%     | 0.5%   | 1.1%   | 8.6%   | 1.3%   | 0.9%     | 1.3%     | 0.3%   | 0.0%   |       |       |
| Utilization %                                                                                                              | -14.3% | 12.56%  | -5.30% | 6.72%    | 0.00%    | -0.50% | -1.06% | -8.64% | -1.30% | -0.86%   | -1.30%   | -0.32% | 0.00%  |       |       |
| <b>Service Maintenance</b>                                                                                                 |        |         |        |          |          |        |        |        |        |          |          |        |        |       |       |
| County #                                                                                                                   | 5      | 2       | -      | -        | -        | -      | -      | 2      | 1      | -        | -        | -      | -      |       |       |
| County %                                                                                                                   | 2.3%   | 40.0%   | 0.0%   | 0.0%     | 0.0%     | 0.0%   | 0.0%   | 40.0%  | 20.0%  | 0.0%     | 0.0%     | 0.0%   | 0.0%   |       |       |
| CLS #                                                                                                                      | 5,925  | 2,010   | 180    | 305      | -        | 90     | 50     | 2,590  | 195    | 340      | 40       | 100    | 25     |       |       |
| CLS %                                                                                                                      | 22.5%  | 33.9%   | 3.0%   | 5.1%     | 0.0%     | 1.5%   | 0.8%   | 43.7%  | 3.3%   | 5.7%     | 0.7%     | 1.7%   | 0.4%   |       |       |
| Utilization %                                                                                                              | -20.2% | 6.08%   | -3.04% | -5.15%   | 0.00%    | -1.52% | -0.84% | -3.71% | 16.71% | -5.74%   | -0.68%   | -1.69% | -0.42% |       |       |
| <b>County Totals</b>                                                                                                       |        |         |        |          |          |        |        |        |        |          |          |        |        |       |       |
| Total County #                                                                                                             | 215    | 87      | 3      | 4        | 1        | 1      | -      | 107    | 3      | 8        | -        | -      | 1      |       |       |
| Total County %                                                                                                             | 100.0% | 40.5%   | 1.4%   | 1.9%     | 0.5%     | 0.5%   | 0.0%   | 49.8%  | 1.4%   | 3.7%     | 0.0%     | 0.0%   | 0.5%   |       |       |
| Total CLS #                                                                                                                | 26,346 | 12,070  | 820    | 989      | -        | 221    | 304    | 9,970  | 604    | 850      | 104      | 280    | 134    |       |       |
| Total CLS %                                                                                                                | 100.0% | 45.8%   | 3.1%   | 3.8%     | 0.0%     | 0.8%   | 1.2%   | 37.8%  | 2.3%   | 3.2%     | 0.4%     | 1.1%   | 0.5%   |       |       |
| Utilization %                                                                                                              | 0.0%   | -5.35%  | -1.72% | -1.89%   | 0.47%    | -0.37% | -1.15% | 11.92% | -0.90% | 0.49%    | -0.39%   | -1.06% | -0.04% |       |       |



## CERTIFICATION

**Grant Title:** VOCA Grant Program - Victim Assistance

**Grantee Name:** Jefferson County Commission

**Address:** 124 E. Washington Street  
Charles Town, WV 25414

**Contact Person:** Michelle Gordon, Finance Director  
Stephanie Grove, County Administrator

**Telephone #:** 304-724-8425

**Grant Number:** 18-VA-035

### CERTIFICATION of EEOP Report (EEOP on FILE)

**Certification Statement:**

I, Michelle Gordon, Finance Director, certify that the Jefferson County Commission has formulated an Equal Employment Opportunity Plan in accordance with 28 CFR 42.301, et seq., subpart E, that it has been signed into effect by the proper authority and disseminated to all employees, and that it is on file in the Office of the Jefferson County Commission, 124 East Washington Street, Charles Town, WV 25414, for review or audit by officials of the cognizant State planning agency or the Office for Civil Rights, Office of Justice Programs as required by relevant laws and regulations.



---

Michelle Gordon, Finance Director  
Jefferson County Commission

04/15/2021

Date





# JEFFERSON COUNTY COMMISSION

124 East Washington Street, P.O. Box 250, Charles Town, WV 25414

Phone: (304) 728-3284 Fax: (304) 725-7916

Web: [www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)

PRESIDENT  
Josh Compton

VICE PRESIDENT  
Stephen Stolipher

COMMISSIONER  
Jane Tabb

COMMISSIONER  
Caleb Wayne Hudson

COMMISSIONER  
Tricia Jackson

DATE: April 8, 2021  
TO: Honorable Commissioners  
Jefferson County, West Virginia  
FROM: Michelle Gordon, Finance Director  
RE: WVCorp Insurance Renewal FY2022

Attached is the renewal contract for the County's WVCorp Self Insurance Renewal for Liability (Property, Automobile, Liability, Volunteer Accident & Sickness, and Line of Duty Act) and Workers' Compensation for fiscal year 2021-2022. The total amount budgeted for FY2022 is \$468,242.

For the FY2022 budget, a 2.2% increase (\$7,148) was included for Liability insurance based on historical trends, and an (8.7%) increase (\$10,879) was included for Workers' Compensation (WC) insurance based on historical trends. The renewal rate for Liability insurance is \$320,619 and is (-3.4%) less than the projected budget for FY22 of \$332,070. The renewal will result in savings of \$11,451 in FY2022 for that line item. The FY2022 budgeted annual payroll (\$11.0 million) increased by \$88,000 over FY21's actual payroll (\$10.9 million). The County's WC experience rating remains the same at 0.80 in FY22. Because total payroll is flat and the County's WC Experience rating has remained the same at 0.80, a -5.5% decrease was received for the County's WC premium renewal. The renewal rate for WC is \$118,449 and is \$-17,723 (-13.0%) less than the estimated FY2022 budget of \$136,172.

For FY22, the WVCorp Supervisory Board voted to return a dividend credit to members. The Commission's FY22 renewal proposal includes a dividend credit of \$-8,775. As a result, the FY22 WVCorp Self Insurance Renewal Proposal is \$430,293. The FY22 budgeted amount is \$468,242 and the County will realize a **total savings of \$-37,949.**

| Description                   | FY20<br>Amount | FY21<br>Amount | FY22<br>Amount | FY21 to FY22<br>Incl/(Dec) | %<br>Incl/(Dec) | FY22<br>Budget | Est<br>% | Amount<br>Over/(Under) | Over/(Under)<br>Estimate % |
|-------------------------------|----------------|----------------|----------------|----------------------------|-----------------|----------------|----------|------------------------|----------------------------|
| Business Auto                 | 86,050         | 89,112         | 88,320         | (792)                      | -0.9%           | 91,072         | 2.2%     | (2,752)                |                            |
| Crime Exposure                | 950            | 950            | 950            | -                          | 0.0%            | 971            | 2.2%     | (21)                   |                            |
| General Liability             | 133,682        | 134,048        | 130,451        | (3,597)                    | -2.7%           | 136,997        | 2.2%     | (6,546)                |                            |
| Increased Limits of Liability | 27,412         | 27,636         | 27,708         | 72                         | 0.3%            | 28,244         | 2.2%     | (536)                  |                            |
| Inland Marine                 | 4,868          | 5,011          | 5,194          | 183                        | 3.7%            | 5,121          | 2.2%     | 73                     |                            |
| Public Officials Liability    | 32,291         | 32,633         | 32,464         | (169)                      | -0.5%           | 33,351         | 2.2%     | (887)                  |                            |
| PR-Boiler & Machinery         | 35,532         | 35,532         | 35,532         | -                          | 0.0%            | 36,314         | 2.2%     | (782)                  |                            |
| Subtotal Bond Ins 226.000     | 320,785        | 324,922        | 320,619        | (4,303)                    | -1.3%           | 332,070        | 2.2%     | (11,451)               | -3.4%                      |
| Workers' Comp 226.001         | 120,552        | 125,293        | 118,449        | (6,844)                    | -5.5%           | 136,172        | 8.7%     | (17,723)               | -13.0%                     |
| Less: Dividend Credit (P&C)   |                |                | (8,775)        | (8,775)                    |                 |                |          | (8,775)                |                            |
| Total WVCorp                  | 441,337        | 450,215        | 430,293        | (19,922)                   | -4.4%           | 468,242        | 4.0%     | (37,949)               | -8.1%                      |

| Description               | FY20<br>Amount | FY21<br>Amount | FY22<br>Amount | Amount<br>Incl/(Dec) | %<br>Incl/(Dec) |
|---------------------------|----------------|----------------|----------------|----------------------|-----------------|
| W/C Experience Rating     | 0.83           | 0.80           | 0.80           | -                    | 0.0%            |
| Covered Payroll           | 10,740,111     | 10,943,325     | 11,031,464     | 88,139               | 0.8%            |
| Total Building Values     | 30,538,100     | 30,538,100     | 30,538,100     | -                    | 0.0%            |
| Total Contents Values     | 2,669,500      | 2,669,500      | 2,669,500      | -                    | 0.0%            |
| Inland Marine Values      | 3,543,427      | 3,532,056      | 3,594,584      | 62,528               | 1.8%            |
| Computers/Electronic Data |                |                |                |                      |                 |
| Processing Hardware       | 882,350        | 1,023,721      | 1,127,577      | 103,856              |                 |
| Auto Count                | 91             | 94             | 92             | (2)                  | -2.1%           |

County Administrator  
Stephanie Grove

Deputy County Administrator  
Sandy Slusher McDonald

| Description                   | FY20       | FY21       | FY22       |
|-------------------------------|------------|------------|------------|
|                               | Deductible | Deductible | Deductible |
| Business Auto                 |            |            |            |
| Liability                     | None       | None       | None       |
| Comprehensive                 | 1,000      | 1,000      | 1,000      |
| Collision                     | 1,000      | 1,000      | 1,000      |
| Crime Exposure                | 250        | 250        | 250        |
| General Liability             | None       | None       | None       |
| Cyber Risk                    | None       | None       | None       |
| Law Enforcement Liability     | 5,000      | 5,000      | 5,000      |
| Increased Limits of Liability | None       | None       | None       |
| Public Officials Liability    | 5,000      | 5,000      | 5,000      |
| PR-Boiler & Machinery         | 1,000      | 1,000      | 1,000      |
| Property                      | 5,000      | 5,000      | 5,000      |
| Computers                     | 2,500      | 2,500      | 2,500      |
| Inland Marine                 | 2,500      | 2,500      | 2,500      |
| Workers' Compensation         | None       | None       | None       |

The County currently has Cyber Risk Liability coverage in place with no deductible. The limits for cyber risk liability are: \$250,000 per occurrence and aggregate – per member and \$1,000,000 maximum aggregate for all cyber risk losses. Due to increases in cyber attacks in recent years, WVCorp is offering the option to purchase increased cyber risk coverage. The purchased limit is the county's own limit in addition to the pooled limits described above. Cyber risk liability provides coverage due to network security breaches (including hacking and viruses) and online privacy matters (including identity theft). Coverage also includes crisis management, remediation and notification expense coverage for public relations services, expense to determine scope of breach, and notification expense required by law, including mailings and monitoring up to the purchased limit. The cyber risk increased liability options provided are as follows:

| Limit       | Deductible | Additional Contribution |
|-------------|------------|-------------------------|
| \$1,000,000 | \$0        | \$6,000                 |
| \$2,000,000 | \$0        | \$8,000                 |
| \$3,000,000 | \$0        | \$10,000                |

NOTE: \$5,000,000 limit option is available upon request



**Self Insurance Proposal  
March 25, 2021**

**Jefferson County Commission**

Package coverages, terms, conditions, and exclusions are only briefly outlined. For complete provisions, please refer to the coverage contract. (2021-2022)

For additional information, please contact: Member Services at (844) 986-2705 or [info@riskprograms.com](mailto:info@riskprograms.com)



# WELCOME TO WVCoRP

WVCoRP was established in 2007 at the request of West Virginia counties seeking to break from the status quo of the commercial insurance industry and assert more control over their risk management and coverage needs. Today, we are the largest self-insurance risk pool for public entities in the state. We provide coverage to more counties and county-related agencies than any other provider, and we attribute our extraordinary success to the strength of our members. As a member, you are so much more than a customer. You are a part of WVCoRP itself! Our membership is at the heart of everything we do, and this member-centric focus has driven us to emerge as a leader in developing coverage solutions. We are a one-stop-shop when it comes to safeguarding your peace of mind – capable of addressing all of your risk management needs, including coverage for:

|                     |                            |                         |
|---------------------|----------------------------|-------------------------|
| Property            | General Liability          | Workers' Compensation   |
| Inland Marine       | Public Officials Liability | Business Automobile     |
| Equipment Breakdown | Law Enforcement Liability  | Cyber Risk              |
| Crime               | Environmental Liability    | Excess Liability Limits |

# WELCOME TO WVCoRP

---

## YOU'RE CHOOSING OWNERSHIP

At WVCoRP, you are an owner of the program and its assets. Unlike traditional insurance providers, we have no outside owners, investors or shareholders expecting dividends or profits to be generated from our programs. Rather than profit-minded executives making decisions, we have a Supervisory Board elected from and by our members. The Board approves all major risk pool decisions, and as a voting member, you have a direct voice in the decisions that matter most to your organization.

In choosing WVCoRP, you are choosing a partner that is unlike any traditional insurance provider for one reason: you are truly our primary concern.



## YOU'RE CHOOSING PRICE STABILITY

No one likes surprises. The pool was founded to provide an alternative to the commercial insurance marketplace, in part based on the principle of providing price stability. This long-standing ideal has guided our decisions since day one. While the commercial market has seen considerable volatility and rate increases,

and competitors have stripped away coverages to combat rate increases, the pool has enjoyed rate stability for more than a decade, even as we've consistently expanded coverages. It all adds up to giving you peace of mind that rates will remain predictable, aiding in long-term planning and budgeting.

## YOU'RE CHOOSING SPECIALIZED PROTECTION

We were created by public entities, service only public entities, and are directed by our Board elected from within our membership. This gives our organization remarkable focus, and it's allowed us to grow our team with experts that know your organization and its unique needs, because serving partners like you is all we do. It also means we're able to keep ahead of regulatory and other changes as or even before

they happen, adjusting coverages or creating new programs as needed.

Our expert Risk Control team works directly with members to provide employee training, safety audits, or consult on relevant risk management topics to help prevent claims from occurring. It's all part of our commitment to address your need for protection holistically.



## YOU'RE CHOOSING TRANSPARENCY

We're proud of the products and services we offer, so we feel there's no need to play games or hide behind gimmicks. Although our policy period begins on July 1, renewal quotes are distributed as early as mid-March, giving you ample time to prepare your budget. We empower members to run your own loss reports at the click of a button on our website without having to request that information through an agent. Because we're partners when it comes to protecting your assets, we openly share every bit of information we have for each of your claims. With our online claim viewer, we bring you behind the curtain and give you the same access to financials and notes that our adjusters have themselves.

# MEMBERSHIP HIGHLIGHTS

## WEBSITE

- Intuitive, user-friendly design
- Claims reporting with instantaneous claim number
- Risk management tools and templates
- Downloadable employee training presentations and webinars
- Customizable loss reports
- Claim viewer giving access to claim summaries, financials, and adjuster notes
- Property and vehicle schedule editing tool
- Certificates of insurance request feature

## RISK CONTROL

- Facility safety assessments
- Certified Playground Safety Inspectors (CPSI)
- Risk management policy creation and consultation
- In person and web-based employee training – safety, liability, human resource, cyber security, and more
- Loss analysis
- Safety committee assistance and participation
- Up to 14 hours of approved CE-credits for law enforcement
- Hot topic workshops presented at various conferences across West Virginia



For more than a decade, WVCoRP has been a leader in creating innovative, member-centric solutions to the unique challenges faced by West Virginia's public sector entities. As a pool participant, you can take advantage of WVCoRP's vast array of membership benefits.

## WORKERS' COMPENSATION

- Medical Bill Review provides savings across multiple medical provider networks to ensure cost effective treatment
- First Fill program so employees have no "out of pocket" for prescriptions

## CYBER RISK

- Comprehensive cyber risk coverage like no other West Virginia provider
- No deductible
- Optional limits up to \$5,000,000
- Designated breach coach guides legal guidance on cyber incidents
- Live and webinar based cyber security training available

## SERVICES

- Property valuations provided at no charge
- Investigations unit available for claim surveillance and analysis
- Tenant User Liability Insurance Program (TULIP) makes it simple to acquire short-term event coverage for facility users
- Contract and lease review to ensure adequate coverage requirements
- Safelite Auto Glass direct billing allows for quick and painless glass replacement; with a deductible waiver with glass repairs

## COVERAGE

- Guaranteed replacement cost on property coverage
- No annual aggregate on general liability coverage
- Pollution liability coverage for first party and third party clean up
- Optional increased crime coverage limits available
- Defense coverage for EEOC and OCR complaints included





Contribution Summary Form

| Coverage                                                                                                                                                         | Deductible                           | Contribution     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|------------------|
| <b>Property</b> : Special Form; Replacement Cost (or stated otherwise); No Coinsurance; Blanket                                                                  | See Schedule                         | \$31,547         |
| <b>Inland Marine</b> : Replacement Cost if Scheduled, otherwise Actual Cash Value                                                                                | See Schedule                         | \$5,194          |
| <b>Equipment Breakdown</b>                                                                                                                                       | \$1,000                              | \$3,985          |
| <b>General Liability</b> : \$1,000,000 Combined Single Limit; Occurrence Form; No Annual Aggregate; Non-Audited                                                  | None                                 | \$130,451        |
| <b>Law Enforcement Liability</b> : \$1,000,000 Limit                                                                                                             | \$5,000                              | Included         |
| <b>Public Officials Liability</b> : \$1,000,000 Limit Each Wrongful Act                                                                                          | \$5,000                              | \$32,464         |
| <b>Automobile</b> : \$1,000,000 Liability for Owned Autos; Coverage Level per Schedule; Automatic Coverage for Additions; Non-Audited                            | See Schedule                         | \$88,320         |
| <b>Crime</b> : Blanket \$250,000 Faithful Performance; In/Out Robbery; Counterfeit; Forgery; Computer Fraud; Telephone Toll Fraud \$25,000 sublimit              | \$250                                | \$950            |
| <b>Excess Liability</b> : Refer to the proposal page for limit information. Underlying limits must be exhausted before excess liability is available for losses. | None                                 | \$27,708         |
| <b>Environmental Liability</b> : \$500,000 Limit                                                                                                                 | \$25,000                             | Included         |
| <b>Cyber Risk</b> : \$250,000 Limit                                                                                                                              | None                                 | Included         |
| <b>Workers' Compensation</b> :                                                                                                                                   | None                                 | \$118,449        |
| <b>Grand Total Annual Contribution</b>                                                                                                                           |                                      | <b>\$439,068</b> |
|                                                                                                                                                                  | <i>Less Dividend Credit(P&amp;C)</i> | <i>(\$8,775)</i> |
|                                                                                                                                                                  | <b>Total Contribution Due</b>        | <b>\$430,293</b> |

**Any additions or deletions made after the proposal and initial billing effective up to and including July 1st will result in an endorsement and contribution adjustment.**

*In order to be eligible for WVCoRP membership, the following coverages must be selected: Property (where applicable), General Liability, Business Auto (where applicable), and Crime. To be eligible for Workers' Compensation coverage, Property & Casualty must be in effect with WVCoRP.*

*Quarterly installment payment terms available for Workers' Compensation coverage only.*



**RESPONSE NEEDED** - If electing option(s) below, please indicate on Coverage Intent Form form. Otherwise, coverage will be based upon current coverage as you do not wish to select proposed option(s) below.

**2021 - 2022 Quote Options for  
Jefferson County Commission**

**OPTION 1 : Cyber Risk - Increased Liability**

WVCoRP provides members an opportunity to increase Cyber Risk coverage. The purchased limit is your own limit, which is outside of the WVCoRP pooled limit for other members. Cyber Risk Liability provides coverage due to network security breaches (including hacking and viruses) and online privacy matters (including identity theft). Coverage also includes Crisis Management, Remediation and Notification Expense coverage for public relations services, expense to determine scope of breach, and notification expense required by law, including mailings and monitoring up to the purchased limit.

| Limit       | Deductible | Additional Contribution |
|-------------|------------|-------------------------|
| \$1,000,000 | \$0        | \$6,000                 |
| \$2,000,000 | \$0        | \$8,000                 |
| \$3,000,000 | \$0        | \$10,000                |

\$5,000,000 limit option is available upon request



## Property

- WVCoRP provides members with the most extensive property coverage available.
- Property coverage is Special Form specifically drafted for public entities; all perils are covered except those specifically excluded.

### Buildings and Contents

|                                                                       |               |
|-----------------------------------------------------------------------|---------------|
| Total Building Values                                                 | \$ 30,538,100 |
| Total Contents Values                                                 | \$ 2,669,500  |
| Business Income / Extra Expense (\$100,000 Automatic or as scheduled) | \$ 0          |

### Coverage Includes: (no additional charge)\*

- Back-up of Sewers & Drains: \$1,000,000 Limit
- Debris Removal: \$20,000,000 Pool Limit
- Pollutant Clean-up and Removal: \$500,000 Pool Limit
- Newly Acquired Property: \$10,000,000 Limit (up to 120 Days)  
When timely reported, covered until renewal at no additional charge if under \$500,000 in value;  
additional charge for new values above \$500,000
- Property in Transit: \$5,000,000 Pool Limit
- Utility Services Time Element: \$2,000,000 Pool Limit
- Building Ordinance/Increased Cost of Construction/Demolition: up to \$20,000,000 Pool Limit
- Earthquake, Volcanic Eruption, Landslide, and Mine Subsidence: up to \$10,000,000 Pool Limit
- Flood (if outside the 100 year flood plain): up to \$10,000,000 Pool Limit
- Architect & Engineering fees for plans, specifications, and supervision included upon replacement
- Error in Reporting Provision
- Improvements and Betterments to buildings leased by the member
- Signs, fences, light poles, antenna, masts, and towers; retaining walls are covered within 1,000 feet  
of the premises provided their values are included in the schedule

*\*Does not apply to properties valued at Actual Cash Value (ACV)*

### Coverage Available (Additional Charge):

Builders' Risk during building construction (Optional - must be reported)

### Perils Covered

- Special Form; specifically drafted for local government; all perils are covered except those specifically excluded.
- Flood (if outside the 100 year flood plain) and Earthquake are included.

#### Valuation

- Building & Contents – Replacement Cost, except vacant property at Actual Cash Value or stated otherwise
- Business Income - Actual Loss Sustained

#### Other Terms

- Blanket Limit
- No Coinsurance
- Vacant Buildings must be reported.  
*If vacant building becomes occupied, please notify WVCoRP to ensure proper coverage is in place.*

#### Deductibles (Per Occurrence)

- \$5,000 Building & Contents
- \$25,000 Flood
- \$25,000 Earthquake

#### Definitions

- **Replacement Cost (RC):** The cost to repair, rebuild, or replace, at the same site, lost, damaged, or destroyed property, with other property of comparable size, material, and quality; or the applicable Limit of Coverage.
- **Actual Cash Value (ACV):** The cost to repair, rebuild, or replace lost or damaged property, at the time and place of the loss, with other property of comparable size, material and quality, less allowance for physical deterioration, depreciation, obsolescence, and depletion.
- **Functional Replacement Cost:** The cost of repairing or replacing damaged or stolen property with the same kind or quality; or comparable new property as of the time of loss; or applicable Limit of Coverage.
- **Vacant:** A building that does not contain adequate Covered Property to conduct customary business operations.



## Inland Marine

- Inland Marine is property coverage for movable or specialized types of property and equipment.
- Electronic Data Processing (EDP) covers direct physical loss to member-owned computer equipment, phone systems, fax machines, printers, and copiers.

### Inland Marine

|                                          |              |
|------------------------------------------|--------------|
| Total Inland Marine Value (Per Schedule) | \$ 3,594,584 |
|------------------------------------------|--------------|

### Computers / Electronic Data Processing (EDP)

|                         |              |
|-------------------------|--------------|
| Hardware (Per Schedule) | \$ 1,127,577 |
| Software (Per Schedule) | \$ 0         |

### Perils Covered

- Special Form; specifically drafted for public entities; all perils are covered, except those specifically excluded.
- Electronic Data Processing (EDP) includes electrical and mechanical breakdown.

### Valuation

- Inland Marine – Replacement Cost if scheduled, otherwise Actual Cash Value except:
- Electronic Data Processing (EDP) - Functional Replacement Cost, if scheduled at 100% replacement values - otherwise Actual Cash Value.

### Deductible

See Schedule

### Definitions

- **Replacement Cost (RC):** The cost to repair, rebuild, or replace, at the same site, lost, damaged, or destroyed property, with other property of comparable size, material, and quality; or the applicable Limit of Coverage.
- **Actual Cash Value (ACV):** The cost to repair, rebuild, or replace lost or damaged property, at the time and place of the loss, with other property of comparable size, material and quality, less allowance for physical deterioration, depreciation, obsolescence, and depletion.
- **Functional Replacement Cost:** The cost of repairing or replacing damaged or stolen property with the same kind or quality; or comparable new property as of the time of loss; or applicable Limit of Coverage.

## Equipment Breakdown

- Equipment Breakdown is comprehensive coverage for direct damage to covered equipment. Examples of covered equipment include: air conditioning and refrigeration equipment, boilers and pressure vessels (air tanks, hot water tanks, cookers, furnaces), communication systems, and electrical equipment (compressors, fans, system motors).
- Coverage includes the expense of inspections and certification of boilers and air compressors as required by the Department of Labor and Industry

### Limits

- \$50,000,000 Limit Per Breakdown; includes Property Damage, Business Income and Extra Expense, and Hazardous Substances
- \$1,000,000 Newly Acquired Property (up to 90 Days)
- \$1,000,000 Demolition (Coverage B)
- \$1,000,000 Increased Cost of Construction (Coverage C)
- \$1,000,000 Service Interruption
- \$250,000 Spoilage Damage
- \$100,000 Electronic Data or Media Damage

### Covered Events

Property losses ranging from air conditioning equipment and HVAC systems to electrical equipment, including system motors, compressors, refrigeration equipment, fans, switchboards, coils, pipes and air conditioning vessels.

### Deductibles

- \$1,000 Per Occurrence
- 24 Hours Business Income Loss



## General Liability

- WVCoRP general liability coverage provides the broadest protection for public entities in West Virginia.
- WVCoRP coverage provides protection from claims or suits for personal injury or property damage.
- Excess limits available

### Basis of Contribution

|                       |               |
|-----------------------|---------------|
| Net Operating Expense | \$ 11,859,175 |
|-----------------------|---------------|

### Limits

- \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage - Each Occurrence
- No Annual Aggregate

### Additional Coverages

- Failure to Supply (No Sublimit)
- Sidetrack Agreements including Railroads
- Contractual Liability for Covered Contracts
- Personal Injury and Advertising Liability
- Broad Form Property Damage Liability
- Incidental Medical Malpractice
- Limited Worldwide Liability
- Owned Watercraft under 51 feet
- Products/Completed Operations
- Punitive Damages Covered in Most Cases
- Employee Benefits Liability

### Sublimits

- \$100,000 Fire Legal Liability - Real Property
- \$100,000 Care, Custody, and Control of Others' Property

### Deductible

None



## Cyber Risk

- WVCoRP members are covered for online privacy matters (including identity theft), losses due to network security breaches (including hacking and viruses), copyright infringement, and online slander or libel, among other issues.
- Increased limits available

### Limits

- \$250,000 Per Occurrence and Aggregate - Per Member
- \$1,000,000 Maximum Aggregate for all Cyber Risk losses under the contract, commencing with the inception date of this contract, regardless of the number of Members involved.

| <b>Coverages</b>                                                                                                                                                                                                                                                                                                                                                                          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Network Security, Privacy, and Data Breach Liability</b>                                                                                                                                                                                                                                                                                                                               |
| <ul style="list-style-type: none"> <li>• Liability for unauthorized access to the computer network, including personal identifying information such as social security numbers, credit card numbers, etc.</li> <li>• Liability for transmission of a computer virus</li> </ul>                                                                                                            |
| <b>Multimedia Liability</b>                                                                                                                                                                                                                                                                                                                                                               |
| <ul style="list-style-type: none"> <li>• Copyright/trademark infringement, invasion of privacy, plagiarism, libel and slander through website or social media</li> </ul>                                                                                                                                                                                                                  |
| <b>Regulatory Liability</b>                                                                                                                                                                                                                                                                                                                                                               |
| <ul style="list-style-type: none"> <li>• Liability, including defense costs, resulting from a claim by an official regulatory agency or governmental body as a result of a security breach or privacy breach or breach of privacy regulations</li> <li>• Includes civil and/or administrative penalties or fines imposed by an official regulatory agency or governmental body</li> </ul> |
| <b>Data Breach Incident Response</b>                                                                                                                                                                                                                                                                                                                                                      |
| <ul style="list-style-type: none"> <li>• Expenses paid to third party service providers arising from a data breach for legal services, notification expenses, fraud monitoring and resolution services, call center services, public relations services, and computer forensic services.</li> </ul>                                                                                       |
| <b>Data Restoration</b>                                                                                                                                                                                                                                                                                                                                                                   |
| <ul style="list-style-type: none"> <li>• Costs to restore, compile or replace data</li> <li>• Reasonable and necessary costs and expenses to determine scope of breach</li> <li>• Costs paid to restore, compile or replace data to a third party as a result of a network security breach or cyber extortion event</li> </ul>                                                            |
| <b>Cyber Extortion</b>                                                                                                                                                                                                                                                                                                                                                                    |
| <ul style="list-style-type: none"> <li>• Reimbursement of reasonable costs and expenses resulting from request for money to avoid damage, destruction, corruption or introduction of a computer virus, a malicious code or denial of service</li> </ul>                                                                                                                                   |
| <b>Social Engineering Fraud</b>                                                                                                                                                                                                                                                                                                                                                           |
| <ul style="list-style-type: none"> <li>• Covers financial loss relating to a social engineering event whereby an employee is instructed to move funds to another bank fraudulently</li> </ul>                                                                                                                                                                                             |
| <b>PCI DSS Fines</b>                                                                                                                                                                                                                                                                                                                                                                      |
| <ul style="list-style-type: none"> <li>• Covers PCI contractual costs and regulatory fines following a security or privacy event</li> </ul>                                                                                                                                                                                                                                               |
| <b>Deductible</b>                                                                                                                                                                                                                                                                                                                                                                         |
| None                                                                                                                                                                                                                                                                                                                                                                                      |

## Environmental Liability

- WVCoRP provides members with liability protection for first and third party environmental liabilities.
- Coverage for third party cleanup involving above ground pollution exposures is included.

### Limits

- \$500,000 Each Incident and Aggregate - Per Member
- \$1,000,000 Pool Aggregate

### Coverages

- Third Party Clean-up for above ground pollution exposures, such as:
  - Water & Sewer Operations
  - Transfer Stations
  - Spraying of Pesticides and Herbicides
  - Golf Courses
  - Above Ground Storage Tanks

### Exclusions \*

- Underground Storage Tanks
- Landfills

\* WVCoRP will place coverage for these excluded exposures through a commercial carrier, if requested.

### Deductible

- \$25,000 Per Occurrence



## Law Enforcement Liability

- WVCoRP Law Enforcement Liability provides protection from allegations arising from law enforcement operations.

### Limit

- \$1,000,000 Personal Injury, Property Damage, or Wrongful Act – Per Occurrence

### Coverages

Follows Coverage Contract for Liability Coverage

### Additional Coverages

- Bodily Injury/Property Damage with respects to Law Enforcement operations
- Personal Injury Liability
- Broad Form Property Damage Liability
- Limited Worldwide Liability
- Owned Watercraft under 51 feet
- Volunteers included as covered persons (volunteer fire & rescue are excluded)
- Contractual Liability for covered contracts

### Deductible

- \$5,000 Per Occurrence



## Public Officials Liability

- Public Officials Liability provides protection against allegations of wrongful acts, such as sexual harassment and employment practices.
- Defense costs are provided for certain excluded coverages
- Prior Acts Coverage included if prior coverage was written on claims-made basis.

### Limits

- \$1,000,000 Each Wrongful Act
- \$1,000,000 Annual Aggregate
- \$10,000 HRC/EEOC Defense

### Policy Form

Occurrence

### Coverages

- Employment Practices
- Sexual Harassment
- Notary Public applicable for all current employees while acting within the course and scope of their notarial duties of the Member
- Defense cost in addition to coverage limits

### Additional Provisions

- Claims handled when filed, not only if a lawsuit is filed

### **\$100,000 Defense Limit provided for the following excluded coverages:**

- Employment Wrongful Acts, when no monetary damages requested
- Land Use/Eminent Domain (subject to \$25,000 Deductible)
- Suits for non-monetary relief brought to remove an elected official pursuant to WV Code §6-6-7 (subject to \$25,000 Deductible)

### **\$50,000 Defense Reimbursement Limit provided for the following excluded coverages:**

- Criminal Acts (subject to a \$10,000 Deductible); see contract language for specific terms and conditions

### Deductible

- \$5,000 Per Occurrence
- \$25,000 Land Use/Eminent Domain



## Automobile Liability and Physical Damage

- WVCoRP coverage includes hired and non-owned vehicles
- Automatic coverage for newly acquired vehicles at no additional charge until renewal.
- Excess limits available.

### Basis of Contribution

|                    |    |
|--------------------|----|
| Number of Vehicles | 92 |
|--------------------|----|

### Liability

#### Limits

- \$1,000,000 Liability Limit For Owned and Hired Autos - Bodily Injury and Property Damage - Each Occurrence
- \$2,000 Medical Payments (Per Person)
- \$1,000,000 Non-Owned Auto Liability (excess over any other collectible insurance)
- \$1,000,000 Uninsured Motorist
- \$250,000 Underinsured Motorist
- \$1,000,000 Garage Liability
- \$100,000 Garagekeepers
- No Annual Aggregate

#### Additional Coverages

- Out of State No Fault Coverage provided at the basic minimum limits required by state law
- Newly acquired vehicles covered until renewal at no additional charge
- Unlimited Physical Damage for all owned vehicles; deductible will apply
- Replacement cost coverage can be provided on any vehicle with a replacement cost value in excess of \$50,000
  - Must be reported at 100% of replacement cost value
  - Additional charge will apply

### Physical Damage

#### Deductibles

- \$1,000 Comprehensive (ACV)
- \$1,000 Collision (ACV)
- \$1,000 Hired Car Physical Damage Comprehensive (up to \$50,000)
- \$1,000 Hired Car Physical Damage Collision (up to \$50,000)
- \$1,000 Garagekeepers

#### Definitions

- **Replacement Cost (RC):** The Fund will pay the lesser of: (a) the cost of repairing damaged property or replacing damaged or stolen property with the same kind or quality; (b) the cost to replace the damaged or stolen property with comparable new property as of the time of loss; or (c) the Limit of Coverage applicable to the lost, damaged or stolen Covered Auto.
- **Actual Cash Value (ACV):** The cost to repair, rebuild, or replace lost or damaged property, at the time and place of the loss, with other property of comparable size, material and quality, less allowance for physical deterioration, depreciation, obsolescence, and depletion.

Please provide values for all vehicles you wish to have this coverage applied to effective 07/01/2021



## Crime Coverage

- Crime provides protection from loss of money and securities, as well as, forgery and fraud.
- State-required faithful performance bonds for covered persons are included.
- Coverage is for covered crimes committed by employees, board members, commission members and volunteers.

### Limits

- \$250,000 Per Occurrence
- \$25,000 Telephone Toll Fraud

### Coverage Forms

- Employee Theft
- Employee Dishonesty (Faithful Performance Form)
- Loss Inside and Outside the Premises
- Money Orders and Counterfeit Paper Currency
- Depositors Forgery Coverage
- Computer Fraud
- Funds Transfer Fraud

### Public Officials Required Bond

Meets maximum listed Bond value for all public officials as outlined by West VA Code §6-2-10, §6-2-10A, and §6-2-11

### Deductible

- \$250 Per Occurrence

## Excess Liability

- Excess liability provides additional limits over and above the underlying limits for those coverages for which excess limits are purchased.
- Underlying limits must be exhausted before excess liability is available for losses.

### Limits

- Excess Automobile Liability
  - \$1,000,000 Limit
  - \$0 Excess Liability Aggregate
- Excess General Liability
  - \$1,000,000 Limit
  - \$0 Excess Liability Aggregate
- Excess Law Enforcement Liability
  - \$1,000,000 Limit
  - \$0 Excess Liability Aggregate
- Excess Public Officials Liability
  - \$1,000,000 Limit
  - \$1,000,000 Annual Aggregate

*\*Does not include Non-Owned Automobile Liability, Garage Liability, and Uninsured/Underinsured Motorists Coverage*



## Workers' Compensation

- WVCoRP provides the most affordable and responsive Workers' Compensation coverage available.
- WVCoRP provides leading medical bill review and case management services to ensure cost effective treatment and return to work for injured employees.
- Online claim reporting capability through our WVCoRP member website.

### Coverages

Workers' compensation coverage is provided in accordance with and limited to guidelines established by the Offices of the West Virginia Insurance Commissioner and Employers Liability.

### Employers' Liability

|                                         |             |
|-----------------------------------------|-------------|
| Bodily Injury by Accident               | \$1,000,000 |
| Bodily Injury by Disease (Per Person)   | \$1,000,000 |
| Bodily Injury by Disease (Per Accident) | \$1,000,000 |

| Classification             | Group | Code | Payroll             | Rate (Per \$100 Payroll) | Contribution |
|----------------------------|-------|------|---------------------|--------------------------|--------------|
| Police Officers & Drivers  |       | 7720 | \$2,761,238         | \$3.22                   | \$88,911.86  |
| Auto Service or Repair     |       | 8380 | \$49,543            | \$1.58                   | \$782.78     |
| Clerical                   |       | 8810 | \$5,207,212         | \$0.17                   | \$8,852.26   |
| Attorney - All Employees   |       | 8820 | \$1,225,432         | \$0.10                   | \$1,225.43   |
| Animal Control             |       | 8831 | \$181,968           | \$0.91                   | \$1,655.91   |
| Building Operated by Owner |       | 9015 | \$596,585           | \$2.54                   | \$15,153.26  |
| Municipal Employees NOC    |       | 9410 | \$1,009,486         | \$2.42                   | \$24,429.56  |
| <b>Total Payroll:</b>      |       |      | <b>\$11,031,464</b> |                          |              |

|                                            |                  |
|--------------------------------------------|------------------|
| Manual Contribution                        | \$141,011.06     |
| Experience Modification                    | 0.80             |
| Modified Contribution                      | \$112,808.85     |
| Scheduled Debit/Credit                     | \$0.00           |
| Regulatory Surcharge                       | 1.05             |
| <b>Total Estimated Annual Contribution</b> | <b>\$118,449</b> |

**Workers' Compensation Coverage is available only if Property & Casualty coverage is in place through WVCoRP.**

The classifications and codes shown are established by the National Council on Compensation Insurance (NCCI) and are the same as those used by insurance companies in West Virginia.

Rates have been filed with the State Corporation Commission and are subject to approval.

**Workers' Compensation Coverage Contribution is payable in equal quarterly installments.**

|                                        |
|----------------------------------------|
| Subject to Audit and Annual Adjustment |
|----------------------------------------|





**Jefferson County Commission**  
**Coverage Term : 7/1/2021 - 7/1/2022**  
**BUILDINGS AND CONTENTS SCHEDULE**  
**Replacement Cost or Stated Otherwise**

| Loc # | Bldg # | Bldg Description            | Street Address                   | City         | Bldg Value             | Cts Value             | Deductible | Builders Risk | Demo / Debris Removal Only | Agreed Value | Actual Cash Value |
|-------|--------|-----------------------------|----------------------------------|--------------|------------------------|-----------------------|------------|---------------|----------------------------|--------------|-------------------|
| 1     | 1      | Communications Center       | 28 Industrial Blvd.              | Keameysville | \$4,400,000.00         | \$243,000.00          | \$5,000.00 |               |                            |              |                   |
| 10    | 1      | Mason Building              | 116 E. Washington Street         | Charles Town | \$1,877,000.00         | \$214,000.00          | \$5,000.00 |               |                            |              |                   |
| 11    | 1      | Hunter House                | 124 E. Washington Street         | Charles Town | \$792,000.00           | \$94,000.00           | \$5,000.00 |               |                            |              |                   |
| 12    | 1      | Hunter House Annex/Mailroom | 104 South Samuel Street          | Charles Town | \$159,400.00           | \$10,000.00           | \$5,000.00 |               |                            |              |                   |
| 13    | 1      | Courthouse                  | 100-102 E. Washington Street     | Charles Town | \$3,735,000.00         | \$258,000.00          | \$5,000.00 |               |                            |              |                   |
| 14    | 1      | Riggler Building            | 108-110-112 E. Washington Street | Charles Town | \$1,247,000.00         | \$126,000.00          | \$5,000.00 |               |                            |              |                   |
| 15    | 1      | Sheriff's Office            | 102 Industrial Blvd.             | Keameysville | \$2,645,000.00         | \$272,000.00          | \$5,000.00 |               |                            |              |                   |
| 16    | 1      | Lot 18 Maintenance Bldg 2   | 128 Industrial Blvd              | Keameysville | \$1,202,000.00         | \$223,000.00          | \$5,000.00 |               |                            |              |                   |
| 17    | 1      | Gray Building               | 120 George Street                | Charles Town | \$1,100,000.00         | \$200,000.00          | \$5,000.00 |               |                            |              |                   |
| 2     | 1      | Sheriff's Office Substation | Blue Ridge School/Route 9        | Charles Town | \$55,000.00            | \$7,500.00            | \$5,000.00 |               |                            |              |                   |
| 3     | 1      | Old Jail Annex              | 119 North George Street          | Charles Town | \$2,640,000.00         | \$234,000.00          | \$5,000.00 |               |                            |              |                   |
| 4     | 1      | Health Center               | 1948 Wiltshire Road              | Keameysville | \$3,733,000.00         | \$94,000.00           | \$5,000.00 |               |                            |              |                   |
| 5     | 1      | Animal Shelter              | 161 Poor Farm Road               | Keameysville | \$295,000.00           | \$34,000.00           | \$5,000.00 |               |                            |              |                   |
| 6     | 1      | Caretakers Dwelling         | County Farm-Leetown Rd           | Leetown      | \$204,900.00           | \$0.00                | \$5,000.00 |               |                            |              |                   |
| 7     | 1      | County Judicial Center      | 110 North George Street          | Charles Town | \$5,456,000.00         | \$576,000.00          | \$5,000.00 |               |                            |              |                   |
| 8     | 1      | Assessor/Probation          | 102-106 E. Washington Street     | Charles Town | \$800,000.00           | \$83,000.00           | \$5,000.00 |               |                            |              |                   |
| 9     | 1      | Smoot Building              | 114 E. Washington Street         | Charles Town | \$196,800.00           | \$1,000.00            | \$5,000.00 |               |                            |              |                   |
|       |        | <b>Totals</b>               | <b>Count 17</b>                  |              | <b>\$30,538,100.00</b> | <b>\$2,669,500.00</b> |            |               |                            |              |                   |



**Jefferson County Commission**  
**Coverage Term : 7/1/2021 - 7/1/2022**  
**INLAND MARINE SCHEDULE**

| Equipment Type           | Department               | Item Description                    | Serial Number | Value          | Deductible |
|--------------------------|--------------------------|-------------------------------------|---------------|----------------|------------|
| Electronic Data Hardware |                          | Hunter House Server Room - Basement |               | \$227,350.00   | \$2,500.00 |
| Electronic Data Hardware |                          | Blanket EDP Per Appraisal           |               | \$655,000.00   | \$2,500.00 |
| Electronic Data Hardware | Assessor                 | HP PageWide Print/Scan/Copy         |               | \$33,824.00    | \$2,500.00 |
| Electronic Data Hardware | County                   | Dell Server                         |               | \$20,000.00    | \$2,500.00 |
| Electronic Data Hardware | County                   | AS4001 BM 9009-41A                  |               | \$41,032.00    | \$2,500.00 |
| Electronic Data Hardware | County                   | Financial System + Payroll          |               | \$139,000.00   | \$2,500.00 |
| Electronic Data Hardware | Global Science/ Assessor | Printers                            |               | \$11,371.00    | \$2,500.00 |
| Generators               |                          | Generator located behind Mason Bldg |               | \$57,855.00    | \$2,500.00 |
| Generators               | Maintenance Department   | Maint. Nitrogen Generator           |               | \$5,000.00     | \$2,500.00 |
| Miscellaneous Equipment  | 911 Center               | Audio Recorders                     |               | \$78,180.00    | \$2,500.00 |
| Miscellaneous Equipment  | 911 Center               | CAD System                          |               | \$750,693.00   | \$2,500.00 |
| Miscellaneous Equipment  | Maintenance              | 2017 Bobcat                         | 2215          | \$31,715.00    | \$2,500.00 |
| Miscellaneous Equipment  | Maintenance Department   | Holland Tractor                     |               | \$15,000.00    | \$2,500.00 |
| Miscellaneous Equipment  | Maintenance Department   | Genie Equipment                     |               | \$20,000.00    | \$2,500.00 |
| Miscellaneous Equipment  | Sheriff                  | (2) E-Z-Go 2000 Yamaha Golf Carts   |               | \$10,000.00    | \$2,500.00 |
| Miscellaneous Equipment  | Sheriff                  | License Plate Readers               |               | \$118,830.00   | \$2,500.00 |
| Miscellaneous Equipment  | Sheriff                  | Public Safety Target                |               | \$8,588.00     | \$2,500.00 |
| Miscellaneous Equipment  | Sheriff                  | 2-ELSAG-LPR's                       |               | \$37,440.00    | \$2,500.00 |
| Mobile Equipment         | Sheriff                  | 2007 Polaris Sportsman ATV500       | 8301          | \$7,500.00     | \$2,500.00 |
| Mobile Equipment         | Sheriff                  | 2007 Polaris Sportsman ATV500       | 6948          | \$7,500.00     | \$2,500.00 |
| Mobile Equipment         | Sheriff                  | 2012 Polaris                        | 4921          | \$11,931.00    | \$2,500.00 |
| Mobile Equipment         | Sheriff                  | 2011 Polaris ATV                    | 4050          | \$12,600.00    | \$2,500.00 |
| Telephone System         | 911 Center               | Phone & Radio System                |               | \$1,040,464.00 | \$2,500.00 |
| Telephone System         | Non-911 Phone System     | VOIP System                         |               | \$381,000.00   | \$2,500.00 |
| Trailers                 |                          | Thule Cargo Pro Riderville Cycle    | 7982          | \$7,800.00     | \$2,500.00 |
| Trailers                 | JCHSEM                   | 2012 Carry On Trailer               | 7035          | \$6,000.00     | \$2,500.00 |
| Trailers                 | JCHSEM                   | 2011 Utility Trailer                | 9731          | \$12,950.00    | \$2,500.00 |
| Trailers                 | Maintenance              | 2012 Moritz F Series                | 3397          | \$5,000.00     | \$2,500.00 |
| Trailers                 | Maintenance Department   | 2005 Mid Atlantic Trailer           | 7894          | \$30,000.00    | \$2,500.00 |
| Trailers                 | Sheriff                  | 2010 Trailer                        | 2207          | \$10,000.00    | \$2,500.00 |
| Voting Machines          | Elections                | Pollbook Equipment                  |               | \$94,083.00    | \$2,500.00 |
| Voting Machines          | Elections                | ExpressVote Tabulation Sys & equip  |               | \$834,455.00   | \$2,500.00 |
| Totals                   |                          | Count 32                            |               | \$4,722,161.00 |            |



## Jefferson County Commission

Coverage Term : 7/1/2021 - 7/1/2022

### BUSINESS AUTO SCHEDULE

| Vehicle # | Dept              | Year | Make      | Model              | Vin  | Repl. Cost Value | Comp Ded   | Coll Ded   |
|-----------|-------------------|------|-----------|--------------------|------|------------------|------------|------------|
|           | Sheriff           | 2018 | Jeep      | Cherokee           | 3332 | \$0.00           | \$1,000.00 | \$1,000.00 |
|           | Sheriff           | 2018 | Ford      | Interceptor        | 6247 | \$0.00           | \$1,000.00 | \$1,000.00 |
|           | Sheriff           | 2018 | Ford      | Interceptor        | 6248 | \$0.00           | \$1,000.00 | \$1,000.00 |
|           | Sheriff           | 2018 | Ford      | Interceptor        | 6246 | \$0.00           | \$1,000.00 | \$1,000.00 |
|           | Sheriff           | 2018 | Ford      | Interceptor        | 6245 | \$0.00           | \$1,000.00 | \$1,000.00 |
|           | Assessor's Office | 2019 | Ford      | Escape SE          | 1720 | \$0.00           | \$1,000.00 | \$1,000.00 |
|           | DPZE              | 2019 | Ford      | Escape SE          | 1721 | \$0.00           | \$1,000.00 | \$1,000.00 |
|           | Sheriff           | 2005 | Ford      | CVPI               | 3208 | \$0.00           | \$1,000.00 | \$1,000.00 |
|           | Sheriff           | 2004 | Ford      | CVPI               | 3605 | \$0.00           | \$1,000.00 | \$1,000.00 |
|           | Sheriff           | 2019 | Ford      | Police Utility     | 5372 | \$0.00           | \$1,000.00 | \$1,000.00 |
|           | Sheriff           | 2002 | Ford      | Crown Victoria     | 5072 | \$0.00           | \$1,000.00 | \$1,000.00 |
|           | Animal Control    | 2019 | Ford      | F-250              | 9506 | \$0.00           | \$1,000.00 | \$1,000.00 |
|           | Sheriff           | 2007 | Ford      | Police Interceptor | 7658 | \$0.00           | \$1,000.00 | \$1,000.00 |
|           | Sheriff           | 2019 | Chevrolet | Tahoe              | 2383 | \$0.00           | \$1,000.00 | \$1,000.00 |
|           | Sheriff           | 2020 | Ford      | Police Utility     | 2675 | \$0.00           | \$1,000.00 | \$1,000.00 |
|           | Sheriff           | 2020 | Ford      | Police Utility     | 2676 | \$0.00           | \$1,000.00 | \$1,000.00 |
|           | Sheriff           | 2020 | Ford      | Police Utility     | 2677 | \$0.00           | \$1,000.00 | \$1,000.00 |
|           | Sheriff           | 2020 | Ford      | Police Utility     | 2678 | \$0.00           | \$1,000.00 | \$1,000.00 |
|           | Health            | 2020 | Ford      | Explorer           | 5013 | \$0.00           | \$1,000.00 | \$1,000.00 |
|           | Animal Control    | 2008 | Ford      | Ranger             | 3624 | \$0.00           | \$1,000.00 | \$1,000.00 |
|           | Animal Control    | 2012 | GMC       | Canyon             | 9225 | \$0.00           | \$1,000.00 | \$1,000.00 |
|           | Animal Control    | 2018 | GMC       | Truck              | 1663 | \$0.00           | \$1,000.00 | \$1,000.00 |
|           | Assessment        | 2002 | Jeep      | Liberty            | 2558 | \$0.00           | \$1,000.00 | \$1,000.00 |
|           | Assessment        | 2003 | Jeep      | Liberty            | 5830 | \$0.00           | \$1,000.00 | \$1,000.00 |
|           | Assessment        | 2008 | Ford      | Escape XLS         | 7970 | \$0.00           | \$1,000.00 | \$1,000.00 |
|           | Assessment        | 2009 | Ford      | Escape             | 9995 | \$0.00           | \$1,000.00 | \$1,000.00 |
|           | Assessor          | 2014 | Jeep      | Patriot            | 9625 | \$0.00           | \$1,000.00 | \$1,000.00 |
|           | Assessor          | 2014 | Jeep      | Patriot            | 9626 | \$0.00           | \$1,000.00 | \$1,000.00 |
|           | Assessor          | 2017 | Jeep      | Cherokee Laredo    | 7873 | \$0.00           | \$1,000.00 | \$1,000.00 |
|           | Assessor          | 2018 | Jeep      | Cherokee           | 9499 | \$0.00           | \$1,000.00 | \$1,000.00 |
|           | E-911             | 2006 | Dodge     | Durango            | 8943 | \$0.00           | \$1,000.00 | \$1,000.00 |
|           | Engineering       | 2011 | Ford      | Focus              | 0563 | \$0.00           | \$1,000.00 | \$1,000.00 |
|           | Maintenance       | 1992 | Ford      | Truck              | 9097 | \$0.00           | \$1,000.00 | \$1,000.00 |
|           | Maintenance       | 2005 | Ford      | Escape             | 6995 | \$0.00           | \$1,000.00 | \$1,000.00 |
|           | Maintenance       | 2006 | Ford      | F-250 XL           | 3361 | \$0.00           | \$1,000.00 | \$1,000.00 |
|           | Maintenance       | 2009 | Ford      | Ranger             | 3168 | \$0.00           | \$1,000.00 | \$1,000.00 |
|           | Maintenance       | 2011 | Dodge     | Dakota             | 1368 | \$0.00           | \$1,000.00 | \$1,000.00 |
|           | Maintenance       | 2011 | Dodge     | Dakota             | 1369 | \$0.00           | \$1,000.00 | \$1,000.00 |
|           | Maintenance       | 2011 | Ford      | F350               | 8636 | \$0.00           | \$1,000.00 | \$1,000.00 |
|           | Maintenance       | 2017 | Ford      | Transit            | 9434 | \$0.00           | \$1,000.00 | \$1,000.00 |
|           | Shenff            | 2001 | Ford      | Crown Victoria     | 3744 | \$0.00           | \$1,000.00 | \$1,000.00 |
|           | Sheriff           | 2001 | Ford      | Crown Victoria     | 4156 | \$0.00           | \$1,000.00 | \$1,000.00 |
|           | Sheriff           | 2004 | Dodge     | Dakota             | 2034 | \$0.00           | \$1,000.00 | \$1,000.00 |
|           | Sheriff           | 2005 | Chevrolet | Trailblazer        | 1270 | \$0.00           | \$1,000.00 | \$1,000.00 |
|           | Sheriff           | 2005 | Dodge     | Durango            | 0752 | \$0.00           | \$1,000.00 | \$1,000.00 |
|           | Sheriff           | 2005 | Ford      | Crown Victoria     | 5377 | \$0.00           | \$1,000.00 | \$1,000.00 |
|           | Sheriff           | 2005 | Ford      | Explorer           | 5593 | \$0.00           | \$1,000.00 | \$1,000.00 |
|           | Sheriff           | 2006 | Ford      | Explorer XLS       | 8134 | \$0.00           | \$1,000.00 | \$1,000.00 |
|           | Sheriff           | 2006 | Jeep      | Cherokee           | 4901 | \$0.00           | \$1,000.00 | \$1,000.00 |
|           | Sheriff           | 2008 | Ford      | Crown Vic          | 4932 | \$0.00           | \$1,000.00 | \$1,000.00 |
|           | Sheriff           | 2008 | Ford      | Crown Victoria     | 4372 | \$0.00           | \$1,000.00 | \$1,000.00 |
|           | Sheriff           | 2008 | Ford      | Explorer           | 6432 | \$0.00           | \$1,000.00 | \$1,000.00 |
|           | Sheriff           | 2008 | Ford      | Explorer           | 7785 | \$0.00           | \$1,000.00 | \$1,000.00 |
|           | Sheriff           | 2009 | Ford      | Crown Victoria     | 9448 | \$0.00           | \$1,000.00 | \$1,000.00 |
|           | Sheriff           | 2009 | Ford      | Crown Victoria     | 9449 | \$0.00           | \$1,000.00 | \$1,000.00 |
|           | Sheriff           | 2009 | Ford      | Expedition         | 0882 | \$0.00           | \$1,000.00 | \$1,000.00 |
|           | Sheriff           | 2011 | Can-Am    | Spyder             | 0254 | \$0.00           | \$1,000.00 | \$1,000.00 |
|           | Sheriff           | 2012 | Dodge     | Charger            | 2010 | \$0.00           | \$1,000.00 | \$1,000.00 |
|           | Sheriff           | 2012 | Dodge     | Charger            | 6138 | \$0.00           | \$1,000.00 | \$1,000.00 |
|           | Sheriff           | 2013 | Chevrolet | Equinox            | 3370 | \$0.00           | \$1,000.00 | \$1,000.00 |
|           | Sheriff           | 2013 | Ford      | Police Sedan       | 4898 | \$0.00           | \$1,000.00 | \$1,000.00 |
|           | Sheriff           | 2013 | Ford      | Police Sedan       | 4899 | \$0.00           | \$1,000.00 | \$1,000.00 |
|           | Sheriff           | 2013 | Ford      | Police Utility     | 1382 | \$0.00           | \$1,000.00 | \$1,000.00 |
|           | Sheriff           | 2014 | Ford      | Utility            | 0316 | \$0.00           | \$1,000.00 | \$1,000.00 |



## Jefferson County Commission

Coverage Term : 7/1/2021 - 7/1/2022

### BUSINESS AUTO SCHEDULE

| Vehicle # | Dept        | Year | Make  | Model        | Vin  | Repl. Cost Value | Comp Ded   | Coll Ded   |
|-----------|-------------|------|-------|--------------|------|------------------|------------|------------|
|           | Sheriff     | 2014 | Ford  | Utility      | 0317 | \$0.00           | \$1,000.00 | \$1,000.00 |
|           | Sheriff     | 2014 | Ford  | Utility      | 0318 | \$0.00           | \$1,000.00 | \$1,000.00 |
|           | Sheriff     | 2014 | Ford  | Utility      | 0319 | \$0.00           | \$1,000.00 | \$1,000.00 |
|           | Sheriff     | 2014 | Ford  | Utility      | 0320 | \$0.00           | \$1,000.00 | \$1,000.00 |
|           | Sheriff     | 2014 | Jeep  | Patriot      | 3139 | \$0.00           | \$1,000.00 | \$1,000.00 |
|           | Sheriff     | 2016 | Ford  | Explorer     | 6361 | \$0.00           | \$1,000.00 | \$1,000.00 |
|           | Sheriff     | 2016 | Ford  | Explorer     | 6362 | \$0.00           | \$1,000.00 | \$1,000.00 |
|           | Sheriff     | 2016 | Ford  | Explorer     | 6363 | \$0.00           | \$1,000.00 | \$1,000.00 |
|           | Sheriff     | 2016 | Ford  | Explorer     | 7436 | \$0.00           | \$1,000.00 | \$1,000.00 |
|           | Sheriff     | 2016 | Ford  | Explorer     | 7437 | \$0.00           | \$1,000.00 | \$1,000.00 |
|           | Sheriff     | 2017 | Ford  | Explorer     | 1447 | \$0.00           | \$1,000.00 | \$1,000.00 |
|           | Sheriff     | 2017 | Ford  | Explorer     | 3188 | \$0.00           | \$1,000.00 | \$1,000.00 |
|           | Sheriff     | 2017 | Ford  | Explorer     | 3189 | \$0.00           | \$1,000.00 | \$1,000.00 |
|           | Sheriff     | 2017 | Ford  | Explorer     | 3190 | \$0.00           | \$1,000.00 | \$1,000.00 |
|           | Sheriff     | 2017 | Ford  | Explorer     | 5932 | \$0.00           | \$1,000.00 | \$1,000.00 |
|           | Sheriff     | 2017 | Ford  | Explorer     | 8399 | \$0.00           | \$1,000.00 | \$1,000.00 |
|           | Sheriff     | 2017 | Ford  | Explorer     | 8400 | \$0.00           | \$1,000.00 | \$1,000.00 |
|           | Sheriff     | 2017 | GMC   | Van          | 6112 | \$0.00           | \$1,000.00 | \$1,000.00 |
|           | Sheriff     | 2018 | Dodge | Ram 1500     | 4886 | \$0.00           | \$1,000.00 | \$1,000.00 |
|           | Sheriff     | 2018 | Ford  | Explorer     | 1046 | \$0.00           | \$1,000.00 | \$1,000.00 |
|           | Sheriff     | 2018 | Ford  | Explorer     | 1047 | \$0.00           | \$1,000.00 | \$1,000.00 |
| 0         | Sheriff     | 2000 | Ford  | Van          | 2991 | \$0.00           | \$1,000.00 | \$1,000.00 |
| DPZE      | Engineering | 2002 | Jeep  | Liberty      | 0249 | \$0.00           | \$1,000.00 | \$1,000.00 |
| DPZE      | Engineering | 2003 | Jeep  | Liberty      | 6721 | \$0.00           | \$1,000.00 | \$1,000.00 |
| DPZE      | Engineering | 2006 | Ford  | Explorer     | 4156 | \$0.00           | \$1,000.00 | \$1,000.00 |
| DPZE      | Engineering | 2006 | Ford  | Explorer XLS | 4155 | \$0.00           | \$1,000.00 | \$1,000.00 |
| DPZE      | Engineering | 2012 | Jeep  | Patriot SP   | 7454 | \$0.00           | \$1,000.00 | \$1,000.00 |
| JCHSEM    | Security    | 2011 | Ford  | Expedition   | 9048 | \$0.00           | \$1,000.00 | \$1,000.00 |
| Totals    |             |      | Count | 92           |      | \$0.00           |            |            |



March 23, 2021

Ms. Michelle Gordon  
Jefferson County Commission  
PO Box 250  
Charles Town, WV 25414

SUBJECT: FY22 WVCoRP Dividend Credit

Dear Ms. Gordon:

As you may know, the WVCoRP Supervisory Board voted to return a Dividend credit to members. The Dividend will appear as a credit on your FY2021-22 WVCoRP Renewal Proposal. The amount Jefferson County Commission will be credited is \$8,775.

This Dividend is consistent with WVCoRP's philosophy that surplus funds belong with the members to the greatest extent possible. WVCoRP has provided for West Virginia political subdivisions pricing stability along with ever-increasing coverages and risk management services year over year.

Thank you for your continued WVCoRP membership. We look forward to serving you in the coming fiscal year.

Sincerely,

Stephanie Brown, ARM, AIS, CISR  
Member Services Manager



February 10, 2021

Ms. Michelle Gordon  
Jefferson County Commission  
PO Box 250  
Charles Town, WV 25414

Re: 2021-2022 Renewal  
Workers' Compensation Experience Modification Factor

Dear Ms. Gordon:

The 2021-2022 experience modification factor has been calculated using a formula approved by the National Council on Compensation Insurance (NCCI). The formula uses your claims history and audited payrolls from FY 2018, FY 2019, and FY 2020. The experience modification factor is one of the main cost drivers for Workers' Compensation coverage.

|                                                                 |      |
|-----------------------------------------------------------------|------|
| <b>Preliminary</b> - FY 2021-22 Experience Modification Factor: | 0.80 |
| <b>Current</b> - FY 2020-21 Experience Modification Factor:     | 0.80 |

If you have questions or would like the worksheet used to calculate the experience modification factor, please let me know.

Sincerely,

A handwritten signature in blue ink that reads "Stephanie y Brown".

Stephanie Brown, ARM, AIS, CISR  
Member Services Manager





# JEFFERSON COUNTY COMMISSION

124 East Washington Street, P.O. Box 250, Charles Town, WV 25414

Phone: (304) 728-3284 Fax: (304) 725-7916

Web: www.jeffersoncountywv.org

PRESIDENT  
Josh Compton

April 8, 2021

VICE PRESIDENT  
Stephen Stolipher

Honorable Commissioners  
Jefferson County, West Virginia

COMMISSIONER  
Jane Tabb

Attached are the medical insurance renewal contracts for fiscal year 2021-2022 for Jefferson County employees.

COMMISSIONER  
Caleb Wayne Hudson

## FY2022 Summary

COMMISSIONER  
Tricia Jackson

**Highmark Medical/Rx** includes one option for review. During the budget process, the County's insurance representative advised that the monthly premium for the current health insurance plan would increase by 5-8% for FY2022 and \$115,000 or 5% was included to cover a portion of this increase in the budget.

**Employee Portion of the Insurance Premium:** The last increase to the employee portion of the County's insurance premium was during FY2021 (Effective 7/1/2020) and the increase prior to that was during FY2018 (effective 7/1/2017). An analysis of insurance premiums paid by the employee and employer was prepared in April 2020.

The analysis reviewed the annual salary makeup of employees enrolled in the County's insurance plan as well as the employee vs employer portion of premiums paid for comparable governmental insurance plans in surrounding jurisdictions and for employees of the State of West Virginia. It was determined that portion of the premium paid by the County was higher than that of other jurisdictions and that the imbalance needed to be corrected.

To lessen the impact on employees and work toward correcting the imbalance, a plan to phase the adjustment of the employee vs employer portion of insurance premiums to that of governmental norms was implemented in FY2021. During the FY2022 budget process, the Commission did not approve a cost of living adjustment or merit increase for county employee annual salaries. As a result of that budgetary decision, the Commission also determined that phasing in of the premium adjustments would be placed on hold for FY2022 only. The new phase in plan, with estimated annual premium increases, is as follows:

|                                              | ee Only  |       |          |       |            | ee+1     |       |            |       |            | Family   |       |            |       |            |
|----------------------------------------------|----------|-------|----------|-------|------------|----------|-------|------------|-------|------------|----------|-------|------------|-------|------------|
|                                              | ee       | ee%   | er       | er%   | Total      | ee       | ee%   | er         | er%   | Total      | ee       | ee%   | er         | er%   | Total      |
| <i>Recommended Premium Increase Phase In</i> |          |       |          |       |            |          |       |            |       |            |          |       |            |       |            |
| FY21                                         | \$74.00  | 8.5%  | \$797.65 | 91.5% | \$ 871.65  | \$334.00 | 19.2% | \$1,409.31 | 80.8% | \$1,743.31 | \$458.00 | 21.0% | \$1,721.14 | 79.0% | \$2,179.14 |
| Temp Hold FY22                               | \$74.00  | 8.3%  | \$817.30 | 91.7% | \$ 891.30  | \$334.00 | 18.7% | \$1,448.60 | 81.3% | \$1,782.60 | \$458.00 | 20.6% | \$1,770.25 | 79.4% | \$2,228.25 |
| FY23                                         | \$96.00  | 10.7% | \$801.80 | 89.3% | \$ 897.80  | \$362.00 | 20.2% | \$1,433.61 | 79.8% | \$1,795.61 | \$488.00 | 21.7% | \$1,756.51 | 78.3% | \$2,244.51 |
| FY24                                         | \$116.00 | 12.5% | \$808.73 | 87.5% | \$ 924.73  | \$390.00 | 21.1% | \$1,459.48 | 78.9% | \$1,849.48 | \$518.00 | 22.4% | \$1,793.85 | 77.6% | \$2,311.85 |
| FY25                                         | \$136.00 | 14.3% | \$816.48 | 85.7% | \$ 952.48  | \$419.18 | 22.0% | \$1,485.78 | 78.0% | \$1,904.96 | \$548.00 | 23.0% | \$1,833.21 | 77.0% | \$2,381.21 |
| FY26                                         | \$156.00 | 15.9% | \$825.05 | 84.1% | \$ 981.05  | \$431.76 | 22.0% | \$1,530.35 | 78.0% | \$1,962.11 | \$578.00 | 23.6% | \$1,874.64 | 76.4% | \$2,452.64 |
| FY27                                         | \$176.00 | 17.4% | \$834.48 | 82.6% | \$1,010.48 | \$444.71 | 22.0% | \$1,576.26 | 78.0% | \$2,020.97 | \$602.08 | 23.8% | \$1,924.14 | 76.2% | \$2,526.22 |
| FY28                                         | \$196.00 | 18.8% | \$844.80 | 81.2% | \$1,040.80 | \$458.05 | 22.0% | \$1,623.55 | 78.0% | \$2,081.60 | \$620.14 | 23.8% | \$1,981.87 | 76.2% | \$2,602.01 |
| FY29                                         | \$216.00 | 20.1% | \$856.02 | 79.9% | \$1,072.02 | \$471.80 | 22.0% | \$1,672.26 | 78.0% | \$2,144.05 | \$638.74 | 23.8% | \$2,041.32 | 76.2% | \$2,680.07 |
| Goal % FY30                                  | \$229.08 | 20.7% | \$875.10 | 79.3% | \$1,104.18 | \$485.95 | 22.0% | \$1,722.42 | 78.0% | \$2,208.37 | \$657.91 | 23.8% | \$2,102.56 | 76.2% | \$2,760.47 |

**Option REN1:** The medical insurance renewal premium for a plan that implements no changes to the current level of services provided to employees has increased by 2.25%. *The estimated cost of this renewal option (REN1) is \$57,500.* With no adjustment to the employee vs employer premiums, the \$57k increase would be absorbed by

County Administrator  
Stephanie Grove

Deputy County Administrator  
Sandy Shusher McDonald

the County. The total annual employer expense included in the FY2022 budget is \$115,000 or a 5% estimated increase. The County will realize savings of \$57,500.

**Delta Dental** - Delta Dental is currently under a 2 year contract with a 2 year rate guarantee through FY 2022 (expiring 06/30/2022). The total annual employer expense for FY2022 is estimated to be \$44,850 and is included in the approved budget. *No action is needed.*

**Hartford Group Life & Voluntary Life** - Hartford is currently under a 2 year contract with a rate guarantee through FY 2021 (expiring 6/30/2021). The County has not been provided with a renewal contract for life insurance and it is not expected to be received until May 2020. *Action will be needed in May 2020.*

**NVA Vision Plan**- NVA is currently under 4 year contract with a 4 year rate guarantee through FY 2023 (expiring 6/30/2023) which means the County will have paid the same rate for 8 years. The total annual employer expense for FY2022 is estimated to be \$13,000 and is included in the approved budget. . *No action is needed.*

Sincerely,

A handwritten signature in blue ink that reads "Michelle Gordon". The signature is fluid and cursive, with the first name "Michelle" and last name "Gordon" clearly distinguishable.

Michelle Gordon  
Finance Director  
[mgordon@jeffersoncountywv.org](mailto:mgordon@jeffersoncountywv.org)

Jefferson County Commission  
 Highmark Medical Insurance  
 FY22 Renewal Option

|                         |           |        |            |          |     |                             |                          |                        |                            |                            |                            |                            |                                    |           | \$ 115,000   |           |
|-------------------------|-----------|--------|------------|----------|-----|-----------------------------|--------------------------|------------------------|----------------------------|----------------------------|----------------------------|----------------------------|------------------------------------|-----------|--------------|-----------|
| Plan                    | Ded       | Conins | Conins Lim | OV/SP/UR | ER  | Drug                        | Employee Count:<br>TMOOP | 102<br>SIN             | 5<br>EC                    | 1<br>ECDN                  | 22<br>ES                   | 34<br>FAM                  | 164<br>Total                       | Inc/(Dec) | ER Inc/(Dec) | Annual    |
| Current Plan            | 4000/8000 | 100/80 | 1000/2000  | 25/35/50 | 125 | Ret-10/20/40<br>MO-25/50/90 | 7350/14700               | \$ 871.65<br>\$ 797.65 | \$ 1,743.31<br>\$ 1,409.31 | \$ 2,179.14<br>\$ 1,721.14 | \$ 1,743.31<br>\$ 1,409.31 | \$ 2,179.14<br>\$ 1,721.14 | \$ 212,248                         |           |              |           |
| Employee Portion        |           |        |            |          |     |                             |                          | \$ 74.00               | \$ 334.00                  | \$ 458.00                  | \$ 334.00                  | \$ 458.00                  | County monthly<br>Employee monthly |           |              |           |
| REN 1-Curr Plan Renew 1 | 4000/8000 | 100/80 | 1000/2000  | 25/35/50 | 125 | Ret-10/20/40<br>MO-25/50/90 | 7350/14700               | \$ 891.30<br>\$ 817.30 | \$ 1,782.60<br>\$ 1,448.60 | \$ 2,228.25<br>\$ 1,770.25 | \$ 1,782.60<br>\$ 1,448.60 | \$ 2,228.25<br>\$ 1,770.25 | \$ 217,032                         | 2.25%     | \$ 4,784     |           |
| Employee Portion        |           |        |            |          |     |                             |                          | \$ 74.00               | \$ 334.00                  | \$ 458.00                  | \$ 334.00                  | \$ 458.00                  | County monthly<br>Employee monthly |           |              |           |
| Employee Totals         |           |        |            |          |     |                             |                          | \$ 7,548               | \$ 1,670                   | \$ 458                     | \$ 7,348                   | \$ 15,572                  | \$ 32,596                          | \$ -      |              | \$ -      |
| Employer Totals         |           |        |            |          |     |                             |                          | \$ 83,365              | \$ 7,243                   | \$ 1,770                   | \$ 31,869                  | \$ 60,189                  | \$ 184,436                         | \$ 4,784  | \$ 4,784     | \$ 57,408 |
| Premium Totals          |           |        |            |          |     |                             |                          | \$ 90,913              | \$ 8,913                   | \$ 2,228                   | \$ 39,217                  | \$ 75,761                  | \$ 217,032                         | \$ 4,784  |              | \$ 57,408 |

**Jefferson County Commission**

**Medical Insurance Rates**

(Monthly)

Deductible \$4/\$8k, Coins 100/80 limit \$1/\$2k, ER \$125/100%

| Health                  | FY19     | FY20        | FY21     | % of Prem | % Inc  | FY22     | % of Prem | % Inc |
|-------------------------|----------|-------------|----------|-----------|--------|----------|-----------|-------|
| <i>Increase over PY</i> | 5.40%    | 0.07% / 3.6 | 3.25%    |           |        | 2.25%    |           |       |
| EE-er Portion           | 803.62   | 804.22      | 797.65   | 91.5%     | -0.82% | 817.30   | 91.7%     | 2.46% |
| EE-ee Portion           | 40.00    | 40.00       | 74.00    | 8.5%      | 85.00% | 74.00    | 8.3%      | 0.00% |
| Total EE                | 843.62   | 844.22      | 871.65   |           | 3.25%  | 891.30   |           | 2.25% |
| EE Plus 1-er Portion    | 1,387.25 | 1,388.43    | 1,409.31 | 80.8%     | 1.50%  | 1,448.60 | 81.3%     | 2.79% |
| EE Plus 1-ee Portion    | 300.00   | 300.00      | 334.00   | 19.2%     | 11.33% | 334.00   | 18.7%     | 0.00% |
| Total EE Plus 1         | 1,687.25 | 1,688.43    | 1,743.31 |           | 3.25%  | 1,782.60 |           | 2.25% |
| EE+FAM-er Portion       | 1,662.06 | 1,663.54    | 1,721.14 | 79.0%     | 3.46%  | 1,770.25 | 79.4%     | 2.85% |
| EE+FAM-ee Portion       | 447.00   | 447.00      | 458.00   | 21.0%     | 2.46%  | 458.00   | 20.6%     | 0.00% |
| Total EE+Family         | 2,109.06 | 2,110.54    | 2,179.14 |           | 3.25%  | 2,228.25 |           | 2.25% |

| Dental                  | FY19  | FY20  | FY21  |       |  | FY22  |       |  |
|-------------------------|-------|-------|-------|-------|--|-------|-------|--|
| <i>Increase over PY</i> | 0.00% | 0.00% | 0.00% |       |  | 0.00% |       |  |
| EE-er Portion           | 23.46 | 23.46 | 21.46 | 91.5% |  | 21.46 | 91.5% |  |
| EE-ee Portion           | -     | -     | 2.00  | 8.5%  |  | 2.00  | 8.5%  |  |
| Total EE                | 23.46 | 23.46 | 23.46 |       |  | 23.46 |       |  |
| EE Plus 1-er Portion    | 23.46 | 23.46 | 21.47 | 46.0% |  | 21.47 | 46.0% |  |
| EE Plus 1-ee Portion    | 23.25 | 23.25 | 25.24 | 54.0% |  | 25.24 | 54.0% |  |
| Total EE Plus 1         | 46.71 | 46.71 | 46.71 |       |  | 46.71 |       |  |
| EE+FAM-er Portion       | 23.46 | 23.46 | 21.46 | 30.6% |  | 21.46 | 30.6% |  |
| EE+FAM-ee Portion       | 46.58 | 46.58 | 48.58 | 69.4% |  | 48.58 | 69.4% |  |
| Total EE+Family         | 70.04 | 70.04 | 70.04 |       |  | 70.04 |       |  |

| Vision                  | FY19  | FY20  | FY21  |       |  | FY22  |       |  |
|-------------------------|-------|-------|-------|-------|--|-------|-------|--|
| <i>Increase over PY</i> | 0.00% | 0.00% | 0.00% |       |  | 0.00% |       |  |
| EE-er Portion           | 6.94  | 6.94  | 6.34  | 91.4% |  | 6.34  | 91.4% |  |
| EE-ee Portion           | -     | -     | 0.60  | 8.6%  |  | 0.60  | 8.6%  |  |
| Total EE                | 6.94  | 6.94  | 6.94  |       |  | 6.94  |       |  |
| EE Plus 1-er Portion    | 6.94  | 6.94  | 6.34  | 53.4% |  | 6.34  | 53.4% |  |
| EE Plus 1-ee Portion    | 4.94  | 4.94  | 5.54  | 46.6% |  | 5.54  | 46.6% |  |
| Total EE Plus 1         | 11.88 | 11.88 | 11.88 |       |  | 11.88 |       |  |
| EE+FAM-er Portion       | 6.94  | 6.94  | 6.34  | 33.4% |  | 6.34  | 33.4% |  |
| EE+FAM-ee Portion       | 12.04 | 12.04 | 12.64 | 66.6% |  | 12.64 | 66.6% |  |
| Total EE+Family         | 18.98 | 18.98 | 18.98 |       |  | 18.98 |       |  |

| Life               | FY19  | FY20  | FY21  | FY22                  |
|--------------------|-------|-------|-------|-----------------------|
| EE Only-er Portion | 12.70 | 12.70 | 12.70 | 12.70 Not Renewed Yet |

# Renewal Acceptance Agreement

**Client Name:** Jefferson County Commission  
**Client Number:** 123888  
**Renewal Period:** July 01, 2021 through June 30, 2022

This Renewal Acceptance Agreement represents written notice concerning the monthly premium rates that will apply to your renewed contract. Please place a check next to each of the offered rates you accept/decline. To renew, acknowledge your acceptance of the applicable terms and conditions by signing and returning this Renewal Acceptance Agreement to your Highmark West Virginia Client Manager or your authorized Highmark West Virginia Producer (broker) no later than 45 days from the effective date of this renewal.

This Renewal Acceptance Agreement will amend your existing monthly premium rates for the period noted above. The monthly premium rates necessary to provide coverage for the new benefit period are as follows:

| SBP 10 750 Ded 100/80 w/RX |            |
|----------------------------|------------|
| Group(s): 090985-87; -88   |            |
| Contract Type              | Total      |
| Individual                 | \$891.30   |
| Parent & Child             | \$1,782.60 |
| Parent & Children          | \$2,228.25 |
| Two Person                 | \$1,782.60 |
| Family                     | \$2,228.25 |

ACCEPT

DECLINE

Comments:

By signing below, Group Representative acknowledges and agrees that:

- Group has had the opportunity to discuss applicable underwriting requirements with Highmark West Virginia; and agrees to follow such requirements. Among other things, these requirements address:
  - Minimum Stop-Loss Insurance Requirements (based on Group size);
  - Employer and Employee Contribution Requirements; and
  - Geographic and Location Offering requirements.
- Highmark West Virginia will pass the cost of taxes, fees and surcharges applicable to the Group and its plan(s).
- Highmark West Virginia reserves the right to modify rates at any time if there is a change in state, federal or other law (including agency interpretations of such laws).
- Your renewal is subject to the satisfaction of certain Highmark West Virginia underwriting requirements; specifically:

- Highmark West Virginia reserves the right to modify the monthly premium rates at any time during the contract period if the plan sponsor's enrollment increases or decreases by more than ten percent (10%) from the level of the base experience period when the premium rates were determined.

Please note: Highmark West Virginia is committed to reviewing our policies and product offerings to ensure we are providing clients innovative programs and designs that reduce claim expenditures and trends while improving member outcomes. As such, we will be implementing the following claim cost controls this benefit period in order to reduce future rate increases without changing your core plan design characteristics. If you have additional questions or would like additional information on a specific program change, please contact your Client Manager.

**Claim Cost Controls Included in Your Renewal**

- **Clinical Prior Authorization (outpatient and inpatient)** - ensures coverage decisions on certain types of treatments are made only after the requested use of the product is shown to match defined clinical criteria. These include: Specialty Injectables and Orals; Fertility Injectables and Orals; Cholesterol Inhibitors; Growth Hormones, Smoking Deterrents.
- **National Pharmacy Network** - includes more than 58,000 pharmacies nationwide.
- **Market Watch Drug Program** - includes a list of drugs, determined by the plan's pharmacists, that are excluded from the benefit offering due to high cost/low value products, new-to-market drugs, and prescription medications with over-the-counter equivalents.
- **BEST Rx - Total Management Package** - includes both Performance Management Program and Quantity Level Limits.
  - *Performance Management Program* including Step Therapy and Prior Authorization ensures that prescribed medication are being taken safely, effectively, and for their FDA\_approved purpose.
  - *Rx Quantity Level Limits* ensure prescription dosages are based on manufacturer recommendations and prevent misuse or abuse.
- **Rx Site of Care** - designed to shift the utilization of certain infusion therapy medications to the most cost-effective site of care via a member-driven prior authorization.

Accepted by: \_\_\_\_\_ Title: \_\_\_\_\_  
 (Signature of Authorized Group Representative)

Email Address: \_\_\_\_\_ Date: \_\_\_\_\_

The initial payment of premium for the renewal period described above shall be deemed an acceptance of all of the above terms and conditions of renewal agreement.

**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: **Mark Dyck (GORDON)**

Department or Organization: **N/A**

Estimation of amount of time needed for appointment: **10 Minutes**

Date Requested – 1<sup>st</sup> Choice: **April 15, 2021**

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

Date Requested – 2<sup>nd</sup> Choice: **April 29, 2021**

Subject (*Wording to be placed on agenda*): **Miller Rezoning Request**

Please provide the County Commission with a description of your request or presentation, including any background information:  
**Miller Zoning Map Amendment: Request that a public hearing be scheduled before the County Commission and referral to the Planning Commission to review rezoning request for the 242.2+/- acre property identified in the Middleway District (7), Map Number 3, Parcels 29 & 35.**

Is this a funding request? **No**

If so, how much? **N/A**

Provide exact financial impact/request: **N/A**

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

**Motion to accept the zoning map amendment request, refer to Planning Commission for review of Comprehensive Plan consistency and to schedule a public hearing before the County Commission.**

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

If not attached, explain:

Is equipment needed?      Projector **No**      Internet/Wi Fi **No**      Telephone for conference call **No**

Contact information:

Email address: **mdyck@gordon.us.com**

Phone Number: **304-725-8456**

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION**

not applicable



## **Zoning Map Amendment Application Addendum**

### **Miller Property**

April 7, 2021

#### **Owner:**

Jefferson Orchards Inc.  
PO Box 700  
Kearneysville, WV 25430

#### **Applicant:**

Mark Ralston  
Jefferson Orchards Inc.

#### **Property Tax Identification:**

Middleway District (7), Map 3, Parcel 29 – 15.71 acres  
Middleway District (7), Map 3, Parcel 35 – 226.5 acres

#### **Deed Information:**

Parcel 35 - Deed Book 1215, Page Number 429  
Parcel 35 - Deed Book 1199, Page Number 506

#### **Property Characteristics:**

Location: East of Route 480, 1 mile north of the Route 9 Interchange  
Current Zoning: Rural  
Current / Historic Use: Vacant / Agricultural  
Tract Size: 242.21+/- Acres  
Area of Rezoning: 242.21+/- Acres



## Substantiation for Request

### DESCRIBE PROPOSED USE

The properties are located in Jefferson County, immediately north of the City of Ranson annexation referred to as Jefferson Orchards or Northport. The site has frontage on Route 480 and is directly connected to Route 115 through Ranson.



Figure 1 – Aerial Map

The properties are approximately 5 miles from Shepherdstown, 9 miles from Interstate 81 and about 8 miles from Charles Town. The properties are a mixture of wooded areas and open fields.

**Residential Development**

All of Parcel 29 and the majority (approximately 180 acres) of Parcel 35 are planned for residential development. The development will include homes, open spaces/buffers, parks, amenities, stormwater management and roads. The majority of the residences will be single family residential with up to 20% of the total units being townhomes. The residential development will be phased over multiple years.

As part of the development plan the project would extend the existing WVDOH road from its termination point in Ranson through to Route 480. This land would be dedicated by the owners at no cost to WV. This connection will provide an important transportation link in Jefferson County that will enhance the transportation network. It is expected that a traffic study will be required by WVDOH as part of the subdivision design process.

The project will have multiple phases and include at least two connections points to Route 480. Phase A - E are shown to graphically demonstrate how the site could potentially be sequenced.

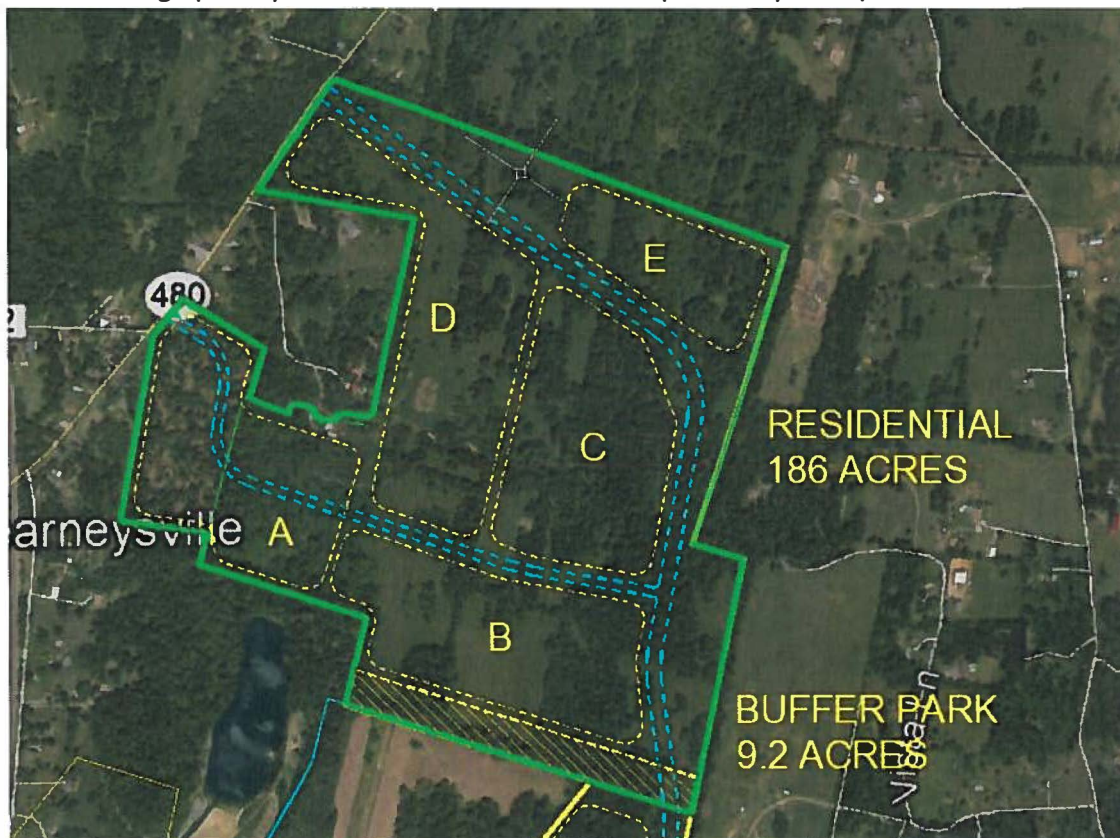


Figure 2 – Residential Development Plan

**Light Industrial Zone**

Approximately 43.7 acres of Parcel 35 curves around the City of Ranson limits and abuts to the Rockwool site at its southern end. The land located in Ranson is zoned as a Special Industrial District and the applicant is proposing a zone that is compatible with this adjacent use.

The Light Industrial Zone significantly limits heavy manufacturing and does not permit heavy industrial uses. It will serve as an excellent transition zone while providing a large parcel of land that can support future investment in employment-based uses. By definition in the Zoning Ordinance a light industrial use is one that does not use a significant amount of water, does not create noise, odors, smoke and objectionable nuisances or hazards.

This development will be served by a WVDOH road and is adjacent to existing public sewer and water infrastructure. As noted in the residential development summary, the land required for the WVDOH road would be donated by the property owner.

It is possible that the development may consist of a single larger use, or it might be multiple smaller buildings similar to those found in the Burr/Bardane Park.

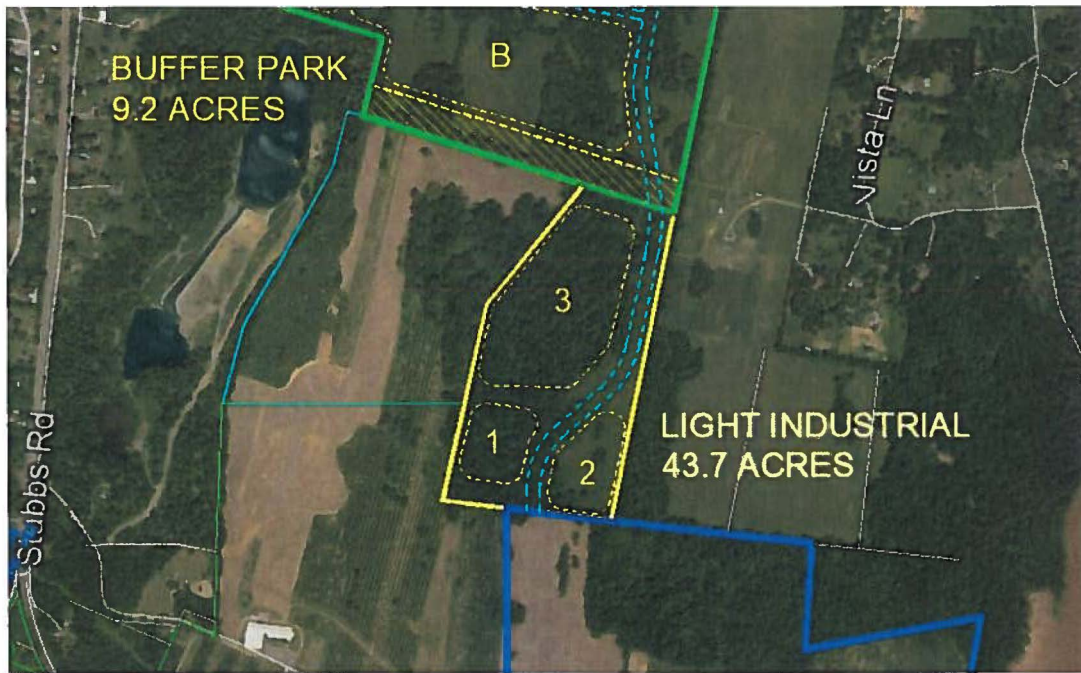


Figure 3 – Light Industrial Development Plan

**DESCRIBE WHY THE ZONING MAP AMENDMENT IS NECESSARY FOR THE PROPOSED USE**

A zoning map amendment is necessary since the Rural Zone does not permit the proposed uses.

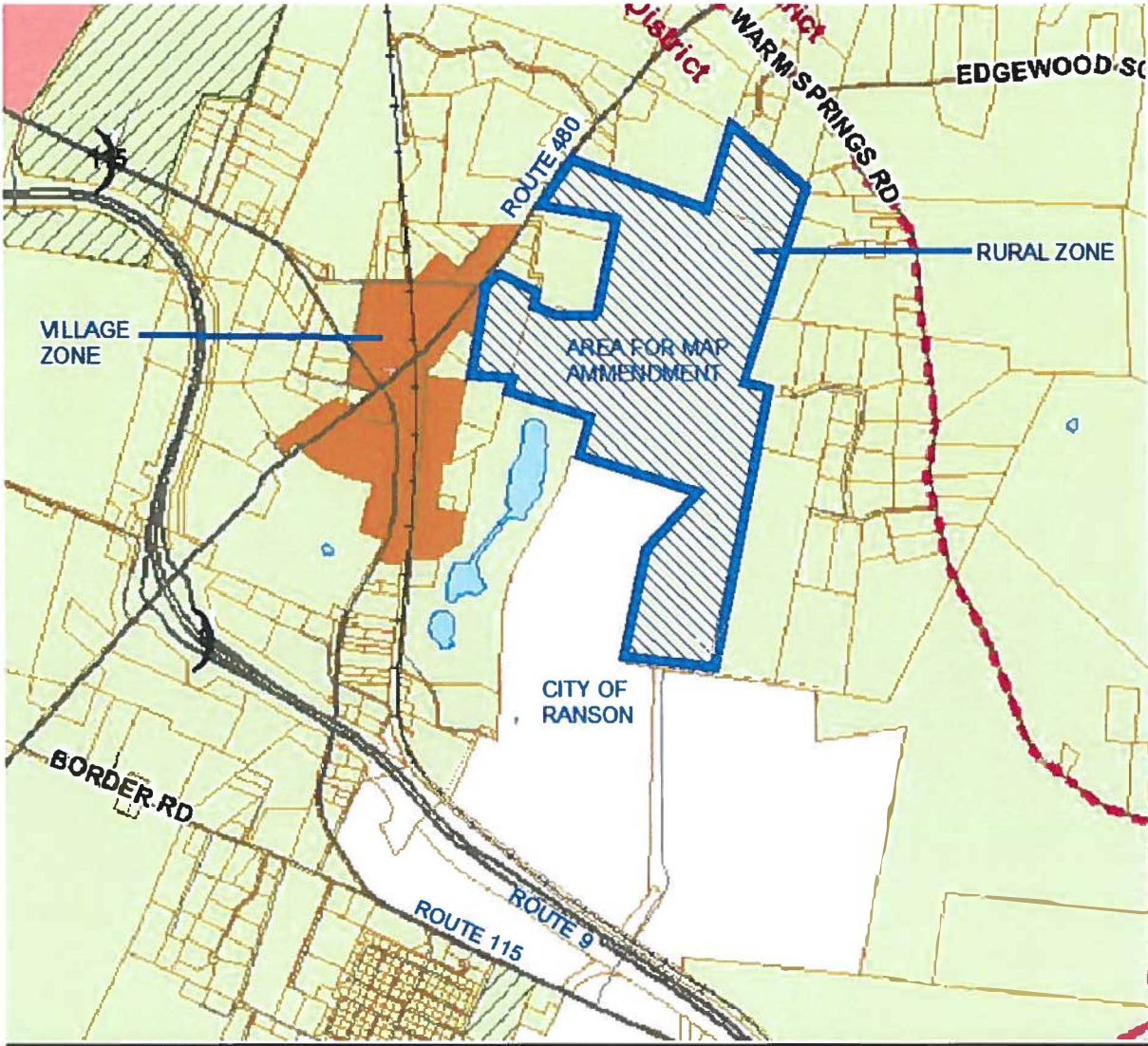


Figure 4 – Jefferson County Zoning Map

## **HOW IS THE ZONING MAP AMENDMENT CONSISTENT WITH THE OBJECTIVES AND POLICIES OF THE COMPREHENSIVE PLAN**

### 1. Preferred Growth Areas (page 22)

#### d. Route 9 PGA

*(between Kearneysville and the Jefferson/Berkeley County line)*

This area would be able to access water, sewer, and natural gas services from Berkeley County thereby allowing more intense business park/commercial uses to develop along the County line. The village of Kearneysville could redevelop with small businesses and residential uses in a pattern and scale compatible with the village district. The intersection of Route 9 and County Road 1 (Leetown Pike) would be characteristic of a commercially oriented highway interchange. A map of the Route 9 PGA can be found in Appendix F – Maps.

In 2012 the Kearneysville area was designated as a PGA, with the expectation that sanitary sewer and water would be extended from Berkeley County. With its location at a major interchange the area is a good location for growth. The proposed map amendment would support this PGA by allowing for the extension of water, sewer and natural gas from Ranson. These utilities are especially important to the Village of Kearneysville which lacks access to adequate infrastructure to even maintain its current businesses and homes. A residential community on the Miller Property could support the growth of village scale commercial enterprises that were historically located in this area.

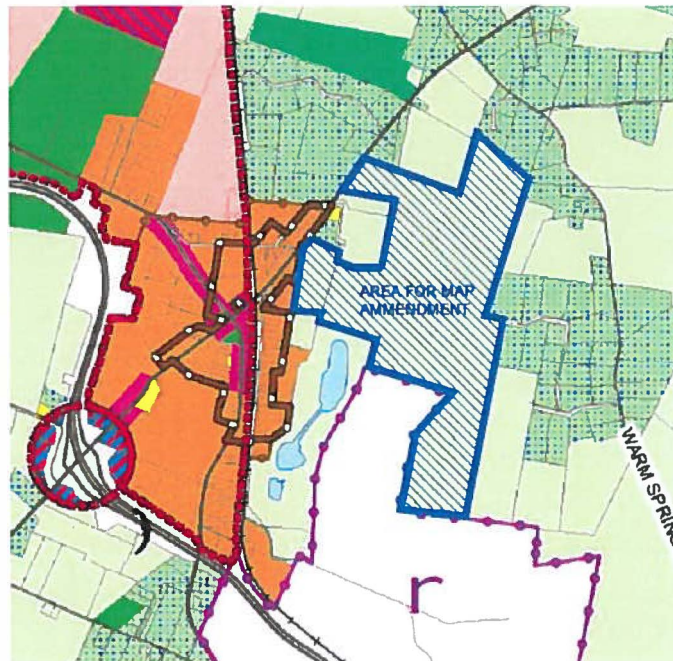


Figure 5 – Jefferson County Future Land Use Map

2. Urban Level Development Recommendations Direction (page 30)

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2. | Recognize that the County Commission has the authority to make land use decisions including Zoning Map Amendments based upon the finding of consistency with the Future Land Use Guide and the recommendations of this Plan; the County Commission may determine that petitions or decisions for zoning map amendments are consistent with the Comprehensive Plan if any of the following conditions are met after the entire Plan is taken into consideration: |
|    | a. Economic Well-Being of the County; or                                                                                                                                                                                                                                                                                                                                                                                                                        |
|    | b. Error or Under Scrutinized Property on the Future Land Use Guide; or                                                                                                                                                                                                                                                                                                                                                                                         |
|    | c. Change in Neighborhood; or                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|    | d. Any Other Circumstance that the Governing Body determines should have been considered when drafting the Future Land Use Guide; and/or                                                                                                                                                                                                                                                                                                                        |
|    | e. Environmental impacts are considered.                                                                                                                                                                                                                                                                                                                                                                                                                        |

The above list of requirements are found in the Comprehensive Plan and provide direction on justification the County Commission can use to make zoning map amendments. These conditions allow the County Commission to evaluate the individual circumstances of any parcel in Jefferson County in a manner that is not practical or possible during the preparation of a Comprehensive Plan.

**Economic Well-Being of the County**

- Residential Land Use – Jefferson County has not met the comprehensive plans growth projections of 0.95% per year and is only at 0.55% as of 2019. The lack of residential growth has impacted the strength of the local economy. While there are pockets of residential activity, the County is not benefiting from a robust residential economy.

The development of the proposed residential community will strengthen the ability of Jefferson County to grow and prosper. There are limited opportunities for residential growth in the western part of Jefferson County. This lack of residential development negatively impacts the growth and development of commercial services. Future residents would support restaurants, shops, and other services in the village of Kearneysville. They could walk/bike to this area enhancing the character of the village.

- Light Industrial Land Use – Jefferson County suffers from a lack of land with sufficient infrastructure to serve light industrial development. While there are still a number of small parcels available in the Burr Industrial Park there are no other options available to employers without the expenditure of significant money to extend infrastructure. This land will also be the only industrial development where natural gas is available to business.

The zoning map amendment would have a direct positive impact on the economic well-being of the County. It would attract investment and create jobs in Jefferson County.

#### **Error or Under Scrutinized Property**

- Residential Land Use/Light Industrial – during the preparation of the Comprehensive Plan from 2012-2014 the steering committee focused on the municipalities, villages, and major intersections on Route 9 and 340 as the probable destination for residential and light industrial development. This analysis failed to evaluate the logical extension of water and sewer, in part driven by upgrades related to a growing Burr Industrial Park. These factors have led to the upgrade of utilities that would serve residential development on the Miller Property. These properties would have been included within the growth area if water and sewer expansion plans had been included in the Comprehensive Plan.
- Jefferson Orchards Plan – while the Comprehensive Plan references this planned community in Ranson, it did not evaluate the document to determine the impacts on the Miller Property. The plan shows a direct connection via a 2-lane boulevard divided road with parallel parking to the Miller Property, clearly indicating that it would be part of a future development pattern.

#### **Change in Neighborhood**

The following changes to the neighborhood have occurred since the preparation of the Comprehensive Plan in 2012-2014.

- Water and Sewer – the property is now served by water and sewer. These utilities were designed for future expansion, anticipating development in this area. It is important to note that without extension of water and sewer through the land included in this application that the Route 9 PGA will likely not occur. Berkeley County has shown no interest in extending their utilities deep into Jefferson County.
- Natural Gas – the property is one of the few in Jefferson County where light industrial and residential development would have the benefit of a natural gas utility. The use of natural gas is supported in the Comprehensive Plan.
- Roads and Trails – it is rare for a new WVDOH road to be constructed in Jefferson County. Through a partnership with Ranson, the Department of Highways constructed Northport Avenue, this road will be extended to Route 480 through the land being rezoned. The project will also continue the trail system located on Route 9 and extended along Northport Avenue. The proposed rezoning would add a significant portion of new pedestrian/biker trails that is eventually expected to extend to Shepherdstown.
- Development – the Rockwool project brought significant changes to the development characteristics of this neighborhood. These changes validate the condition found on the Zoning Map Amendments as follows:
  - The construction of Rockwool was not evaluated in 2012.

- The elimination of residential development on the Jefferson Orchards property significantly reduced the adjacent land available to support the employment uses on this property.
- Ranson Rezoning – the rezoning approved by Ranson in 2017 changed the characteristics of this area. These changes support the zoning map amendment.



Figure 6 – Jefferson Orchards Land Development Plan

3. Urban Level Development Recommendations Direction (Page 31)

|           |                                                                                                                                                                                                                                                                                                |
|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>6.</b> | Require new urban level development to provide opportunities for multi-modal accessibility and to occur in a manner that enables connectivity to existing street and infrastructure networks or for future connectivity as development is extended to municipalities, UGBs, PGAs, or Villages. |
|           | a. Create and implement the results of small area studies that would address the potential provision of infrastructure, accessibility, place making, and community facilities.                                                                                                                 |
|           | b. Require viable integration of multi-modal accessibility to facilities as part of new development plans.                                                                                                                                                                                     |
|           | c. In coordination with the West Virginia Division of Highways, identify key corridors where publicly owned roadways might be beneficial to the overall development of the County.                                                                                                             |
|           | d. Coordinate with existing property owners/HOA's to extend existing roadway corridors when possible to connect into adjoining neighborhoods or new development. At a minimum, this may include pedestrian, non-motorized vehicle, and/or emergency access ways.                               |

Transportation is a key consideration of land use and growth management in the Comprehensive plan. The rezoning is support by objectives 6.b and 6.c.

- 6.b – the proposed development area would have direct access to multi-modal pedestrian and bike trails. It would be the first residential subdivision in Jefferson County to have access to this trail system without first traveling on a roadway.
- 6.c – WVDOH has identified Northport Avenue as a key corridor for Jefferson County, whose development would benefit the County as a whole.

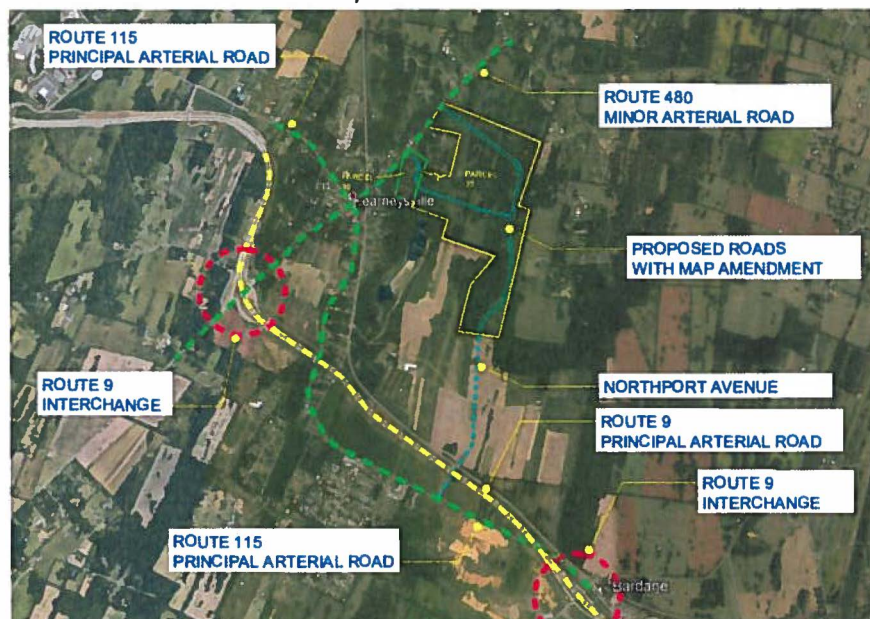


Figure 7 – Transportation Map

4. Village Objectives (Page 45)

3. Collaborate with key village stakeholders to implement and create water and sewer improvements, internal interconnections between adjacent commercial properties, area-wide shared stormwater and parking facilities within village centers.

Protection and enhancement of Jefferson County's villages is a theme in the Comprehensive Plan. Most of the villages are limited due to the lack of water and sewer which prohibits the development pattern of historic villages. While supported by the Comprehensive Plan, many of the characteristics of a village, small lots, commercial/residential mix, etc. are restricted by the subdivision and development ordinance. The rezoning of the subject properties would allow for the extension of water and sewer to the village of Kearneysville. These utilities would serve to revitalize this historic area.

5. Finance Recommendations (Page 141)

1. Develop policies that result in a well-balanced tax base that is not overly reliant on residential taxes, but is diversified by the presence of a robust commercial and industrial tax base.

The proposed rezoning includes both a residential tax base and a light industrial tax base, achieving the noted finance recommendation. From a tax perspective the rezoning offers a huge increase in county taxes after development. The current tax for both properties is approximately \$2,100.00, this is less than one single family home in a new subdivision.

**DISCUSS ANY CHANGES OF TRANSPORTATION CHARACTERISTICS FROM WHEN THE ORIGINAL ORDINANCE WAS ADOPTED**

1. A 4-lane divided Route 9 was constructed, providing a high-capacity road corridor between Jefferson County and Interstate 81.
2. Two interchanges to a 4-lane divided highway have been constructed in close proximity to the property.
3. WVDOH is in planning to further upgrade the east west connection between Jefferson county and Interstate 81.
4. Northport Avenue was constructed, providing a direct connection to Route 115 and the interchange at Route 9 and Wiltshire Road.

**DISCUS ANY CHANGES OF NEIGHBORHOOD CHARACTERISTICS FROM WHEN THE ORIGINAL ORDINANCE WAS ADOPTED.**

1. Ranson annexed lands adjacent to and in close proximity to the subject properties.
2. Rockwool was constructed on the Jefferson Orchards property.
3. Jefferson Orchards was rezoned to Smart Code New Community, this zoning was modified in 2017 to support industrial development.
4. Commercial businesses in Kearneysville have greatly decreased.

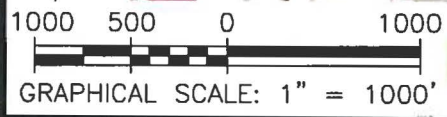
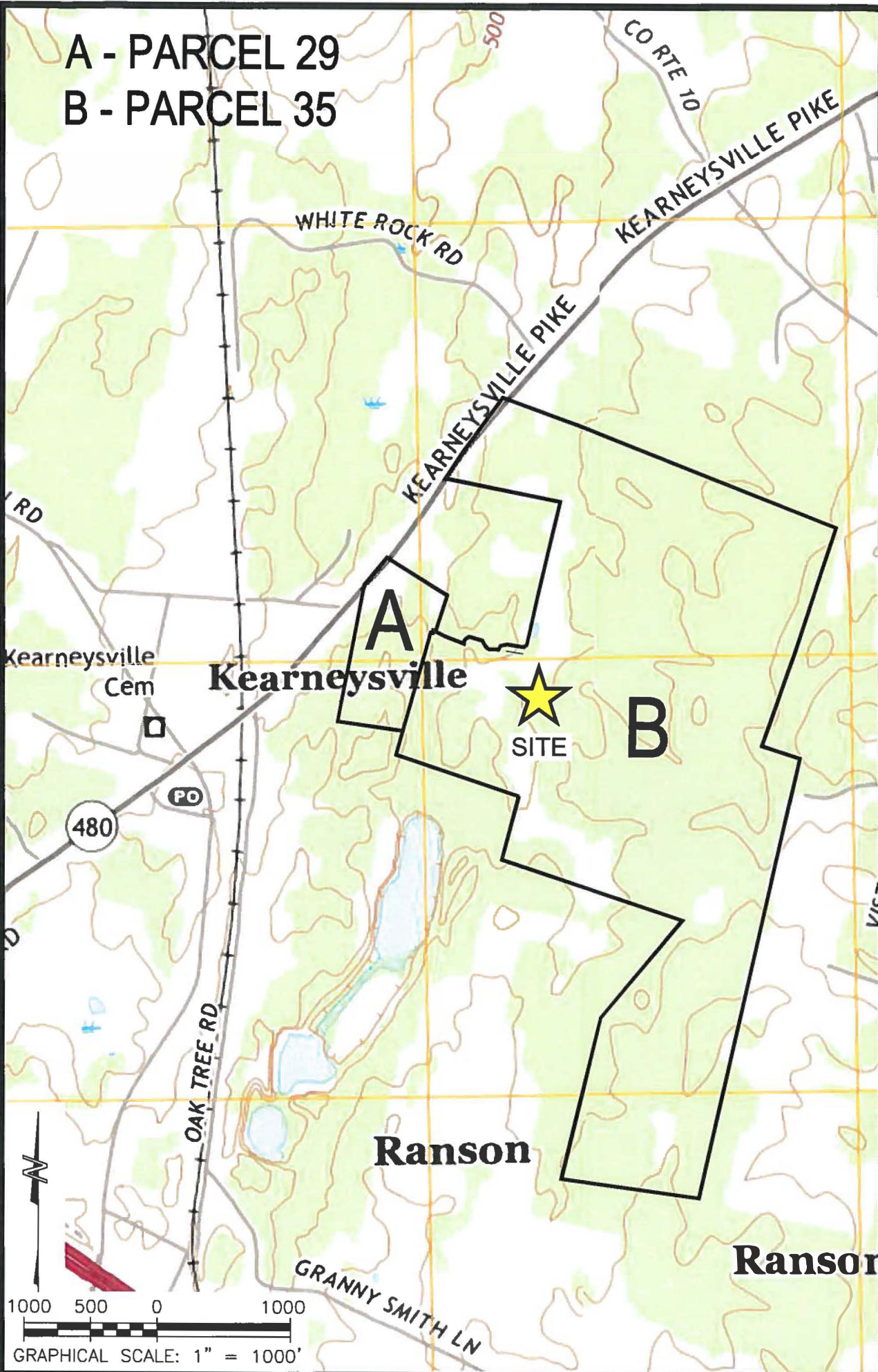
A - PARCEL 29  
B - PARCEL 35

**ZONING MAP AMENDMENT**  
**EXHIBIT 1 - VICINITY MAP**

04-07-2021

**MILLER PROPERTY**  
**JEFFERSON COUNTY, WV**

COPYRIGHT 2021. NO REPRODUCTION OR USE OF THIS DRAWING IS ALLOWED IN PART OR IN WHOLE BY ANY PROCESS WITHOUT PRIOR WRITTEN AUTHORIZATION FROM WILLIAM H. GORDON ASSOCIATES, INC.



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Jessica Carroll

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **April 15, 2021**

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

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*): **Interviews/Appointments to the following:**

📌 **Jefferson County Board of Health – one unexpired term ending June 30, 2022 – Discussion/Action**

📌 **Jefferson County Development Authority Board of Directors – one three-year term for a Labor Representative and one three-year term for a Citizen Representative, both ending April 5, 2024 – 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**



The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, April 15, 2021 or as soon thereafter as the Commission may decide:

**Jefferson County Board of Health: one unexpired term ending June 30, 2022.**

*§ 16-2-7. Appointment to and Composition of County Boards of Health; Qualifications; Number of Appointees*

*A county board of health is composed of five members selected and appointed by vote of the county commission. Each member appointed to the county board of health shall be a resident of the county. No more than two members who reside in the same magisterial district may be appointed and no more than two members may be appointed who are personally licensed or certified in, engaged in, or actively participating in the same business, profession or occupation. No more than three members of a county board of health may belong to the same political party.*

**Currently seeking qualified applicants who reside in the following districts: Charles Town District, Kabletown District, Harpers Ferry District, and Middleway District.**

Persons who may be interested in the above listed agency should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414, no later than 12:00 p.m. on the Monday prior to the proposed date of appointment.

Additional information regarding these appointments may be obtained by calling the Commission Office at (304) 728-3284.



# DAVID LUTMAN

12860 Leetown Road, Kearneysville WV 25430

Phone: 304-702-2500 Email: [Rent01@frontiernet.net](mailto:Rent01@frontiernet.net)

Middleway District- Libertarian Party

---

Letter of Interest:

Dear Jefferson County Commission;

It would be my pleasure to serve on the Board of Health. I am a lifelong resident of Jefferson County, excited to have an opportunity to serve our vibrant community. I possess many skills that would be valuable to the Health Department and the community they serve. My expertise includes business and organizational management. These skills would better position the Health Department to act in times of crisis, more effectively and efficiently, while protecting the taxpayer. My budget skills will also ensure that the Health Department continues to have the necessary funding to resolve public health issues as they arise.

Moreover, as the managing member of different businesses in our community, I have a flexible work schedule that would improve the meeting frequency of the board, especially in times of crisis when swift action is needed during rapidly evolving circumstances. It is important that each sector of business and public health is represented on the Board and I believe that I would fill a needed spot for the environmental side of the Department, since I am very familiar with individual water wells and septic systems. These individual water and sewer systems are the systems that serve much of the County.

Furthermore, the strategic management expertise I pose would enable me to help the Board with strategies to quickly resolve issues, such as those that came to the forefront during the current pandemic.

Finally, I am well versed with the staffing needs of the Environmental department, enabling me to understand how to provide the Staff with the resources to effectively administer their duties. Additionally, I am accustomed to providing the needed guidance to large numbers of employees and subcontractors, so that the Board and the Health Department can provide helpful public service.

Thank you in advance for your consideration in my appointment. Thank you all for serving our community.

Respectfully,



David Lutman

# DAVID LUTMAN

12860 Leetown Road, Kearneysville WV 25430  
Phone: 304-702-2500 Email: [Rent01@frontiernet.net](mailto:Rent01@frontiernet.net)  
Middleway District- Libertarian Party

---

*My Mission: "To improve the efficiencies, in which the Health Department operates to reduce and eliminate waste, while continually improving the health department's ability to react and resolve public health issues at a moment's notice."*

## EXPERIENCE

**8-1-2007 - CURRENT**

**MANAGING MEMBER, LUTMAN LAND DEVELOPMENT:**

OVERSEE PORTFOLIO OF 100'S OF PROPERTIES- INCLUDING BUT NOT LIMITED TO BUDGET, ANALYSIS AND STRATEGIC PLANNING.

**8-1-2007 - CURRENT**

**MANAGING MEMBER, LUTMAN PROPERTIES:**

OVERSEE PORTFOLIO OF 72 RENTAL PROPERTIES

**4-1-2005 – 12-31-2021**

**MANAGING MEMBER, JEFFERSON RENTALS**

Responsible for all functions of operations, forward guidance, strategy, marketing, and fiscal budgets.

Managed staff up to 30 individuals

Currently consulting for future strategic growth

## EDUCATION

**DECEMBER, 2007**

**BACHELOR'S OF ART- BUSINESS ADMINISTRATION, SHEPHERD UNIVERSITY**

Graduated Cum Laude, with a minor in economics.

## SKILLS

- Budget analysis- Positive variances
- Employee Retention, with limited budgets
- Employee Efficiencies, with limited budgets
- Construction Management Expertise
- Increasing Company and Organization Capacities
- Acquiring funding sources for new initiatives
- Strategic Management for all business climates
- Land and infrastructure Expertise

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, April 15, 2021, or as soon thereafter as the Commission may decide:

**Jefferson County Development Authority Board - one three-year term for Citizen Representative and one three-year term for Labor Representative, both ending April 5, 2024**

*The labor representative must be an active member of a labor union. An individual who is employed on an hourly basis is preferred but not required.*

Persons who may be interested in the above listed agency should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414 no later than 12:00 p.m. the Monday before the proposed date of appointment.

Additional information regarding these appointments may be obtained by calling the Commission Office at (304) 728-3284.



## Jessica Carroll

---

**From:** Dave Dinges <dmdinges@gmail.com>  
**Sent:** Thursday, April 8, 2021 11:13 AM  
**To:** Jessica Carroll  
**Subject:** Re: Expiration of JCDA Term

I am interested in continuing to serve.

Get [Outlook for iOS](#)

---

**From:** Jessica Carroll <jcarroll@jeffersoncountywv.org>  
**Sent:** Thursday, April 8, 2021 11:11:30 AM  
**To:** DMDinges@gmail.com <DMDinges@gmail.com>  
**Subject:** FW: Expiration of JCDA Term

-----Original Message-----

**From:** Jessica Carroll  
**Sent:** Tuesday, April 6, 2021 1:06 PM  
**To:** 'dave\_dinges@mountainstatesports.com' <dave\_dinges@mountainstatesports.com>  
**Subject:** Expiration of JCDA Term

Mr. Dinges -

Please see attached and send me a response in writing (replying to this email is fine or you can send something more "formal") as to whether you're interested in continuing to serve on the JCDA. Feel free to contact me should you have any questions.

Thanks,

Jessica Carroll  
Executive Administrative Assistant  
Jefferson County Commission  
PO BOX 250  
Charles Town, WV 25414  
(p) - 304-728-3284  
(f) - 304-725-7916

-----Original Message-----

**From:** Helpdesk@jeffersoncountywv.org <Helpdesk@jeffersoncountywv.org>  
**Sent:** Tuesday, April 6, 2021 12:59 PM  
**To:** Jessica Carroll <jcarroll@jeffersoncountywv.org>  
**Subject:** Scanned Hunter Building Commission



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: **Nathan Cochran, Assistant Prosecuting Attorney**

Department or Organization:

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **April 15, 2021**

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

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*):

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

1. Report by counsel as previously assigned by Commission: creation of Jefferson County Fire Board, Jefferson County Emergency Ambulance Service Board, and organization of Jefferson County Emergency Services Agency; including potential structure, financial issues and matters related thereto.
2. Discussion of legal issues regarding proposed solar text amendment including bonding and related matters. Discussion/Action.
3. Discussion of possible agreement with the City of Ranson regarding storage of extra PPE items and related matters. Discussion/Action.
4. Discussion of Jefferson County Civil Action No.'s 2021-C-33 through 37. Discussion/Action.
5. Discussion of issues regarding impact fees and proffers. Discussion/Action.

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





Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **April 15, 2021**

*If a specific date is needed, please provide reason for specific date:* [Click here to enter text.](#)

Subject (*Wording to be placed on agenda*):

**Set date and time for joint meeting for the Jefferson County Fire and Rescue Association, Jefferson County Emergency Services Agency, and Jefferson County Commission - 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 [Click here to enter text.](#)

If so, how much? \$[Click here to enter text.](#)

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: [Click here to enter text.](#)

Is equipment needed? Projector Y/N [Click here to enter text.](#) Internet/Wi Fi Y/N [Click here to enter text.](#) Telephone for conference call Y/N [Click here to enter text.](#)

Contact information:

Email address: [Click here to enter text.](#) Phone Number: [Click here to enter text.](#)

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS**

[Click here to enter text.](#)





Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **April 15, 2021**

If a specific date is needed, please provide reason for specific date: [Click here to enter text.](#)

Subject (*Wording to be placed on agenda*):

**Reschedule - Set date and time for Public Hearing - Repeal of the County ATV Ordinance - 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 [Click here to enter text.](#)

If so, how much? \$ [Click here to enter text.](#)

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: [Click here to enter text.](#)

Is equipment needed? Projector Y/N [Click here to enter text.](#) Internet/Wi Fi Y/N [Click here to enter text.](#) Telephone for conference call Y/N [Click here to enter text.](#)

Contact information:

Email address: [Click here to enter text.](#) Phone Number: [Click here to enter text.](#)

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS**

[Click here to enter text.](#)





**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)

Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **April 15, 2021**

*If a specific date is needed, please provide reason for specific date:* [Click here to enter text.](#)

Date Requested – 2<sup>nd</sup> Choice: [Click here to enter text.](#)

Subject (*Wording to be placed on agenda*):

**Proclamation - April Fair Housing Month - 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** [Click here to enter text.](#)

If so, how much? **\$**[Click here to enter text.](#)

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: [Click here to enter text.](#)

Is equipment needed? **Projector** **Y/N** [Click here to enter text.](#) **Internet/Wi Fi** **Y/N** [Click here to enter text.](#)

Telephone for conference call **Y/N** [Click here to enter text.](#)

Contact information:

Email address: [Click here to enter text.](#) Phone Number: [Click here to enter text.](#)

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS**

[Click here to enter text.](#)



## **April is Fair Housing Month in the Jefferson County, WV**

The Jefferson County Commission once again declares April as Fair Housing Month. The National Fair Housing Law is celebrating its 53<sup>rd</sup> anniversary this year. Equal opportunity in housing is a right guaranteed to all Americans under Title VII of the Civil Rights Act of 1968. While our community recognizes and practices this law throughout the year, this April is a chance to rededicate to the principle of freedom of choice and reacquaint the community with the rights and responsibilities that are theirs under the law.

The implementation of the Fair Housing Policy of West Virginia requires positive commitment, involvement and support of each and every one of our citizens. The Jefferson County Commission joins Governor Jim Justice in encouraging all citizens to support the practice and policy of fair housing in their personal lives, as well as in their workday duties.



***Equal Opportunity Employer (EOE)***  
***This community supports Fair Housing practices***



***Proclamation***

By the Jefferson County Commission, West Virginia

WHEREAS: equal opportunity in housing is a right guaranteed to all Americans under Title VIII of the Civil Rights Act of 1968; and

WHEREAS: the 53rd anniversary of the National Fair Housing Law provides an opportunity for Americans to rededicate themselves to the principle of freedom of choice and reacquaint themselves with the rights and responsibilities that are theirs under the law; and

WHEREAS: implementation of the Fair Housing Policy of West Virginia requires positive commitment, involvement and support of each and every one of our citizens; and

WHEREAS: the Jefferson County Commission, West Virginia provides leadership in an effort to make fair housing a right that can be realized by all of our citizens;

NOW THEREFORE,  
BE IT RESOLVED: that, I, the President of the Jefferson County Commission, West Virginia, do hereby proclaim April 2021 as

***Fair Housing Month***

in Jefferson County and encourage all citizens to support the practice and policy of fair housing in their personal lives, as well as in their workday duties.

\_\_\_\_\_  
President

Attest: \_\_\_\_\_



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: **Steve Stolipher, Commissioner**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **April 15, 2021**

If a specific date is needed, please provide reason for specific date: [Click here to enter text.](#)

Subject (*Wording to be placed on agenda*): **Recognize that structures on parcels in the WV division of forestry managed timberland program be processed as agriculture - 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** [Click here to enter text.](#)

If so, how much? **\$** [Click here to enter text.](#)

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: [Click here to enter text.](#)

Is equipment needed? **Projector** **Y/N** [Click here to enter text.](#) **Internet/Wi Fi** **Y/N** [Click here to enter text.](#) **Telephone for conference call** **Y/N** [Click here to enter text.](#)

Contact information:

Email address: [Click here to enter text.](#) Phone Number: [Click here to enter text.](#)

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS**

[Click here to enter text.](#)





**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)

Name: **Stephanie Grove, County Administrator**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **April 15, 2021**

*If a specific date is needed, please provide reason for specific date:* [Click here to enter text.](#)

Date Requested – 2<sup>nd</sup> Choice: [Click here to enter text.](#)

Subject (*Wording to be placed on agenda*):

- **Legislative Updates**

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

Is this a funding request? **Y/N** [Click here to enter text.](#)

If so, how much? **\$**[Click here to enter text.](#)

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: [Click here to enter text.](#)

Is equipment needed? **Projector** **Y/N** [Click here to enter text.](#) **Internet/Wi Fi** **Y/N** [Click here to enter text.](#)

Telephone for conference call **Y/N** [Click here to enter text.](#)

Contact information:

Email address: [Click here to enter text.](#) Phone Number: [Click here to enter text.](#)

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS**

[Click here to enter text.](#)



**COUNTY COMMISSION OF JEFFERSON COUNTY  
NOTICE OF SPECIAL SESSION  
LAY THE LEVY**

The County Commission of Jefferson County, will hold a Special Session on Tuesday, April 20, 2021, at 9:30 a.m. The meeting will be held virtually via GoToWebinar.

The purpose of the Special Session is to officially Lay the Levy.

A copy of the Jefferson County Commission Levy Estimate (Budget) Fiscal Year 2022 may be obtained on the County website at:  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org).

Comments can be made during the virtual meeting. You can also email comments to [info@jeffersoncountywv.org](mailto:info@jeffersoncountywv.org).

By Order of the County Commission of Jefferson County  
Josh Compton, President

**Harpers Ferry/ Bolivar PSD**  
P. O. BOX 235  
192 LAKE QUIGLEY DRIVE  
HARPERS FERRY, WEST VIRGINIA 25425  
(304)-535-2390 FAX (304)-535-2524

---

THE HARPERS FERRY-BOLIVAR PUBLIC SERVICE DISTRICT CONDUCTED THE FEBRUARY MEETING AT THE BOLIVAR TOWN HALL, LOCATED AT 60 PANAMA STREET, BOLIVAR WEST VIRGINIA. THE MEETING WAS HELD ON FEBRUARY 12th, 2021.

The meeting was called to order at 8:00 a.m.

Those in attendance were:

|                                        |                                    |
|----------------------------------------|------------------------------------|
| Mike Lowrey-Secretary Term 6/30/2022   | Eddy Tennant-Operations Supervisor |
| Helen Dettmer-Treasurer Term 6/30/2024 | Joe Adams-Plant Operator           |
|                                        | Jim Williams-HFBPSD Consultant     |

Motion by Mr. Lowrey, seconded by Ms. Dettmer to approve the January minutes, approved.

Motion by Mr. Lowrey, seconded by Ms. Dettmer to approve the January revenue checking account financial statement, approved.

Motion by Ms. Dettmer, seconded by Mr. Lowrey to approve the January security deposits account financial statement, approved.

Motion by Ms. Dettmer, seconded by Mr. Lowrey to approve the January Phase II construction account financial statement. Account closed with the remaining \$3,222.82 transferred to working capital reserve, approved.

Motion by Mr. Lowrey, seconded by Ms. Dettmer to approve the January working capital reserve account, approved.

Discussion by Mr. Tennant to transfer \$2,400.00 from the regular checking account to the working capital reserve.

Motion by Mr. Lowrey, seconded by Ms. Dettmer to transfer \$2,400.00 from the regular checking account over to the working reserve account, approved.

Discussion on talking to local utilities about a possible inter agency agreement to help with coverage in occasions when someone may not be available. Mr. Tennant talked to Mr. Welsh of Shepherdstown Utilities, and they have a larger staff and not interested at this time. Received an email from Ms. Stolipher of the CUB with interest in getting together to talk.

Mr. Tennant reached out the Jefferson County Health Department and talked to Mr. Marchim. Discussed potential help with plant coverage. Mr. Marchim is involved with water operators and was unable to help, the PSD will reach out to other local sewer utilities.

Discussion on COVID protocols remain the same staff both at the plant. Continue to monitor temperature daily.

The meeting was adjourned at 8:56 a.m.

NOT PRESENT *David P. A.*

David Simmons-Chairman

*Mike Lowery*

Mike Lowery-Secretary

*Helen Dettner*

Helen Dettner-Treasurer